

**REVISED AGENDA  
REGULAR BUSINESS MEETING OF CITY COUNCIL**

**Monday, February 29, 2016, 1:00 p.m.  
Council Chamber, City Hall**

**Pages**

**1. NATIONAL ANTHEM AND CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**14 - 19**

***Recommendation***

1. That the report of the General Manager, Transportation and Utilities Department, dated February 29, 2016 - Highway 16/Boychuk Dr. and McOrmond Dr./College Dr. Interchanges - Permission to Proceed with RFQ and RFP, be added as Urgent Business Item 13.1;
2. That the letters from the following be added to Item 8.1.8:
  - Mr. Karl. Niedzielski, dated February 28, 2016
  - Mr. Mark Hauk, dated February 29, 2016; and
3. That the agenda be confirmed as amended.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

***Recommendation***

That the minutes of the Regular Business Meeting of City Council held on January 25, 2016, be approved.

**5. PUBLIC ACKNOWLEDGMENTS**

**6. UNFINISHED BUSINESS**

**6.1 Integration of Public Art in Capital Projects and Financial Implications  
(Files CK. 4040-1 x 1700 and RS. 215-13-0)**

20 - 28

The following motion, arising out of a Notice of Motion Previously given by Councillor Olauson, was made at the meeting of City Council held on December 14, 2015.

Moved by Councillor Olauson, Seconded by Councillor Davies

"That City Council rescind those portions of the Public Art Policy No. C10-025 which refer to capital project public art."

On December 14, 2015, City Council resolved that the matter be deferred to be considered in conjunction with the forthcoming Administrative report that relates to the integration of public art in the capital projects previously identified and financial implications.

A report of the Standing Policy Committee on Planning, Development and Community Services is attached, recommending:

1. That the information regarding the integration of public art in capital projects and resulting financial implications be received; and
2. That the Public Art Policy be amended, as outlined in this report.

**Recommendation**

That City Council consider its motion of December 14, 2015, to rescind those portions of the Public Art Policy No. C10-012 which refer to capital project public art and the recommendations of the Standing Policy Committee on Planning, Development and Community Services, as described above and attached.

**7. QUESTION PERIOD**

**8. CONSENT AGENDA**

**Recommendation**

That the Committee recommendations contained in Items 8.1.1 to 8.1.8; 8.2.1 to 8.2.9; 8.3.1 to 8.3.2; 8.4.1 to 8.4.4; and 8.5.1 to 8.5.3, be adopted as one motion.

**8.1 Standing Policy Committee on Planning, Development & Community Services**

**8.1.1 Award of Request for Proposals – Manage and Operate Cairns Baseball Complex (Files CK. 4205-7-3 and RS. 290-27)**

29 - 32

**Recommendation**

1. That the proposal submitted by Saskatoon Baseball Council



Inc. for the operation and management of Cairns Baseball diamond, Lealos Baseball diamond, concession, and change room facility, referred to as the Cairns Baseball Complex, be accepted; and

2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**8.1.2 Feasibility of Implementation of Food and Beverage Establishments in Parks (Files CK. 4205-5 x 300-11 and RS. 4205-1)** 33 - 39

**Recommendation**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

**8.1.3 Saskatoon North Partnership for Growth – 2015 Annual Report (Files CK. 4250-1)** 40 - 48

**Recommendation**

That the 2015 Annual Report of the Saskatoon North Partnership for Growth, be received as information.

**8.1.4 Naming Advisory Committee Report (Files CK. 6310-1 and PL. 4001-5-2)** 49 - 71

**Recommendation**

1. That the following names be approved for addition to the Names Master List: Dolan, Skopik, Zimmer, Ballast, Bearpaw, Brownell, Markham;
2. That the name Riel Industrial, in recognition of Louis Riel, be applied to both the Northwest Industrial Sector and the industrial area to the north approved as the North Sector - Employment Growth Area;
3. That the name Szumigalski, in recognition of Anne Szumigalski, be added to the Names Master List and applied to rename Industrial Park in the Kelsey-Woodlawn neighbourhood;
4. That the name Vic, in recognition of Victor Sommerfeld, be approved to be added to the Names Master List and assigned to rename Victor Road as Vic Boulevard in the Stonebridge Area; and
5. That the City Solicitor be requested to prepare the required Bylaws for the renaming, as identified in recommendations

3 and 4, for City Council's consideration.

- 8.1.5 Regulating Placement of New Residential Air Conditioning Units (Files CK. 375-2 and PL. 4350-1)** 72 - 79

**Recommendation**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

- 8.1.6 Arenas – Capital Budget Approval for Zamboni Replacement (Files CK. 1800-1 and RS. 1000-1)** 80 - 83

**Recommendation**

1. That a capital project adjustment for the purchase of two Zamboni ice resurfacer machines at a cost of \$195,690.60, be approved; and
2. That the funding source, in the amount of \$195,690.60, be approved from the Leisure Services Equipment Replacement Reserve.

- 8.1.7 Saskatoon Forestry Farm Park and Zoo – Zoo Entrance and Gift Shop Building (Files CK. 1815-1 and RS. 1701-7-15)** 84 - 91

**Recommendation**

That the over expenditure of \$93,112 required to complete Capital Project No. P2048, Saskatoon Forestry Farm Park and Zoo Entrance and Gift Shop Building, from the funding sources outlined in the February 8, 2016 report of the General Manager, Community Services Department be approved.

- 8.1.8 Medical Marijuana Dispensary Regulations (Files CK. 4350-1)** 92 - 131

The following letters are provided:

Request to Speak

- Mr. Zachery Grant, dated February 5, 2016
- Mr. Murray Nichol, dated February 8, 2016
- Ms. Gaye-Lynn Kern, dated February 9, 2016
- Mr. Len Boser, dated February 10, 2016

Submitting Comments

- Ms. Jackie Smith, dated February 5, 2016
- Mr. Karl Niedzielski, dated February 7 & 28, 2016
- Ms. Jamie Novotny, dated February 7, 2016
- Ms. Jaime Hagel, dated February 8, 2016

- Mr. Len Boser, dated February 24, 2016
- Mr. Mark Hauk, dated February 5 & 29, 2016

**Recommendation**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

**8.2 Standing Policy Committee on Finance**

- 8.2.1 Jana King-Mayes, Executive Assistant - Notice of Annual General Meeting - The Art Gallery of Saskatchewan Inc. (Files CK. 175-27) 132 - 134**

**Recommendation**

That the City of Saskatoon, being a member of The Art Gallery of Saskatchewan Inc., appoint Donald Atchison, or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of The Art Gallery of Saskatchewan Inc., to be held on the 15<sup>th</sup> day of March 2016, or at any adjournment or adjournments thereof.

- 8.2.2 Jana King-Mayes, Executive Assistant - Notice of Annual General Meeting - The Saskatoon Gallery and Conservatory Corporation (Files CK. 175-27) 135 - 137**

**Recommendation**

That the City of Saskatoon, being a member of The Saskatoon Gallery and Conservatory Corporation, appoint Donald Atchison, or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of The Saskatoon Gallery and Conservatory Corporation, to be held on the 15<sup>th</sup> day of March 2016, or at any adjournment or adjournments thereof.

- 8.2.3 2016 Budget Approval - Business Improvement District (Files CK. 1905-5 x 1680-1, AF. 1680-2, 1680-3, 1680-4, and 1680-5) 138 - 151**

**Recommendation**

1. That the 2016 budget submissions from the Partnership, Broadway Business Improvement District, Riversdale Business Improvement District, Sutherland Business Improvement District, and the 33rd Street Business

- Improvement District be approved; and
2. That the City Solicitor be requested to prepare the 2016 Business Improvement District Levy Bylaws for submission to City Council for consideration at the same meeting that the Mill Rate Bylaws are presented.

**8.2.4 Mail Folder/Inserter Equipment - Award of Request for Proposal (Files CK. 1000-1 and AF. 1000-1) 152 - 155**

**Recommendation**

1. That a contract with Pitney Bowes Canada for the supply of mail folder/inserter equipment for a net cost of \$145,953.47 be approved; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

**8.2.5 Meewasin Valley Authority Contract for Landscape Consulting on the Aspen Ridge Greenway Project (Files CK. 4131-32 x 4131-5, AF. 4131-1 and LA. 4131-30) 156 - 165**

**Recommendation**

1. That the City of Saskatoon (City) enter into a consulting services agreement with the Meewasin Valley Authority to act as Saskatoon Land's consultant to complete the detailed design, tender, contract administration and construction management for the Greenway adjacent to Phase 1 in Aspen Ridge; and
2. That the City Solicitor be requested to prepare the standard consultant services agreement.

**8.2.6 Acquisition of Land for Future Development (Files CK. 4020-1, AF. 4020-1 and LA. 4020-015-007) 166 - 170**

**Recommendation**

1. That the Real Estate Manager be authorized to purchase LSD 9 and 10 of 6-38-5 W3 comprising of approximately 69.62 acres from Neil and Mary Bartsch at a purchase price of \$450,000;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That the Property Realized Reserve be used as the funding source for this purchase, including legal, administrative costs and disbursements.

<b>8.2.7</b>	<b>Standard and Poor's Canadian Ratings - City of Saskatoon (Files CK. 1500-4 and AF. 1500-4)</b>	171 - 183
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#### **Recommendation**

That the report of the CFO/General Manager, Asset and Financial Management Department, dated February 8, 2016, be received as information.

<b>8.2.8</b>	<b>Property Tax Liens 2015 (Files CK. 1920-3 and AF. 1920-3)</b>	184 - 199
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#### **Recommendation**

That the City Solicitor be instructed to take the necessary action under provisions of *The Tax Enforcement Act* with respect to properties with 2015 tax liens.

<b>8.2.9</b>	<b>25th Street Parking Lot Improvements and Leases Along 1st Avenue Between 24th and 33rd Street (Files CK. 4130-13 x 4225-1 and AF. 4110-1)</b>	200 - 210
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#### **Recommendation**

1. That the Administration be authorized to proceed with the enhancement/creation of interim use surface parking lots at 85 and 88 25th Street E at an approximate cost of \$320,000;
2. That the Administration be authorized to issue a Request for Proposals (RFP) for the lease and management of pay-and-display parking lots at 85 and 88 25th Street E;
3. That the Administration be authorized (within the City Manager's authority) to enter into land lease agreements with interested adjacent landowners on the west side of 1st Avenue N between 25th Street E and 33rd Street E at market rent with a five-year term and a five-year renewal option;
4. That public space improvements be made to the vacant remnant parcel at 375 1st Avenue N at an approximate cost of \$150,000; and
5. That the Property Realized Reserve (PRR) be used as the interim funding source for the enhancement work of the parking lots at 85 and 88 25th Street E as well as the public space improvements to 375 1st Avenue N, and that the lease revenues be used to pay back the PRR for such improvements.

### **8.3 Standing Policy Committee Transportation**

<b>8.3.1</b>	<b>Lakeview Neighbourhood Traffic Review (Files CK. 6320-1)</b>	211 - 286
	<b>Recommendation</b>	
	That the Neighbourhood Traffic Review for the Lakeview neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.	
<b>8.3.2</b>	<b>Meadowgreen Neighbourhood Traffic Review (Files CK. 6320-1)</b>	287 - 369
	<b>Recommendation</b>	
	That the Neighbourhood Traffic Review for the Meadowgreen neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.	
<b>8.4</b>	<b>Standing Policy Committee on Environment, Utilities &amp; Corporate Services</b>	
<b>8.4.1</b>	<b>Transit IT Roadmap (Files CK. 7300-1 and CP. 0425-1)</b>	370 - 375
	<b>Recommendation</b>	
	That the report of the General Manager, Corporate Performance Department dated February 9, 2016 be received as information.	
<b>8.4.2</b>	<b>Award of RFP – Energy Performance Contracting (EPC) Owner’s Consultant (Files CK. 752-1 and CP. 7838)</b>	376 - 382
	<b>Recommendation</b>	
	<ol style="list-style-type: none"> <li>1. That the proposal submitted by Econoler to be the City’s Energy Performance Contracting Owner’s Consultant for a total estimated cost of \$84,600 (including GST and PST) be accepted; and</li> <li>2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.</li> </ol>	
<b>8.4.3</b>	<b>WWTP – Asset Replacement – Primary Heating Study and Biogas Bypass – Award of Engineering Services (Files CK. 670-1 and WWT. 7990-107)</b>	383 - 386
	<b>Recommendation</b>	
	<ol style="list-style-type: none"> <li>1. That the proposal submitted by Associated Engineering (Sask) Ltd. for engineering services for the Primary Heating Study, and the design and construction of a biogas bypass</li> </ol>	

at a total upset fee of \$104,127.90 (including taxes) be approved; and

2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**8.4.4 Generating Energy from Elm Wood (Files CK. 752-1 and CP. 0758) 387 - 391**

**Recommendation**

That the report of the General Manager, Corporate Performance Department dated February 9, 2016, be received as information.

**8.5 Governance and Priorities Committee**

**8.5.1 2013 – 2023 Strategic Plan – Reaffirming the 4-Year Priorities (Files CK. 116-1) 392 - 396**

**Recommendation**

1. That the information be received; and
2. That the 4-Year Priorities included in Attachment 1 be utilized in preparing the 2017 Business Plan and Budget.

**8.5.2 Notice of SAMA Annual Meeting – April 26, 2016 (Files CK. 180-11) 397 - 399**

**Recommendation**

That the City's Representatives, Councillor Ann Iwanchuk and Ms. Shelley Sutherland, Director of Corporate Revenue, be authorized to vote on the City's behalf at the SAMA Annual General Meeting scheduled for April 26, 2016.

**8.5.3 Separating the Role of Returning Officer from the Office of the City Clerk (Files CK. 0265-1) 400 - 407**

**Recommendation**

1. That the City Solicitor prepare a bylaw to separate the role of the Returning Officer from the Office of the City Clerk and the City Clerk be delegated the authority to appoint a returning officer, as set out in this report;
2. That the City Clerk take the appropriate action to implement the separation of the role of returning officer from the Office of the City Clerk for the 2016 Civic Election, as described in this report; and

3. That, following the 2016 Civic Election, City Council receive a report on the experience of utilizing a returning officer other than the City Clerk along with any recommendations and financial implications for the 2020 Civic Election.

## 9. REPORTS FROM ADMINISTRATION AND COMMITTEES

### 9.1 Asset & Financial Management Department

### 9.2 Community Services Department

### 9.3 Corporate Performance Department

### 9.4 Transportation & Utilities Department

### 9.5 Office of the City Clerk

- 9.5.1 Inquiry - Councillor Donauer - Municipal Review Commission's Reporting Process (Files CK. 0255-18) 408 - 411

#### Recommendation

That the process for dealing with reports of the Municipal Review Commission, as outlined in this report, be approved.

### 9.6 Office of the City Solicitor

- 9.6.1 Amendments to Bylaw No. 7565, The Poster Bylaw, 1996 (Files CK. 185-6) 412 - 416

#### Recommendation

That permission be granted to introduce Bylaw No. 9353, *The Poster Amendment Bylaw, 2016*, and give same its FIRST reading.

#### Recommendation

That Bylaw No. 9353 now be read a SECOND time.

#### Recommendation

That permission be granted to have Bylaw No. 9353 read a third time at this meeting.

#### Recommendation



That Bylaw No. 9353 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**9.6.2 Bylaw Amendment for Portable Water Meter Charges (Files CK. 7900-2) 417 - 420**

**Recommendation**

That permission be granted to introduce Bylaw No. 9354, *The Waterworks Amendment Bylaw, 2016*, and give same its FIRST reading.

**Recommendation**

That Bylaw No. 9354 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9354 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9354 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**9.7 Standing Policy Committee on Environment, Utilities And Corporate Services**

**9.8 Standing Policy Committee on Finance**

**9.9 Standing Policy Committee on Planning, Development And Community Services**

**9.10 Standing Policy Committee on Transportation**

**9.11 Governance and Priorities Committee**

**9.11.1 2016 Appointments - Pension Benefits Committee (Files CK. 0225-55) 421**

**Recommendation**

That Mr. Kerry Tarasoff, CFO/General Manager, Asset and Financial Management and Ms. Catherine Gryba, General Manager, Corporate Performance be appointed as the City's representatives on the Pension Benefits Committee, to fill the

two remaining vacancies.

- 9.11.2 **Municipal Review Commission Report - Elections Committee (Files CK. 255-18)** 422 - 436

**Recommendation**

That City Council adopt the recommendations of the Governance and Priorities Committee, as outlined in this report.

**9.12 Other Reports**

- 9.12.1 **Saskatoon Municipal Review Commission (Files CK. 255-18)** 437 - 488

Requesting to provide an overview of the report.

**Recommendation**

That the information be received and referred to the Governance and Priorities Committee for discussion and to the Administration for review and written comment to the same meeting of the Governance and Priorities Committee.

- 9.12.2 **Establishment of Municipal Ward Boundaries (Files CK. 265-2)** 489 - 495

**Recommendation**

That the information be received.

**10. INQUIRIES**

**11. MOTIONS (NOTICE PREVIOUSLY GIVEN)**

**12. GIVING NOTICE**

**13. URGENT BUSINESS**

- 13.1 ***Highway 16/Boychuk Dr. and McOrmond Dr./College Dr. Interchanges - Permission to Proceed with RFQ and RFP [Files CK. 6000-1 and TS. 6120-3]*** 496 - 499

***Recommendation***

1. That the Administration be directed to proceed with the procurement of the Highway 16/Boychuk Drive and the McOrmond Drive/College Drive Interchanges, as a bundled project, and issue the Request for Qualifications, followed by the Request for Proposal at the appropriate time; and
2. That the contingency funding strategy, as outlined in this report, be approved to be acted upon only in the event that the City's

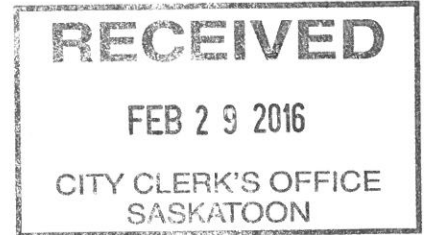
application for funding under the Building Canada Fund, PTIC  
Component is not approved.

14. IN CAMERA SESSION (OPTIONAL)

15. ADJOURNMENT

4350-1

**From:** Karl Niedzielski <karlniedzielski@gmail.com>  
**Sent:** February 28, 2016 10:39 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 28, 2016 - 22:38  
Submitted by anonymous user: 67.225.62.88  
Submitted values are:

Date: Sunday, February 28, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Karl  
Last Name: Niedzielski  
Address: 102 David Knight Crescent  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 7Z7  
Email: karlniedzielski@gmail.com  
Comments: Unfortunately, I will not be able to attend this meeting.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71325>

**From:** Karl Niedzielski <karlniedzielski@gmail.com>  
**Sent:** February 28, 2016 10:41 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 28, 2016 - 22:41  
Submitted by anonymous user: 67.225.62.88  
Submitted values are:

Date: Sunday, February 28, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Karl  
Last Name: Niedzielski  
Address: 102 David Knight Crescent  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 7Z7  
Email: karlniedzielski@gmail.com

Comments:

As a resident of Saskatoon, it is distressing to witness the hostility of the Saskatoon Police Service in regards to the medicinal marijuana dispensary owned by Mark Hauk. It is astounding to see that, before opening, Mr. Hauk had exhausted all legal avenues such as: personally addressing City Council, scheduling meetings with the police chief, Clive Weighill, and generally being open with the City in regards to his plan to open and manage a dispensary.

Medical marijuana, in most cases, has been a last resort for many patients. Patients who have exhausted all "legal" medication and feel stalemated by the system. Then, by some blessing, they find a medicine that works; however, they can only access it through an archaic and impersonal mail order delivery system. Not only does this system only sell certain forms of the medicine, it can also take many weeks to deliver. For all of these arguments and more, there is no acumen to discriminate against a person's choice of medication, simply because of its legal state.

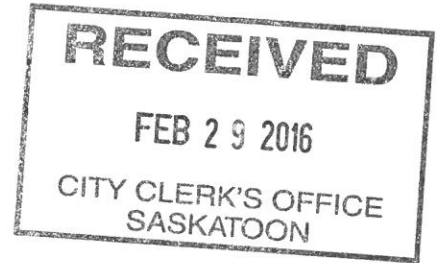
It is ludicrous to think that prescription drugs, some having a single or numerous damaging side effects, are considered acceptable and lawful whilst a local source for more effective and less detrimental treatment is disregarded because of federal law.

I would like to ask the City of Saskatoon to reconsider their position on medicinal marijuana. I would like to ask that the City of Saskatoon use their better judgement by not enforcing unscientific and politically driven laws. We need the City to take into account patients who are suffering routinely and to take a compassionate approach, rather than a "tough on crime", outdated, and unsubstantiated stance.

Karl Niedzielski.  
Concerned Citizen.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71326>

**From:** Mark Hauk <saskcompassion@gmail.com> on behalf of Mark Hauk <saskcompassion@gmail.com>  
**Sent:** February 29, 2016 7:53 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Monday, February 29, 2016 - 07:52  
Submitted by anonymous user: 24.68.53.31  
Submitted values are:

Date: Monday, February 29, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Mark  
Last Name: Hauk  
Address: 427 bowman cres  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: s7n7k4  
Email: saskcompassion@gmail.com  
Comments:  
Dear Council Members,

I am writing in regards to the Medical Marijuana Dispensary Regulations agenda item being discussed at today's Council Meeting. Due to some unfortunate circumstances, I unfortunately will not be able to attend today's meeting. That being what it is, I am hopeful I am still able to bring some important matters to the forefront, in this manner.

I am aware that today Council will likely move to vote against creating Medical Marijuana Dispensary Regulations in Saskatoon, based on the reasoning that 'dispensaries are not allowed according to federal regulations'.

I would strongly caution anyone considering that rationale to take a careful step back and re-consider it – particularly in light of recent events. Because as per a Federal Court ruling last week (Allard Decision), those Federal Regulations have yet again been found unconstitutional, found to be causing patients to needlessly suffer, and in 6 months will fully be of 'no force and effect' in this country.

The decision was clear in establishing that the current system is NOT providing patients reasonable access to medical cannabis.

Some comments worth noting from Judge Phelan's decision;

"In sum, the law goes too far and interferes with some conduct that bears no connection to its objectives."

"Current trends in dispensary growth suggest a connection between the restrictions to access under the MMPR and the need for patients to obtain their medical marihuana from illicit sources'.

"Dispensaries are at the heart of cannabis access".



And this isn't the first time these regulations have been found unconstitutional either. A portion of these very same regulations were torn to shreds in a 7-0 unanimous Supreme Court Decision this past spring. That particular Constitutional Challenge was centered on patient's rights to access cannabis in other forms than dried. The court found in that case, the regulation that forced patients to only access in dried form, was not based on any facts or logic, and was unnecessarily causing harm to patients.

Do those sound like regulations we should be continually referencing and blindly enforcing with all of our mite? I strongly suggest otherwise.

In fact I would suggest it is morally imperative to do the opposite. How can this council in good faith continue to defend regulations we now all clearly know to be hurting innocent people? I don't care how strong one's political and/or religious ideology is, you as representatives of the people, simply ignore the facts here.

And anyone on this council willing to go on record again and once more and repeat 'we know people are suffering, but the laws are the laws' and shrug their shoulders, should be bloody ashamed of themselves. I would go one step further and suggest they should be held legally accountable, but most would consider that reaching too far, so I'll stop short for the time being.

But enough of the problems, and on to solutions. We have a couple realities we need to face here.

The first reality is, we currently in this country, an overly restrictive, unconstitutional federal Medical Marijuana Program that is causing sick and dying people in our community to needlessly suffer. Plain and simple. This isn't anyone's opinion any more. It has been found to be true in the highest courts in the land.

So with that being a certain reality, I would suggest council has a clear moral imperative to ensure those people affected, are somehow getting access to their medicine.

The second reality is that the regulations that currently make dispensaries illegal will no longer exist within 6 months, if not sooner. And after last week's Federal Court ruling that spoke so strongly in favor of dispensaries, we should all anticipate a situation arising very soon where dispensaries are no longer illegal in this country. (in fact, many would argue that is already happened with last week's ruling but I'll leave that aside for the moment).

The situation we need to expect and prepare for is this; within the next 6 months the Federal Government will be forced to roll out revised Federal Medical Marijuana Regulations that will very presumably allow for dispensaries to serve medical patients in this country. At that time, there will undoubtedly be a mad rush to the market, with dispensaries popping up left, right and center, as it will no longer be illegal to do so.

I would suggest they city be prepared for this to happen as it is almost inevitable at this point. How do we prepare you may ask? Create and implement regulations. Having smart, progressive regulations in place will help prevent the problems other cities have experienced with explosions in the numbers of dispensaries in their cities. Those being involvement of organized crime, clustering, and vicinity to schools. These types of issues are very easily handled with regulations.

On the flipside, if we experience this proliferation of dispensaries without regulations in place, we could open the door for trouble, and end up having to clean up a fairly big mess ala Vancouver. I would encourage this Council to reach out to the Councillors in Vancouver and ask them how badly they would like to have the opportunity to turn back the clock and implement smart regulations before the explosion of dispensaries happened in their city? And then reach out to Councillors in Toronto



and ask them the same, as they have now seen a reported 70+ dispensaries pop in their city in the last year.

I am fairly certain I know what they will tell you.

Another important point to be made here, that is often overlooked, is that this is also a simple matter of harm reduction for our city. The facts of the matter are, community based dispensaries make our cities safer than not.

How you may ask? Well, when people struggle with access through the federal program, they are forced to access their cannabis through other means. Those other means being the black market. So we are forcing people who would prefer to safely access their cannabis through a dispensary, to put themselves in uncomfortable and sometimes dangerous situations and get their meds off the street.

And I am not assuming this is happening. I know it for a fact. I unfortunately hear from these people frequently.

They were former patients of our Compassion Club. I have had literally hundreds of inquiries from patients over the past months, looking for advice as to where to turn. Each story sadder than the next. It rips the heart right from my chest.

There was one conversation I had with a patient, about a week after our club was raided that I won't soon forget. We were gathered outside of the police station, and this wonderfully sweet 65 year old woman, a member of our club whom is fighting cancer, came over to me with her walker, and asked if she could talk to me in private. I of course obliged and she went on through tears to tell me she was suffering in pain without her cannabis, so her husband was going to drive over to the west side and 'try to find some' that night. She asked me if I knew what streets he could drive down to stand the best chance of finding some.

Further, she asked if he was able to find some, if there was a way he could tell whether it was Indica or Sativa just by looking at it. (different types of cannabis for different ailments). Utterly heart-wrenching. I have tears in my eyes writing this - I just only hope you feel just a fraction of what I do reading it. It is so wrong, I simply have no words for it.

So let's be clear about one thing – anyone who believes that the continued disallowance of dispensaries and more specifically they targeted raiding of our club, is somehow making our city safer for the citizens that live in it, should carefully think again. It has, and continues to do the exact opposite. It is very clearly, at times putting the most vulnerable citizens in our community in clear and present danger.

With that said, I am not sure what other current issues' on Councils agenda might be more important than this one.

And this is, after all Councils load to bear. It should not be our responsibility, as regular citizens to have to risk our liberty to look after fellow vulnerable citizens that are suffering due to unconstitutional regulations. We have, after all, already suffered terrible injustices, and invasions of our personal privacy of the worst kind.

I personally have; been arrested, thrown in jail, had blatant and damaging lies told about me in the media by our City's Police Chief, had all my worldly possessions taken from me, and the doors to my



home kicked him in. Not to mention the emotional toll of the damage all of this has caused to countless relationships with family and friends.

I'm tired. The others are tired. It's time for you, our elected officials to step in here and do some of the heavy lifting. That is why elected you in the first place. To look out for our best interests and well-being. To make the right decisions for the right reasons. And if nothing else, to step in and act when the most vulnerable of our citizens are being discriminated against, and treated unfairly.

And if anyone, after all of that, still needs any convincing this is the right course of action, let's hear from the people. I see a new media poll every week polling the public as to whether the citizens of this city are in favour of dispensaries or not. Great and all, but those polls obviously have no bearing on public policy.

If Council truly wants to hear from the people in our community on this polarizing issue, I would urge you to consider hosting a 'Town Hall' style meeting on the issue, one evening sometime very soon. Many other communities have done just this, and have tremendous feedback from both sides.

I believe that if this council was able to hear directly from the patients this is affecting, the decision here would be a very easy one to make.

I encourage you all to slow down and think very, very carefully about what's at stake with this decision. The decision you make here today has a very real and direct impact on peoples continued physical suffering or not. I would guess most decisions made by this council do not carry weight of that magnitude.

And the facts are abundantly clear here if you genuinely seek to understand them, and without bias. There are still of course, some out there (our Mayor and Police Chief for example) who continue to ignore the overwhelming facts, and continue to make decisions based on political or religious ideology. Ideology that has them irrationally believe cannabis is evil in any and all circumstances.

Unfortunately those types are going to find themselves on the wrong side of history very, very soon. The lies that prohibition was founded on, are just that, and have all but been dispelled. Those that cling to those lies until the bitter end, history will not treat well (think those that continued to support racism and the suppression of gay and women rights until the bitter end).

Ignorance is no longer an excuse. I implore you to take action. And to do so swiftly. Why? Well as our new Prime Minister would say 'because it's 2016, that's why'.

Thanks for your time and kind consideration.

Sincerely,  
Mark Hauk

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71360>



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Integration of Public Art in Capital Projects and Financial Implications**

#### **Recommendation of the Committee**

1. That the information regarding the integration of public art in capital projects and resulting financial implications be received; and
2. That the Public Art Policy be amended, as outlined in the February 8, 2016 report of the General Manager, Community Services Department.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department.

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# Integration of Public Art in Capital Projects and Financial Implications

## Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the information regarding the integration of public art in capital projects and resulting financial implications be received; and
2. That the Public Art Policy be amended, as outlined in this report.

## Topic and Purpose

The purpose of this report is to provide further information on the intent and purpose of integrating public art into capital projects, to amend Public Art Policy No. C10-025 so that it more specifically directs which projects will integrate public art, and to further outline the financial implications of integrating public art into capital projects.

## Report Highlights

1. Including, or integrating, public art into select high-profile capital projects is a way for the City of Saskatoon (City) to transform public spaces, strengthen a sense of identity and community, and provide an opportunity for citizens to engage with major capital projects carried out by the City.
2. Amendments are being proposed for Public Art Policy No. C10-025 (Policy) to more specifically direct which projects will integrate an “up-to-1%” approach to public art.
3. The financial implication of integrating public art is that capital project managers will build the equivalent dollar amount of up-to-1% of the project’s overall cost, to a maximum of \$500,000, into their budget estimates for public art or artistic design elements.

## Strategic Goal

This report supports the Strategic Goal of Quality of Life in making Saskatoon a welcoming place where our community supports arts, culture, recreational facilities, and other amenities. The long-term strategy of implementing the Municipal Culture Plan is supported by this report.

## Background

At its March 31, 2014 meeting, City Council approved the Policy to be effective January 1, 2015, and resolved, in part:

- “4) that the Administration bring forward a report prior to budget consideration on those capital projects that qualify for the 1 percent on an annual basis.”

At its 2016 Preliminary Business Plan and Budget meeting, held on November 30 and December 1, 2015, City Council resolved, in part:

- “2) That the Administration explore the integration of public art in the capital projects identified and report further on the financial implications.”

Also at this meeting, Councillor Olauson put forward the following Notice of Motion:

- “1) that City Council rescind those portions of the Public Art Policy No. C10-025 which refer to capital project public art.”

At its December 14, 2015 meeting, City Council resolved:

- “1) that consideration of this matter be deferred to be considered in conjunction with the forthcoming Administrative report that relates to the integration of public art in the capital projects previously identified and financial implications.”

## **Report**

### Public Art Transforms Public Spaces and Strengthens a Sense of Identity and Community

Capital project public art is the commissioning of site-specific works of art, or artistic design elements, that are integrated into select projects. Designated capital projects are those deemed to have a high level of public prominence and where the City’s contribution is \$5 million or more. This is meant to ensure that public art is considered only where it can have the greatest public benefit.

Public benefit from public art means that civic infrastructure, buildings, parks, and streetscapes contribute to the overall look and feel of the city. Public art and artistic design elements can enhance the visual appeal of civic infrastructure. It can aid in telling our history and community stories by paying tribute to particular sites, individuals, and events, and can transform underused places into popular public gathering spaces. Public art, in the form of landscaping, utility covers, lighting, street furniture, and wall facades, can also be part and parcel of functional design.

It is not the intent of this Policy to include public art in all capital projects, but rather only in select high-profile capital projects where the City’s contribution is \$5 million or greater, and where it has a positive and significant impact on the project and the surrounding area. This means there might be one such project every two to three years.

### Amend the Policy to More Specifically Direct Which Projects will Integrate an up-to-1% Approach to Public Art

The Administration is recommending that the Policy be amended to specifically direct which projects will integrate up-to-1% for public art on civic capital projects (see Attachment 1). In this approach, capital project managers consider the potential for public art as either physically embedded into the building, structure, or space, or included as a stand-alone artwork that complements the project.

Further, capital project managers, working in conjunction with Community Services Department staff, use an up-to-1% scale as a way of determining a realistic dollar amount for the artistic component. From there, capital project managers will build that cost into the project's overall capital budget estimates to a maximum of \$500,000.

It is recommended that where the City's contribution is \$5 million or more, the following capital projects integrate a public art or artistic design element into their project, the cost of which is to be up-to-1% of the total capital project budget, to a maximum of \$500,000:

- new libraries, community centres, and recreation and sport facilities;
- major street rehabilitation/streetscape improvements;
- new bridges, bridge replacements, and interchanges; and
- new public spaces, such as village squares developed by Saskatoon Land Division.

#### The Financial Implication of Integrating Public Art

Integrating public art into the planning and budgeting of select capital projects is seen as a financially viable and sustainable way of ensuring that public art is funded relative to the size of the overall project budget and, in addition, is a way of ensuring that art, or artistic design elements, are compatible to the project in terms of theme and design.

Allocating up-to-1% for public art means that project managers will build the equivalent dollar amount into their budget estimates before the final project budget is approved. By doing this, public art would be accounted for as a line-item cost similar to other project costs, such as design fees, engineering studies, community engagement costs, and fit up and finish materials.

The financial implication of integrating public art is that major capital projects will be required to incorporate the cost of up-to-1% for art into their final budgets, to a maximum of \$500,000.

#### **Options to the Recommendation**

An option exists to not approve the recommended amendment to the Policy.

#### **Public and/or Stakeholder Involvement**

The percent-for-art approach to funding new public projects was identified after extensive public and stakeholder input during the development of the Policy. To identify future projects for public art, Recreation and Community Development will consult with City Directors and Senior Project Managers, including the Director of Major Projects and the Director of Saskatoon Land.

#### **Communication Plan**

For each project approved for public art, a full communication plan will be developed that includes identifying the projects, the artists selected, project updates through media releases, and postings on the City's website.

**Policy Implications**

If the recommendation in this report is approved, Public Art Policy No. C10-025 would require updating to reflect this change.

**Financial Implications**

As each capital project is unique, there is an understanding that capital project managers, working in conjunction with Recreation and Community Development staff, will determine what is realistic and feasible in terms of a public art contribution. This means taking an up-to-1% approach to determine the allocation for public art or artistic design elements. On a \$5 million capital project, the maximum public art contribution would be \$50,000, increasing the overall capital project budget to \$5,050,000.

Preventative maintenance and conservation costs would be included within the Public Art Maintenance budget that is managed by the Facilities and Fleet Management Division, Asset and Financial Management Department. Based on the average operating impact of recent public art acquisitions, it is estimated that the annual operating impact per artwork is in the range of \$500 to \$1,000 per year.

**Safety/Crime Prevention Through Environmental Design (CPTED)**

Public art concepts are reviewed by the CPTED Review Committee.

**Other Considerations/Implications**

There are no environmental or privacy implications or considerations.

**Due Date for Follow-up and/or Project Completion**

There will be no follow-up report.

**Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

**Attachments**

1. Proposed Amendment to Public Art Policy No. C10-025
2. Examples of Various Forms of Public Art

**Report Approval**

Written and

Reviewed by: Kevin Kitchen, Acting Director of Recreation and Community Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/RCD/Integration of Public Art in Capital Projects and Financial Implications/gs  
BF 099-15

## Proposed Amendment to Public Art Policy C10-025

### Public Art Policy No. C10-025

It is recommended that where the City of Saskatoon's (City) contribution is \$5 million or more, a select number of capital projects integrate a public art or artistic design element into their project, the cost of which is to be up to 1% of the total capital project budget, to a maximum of \$500,000.

To reflect this change, the Administration recommends that the Policy be amended as follows:

### Proposed Amendment to Public Art Policy No. C10-025

#### 3.3 Funding Public Art

Funding for the acquisition for public art commissions is secured through the following means:

- a) Civic Capital Project Public Art - The commissioning of site-specific works of art that are integrated into designated civic capital projects. Where the City's contribution is \$5 million or more, the following capital projects will integrate a public art or artistic design element into their project, the cost of which is to be up to 1 % of the total capital project budget, to a maximum of \$500,000:
  - New libraries, community centres, and recreation and sport facilities;
  - Major street rehabilitation/streetscape improvements;
  - New bridges, bridge replacements, and interchanges; and
  - New public spaces such as village squares developed by Saskatoon Land Division.

Capital project public art is calculated at up to 1% of the City's capital dollar contribution to the specific civic capital project with a maximum contribution of \$500,000. To allocate up to 1% for public art, project managers will build the equivalent dollar amount into their budget estimates before the final project budget is approved. The costs associated with the public art will be fully integrated into the project's overall capital budget.

The current policy reads as follows:

“3.3 Funding Public Art

Funding for the acquisition for public art commissions is secured through the following means:

a) Civic Capital Project Public Art - The commissioning of site-specific works of art are integrated into designated civic capital projects. Designated civic capital projects are those identified by Administration that are deemed to have a high level of public visibility and where the City’s capital contribution is \$5 million or more. Public art is considered where it can have the greatest public benefit. Designated civic capital projects are approved by City Council at budget and include:

- New civic public buildings such as libraries, community centres, and recreation and sport facilities;
- New neighbourhood parks including village squares;
- Major street rehabilitation/streetscapes; and
- New bridges and bridge replacements.

Capital project public art is calculated at a one (1) percent of the City’s capital dollar contribution to the specific civic capital project with a maximum contribution of \$500,000.”



1. Public Art Integrated into a Structure

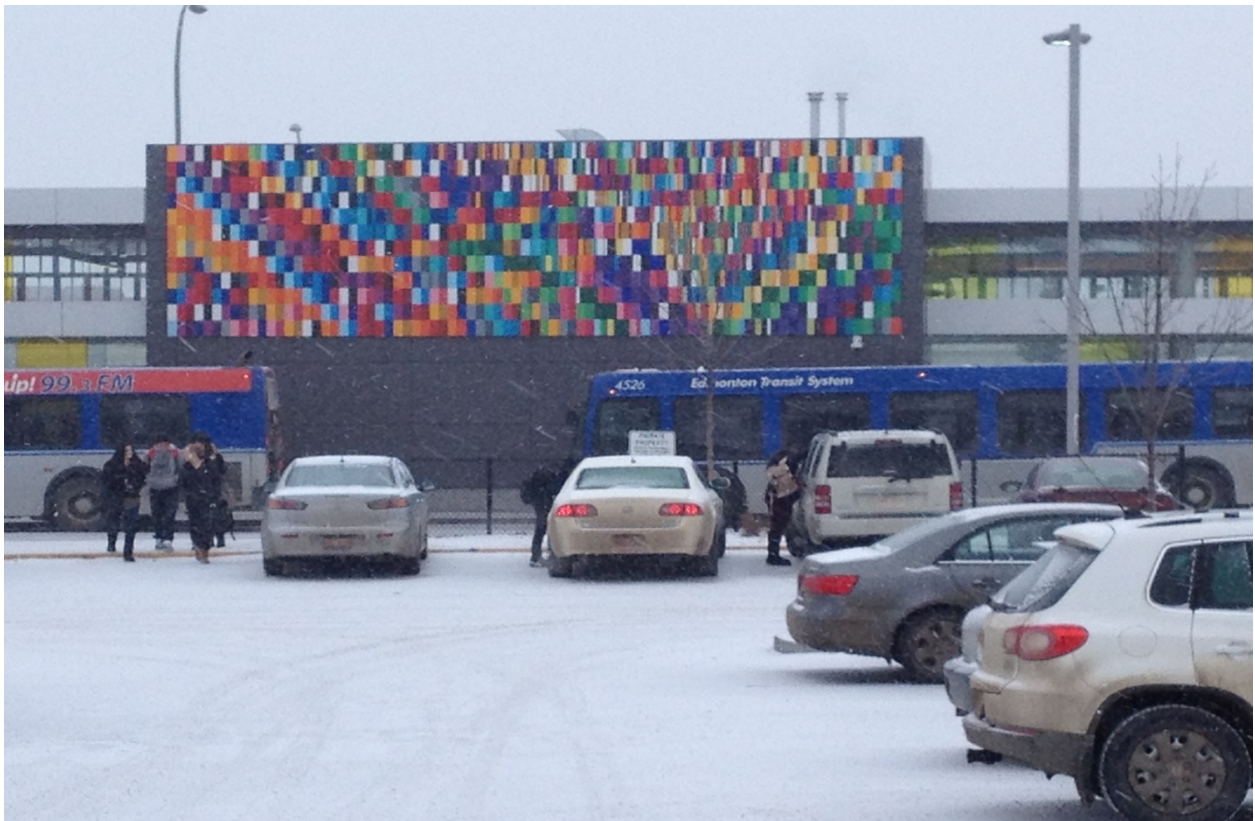




## 2. Functional Public Art (Book as Bench)



## 3. Transit Station, Edmonton





## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Award of Request for Proposals – Manage and Operate Cairns Baseball Complex**

#### **Recommendation of the Committee**

1. That the proposal submitted by Saskatoon Baseball Council Inc. for the operation and management of Cairns Baseball diamond, Leakos Baseball diamond, concession, and change room facility, referred to as the Cairns Baseball Complex, be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department.

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## Award of Request for Proposals – Manage and Operate Cairns Baseball Complex

### Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the proposal submitted by Saskatoon Baseball Council Inc. for the operation and management of Cairns Baseball diamond, Leakos Baseball diamond, concession, and change room facility, referred to as the Cairns Baseball Complex, be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

This report addresses the awarding of the contract for the management and operation of the Cairns Baseball Complex to Saskatoon Baseball Council Inc.

### Report Highlights

1. A Request for Proposals (RFP) for the management and operation of the Cairns Baseball Complex (Complex) was released to the public on October 20, 2015, and closed on November 17, 2015; one proposal was received.
2. The Administration recommends awarding the contract to Saskatoon Baseball Council Inc. (SBCI), according to the terms outlined in this report and the RFP.

### Strategic Goal

Cairns and Leakos baseball diamonds support the Strategic Goal of Quality of Life by providing access to facilities and programs that promote active living, and by bringing people together to enjoy the natural beauty and benefits of the parks and trails.

### Background

The Complex is located at 1235 Avenue P South in Saskatoon. It has two full-size baseball diamonds (Cairns and Leakos), a clubhouse with four locker rooms, an official's room, a commons area, and a concession area. In October 2015, the lease agreement with SBCI for the operation and management of the Complex expired. SBCI has been operating a portion of the complex for the last 25 years and the entire complex for the last 4 years. The Administration received inquiries from a private group indicating an interest in managing and operating the Complex. With more than one party interested in operating the Complex, an RFP was issued.

## Report

### Proponent Evaluation Criteria Through the RFP Process

In October 2015, an RFP calling for proposals to manage and operate the Complex was released to the public. Annually, from April to September, the successful proponent would be responsible for:

- a) renting the facility to user groups;
- b) payment of utilities during the operating season;
- c) concession services;
- d) advertising in and around the complex; and
- e) ongoing maintenance in and around the complex, such as cleaning washrooms and bleachers, disposing of litter and garbage, and preparation and maintenance of the infield and baselines.

The RFP closed on November 17, 2015, and one proposal was received. The submitted proposal was evaluated based on the following:

- a) business plan submitted;
- b) management experience, qualifications, and strategy of proponent; and
- c) references.

### Recommendation of Contract Award to Saskatoon Baseball Council Inc. and Terms of Agreement

The Administration is recommending that City Council approve the award of the proposal to SBCI based on the following supportive attributes of the proposal received:

- a) proposal met all requirements as set out in the RFP;
- b) proponent submitted a business plan; and
- c) proponent has experience managing a facility, and the programming planned ensures that the Complex will be accessible to the community.

The terms and conditions are reflective of the City of Saskatoon's (City) standard agreement, with the exception of the following:

- a) the term of this agreement is from April 15, 2016, to September 15, 2020;
- b) the option to renew for an additional five years, subject to both parties reaching an agreement on any amendments;
- c) the rent payable by SBCI to the City for the facility shall be the sum of \$1 per year;
- d) SBCI shall be responsible for:
  - i) cleaning of washroom, floors, walls, doors and windows;
  - ii) clearing litter and removing garbage, including from dugouts and bleachers;
  - iii) cleaning furniture;
  - iv) cleaning stairways and risers;

- v) utility costs during the operating season;
  - vi) turf maintenance, including cutting, watering, fertilization and aeration of infield;
  - vii) preparation and maintenance of infield and baselines;
  - viii) maintenance, repair, and/or replacement of scoreboards and sound system; and
  - ix) operating and maintaining all equipment used in the operation of the facility.
- e) the City shall be responsible for:
    - i) maintaining items that are mechanical and structural in nature; and
    - ii) the preventative maintenance program;
  - f) SBCI shall have the right to operate all concessions at the facility during the stated operating season;
  - g) SBCI shall have the right to sell and display advertising within the facility subject, at all times, to the approval of the City; and
  - h) SBCI shall have a non-exclusive license running for the period of April 15 to September 15 to use the office of the Saskatoon Lions Speedskating Club.

### **Public and/or Stakeholder Involvement**

No public or stakeholder involvement is required at this time.

### **Communication Plan**

The Administration will report the outcome of City Council's decision to SBCI.

### **Other Considerations/Implications**

There are no options, policy, environmental, financial, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

Subject to City Council's acceptance of the recommendations as listed in this report, a contract for the operation and management of the Complex between SBCI and the City will be set in place, commencing April 15, 2016, and expiring September 15, 2020.

The two parties may enter into negotiations to extend the contract for an additional five-year term.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### **Report Approval**

Written by: Roxane Melnyk, Facility Supervisor, Recreation and Community Development  
Reviewed by: Kevin Kitchen, Acting Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Feasibility of Implementation of Food and Beverage Establishments in Parks**

#### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department.



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# Feasibility of Implementation of Food and Beverage Establishments in Parks

## Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the information be received.

## Topic and Purpose

The purpose of this report is to provide an information report on the feasibility of amending Seasonal Commercial Enterprise in Parks Policy No. C10-026 to include food and beverage establishments.

## Report Highlights

1. Zoning Bylaw No. 8770 (Zoning Bylaw) determines which parks may contain Seasonal Commercial Enterprise (SCE).
2. The SCE in Parks Policy No. C10-026 (SCE in Parks Policy) was created in response to requests by citizens wanting to operate businesses within parks.
3. Food and beverage opportunities are currently available in Downtown riverbank parks. Consistent with recent stakeholder engagement, no changes to policy are contemplated at this time.

## Strategic Goals

The recommendation in this report supports the City of Saskatoon's (City) Strategic Goal of Continuous Improvement by striving to seek efficiencies in the way business is handled. In addition, the recommendation in this report also supports the City's Strategic Goal of Quality of Life by balancing the fun and enjoyment of park users, while maintaining and protecting the natural beauty of parks.

## Background

When the SCE in Parks Policy was approved on January 5, 2015, City Council requested that after the first year of implementation, the Administration review the feasibility of also permitting food and beverage establishments in parks.

## Report

### Zoning Bylaw

The Zoning Bylaw specifies permitted uses within the various zoning districts. The Downtown park spaces along the river fall into a number of different zoning districts including:

- M3 – General Institutional Service District;
- M4 – Core Area Institutional Service District; or
- DCD1 - Direct Control District 1 (South Downtown).



## Feasibility of Implementation of Food and Beverage Establishments in Parks

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The parks along the river in the Downtown area that are zoned M3, M4, or DCD1 are:

- i) Isinger Park;
- ii) Friendship Park;
- iii) Kinsmen Park (including the Mendel Site);
- iv) Kiwanis Memorial Park North;
- v) Kiwanis Memorial Park South; and
- vi) River Landing.

The M3 and M4 zones permit “commercial recreation uses in a public park or public civic centre,” while the DCD1 zone permits “public and commercial activity that focus on the water and riverbank,” such as equipment rentals, cafes, and street vendors.

Many of the parks outside of the Downtown area are zoned R1A - One-Unit Residential District or R2 – One- and Two-Unit Residential District. Commercial recreation uses are not permitted in residential zoning districts. The riverbank parks zoned as R1A and R2 include:

- i) Cosmopolitan Park;
- ii) Diefenbaker Park;
- iii) Gabriel Dumont Park;
- iv) Meewasin Park;
- v) Rotary Park; and
- vi) Victoria Park.

### SCE in Parks Policy

The purpose of the SCE in Parks Policy is:

“To enhance the enjoyment and usage of parks by providing opportunities for Seasonal Commercial Enterprise subject to the terms of this policy.

The objectives of this policy are:

- a) To ensure the Seasonal Commercial Enterprise supports sport, recreation, and/or cultural events or opportunities.
- b) To ensure Seasonal Commercial Enterprise provides a complimentary service to the park users’ experience.
- c) To ensure the Seasonal Commercial Enterprise supports the creation, enhancement, or continuation of tourism opportunities.”

The SCE Operational Area includes those parks in the Downtown area with zoning that permits commercial recreational uses (see Attachment 1).

### Current Food and Beverage Opportunities Available in Parks

Currently, multiple food and beverage opportunities exist either within or adjacent to the Downtown parks in the SCE Operational Area (see Attachment 2), including:

- Sidewalk Vendors;
- Mobile Food Trucks;

- Nightclubs/Pubs; and
- Full-Service Restaurants.

Outside the SCE Operational Area, temporary food and beverage opportunities (e.g. concessions, food trucks) can be established on site in conjunction with approved special events.

Since the outset of the SCE in Parks Policy and through conversations with stakeholders, discussion ensued as to existing opportunities for food and beverage services currently in place within the SCE Operational Area. Stakeholders indicated that any food and beverage services over and above what is already available would not enhance the experience of park users and could potentially conflict with other services already provided. Therefore, based on stakeholders' feedback and the availability of food and beverage opportunities already in and around the park areas, it was determined that amending the SCE in Parks Policy to allow additional opportunities for food and beverage services would not be pursued at this time.

### **Options to the Recommendation**

City Council may choose an alternate strategy; in which case, further direction would be required.

### **Public and/or Stakeholder Involvement**

The Meewasin Valley Authority, Tourism Saskatoon, the Riversdale Business Improvement District (BID), the Broadway BID, The Partnership, and Civic Staff participated in an evaluation meeting in September 2015, after the completion of the SCE operational season.

### **Communication Plan**

The SCE Information Guide will continue to educate interested parties, who are sport, recreation and/or culturally based, of the opportunities available to enhance the enjoyment and usage of parks.

### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

A full review of the SCE in Parks Program will take place in fall 2016, following the 2016 operational season. The Administration will report to the Standing Policy Committee on Planning, Development and Community Services in early 2017.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021 is not required.

**Attachments**

1. Seasonal Commercial Enterprise in Parks Operational Area Map
2. Central Business District Food and Beverage Establishments Location Map

**Report Approval**

Written by: Kara Lackie, Open Space Consultant, Recreation and Community Development

Reviewed by: Andrew Roberts, Acting Director, Recreation and Community Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/RCD/PDCS – Feasibility of Implementation of Food and Beverage Establishments in Parks/lc  
BF 015-15

# Seasonal Commercial Enterprise in Parks Operational Area Map



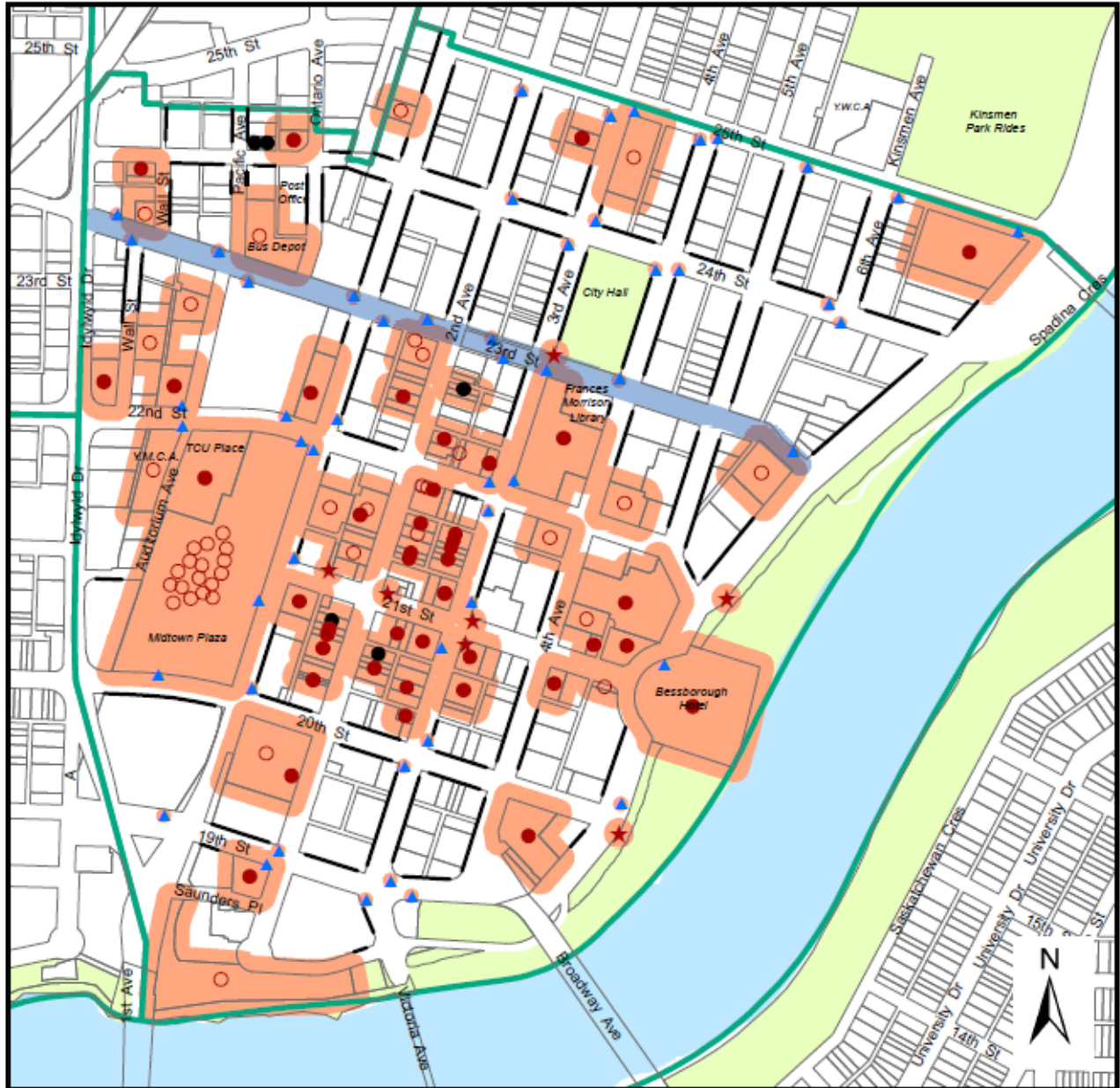
 Operational Area



NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change. This map may not be reproduced without the expressed written consent of the Regional Planning, Mapping & Research Section.

DRAWING NOT TO BE SCALED  
February 2015

# Central Business District Food and Beverage Establishments Location Map



- Neighbourhood Area
- 20m Buffer Zones (10m for Bus Stops)
- Park
- River
- ▲ Bus Stops
- Protected Bike Lane Area
- Permitted Locations
- Full-Service Restaurants
- Limited-Service Eating Places
- Nightclub/Pub
- ★ Sidewalk Vendors

Note: The intent of this map is to illustrate potential permitted locations based on a 20 metre buffer zone from food service establishments. This map does not show required separation distances from park concessions, special events or festivals, intersections, cross walks and bus stops.



April 2015

N:\Planning\ESRI\Requests\Business\_License\Restaurants\_in\_CBD\2015\Restaurants in the CBD



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Saskatoon North Partnership for Growth – 2015 Annual Report**

#### **Recommendation of the Committee**

That the 2015 Annual Report of the Saskatoon North Partnership for Growth, be received as information.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, the 2015 Annual Report of the Saskatoon North Partnership for Growth, was considered.

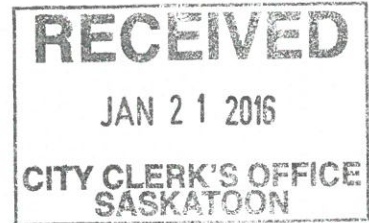
#### **Attachment**

Letter dated January 21, 2016 forwarding the 2015 Annual Report of the Saskatoon North Partnership for Growth.





4250-1



January 21, 2016

Ms. Joanne Sproule, City Clerk  
City of Saskatoon  
222 3rd Avenue North  
Saskatoon SK S7K 0J5

Dear Ms. Sproule:

**Re: Saskatoon North Partnership for Growth – 2015 Annual Report**

At the January 19, 2016 meeting of the Regional Oversight Committee (ROC) for the Saskatoon North Partnership for Growth (P4G), the ROC passed a resolution as follows:

“That the P4G 2015 Annual Report attached as Appendix I be forwarded to the Cities of Warman, Martensville and Saskatoon, the Town of Osler, and the Rural Municipality of Corman Park as well as the Ministry of Government Relations for information.”

A copy of the P4G 2015 Annual Report has been attached for your information.

Yours truly,

Christine Gutmann  
Project Manager, P4G Regional Plan  
Saskatoon North Partnership for Growth (P4G)  
Phone: 306-986-9734  
E-Mail: [Christine.Gutmann@saskatoon.ca](mailto:Christine.Gutmann@saskatoon.ca)

CG:lc

Attachment

cc: Randy Grauer, General Manager, Community Services Department



# SASKATOON NORTH PARTNERSHIP FOR GROWTH (P4G)

## 2015 Annual Report



[www.partnershipforgrowth.ca](http://www.partnershipforgrowth.ca)



## **SASKATOON NORTH PARTNERSHIP FOR GROWTH REGIONAL VISION**

*Our vision for the future is a vibrant, prosperous, and internationally competitive region. We are known for a high quality of life; a thriving and diverse economy; healthy and connected ecosystems; and efficient infrastructure supporting sustainable growth and development. The five municipalities of the Region - Osler, Martensville, Warman, Saskatoon, and the RM of Corman Park - provide a rich range of opportunities and lifestyle choices for residents and newcomers. The aesthetic beauty and ecological values of the South Saskatchewan River and prairie landscapes are key components to our quality of life. We work in partnership on issues of common interest through integrated, coordinated efforts that support our success while respecting the individual aspirations of all partners.*

Adopted by the Regional Oversight Committee on April 30, 2015

## ABOUT THE SASKATOON NORTH PARTNERSHIP FOR GROWTH (P4G)

The Saskatoon North Partnership for Growth (P4G) is a collaborative which includes political and administrative representation from the partnering municipalities. The partnering municipalities are the Cities of Warman, Martensville and Saskatoon, the Rural Municipality of Corman Park and the Town of Osler, as well as an advisory representative from the Saskatoon Regional Economic Development Authority (SREDA).

The Work Plan for the P4G consists of the development of a Regional Plan to be completed in 2016.

For information about the P4G, please contact: Christine Gutmann, Project Manager, Regional Plan at [christine.gutmann@saskatoon.ca](mailto:christine.gutmann@saskatoon.ca) or by phone at (306) 986-9734.

Further information is available on the Regional Plan project website at [www.partnershipforgrowth.ca](http://www.partnershipforgrowth.ca).

### P4G Membership

The P4G membership is comprised of two committees: a P4G Regional Oversight Committee (ROC) and a P4G Planning & Administration Committee (PAC).

#### *The Regional Oversight Committee (ROC)*

The ROC provides direction on matters of regional importance, particularly those involving a financial commitment and for setting priorities for the P4G. The ROC consists of political representatives and senior management from each of the P4G member municipalities.

The voting members of the ROC consist of three (3) Council members from each of the participating municipalities, one of which is Reeve or Mayor. The ROC operates as a simple majority with each participating municipality receiving one vote. As of December 2015, the voting members of the ROC, listed in alphabetical order by last name, were:

Mayor Donald Atchison (Saskatoon)	Reeve Judy Harwood (Corman Park)
Councillor Richard Beck (Warman)	Councillor Terry Kostyna (Martensville)
Councillor Bob Blackwell (Martensville)	Mayor Kent Muench (Martensville)
Councillor Susan Braun (Osler)	Councillor Eric Olauson (Saskatoon)
Mayor Ben Buhler (Osler)	Councillor Gary Philipchuk (Warman)
Councillor Randy Donauer (Saskatoon)	Councillor Abe Quiring (Osler)
Councillor David Fox (Corman Park)	Mayor Sheryl Spence (Warman)
Councillor Bas Froese-Kooijenga (Corman Park)	

The independent chair of the ROC is Mr. Alex Fallon, President and CEO, SREDA.



## DEVELOPMENT OF A REGIONAL PLAN

### Why a Regional Plan?

The latest projections show the Saskatoon region nearing a population of 500,000 in the next 20 years. Given the economic climate, we anticipate the Saskatoon region could achieve a population of one million in the next 60 years.

We want our region to be ready for growth, to enable economic prosperity for everyone, and support the quality of life that we enjoy. This has reinforced the need for a more coordinated approach to regional planning and servicing. To this end, the P4G partnering municipalities are developing a long term plan for land use and servicing that is regional in scope. The Regional Plan is anticipated to be completed in 2016.

### Project Overview

The Regional Plan will establish a coordinated approach to matters related to the physical, social, or economic circumstances of the Saskatoon region that may affect the development of the region as a whole, such as land use, population, transportation, utilities, services and finances.

On October 23, 2014, the P4G announced that O2 Planning + Design Inc. from Calgary, Alberta has been selected to complete the Regional Plan. The project will be completed in three phases:

#### *Phase 1 – Vision Development and Background Report*

This phase involves the development of a vision and guiding principles for the Regional Plan. A background report for the Region will also be completed during this phase. This phase of the project is now complete.

#### *Phase 2 – Interim Development Strategy and Draft Regional Plan*

This phase involves the development of a concept for regional land use. An interim development strategy will provide guidance to municipalities on potential long-term land uses while the Regional Plan is in development. This strategy will be used as a basis for a more refined Regional Land Use Map and supporting policies in the draft Regional Plan. A Servicing Strategy will also be developed.

#### *Phase 3 – Implementation Plan for Regional Growth Accommodation*

During this phase, the draft Regional Plan will be refined based on feedback received and a strategy will be created to identify how the plan should be implemented and managed over the long term.

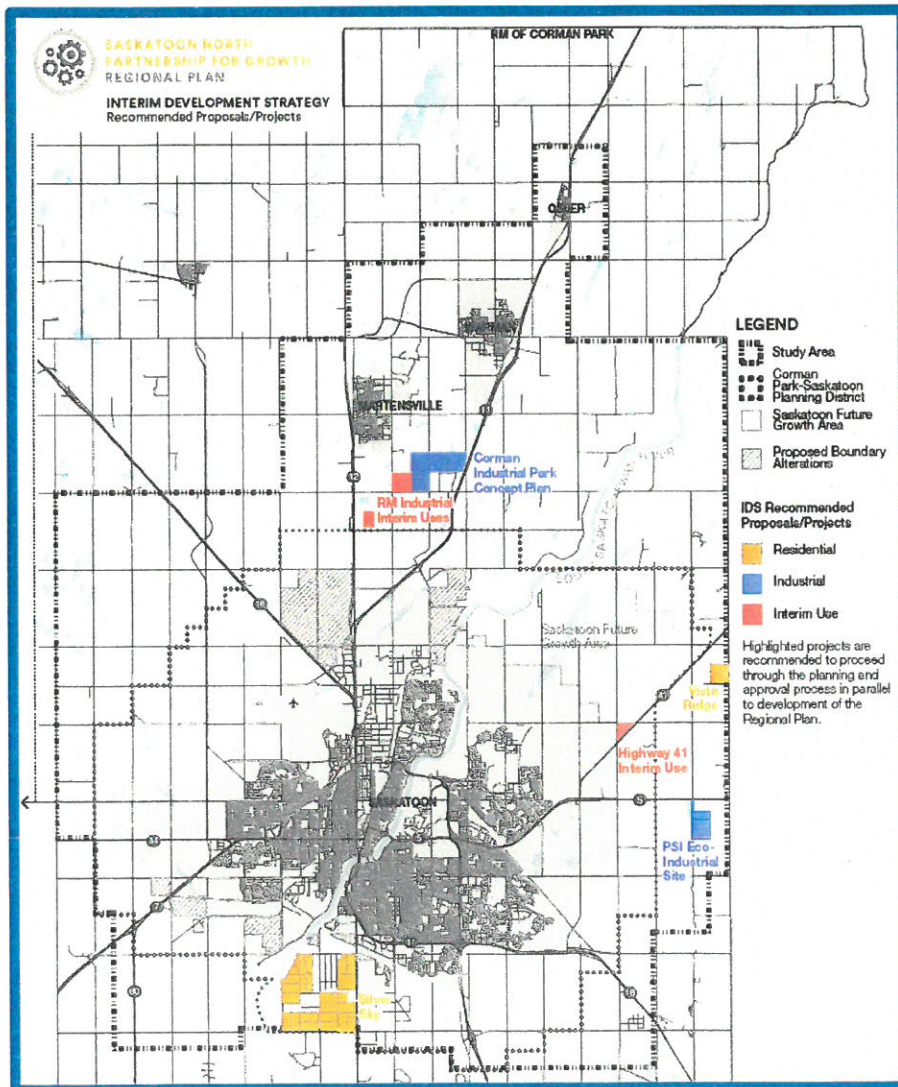


## 2015 ACHIEVEMENTS

The P4G has attained a number of major achievements during the 2015 year. These achievements included:

### ROC approval of the Regional Plan Vision, Guiding Principles and Strategic Direction (April 30, 2015)

The Vision, Guiding Principles and Strategic Direction sets the direction and tone for the Regional Plan process. The Regional Plan Vision is highlighted at the beginning of this document and the Guiding Principles are outlined here.



### ROC approval of the Interim Development Strategy (May 26, 2015)

The Interim Development Strategy was completed to respond to development pressures by creating a process to proceed while the Regional Plan is being developed. The Strategy identifies development projects that are of joint interest to the P4G municipalities and highlights conditions under which P4G member municipalities may allow them to move forward at the same time the Regional Plan is being developed.



### **Public Open Houses (June 2 and 3, 2015) and Rights-Holder / Stakeholder Engagement**

Over 100 people attended two public open houses which provided the public an introduction to the Regional Plan project. The open houses boards were also available on line as well as an online interactive map. In addition, throughout 2015 the P4G and O2 Planning + Design met with several First Nations with Reserves and land holdings in the study area and with numerous stakeholder groups on the Regional Plan.

### **State of the Region Report released (September 10, 2015)**

The State of the Region Report, prepared by O2 Planning + Design, provides a foundation for the Regional Plan and associated implementation strategy by presenting the regional context and identifying major issues for consideration as part of the process. The content of the Report is linked with the major areas of interest for the Regional Plan, and includes the following sections: People; Economy; Land; and, Infrastructure.

## **ANTICIPATED MILESTONES FOR 2016**

A number of major milestones are anticipated during the 2016 year including:

1. Draft Regional Land Use Map, Regional Servicing Strategy and Development Policies.
2. Public engagement and rights-holder / stakeholder engagement.
3. Implementation Plan including Governance and Administrative Structures.



## REGIONAL PLAN PROJECT FINANCIALS

### PROJECT FUNDING

Funding for the development of the Regional Plan was endorsed by each of the partner municipalities as follows:

MUNICIPALITY	2014 FUNDING CONTRIBUTION	2015 FUNDING CONTRIBUTION	2016 FUNDING CONTRIBUTION	TOTAL
Saskatoon	\$206,000	\$60,000	\$30,000	\$296,000
Corman Park	\$100,000	\$50,000	\$50,000	\$200,000
Warman	\$50,000	\$75,000	\$75,000	\$200,000
Martensville	\$50,000	\$75,000	\$75,000	\$200,000
Osler	\$10,000	\$10,000	\$10,000	\$30,000
<b>TOTAL</b>	<b>\$416,000</b>	<b>\$270,000</b>	<b>\$240,000</b>	<b>\$926,000</b>

### PROJECT COSTS

*Proposed Project Budget endorsed as part of Foundational Documents*

ITEM	ESTIMATED TOTAL PROJECT COST
Consultant for the Development of the Regional Plan	\$686,000
Dedicated Project Manager	\$240,000
<b>TOTAL</b>	<b>\$926,000</b>

\* Costs to not include any in-kind costs contributed by P4G or the participating municipalities.

*Consultant Fees (October 2014 to December 2015)*

Item	Budgeted Amount	Total Expended	% of Budget Complete
Project Management	\$39,400.00	\$34,260.00	87%
<i>Phase 1</i>			
Project Startup, Vision Development and Regional Background Report	\$125,120.00	\$125,120.00	100%
<i>Phase 2</i>			
Interim Development Strategy and Draft Regional Plan	\$300,760.00	\$216,606.00	72%
<i>Phase 3</i>			
Implementation Plan	\$125,540.00	\$9,010.00	7%
Disbursements	\$59,082.00	\$38,499.60	65%
<b>TOTAL</b>	<b>\$649,902.00</b>	<b>\$423,495.60</b>	<b>65%</b>

#### *Other Project Costs*

Other project costs for January to December 2015 including P4G Project Manager salary and associated costs / bus tour fees / other charges amount to \$83,908.47.

\* All amounts exclude GST where applicable.



# STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

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## Naming Advisory Committee Report

### Recommendation of the Committee

1. That the following names be approved for addition to the Names Master List: Dolan, Skopik, Zimmer, Ballast, Bearpaw, Brownell, Markham;
2. That the name Riel Industrial, in recognition of Louis Riel, be applied to both the Northwest Industrial Sector and the industrial area to the north approved as the North Sector - Employment Growth Area;
3. That the name Szumigalski, in recognition of Anne Szumigalski, be added to the Names Master List and applied to rename Industrial Park in the Kelsey-Woodlawn neighbourhood;
4. That the name Vic, in recognition of Victor Sommerfeld, be approved to be added to the Names Master List and assigned to rename Victor Road as Vic Boulevard in the Stonebridge Area; and
5. That the City Solicitor be requested to prepare the required Bylaws for the renaming, as identified in recommendations 3 and 4, for City Council's consideration.

### History

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 17, 2015, was considered. Your Committee was advised that the Naming Advisory Committee has considered the report and has put forward the above recommendations.

Your Committee also supports and is forwarding the above recommendations for City Council's consideration.

### Attachment

February 8, 2016 report of the General Manager, Community Services Department.

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## Naming Advisory Committee Report

### Recommendation

That direction be issued with respect to the naming and renaming submissions contained within this report.

### Topic and Purpose

The purpose of this report is to consider general naming and renaming requests to ensure they meet City Council guidelines, as set out in Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).

### Report Highlights

1. The following naming submissions require screening: Dolan, Skopik, and Zimmer.
2. Renaming requests to be considered consist of the following:
  - a) The name Vic Boulevard has been proposed to rename Victor Road in the Stonebridge Area. Vic will be required to be added to the Names Master List and is being requested to be applied.
  - b) The name Anne Szumigalski is requested to be added to the Names Master List and applied to rename Industrial Park in the Kelsey-Woodlawn neighbourhood.
3. Options have been provided for a specific naming request for the new North Sector Industrial growth area.

### Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report supports the recognition of our built, natural, and cultural heritage. The naming of civic facilities, streets, and parks celebrates the history, environment, and outstanding contributions of our diverse community.

### Background

According to the Naming Policy, all requests for naming of roadways from the Names Master List will be selected or endorsed by His Worship the Mayor. All of the names on the Names Master List have been previously screened by the Naming Advisory Committee (NAC) and meet City Council's guidelines for name selection. The specific naming or renaming of municipally-owned or controlled facilities requires City Council approval. Name suffixes are circulated through the Administration for technical review.

At its September 17, 2015 meeting, the NAC considered a report on the renaming request of "Victor Road" and resolved:

"that the re-naming of Victor Road in the Stonebridge area be investigated by Administration to find out the middle name of Victor Sommerfeld, whom



## Naming Advisory Committee Report

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the road was named by at which time, the re-naming request be brought back to Naming Advisory Committee for consideration.”

At the same meeting, it was also resolved:

“that the Administration apply additional research on the North Sector Plan area to come up with appropriate naming options in relation to the historical, heritage, and natural landmarks of the area.”

### Report

#### General Naming Requests

The following name submissions have been received and require screening:

- 1) “Dolan” – John and Lena Dolan worked in many capacities for children and adults with mental development delays. John Dolan was awarded an honorary Doctorate of Law in 1977 for his work with those with mental development delays. The original submission is included as Attachment 1.

This submission falls under guideline 3.3 a) i) of the Naming Policy recognizing “a person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Saskatoon, Province of Saskatchewan, or Canada.”

- 2) “Skopik” – Dennis Skopik was a physics professor at the University of Saskatchewan, as well as the director of the Linear Accelerator Laboratory. He proposed and lobbied extensively for Saskatoon to be the home of the first synchrotron reactor in Canada: The Canadian Light Source. The original submission is included as Attachment 2.

This submission falls under guideline 3.3 a) i) of the Naming Policy recognizing “a person who has achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit to the City of Saskatoon, Province of Saskatchewan, or Canada.”

- 3) “Zimmer” – Wayne Zimmer, along with John Dolan, worked throughout his career to support those with mental and physical disabilities. He worked to ensure institutions such as health care, employment, and education were made more accessible. These efforts culminated in the establishment of SARCAN Recycling. The original submission is included as Attachment 3.

This submission falls under guideline 3.3 a) i) of the Naming Policy recognizing “a person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Saskatoon, Province of Saskatchewan, or Canada.”

The name “Zimmer” was previously added to the Names Master List and has been applied in Willowgrove. Should this submission be approved, the individual’s history will be acknowledged in the City’s naming records without

## Naming Advisory Committee Report

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creating a new record. The name Zimmer currently recognizes Joe Zimmer, who was a business owner in Sutherland.

### Renaming Requests

- 1) “Victor Road” to “Vic Boulevard” – The Rural Municipality (RM) of Corman Park has requested that Victor Road in the Stonebridge neighbourhood be renamed to avoid confusion with Victor Road in the RM of Corman Park that is located approximately 10 kilometres south of the city.

After consultation with the Sommerfeld family, for whom Victor Road is named, the name “Vic Boulevard” was requested. The Administration expressed no concerns with this roadway name or suffix. It should be noted that Victor Sommerfeld’s middle name is “Herbert,” which is not recommended by the Administration, as it is currently in use for park naming. Vic is also preferred by the Sommerfeld family.

- 2) “Industrial Park” to “Szumigalski Park” - The Planning and Development Division, on behalf of the Mayfair – Kelsey-Woodlawn Local Area Plan Committee, has made a request to rename the district park “Industrial Park” after Anne Szumigalski. Industrial Park was named as Municipal Reserve before it had been approved for a park. It is in an Industrial area, hence the name.

Anne Szumigalski was a renowned Saskatoon poet. She was a founder of the Saskatchewan Writers’ Guild; Saskatchewan Writers and Artists Colonies; AKA Gallery; and the Saskatoon Moving Collective, a dance group. She was nominated three times for the Governor General’s Award, a prize she won in 1995 for her collection “Voice.” The original application and supporting information is included as Attachment 4.

### Specific Naming Request

- 1) Long Range Planning, Planning and Development, is requesting that the NAC recommend a name for the new North Sector Industrial growth area of the City, either through expansion of the boundary of the “North West Industrial” area to include the North Sector study area, or through the application of a new name. The NAC has previously requested further research to come up with appropriate naming options in relation to the historical, heritage, and natural landmarks of the area. With support from the City Archives and the University of Saskatchewan Geology Department, the Administration provides the following options:
  - a) Ballast Industrial;
  - b) Bearpaw Industrial;
  - c) Brownell Industrial;
  - d) Markham Industrial;
  - e) Northern Gateway Industrial; and
  - f) Riel Industrial.

Further information on these options is provided in Attachment 5.

## Naming Advisory Committee Report

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### Public and/or Stakeholder Involvement

Stakeholders or members of the public are invited to make a short presentation to the NAC, in support of their naming submissions.

Property owners, civic departments, agencies, and community associations who may be affected by the proposed renamings outlined in the report were contacted to gather comments.

In regard to the renaming of Victor Road, there are no residences addressed to Victor Road, nor any addresses proposed. The Stonebridge Community Association, along with Dream Developments and Saskatoon Land, were contacted to advise them of this request. To date, two responses have been received from residents of Stonebridge, both in favour of changing the name.

Regarding the naming of Szumigalski Park, the Community Services Department consulted with relevant stakeholders and received no concerns. The associated community association is supportive of the renaming.

### Other Considerations/Implications

There are no options, policy, environmental, financial, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### Due Date for Follow-up and/or Project Completion

No follow-up is required.

### Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### Attachments

1. Original Submission – Dolan
2. Original Submission – Skopik
3. Original Submission - Zimmer
4. Original Submission – Anne Szumigalski Renaming
5. North Sector Specific Naming Request - Options

### Report Approval

Written by: Daniel McLaren, Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/NAC – Naming Advisory Committee Report/ks  
BF 079-15  
BF 077-15

Original Submission - Dolan

**APPLICATION FORM**  
To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: MRS DALE DODMAN

Address: Box 10, Site 312, R.P. # 3

City/Town: SASKATOON Province: SK Postal Code: S7K 3J6

Phone: 306-381-5397 E-mail: ddodman@gmail.com

New Name Submission  Re-naming Request

Requested Name(s) (please print):  
JOHN F LEHA DOLAN

Requested Use of Name:

<input type="checkbox"/> Street	<input type="checkbox"/> Park	<input type="checkbox"/> Municipal Facility
<input type="checkbox"/> Neighbourhood	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Any of the Above
<input type="checkbox"/> Suburban Development Areas		

If this is a request for re-naming an existing location, please indicate the current name:

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**PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION**  
(Indicate which items are attached to the application form)

1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee?  YES  NO

Please send the completed application form to:  
City of Saskatoon Naming Advisory Committee  
Community Services Department, Planning & Development Branch  
222-3rd Avenue North  
Saskatoon, SK  
S7K 0J5

To The Naming Advisory Committee

Regarding my submission for the names of John and Lena Dolan

Before John and Lena Dolan came onto the scene and got involved there was NO:

1. No public schools with qualified teachers ready to teach children /adults with any mental development delays.
2. No support group or association of parents and families where they could work together to learn from each other and support each other and lobby for necessities for life for their children/adults with any mental development delays.
3. No thoughts of Normalization or any other trains of thought or therapy that focused on anything other than keeping these kids and adults in the family home, closed away from the public and society.
4. No public transportation designed to make interaction with society even a possibility.
5. Before John and Lena and the Flowers of Hope Campaign, there were NO funds available to promote any kind of research, teaching, anything.
6. Kinsmen Telemiracle was John Dolan's idea.
7. The Alvin Buckwold Center was John Dolan's idea.
8. The Adult Independent Persons's Act was written at John and Lena's kitchen table.
9. The Canadian Mental Health Act went under refurbishing and reworking with the input of John Dolan and his experience of working with and for persons under his concern.
10. The Early Childhood Intervention Research and Program was initiated by John Dolan
11. The Associations for the Mentally Retarded were started by John and Lena Dolan. John was President, and Executive Director of both the Saskatchewan Association and the Canadian Association off and on for many years.
12. Cosmopolitan Industries was started by John and Lena Dolan
13. Elmwood Residences and their satellite homes was started by John and Lena Dolan
14. The Community Living Branch of Social Services was initiated by John Dolan
15. Establishing programs such as The Educational Assistant Training Program were John's brainchild
16. Integration as a whole was the idea of John Dolan and Mike Kindrachuck

17. John worked with the employment ministers for a number of years both federally and provincially to establish the Training on the Job Program which has helped untold numbers of young adults get training and ultimately fulltime employment in society.

18. John Dolan and Doreen Fairburn were the first to establish a center, the Developmental Center where severely handicapped children and young adults could come during the day just like other school age kids to receive assessment and therapy and in turn provide support and hope for their families.

19. It was from this first Developmental Centre that the ABC Center was established

20. The whole idea of "sheltered workshops" in Saskatchewan was a result of John and Lena's daughter progressing to the next stage of her life after graduating from John Dolan school and needing to go onto the next stage of life.

21. John Dolan and his good friend Wayne Zimmer established the first SARCAN right here in Saskatoon and look what has blossomed out of that one idea to recycle glass.

22. John and Lean Dolan made sure they got involved with celebrities like Roy Rogers and Dale Evans and Ferris and Jennet Robbins in order to promote awareness of Saskatchewan and what was being done here.

23. John and Lena Dolan made sure that after they got things started here in Saskatoon that there were countless miles and hours spent replicating these same services at most large towns and cities throughout the province. After that they worked to help other Associations in other provinces get established and grow.

24. For the first probably 15 years that the first Association for the Mentally Retarded was started John Dolan worked tirelessly for it and without receiving any kind of pay at all. At the same time he was also running the family farm at Girvin, so any holidays he had were the few hours he had of rest while on a plane or in a car travelling to and from meetings all over this country all the time.

25 In 1977 John Dolan was awarded an Honorary Degree, Doctor of Laws (I have included the article)

26. John Dolan received the Saskatchewan Jubilee Medal and the Governor General's Medal

27. John Dolan is the only person that I know of that the Queen of England came to "shake his hand" is what we were told she wanted to do. I don't think there is one street or one building named after anyone that the Queen came specifically to see.

John Dolan was born in Kazuabazua Quebec October 26, 1915

He and his family moved to Girvin Saskatchewan to homestead when he was 5 years old. When he was 6 years old his mother died from typhoid fever which she contracted while looking after John while he was fighting for his life in City Hospital. His older sister Ruth raised him and his brothers and sisters and the family continued to farm at Girvin. When John was in grade 6 he had to quit school to look after the farm because his older brother, Hank had a brain tumor and the family had to now focus on Hank's health. John never complained about not being able to go to high school or anything he just kept on keeping on. He married Lena Moulton, had two children and during WWII because he was colored blind and unable to enlist he moved his young family, Grace and Alf, ages 2 and 3, and his older sister Ruth, down to Fort William to work in the factories wiring planes and bombs for the war effort. After the war they moved back to the family farm and continued with life. When they thought they could not have any more children of their own, John and Lena went to Regina to see about adopting a little baby girl. They were told at the time that this little girl had had spinal meningitis and had had a temperature of 104 degrees for a number of days and as a result she was left with some "mental retardation". At the time no one understood what that meant or cared because all they knew is that they had a new little girl, Norma to look after and raise. Within a few years it became apparent that there were going to be challenges in helping Norma, learn how to walk, talk, dress herself, feed herself and then what about school? Well that was when John and Lena thought that there must be more parents like them that had children that they loved dearly, but that they had no idea how to help them learn and reach their full potential. They were hitting road blocks and being given all sorts of unsuitable advice, let alone being able to find any help when it came to education or schooling for children like Norma. So they put an ad in the paper asking for any other families that wanted to form a support group so they could work together for the betterment of their kids. Their attitude was "so there is no school that Norma can go to right now, so we will just build one" and "so the public education act doesn't look after kids like Norma, so we will just change it" That's how these first families thought and that is what they did. The old idea "If you build it they will come" was born here by my Mom and Dad. Forgot to add that 8 years after Norma came to live with John and Lena, they had two more children,, Dale and Ruth.

More important stuff: John had quit school in Grade 6. He was extremely shy but had to organize all these meetings with other parents and doctors and government people etc, so John took a Dale Carnegie course so he could learn public speaking. The part about winning people over and influencing others was just second nature to him. I don't think there were very many people that knew that he had no formal training or education. He just spoke from his heart all the time and never took credit for anything. He truly believed three things, 1. Never judge a man until you have walked a mile in his shoes. 2. You can do and say anything you want but the guy in the mirror will always know the truth and most important 3. Angels walk the earth all the time and because you don't know if you are looking in the face of an angel or not and because they have lunch every day with the guy that makes lightning bolts and He can get them to shoot them wherever He wants, you better treat everyone the same. Oh yeah, and the teapot is always on and you're always welcome, but if you don't like taking the chance you might have to sit beside a dog at the table, don't bother stopping by.



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[Campus History](#) > Honorary Degrees

## Honorary Degrees

**N.B.:** The detail displayed about each honorary degree recipient varies, as the database was compiled from a variety of sources. However, more information may be available at the University Archives.

- Portrait of William John Dolan, 1977 (Photograph Collection, A-8932)  
**Name:** William J. Dolan  
**Convocation date:** October 15, 1977  
**Special Convocation:** Jubilee Convocation, College of Education  
**Discipline / contribution:** education ; community service  
**Citation / biographical information:**

Mr. Vice-Chancellor, on behalf of the Council and Senate, I present to you William John Dolan. John would be the first to acknowledge that, in honouring him today, the University of

Canada and indeed throughout the world, who have given unsparingly of their time in the interests of their mentally retarded fellow citizens. In a sense, therefore, John Dolan stands here as their representative.

But John Dolan is also here very much in his own right. He has done more than most and he has been doing it longer. It is now a quarter of a century since he became actively involved in developing services for mentally retarded persons in this province. In 1955 he became the founder-President of the Saskatoon Parents' Council for Retarded Children and he was one of the charter members of the Saskatchewan Association for the Mentally Retarded and of the Canadian Association for the Mentally Retarded. Coming closer to the University of Saskatchewan, he was instrumental in negotiating the establishment of the Alvin Buckwold Centre, the biochemical laboratory and the genetics laboratory at University Hospital.

Within the University community we distinguish between "earned degrees" and "honorary" degrees. Earned degrees call for the passing of written examinations and the successful defense of dissertations before a committee of one's peers. Outstanding service to the community is recognized by a University through the award of the honorary degree.

To have spent a significant proportion of one's life in advocating, establishing and implementing the rights of Canadian citizens is an outstanding example of just such a service. John's is a thoroughly earned honorary degree.

Mr. Vice-chancellor, I present to you William John Dolan and ask that you will confer on him the degree of Doctor of Laws, honoris causa.

**Degree received:** Doctor of Laws

**Degree presented by:** John McLeod

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## Original Submission - Skopik

**From:** Rabin Ramanjooloo <hybridfind@gmail.com>  
**Sent:** Friday, September 25, 2015 12:19 PM  
**To:** McLaren, Daniel (CY - Planning & Development)  
**Subject:** Re: Naming Brochure

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Requestor:

Rabin Ramanjooloo  
243 Chaparral Valley Terrace  
Calgary AB  
T2X 0L8  
4034744464

Street, park or municipal facility name request

Reason for request: Recognition for the dedication of Dr Dennis Skopik, the creator and 1st director of the Canadian Light Source.

Requested name: Dennis Skopik

My father-in-law Dr. Dennis Skopik was born in 1942 in Ohio. While earning a post-doctorate, he was recognised publically by the renown Edward Teller for his brilliance in physics. Despite the opportunities in America, Dennis came to Saskatoon in 1970, captivated by the established linear accelerator in the Canadian prairies. Here, he began his tenure as a physics professor at the University of Saskatchewan and worked at the Linear Accelerator laboratory. With photo-nuclear physics his bailiwick, he rose to become the director, guiding the success of the lab for many years. Dennis' pride in the ability and achievements of lab were highlighted when he proposed that the U of S enter the world stage as a bastion of technology with the creation of the Canadian Light Source. This would be the first synchrotron reactor in Canada. However, this honour would not go unchallenged as fierce competition arose from the University of Western Ontario. I saw my father Dennis, selflessly devote countless hours in meetings and flights to Ottawa to position and champion the U of S and Saskatoon as the best site for this avant- garde and important technology for Canada. The challenge was great as Saskatchewan is often overlooked, for the weight which Ontario bears. Against overwhelming odds, Dennis fought unrelentlessly and the warrants and virtues of the U of S and Saskatchewan were recognized. Dr Dennis Skopik brought high technology to Saskatchewan. The U of S is now recognised as a world-class synchrotron research facility and physics reference.

Saskatchewan, with its resources and people, is the crown of Canada. As the singular Canadian site for synchrotron research, the CLS is a jewel in that crown.

Please help me to recognise the achievements and devotion of my father-in-law Dr. Dennis Skopik, by giving his name to a street, in the city he loves.

Thank you for your consideration.

## University Archives & Special Collections

### Honorary Degrees

**N.B.:** The detail displayed about each honorary degree recipient varies, as the database was compiled from a variety of sources. However, more information [may be available at the University Archives](#).

**Name:** Dennis Skopik, B.Sc., M.Sc., Ph.D.

**Convocation date:** June 2, 2010

**Discipline / contribution:** nuclear physics ; university administration

**Citation / biographical information:**

As a professor and scientist at the University of Saskatchewan, and now at the Jefferson National Laboratory in Newport News, Virginia, Professor Skopik has made major contributions to the science of nuclear physics. Of particular significance and impact to the University, city, province and nation, Dr. Skopik also led the team that established the Canadian Light Source synchrotron at the University of Saskatchewan.

Dennis Skopik earned his B.Sc. at Defiance College (Physics and Mathematics), a M.Sc. from the College of William and Mary, and his Ph.D. in Nuclear Physics from the American University.

Dr. Skopik came to the University of Saskatchewan in 1970 to work with Dr. Leon Katz at the Saskatchewan Accelerator Laboratory. He was appointed as an Assistant Professor in the Department of Physics and promoted through the professorial ranks to become a full professor in 1979 when only 37 years old. He later became the Director of the Saskatchewan Accelerator Laboratory (SAL) and served in that capacity until 1999.

Through Professor Skopik's leadership, staff at the Saskatchewan Accelerator Laboratory provided the initial design for a Canadian synchrotron facility. Based on this design the Natural Sciences and Engineering Council of Canada (NSERC) conducted a national competition to determine the optimal site for such a facility. Dennis then directed the University of Saskatchewan team that prepared an application. Throughout this competition, and subsequent to the award of the synchrotron project to the

University of Saskatchewan, Dennis Skopik provided the leadership which resulted in the recruitment of federal, provincial, municipal and private sector funding in a partnership hitherto unknown in the scientific world and culminating in a decision by provincial and federal authorities to proceed with constructing the Canadian Light Source.

Dennis has been a supervisor and mentor to 12 graduate students, several who went on to doctoral or post-doctoral work at MIT. His peers elected him as a Fellow of the American Physics Society in recognition of his contributions to nuclear physics. He has served as a member of numerous committees, societies and Boards, including: Chairman, Division of Nuclear Physics, Canadian Association of Physicists; Executive Committee Member, Canadian Institute for Nuclear Physics; Member of the Program Advisory Committee for MIT's Bates Linear Accelerator Center; and Member of the Nuclear Physics Review Panel for the Department of Energy, Washington, D.C. His advice is widely sought by numerous physics laboratories and organizations throughout the world.

Dr. Skopik is currently the Deputy Associate Director for the Physics Division at the Thomas Jefferson National Accelerator facility in Newport News, Virginia.

**Degree received:** Doctor of Science

**Degree presented by:** Richard Florizone, Vice-President Finance & Resources

## Original Submission - Zimmer

September 4, 2015

Regarding the submission for Wayne Zimmer

Wayne was born December 6, 1941 in Kuroki, Sk. He attended grade school there and then went to St. Peter's college in Muenster for high school. He attended the University of Saskatchewan where he obtained a degree in Arts and Science with majors in philosophy and history. He was married to Barbara in 1968 and in that same year he ran for Federal Politics for the Mckenzie-riding seat but lost to Stan Korchinski. He went to work for the Department of Youth and Culture for the Government of Saskathcewan for 4 years then went to work for the department of Social Services and then around 1972 he went to work for CORE services (which his friend John Dolan started) Wayne was in charge of covering the area from the North Saskatchewan River to the South Saskatchewan River all the way to the Alberta border. He obviously did a lot of travelling and met many people along his routes. The mission of CORE was to implement and deliver services to all those folks within regions who had various levels and kinds of handicaps or disabilities, as were the terms of the day. This meant was not limited to, identifying, strategizing and implementing housing, employment, education, health, transportation and accessibility programs for all those who fell under the purview of CORE. You can understand that in order for CORE to fulfill their mandate meant that National Building Codes, labour laws and employment standards, public and separate education systems, including the buildings, the teachers and the training of the teachers, and then the whole health care system and delivery of services had to be studied and changed if necessary, The scope of such a task would seem insurmountable to most but not to Wayne and those he interacted with on a daily basis. They had some mountains to move, so let's get digging.

Around this same time there was another group called the Saskatchewan Association of Rehabilitation Centers or SARC. To this point they had functioned as sheltered workshops across the province where folks went to everyday and were provided different levels of employment that were designed specifically to fit the abilities of the folks that were doing them. For example at Cosmo they made the paper and plastic flowers that hundreds of folks used for weddings and at SCCC&A they made various kinds of wooden furniture and other small items. Most of the folks that attended these workshops had varied and sometimes many physical and mental limitations due to disease and or injury. SCCC&A was the only place for many years where anyone regardless of mental ability could work after being involved and injured in a serious car accident for example. As a result Wayne was one of those that recognized that there were many folks attended these sheltered workshops that wanted and expected more from life and more for themselves. So it was that Wayne and John Dolan and Howie Stensrud and Eric Antonni decided to do something more and see about raising money in order to set up another association or support system that would generate real money, real employment for folks that up to this point only had the option of working in a "sheltered situation" So SARCAN was born. In two months Wayne had raised the money through various government and private funding sources, a building was rented and staff hired. SARCAN became the only one of its kind in the world, where it is set

up to be ran and employed by those considered "disabled" in all other respects. Look at what has developed from there, they went from collecting glass to expanding it to paper recycling to where the whole idea of recycling has become so front of mind that the City itself has taken it over along with some partners. It all began with these guys' one idea, of meaningful employment for some who felt they had no meaning, no say in their world. It goes without saying that there many kinds and levels of health care, other professionals and counsellors involved, that had to be met with and satisfied along the way in order that this previously unheard of venture would be successful and satisfying for all involved.

As a result of the work that Wayne did with being instrumental in establishing the world's first SARCAN here he, through the many contacts he developed selling the glass to Europe and the US etc., was asked to come speak throughout Canada, United States, Europe and even the United Nations asked for his help in Africa in developing services for the ability challenged.. So began his life as a private consultant. Wayne has given advice to many health care systems and agencies and even to governments in setting up and delivering services in countries all over the world. I remember him cancelling a lunch with me, just because he had been invited to go a Presidential Inaugural Ball! Wayne has worked hard all his life to make the lives of others better. World established ideas that are working around the globe that began right here. We owe it to him that others should see his name on a street sign or building and want to get to know the man behind the name.



# the PROCESS

## General Name Request

**Suggestion**  
Submit Application Form to Planning & Development Branch to request that a name be added to the Names Master list.

**Screening**  
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

**Recommendations**  
Naming Advisory Committee recommends to City Council the support or non-support for adding the name to the Names Master List.

**Approval**  
City Council approves or rejects adding name to the Names Master list.

**Requests**  
Requests to assign a name from the Names Master List are made to Planning & Development Branch by Developers, Land Branch, or other Civic Departments.

**Selection**  
Requests to assign a name from the Names Master List are forwarded to the Mayor's Office who selects a name from the Names Master List.

**Notification**  
The Mayor notifies applicant and affected others that the name has been selected for use.

## Specific Naming Request

**Screening**  
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

**Recommendations**  
Naming Advisory Committee recommends to City Council the support or non-support for the naming request.

**Approval**  
City Council approves or rejects naming request.

## Re-Naming Request

**Consult**  
The applicant is required to consult property owners affected by the proposed re-naming. Please contact the Planning & Development Branch to determine the consultation requirements.

**Suggestion**  
Submit Application Form to Planning & Development Branch to re-name a specific municipally-owned property. Include written comments from affected property owners.

**Comments**  
Planning & Development Branch contacts affected civic departments, community associations, property owners, etc. to gather comments and estimate cost.

**Screening**  
Naming Advisory Committee reviews re-naming request in accordance with Council guidelines.

**Recommendations**  
Naming Advisory Committee recommends to City Council the support or non-support for the re-naming request.

**Approval**  
City Council approves or rejects re-naming request.

**Notification**  
The Mayor notifies applicant and affected others of City Council's decision.

## APPLICATION FORM To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: Mrs. Dale Dodman

Address: Roxley St 312 RR # 3

City/Town: SASKATOON Province: SK Postal Code: S7K 3S6

Phone: 306-39-5399 Email: addman@gnex.ca

New Name Submission  Re-naming Request

Requested Name(s) (please print)

Wayne Zimmer

Requested Use of Name

- Street
- Neighbourhood
- Suburban Development Area
- Park
- Other
- Any of the Above
- Municipal Facility

If this is a request for re-naming an existing location, please indicate the current name:

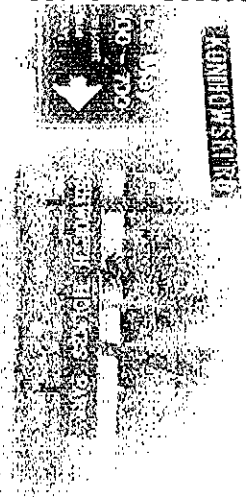
PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION  
(Indicate which items are attached to the application form.)

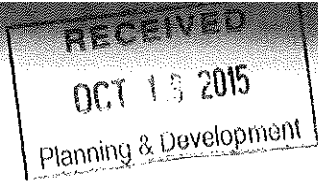
1. Background Information (reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee?  YES  NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee  
Community Services Department, Planning & Development Branch  
222-3rd Avenue North  
Saskatoon, SK  
S7K 0J5





# APPLICATION FORM

## To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: PLANNING DEVELOPMENT

Address: 222 - 3<sup>rd</sup> AVENUE NORTH

City/Town: SASKATOON Province: SK Postal Code: S7K 0J5

Phone: 306-975-7642 E-mail: ellen.pearson@saskatoon.ca

New Name Submission

Re-naming Request

Requested Name(s) (please print)

ANNE SZUMIGALSKI

Requested Use of Name

Street

Park

Municipal Facility

Neighbourhood

Other

Any of the Above

Suburban Development Areas

If this is a request for renaming an existing location, please indicate the current name:

INDUSTRIAL PARK

**PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION**

(Indicate which items are attached to the application form)

1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee?

YES

NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee  
 Community Services Department, Planning and Development Branch  
 222-3rd Avenue North  
 Saskatoon, SK  
 S7K 0J5

## Anne Szumigalski

(January 3, 1922 – April 22, 1999)



Photo: Anne Szumigalski Collection Biography, University of Saskatchewan. <http://library2.usask.ca/szumigalski/about>

Anne Szumigalski (née Davis) was born in London, England, on January 3, 1922, the third child of a large family. She grew up in a village in Hampshire, and was educated privately. Between 1939 and 1944 she worked as a nursing assistant and interpreter at a hospital for Belgian refugees and travelled into Holland and Germany with the British Red Cross. When the war was over, she joined the military government in Germany as a welfare officer and interpreter for prisoners-of-war and displaced persons. In 1946 she married Jan Szumigalski, a former prisoner-of-war who had served as an officer in the Polish Army. They had four children: Kate (born 1946), Elizabeth (1947), Tony (1961) and Mark (1963).

Between 1948 and 1950 Anne lived with her new family on a farm in north Wales. They immigrated to Canada in 1951, living first in Saskatoon, then in small towns in the Big Muddy Valley of southern

Saskatchewan, and finally (from 1956 on) back in Saskatoon. Anne resided in her house at 9 Connaught Place in the Mayfair area for 43 years.

Anne was best-known for her poetry and wrote 15 books in total; her work appeared in more than 30 anthologies during her lifetime. Her first published poems appeared in Canadian magazines in the early 1960s. Later in that decade, she began to gather a group of like-minded poets who would meet and discuss their work, often in her home.

She was a founder of the Saskatchewan Writers' Guild, Saskatchewan Writers and Artists Colonies, AKA Gallery, and the Saskatoon Moving Collective, a dance group. For more than a decade, she taught poetry-writing at the Saskatchewan Summer School of the Arts, and was the first writer-in-residence at the Saskatoon Public Library as well as a writer-in-residence at the Winnipeg Public Library. In 1988 she was named Woman of the Year by the Saskatoon YWCA; in 1989 she received the Saskatchewan Order of Merit; and in 1990 she won the Saskatchewan Arts Board Award for lifetime excellence in the arts. She received life memberships from the League of Canadian Poets and ACTRA (Alliance of Canadian Cinema, Television and Radio Artists), and was given a Canada 125 medal in 1993.

She was nominated three times for the Governor-General's Award, a prize she won in 1995 for her collection *Voice*. She also received two Writers' Choice Awards, and was twice a silver medalist at the National Magazine Awards. Anne helped to found the literary journal *Grain* in 1972, and was an editor there for nine years. She later served as poetry editor of *NeWest*

*Review*, and she edited or co-edited about 20 books. Anne also enjoyed performing and did so often, providing voice, acting, and dancing for various performances. Anne passed away in Saskatoon from complications due to cancer on April 22, 1999.

### **Mayfair & Kelsey-Woodlawn Local Area Plan**

Local Area Planning is a community-based approach to developing comprehensive neighbourhood plans. It enables residents, business owners, property owners, community groups, and other stakeholders direct input into determining the future of their community. The Local Area Plan (LAP) program is administered by the Neighbourhood Planning Section, Planning and Development Division. Once completed, a LAP establishes the vision and sets goals to guide the growth and development of a neighbourhood. It also identifies specific recommendations for improvements in a neighbourhood over the long-term. The Mayfair & Kelsey-Woodlawn LAP began in December 2012, and was approved by City Council in June 2015.

One of the recommendations to come out of the Mayfair & Kelsey-Woodlawn LAP is to rename Industrial Park in the Kelsey-Woodlawn neighbourhood. Industrial Park is classified as a District park, which is intended to serve four or five neighbourhoods, with facilities and structures to support city-wide sports programs. The LAP Committee feels that the name 'Industrial Park' is uninviting and confusing – the name can be mistaken for an actual business or industrial park, especially since the softball diamonds are used by residents from across the city. As such, the LAP Committee feels that the park should be renamed after Saskatchewan poet Anne Szumigalski, who lived in Connaught Place directly to the south of the park. Due to the future redevelopment plans for the culs-de-sac along Idylwyld Drive, where Connaught Place is located, the LAP Committee feels the most appropriate way to honour Ms. Szumigalski would be to rename Industrial Park in her honour.

The full LAP recommendation is:

**5.6 – RENAMING OF INDUSTRIAL PARK:** That the Community Services Department, Neighbourhood Planning Section, bring forward a recommendation to the Naming Advisory Committee to screen and add Anne Szumigalski to the Names Master List, and request that Industrial Park be renamed to Szumigalski Park, in honour of Anne Szumigalski, who became a renowned poet and formerly lived on Connaught Place directly south of the park.

A letter from the Mayfair & Kelsey-Woodlawn LAP Committee and the local Community Association supporting this recommendation has been submitted with this application.



**HUDSON BAY PARK – MAYFAIR – KELSEY  
WOODLAWN COMMUNITY ASSOCIATION**

To Whom It May Concern,

We, as the Community Association representing the neighbourhood containing Industrial Park, support the renaming of the park to Szumigalski Park. A resolution was passed at our September 2015 Annual General Meeting in support of this change.

Anne Szumigalski lived on Connaught Place just south of the park, and it would be lovely to recognize her contribution to poetry with the naming of a park. Additionally "Industrial Park" carries no particular meaning and does nothing to enhance pride in the area. Celebrating a poet is much more inspiring.

Regards,

Anna Cole, President

**Szumigalski Family Contact:**

Tony Szumigalski

- Son of Anne Szumigalski
- Currently in Manitoba
- Can be reached at (204) 663-1642 or (204) 250-9584

### North Sector Specific Naming Request - Options

**“Ballast Industrial”** – Parcels of land north of Saskatoon are popular for gravel extraction. Aggregates such as sand, gravel, and crushed stone are the most extracted minerals in the world and Saskatchewan’s third most produced mineral, behind potash and uranium. Ballast is a type of gravel that is produced and is used to construct rail corridor foundations and holds the wooden railway cross ties in place, which in turn holds the rails in place.

**“Bearpaw Industrial”** – The Bearpaw formation holds geological significance in the area. The Bearpaw formation is a late Cretaceous marine deposit and is the predominant formation exposed in the South Saskatchewan River Valley. It is largely marine shales and interbedded sands. Invertebrates and vertebrates have both been recovered from these deposits throughout Saskatchewan.

**“Brownell Industrial”** - The Brownell community existed in the area south of this sector around the corner of Miners Avenue and 60<sup>th</sup> Street East. The community included a homestead and school, which burned down during a blizzard in 1931. The Saskatoon Public School Board has used the name for one of their elementary schools in the Silverwood Heights neighbourhood.

**“Markham Industrial”** – Markham represents the agricultural history of the area. Markham is a late 19th century variety of wheat, a cross between Red Fife and Hard Red Calcutta. The superior strain selected from Markham, due to its earliness and strength, was named Marquis. Marquis was used to name the latest industrial area in the North-West Industrial District.

**“Northern Gateway Industrial”** – The name references the geographical area and is the entrance to Saskatoon from the growing municipalities to the north.

**“Riel Industrial”** – Highway 11, which bisects this Sector, connects major sites of the 1885 North-West Rebellion. Highway 11, which was given the commemorative designation Louis Riel Trail by the Provincial Government, is the actual course followed by the Royal Canadian Mounted Police and Louis Riel to arrive at Regina for the trial of Louis Riel. Riel Industrial would further recognize the significance of Louis Riel and the Saskatchewan Métis Nation in the history of Saskatchewan.



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Regulating Placement of New Residential Air Conditioning Units**

#### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered, along with communications from Dennis Costes and Gillian Lyons.

During consideration of this matter, your Committee requested further information on the effectiveness of regulations in other cities when this matter is reported to City Council.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department. Communications from Dennis Costes, dated February 6, 2016, and Gillian Lyons, dated February 7, 2016.



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# Regulating Placement of New Residential Air Conditioning Units

## Recommendation

That the report of the General Manager, Community Services Department, dated February 8, 2016, be forwarded to City Council for information.

## Topic and Purpose

This report is to provide information on regulating the placement of new air conditioners and to provide options to amend Zoning Bylaw No. 8770 for this purpose.

## Report Highlights

1. The City of Saskatoon (City) does not currently regulate the placement, appearance, or noise associated with residential air conditioning units.
2. Based on minimal complaints related to air conditioners, it is not recommended that the noise, appearance, or location of air conditioning units be regulated by a bylaw.

## Strategic Goal

This report supports the City's Strategic Goal of Sustainable Growth by ensuring that infill development is compatible with the existing built form.

## Background

At City Council's June 22, 2015 meeting, Councillor Clark made the following inquiry:

"Would the Administration please report on options for regulating the placement of new air conditioners on buildings in existing neighbourhoods.

There have been an increasing number of concerns with the placement of air conditioner units built especially on new in-fill houses that affect neighbouring properties with respect to noise, appearance, and separation distance."

## Report

The City does not regulate the placement, appearance, or noise associated with residential air conditioning units. There are many variables associated with the actual or perceived noise level of air conditioning units, particularly in older residential areas where neighbouring property owners are experiencing infill development. Variables may include:

- i) proximity of the unit to a neighbouring property, particularly in relation to openable windows and doors;
- ii) frequency and duration of air conditioner use;
- iii) age, quality, and maintenance of the air conditioning unit;

## Regulating Placement of New Residential Air Conditioning Units

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- iv) perception and noise tolerance of nearby residents;
- v) optional use of devices to reduce emissions, such as baffles or quieter fans;
- vi) placement of the unit in relation to building side walls and the potential for further vibration and reverberation;
- vii) whether a new air conditioner is installed on a dwelling that did not previously have one; and
- viii) whether the neighbouring properties have air conditioning units.

There are a wide variety of potential reactions from neighbours associated with the perception of noise and appearance. The Community Services Department receives one or two formal complaints per year related to air conditioner noise in low-density residential areas.

Noise Bylaw No. 8244 contains provisions to regulate excessive or loud noises and contains criteria to determine if a noise is unreasonably loud or excessive. Air conditioner noise in residential areas is typically considered to be normal and acceptable. The Saskatoon Police Service enforces this bylaw.

### Applicable Bylaw Provisions from Selected Canadian Cities

The Administration obtained information from eight Canadian cities regarding bylaws that regulate the location and noise produced by air conditioning units. There are a variety of approaches used among the cities surveyed, which are detailed in Attachment 1.

### Zoning Bylaw Text Amendment to Regulate the Placement of Air Conditioning Units

The Zoning Bylaw could be amended to regulate the placement of air conditioning units as follows:

1. A separation distance from the unit to a window or a door on the adjacent dwelling could be required; or
2. The location of the unit could be prohibited in required front or side yards, or maximum encroachments into required yards could be included.

In consultation with the Community Standards Division, it is not recommended that the noise, appearance, or location of air conditioning units be regulated by a bylaw. There are few formal complaints and, in the opinion of the Administration, the small number of formal complaints received does not warrant putting regulations in place. There are several variables that contribute to the actual or perceived noise experienced by neighbouring properties; therefore, it is difficult to put a regulation in place that will resolve all complaints.

There would also be challenges with implementing this regulation given that air conditioning units do not require a building or development permit; therefore, the location cannot be evaluated prior to installation. This bylaw would also only be enforced on those units that were installed after the bylaw amendment, as existing units that do not meet

## **Regulating Placement of New Residential Air Conditioning Units**

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new bylaw regulations would be non-conforming. Enforcement would be carried out on a complaint-driven basis.

### **Public Awareness**

The Community Services Department is working on initiatives in 2016 to increase public awareness around good infill practices, including the Infill Development Guidelines brochure and the Good Neighbour Guide.

### **Options to the Recommendation**

The Administration may be directed to bring forward amendments to the Zoning Bylaw that would regulate the placement of air conditioning units in residential zoning districts.

### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

There is no follow-up required.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### **Attachment**

1. Bylaws Regulating the Placement and Noise of Air Conditioning Units from Other Canadian Cities

### **Report Approval**

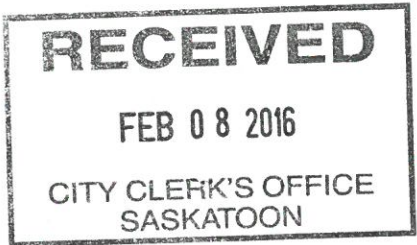
Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/PD/PDCS – Regulating Placement of New Air Conditioning Units/lc  
BF No. 059-15

## Bylaws Regulating the Placement and Noise of Air Conditioning Units from Other Canadian Cities

City	Method	Provisions
Regina	Zoning Bylaw	The air conditioning/heat exchanging unit cannot be located in a front yard and must be at least 3.0 metres from an openable door or window of a dwelling on an adjacent lot.
Toronto	Zoning Bylaw	Wall-mounted equipment may encroach to a maximum of 0.9 metres into a rear yard setback, and to a maximum of 0.9 metres into the side yard setback, if it is not located above the first storey.
Winnipeg	Zoning Bylaw	Air conditioning units, heat exchangers, swimming pool filters, pumps and heaters, and related equipment may be located: <ul style="list-style-type: none"> <li>• in a required front yard, provided a minimum separation distance of 15.0 metres, measured laterally to an opposite window of a habitable room on an adjoining lot, is provided. The unit must be completely screened and maintained with a compact hedge, shrubs, or other landscaping.</li> <li>• in a required side yard, provided a minimum separation distance of 4.57 metres (15 feet), measured laterally to an opposite window of a habitable room on an adjoining lot, is provided. A minimum setback of 0.6090 metres (2 feet) to any side lot line must be provided.</li> </ul>
Ottawa	Zoning Bylaw	An air conditioning condenser, heat pump, or similar equipment can project 1.0 metre into a required setback but must be located 0.3 metres from a lot line and cannot be located in a front yard or a side yard on a corner site.
London	Zoning Bylaw	In residential zones, institutional zones, and all other zones that abut a residential zone, heat pumps, air exchangers, air conditioners, and/or pool mechanical equipment may project 1.5 metres into a required yard, provided the projection is no closer than 0.9 metres to the lot line.
Calgary	Community Standards Bylaw	At any point of reception in a residential development, no person shall operate an air conditioner that causes a continuous sound that exceeds the greater of the following sound levels: <ol style="list-style-type: none"> <li>(a) 70 decibels (dBC) measured over a one-hour period during the day time; or</li> <li>(b) 60 decibels (dBC) measured over a one-hour period during the night time.</li> </ol>
Edmonton		Does not regulate.
Red Deer		Does not regulate.

**From:** Dennis Costes <denniscoates@hotmail.com> on behalf of Dennis Costes <denniscoates@hotmail.com>  
**Sent:** February 06, 2016 4:48 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Saturday, February 6, 2016 - 16:48  
Submitted by anonymous user: 216.174.141.148  
Submitted values are:

Date: Saturday, February 06, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Dennis  
Last Name: Costes  
Address: 1118 College Drive  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7n0w9  
Email: denniscoates@hotmail.com

**Comments:**  
I read with interest the article in the Saturday February 6th, 2016 Saskatoon Star Phoenix on air conditioner noise. While I have never registered a formal complaint with the city I have called once and spoke to my neighbor once at the time of construction of the building.

Our noise problem maybe worse than others. There is both an industrial sized dual fan air conditioner and a what I presume to be fresh air blower. The blower runs 24/7 through spring summer and fall. The air conditioner I would presume is thermostat-controlled but seems to run most of the summer. The venting fan is approximately 3 by 3 directed onto our deck. I cannot speak to the decibel level as it has never been measured however even the fan alone makes conversation on our deck prohibitive.

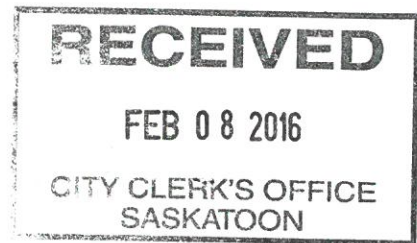
I spoke to the owner of the building when it was constructed expressing my concern. We have maintained a cordial relationship and a good neighbor relationship over the years.

Our property is zoned both commercial and residential. Because we use it commercially we cannot complain with night time noise. However we do not use the deck in summer time over our lunch hour because it is simply too noisy. My concern, as the owner of the building, relates to our inability to use the deck over the summer at lunch hour and perhaps more importantly, the effect of the noise on resale. To compound matters, our house has radiator heat so we could never cool our house with our own central air. A residential owner would have to open windows for cooling. This was not a problem when we bought the property as this is a new condo unit. We look forward to hearing the outcome of the Ruling and recommendations of the City as it will relate to our property.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/63048>



**From:** Gillian Lyons <gillianlyons@sasktel.net>  
**Sent:** February 07, 2016 10:59 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 7, 2016 - 22:59  
Submitted by anonymous user: 71.17.217.184  
Submitted values are:

Date: Sunday, February 07, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Gillian  
Last Name: Lyons  
Address: 702 Main Street  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7H 0K1  
Email: gillianlyons@sasktel.net  
Comments:  
Attention: Standing Policy Committee on Planning and Development

Dear Mr. Mayor and members of Saskatoon City Council:

Yesterday (Feb. 6) I wrote a letter to my Councillor, Charlie Clark, about extreme noise from the air conditioning fan at Nutana Tower. Today (Feb. 7) he responded to my email and encouraged me to write to you with attention to the "Standing Policy Committee on Planning and Development". Because time is of the essence, I will copy and paste the email that I wrote to Charlie Clark:

"I was just informed of a Saskatoon Star Phoenix article about noise from air conditioners in Saskatoon. My husband and I have lived in our house on the corner of Main Street and Dufferin Avenue since 1984. Our house is directly across (Dufferin Avenue) from Nutana Tower. We had no problem with Nutana Tower until 2011 when they changed their air conditioner. The new air conditioner fan was extremely loud. Nutana Towers (as it was then called) was under the management of Colliers McClocklin and I had several conversations with them about the air conditioner. I was also in contact with a City of Saskatoon official named Leonard Cherepacha who was very understanding and helpful. Colliers McClocklin made a barrier in front of the air conditioning fan that helped somewhat - it was still quite loud, but at least the sound of it was somewhat lessened inside our house (with the windows closed). Since the summer of 2014, Nutana Tower (they have since dropped the s) is under the management of Block 1. They did a lot of renovations. During the renovations which we watched from our house, we were wondering what would happen with the air conditioning fan. A representative from Block 1 assured us that "everything would be as it was before the renovation". She stated this many times and that is all she would say. Well, it definitely is not the same: it is now worse than ever. The fan has no sound barrier whatsoever and is extremely loud. Worse than that, for the first time ever it has been on almost all winter, whereas in previous years it had gone off consistently for the entire winter so at least we had some relief from it then. Now, this winter it has gone off only when the temperature outside has reached around -20. Yes,

-20!!!! Why should any air conditioning be on at all unless it is over at least +20?! (Please keep in mind that the first winter (2014/2015) under Block 1 management it was off for the entire winter.)

We hear the air conditioning fan from Nutana Tower everywhere in our house (especially the main bedroom) with the windows tightly closed, and of course, outside it is ridiculously loud. A house air conditioning fan would be nothing compared to this.

The Block 1 representative (Rhonda Aaronson) said in an email that she would try to do something about it, but nothing has happened and she will no longer communicate with us. Any City of Saskatoon representatives that say that something should not be done about this and other air conditioning issues does not live with a situation like this. There is medical evidence about the problems this kind of loud hum can do physically and mentally. There are bylaws about this in other cities including Canadian cities. It would not be difficult or costly to come up with a solution for the fan noise from Nutana Tower. I can even think of solutions" (from having done research on the internet).

Thank you for your attention to this serious matter.

Sincerely,  
Gillian Lyons

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/63209>



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Arenas – Capital Budget Approval for Zamboni Replacement**

#### **Recommendation of the Committee**

1. That a capital project adjustment for the purchase of two Zamboni ice resurfacers at a cost of \$195,690.60, be approved; and
2. That the funding source, in the amount of \$195,690.60, be approved from the Leisure Services Equipment Replacement Reserve.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered.

Your Committee has been advised that the Zambonis will be for the ACT and Lions Arenas. There will be a small budget adjustment required on an annual basis, which will be clearly identified in future budgets, to account for this replacement.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department.



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## Arenas – Capital Budget Approval for Zamboni Replacement

### Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That a capital project adjustment for the purchase of two Zamboni ice resurfacers machines at a cost of \$195,690.60, be approved; and
2. That the funding source, in the amount of \$195,690.60, be approved from the Leisure Services Equipment Replacement Reserve.

### Topic and Purpose

The purpose of this report is to request a capital project adjustment for the purchase of two new Zamboni ice resurfacers machines at a cost of \$195,690.60, to be funded from the Leisure Services Equipment Replacement Reserve.

### Report Highlights

1. A post-budget assessment of the City of Saskatoon's (City) ice resurfacers machines resulted in the decision to replace two units that had significant hours exceeding service lifespans. In order to ensure service for the 2015-2016 arena season, two new Zamboni ice resurfacers machines (Zamboni) were tendered and purchased from the lowest qualified supplier in December 2015 at a net cost of \$195,690.60.
2. The identified source of funding for the purchase of the arena Zamboni's is the Leisure Services Equipment Replacement (LSER) Reserve. The arena operations contribute annually to the LSER Reserve.

### Strategic Goal

Under the City's Strategic Goal of Quality of Life, this report supports the long-term strategy to ensure existing and future leisure centres and other recreation facilities are accessible, physically and financially, and meet community needs. The purchase of the new Zamboni's will ensure quality ice conditions and minimize the risk of service disruptions at civic arenas.

### Background

The City operates five indoor arenas and an outdoor speed skating oval. Each of these facilities requires its own Zamboni to provide and maintain quality ice conditions. The City maintains six Zambonis in its equipment inventory. The City has not purchased a new Zamboni since 2008.

## Arenas – Capital Budget approval for Zamboni Replacement

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### Report

#### Zamboni Equipment Assessment

An assessment of the condition of the City's Zambonis was conducted at the conclusion of the 2014-2015 arena season. The assessment involved the evaluation of each machine based on age, hours of use, historical repair, maintenance costs, condition, and trade-in value. The assessment identified that the service life of two machines had been reached, and these machines needed to be replaced for the 2015-2016 winter season. In order to ensure quality ice conditions and minimal service disruptions in arena operations for the 2015-2016 season, two new Zambonis were tendered and purchased from the lowest qualified supplier in December 2015 at a cost of \$195,690.60.

In preparing the original tender, it was clear that the equipment was needed and the normal budget source had sufficient funds available. However, in reviewing the plan in detail for Capital Project No. P706 Leisure Services Equipment Replacement, it is apparent that the capital project expenditure for Zamboni replacement, based on lifecycle estimates, was not scheduled until 2020 for Lions Arena and 2018 for ACT Arena. It was evident from the equipment assessment that the lifecycle estimates were incorrect. As a consequence of this oversight, a specific post-budget adjustment is required for approval by City Council.

#### LSER Reserve: Source of Funding

Arena operations contribute annually through the Operating Budget to the LSER Reserve, which is to be utilized for the purchase of arena equipment, including Zambonis. At the end of November 2015, the balance of LSER Reserve related to arenas was \$277,000. Adequate funds were available for the purchase of the two new Zambonis.

The Administration is requesting approval for a capital project adjustment for the purchase of two new Zambonis, to be funded from the LSER Reserve.

### **Financial Implications**

At the end of November 2015, the portion of the LSER Reserve available for arena equipment replacement had a balance of \$277,000. The Reserve has sufficient funds for the \$195,690.60 required to purchase the two new Zambonis. If approved, the LSER Reserve, including the 2016 operating contribution of \$35,500, will have a balance of approximately \$116,800 for other arena equipment replacements.

### **Policy Implications**

All capital projects and expenditures from the LSER Reserve, which because of their urgent nature cannot follow the normal budget cycle, must be approved by a City Council Resolution.

## **Arenas – Capital Budget approval for Zamboni Replacement**

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### **Other Considerations/Implications**

There are no options, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

The two new Zambonis were received in December 2015 and are in full service at ACT and Lions Arenas.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

### **Report Approval**

Written by: Andrew Roberts, Manager, Special Use Facilities  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department  
Approved by: Murray Totland, City Manager

S:\Reports\2016\RCD\PDCS – Arenas – Capital Budget Approval for Zamboni Replacement\kb



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Saskatoon Forestry Farm Park and Zoo – Zoo Entrance and Gift Shop Building**

#### **Recommendation of the Committee**

That the over expenditure of \$93,112 required to complete Capital Project No. P2048, Saskatoon Forestry Farm Park and Zoo Entrance and Gift Shop Building, from the funding sources outlined in the February 8, 2016 report of the General Manager, Community Services Department be approved.

#### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department.

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## Saskatoon Forestry Farm Park and Zoo – Zoo Entrance and Gift Shop Building

### Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the over expenditure of \$93,112 required to complete Capital Project No. P2048, Saskatoon Forestry Farm Park and Zoo Entrance and Gift Shop Building, from the funding sources outlined in this report, be approved.

### Topic and Purpose

The purpose of this report is:

- i) to provide an update on the overall status of Capital Project No. P2048 Saskatoon Forestry Farm Park and & Zoo Entrance and Gift Shop Building;
- ii) to review the successful opening and operations of the facility this past summer; and
- iii) to recommend a funding source to cover the over-expenditures required to complete the building.

### Report Highlights

1. The construction of the Entrance and Gift Shop Building at Saskatoon Forestry Farm Park and Zoo (SFFP&Z) was completed earlier in 2015 and had very successful operations during the summer.
2. There were a number of unexpected expenditures required to complete the project, causing an over-expenditure on the overall project.
3. The Administration has identified optional sources of funding to cover the over-expenditure and, in some cases, requires approval for an exception to policy to use these funds to cover the over-expenditure.

### Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report supports the long-term strategy to ensure the SFFP&Z is accessible, both physically and financially, to meet community needs and customer service requirements.

### Background

A component of Capital Project No. P2048 – CY – FFP & Zoo Master Plan Implementation was to build a new gift shop and zoo admissions entrance at the SFFP&Z, designed to meet customer service requirements until a zoo attendance level of 250,000 people was exceeded. This project was authorized in the 2013 Operating and Capital Budget and is funded through the Forestry Farm Park and Zoo Capital Reserve.

This approved capital project had an original estimated cost of \$350,000. The detailed plans for the building were completed at a cost of \$57,000, and the tender documents were prepared by the City's Purchasing Services Section.

VCM Construction Ltd. was the lowest bidder for this project. The bid price exceeded the approved budget by \$189,888.

City Council approved additional funding for this project through the Forestry Farm Park and Zoo Capital Reserve in July 2014.

## **Report**

### Zoo Entrance/Gift Shop Building

The Zoo Entrance/Gift Shop Building project had an approved capital expenditure of \$536,888, which represented \$479,888 for construction and \$57,000 for design work. The new building was opened to the public as a gift shop in April 2015, and the new zoo entrance and admission functions were opened on May 29, 2015.

The opening of this building has addressed a major public concern around wait time to pay for zoo admissions, which has contributed to reducing public wait time from 30 to 40 minutes, to less than 10 minutes on the busiest days. The sales in the new gift shop, operated by the Saskatoon Zoo Society, have increased by over 40%, to exceed \$100,000 in annual sales.

### Unexpected Expenditures

A number of changes to the project had to be made during construction to meet City requirements regarding building code, water and sewer, and SaskEnergy. All were authorized by the project manager assigned to this project.

The following is a list of unbudgeted extra work that was required to complete this project:

- i) catch basins and sewer manhole - \$27,522;
- ii) additional site preparation and grading - \$17,597;
- iii) additional design costs and project service fees - \$17,277;
- iv) moving the main gas line in zoo - \$12,410;
- v) exterior lighting for public safety - \$7,900;
- vi) additional pipe insulation, window upgrades, and slat walls - \$7,102; and
- vii) a number of smaller expenses - \$3,304.

All project changes were determined to be necessary and warranted by the project manager.

With the project now complete, the total cost of this project is \$630,000, leaving a short fall in funding of \$93,112.

Proposed Sources of Funding for the Over-Expenditure

The Administration proposes funding this capital budget over-expenditure by using \$8,000 from the Forestry Farm Capital Reserve (the original funding source); \$15,000 from the Forestry Farm Auditorium Reserve; and \$70,112 from the Forestry Farm Development Reserve. See Attachment 1 for policy guidelines on these reserves.

As of December 31, 2015, the balance in the Forestry Farm Auditorium Reserve was \$35,959; the balance in the Forestry Farm Capital Reserve was \$9,770; and the balance in the Forestry Farm Development Reserve was \$111,318. The balance in these three reserves will be sufficient to fund the over-expenditure of the Zoo Entrance/Gift Shop Building capital project, as well as meet all 2016 financial commitments.

Use of funds from both the Forestry Farm Park and Zoo Capital Reserve and the Forestry Farm Development Reserve are consistent with the intent and purpose of the reserves. Use of the Forestry Farm Auditorium Reserve funds for this expenditure will require City Council approval as an exception to policy, as this would not be an authorized use of the funds, as per Section 19.4 of Reserves for Future Expenditures Policy No. C03-003 (see Attachment 1).

**Public and/or Stakeholder Involvement**

The gift shop manager from the Saskatoon Zoo Society reviewed the construction plans for this project.

**Options to the Recommendation**

The option exists to keep this project open until 2017 and fund the over-expenditure from the 2017 contribution to the Forestry Farm Park and Zoo Capital Reserve. This option would serve to extend the time frame to close this capital project and would require adjustments to the timing of other projects in the plan, including the construction of the Park Entrance Road.

**Financial Implications**

As of December 31, 2015, the reserves recommended as funding sources all have sufficient balances to fund the project over-expenditures.

**Due Date for Follow-up and/or Project Completion**

No follow-up report is required at this time.

**Policy Implications**

The recommendation to fund a portion of the over-expenditure from the Forestry Farm Auditorium Reserve, according to Reserves for Future Expenditures Policy No. C03-003, requires City Council approval for an exception to policy.

**Other Considerations/Implications**

There are no environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

**Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

**Attachment**

1. Reserves for Future Expenditures Policy No. C03-003, Sections 19, 20, and 21

**Report Approval**

Written by: John Moran, Facility Supervisor, SFFP&Z

Reviewed by: Kevin Kitchen, Acting Director of Recreation and Community Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/RCD/PDCS – SFFPZ – Zoo Entrance and Gift Shop Building/ks



# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C03-003

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Reserves for Future Expenditures</i>	<i>July 18, 1983</i>	<i>September 28, 2015</i>	<i>18 of 40</i>

- c) One-time revenue opportunities.

## 18.3 Reserve Balance Limitation

- a) The minimum balance of the Fiscal Stabilization Reserve shall be 5% of the current year's tax-supported expenditures.

## 18.4 Application of Funds

- a) To the extent that a balance exists in the Fiscal Stabilization Reserve, it shall be used to finance any tax-supported operating year-end deficits incurred.
- b) Subject to City Council approval, available funds in excess of the minimum balance may be used to fund any operational or capital one-time requirements.

## 19. FORESTRY FARM AUDITORIUM RESERVE

### 19.1 Purpose

To finance the cost of program and service improvements related to the Auditorium at the Forestry Farm Park and Zoo.

### 19.2 Source of Funds

This Reserve shall be funded annually by an amount from the rental revenues of the Auditorium. The amount shall be calculated by multiplying \$20.00 by the number of Auditorium rental hours paid for in the year.

### 19.3 Application of Funds

Direct expenditures for program and service improvements in the Auditorium and its immediate grounds.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C03-003

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Reserves for Future Expenditures</i>	<i>July 18, 1983</i>	<i>September 28, 2015</i>	<i>19 of 40</i>

## 19.4 Responsibility

Direct expenditures for improvements/projects that do not qualify as a capital project as defined in this policy, are authorized by the City Manager or his designate. All expenditures qualifying as capital projects are reflected in the City's Capital Budget/Capital Plan and require City Council approval.

## 20. FORESTRY FARM DEVELOPMENT

### 20.1 Purpose

To distribute, over several years, the cost of expanding, improving or developing program opportunities that directly service the public.

### 20.2 Source of Funds

Donations from individuals and businesses supporting the Zoo, revenue generated from wolf piggy banks and other similar initiatives, proceeds from the sale of Zoo Poo and sixty percent of the net revenues from the vehicle charge at the main gate of the Forestry Farm Park and Zoo.

### 20.3 Application of Funds

Direct expenditures for program improvements to the entire Forestry Farm Park and Zoo (i.e. displays, visitor reception area, playground equipment).

### 20.4 Responsibility

Direct expenditures for capital improvements/projects that do not qualify as a capital project as defined in this policy, are authorized by the City Manager or his designate. All expenditures qualifying as capital projects are reflected in the City's Capital Budget/Capital Plan and require City Council approval.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C03-003

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Reserves for Future Expenditures</i>	<i>July 18, 1983</i>	<i>September 28, 2015</i>	<i>20 of 40</i>

## 21. FORESTRY FARM PARK AND ZOO CAPITAL RESERVE

### 21.1 Purpose

To improve visitor services, animal habitats and infrastructure services at the Saskatoon Forestry Farm Park and Zoo as outlined in the Facility Master Plan.

### 21.2 Source of Funds

An annual provision through the Saskatoon Forestry Farm Park and Zoo operating budget, as authorized by City Council.

### 21.3 Application of Funds

Direct expenditures for the implementation of the Saskatoon Forestry Farm Park and Zoo Master Plan with an emphasis on visitor services, animal habitat and infrastructure improvements.

### 21.4 Responsibility

Direct expenditures for capital improvements/projects that do not qualify as a capital project as defined in this policy, are authorized by the City Manager or his designate. All expenditures qualifying as capital projects are reflected in the City's Capital Budget/Capital Plan and require City Council approval.

## 22. FUEL STABILIZATION RESERVE

### 22.1 Purpose

To accumulate funds for the purpose of offsetting any over-expenditures in the City's tax-supported fuel budget attributable to variations in fuel pricing, thereby stabilizing the effect on the mill rate and on the City's year-end financial position.



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Medical Marijuana Dispensary Regulations**

### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated February 8, 2016, be received as information.

### **History**

At the February 8, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated February 8, 2016, was considered, along with presentations and further communications.

### **Attachment**

February 8, 2016 report of the General Manager, Community Services Department. Communications from:

- Mark Hauk, dated February 5, 2016;
- Zachary Grant, dated February 5, 2016;
- Jackie Smith, dated February 5, 2016;
- Karl Niedzielski, dated February 7, 2016;
- Jamie Novotny, dated February 7, 2016;
- Jaime Hagel, dated February 7, 2016; and
- Murray Nichol, dated February 8, 2016.

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## Medical Marijuana Dispensary Regulations

### Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the information be received.

### Topic and Purpose

At its meeting held on August 17, 2015, the Standing Policy Committee on Planning, Development and Community Services resolved that the Administration bring a report in response to the information presented by Mr. Mark Hauk on the regulation of medical marijuana dispensaries in the City of Saskatoon.

This report provides information on the current scheme in place to regulate medical marijuana dispensaries in Canada. Further, this report provides information about City of Saskatoon bylaws in place with respect to zoning and business licensing and consideration of these regulations as they apply to the operation of medical marijuana dispensaries in the City.

### Report Highlights

1. Licensed producers of medical marijuana are currently regulated by federal regulations administered by Health Canada.
2. The City has zoning and business license bylaws that regulate the operation of businesses within the City.
3. A condition of business licensing in the City requires appropriate provincial and federal approvals.

### Strategic Goals

This report supports the Strategic Goal of Quality of Life by identifying the regulations and restrictions in place applicable to medical marijuana dispensaries which operate to minimize risks to the health and safety of the public.

### Background

On August 17, 2015, the Standing Policy Committee on Planning, Development and Community Services considered a request from Mr. Mark Hauk to speak on the prospect of regulating medical marijuana dispensaries in the City of Saskatoon. The Committee referred this request to the Administration for a report. This report provides information on the current regulatory scheme in place.

### Report

The regulations in place with respect to the possession, consumption, production and distribution of medical marijuana fall solely within the federal jurisdiction. If an individual wishes to become a licensed producer of medical marijuana, they must first obtain the

appropriate federal license under the *Marihuana for Medical Purposes Regulations* (MMPR). Licensed producers are subject to different licensing restrictions depending on the activity engaged in; for example, production, sale or provision, possession, packaging and transportation. A storefront operation is not a permitted method of dispensing medical marijuana under the current regime regardless of the type of license obtained.

### Federal Jurisdiction

The MMPR came into force on June 7, 2013, establishing the current regulations for the possession, consumption, production and distribution of marijuana for medical purposes. The new regulations removed Health Canada as a producer and put into place a rigorous process for applicants wishing to become licensed producers under the regulations. This is the only means through which an applicant may become a licensed producer of marijuana for medical purposes in Canada and in turn, is the only legal means through which an applicant may operate a dispensary under the federal regulations.

Health Canada oversees the application and approval process from beginning to end and is also responsible for regular inspections to ensure that compliance with the regulations is consistently met. The product itself, including all aspects of production, and the licensed producer are subject to these inspections.

Licensed producers are also required to obtain municipal approval, including giving notice to a municipality, and ensuring compliance with all other municipal laws and bylaws. There is no exemption from municipal regulations for the operation of a medical marijuana dispensary within a municipality. However, the issuance of a license under the MMPR is not dependent upon municipal approval. Currently, there are approximately 27 licensed producers across Canada and two of those are located in Saskatchewan, being Cannimed Ltd. and Prairie Plant Systems Inc.

The regulations also speak to the process through which an individual may obtain marijuana for a medical purpose. A medical practitioner must first support this method of treatment and provide a prescription for the medicine. Once a prescription has been obtained, a card signifying permission to purchase the product is issued. The only legal means of filling this prescription is through a mail order system; storefront dispensaries are not permitted under the federal regulations.

### City of Saskatoon Regulations

#### 1. Zoning Bylaw:

If storefront operations were permitted under the federal regulations, it is most likely that a dispensary would fall within the pharmacy land use category considering that a prescription is necessary to obtain the product.

#### 2. Business License Bylaw:

If storefront operations were permitted under federal regulations and in the case of federally licensed producers, a City of Saskatoon business license is required.



## Medical Marijuana Dispensary Regulations

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The business license program requires confirmation of approvals for certain types of businesses that are subject to federal or provincial regulation. The list of business types that require these external approvals prior to receiving a business license is extensive and includes motor dealers, pawn shops, massage therapists and pharmacies. This requirement would also be applicable to medical marijuana dispensaries, including a storefront dispensary if it were permitted under federal regulations.

### Federal Regulatory Amendment

In the event that there is a change to the regulations applicable to the possession, consumption and sale of marijuana, the Administration will bring a report back to City Council at that time.

### **Other Considerations/Implications**

At its August 17, 2015 meeting, the Standing Policy Committee on Planning, Development and Community Services also resolved that the Board of Police Commissioners bring a report in response to the information presented by Mr. Mark Hauk.

### **Public and/or Stakeholder Involvement**

Mr. Mark Hauk, along with any other individuals who have submitted correspondence regarding this matter, will be notified of the recommendations in this report and when discussion of this matter will take place.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

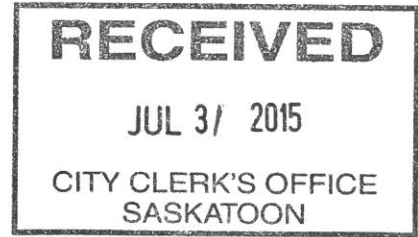
### **Report Approval**

Written by: Jodi Manastyrski, Solicitor  
Reviewed by: Christine Bogad, Director of Administrative Law  
Approved by: Patricia Warwick, City Solicitor

Admin Report – MedicalMarijuanaRegulations.docx  
191-1625-jlm-1.docx

4350-1

**From:** Mark Hauk <saskcompassion@gmail.com>  
**Sent:** July 31, 2015 2:48 PM  
**To:** Web E-mail - City Clerks  
**Subject:** Fwd: The Saskatchewan Compassion Club



Re: Medical Marijuana Dispensary Regulations

To whom it may concern,

I am writing to request the opportunity to speak to Council at its next regular business meeting, regarding the above item.

I would like to ask Council to formally consider implementing 'Medical Marijuana Dispensary Regulations' in the City of Saskatoon.

As many of you may be aware, the City of Vancouver recently took the step of regulating the over 100 medical marijuana dispensaries in their city. The regulations they developed provide us some solid framework to create and implement similar regulations here in Saskatoon.

Here is a copy of the regulations recently passed in Vancouver for reference:

<http://former.vancouver.ca/ctyclerk/cclerk/20150428/documents/rr1.pdf>

These steps being taken in Vancouver and other parts of the country are being driven in response to failed and backwards Federal medical marijuana policies. Policies that are preventing sick and dying people from accessing medical marijuana. It's for that reason medical marijuana dispensaries are being founded across the country - to help fill the gaps of a dysfunctional federal program.

To fully understand the need for community based medical marijuana dispensaries, we first need to examine the problem areas of the current federal regulations:

(First, here is an article from the Huff last year outlining some of the issues with the MMPR: [http://www.huffingtonpost.ca/jenna-valleriani/mmpr\\_b\\_5412402.html](http://www.huffingtonpost.ca/jenna-valleriani/mmpr_b_5412402.html))

## **Price.**

For many patients, ordering their medical marijuana through the federal government program isn't possible as it's simply too expensive. Not in all cases, but some. Prices fluctuate wildly between Licensed Producers (LP) - from anywhere to \$4/gram to \$24/gram - so it depends which LP a patient orders from (it's also worth noting here, that at times patients aren't always given a choice in the LP they have to order from. I'll explain that further in another section).

And it isn't always necessarily the price per gram that is restrictive; sometimes it's the minimum amount one is required to order at a time. Minimums that run anywhere from 10 to 30 grams. We have had many patients call with stories of them finally receiving a prescription; only to sign up with an LP to find out they can't afford the minimum order amount.

One of those conversations sticks out in my mind in particular. We recently worked with this very sweet, 24 year old girl who was seeking a prescription to help manage her severe form of epilepsy. She was struggling mightily with the pharmaceuticals she was on, and was desperate for an alternative. She was adamant right from the start she only wanted to access high CBD cannabis oil, as it is non-psychoactive, and she didn't want to feel 'high'. She told me on numerous occasions 'she just wanted to be well enough to go to school and finish her degree.'

Well after 2 months of working on it, she was finally issued a prescription. I'll never forget the Saturday morning she called. She was in tears, feeling completely defeated. She had just logged in to make her first order from her LP, only to find there was a 30g minimum order on the CBD strain she required, and it was \$16/g. With shipping on top, she needed over \$500 on a credit card to be able to order, or she got nothing. She told me through tears she only had \$100, and asked what she could do. I told her to come and see us and we would sell her \$100 worth of medicine. Which we did. And would do again a thousand times out of a thousand.

## **Shipping**

Another requirement of the current federal regulations is patients must have their medicine sent to them to their home address via Canada Post. This brings about a number of potential issues for patients.

The first and most obvious is the cost of shipping. Many medical marijuana patients are sick and disabled to the point they cannot work and are therefore, are low income. Any additional costs added to their medicine are obviously problematic for them.

The next issue with shipping is in regards to logistics. We have heard many patients express concern around having their packages delivered to their homes while they are at work, as the packages then sit in their mailbox or leaned up against their front door for the day. The concern of course is the package could be stolen, or worse yet found by their, or someone else's children.

Having packages shipped to some areas in rural SK can be problematic as well. We recently had a member join our club that has been struggling with this very issue. He attempted to follow the legal channel and order through a LP, only to run into problems with shipping. Due to his remote location, Canada Post does not provide courier services to his small town. So the packages must come via Purolator, who only deliver to his town once a week. And then his only option is to have the package left at the local gas station for him to pick up.

He told me of his embarrassment of picking up his first order that he had shipped from his LP (which took nearly 2 weeks to arrive). He said the lady working at the store made a joke about him 'picking up his weed' as the package was very large and quite obviously contained marijuana. He added, 'it was not long before several other people in the community were gossiping of his marijuana use.'

Should a poor man battling cancer, simply seeking cannabis to manage his nausea from intense chemotherapy, have to endure such embarrassment and inconvenience in accessing his medicine? Of course not.

### **Wait times.**

These inconveniences come in a number of forms. The first comes in the form of waiting lists just to join some LP's. These lists are less common than they were just months ago, but certainly still exist. We have spoken with a number of patients who have been on a waiting list of an LP for over 6 months. Are patients really expected to go without medicine for months while they sit on a waiting list to join an LP?

More recently I heard from a patient who was attempting to register with an LP but was having difficulty. His complaint wasn't that he was placed on a waiting list, but rather after 5 weeks of emailing and calling the LP, he had yet to receive a response from them. He called wondering what to do as he was in great pain, but didn't want to have to go buy off the street.

The next inconvenience comes in the way of shipments arriving late. As many of us know, and as I experience on a regular basis, Canada Post is not exactly punctual with their deliveries a large percentage of the time (which doesn't appear to bother them all that much). We often have patients seek us out late on a Friday as their shipments are late again, and they are faced with going without medicine for the weekend.

And before some of you roll your eyes and say, sure – ‘weed for the weekend; what an emergency.’ For a very large part, these are cancer patients dealing with terrible side effects of chemotherapy, MS and epilepsy sufferers, and so on. Going without medicine for any period of time is not something anything these patients should have to worry about. Worrying about being sick is enough.

### **Patients are forbidden from asking questions about the medicine they are ordering.**

Unbelievable, right? I mean, could you imagine going to the pharmacy, picking up your prescription, and while you're there asking your pharmacist a question about your medicine to have them reply ‘I am sorry, Health Canada has forbidden us from answering any questions about your medicine.’? I am assuming most of us would be outraged.

Well that's exactly what is going on when patients are filling their marijuana prescription (I know Health Canada prefers medical document, to ‘prescription’, but it is for all intents and purposes of this discussion, it's a prescription). Health Canada has actually forbidden LP's from making any ‘health benefit claims’ regarding the medical marijuana they distribute. Want to know from your LP, which strain of theirs is best for sleep, and which one is best for muscle spasms? Sorry, you're on your own.

So here is how this plays out in the real world. I recently received a call from a very kind 64 year- old Mennonite woman in who lives in rural SK recently. She explained she was suffering with cancer, and the terrible side effects of chemotherapy. Her doctor recommended medical marijuana, and provided her a prescription (she also indicated to me what a nerve racking process this was for her, as she has never used marijuana in her life, and her family was very against her doing so).

Upon receiving her prescription and after registering with a local LP, she logged on to their website, to find over 30 different strains all seemingly different. So she contacted her LP to ask which strain would be best for her to use for her nausea from her chemotherapy. Well you can imagine her shock when the gal on the other end of the phone told her ‘They weren't allowed to say’. She then called and asked me if this was some sort of sick joke. I told her I often wonder the same thing.

### **Patients are unable to purchase cannabis edibles and extracts.**

One the most common reasons (maybe second to only cost) people seek membership with us, is to obtain a safe, quality supply of edibles and extracts, of which both items LP's are forbidden to sell. This is tough to believe following the recent unanimous Supreme Court decision that clearly stated patients have a right to possess and consume all derivatives of cannabis. So patients can legally possess and consume them, but have no safe, legal supply of the products to access. They are left to buy on the black market, or attempt to make the products themselves. This is problematic for a number of reasons.

The first concern surrounds patients making their own cannabis extracts. The most popular way to do so these days is by using a butane extraction method. One, that can be very dangerous, and is responsible for many recent explosions, injuries and deaths. I know this to be true for sure as

(more here: <http://www.times-standard.com/general-news/20150621/officials-hash-oil-lab-explosions-becoming-more-common>)

Do we really want these butane hash labs operating underground? In garages next to your house, or mine? Or worse yet, next to a school, or playground? Obviously not. But that's exactly what is happening with no safe, legal supply of extracts available.

The next concern is the inability of patients to purchase edible products from LP's. For those with lung cancer, asthma, etc. smoking and vaporizing is not an option, period. For many others, they simply prefer edibles over smoking/vaping as it is a much healthier way of ingesting their medicine.

And for those that claim that edible sales aren't necessary, because patients can simply make their own, I must refute. I recently spoke with an elderly lady from Saskatoon (recently diagnosed with cancer) whom told me of her first experience making edibles for herself. She told me it was her doctor that suggested she use marijuana to help treat the side effects of her chemotherapy. She was reluctant at first as she is 67 and had never tried marijuana before, but eventually decided to try it.

She registered with a local LP, and contacted them to make her first order. As she had never smoked before, she was wanting to purchase edibles rather than dried marijuana. She was told the LP was forbidden from selling edibles, but that they could send her a recipe and she could make them herself. Which she ultimately did. And as she described to me, 'it went horribly wrong'. She made a mistake, and added too much oil, which made her so high she didn't get out of bed for two days. For obvious reasons she was unwilling to try and make them again, and just wanted to be able to come in and buy them somewhere and be able get advice on how much to take.

Providing clean, safe, properly dosed and packaged edibles and extracts to patients is simple, progressive matter of harm reduction. We are not going to stop people from accessing and using these products, it's prudent we do the sensible thing and provide a safe supply.

### **Product shortages.**

Product shortages are another issue. Again the issue varies, depending which LP one is using. But it's an issue we hear about from patients regularly.

The most common complaint is customers of one of the more popular LP's, Tilray. Tilray regularly runs out certain strain types, and sometimes runs out of medicine entirely. Leaving patients with no medicine, and no concrete timeline as to when they may be able to access more. I have had patients describe the process of buying their medicine through Tilray, as very similar to buying concert tickets. Patients receive a notice via email, that a product will be available for sale at a certain time and date online. Patients then have just minutes to race each other to place their orders online, before the available products runs out, which usually happens within minutes.

And as we hear regularly, these 'release times' are generally during business hours on weekdays. So if you're a Tilray customer and work regular full time hours (8-5, M-F) and aren't able to be online at the time of the product release to place your order, you are simply out of luck.

Again, I would compare this to a situation where you and I head to our local pharmacy to fill a prescription for a medicine we urgently need, to have them tell us they are sorry, but they are out of that type of medicine, and they are not sure when they may have any in stock again. But to watch your email, as they will send an exciting product release announcement, when they have some new stock in.

We would most likely leave and just go to a different pharmacy that did have stock, and get our prescription filled. Unfortunately for most seeking to fill their marijuana prescription, this just isn't an option. Generally patients are signed up with just one LP, and Health Canada has purposefully made it difficult to switch membership from one LP to another. In order to do so, one would need to go back to their doctor, have a new prescription issued, and then go through the registration process again. Which could take weeks (provided there is no waiting list).

**Patients are required to have the skills and resources to access a computer, printer and scanner to register with a licensed producer and to regularly place orders.**



I know many peoples reaction to this issue is going to be ‘come on, who in 2015 doesn’t have access to a computer?’ The answer might surprise most. It certainly surprised me, anyway. I have had several seniors contact me recently and tell me they don’t have a computer and wouldn’t know how to work one if they did. This is very frustrating for them. They often ask why they can’t just go down to the pharmacy and purchase it like all their other medications. I don’t have a good answer to offer them.

Should someone not be able to access medicine simply because they aren’t computer literate, or have access to the proper equipment? I think we could all agree that is unnecessarily unfair.

Not long ago, an elderly lady contacted me who was recently diagnosed with Cancer, and was in search of a medical marijuana prescription. I explained that I could email her registration forms, and we could set up an appointment via Skype with a doctor in Ontario. There was a long pause on the other end. She went on tell me she doesn’t have a computer, and has honestly never even used one before. ‘Well what am I supposed to do now?’ she asked.

So I did the logical thing, and brought printed copies of the forms to her home and helped her complete them. And returned when it was time for her Skype appointment, so she could use my laptop. And once that was all done, I assisted here in placing an order with a LP. She was very grateful and thanked me many times for helping her out, as she said she would have never figured it out on her own.

And more recently, we have encountered a number of patients new to Canada, who’s first language is not English, that have been struggling mightily to understand

and navigate the MMPR system. We as a club have of course been happy to help them when we can.

All of the above people, have been incredibly grateful for the help they received without a doubt. And they have all made one thing very clear – ‘if it wasn’t for our help, they would have never been able to do it on their own.’ I have quite literally heard that very sentiment, dozens and dozens of times.

And that is the reality on the ground. These regulations are restrictive and confusing, and some people simply need help navigating them.

**It is nearly impossible to obtain a medical marijuana ‘prescription’ in Saskatchewan.**

This a problem that is particularly bad here in the Prairie Provinces, in comparison to the rest of the country. While Ontario and BC have clinics devoted to just medical marijuana prescriptions popping up at a fast pace, while here we sit in Saskatchewan where as usual, things are the opposite.

And it is The College of Physicians and Surgeons in Saskatchewan's that deserves the blame for this. It is they, who place unreasonable amounts of pressure on their doctors in this province to NOT prescribe marijuana for ANY reason. It is they who have created ridiculously restrictive, onerous and purposefully time-consuming regulations doctors must adhere to. (The worst of which is the regulation that states – ‘in order for a doctor to prescribe marijuana, he/she must be the primary treating physician’. Essentially meaning patients are forbidden from seeking a second opinion when it comes to marijuana. This provision doesn't exist for any other prescription drug, why marijuana?)

We know these issues exist, because we are hearing from patients buy the hundreds, who have been denied prescriptions. Sick and disabled people. People with cancer, MS, epilepsy, AIDS, spinal cord injuries, and so on. Patients that are continually being told to go the street and find their marijuana because doctors feel they are unable to prescribe it. Can you imagine a kind, innocent 65-year-old lady suffering with the side effects of chemotherapy, being told to go 'buy it on the street'? Well, it's happening. More than most could imagine.

If anyone needs evidence of someone being unjustly denied a prescription, see the article that ran in yesterdays Star Phoenix:

<http://www.thestarphoenix.com/prescription+denied/11227796/story.html>

Now I know some of us may have differing opinions on how to manage marijuana policy, but I am sure we can all agree that there is no logical reason in the world to keep that poor man from accessing the only thing in the world that grants him effective pain relief.

Another point to make clear in regards to the above article, is that when this poor man was denied his prescription, and ultimately escalated his complaint to the College of Physicians in Saskatchewan, they were so turned around they didn't know what to tell him. They had no way of helping him. So they sent him in the direction of our Compassion Club for help. Where we were able to get him his prescription back, and help him access the proper meds he requires. Yes, the same club that the Saskatoon police maintain is illegal and will be closed down if opened.

It unfortunately doesn't stop there. The problem with doctors not prescribing in SK, is it's forcing patients to look to doctor's outside of the province for their prescriptions. The obvious pitfall to this is the appointment costs to see a doctor in another province via Skype, run anywhere between \$250-\$550.

But this brings about whole other issue that most don't even realize exists. Many of the clinics and doctors that offer Skype appointments in other provinces, have arrangements with certain LP's, in that for every patient the clinic refers to the LP, they receive a referral credit of some sort back from the LP. It's a crafty way of the LP's building their membership basis.

What it equates to, is once a patients appointment is completed, and they have been issued a prescription, they are often then told which LP they must use, rather than choosing for themselves. This is problematic for obvious reasons.

So, there it is. Our federal medical marijuana program in a nutshell. An ugly, tangled web of failed policies.

So what's the answer? Community based medical marijuana dispensaries. It's simple – patients deserve to access their medicine safely, with dignity, and at fair and reasonable price. They deserve to be able to come in and look, smell, touch and feel their medicine, and ask knowledgeable people questions about it. It just makes sense.

And that's exactly why we have established The Saskatchewan Compassion Club here in Saskatoon. To help chronically and terminally ill people in our community access their medicine in a fair manner. But dispensing medicine is only a small part of what we do in the big scheme of things. The majority of our time is spent consulting with patients on a variety of matters, from assistance to seeking medical marijuana prescriptions to assistance with advocacy matters when patients have been treated unfairly.

We will also soon be offering addictions counselling, nutritional counselling and planning services, as well as massage services at no cost to our members. We truly are excited to give back in every way we can. And as a non-profit group, all of the profits generated from our club are donated back to various groups in our community.

And as far as our club goes here in Saskatoon, can we not all agree that if the College of Physicians in Saskatchewan are now referring patients our clubs way, and local doctors are at times actually requiring their patients see us rather than a Licensed Producer, that we are already playing a very necessary role in filling those gaps left by an dysfunctional system?

With that said, we believe having regulations are just as important than having the clubs themselves. Because regulations ensure that clubs operate in a manner that is helpful to the community, not harmful. Regulations ensure the continued protection of our children, and prevent the involvement of organized crime. Without regulations, we leave those things to chance.

So lets regulate. Just like other municipalities in BC have already done, and as many others across the country are strongly considering doing soon. Here is a summary of those cities currently dealing with regulating:

- Vancouver

- <http://www.cbc.ca/news/canada/british-columbia/marijuana-dispensary-regulations-approved-in-vancouver-1.3126111>

- City of North Vancouver

- <http://www.nsnews.com/news/city-of-north-vancouver-mulls-medical-marijuana-shops-1.1928746>

- Victoria

- <http://www.theglobeandmail.com/news/british-columbia/victoria-looks-to-vancouver-for-marijuana-dispensary-guidelines/article25127852/>

- Kimberley

- [http://www.dailybulletin.ca/breaking\\_news/309343831.html](http://www.dailybulletin.ca/breaking_news/309343831.html)

- White Rock, BC

- <http://www.cbc.ca/news/canada/british-columbia/medical-marijuana-dispensary-pilot-project-considered-by-white-rock-city-council-1.3147585>

- Richmond

- <http://richmondstandard.com/2015/03/richmond-council-sets-new-limit-on-marijuana-dispensaries-opens-door-to-edibles-manufacturing/>

- <http://www.richmond-news.com/news/richmond-council-mulls-licensing-marijuana-dispensaries-1.1957157>

- A coalition of 33 local governments from the Lower Mainland

- <http://www.theglobeandmail.com/news/british-columbia/bc-municipalities-seek-national-support-on-pot-dispensaries-debate/article24362287/>

- Edmonton

- <http://metronews.ca/news/edmonton/1430081/edmonton-advocates-looks-to-vancouver-medical-marijuana-rules/>

- Calgary

- <http://calgaryherald.com/news/local-news/city-councillor-wants-medical-marijuana-operators-to-be-good-neighbours>

- Winnipeg

- <http://www.cjob.com/2015/07/22/eadie-city-needs-zoning-rules-for-marijuana-dispensaries/>

So in closing, we would like to propose all relevant stakeholders in our city - be it City Council, the Police, and Public Health – come the table to create and implement medical marijuana dispensary regulations, as soon as reasonably possible.

Time is certainly of the essence. We have chronically and terminally ill people in our community that are needlessly suffering - at times horribly. We have the opportunity right now to take reasonable steps and something about it. Let's not let that opportunity pass us by.

I would like to thank you all for your time and consideration of these important issues. If anyone has any questions or comments, please don't hesitate to contact the club, or myself directly. I can be reached anytime on my cell @ [306-716-9874](tel:306-716-9874) or by email @ [saskcompassion@gmail.com](mailto:saskcompassion@gmail.com).

Sincerely,

Mark Hauk

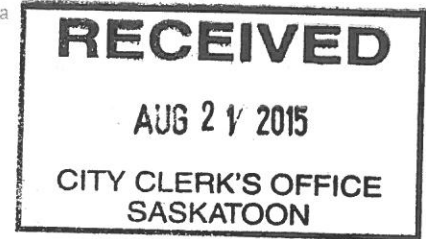
Founder

The Saskatchewan Compassion Club



#1 Plant Technology Road, Box 19A,  
RR#5, Saskatoon SK Canada S7K 3J8  
P: 1-855-787-1577 | F: 306-975-0440  
cannimed.ca

4350-1



August 21, 2015

His Worship the Mayor and Members of City Council,

This letter is a formal request to speak at the next Standing Policy Committee on Planning, Development and Community Services (September 8<sup>th</sup>) as well as the Board of Police Commissioners (September 14<sup>th</sup>).

On August 17, 2015, Mr. Mark Hauk, Founder and Operator of the Saskatchewan Compassion Club was heard by the Standing Policy Committee on Planning, Development and Community Services (agenda item 6.3.2) with a resolution to move the topic of regulating medical marijuana dispensaries in the city of Saskatoon to report phase, with consultation with the Board of Police Commissioners, to be executed by October of this year.

I am contacting you today not only as one of your city's employers of 125 full and part-time employees, but also as the most well established and experienced medical cannabis licensed producer governed by Health Canada and the Federal Government.

The *Marihuana for Medical Purposes Regulations* (MMPR) was introduced in 2013 to precisely stop what Mr. Hauk and other dispensary and compassion club owners across Canada are endeavouring to do. RCMP reports used in the development of the MMPR program clearly articulated that the proliferation of dispensaries and cannabis clubs in any community comes with the significant disadvantage that they also sell to minors, are often a front or connected to organized crime and typically are a storefront gateway to much stronger recreational drugs like cocaine and heroin.

Keeping it strictly to 'medical' cannabis, there are no regulations or guidelines that compassion clubs need to follow that allows them to have a cannabis product determined to be 'medical'. Studies have shown that cannabis purchased from dispensaries frequently contain heavy metals, pesticides, mould and other contaminants. By thinking about the health and wellbeing of sick and immunocompromised constituents it is unconscionable not to ensure the safety of their medicine.

There is a multitude of reasons why the MMPR exists and for licensed producers across Canada to be the only source of true medical cannabis:

1. Regulations ensure that cannabis is grown in tightly-controlled environments using the most sophisticated security and tamper resistant containers;
2. Regulations ensure that the production standards are set to a very high level with the added insistence on quality control testing by a 3<sup>rd</sup> party company prior to release to a patient;
3. Regulations ensure that there are tracking mechanisms in place in the unlikely event there is a recall that the affected patients can be contacted immediately;
4. Regulations ensure that our youth are not exposed to cannabis during their formidable brain development years. Data shows that early cannabis exposure can lead to significant consequences; and
5. Regulations ensure that facilities and production systems are following all federal, provincial and municipal regulations.

Mr. Hauk was inaccurate in many points that he shared with the Council and should be clarified before a report is drafted for consideration.

*Patients Cannot Access Medical Cannabis*

Using Health Canada market analysis data as a guide (<http://www.hc-sc.gc.ca/dhp-mps/marihuana/info/market-marche-eng.php>) in the last quarter where data is available (January 1, 2015-March 31, 2015), access to federally regulated medical cannabis is not a current problem under the federally mandated *Marihuana for Medical Purposes Regulations* (MMPR). In this identified quarter, 979 kilograms were sold to clients, 1,786 kilograms were produced and there was a total of 4,481 kilograms of medical cannabis in licensed producers' inventories at the end of the quarter. This clearly demonstrates that access to federally approved cannabis is not an issue in this country.

This also clearly speaks to his point about shortages – there is no shortage of federally regulated, legal, medical cannabis in Canada.

*Delivery issues*

Mr. Hauk mentioned that clients in rural Saskatchewan have a challenge with receiving their product shipment shorter than two to three weeks. While we cannot speak for other licensed producers in Canada and their delivery successes, we can speak to our own record that once a patient is registered with CanniMed and places their order either over the phone or on our secure website, they will receive their shipment within 24-48 hours, even in the most remote corners of the province or even country.

*Customer Service/Compassion*


We are very proud of our customer service team, which includes an on-site pharmacist. Patients are free to call us for advise, dosing and product selection help and overall customer support. We field 100-400 calls every week and the most recent customer satisfaction survey demonstrated that 97 per cent of our patients would recommend us to others.

Cannabis clubs or dispensaries do not sell medical cannabis. Quite simply, these storefront operations should be seen as drug traffickers and held to that charge in every instance. There is absolutely nothing “medical” about what is sold through dispensaries as there is no system of accountability, no inventory controls, no safety protocol production compliance, and no legitimate doctor approvals, etc.

We do not need smart regulations on this matter, we need to full implement and enforce the Federal medical cannabis program and allow licensed producers to grow medically-advanced, safe and secure products that are dispensed discretely and quickly to patients across the country who have the valid approval and medical documents signed by their practicing physician.

I hope that you will welcome me to speak at the next meetings pertaining to this issue.

Sincerely,



Brent H. Zettl  
President and CEO

Prairie Plant Systems Inc. and CanniMed Ltd.



4350-1

**From:** Zachary Grant <zak\_g94@hotmail.com>  
**Sent:** February 05, 2016 1:39 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council

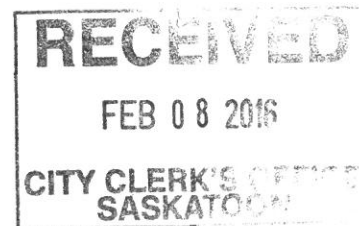


Submitted on Friday, February 5, 2016 - 13:38  
Submitted by anonymous user: 207.195.86.1  
Submitted values are:

Date: Friday, February 05, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Zachary  
Last Name: Grant  
Address: 2713 37th street west  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7I 4e9  
Email: zak\_g94@hotmail.com  
Comments: I am interested in speaking at the meeting on monday morning concerning the medical marijuana dispensary.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/62841>

**From:** Murray Nichol <bigguy306@gmail.com>  
**Sent:** February 08, 2016 2:27 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



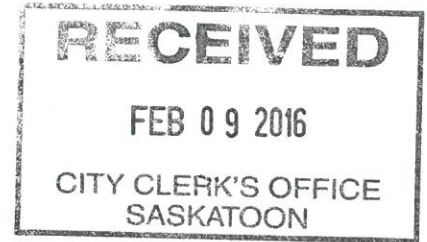
Submitted on Monday, February 8, 2016 - 02:27  
Submitted by anonymous user: 142.165.170.41  
Submitted values are:

Date: Monday, February 08, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Murray  
Last Name: Nichol  
Address: 3433 Harrington st  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7h3y3  
Email: bigguy306@gmail.com  
Comments: I'd like to speak on the medical cannabis distribution issue please.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/63221>

4350-1

**From:** Gaye-Lynn Kern <gglk@sasktel.net>  
**Sent:** February 09, 2016 1:36 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Tuesday, February 9, 2016 - 13:35  
Submitted by anonymous user: 198.245.114.236  
Submitted values are:

Date: Tuesday, February 09, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Gaye-Lynn  
Last Name: Kern  
Address: 51 MacLean Crescent  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7J2R6  
Email: gglk@sasktel.net

Comments: I am requesting that the city change its policy concerning the closing of the Dispensary for Medical Marijuana. There is an urgent need for this Dispensary's service. Closing it has caused and will cause a great deal of suffering for the citizens of this city who need their legal prescription filled in order to relieve their pain. Doctor prescribed and over the counter medications often do little or nothing to alleviate the pain of fibromyalgia, cancer, arthritis, etc. Many times these pharmaceutical chemical medications can lead to even greater problems such as dependence and addiction as well as organ damage. I am fortunate, because I do not need pain medication. However I have firsthand knowledge of the benefits provided by medical marijuana with members of my immediate family, who suffer from the various pains I have listed. I respectfully request a time to speak at the Council Meeting concerning the Medical Marijuana Dispensary. Thank you.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/63642>

--Forwarded Message Attachment--

From: [len\\_boser@hotmail.com](mailto:len_boser@hotmail.com)

To: [city.clerks@city.saskatoon.sk.ca](mailto:city.clerks@city.saskatoon.sk.ca)

Subject: len Boser ...upcoming council meeting

Date: Wed, 10 Feb 2016 22:35:20 -0600

hello

i may be early

i don't want to miss submission date

RE: MARK HAUK THE COMPASSION CLUB

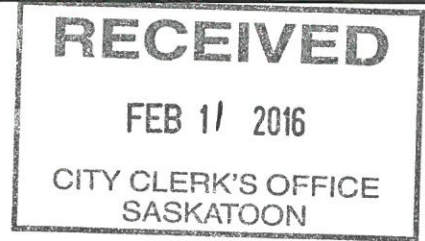
I will need 5-10 min

2

thanks

len

**From:** Web E-mail - City Clerks  
**Sent:** February 11, 2016 12:03 PM  
**To:** 'len boser'  
**Subject:** RE: Delivery Status Notification (Delay)



Hello Len,

Thank you for your email. It is City Council's policy that in order for a communication to be seen by City Council, the communication must include the name and address of the writer. Please confirm this is a request to speak at the next City Council meeting and advise what the topic matter is. Would you please provide it to me at your earliest convenience, and I will then process your email.

Ideally, you can resubmit your request by using the form on the City of Saskatoon Website at <https://www.saskatoon.ca/write-letter-councilcommittees>.

If you have any questions, do not hesitate to call,

City Clerk's Office  
(306) 975-3240

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**From:** len boser [mailto:len\_boser@hotmail.com]  
**Sent:** February 11, 2016 11:15 AM  
**To:** Web E-mail - City Clerks <City.Clerks@Saskatoon.ca>  
**Subject:** FW: Delivery Status Notification (Delay)

pls see the following...  
thx

Celebrating 16 years survival after my severe stroke...

[www.lenboser.com](http://www.lenboser.com)

I'm an author... on strokes OR 4th and **FINAL** revision Sask. General Insurance

History

\*\*\*\*\*[www.saskinsbook.ca](http://www.saskinsbook.ca) (it's free!)

We invited Len Boser to speak at a lunch and learn session hosted by our Equity



Committee. Len gave a very realistic overview of living life with a post-stroke disability. Len talks about his accomplishments and also the challenges that he has endured since having his stroke over 16 years ago, which is eye-opening for listeners.

Len takes a very common sense and down to earth approach to his presentation, which allows him to truly connect with his audience.

We certainly enjoyed Len's presentation and I would definitely recommend him as a speaker to any workplace or group.

Clay Benaschak

Saskatchewan Workers' Compensation Board

Len can be reached at [len\\_boser@hotmail.com](mailto:len_boser@hotmail.com) or 306-955-5051

From: [postmaster@mail.hotmail.com](mailto:postmaster@mail.hotmail.com)

To: [len\\_boser@hotmail.com](mailto:len_boser@hotmail.com)

Date: Thu, 11 Feb 2016 08:37:25 -0800

Subject: Delivery Status Notification (Delay)

This is an automatically generated Delivery Status Notification.

THIS IS A WARNING MESSAGE ONLY.

YOU DO NOT NEED TO RESEND YOUR MESSAGE.

Delivery to the following recipients has been delayed.

[city.clerks@city.saskatoon.sk.ca](mailto:city.clerks@city.saskatoon.sk.ca)

--Forwarded Message Attachment--

From: [len\\_boser@hotmail.com](mailto:len_boser@hotmail.com)

To: [city.clerks@city.saskatoon.sk.ca](mailto:city.clerks@city.saskatoon.sk.ca)

Subject: len Boser ...upcoming council meeting

Date: Wed, 10 Feb 2016 22:35:20 -0600

hello

i may be early

i don't want to miss submission date

RE: MARK HAUK THE COMPASSION CLUB

I will need 5-10 min

thanks  
len

Celebrating 16 years survival after my severe stroke...

[www.lenboser.com](http://www.lenboser.com)

I'm an author... on strokes OR 4th and **FINAL** revision Sask. General Insurance

History

\*\*\*\*\*[www.saskinsbook.ca](http://www.saskinsbook.ca) (it's free!)

We invited Len Boser to speak at a lunch and learn session hosted by our Equity Committee. Len gave a very realistic overview of living life with a post-stroke disability. Len talks about his accomplishments and also the challenges that he has endured since having his stroke over 16 years ago, which is eye-opening for listeners.

Len takes a very common sense and down to earth approach to his presentation, which allows him to truly connect with his audience.

We certainly enjoyed Len's presentation and I would definitely recommend him as a speaker to any workplace or group.

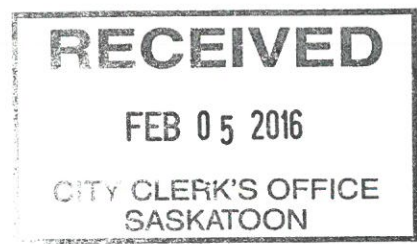
Clay Benaschak

Saskatchewan Workers' Compensation Board

Len can be reached at [len\\_boser@hotmail.com](mailto:len_boser@hotmail.com) or 306-955-5051



**From:** Jackie Smith <jackieandken@sasktel.net>  
**Sent:** February 05, 2016 1:53 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Friday, February 5, 2016 - 13:52  
Submitted by anonymous user: 67.225.90.61  
Submitted values are:

Date: Friday, February 05, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Jackie  
Last Name: Smith  
Address: Po box 541  
City: Broadview  
Province: Saskatchewan  
Postal Code: S0G0K0  
Email: jackieandken@sasktel.net  
Comments:

As a healthcare provider it is time that the public and youth need to be taught the truth about how cannabis is used as a legitimate safe medicine for those opting to live a more holistic lifestyle.

Creating legitimate regulations regarding dispensaries is imperative to protect our youth from thugs while delivering quality health care. Public safety is paramount and the matter needs to be taken seriously.

With the continuation of cannabis prohibition it keeping youth and responsible patients vulnerable and it is absolutely unacceptable. The time for change is now!!

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/62848>

4350-1

**From:** Karl Niedzielski <karlniedzielski@gmail.com>  
**Sent:** February 07, 2016 7:31 PM  
**To:** Web E-mail - City Clerks  
**Subject:** City Admin - Medicinal Marijuana Dispensary Regulations  
**Attachments:** Letter to Administration of the City of Saskatoon.pdf

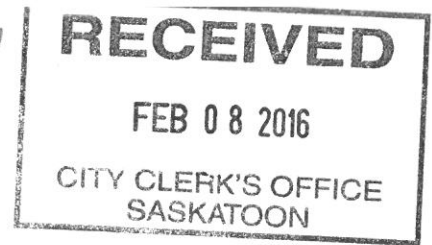


I would like to speak at this meeting but am unable due to scheduling.

Enclosed is my letter to the administrators at the City of Saskatoon to plead with them to alter their decision to not regulate medicinal marijuana dispensaries.

--  
Karl Niedzielski.

4350-1



To whom it may concern,

As a resident of Saskatoon, it is distressing to witness the hostility of the Saskatoon Police Service in regards to the medicinal marijuana dispensary owned by Mark Hauk. It is astounding to see that, before opening, Mr. Hauk had exhausted all legal avenues such as: personally addressing City Council, scheduling meetings with the police chief, Clive Weighill, and generally being open with the City in regards to his plan to open and manage a dispensary.

Medical marijuana, in most cases, has been a last resort for many patients. Patients who have exhausted all "legal" medication and feel stalemated by the system. Then, by some blessing, they find a medicine that works; however, they can only access it through an archaic and impersonal mail order delivery system. Not only does this system only sell certain forms of the medicine, it can also take many weeks to deliver. For all of these arguments and more, there is no acumen to discriminate against a person's choice of medication, simply because of its legal state.

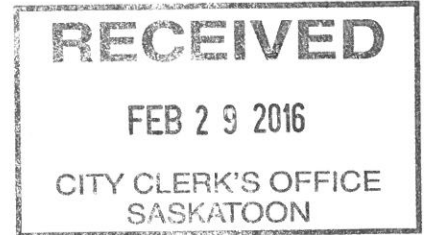
It is ludicrous to think that prescription drugs, some having a single or numerous damaging side effects, are considered acceptable and lawful whilst a local source for more effective and less detrimental treatment is disregarded because of federal law.

I would like to ask the City of Saskatoon to reconsider their position on medicinal marijuana. I would like to ask that the City of Saskatoon use their better judgement by not enforcing unscientific and politically driven laws. We need the City to take into account patients who are suffering routinely and to take a compassionate approach, rather than a "tough on crime", outdated, and unsubstantiated stance.

Karl Niedzielski.  
Concerned Citizen.

4350-1

**From:** Karl Niedzielski <karlniedzielski@gmail.com>  
**Sent:** February 28, 2016 10:39 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 28, 2016 - 22:38  
Submitted by anonymous user: 67.225.62.88  
Submitted values are:

Date: Sunday, February 28, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Karl  
Last Name: Niedzielski  
Address: 102 David Knight Crescent  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 7Z7  
Email: karlniedzielski@gmail.com  
Comments: Unfortunately, I will not be able to attend this meeting.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71325>

4350-1

**From:** Karl Niedzielski <karlniedzielski@gmail.com>  
**Sent:** February 28, 2016 10:41 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 28, 2016 - 22:41  
Submitted by anonymous user: 67.225.62.88  
Submitted values are:

Date: Sunday, February 28, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Karl  
Last Name: Niedzielski  
Address: 102 David Knight Crescent  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7K 7Z7  
Email: karlniedzielski@gmail.com

**Comments:**

As a resident of Saskatoon, it is distressing to witness the hostility of the Saskatoon Police Service in regards to the medicinal marijuana dispensary owned by Mark Hauk. It is astounding to see that, before opening, Mr. Hauk had exhausted all legal avenues such as: personally addressing City Council, scheduling meetings with the police chief, Clive Weighill, and generally being open with the City in regards to his plan to open and manage a dispensary.

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It is ludicrous to think that prescription drugs, some having a single or numerous damaging side effects, are considered acceptable and lawful whilst a local source for more effective and less detrimental treatment is disregarded because of federal law.

I would like to ask the City of Saskatoon to reconsider their position on medicinal marijuana. I would like to ask that the City of Saskatoon use their better judgement by not enforcing unscientific and politically driven laws. We need the City to take into account patients who are suffering routinely and to take a compassionate approach, rather than a "tough on crime", outdated, and unsubstantiated stance.

Karl Niedzielski.  
Concerned Citizen.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71326>



4350-1

**From:** Jamie Novotny <nuvo@sasktel.net>  
**Sent:** February 07, 2016 9:53 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, February 7, 2016 - 21:53  
Submitted by anonymous user: 71.17.159.40  
Submitted values are:

Date: Sunday, February 07, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Jamie  
Last Name: Novotny  
Address: 2790 12th ave east  
City: Prince albert  
Province: Saskatchewan  
Postal Code: S6V 7G2  
Email: nuvo@sasktel.net  
Comments:  
To whom it may concern,

My husband has both Primary Progressive Multiple Sclerosis and Chron's Disease, two very serious debilitating conditions. We have been out of country 3 times for liberation based procedures. He has taken all available disease modifying drugs currently available to MS patients and has seen very little benefit if at all. Some have even placed his life at a significant risk of death. Now that he has been diagnosed with PPMS, there is no recognized disease modifying therapies available for his condition. He has recently started a course of Canibidiol therapy via the ingestion of Cannabis oil which is now legal in Canada however is not available in an affordable or appropriate dosage through approved Health Canada Dispensaries. Since starting this therapy, my husband has seen an improvement in his ability to walk, ability to sleep and his pain has gone from a daily 9/10 to a 2. My husband has had to catheterize 98% of the time in order to void his bladder, he is now urinating on his own 100 % of the time for the first time in over 9 years. For the first time in over 8 years he has been able to calm the spasms that he experiences nightly as he lays in bed attempting to sleep previously only being able to turn to heavy narcotics to induce slumber; medication that has serious side effects. The Saskatchewan Dispensary where he was getting the oil from has been shut down and raided by Saskatoon police. Meaning that, Cannabis oil is no longer available to him in an affordable manner in this province. Once he runs out we expect his condition to decline significantly and his quality of life to deteriorate rapidly. My husband is a 36 year old loving father of three and has been struggling since his early 20's. When he was able to work, he LOVED his job working with special needs children. We now live on one income and are expected to pay out of pocket for many of the medical expenses that we face including medical marijuana, which is not subsidized. We struggle to afford this life altering medicine that we NEED now that is available in limited quantities from the limited licensed producers. The amount charged by Health Canada dispensaries is astronomically higher than the amount charged by Compassion clubs across the country. This feels deep down to my core like a violation of my husband's Human Rights; a violation of my family's right to a quality of life with a loving husband and father. In this country we have legalized the use of Medicinal Marijuana, yet we deny patients access, affordability and the right to be considered a patient and not a criminal. This is not only the plight of MS patients but also parents of children with Epilepsy and Patients suffering with

Chron's and many other debilitating illnesses that are potentially treatable with Cannabis oil. Not only has the Healthcare system failed us but our country has as well. We have to acknowledge that this is not a fight to legalize recreational marijuana, nor a fight to put joints in the hands of children. This is a fight to provide safe affordable access to Cannabis; MEDICINE, which improves the quality of life for chronically ill and terminal patients. Nobody should have the right to deny relief to the suffering. Walk a day in our shoes and then try to turn a blind eye to the suffering that can be relieved from the use of one very special plant.

Our system is broken and needs an overhaul not a band aid...do what is right...We need change now!

Sincerely,  
Roni and Jamie Novotny

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/63202>



4350-1

**RECEIVED**

**FEB 08 2016**

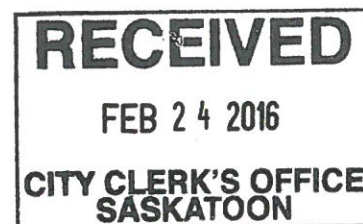
**CITY CLERK'S OFFICE  
SASKATOON**

My name is jaime michelle Hagel. I am 40 years old and I was born and raised in here in Saskatoon. I am a educated professional, foster parent, mother, daughter, sister, aunt, wife, and friend. I also suffer from a horribly painful auto immune disease called Crohns for the last 20 years. The last five years have been my worst and longest flare. Like any disease, crohns has effects all biological, psychological, social and spiritual aspects of my life. I've also lost my position with The health region after 15 years because of this disease and fought with disability the entire time I've been on leave almost loosing my home. I've been prescribed numerous pharmaceuticals and experienced horrible side effects from them. I've also tried many different different types of alternative medicines and treatments. Last february I ended up in hospital with another blockage. I believed that time I was really going to die. And I knew even my family couldn't handle another episode. One night while in hospital I gathered all my courage and sucked up everything I was scared about regarding the harsh stigma Saskatoon had around cannabis, I didn't care who I was as a professional anymore (I have a social work degree and Prior to my leave i developed the addiction programs at the Saskatoon correctional center for mental health and addiction services) I didn't care what people would think, I just didn't want anymore pain, and I was also very tired of having opiates as my only option for pain management. so I reached out to mother who's son cured his Crohns disease with cannabis. That may I received my prescription for medical cannabis but i still really needed a lot of support. My prescribing Dr. sent my paper work to both a dispensary in vancouver and to a Licensed producer in Victoria. But I felt horrible about smoking cannabis because of my education around brain chemistry and carcinogens. Thats when I reached out to the Saskatchewan compassion club for support. The club is another dispensary like the one my Dr. sent my paperwork too but its within our own community. In August I started using CBD oil, a non psycho active, anti inflammatory medicine for my tummy. I was enlightened by the many medications that cannabis could provide aside from "smoking" it. And finally something resonated.

I also found myself surrounded with other educated people like myself, who were also struggling with the exact same things that I was, people who knew how it felt to have chronic pain and suffer from horrible losses because of it. During the few months that the Saskatchewan Compassion club was open, My symptoms started to dissipate and by the end of october I was close to being symptom free. I was starting to get my life back and planning a return to work with the health region in January. At the beginning of November my Surgeon put off surgery because of my progress using cannabis. However once again due to the limited access to my cannabis oil and edibles I am again very very sick and can not work. My prescription allows me to purchase only dry cannabis from ONE licensed producer but the edibles and oils that are proven to be most beneficial for my disease are illegal for people to sell. This is why some cities counsels have done the research and community development by working with their local dispensaries and other local community agencies so they can provide their tax paying citizens a safe and easy place to access their prescribed medication. This is a true harm reduction model and our constitutional right.

I suffered legally for 20 long horrible years and I've worked for 15 of those years within our inner city. I helped developed the Methadone programs in our community for people addicted to the very same drug I was being pushed to use for pain management. There are many people that are needlessly suffering in our community right now because we do not have proper access to the medication we have a right too have access too. My name is Jaime Michelle HAgel and I am one of the four charged in the compassion club raid. My soul purpose of being apart of the Club was to seek out the support I needed regarding my prescription and disease and in return give that support back. AS members thats what we did, we supported each other. I am not a drug trafficker, nor am I any threat to this community. I am educated, and compassionate and very very sick. My family and I have suffered for way too long. We need to work together as a community so people are no longer suffering and placed in Harm just for trying to access a medication we have a legal right to access. This community needs a local dispensary. Thank you.

**From:** len boser <len\_boser@hotmail.com>  
**Sent:** Wednesday, February 24, 2016 9:22 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Wednesday, February 24, 2016 - 09:21  
 Submitted by anonymous user: 207.47.214.142  
 Submitted values are:

Date: Wednesday, February 24, 2016  
 To: His Worship the Mayor and Members of City Council  
 First Name: len  
 Last Name: boser  
 Address: 102 405 5th ave north  
 City: saskatoon  
 Province: Saskatchewan  
 Postal Code: s7k6z3  
 Email: len\_boser@hotmail.com  
 Comments:  
 Your worship  
 Council members  
 Ladies and gentleman

RE MARK HAUK COMPASSION CLUB

Most of us have had a toothache  
 Imagine that toothache 24 hours a day 7 days a week  
 That's what the chronic pain in my feet feels like

I'm on the maximum dosage my Doctor can prescribe...pause  
 Without getting into the addicting morphine derivatives  
 I have been to a doctor who will prescribe medical marijuana  
 However  
 I must ingest the marijuana as my lungs cannot handle the smoke

CURRENTLY a federal law prohibits the sale of edible marijuana through pharmacies,..... unless  
 I'm in palliative care.

A compassion club allows me access to these products which aid in my sleeping  
 Right now , I get 3-6 hrs a night. THIS IS NOT A GREAT SLEEP!

The CITY administration has blocked my access by closing Mr. Hauk's BUSINESS.  
 This does not make me happy.

Many others have been denied access to this "natural" drug.

I say "WHAT IF THIS WAS YOUR FAMILY MEMBER?"  
 PAIN IS NOT NICE

It can lead to depression hardships in relationships  
I'm not a nice guy to be around when I'm in pain JUST ASK MY WIFE!

I have met many of you on council  
You may know me personally

I believe I stand before you  
As your average , law abiding citizen  
I like many of you but the position taken by this administration is in my opinion wrong and  
should be looked at again

Many good people who have committed no crime but need their Doctor prescribed medicine  
want access to THE COMPASSION CLUB

Voters will make this an issue  
I'm making this my issue and will vote accordingly

DO THE RIGHT THING  
YOU'LL BE GLAD YOU DID

Thankyou  
LEN BOSER 955 5051

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/69163>

4350-1

**From:** Mark Hauk <saskcompassion@gmail.com> on behalf of Mark Hauk  
<saskcompassion@gmail.com>  
**Sent:** February 05, 2016 10:28 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Friday, February 5, 2016 - 10:27  
Submitted by anonymous user: 24.68.53.31  
Submitted values are:

Date: Friday, February 05, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Mark  
Last Name: Hauk  
Address: 427 bowman cres  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: s7n7k4  
Email: saskcompassion@gmail.com  
Comments:  
Good Day,

Please accept this as my formal request to speak at this Monday's Standing Policy Committee on Planning, Development and Community Services' meeting on February 8, 2016.

Please confirm this message constitutes a formal request.

Regards,

Mark Hauk

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/62795>



**From:** Mark Hauk <saskcompassion@gmail.com> on behalf of Mark Hauk <saskcompassion@gmail.com>  
**Sent:** February 29, 2016 7:53 AM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Monday, February 29, 2016 - 07:52  
Submitted by anonymous user: 24.68.53.31  
Submitted values are:

Date: Monday, February 29, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Mark  
Last Name: Hauk  
Address: 427 bowman cres  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: s7n7k4  
Email: saskcompassion@gmail.com  
Comments:  
Dear Council Members,

I am writing in regards to the Medical Marijuana Dispensary Regulations agenda item being discussed at today's Council Meeting. Due to some unfortunate circumstances, I unfortunately will not be able to attend today's meeting. That being what it is, I am hopeful I am still able to bring some important matters to the forefront, in this manner.

I am aware that today Council will likely move to vote against creating Medical Marijuana Dispensary Regulations in Saskatoon, based on the reasoning that 'dispensaries are not allowed according to federal regulations'.

I would strongly caution anyone considering that rationale to take a careful step back and re-consider it – particularly in light of recent events. Because as per a Federal Court ruling last week (Allard Decision), those Federal Regulations have yet again been found unconstitutional, found to be causing patients to needlessly suffer, and in 6 months will fully be of 'no force and effect' in this country.

The decision was clear in establishing that the current system is NOT providing patients reasonable access to medical cannabis.

Some comments worth noting from Judge Phelan's decision;

"In sum, the law goes too far and interferes with some conduct that bears no connection to its objectives."

"Current trends in dispensary growth suggest a connection between the restrictions to access under the MMPR and the need for patients to obtain their medical marihuana from illicit sources'.

"Dispensaries are at the heart of cannabis access".

And this isn't the first time these regulations have been found unconstitutional either. A portion of these very same regulations were torn to shreds in a 7-0 unanimous Supreme Court Decision this past spring. That particular Constitutional Challenge was centered on patient's rights to access cannabis in other forms than dried. The court found in that case, the regulation that forced patients to only access in dried form, was not based on any facts or logic, and was unnecessarily causing harm to patients.

Do those sound like regulations we should be continually referencing and blindly enforcing with all of our mite? I strongly suggest otherwise.

In fact I would suggest it is morally imperative to do the opposite. How can this council in good faith continue to defend regulations we now all clearly know to be hurting innocent people? I don't care how strong one's political and/or religious ideology is, you as representatives of the people, simply ignore the facts here.

And anyone on this council willing to go on record again and once more and repeat 'we know people are suffering, but the laws are the laws' and shrug their shoulders, should be bloody ashamed of themselves. I would go one step further and suggest they should be held legally accountable, but most would consider that reaching too far, so I'll stop short for the time being.

But enough of the problems, and on to solutions. We have a couple realities we need to face here.

The first reality is, we currently in this country, an overly restrictive, unconstitutional federal Medical Marijuana Program that is causing sick and dying people in our community to needlessly suffer. Plain and simple. This isn't anyone's opinion any more. It has been found to be true in the highest courts in the land.

So with that being a certain reality, I would suggest council has a clear moral imperative to ensure those people affected, are somehow getting access to their medicine.

The second reality is that the regulations that currently make dispensaries illegal will no longer exist within 6 months, if not sooner. And after last week's Federal Court ruling that spoke so strongly in favor of dispensaries, we should all anticipate a situation arising very soon where dispensaries are no longer illegal in this country. (in fact, many would argue that is already happened with last week's ruling but I'll leave that aside for the moment).

The situation we need to expect and prepare for is this; within the next 6 months the Federal Government will be forced to roll out revised Federal Medical Marijuana Regulations that will very presumably allow for dispensaries to serve medical patients in this country. At that time, there will undoubtedly be a mad rush to the market, with dispensaries popping up left, right and center, as it will no longer be illegal to do so.

I would suggest they city be prepared for this to happen as it is almost inevitable at this point. How do we prepare you may ask? Create and implement regulations. Having smart, progressive regulations in place will help prevent the problems other cities have experienced with explosions in the numbers of dispensaries in their cities. Those being involvement of organized crime, clustering, and vicinity to schools. These types of issues are very easily handled with regulations.

On the flipside, if we experience this proliferation of dispensaries without regulations in place, we could open the door for trouble, and end up having to clean up a fairly big mess ala Vancouver. I would encourage this Council to reach out to the Councillors in Vancouver and ask them how badly they would like to have the opportunity to turn back the clock and implement smart regulations before the explosion of dispensaries happened in their city? And then reach out to Councillors in Toronto



and ask them the same, as they have now seen a reported 70+ dispensaries pop in their city in the last year.

I am fairly certain I know what they will tell you.

Another important point to be made here, that is often overlooked, is that this is also a simple matter of harm reduction for our city. The facts of the matter are, community based dispensaries make our cities safer than not.

How you may ask? Well, when people struggle with access through the federal program, they are forced to access their cannabis through other means. Those other means being the black market. So we are forcing people who would prefer to safely access their cannabis through a dispensary, to put themselves in uncomfortable and sometimes dangerous situations and get their meds off the street.

And I am not assuming this is happening. I know it for a fact. I unfortunately hear from these people frequently.

They were former patients of our Compassion Club. I have had literally hundreds of inquiries from patients over the past months, looking for advice as to where to turn. Each story sadder than the next. It rips the heart right from my chest.

There was one conversation I had with a patient, about a week after our club was raided that I won't soon forget. We were gathered outside of the police station, and this wonderfully sweet 65 year old woman, a member of our club whom is fighting cancer, came over to me with her walker, and asked if she could talk to me in private. I of course obliged and she went on through tears to tell me she was suffering in pain without her cannabis, so her husband was going to drive over to the west side and 'try to find some' that night. She asked me if I knew what streets he could drive down to stand the best chance of finding some.

Further, she asked if he was able to find some, if there was a way he could tell whether it was Indica or Sativa just by looking at it. (different types of cannabis for different ailments). Utterly heart-wrenching. I have tears in my eyes writing this - I just only hope you feel just a fraction of what I do reading it. It is so wrong, I simply have no words for it.

So let's be clear about one thing – anyone who believes that the continued disallowance of dispensaries and more specifically they targeted raiding of our club, is somehow making our city safer for the citizens that live in it, should carefully think again. It has, and continues to do the exact opposite. It is very clearly, at times putting the most vulnerable citizens in our community in clear and present danger.

With that said, I am not sure what other current issues' on Councils agenda might be more important than this one.

And this is, after all Councils load to bear. It should not be our responsibility, as regular citizens to have to risk our liberty to look after fellow vulnerable citizens that are suffering due to unconstitutional regulations. We have, after all, already suffered terrible injustices, and invasions of our personal privacy of the worst kind.

I personally have; been arrested, thrown in jail, had blatant and damaging lies told about me in the media by our City's Police Chief, had all my worldly possessions taken from me, and the doors to my

home kicked him in. Not to mention the emotional toll of the damage all of this has caused to countless relationships with family and friends.

I'm tired. The others are tired. It's time for you, our elected officials to step in here and do some of the heavy lifting. That is why elected you in the first place. To look out for our best interests and well-being. To make the right decisions for the right reasons. And if nothing else, to step in and act when the most vulnerable of our citizens are being discriminated against, and treated unfairly.

And if anyone, after all of that, still needs any convincing this is the right course of action, let's hear from the people. I see a new media poll every week polling the public as to whether the citizens of this city are in favour of dispensaries or not. Great and all, but those polls obviously have no bearing on public policy.

If Council truly wants to hear from the people in our community on this polarizing issue, I would urge you to consider hosting a 'Town Hall' style meeting on the issue, one evening sometime very soon. Many other communities have done just this, and have tremendous feedback from both sides.

I believe that if this council was able to hear directly from the patients this is affecting, the decision here would be a very easy one to make.

I encourage you all to slow down and think very, very carefully about what's at stake with this decision. The decision you make here today has a very real and direct impact on peoples continued physical suffering or not. I would guess most decisions made by this council do not carry weight of that magnitude.

And the facts are abundantly clear here if you genuinely seek to understand them, and without bias. There are still of course, some out there (our Mayor and Police Chief for example) who continue to ignore the overwhelming facts, and continue to make decisions based on political or religious ideology. Ideology that has them irrationally believe cannabis is evil in any and all circumstances.

Unfortunately those types are going to find themselves on the wrong side of history very, very soon. The lies that prohibition was founded on, are just that, and have all but been dispelled. Those that cling to those lies until the bitter end, history will not treat well (think those that continued to support racism and the suppression of gay and women rights until the bitter end).

Ignorance is no longer an excuse. I implore you to take action. And to do so swiftly. Why? Well as our new Prime Minister would say 'because it's 2016, that's why'.

Thanks for your time and kind consideration.

Sincerely,  
Mark Hauk

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/71360>



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Jana King-Mayes, Executive Assistant – Notice of Annual General Meeting – The Art Gallery of Saskatchewan Inc.**

#### **Recommendation of the Committee**

That the City of Saskatoon, being a member of The Art Gallery of Saskatchewan Inc., appoint Donald Atchison, or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of The Art Gallery of Saskatchewan Inc., to be held on the 15<sup>th</sup> day of March 2016, or at any adjournment or adjournments thereof.

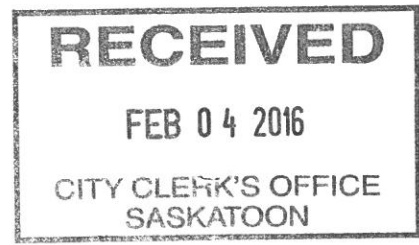
#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a letter from Jana King-Mayes, Executive Assistant, Remail Modern, dated February 4, 2016, was considered.

#### **Attachment**

February 4, 2016 letter of Jana King-Mayes, Executive Assistant, Remail Modern.

REMAI MODERN  
ART GALLERY OF SASKATCHEWAN  
is becoming...



February 4, 2016

To: His Worship the Mayor and City Council,  
c/o Office of the City Clerk  
Alain Gaucher, Q.C., Chair  
Darrell Bell  
Trent Bester  
Karen Chad  
Councillor Charlie Clark  
Denise Dorfman  
Danielle Favreau  
John Gormley, Q.C.  
Carolyn Knafelc  
Keitha McClocklin  
Councillor Tiffany Paulsen, Q.C.  
Ken Smith  
Grant Stoneham  
Scott Verity  
Gregory Burke, Executive Director & CEO  
PricewaterhouseCoopers LLP, Corporate Auditors  
MacPherson Leslie & Tyerman LLP, Corporate Solicitors

From: Jana King-Mayes, Executive Assistant

**NOTICE OF ANNUAL GENERAL MEETING  
THE ART GALLERY OF SASKATCHEWAN INC.**

The Annual General Meeting of the Member of The Art Gallery of Saskatchewan Inc. will take place on **Tuesday, March 15, 2016, at approximately 7:30 p.m. (immediately following adjournment of the Annual General Meeting of The Saskatoon Gallery and Conservatory Corporation)**. The meeting will be held at the Saskatoon Club, 417 - 21<sup>st</sup> Street East, Saskatoon.

The agenda for the meeting is attached.

Please confirm your attendance with Jana King-Mayes by email [jking-mayes@remaimodern.org](mailto:jking-mayes@remaimodern.org) or phone 306-975-7669.

Thank you.

T: 306-975-7610  
E: [info@remaimodern.org](mailto:info@remaimodern.org)

950 Spadina Crescent East  
P.O. Box 569  
Saskatoon SK S7K 3L6 Canada

[remaimodern.org](http://remaimodern.org)

## **AGENDA**

**ANNUAL GENERAL MEETING OF THE MEMBERS  
THE ART GALLERY OF SASKATCHEWAN INC.  
Saskatoon Club, 417 - 21<sup>st</sup> Street East, Saskatoon, SK**

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**Tuesday, March 15, 2016, at approximately 7:30 p.m.  
(immediately following adjournment of the Annual General Meeting of  
The Saskatoon Gallery and Conservatory Corporation)**

- I. ROLL CALL
  
- II. APPOINTMENT OF SECRETARY
  
- III. NOTICE OF WAIVER OF IRREGULARITIES
  
- IV. APPROVAL OF AGENDA
  
- V. APPROVAL OF MINUTES
  - Annual General Meeting - March 17, 2015
  - Special General Meeting - December 15, 2015
  
- VI. INSTRUMENT OF PROXY
  
- VII. ANNUAL REPORTS
  - 1. Annual Report of the Chair & President
  - 2. Annual Report of the Treasurer
    - a. Review and approval of financial statements
  
- VIII. APPOINTMENT TO BOARD OF TRUSTEES
  
- IX. APPOINTMENT OF AUDITORS
  
- XI. ADJOURNMENT



## **STANDING POLICY COMMITTEE ON FINANCE**

---

### **Jana King-Mayes, Executive Assistant – Notice of Annual General Meeting – The Saskatoon Gallery and Conservatory Corporation**

#### **Recommendation of the Committee**

That the City of Saskatoon, being a member of The Saskatoon Gallery and Conservatory Corporation, appoint Donald Atchison, or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of The Saskatoon Gallery and Conservatory Corporation, to be held on the 15<sup>th</sup> day of March 2016, or at any adjournment or adjournments thereof.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a letter from Jana King-Mayes, Executive Assistant, Remail Modern, dated February 4, 2016, was considered.

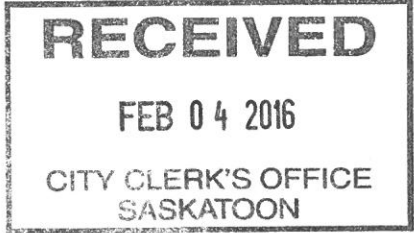
#### **Attachment**

February 4, 2016 letter of Jana King-Mayes, Executive Assistant, Remail Modern.



175-27

REMAI MODERN  
ART GALLERY OF SASKATCHEWAN  
is becoming...



February 4, 2016

To: His Worship the Mayor and City Council,  
 c/o Office of the City Clerk  
 Alain Gaucher, Q.C., Chair  
 Darrell Bell  
 Trent Bester  
 Karen Chad  
 Councillor Charlie Clark  
 Denise Dorfman  
 Danielle Favreau  
 John Gormley, Q.C.  
 Carolyn Knafelc  
 Keitha McClocklin  
 Councillor Tiffany Paulsen, Q.C.  
 Ken Smith  
 Grant Stoneham  
 Scott Verity  
 Gregory Burke, Executive Director & CEO  
 PricewaterhouseCoopers LLP, Corporate Auditors  
 MacPherson Leslie & Tyerman LLP, Corporate Solicitors

From: Jana King-Mayes, Executive Assistant

**NOTICE OF ANNUAL GENERAL MEETING  
 THE SASKATOON GALLERY AND CONSERVATORY CORPORATION**

---

The Annual General Meeting of the Members of The Saskatoon Gallery and Conservatory Corporation will take place on **Tuesday, March 15, 2016, at 7:00 p.m.** The meeting will be held at the Saskatoon Club, 417 - 21<sup>st</sup> Street East, Saskatoon.

The agenda for the meeting is attached.

Please confirm your attendance with Jana King-Mayes by email [jking-mayes@remainmodern.org](mailto:jking-mayes@remainmodern.org) or phone 306-975-7669.

Thank you.

T: 306-975-7610  
 E: info@remainmodern.org

950 Spadina Crescent East  
 P.O. Box 569  
 Saskatoon SK S7K 3L6 Canada

remainmodern.org



## AGENDA

**ANNUAL GENERAL MEETING OF THE MEMBERS  
THE SASKATOON GALLERY AND CONSERVATORY CORPORATION  
Saskatoon Club, 417 – 21st Street East, Saskatoon, SK**

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**Tuesday, March 15, 2016, at 7:00 p.m.**

- I. ROLL CALL
- II. APPOINTMENT OF SECRETARY
- III. NOTICE OF WAIVER OF IRREGULARITIES
- IV. APPROVAL OF AGENDA
- V. RULES AND PROCEDURES FOR MEETING
- VI. APPROVAL OF MINUTES
  - Annual General Meeting – March 17, 2015
  - Special General Meeting – December 15, 2015
- VII. INSTRUMENT OF PROXY
- VIII. ANNUAL REPORTS
  1. Annual Report of the Chair & President
  2. Annual Report of the Executive Director & CEO
  3. Annual Report of the Treasurer
    - a. Review and approval of financial statements
- IX. APPOINTMENT TO BOARD OF TRUSTEES
- X. APPOINTMENT OF AUDITORS
- XI. VOTE OF THANKS
- XII. ADJOURNMENT



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **2016 Budget Approval – Business Improvement District**

#### **Recommendation of the Committee**

1. That the 2016 budget submissions from the Partnership, Broadway Business Improvement District, Riversdale Business Improvement District, Sutherland Business Improvement District, and the 33<sup>rd</sup> Street Business Improvement District be approved; and
2. That the City Solicitor be requested to prepare the 2016 Business Improvement District Levy Bylaws for submission to City Council for consideration at the same meeting that the Mill Rate Bylaws are presented.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the CFO/General Manager, Asset & Financial Management.

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## 2016 Budget Approval - Business Improvement Districts

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the 2016 budget submissions from the Partnership, Broadway Business Improvement District, Riversdale Business Improvement District, Sutherland Business Improvement District, and the 33<sup>rd</sup> Street Business Improvement District be approved; and
2. That the City Solicitor be requested to prepare the 2016 Business Improvement District Levy Bylaws for submission to City Council for consideration at the same meeting that the Mill Rate Bylaws are presented.

### Topic and Purpose

To receive City Council approval of the 2016 budgets for each of Saskatoon's five Business Improvement Districts.

### Report Highlights

1. In accordance with the Business Improvement District (BID) Bylaws, each BID has submitted its 2016 budget for City Council approval.

### Strategic Goal

The Business Improvement District Bylaws support the long-term strategy of creating a business-friendly environment under the Strategic Goal of Economic Diversity and Prosperity.

### Background

There are five BIDs located in Saskatoon. The Downtown BID and the Broadway BID were established in 1986. The bylaw for the Riversdale BID was finalized in 1990 and the Sutherland BID bylaw was passed in 1999. Bylaw No. 9235, The 33<sup>rd</sup> Street Business Improvement District Bylaw, 2014, was approved by City Council at its meeting on November 24, 2014.

The BIDs are required to have City Council approve their annual budgets. The BID levies charged to commercial properties within the respective BID areas are based on their budget requirements.

### Report

In accordance with the BID bylaws, each BID has submitted its 2016 budget (Attachments 1 – 5) for City Council approval. The 2015 financial statements will be submitted at a future date. The 2016 budgeted levy request for each BID was approved by each BID's Board of Management and is summarized on the following page.

BID	2016 Levy Request	Increase from 2015		Reason for Adjustment
		\$	%	
Downtown	\$616,140	\$20,388	3.4%	Adjustments for ongoing activities
Broadway	\$186,700	\$ 7,200	4.0%	Inflationary increases in operating costs
Riversdale	\$167,088	\$ 7,888	5.0%	Annual adjustments, program growth, and increased business activity
Sutherland	\$ 30,000	(\$ 1,000)	(3.2%)	Requesting incremental increase
33 <sup>rd</sup> Street	\$ 20,000	\$ 0	0%	No adjustment to previous year

**Options to the Recommendation**

City Council has the option to not approve any or all the BID budget submissions, which would require the BID(s) to resubmit their budget for approval.

**Other Considerations/Implications**

There are no environmental, financial, privacy, policy, or CPTED implications or considerations.

Public and/or stakeholder involvement and a communication plan are not required.

**Due Date for Follow-up and/or Project Completion**

The BIDs’ budgets need City Council approval by the end of March 2016 to ensure adequate time to draft the bylaw for approval. The bylaws to set the BID levies for each of the five BIDs will be submitted to City Council before the end of April 2016.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. The Partnership – Letter dated January 13, 2016 and 2016 Proposed Budget
2. Broadway BID – Letter dated December 24, 2015 and 2016 Proposed Budget
3. Riversdale BID – Letter dated January 11, 2016 and 2016 Proposed Budget
4. Sutherland BID – Letter dated December 9, 2015 and 2016 Proposed Budget
5. 33<sup>rd</sup> Street BID – Letter dated January 25, 2016 and 2016 Proposed Budget

**Report Approval**

Written by: Jeff Knittig, Manager, Assessment & Tax Administration  
 Reviewed by: Shelley Sutherland, Director of Corporate Revenue  
 Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department



**THE PARTNERSHIP**

Saskatoon Downtown Business Improvement District

January 13, 2016

His Worship the Mayor and City Councillors  
 c/o Mr. Jeff Knittig  
 A/Manager Assessment & Taxation  
 c/o Corporate Revenue  
 City of Saskatoon  
 222 3<sup>rd</sup> Avenue North  
 Saskatoon, SK S7K 0J5

Dear Mr. Knittig,

Please find enclosed the 2016 Operating Budget for the Downtown Business Improvement District. This budget, with a 3.42% increase over our budgeted 2015 levy amount, was approved by the Board of Management for submission to the City of Saskatoon. The budget reflects the necessary adjustments for the ongoing activities of the organization. This budget accounts for the hiring of an additional outside staff person to help keep downtown clean.

The Downtown BID looks forward to a continued close working relationship with the City of Saskatoon. The past year saw our organization make significant capital investments from reserves to our outside operations with the purchase of a sidewalk snow sweeper, a utility vehicle equipped with a pressure washer for cleaning sidewalks, and new cleaning carts. These three investments (approximately \$85,000) will enhance cleanliness and safety in our district for years to come. We look forward to launching a new brand identity for our organization and Downtown during 2016, our 30<sup>th</sup> year of operation!

Submitted on behalf of the Board of Management,

Brent Penner  
 Executive Director

Attachment: 2016 DBID Operating Budget

cc: Chris Beavis, Board Chair

**The Partnership**  
**Saskatoon Downtown Business Improvement District**  
**2016 Draft Operating Budget**  
**For City Council Approval**

	<u>2015 Actual</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
<b>REVENUES</b>			
	<i>Preaudit</i>		
<b>BID Levy</b>	585,550.78	595,752.00	616,140.00
Parking	35,900.00	35,900.00	35,900.00
Interest	6,409.88	6,300.00	6,300.00
Event Revenue	0.00	0.00	20,000.00
Flower Pot & Tree Maintenance	20,539.00	20,299.00	25,600.00
CSO Expense Recovery	8,000.00	8,000.00	8,000.00
Other	3,862.39	244.00	1,000.00
<b>TOTAL REVENUES</b>	<u><b>660,262.05</b></u>	<u><b>666,495.00</b></u>	<u><b>712,940.00</b></u>
 <b>EXPENSES</b>			
<b>Administration</b>			
Rent	49,700.00	52,000.00	52,900.00
Wage/Benefits	268,887.69	268,900.00	285,160.00
Office Expenses	29,979.30	38,175.00	36,950.00
Accounting/Legal, Professional Services, Payroll	12,285.26	17,500.00	17,000.00
<b>Total</b>	<u><b>360,852.25</b></u>	<u><b>376,575.00</b></u>	<u><b>392,010.00</b></u>
 <b>Market/Research &amp; Education</b>			
Marketing and Advertising	23,568.46	51,000.00	69,650.00
Research & Education	20,130.11	20,000.00	18,800.00
Graffiti Removal	200.88	1,500.00	350.00
Heritage Programming	655.00	2,000.00	2,000.00
<b>Total</b>	<u><b>44,554.45</b></u>	<u><b>74,500.00</b></u>	<u><b>90,800.00</b></u>
 <b>Board</b>			
Meetings & Related	2,513.61	3,500.00	3,500.00
Committees	971.26	1,200.00	1,200.00
Memberships	2,742.60	3,500.00	3,800.00
<b>Total</b>	<u><b>6,227.47</b></u>	<u><b>8,200.00</b></u>	<u><b>8,500.00</b></u>
 <b>Special Projects &amp; Events</b>			
Established Festivals & Events	25,741.85	23,300.00	29,325.00
New Event Opportunities	3,607.93	8,500.00	3,500.00
<b>Total</b>	<u><b>29,349.78</b></u>	<u><b>31,800.00</b></u>	<u><b>32,825.00</b></u>
 <b>Street Enhancement Program</b>			
Tree Lights/Information Directories	4,508.51	5,600.00	4,585.00
Summer/Winter Program-Street Maintenance Program	129,960.33	138,000.00	161,680.00
Equipment/Uniforms & Street Maintenance Supplies	12,336.18	28,400.00	22,540.00
<b>Total</b>	<u><b>146,805.02</b></u>	<u><b>172,000.00</b></u>	<u><b>188,805.00</b></u>
 <b>TOTAL EXPENSES</b>	<u><b>587,788.97</b></u>	<u><b>663,075.00</b></u>	<u><b>712,940.00</b></u>
<b>Revenues Less Expenses</b>	<u><b>72,473.08</b></u>	<u><b>3,420.00</b></u>	<u><b>0.00</b></u>
 <b>Transfer: Partnership Reserves</b>	72,473.08	3,420.00	<u><b>0.00</b></u>
<b>Total</b>			





December 24, 2015

His Worship Mayor Atchison & Members of City Council | City of Saskatoon  
 c/o Jeff Knittig | A/Manager Assessment & Taxation  
 Revenue Branch | 222 3<sup>rd</sup> Avenue North | Saskatoon SK S7K 0J5

**Re: Broadway Business Improvement District 2016 Budget Submission**

Your Worship and Councillors,

Please find enclosed the 2016 proposed budget for the Broadway Business Improvement District (Broadway BID), which has been approved by the Board of Directors for submission to the City of Saskatoon.

2015 has been an exploratory year where the Board of Directors asked generative questions of its stakeholders and self to guide us to the best Broadway community we can be. Reflected in this budget are the following pieces of those conversations:

- The addition of our own granting system is an exciting endeavour to be able to invest in merchant-lead projects we support as valuable animation for the overall district;
- In support of Living Wages and the economic impact they can have for our own business and community, the Broadway BID endeavours to incrementally phase in an increase toward living wage rates of \$1/hour/year for employees who were previously closer to minimum wage;
- With the intention of continued stakeholder engagement, we will move to covering costs of member-based events, as well as more board development opportunities;
- BBID intends to return to creating an annual-type report, a tool to help describe what our community is and should continue to be going forward;
- In anticipation of City of Saskatoon's next Major Project of Broadway Improvements, we are cognizant of a half year of the district under construction, limiting business as usual;
- Without being able to necessarily offer our membership tangible benefits for a tangible increase to their levy, we will remain at an inflationary increase of 4.01%;
- Still showing a deficit, which is then covered by drawing from our own reserves, demonstrates the commitment of this board to spend their own savings to increase our operations with creativity.

We look forward to another successful year for the district, and thank you kindly for your ongoing support.

Respectfully submitted on behalf of the Broadway BID Board of Directors,

Sarah Marchildon  
 Executive Director  
 Broadway Business Improvement District

Enclosures: 2016 BBID Budget & 2016 BBID Board Members

**Get the Goods... on Broadway.**

 **Broadway Business Improvement District**  
**2016 Operating Budget**  
for Council Approval

	2015 Budget	2015 Actuals (Estimated)	2016 Budget
<b>REVENUES</b>			
BBID Levy	179,500.00	187,086.00	186,700.00
COS Flex Parking Revenue	35,900.00	35,900.00	35,900.00
COS Grants (Flower Pots & Graffiti)	6,148.00	6,148.00	4,388.00
Staff Grants	6,000.00	6,118.00	6,000.00
New Marketing Initiatives	0.00	1,790.00	0.00
Advertising	3,000.00	0.00	0.00
Special Event Revenue	41,500.00	42,467.90	39,500.00
Interest Earned	1,350.00	796.59	1,350.00
<b>Total Revenues</b>	<b>273,398.00</b>	<b>280,306.49</b>	<b>273,838.00</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	179,093.00	160,673.45	179,817.00
Accounting & Legal	7,300.00	9,082.33	13,850.00
Advertising & Promotions	4,590.00	1,690.00	2,670.00
Rent, including Utilities	14,000.00	10,600.54	14,000.00
Office Expenses	14,100.00	13,039.98	14,400.00
<b>Total Administration</b>	<b>219,083.00</b>	<b>195,086.30</b>	<b>224,737.00</b>
<b>Programming</b>			
Business Development Expenses	250.00	100.00	250.00
Employee Professional Development	250.00	353.00	500.00
Member Professional Development	250.00	0.00	3,000.00
Conferences	4,000.00	7,936.09	8,000.00
Memberships & Committees	600.00	1,022.03	600.00
Graffiti Maintenance Program	1,000.00	0.00	1,000.00
New Marketing Initiatives	0.00	0.00	10,000.00
BBID Grant to Members		0.00	10,000.00
BBID Capital Project		0.00	10,000.00
<b>Total Programming</b>	<b>6,350.00</b>	<b>9,411.12</b>	<b>43,350.00</b>
<b>Special Projects and Events</b>			
Snow Day on Broadway	7,000.00	0.00	7,000.00
Annual General Meeting of the Members	1,500.00	0.00	1,500.00
Art Fest	7,000.00	3,357.80	7,000.00
Live@Lunch	1,000.00	494.06	1,000.00
Walk of Stars	1,500.00	0.00	1,500.00
Heritage QR Code & Maps	0.00	0.00	700.00
Street Fair	17,000.00	20,828.18	17,000.00
Jingle Bucks	7,000.00	5,750.00	7,000.00
spirit of Christmas/Shop the Neighbourhood/ Winterlude	0.00	1,984.87	500.00
Third Thursday	1,000.00	0.00	1,000.00
2016 City Broadway Repaving Animation	0.00	0.00	5,000.00
Broadway 360	365.00	12.00	365.00
Non-BBID Event Sponsorship	1,000.00	200.00	1,000.00
<b>Total Special Projects</b>	<b>44,365.00</b>	<b>32,626.91</b>	<b>50,565.00</b>
<b>Board Expenses</b>			
Board Expenses	500.00	632.40	500.00
Board Development	1,000.00	2,056.53	3,500.00
<b>Total Board Expenses</b>	<b>1,500.00</b>	<b>2,688.93</b>	<b>4,000.00</b>
<b>Reserves</b>			
Transfer to Reserves	4,350.00	4,350.00	4,350.00
<b>Total Expenditures &amp; Reserves</b>	<b>275,648.00</b>	<b>244,163.26</b>	<b>327,002.00</b>
<b>Surplus/(Deficit)</b>	<b>(2,250.00)</b>	<b>36,143.23</b>	<b>(53,164.00)</b>
<b>DRAW FROM RESERVES</b>			
New Marketing Initiatives	0.00	0.00	10,000.00
BBID Grant to Members	0.00	0.00	10,000.00
BBID Capital Project	0.00	0.00	10,000.00
Walk of Stars	1,500.00	0.00	1,500.00
General	0.00	0.00	21,664.00
<b>Total Draw from Reserves</b>	<b>1,500.00</b>	<b>0.00</b>	<b>53,164.00</b>
<b>Surplus/(Deficit) after Draw From Reserves</b>	<b>(750.00)</b>	<b>0.00</b>	<b>0.00</b>



# 2016 Broadway BID Board of Directors

*as at November 18, 2015*

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Year of Appointment		
2014	Executive Chair & Nutana Community Association Liaison	<b>Alison Whelan</b>   Broadway Theatre, Manager   nominee
2012	Executive Member	<b>Darci Ash</b>   Enigma Salon Studio, Owner
2013	Executive Member	<b>Troy Smith</b>   Group2, Owner
Reappointed Dec 2015		<b>Councillor Charlie Clark</b>   City Councillor - Ward 6
2014		<b>Kyle Jabs</b>   McDougall Gauley, Junior   nominee
2014		<b>Reid Challis</b>   the Bike Doctor, Marketing   nominee
2015		<b>Tania Friesen</b>   Nosh Eatery & Tap, Owner

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Monday, January 11th, 2016

City Clerk's Office  
City of Saskatoon  
222 3rd Avenue North  
Saskatoon, SK. S7K 0J5

To His Worship and Members of City Council:

**Re: Riversdale Business Improvement District's 2016 Budget**

The Riversdale Business Improvement District (RBID) Board of Management has unanimously approved the 2016 operating budget reflecting annual adjustments, program growth, and increased business activity with the RBID.

Of note is the creation of the Museum of Temporary Art (MOTA) which conceptually started some time ago and is finally becoming a reality this year, in advance of the much anticipated Remail Modern opening that is attracting great interest in our District with our close proximity to this world-class facility.

If there are any questions please contact the office at 306-242-2711

Kind Regards,

A handwritten signature in blue ink that reads 'Randy Pshebylo'.

Randy Pshebylo; BDM  
RBID Executive Director

**Riversdale Business Improvement District**

2015 Operating Budget

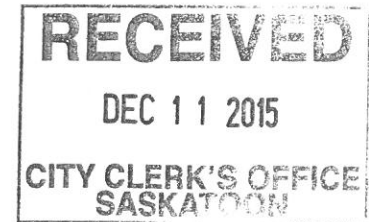
For Council Approval

	2015 Budget	2015 Actual (unaudited)	2016 Budget (For Approval)
<b>REVENUES</b>			
BID Levy	\$159,200.00	\$159,131.76	\$167,088.34
Parking Grant	\$35,900.00	\$35,900.00	\$35,900.00
Interest Income	\$500.00	\$500.00	\$500.00
Other Income	\$6,100.00	\$6,100.00	\$6,100.00
Street Maintenance	\$7,950.00	\$7,950.00	\$7,950.00
<b>Total Revenue</b>	<b><u>\$209,650.00</u></b>	<b><u>\$209,581.76</u></b>	<b><u>\$217,538.34</u></b>
<b>EXPENSES</b>			
<b>Administration</b>			
Rent/Utilities	\$8,700.00	\$5,400.00	\$8,700.00
Wages and Benefits	\$155,444.76	\$121,606.00	\$155,444.76
Office Expense	\$11,000.00	\$7,870.30	\$11,000.00
Accounting and Legal	<u>\$10,000.00</u>	\$7,866.24	<u>\$10,000.00</u>
<b>Total Administration</b>	<b><u>\$185,144.76</u></b>	<b><u>\$142,742.54</u></b>	<b><u>\$185,144.76</u></b>
<b>MARKETING AND RESEARCH</b>			
Newsletter/Community Relations	<u>\$12,000.00</u>	<u>\$11,717.53</u>	<u>\$12,000.00</u>
<b>Total Marketing and Research</b>	<b><u>\$12,000.00</u></b>	<b><u>\$11,717.53</u></b>	<b><u>\$12,000.00</u></b>
<b>Programming</b>			
Clean and Safe/Vehicle and Fuel Expense	\$4,500.00	\$2,461.06	\$4,500.00
Heritage Projects/Special Events&Projects	<u>\$38,300.00</u>	\$30,433.13 *	<u>\$8,000.00</u>
<b>Total Programming</b>	<b><u>\$42,800.00</u></b>	<b><u>\$32,894.19</u></b>	<b><u>\$12,500.00</u></b>
<b>BOARD EXPENSE</b>			
<b>Travel and Conference</b>			
Meeting/Board and Staff Education	\$5,000.00	\$4,759.21	\$5,000.00
	<u>\$5,500.00</u>	\$2,656.50	<u>\$5,500.00</u>
<b>Total Board Expenses</b>	<b><u>\$10,500.00</u></b>	<b><u>\$7,415.71</u></b>	<b><u>\$10,500.00</u></b>
<b>Reserves</b>	(\$40,863.00)	\$14,811.79	\$ (2,606.42)
Total Expenditures and Reserves	<u>\$250,444.76</u>	<u>\$194,769.97</u>	<u>\$220,144.76</u>
Total Surplus/Deficit	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>

\* \$15,000.00 Special Events & Project 2015 allocated to MOTA Project- payment to be made in 2016



1000 Central Avenue, Saskatoon, SK S7N2G9  
 Telephone: (306) 477-1277 Facsimile: (306) 374-7198  
 www.sutherlandbid.ca



December 9, 2015

His Worship Mayor Atchison & Members of City Council  
 City of Saskatoon  
 c/o Joanne Stevens, CMA, Accounting & Support Services Manager  
 City Hall  
 222-3<sup>rd</sup> Avenue North  
 Saskatoon, SK S7K 0J5

Your Worship and Councillors:

**Re: Sutherland Business Improvement District 2016 Budget Submission** ✓

Enclosed is a copy of the 2016 budget for the Sutherland Business Improvement District (SBID) which has been approved by the Board of Management for submission to the City of Saskatoon.

2015 saw the near completion of Phase2 of our Streetscape Project. We also gave final approval for the introduction of the new FlexParking system on Central Avenue which was activated at the end of September 2015. As this is a brand new venture for Sutherland, several issues needed to be discussed and resolved before activation.

In 2016, our Board of Management will aggressively push to confirm what funding options are available (current and future) for continued streetscape improvements and programs within our BID. Currently, the SBID is the only BID participating in the City Wide program. The SBID is to remain in this Program for the short-term as we continue discussions regarding the next phase(s) of streetscaping on Central Avenue. The City anticipates funding should be available in 2018. The SBID expressed a strong desire to expedite this development and will explore all means available to advance the work into 2017.

As realized in 2015, we were approved for an increase to our revenue through our tax levy. We would like to thank the City of Saskatoon for this consideration. In our budget for 2016, we are asking for an incremental increase.

We have said this in the past and would like to emphasize again that the administrative and project staff of the City of Saskatoon continue to support our BID with their expertise and time. We look forward to their continued support and involvement as we plan for the next phase(s) of our streetscape program.

Respectfully submitted on behalf of the Board of Management,

Sheldon Wasylenko, Chair

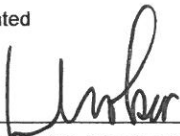
Enclosure

Kōs Kosmas, Secretary/Treasurer

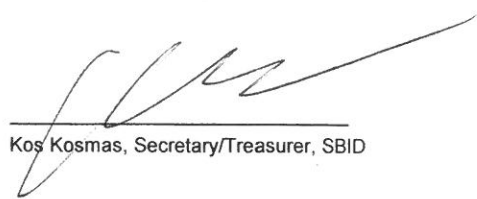
**Sutherland Business Improvement District**  
2016 Operating Budget for Council Approval

	2015 Budget	2015 Forecast YTD	2016 Budget (Proposed)
<b>REVENUE</b>			
Business Levy	\$ 31,000.00	\$ 27,640.00	\$ 30,000.00
Sponsorship/Programs	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
Surplus Revenue	\$ 9,000.00	\$ 12,060.00	\$ 8,700.00
<b>Total Revenue</b>	<b>\$ 41,500.00</b>	<b>\$ 42,200.00</b>	<b>\$ 41,200.00</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Executive Director (Contract)	\$ 23,000.00	\$ 26,000.00	\$ 25,000.00
Administrative Support	\$ 200.00	\$ 200.00	\$ 200.00
Audit Fees	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<b>Total Administration</b>	<b>\$ 24,700.00</b>	<b>\$ 27,700.00</b>	<b>\$ 26,700.00</b>
<b>Programming</b>			
Welcome Train Sign	\$ 650.00	\$ 500.00	\$ 500.00
Website maintenance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Member development	\$ 2,000.00	\$ -	\$ -
<b>Total Programming</b>	<b>\$ 4,150.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>
<b>Special Projects</b>			
Urban Camp Project	\$ 750.00		\$ 750.00
Street signs	\$ -	\$ 1,250.00	\$ -
Flower project	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Graffiti project	\$ 500.00	\$ -	\$ 500.00
<b>Total Special Projects</b>	<b>\$ 4,750.00</b>	<b>\$ 4,750.00</b>	<b>\$ 4,750.00</b>
<b>Board Expense</b>			
Board Meetings	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Strategic Planning	\$ -	\$ -	\$ -
Training, Conferences, Events	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Memberships	\$ 500.00	\$ 500.00	\$ 500.00
<b>Total Board Expense</b>	<b>\$ 7,750.00</b>	<b>\$ 7,750.00</b>	<b>\$ 7,750.00</b>
<b>Total Expenditures</b>	<b>\$ 41,350.00</b>	<b>\$ 42,200.00</b>	<b>\$ 41,200.00</b>
Annual Operating Surplus/Deficit	\$ 150.00	\$ -	\$ -
<b>RESERVES</b>			
Start of year	\$ 82,900.00	\$ 82,900.00	\$ 70,840.00
Contribution to reserve	\$ -	\$ -	\$ -
Reserves used	-\$ 9,000.00	-\$ 12,060.00	-\$ 8,700.00
<b>Year End Surplus/Deficit</b>	<b>\$ 73,900.00</b>	<b>\$ 70,840.00</b>	<b>\$ 62,140.00</b>

Signed and dated



Lloyd Moker, Executive Director, SBID



Kos Kosmas, Secretary/Treasurer, SBID



**33<sup>rd</sup> Street**  
**Business Improvement District**

January 25, 2016

His Worship, the Mayor, and City Councillors  
c/o Mr. Jeff Knittig  
A/Manager Assessment & Taxation  
Revenue Branch  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

Dear Mr. Knittig,

Please find enclosed our 2016 Operating Budget for the 33<sup>rd</sup> Street Business Improvement District. This budget was approved by the Board for submission to the City of Saskatoon. 2015 was our first year in operation as a Business Improvement District, which required that our Board focus primarily on establishing the foundations of our organization. We anticipate that we will be able to refine our operations and expect to spend much of 2016 further promoting and enhancing the 33<sup>rd</sup> Street Business Improvement District.

The 33<sup>rd</sup> Street Business Improvement District looks forward to having an ongoing working relationship with the City of Saskatoon and to continuing to enhance our district in 2016.

Respectfully submitted on behalf of the 33<sup>rd</sup> Street Business Improvement District Board of Directors,



Maya Scott  
Co-chair  
33<sup>rd</sup> Street Business Improvement District

Encl: 2016 33<sup>rd</sup> Street BID 2016 Operating Budget

# 33RD BUSINESS IMPROVEMENT DISTRICT

## Saskatoon Business Improvement Districts

### 2016 Draft Operating Budget

#### For Council Approval

	2015 Budget <i>Preaudit</i>	2015 Actual	2016 Budget
<b><u>REVENUES</u></b>			
Bid Levy	\$ 20,000.00	\$ 19,674.00	\$ 20,000.00
33rd Street Fair Revenue	-	\$ 179.00	-
GST Refund	-	-	\$ 500
<b>Total Revenues</b>	<b>\$ 20,000</b>	<b>\$ 19,853</b>	<b>\$ 20,500</b>
<b><u>EXPENDITURES</u></b>			
<b>Administration</b>			
Directors' Insurance	\$ 750	\$ 650	\$ 650
Bank Fees	\$ -	\$ 52	\$ 100
Accounting/Legal, Professional Services	\$ -	\$ -	\$ 2,500
Miscellaneous Office Expenses	\$ 500	\$ 262	\$ 1,000
<b>Total Administration</b>	<b>\$ 1,250</b>	<b>\$ 964</b>	<b>\$ 4,250</b>
<b>Special Projects &amp; Events</b>			
Shop the Neighbourhood	\$ -	\$ 300	\$ -
33rd Street Fair Contribution	\$ -	\$ 447	\$ 4,000
<b>Total Special Projects</b>	<b>\$ -</b>	<b>\$ 747</b>	<b>\$ 4,000</b>
<b>Market/Research &amp; Education</b>			
Marketing & Advertising	\$ -	\$ 49	\$ 5,000
Banner Fabrication & Installation	\$ 8,000	\$ 1,056	\$ 3,000
<b>Total Market/Research</b>	<b>\$ 8,000</b>	<b>\$ 1,105</b>	<b>\$ 8,000</b>
<b>Street Enhancement</b>			
Maintenance	\$ 500	\$ 3,906	\$ 4,000
Street Scaping	\$ 10,000	\$ -	\$ -
<b>Total Street Enhancement</b>	<b>\$ 10,500</b>	<b>\$ 3,906</b>	<b>\$ 4,000</b>
<b><u>RESERVES</u></b>			
Banner Fabrication & Installation	\$ -	\$ 4,000	\$ -
Marketing & Advertising Fund	\$ -	\$ 5,000	\$ -
Street Scaping Fund	\$ 250	\$ 4,000	\$ 250
<b>Total Expenditures &amp; Reserves</b>	<b>\$ 20,000</b>	<b>\$ 19,722</b>	<b>\$ 20,500</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>	<b>\$ 131</b>	<b>\$ -</b>



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Mail Folder/Inserter Equipment – Award of Request for Proposal**

#### **Recommendation of the Committee**

1. That a contract with Pitney Bowes Canada for the supply of mail folder/inserter equipment for a net cost of \$145,953.47 be approved; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the CFO/General Manager, Asset & Financial Management.

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## Mail Folder/Inserter Equipment – Award of Request for Proposal

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That a contract with Pitney Bowes Canada for the supply of mail folder/inserter equipment for a net cost of \$145,953.47 be approved; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

### Topic and Purpose

The purpose of this report is to request City Council approval to proceed with a contract with Pitney Bowes Canada for the supply of mail folder/inserter equipment for use in Printing and Mail Services.

### Report Highlights

1. On October 27, 2015, the City of Saskatoon (City) issued a Request for Proposal for a mail folder/inserter.
2. Your Administration is recommending Pitney Bowes Canada be awarded the contract for the mail folder/inserter.

### Strategic Goal

This report supports the long-term strategy of increasing productivity by being more efficient in the way we do business under the Strategic Goal of Continuous Improvement.

### Background

Capital Reserve Bylaw No. 6774 includes a Printing and Mail Equipment Reserve. The purpose of this Reserve is to finance the cost to upgrade and replace necessary printing and mail equipment.

### Report

#### Request for Proposal Issued

The present mail folder/inserter Pitney Bowes D1950, is at the end of life and due for replacement. This machine processes approximately 1 million pieces per year, such as utility bills, tax notices, and assessment notices.

In order to evaluate the value of added benefits, various technologies, service, and repair ability, a Request for Proposal (RFP) was used. The RFP for the mail folder/inserter was issued on October 27, 2015, with a closing date of November 17, 2015.

## Mail Folder/Inserter Equipment – Award of Request for Proposal

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### Award of RFP

The Administration received five proposals from the following three companies:

- Webb’s Office Equipment Inc.
- Success Office Systems
- Pitney Bowes Canada

The RFP Review Committee was comprised of the Manager, Inventory and Asset Recovery; Buyer, Inventory and Asset Recovery; Supervisor, Printing and Mail Services; and the Printing and Mail Services Clerk. The Committee evaluated the proposals received based upon the following criteria as detailed in the RFP:

Category	Points
Qualifications & Experience	10
Equipment Proposed	25
Pricing	25
Service	20
Training	5
References	5
Value Added Benefits	10
<b>Total</b>	<b>100</b>

All factors were considered in the determination of the successful candidate.

Upon the evaluation of all proposals submitted, the RFP Review Committee determined that the proposal submitted by Pitney Bowes Canada for a Pitney Bowes Relay 8000 folder/inserter best meets the RFP requirements. The Administration is recommending awarding the contract to Pitney Bowes Canada for a net cost of \$145,953.47.

### **Options to the Recommendation**

There are no other options as the other proposed units did not meet RFP requirements.

### **Public and/or Stakeholder Involvement**

The unsuccessful proponents have been notified.

### **Communication Plan**

A communication plan is not required.

### **Financial Implications**

The net cost to the City for the purchase of the Pitney Bowes Relay 8000 folder/inserter based upon Pitney Bowes Canada’s proposal is as follows:

**Mail Folder/Inserter Equipment – Award of Request for Proposal**

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<b>Equipment</b>	<b>Price</b>
Pitney Bowes Relay 8000	\$ 97,449.70
Service Maintenance Contract	\$ 41,553.60
GST	\$ 6,950.17
PST	\$ 6,950.17
<b>Contract Price</b>	<b>\$152,903.64</b>
GST Rebate	(\$6,950.17)
<b>Net Cost to City</b>	<b>\$145,953.47</b>

There is sufficient funding within the Printing and Mail Equipment Reserve for this purchase.

**Other Considerations/Implications**

There are no policy, environmental, privacy, or CPTED implications or considerations.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Keith Beck, Inventory and Asset Recovery Manager  
Reviewed by: Linda Rauckman, Director of Materials Management  
Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department  
Approved by: Murray Totland, City Manager

RFP Mail Folder\_Inserter.docx



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Meewasin Valley Authority Contract for Landscape Consulting on the Aspen Ridge Greenway Project**

#### **Recommendation of the Committee**

1. That the City of Saskatoon (City) enter into a consulting services agreement with the Meewasin Valley Authority to act as Saskatoon Land's consultant to complete the detailed design, tender, contract administration and construction management for the Greenway adjacent to Phase 1 in Aspen Ridge; and
2. That the City Solicitor be requested to prepare the standard consultant services agreement.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the CFO/General Manager, Asset & Financial Management.



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## Meewasin Valley Authority Contract for Landscape Consulting on the Aspen Ridge Greenway Project

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the City of Saskatoon (City) enter into a consulting services agreement with the Meewasin Valley Authority to act as Saskatoon Land's consultant to complete the detailed design, tender, contract administration and construction management for the Greenway adjacent to Phase 1 in Aspen Ridge; and
2. That the City Solicitor be requested to prepare the standard consultant services agreement.

### Topic and Purpose

The purpose of this report is to obtain City Council approval to enter into a consulting services contract with the Meewasin Valley Authority (MVA) to act as Saskatoon Land's consultant to complete the detailed design, tender, contract administration and construction management for the Greenway adjacent to Phase 1 in Aspen Ridge.

### Report Highlights

1. The Aspen Ridge Greenway is a particularly sensitive project as its main function is to protect the Northeast Swale from the adjacent Aspen Ridge development.
2. The MVA has expressed interest in working as Saskatoon Land's consultant for the landscape design and landscape construction management of the Aspen Ridge Greenway.

### Strategic Goal

The contract is for consulting services for the design and construction management of the Aspen Ridge Greenway to the MVA supports the long-term strategy of improving access to ecological systems and spaces under the Strategic Goal of Environmental Leadership.

### Background

The Aspen Ridge Concept Plan was adopted by City Council on June 23, 2014. Saskatoon Land is in the process of developing the initial phases of the neighbourhood that are located adjacent to the Northeast Swale (Swale). In the approved concept plan, a 24-metre wide buffer (Greenway) was identified to provide a transition zone between Aspen Ridge development and the Swale (Attachments 1 and 2).

### Report

#### Protecting the Swale

The Swale is considered a valuable ecological, hydrological, and hydro-geological amenity. A desire to retain the natural integrity of the Swale has been expressed by a number of local interest groups, civic departments, and the MVA. Unlike other landscaping projects conducted by Saskatoon Land, the Greenway is a particularly sensitive project as its main function is to protect the Swale and function as a transition

zone between development and the ecologically diverse swale lands adjacent to the Aspen Ridge development. This would ensure that drainage from the Aspen Ridge neighbourhood does not interfere with the native plant ecology and wildlife habitat found within the Swale.

#### Consulting Contract - MVA

During initial discussions between Saskatoon Land and the MVA about the landscaping of the Greenway adjacent to Phase 1 and 2 in Aspen Ridge, the MVA expressed interest in working as Saskatoon Land's consultant. The scope of the consulting services would include the detailed design, the preparation of the construction tender, the construction contract administration, and the construction management of the Greenway landscaping project (Attachment 3).

The benefits of hiring the MVA directly as a consultant for this project include, but are not limited to, the following:

- The MVA's Role with the Swale
  - The MVA is the steward of the Swale which has included completing the *Northeast Swale Masterplan*. Engaging the MVA as consultants to help build the Greenway neighbourhood/swale interface will aid the City's development arm, the Administration, and City Council to work toward positive outcomes with regard to what is best for both the integration of the Aspen Ridge development and the environmental stability of the Swale.
  - The MVA, with its expertise regarding the Swale, will be front and centre in any public open house and will shepherd the Greenway design through the MVA development review process.
- Expertise
  - The Greenway will be planted with plants native to, and specifically found, within the Swale. The MVA has completed extensive studies in the Swale and has created a seed mixture in this regard.
- Long Term Vested Interest in the Greenway
  - Typical construction and consultant contracts carry a limited warranty. Being the steward for the Swale, the MVA have a vested interest in the viability of the Greenway and the long term success of its landscaping.
- Maintenance
  - The MVA currently works with City staff on landscaped trail systems throughout the South Saskatchewan River valley. They are familiar with systems that save maintenance costs and are familiar with key City staff in order to address issues.

Council Policy No. C02-030, Purchase of Goods, Services, and Work, and Administrative Policy No. A02-027, Corporate Purchasing Procedure, authorize the use

## **Meewasin Valley Authority Contract for Landscape Consulting on the Aspen Ridge Greenway Project**

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of sole source contracts for “any other circumstance where, in the opinion of the City Council, it is appropriate for the City to sole source the purchase.”

The MVA’s estimate for this work is \$74,730 plus applicable taxes (Attachment 3). If authorized, Saskatoon Land will enter into a standard consulting agreement with the MVA.

### **Public and/or Stakeholder Involvement**

The MVA is a stakeholder regarding the Swale and therefore has a great interest in the Greenway interface between the neighbourhood of Aspen Ridge and the Swale. The sole source contract is a result of the MVA’s stakeholder involvement (Attachment 3).

### **Financial Implications**

Funding for the consulting and construction management contract as well as landscape construction for the Greenway are available in Capital Project 1411-4 – Land Development – Aspen Ridge.

### **Environmental Implications**

The MVA is the steward of the Swale. Sole sourcing the landscape design and landscape construction management consulting contract to the MVA as the consultant will aid in ensuring the environmental health of the Swale in light of adjacent development.

### **Safety/Crime Prevention Through Environmental Design (CPTED)**

The resulting design of the Greenway landscaping will be subject to CPTED review.

### **Due Date for Follow-up and/or Project Completion**

The Greenway will be completed by October 31, 2017.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

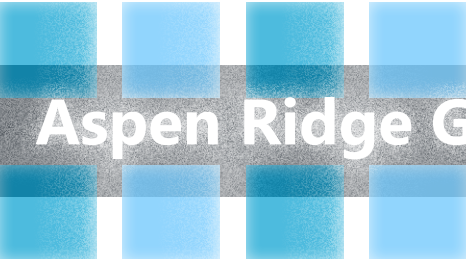
### **Attachments**

1. Aspen Ridge Greenway Typical Cross-section
2. Aspen Ridge Greenway Location
3. Project Services Proposal from MVA – November 17, 2015

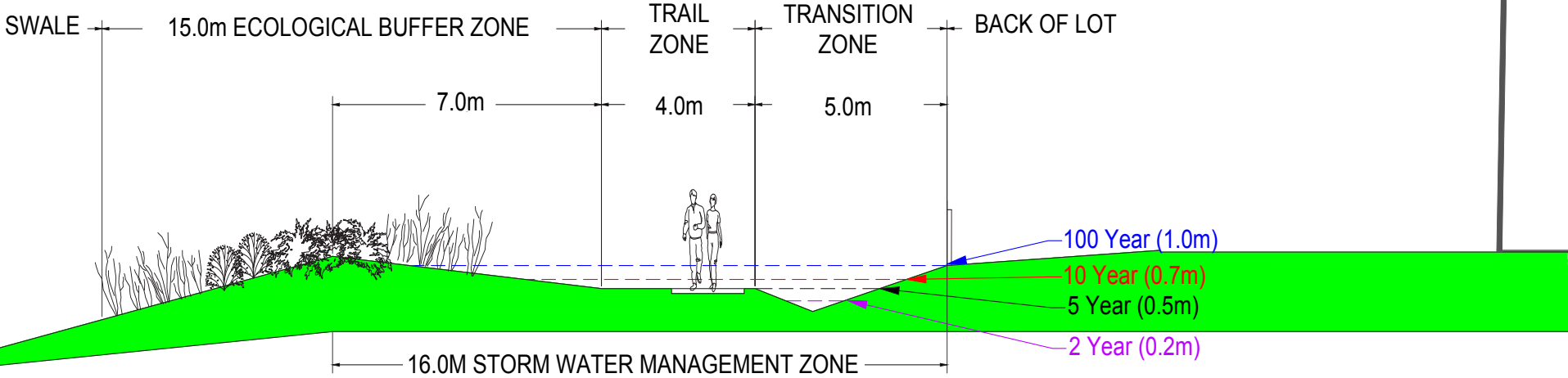
### **Report Approval**

Written by: Derek Thompson, Land Development Project Manager  
Reviewed by: Frank Long, Director of Saskatoon Land  
Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department  
Approved by: Murray Totland, City Manager

MVA Contract – Aspen Ridge Greenway.docx

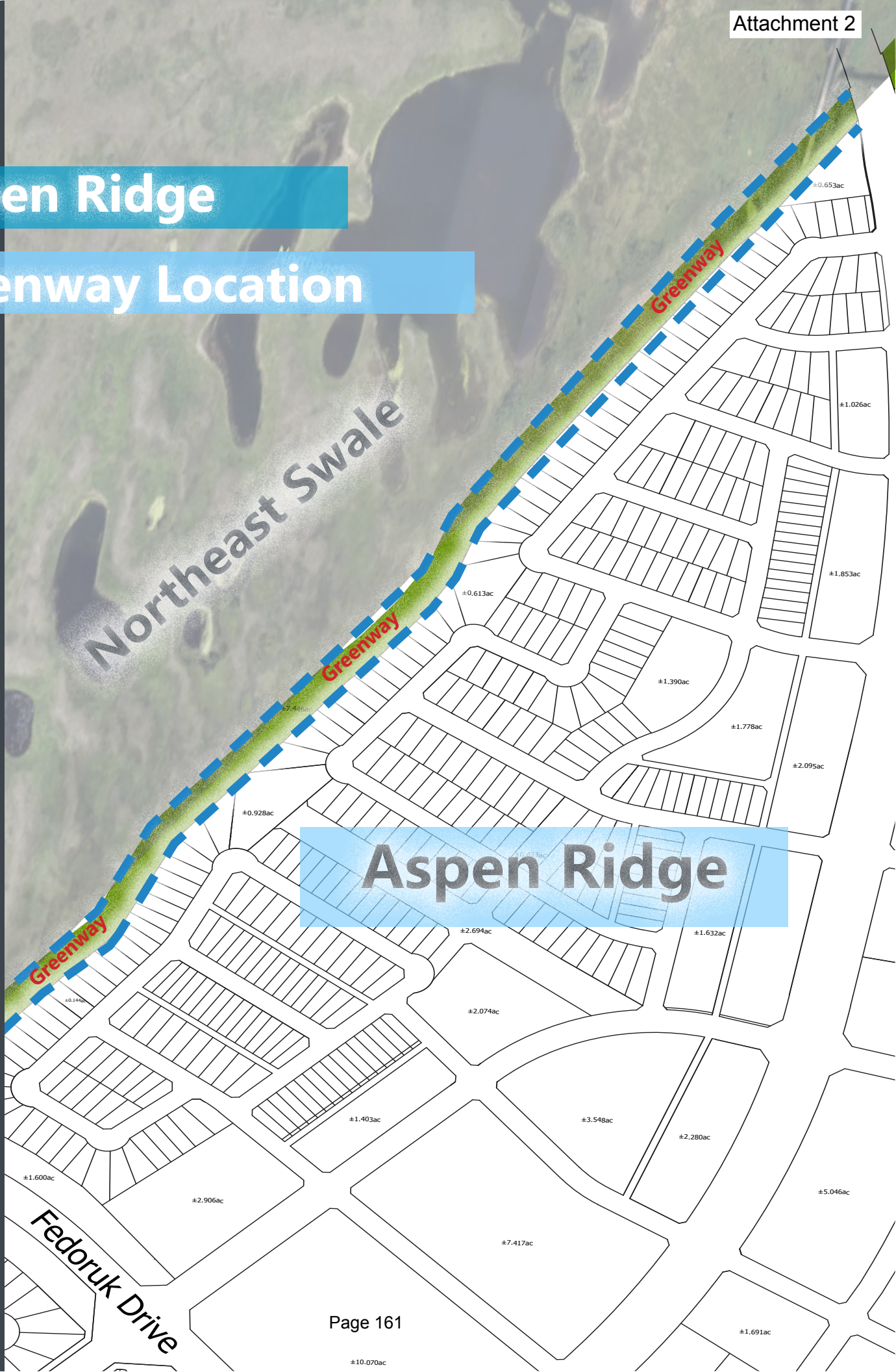


# Aspen Ridge Greenway Typical Cross-section



# Aspen Ridge

## Greenway Location



Aspen Ridge

**PROJECT SERVICES PROPOSAL**  
**PHASE 1 GREENWAY DEVELOPMENT**  
**ASPEN RIDGE NEIGHBOURHOOD**  
**From Fedoruk Drive to the Commuter Parkway**

**Submitted to: SASKATOON LAND, City of Saskatoon**  
**Attention: Tyson McShane**

**Submitted by: Meewasin Valley Authority, Design and Development**  
**Alan Otterbein, Manager of Design and Development**

**November 17, 2015**





## THE SITE

The Greenway, conceived as part of the Northeast Swale Development Guidelines (Stantec Consulting Ltd., 2012) as a multipurpose corridor along the perimeter of the Swale, includes an ecological buffer, trail zone and transition zone. It supports active transportation, stormwater management and conservation of sensitive areas.

The Greenway is an integral component of the recently completed Meewasin Northeast Swale Master Plan that was finalized in 2015 by Meewasin to support and foster conservation, education, and passive recreation. The Master Plan builds on important previous work including the Northeast Swale Resource Management Plan (Meewasin Valley Authority, 2013) and the Northeast Swale Development Guidelines (Stantec Consulting Ltd., 2012).

## THE PROJECT

This is a project that does not fit within a standard park development scope or timeline. Meewasin is well equipped to proceed with it as one of the important next steps following the Master Plan. The proposed project scope involves a 'full circle' of deliverables that will provide a functioning, fully developed and sustainable naturalized Greenway (along the edge of the Aspen Ridge neighbourhood, from Fedoruk Drive to the Commuter Parkway – 7.45 acres) that can be maintained and managed by the City and Meewasin in perpetuity. The Greenway will be comprised of native grasslands and wildflowers, a 3.0 to 4.0 m wide multi-purpose trail, potential trail lighting, trailheads, seating and interpretive nodes, and native tree and shrub plantings.

## THE MEEWASIN ADVANTAGE

Our in house expertise can not only provide design consulting services necessary for landscape development, we also have the key personnel to design, collect, custom grow, install, establish and manage the native prairie ecosystem critical to the Greenway's success. Beyond the site work we are also actively developing relevant communication, interpretation and educational material. **The scope of this proposal is for design consulting services. The on site establishment of native grass prairie will form part of the construction phase of the work.**

Based on the fundamental ideas and vision generated with our 100 Year Plan, Meewasin has been actively developing and managing our river valley and its public spaces for over 35 years. Development is one of our three primary mandates and it shows, with more than 80 km of trail and many other amenities and nodes completed to date. All of our proposed developments are subject to the regulatory approvals mandated by our 'Authority', the same approvals that any other developers are required to have for projects within Meewasin's Conservation Zone.

Meewasin has been actively planning for resource management, education and interpretive programming, research, communications and passive recreation within the Swale and Greenway over the last number of years. Our team has also been on the ground providing resource management services critical to maintaining the existing grasslands with controlled burns, sheep grazing, weed management and plug planting. Our horticulture staff provide ongoing support with seed collection and greenhouse propagation of local, native plant materials (Meewasin is the largest producer of native grasses and forbs in the province).

## RELEVANT PROJECTS

Meewasin Primary Trail development - Northwest extending to Wanuskewin Heritage Park  
Meewasin Primary Trail development - Southeast extending to Chief Whitecap Park  
River Landing Phase One and Two  
Chief Whitecap Park Master Plan Update  
Gabriel Dumont Park Development



## **PROJECT TEAM**

The team is comprised of key personnel with extensive landscape design, project management, horticultural and grassland ecology experience. Further expertise relating to communications, interpretation and education components will be drawn upon as necessary.

### **Design and Construction:**

Team Lead and Design, Alan Otterbein CSLA  
Design and Project Management, Nola Stein  
Project Support / GIS, Sarina Gersher

### **Native Grassland Development Resources:**

Resource Lead, Renny Grilz  
Resource Assistant, Eryn Tomlinson  
Horticulture Services, Kathy Thomas

## **METHODOLOGY**

The design pallet fits into the Meewasin Trail development model, with a linear trail linkage and several nodes and trailheads. Stormwater management and storage is also a key design element. Complementary to this program and critical to the Greenway's success in protecting the Swale proper is the re-vegetation of the disturbed areas, to mimic the Swale's native ecosystem. Maintaining a natural buffer around the Swale is imperative in order to maintain and protect the biodiversity of the Swale.

Standard landscape design and construction procedures will be undertaken in 2015-2017, getting us to FAC for the project. During the two construction years, initial seed bed preparations will be undertaken including weed management and control practices to minimize the long term weed concerns and reduce competition for native grass varieties. Initial native grass seeding is planned for 2017. After construction FAC is achieved, a four year period of native grass and wildflower plug planting is proposed along with ongoing management of the site and the previously seeded grasses. The plugs will be propagated and custom grown at the Meewasin greenhouse using locally collected seeds. FAC will also signal the start of standard maintenance of the site by City of Saskatoon operational staff. Starting in 2020 annual grass burning (in a four year cycle) will be initiated as part of ongoing resource management practices reflective of similar work within the swale itself.

## **SCHEDULE**

November 2015-January 2016: Detailed Design Phase  
February 2016: Public Open House and Approvals (City departments and Meewasin)  
March 2016: Tendering  
2016: Construction Year One: to CCC  
2017: Construction Year Two: to FAC  
2018: Establishment Year One  
2019: Establishment Year Two  
2020: Establishment Year Three  
2021: Establishment Year Four

## DELIVERABLES

- Rendered conceptual design plan (Hard copy and digital).
- Detailed design package for review at 75% complete including opinion of probable cost.
- Tender Ready Package and updated opinion of probable cost.
- Coordination and presentation to relevant City Departments, CPTED committee, Meewasin Development. Review Committee and Meewasin Board, with presentation boards and presentation materials.
- One public open house with presentation boards.
- Project Tendering.
- Project Management during the construction period.
- Construction monitoring
- CCC and FAC including turn over to City of Saskatoon.
- Ongoing review of plug planting and establishment

## FEES

Fees proposed for design services, project management and construction services total **\$74,730.00**, with a budget estimate for construction of \$1,355,000 (based on City of Saskatoon per acre costs for linear park development). The following chart breaks down the proposed fees by task:

<b>Phase</b>	<b>Fees</b>
Pre-Design / Conceptual Design	15,000
Detailed Design and Costing	25,000
Tender Document Preparation & Tendering	5,000
Construction Services and Monitoring to FAC	18,000
Construction Services post FAC (to completion of plug planting)	7,500
Disbursements (6%)	4,230
<b>TOTAL</b>	<b>74,730</b>

## Assumptions:

- Digital as-built base files will be provided by the Owner.
- Trail lighting detailed design plans will be developed by Saskatoon Light and Power, based on the conceptual design.
- City of Saskatoon stormwater management engineers will review and provide input on proposed grading and site design relevant to stormwater management parameters.



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Acquisition of Land for Future Development**

#### **Recommendation of the Committee**

1. That the Real Estate Manager be authorized to purchase LSD 9 and 10 of 6-38-5 W3 comprising of approximately 69.62 acres from Neil and Mary Bartsch at a purchase price of \$450,000;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That the Property Realized Reserve be used as the funding source for this purchase, including legal, administrative costs and disbursements.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the CFO/General Manager, Asset & Financial Management.

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## Acquisition of Land for Future Development

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Real Estate Manager be authorized to purchase LSD 9 and 10 of 6-38-5 W3 comprising of approximately 69.62 acres from Neil and Mary Bartsch at a purchase price of \$450,000;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That the Property Realized Reserve be used as the funding source for this purchase, including legal, administrative costs and disbursements.

### Topic and Purpose

The purpose of this report is to receive City Council approval for the purchase of 69.62 acres of land for future development.

### Report Highlights

1. The land is immediately adjacent to other land owned by the City of Saskatoon (City) and will help satisfy land requirements for future growth.
2. Notable terms of the agreement include a sale price of \$450,000 with a five-year leaseback option.

### Strategic Goal

This report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

### Background

The 69.62 acre site is located in the Rural Municipality of Corman Park within the Saskatoon Planning District. In recent years, Saskatoon Land has acquired several parcels of land in the northwest section of the Saskatoon Planning District, both inside and outside of the proposed future Perimeter Highway. The area inside the Perimeter Highway between Highways 12 and 16 were annexed into the city by way of the boundary alteration that became effective September 1, 2015. The subject parcel is located just outside the proposed Perimeter Highway, situated immediately adjacent to lands previously acquired by Saskatoon Land.

### Report

#### Additional Land for Future Development

As Saskatoon grows, additional land holdings are required at an increasing pace to support and sustain the success of the City's Land Bank Program. Furthermore, as the

## Acquisition of Land for Future Development

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Saskatoon region has experienced significant growth in recent years, development and speculation on lands surrounding Saskatoon has become more common. Acquiring the subject parcel will help ensure the City has sufficient inventory to accommodate future growth and realize continued benefits from land development in the future.

### Terms of the Agreement

Real Estate Services has negotiated a purchase agreement with the property owner. Noteworthy details of the agreement are as follows:

- Purchase price - \$450,000
- Conditional upon City Council approval by March 23, 2016
- Leaseback option with five-year term

### **Options to the Recommendation**

City Council could choose to not approve this purchase. The Administration does not recommend this option, as the 69.62 acres will help to further establish the City's presence in the northwest, and would increase land holdings required for future development.

### **Public and/or Stakeholder Involvement**

Real Estate Services has confirmed with Saskatoon Water that these lands can be serviced in the future.

### **Financial Implications**

The purchase price of \$450,000 represents a land value of just under \$6,500 per acre, which is comparable to sales of similarly located sites with similar future development timelines.

Sufficient funds for the purchase of this land exist in the Property Realized Reserve.

### **Other Considerations/Implications**

There are no policy, environmental, privacy or CPTED implications or considerations, and a communication plan is not required.

### **Due Date for Follow-up and/or Project Completion**

This proposed acquisition would close on March 31, 2016, and the required documentation to finalize the sale would be completed by the City Solicitor's Office.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Drawing Indicating Proposed Land Acquisition

## Acquisition of Land for Future Development

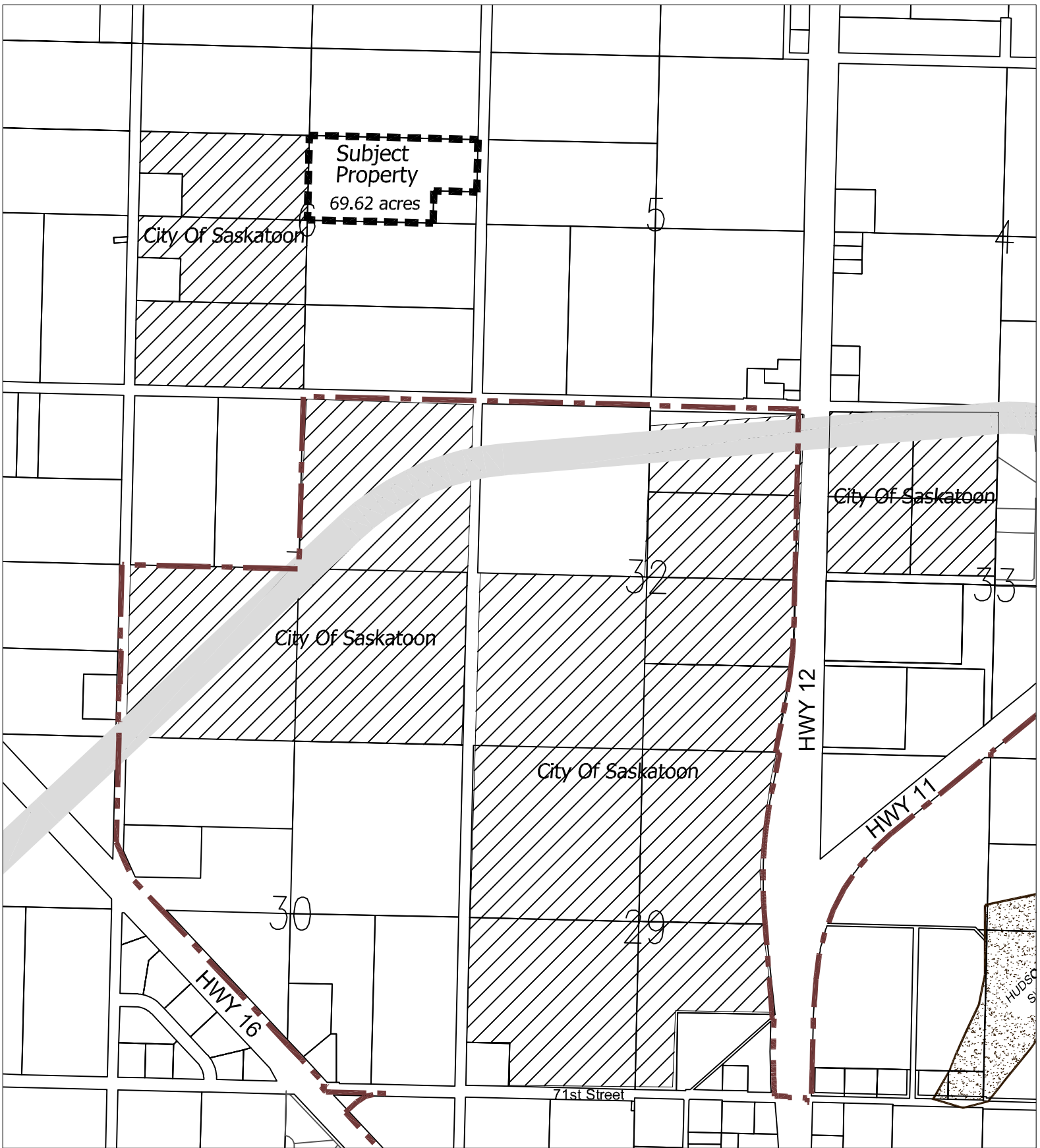
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### Report Approvals

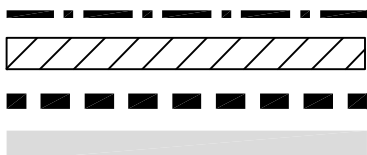
Written by: Jeremy Sibley, Real Estate Services  
Reviewed by: Frank Long, Director of Saskatoon Land  
Kerry Tarasoff, CFO/General Manager, Asset & Financial  
Management Department  
Approved by: Murray Totland, City Manager

Acquisition\_Bartsch\_Feb.docx

# Drawing Indicating Proposed Land Acquisition



- City Limits
- City of Saskatoon Land
- Subject Property
- Proposed Perimeter Highway



NOTE: The information contained on this map is for reference only and not to be used for legal purposes. This map may not be reproduced without the expressed written consent of Saskatoon Land - Real Estate Services. Do not scale.





## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Standard and Poor's Canadian Ratings – City of Saskatoon**

#### **Recommendation of the Committee**

That the report of the CFO/General Manager, Asset and Financial Management Department, dated February 8, 2016, be forwarded to City Council for information.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the CFO/General Manager, Asset & Financial Management Department dated February 8, 2016, was considered. Your Committee was advised that the credit rating report recently released by Standard and Poor's reaffirmed the City of Saskatoon's "AAA"/Stable Outlook credit rating.

#### **Attachment**

February 8, 2016 Report of the CFO/General Manager, Asset & Financial Management.

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## Standard & Poor's Canadian Ratings – City of Saskatoon

### Recommendation

That the report of the CFO/General Manager, Asset and Financial Management Department, dated February 8, 2016, be forwarded to City Council for information.

### Topic and Purpose

This report is to inform City Council and the general public of the 2014 long-term issuer credit rating report recently prepared and released by Standard & Poor's reaffirming the City of Saskatoon's "AAA"/Stable Outlook credit rating, as well as some of the key rating factors.

### Report Highlights

1. Standard & Poor's (S&P) has reaffirmed the City of Saskatoon's "AAA"/Stable outlook credit rating based on the 2014 Consolidated Financial Statements and current economic outlook.
2. The City of Saskatoon (City) compares favourably to the key factors used by S&P to evaluate the City's credit rating. These include:
  - strong relationships with other levels of government;
  - a diverse economy;
  - strong and prudent financial policies and management;
  - favourable budget flexibility;
  - very strong budgetary performance;
  - exceptional liquidity;
  - the ability to service debt, maintain a manageable debt level and healthy reserves; and
  - no significant future financial risks.

### Strategic Goal

Strong financial performance is the foundation of the Strategic Goal of Asset and Financial Sustainability and leads to the City of Saskatoon's "AAA" Credit Rating.

### Background

An annual process to review the City's financial and economic performance and outlook, as well as the institutional framework in which the City operates is undertaken by S&P to determine the City's credit rating. The factors that contribute to this rating are summarized in this report.

Credit ratings are one of several tools that investors and lenders use when making decisions regarding an organization's future financial strengths and weaknesses. For the City, this rating serves as an indication of the credit risk and the ability of the City to meet its financial obligations in full and on time. This also identifies the credit quality of

the City's debt issue and can translate into lower interest rates for favourable credit ratings since there is minimal or low risk associated with the debt.

## Report

### "AAA"/Stable Outlook Credit Rating

The City received an "AAA"/Stable credit rating from S&P based on the City's 2014 financial statements, as well as current market conditions, financial forecasts and the economic outlook for Saskatoon and area. Attachment 1 is S&P's Research Update Report summarizing the key points that supports the City's "AAA" credit rating.

The rating factors and the City's performance in relation to these factors are presented as follows:

### Key Factors and Rating

- Institutional Framework – VERY PREDICTABLE AND WELL-BALANCED  
*Strong relationships with other levels of government provides stability for municipal finances.*

S&P views the City as benefiting from "a very predictable and well-balanced local and regional government framework that has demonstrated a high degree of institutional stability."

- Economy – VERY STRONG  
*Saskatoon's diverse economy helps the City withstand economic fluctuations which provides stability for businesses and residents.*

S&P indicated that Saskatoon's economic fundamentals are very strong. "Saskatoon's GDP would be in line with the province's, given its stature as Saskatchewan's largest Census metropolitan area and the subsequent greater economic diversity than other areas of the province."

- Financial Management – STRONG  
*The City of Saskatoon demonstrates strong financial management.*

S&P references the City's strong management team. "In our view, the city's management team is experienced and qualified to effectively enact fiscal policies, as well as effectively respond to external risks. Saskatoon demonstrates what we view as good political and managerial strength as evidenced by its very lengthy track record of passing budgets and meeting goals. We also believe that management accountability is strong and that its financial policies are prudent. Disclosure and transparency are what we believe to be good, annual financial statements are audited and unqualified, and the city prepares robust annual operating and capital budget documents. It also prepares long-term capital and borrowing plans."

- Budgetary Flexibility – VERY STRONG

*The City of Saskatoon's favourable budget performance, as well as its self-generated revenues places the City in a strong financial position.*

The operating and capital performance for the City on a cash basis is considered by S&P as very favourable. More than 70% of the City's operating revenue came from modifiable revenue sources, and capital expenditures were about 35% of total expenditures. "We expect the city's budgetary flexibility will remain in line with historical results, with average capital expenditures that represent greater than 15% of adjusted total expenditures and modifiable revenues of greater than 70% of adjusted operating revenues, on average."

- Budgetary Performance – VERY STRONG

*Strong operating balances boost budgetary performance.*

The operating surpluses have been consistently strong in the past five years averaging about 28% of adjusted operating revenue. "We expect the region will continue to generate very healthy operating surpluses relative to those of its peers...Saskatoon typically generates near-balanced results or modest deficits of less than 5% after taking into account capital revenues and expenditures, helping to maximize pay-as-you-go financing for capital projects and mitigating the need to issue additional debt."

- Liquidity – EXCEPTIONAL

*The City of Saskatoon benefits from exceptional liquidity which bolsters its credit profile.*

S&P considers Saskatoon's strongest performance in the area of liquidity. The total of cash and investments were about \$380 million at year-end 2014, and would cover more than 15 times the projected debt service for 2016. While a ratio of cash to debt of 1 is considered strong, Saskatoon's ratio is 15 times that due to the City's healthy financial reserves. "The City will maintain exceptional levels of liquidity to meet debt service requirements."

- Debt Burden – VERY LOW

*High operating margins mitigate a low but rising debt.*

Tax supported debt compared to consolidated operating revenues is an indicator of debt burden. A score under 30% is considered strong and under 60% would be considered reasonable. The City's tax supported debt ratio is at 29.7% at year-end 2014. In regard to the ratio of interest costs to adjusted operating revenues, Saskatoon has a ratio of 0.9%, which is considered low.

- **Contingent Liabilities – VERY LOW**

*There are no significant financial risks from future liabilities that might impact the City's financial health.*

S&P noted that the City's P3 projects will have no impact on the contingent liabilities. "We deem the proposed contracts' fixed-price nature and risk transference sufficiently robust such that the impact on the city's credit profile is not material."

**Outlook**

The STABLE outlook rating by S&P is based on the City's two-year forecasts. "Saskatoon will continue to benefit from a very strong economy and maintain exceptional liquidity. We further expect the city's debt burden to increase moderately to about 40% of consolidated operating revenue and for high operating margins to continue mitigating them."

**Communication Plan**

A News Release advising citizens and the media of the City's "AAA"/Stable credit rating was issued on January 21, 2016, and *Standard & Poor's – Ratings Direct – Research Update: City of Saskatoon – January 21, 2016* was made available on the City's website (saskatoon.ca under Budget & Finances).

**Due Date for Follow-up and/or Project Completion**

There is no due date for follow-up and/or project completion.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachment**

1. Standard & Poor's – Ratings Direct – Research Update: City of Saskatoon – January 21, 2016.

**Report Approval**

Written by: Kerry Tarasoff, CFO/General manager, Asset & Financial Management Department

Approved by: Jeff Jorgenson, Acting City Manager

SP Credit Rating 2016.docx

# RatingsDirect®

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## Research Update:

# City of Saskatoon 'AAA' Ratings Affirmed On Very Strong Economy And Exceptional Liquidity

### Primary Credit Analyst:

Bhavini Patel, CFA, Toronto (1) 416-507-2558; bhavini.patel@standardandpoors.com

### Secondary Contact:

Adam J Gillespie, Toronto (1) 416-507-2565; adam.gillespie@standardandpoors.com

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## Research Update:

# City of Saskatoon 'AAA' Ratings Affirmed On Very Strong Economy And Exceptional Liquidity

## Overview

- We are affirming our 'AAA' long-term issuer credit and senior unsecured debt ratings on the City of Saskatoon.
- The ratings reflect our opinion of the city's very strong economy and budgetary flexibility, exceptional liquidity levels, and very low debt.
- The stable outlook reflects our expectations that, throughout the two-year outlook horizon, Saskatoon will continue benefiting from a very strong economy, and maintain exceptional liquidity and very strong budgetary flexibility.

## Rating Action

On Jan. 21, 2016, Standard & Poor's Ratings Services affirmed its 'AAA' long-term issuer credit and senior unsecured debt ratings on the City of Saskatoon, in the Province of Saskatchewan. The outlook is stable.

## Rationale

The ratings on Saskatoon reflect Standard & Poor's opinion of the city's very strong economy, budgetary flexibility and budgetary performance, and exceptional liquidity levels. The ratings also reflect our assessment of the very predictable and well-balanced institutional framework for Canadian municipalities, strong financial management, and very low contingent liabilities. In our opinion, offsetting these strengths are a very low, but increasing, debt burden owing to the city's very large capital program.

Saskatoon's economic fundamentals are very strong, in our view. Saskatchewan's GDP per capita averaged US\$69,568 in 2012-2014, and we estimate that the city's GDP per capita would be in line with the province's given its stature as Saskatchewan's largest Census metropolitan area and the subsequent greater economic diversity than other areas of the province. Agriculture, the public sector, and in particular the resource sector (mining and potash) are all important employers for Saskatoon, although the city does not have significant concentration in any one sector. While we expect that a downturn in the resource sector would somewhat negatively affect the city's economy through higher unemployment, lower population growth, we believe that the city's revenue structure would be able to mitigate this impact.

We believe Saskatoon's financial management is strong. In our view, the city's management team is experienced and qualified to effectively enact fiscal



policies, as well as effectively respond to external risks. Saskatoon demonstrates what we view as good political and managerial strength as evidenced by its very lengthy track record of passing budgets and meeting goals. We also believe that management accountability is strong and that its financial policies are prudent. Disclosure and transparency are what we believe to be good, annual financial statements are audited and unqualified, and the city prepares robust annual operating and capital budget documents. It also prepares long-term capital and borrowing plans.

We believe Canadian municipalities benefit from a very predictable and well-balanced local and regional government framework that has demonstrated a high degree of institutional stability. Although provincial governments mandate a significant proportion of municipal spending, they also provide operating fund transfers and impose fiscal restraint through legislative requirements to pass balanced operating budgets. Municipalities generally have the ability to match expenditures well with revenues, except for capital spending, which can be intensive. Any operating surpluses typically fund capital expenditures and future liabilities (such as postemployment obligations and landfill closure costs) through reserve contributions.

We believe Saskatoon also has very strong budgetary flexibility, which is consistent with that of its peers. In our 2013-2017 base-case forecast, we expect the city's budgetary flexibility will remain in line with historical results, with average capital expenditures that represent greater than 15% of adjusted total expenditures and modifiable revenues of greater than 70% of adjusted operating revenues, on average.

The city's budgetary performance has historically been stable and very strong, in our view. In our 2013-2017 base-case scenario, we expect the region will continue to generate very healthy operating surpluses relative to those of its peers, averaging about 28% of adjusted operating revenue. Saskatoon typically generates near-balanced results or modest deficits of less than 5% after taking into account capital revenues and expenditures, helping to maximize pay-as-you-go financing for capital projects and mitigating the need to issue additional debt. In our base-case forecast, we expect the city will generate a modest after-capital surplus, on average, from 2013-2017. Of note, the city derives some of its revenues from its land development operations. However, this introduces risks to total revenues due to the exposure to potential fluctuations in demand and the high cost of servicing land.

Offsetting these strengths somewhat is our assessment of Saskatoon's very low, but increasing debt burden which its large capital program fuels. The city's tax-supported debt burden was about 29.7% of consolidated operating revenues in 2014 and we forecast it will remain above 30% on average through 2017. However, in our view, mitigating this increased debt burden are the large operating margins Saskatoon generates, which totaled C\$729 million in 2012-2014, and 2.2x the estimated debt outstanding at the end of 2017. Interest expenses are what we view as low, and we expect that they will continue to represent about 1% of operating revenues, on average.

In our opinion, the city has very low contingent liabilities. We believe Saskatoon will remain contingently liable for the financing costs through the construction phase of the two public-private partnership projects (P3s) in the capital plan. The Civic Operations Centre project will enter its operating phase in 2017. As a result, the costs related to this project are incorporated into our analysis of tax-supported debt. In addition, we deem the proposed contracts' fixed-price nature and risk transference sufficiently robust such that the impact on the city's credit profile is not material. Liabilities stemming from standard future employee benefits and landfill postclosure liabilities equaled about 5% of consolidated operating revenues in 2014.

## Liquidity

Saskatoon's exceptional liquidity bolsters its credit profile, in our opinion. In our base-case scenario, we estimate free cash and liquid assets to average about C\$380 million in 2016 and to cover more than 15x the projected debt service for 2016. In our view, Saskatoon has satisfactory access to external liquidity, given its proven ability to issue into public debt markets and the presence of a secondary market for Canadian municipal debt instruments. We believe that the city will maintain exceptional liquidity levels to meet debt service requirements.

## Outlook

The stable outlook reflects our base-case expectations that, in the next two years, Saskatoon will continue to benefit from a very strong economy and maintain exceptional liquidity. We further expect the city's debt burden to increase moderately to about 40% of consolidated operating revenue and for high operating margins to continue mitigating them. Although we view it as unlikely in the medium term, we could lower the ratings if the city's capital program were to increase significantly and remain high, putting pressure on budgetary performance, debt, and liquidity.

## Key Statistics

Table 1

### City of Saskatoon -- Economic Statistics

--Fiscal year ended Dec. 31--

(%)	2010	2011	2012	2013	2014	2015bc
Population (total)	224,300	234,200	239,000	248,700	257,300	262,900
Population growth	2.5	4.4	2.0	4.1	3.5	2.2
Unemployment rate	8.3	8.6	5.6	4.1	5.8	5.6

Note: The data and ratios above result in part from Standard & Poor's own calculations, drawing on national as well as international sources, reflecting Standard & Poor's independent view on the timeliness, coverage, accuracy, credibility, and usability of available information. Sources typically include Statistics Canada.

**Table 2**

<b>City of Saskatoon -- Financial Statistics</b>						
	<b>--Fiscal year ended Dec. 31--</b>					
<b>(Mil. C\$)</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015bc</b>	<b>2016bc</b>	<b>2017bc</b>
Operating revenues	760	765	803	837	870	903
Operating expenditures	495	545	558	598	626	660
Operating balance	264	220	245	238	244	243
Operating balance (% of operating revenues)	34.8	28.7	30.5	28.5	28.1	26.9
Capital revenues	135	102	67	96	62	75
Capital expenditures	380	380	307	373	240	293
Balance after capital accounts	20	(58)	5	(39)	66	25
Balance after capital accounts (% of total revenues)	2.2	(6.7)	0.6	(4.2)	7.1	2.6
Debt repaid	20	23	21	24	24	25
Balance after debt repayment and onlending	(1)	(81)	(16)	(63)	42	(0)
Balance after debt repayment and onlending (% of total revenues)	(0.1)	(9.3)	(1.9)	(6.8)	4.5	(0.0)
Gross borrowings	90	60	25	14	7	144
Balance after borrowings	89	(21)	9	(49)	49	144
Operating revenue growth (%)	14.8	0.7	4.9	4.3	4.0	3.8
Operating expenditure growth (%)	3.1	10.1	2.3	7.3	4.6	5.4
Modifiable revenues (% of operating revenues)	69.7	74.4	76.7	77.6	78.5	79.3
Capital expenditures (% of total expenditures)	43.4	41.0	35.5	38.4	27.7	30.8
Direct debt (outstanding at year-end)	197	235	238	228	211	226
Direct debt (% of operating revenues)	25.9	30.7	29.7	27.3	24.2	25.0
Tax-supported debt (% of consolidated operating revenues)	25.9	30.7	29.7	27.3	24.2	36.6
Interest (% of operating revenues)	0.8	0.8	0.9	0.8	0.7	1.1
Debt service (% of operating revenues)	3.5	3.7	3.6	3.7	3.5	3.9

Note: The data and ratios above result in part from Standard & Poor's own calculations, drawing on national as well as international sources, reflecting Standard & Poor's independent view on the timeliness, coverage, accuracy, credibility, and usability of available information. The main sources are the financial statements and budgets, as provided by the issuer. Base case reflects Standard & Poor's expectations of the most likely scenario. bc--Base case.

## Ratings Score Snapshot

**Table 3**

<b>City of Saskatoon -- Ratings Score Snapshot</b>	
<b>Key Rating Factors</b>	<b>Assessment</b>
Institutional Framework	Very predictable and well-balanced
Economy	Very strong
Financial Management	Strong
Budgetary Flexibility	Very strong
Budgetary Performance	Very strong
Liquidity	Exceptional
Debt Burden	Very low

**Table 3**

**City of Saskatoon -- Ratings Score Snapshot (cont.)**

Contingent Liabilities

Very low

Note: Standard & Poor's ratings on local and regional governments are based on eight main rating factors listed in the table above. Section A of Standard & Poor's "Methodology For Rating Non-U.S. Local And Regional Governments," published on June 30, 2014, summarizes how the eight factors are combined to derive the foreign currency rating on the government.

## Key Sovereign Statistics

Sovereign Risk Indicators, Dec. 14, 2015. Interactive version available at <http://www.spratratings.com/sri>

## Related Criteria And Research

### Related Criteria

- Methodology For Rating Non-U.S. Local And Regional Governments, June 30, 2014
- Analyzing The Liquidity Of Non-U.S. Local And Regional Governments And Related Entities And For Rating Their Commercial Paper Programs, Oct. 15, 2009

### Related Research

- Canada Economic Outlook: Low Oil Prices Ignite Recessary Forces, Sept. 3, 2015
- 2014 Annual International Public Finance Default Study And Rating Transitions, June 8, 2015

In accordance with our relevant policies and procedures, the Rating Committee was composed of analysts that are qualified to vote in the committee, with sufficient experience to convey the appropriate level of knowledge and understanding of the methodology applicable (see 'Related Criteria And Research'). At the onset of the committee, the chair confirmed that the information provided to the Rating Committee by the primary analyst had been distributed in a timely manner and was sufficient for Committee members to make an informed decision.

After the primary analyst gave opening remarks and explained the recommendation, the Committee discussed key rating factors and critical issues in accordance with the relevant criteria. Qualitative and quantitative risk factors were considered and discussed, looking at track-record and forecasts.

The committee's assessment of the key rating factors is reflected in the Ratings Score Snapshot above.

The chair ensured every voting member was given the opportunity to articulate his/her opinion. The chair or designee reviewed the draft report to ensure consistency with the Committee decision. The views and the decision of the rating committee are summarized in the above rationale and outlook. The weighting of all rating factors is described in the methodology used in this

rating action (see 'Related Criteria And Research').

## **Ratings List**

### Ratings Affirmed

Saskatoon (City of)

Issuer credit rating  
Senior unsecured debt

AAA/Stable/--  
AAA

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## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Property Tax Liens 2015**

#### **Recommendation of the Committee**

That the City Solicitor be instructed to take the necessary action under provisions of *The Tax Enforcement Act* with respect to properties with 2015 tax liens.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the Acting General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the Acting General Manager, Asset & Financial Management.



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## Property Tax Liens 2015

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the City Solicitor be instructed to take the necessary action under provisions of *The Tax Enforcement Act* with respect to properties with 2015 tax liens.

### Topic and Purpose

The purpose of this report is to obtain City Council approval to proceed to the next stage under *The Tax Enforcement Act (The Act)* for properties with 2015 liens.

### Report Highlights

1. *The Act* is a provincial statute that guides the collection of tax arrears.
2. City Council provides approval to proceed to the next stage of the process for properties with 2015 tax liens.

### Strategic Goal

This report supports the long-term strategy of ensuring that the City of Saskatoon's (City) approach to citizen communications is proactive and professional, under the Strategic Goal of Continuous Improvement.

This report also supports the Strategic Goal of Asset and Financial Sustainability by being open, accountable and transparent, particularly when it comes to the resource allocation and collection decisions the City makes.

### Background

Collection of property tax arrears is guided by *The Act*, the purpose of which is to secure payment of tax arrears under the threat of loss of title to the property. The statute is not intended to act as a means for the acquisition of property by the City. Each property owner (taxpayer) has certain fundamental rights concerning his/her land. The taxpayer must be kept fully aware of the proceedings being taken, and be given a reasonable time frame during which arrangements can be made for payment of the outstanding amount.

### Report

#### *The Tax Enforcement Act*

*The Act* provides an effective collection process. As indicated in Attachment 1, a total of 4,664 liens were placed between 2010 and 2015. Tax arrears have been paid in full on 4,029 of these, and 635 liens remain where property owners have payment arrangements. The City has assumed title to only five (5) of these properties.

The proceedings under *The Act* are scheduled as follows:

- Section 10: Allows the City to register a tax lien against a property where taxes have been due and unpaid after the 31<sup>st</sup> day of December of the year in which the taxes were originally levied.
- Section 22(1): Where the taxes remain unpaid and the lien has not been withdrawn, the City may apply to Council to commence proceedings to take title after the expiration of six months following the registration of the tax lien at Information Services Corporation of Saskatchewan (ISC) – Land Registry.
- Section 24: Final application for transfer of title to the City may commence six months after the first application. The City must, at this point in the proceedings, obtain consent of the Provincial Mediation Board to obtain the title. The Board may, subject to certain conditions being met by the taxpayer, put the proceedings on hold, even after this consent is granted.

#### 2015 Tax Liens

With respect to the properties listed in Attachment 2, proceedings under *The Act* commenced on February 28, 2015. At that time, the City, in accordance with *The Act*, published in The StarPhoenix the legal descriptions of all properties in arrears of property taxes subject to tax liens. The assessed owners were notified of the action being taken and were advised that if the taxes remained unpaid after 60 days following the date of the advertisement, a tax lien would be registered against the property on the official title held in ISC – Land Registry.

The City has made considerable effort to contact the assessed owners of the various properties to obtain payment or to negotiate reasonable payment schedules. However, as of the date of this report, the City has not received payment and the property tax arrears are still outstanding.

The properties are now subject to first proceedings pursuant to Section 22(1) of *The Act*. This action involves notification by registered mail to each registered owner, each assessed owner, and all others with an interest set out on the title to the property, that they have six months to contest the City's claim.

Pursuant to Section 24, the next stage of *The Act*, six months following service of notices, the City will be in a position to make final application for title of any properties for which the arrears have not been cleared.

As indicated above, *The Act* requires specific waiting periods to ensure that owners and interest holders are afforded a reasonable opportunity to redeem the property. In the typical case, the Administration expects that these proceedings will be carried out within the normal periods outlined in the legislation. However, where there is a credible and

realistic plan by the owner or interest holder to make payments to redeem the property during enforcement proceedings, the prosecution of the enforcement proceeding should be suspended to allow the redemption plan to proceed. If the plan fails, enforcement proceedings should then be recommenced.

Since tax enforcement proceedings pursuant to Section 22 are initiated at City Council's direction, it is City Council that can properly suspend and recommence the proceedings, or direct the Administration to do so. Accordingly, the Administration requests that in those cases, where there is a credible plan, as determined by the Administration, City Council authorize the Administration to suspend enforcement proceedings, and to restore enforcement proceedings where a redemption plan fails.

The Administration now requests authorization to proceed regarding those properties which became subject to tax liens in 2015.

#### **Public and/or Stakeholder Involvement**

The Administration has made every effort to contact the assessed owners of the properties in arrears subject to tax collection, as per *The Act*.

#### **Communication Plan**

The City follows the processes required in *The Act*. The Revenue Collections Section has made considerable effort to communicate with property owners of the properties in tax arrears subject to tax collection through reminder notices and direct contact.

#### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations.

#### **Due Date for Follow-up and/or Project Completion**

The property tax lien report for 2016 will be tabled in February 2017.

#### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

#### **Attachments**

1. Tax Enforcement Statistics
2. 2015 Property Tax Liens

#### **Report Approval**

Written by: Charmaine Campbell, Customer Service Analyst, Corporate Revenue  
Reviewed by: Michael Voth, Revenue Collections & Customer Service Manager  
Approved by: Shelley Sutherland, Acting General Manager, Asset & Financial Management Department

Tax Liens 2015.docx

## Tax Enforcement Statistics

Lien Year	Reminder Notices			Number Advertised	Liens Placed	6-month Notices	Sent to Prov. Med.	Title Taken	Liens Remaining
	Prev Sept	Prev Nov	February						
2010	4,307		1,973	1,407	612	272	39	1	3
2011	4,688		2,109	1,608	712	329	49	3	6
2012	4,699		2,176	1,614	601	285	52	1	15
2013	5,608	4,160	2,639	1,890	736	291	62	0	34
2014	6,038	4,323	2,922	2,062	1,044	484	79	0	128
2015	6,214	4,290	2,895	1,882	959	n/a	n/a	0	449
<b>Total</b>	31,554	12,773	14,714	10,463	4,664	1,661	281	5	635

# LIENS OUTSTANDING SUMMARY 2015

	<b>Predominant Use</b>	<b>Arrears</b>
1	Hall, Former Church	\$118,012.89
1	Industrial, Flex Bld, single sty	\$6,503.53
1	Land, Undeveloped Commercial	\$12,309.23
1	Mixed Retail with Office	\$22,503.49
1	Office Building	\$9,820.92
1	Restaurant, Fast Food	\$18,939.01
3	Store, Retail	\$17,036.80
1	Warehouse, Storage 10,000-79,999	\$50,407.83
1	Warehouse, Storage 3-12% office	\$6,589.73
20	Condo, Bare Land	\$93,863.11
6	Condo, Highrise	\$23,192.17
36	Condo, Lowrise	\$132,392.63
46	Condo, Townhouse	\$152,520.42
5	Land, Undeveloped Res	\$15,368.69
1	Outbuilding, Residential	\$1,327.44
312	Single Family, Detached	\$1,807,992.26
1	Townhouse, Res-2 unit (One Title)	\$6,128.86
11	Townhouse, Res-2 unit (Two Titles)	\$62,515.97
<hr/>		<hr/>
449	<b>Total</b>	\$2,557,424.98

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
COMM	Hall, Former Church	495118900	\$118,012.89
COMM	Industrial, Flex Bld, single sty	465008840	\$6,503.53
COMM	Land, Undeveloped Commercial	405320500	\$12,309.23
COMM	Mixed Retail with Office	485103050	\$22,503.49
COMM	Office Building	475021400	\$9,820.92
COMM	Restaurant, Fast Food	484901350	\$18,939.01
COMM	Store, Retail	484900700	\$5,241.18
COMM	Store, Retail	504815990	\$6,022.62
COMM	Store, Retail	504915200	\$5,773.00
COMM	Warehouse, Storage 10,000-79,999	504835790	\$50,407.83
COMM	Warehouse, Storage 3-12% office	465007050	\$6,589.73
COND	Condo, Bare Land	445700785	\$5,447.05
COND	Condo, Bare Land	464422315	\$4,266.99
COND	Condo, Bare Land	464422385	\$2,605.33
COND	Condo, Bare Land	464510620	\$5,896.08
COND	Condo, Bare Land	464514125	\$4,257.33
COND	Condo, Bare Land	464645640	\$3,480.10
COND	Condo, Bare Land	464645745	\$4,358.51
COND	Condo, Bare Land	465962940	\$3,601.00
COND	Condo, Bare Land	475941695	\$5,118.53
COND	Condo, Bare Land	504200960	\$5,391.71
COND	Condo, Bare Land	504400195	\$3,728.96
COND	Condo, Bare Land	535812436	\$3,548.59
COND	Condo, Bare Land	535818196	\$4,851.65
COND	Condo, Bare Land	535859325	\$4,366.14
COND	Condo, Bare Land	535859830	\$5,921.82
COND	Condo, Bare Land	555409040	\$7,726.84
COND	Condo, Bare Land	555820285	\$3,424.43
COND	Condo, Bare Land	565303860	\$3,861.86
COND	Condo, Bare Land	565303900	\$6,394.08
COND	Condo, Bare Land	565429705	\$5,616.11
COND	Condo, Highrise	495014550	\$4,415.20
COND	Condo, Highrise	495014760	\$3,218.97
COND	Condo, Highrise	495014960	\$4,695.29
COND	Condo, Highrise	495140820	\$6,592.03
COND	Condo, Highrise	504820060	\$1,229.12
COND	Condo, Highrise	515031560	\$3,041.56
COND	Condo, Lowrise	455215465	\$3,264.48
COND	Condo, Lowrise	455215480	\$2,675.98
COND	Condo, Lowrise	464601464	\$4,674.90
COND	Condo, Lowrise	464670050	\$4,031.06
COND	Condo, Lowrise	464670130	\$5,447.87
COND	Condo, Lowrise	475833640	\$2,790.40
COND	Condo, Lowrise	475945424	\$2,881.15
COND	Condo, Lowrise	485630080	\$2,505.29
COND	Condo, Lowrise	485630420	\$3,236.73
COND	Condo, Lowrise	485631990	\$3,546.05

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
COND	Condo, Lowrise	486033473	\$3,602.17
COND	Condo, Lowrise	486033531	\$4,925.32
COND	Condo, Lowrise	486033620	\$3,853.84
COND	Condo, Lowrise	486033684	\$5,346.06
COND	Condo, Lowrise	486033700	\$2,814.71
COND	Condo, Lowrise	486033729	\$3,968.28
COND	Condo, Lowrise	495101270	\$3,710.14
COND	Condo, Lowrise	504204815	\$2,630.91
COND	Condo, Lowrise	504204870	\$2,357.50
COND	Condo, Lowrise	504204980	\$3,258.01
COND	Condo, Lowrise	504205120	\$2,665.57
COND	Condo, Lowrise	504205320	\$3,120.27
COND	Condo, Lowrise	504205330	\$3,376.94
COND	Condo, Lowrise	504205535	\$2,241.28
COND	Condo, Lowrise	505620000	\$2,618.67
COND	Condo, Lowrise	515419985	\$3,465.86
COND	Condo, Lowrise	525707165	\$3,508.89
COND	Condo, Lowrise	525725480	\$2,451.55
COND	Condo, Lowrise	534917210	\$3,070.22
COND	Condo, Lowrise	535810562	\$4,685.79
COND	Condo, Lowrise	555401880	\$5,134.91
COND	Condo, Lowrise	565051945	\$9,897.01
COND	Condo, Lowrise	565201955	\$3,119.68
COND	Condo, Lowrise	565308085	\$3,295.24
COND	Condo, Lowrise	565385179	\$5,235.00
COND	Condo, Lowrise	565385205	\$2,984.90
COND	Condo, Townhouse	435302385	\$5,104.80
COND	Condo, Townhouse	445211040	\$4,985.74
COND	Condo, Townhouse	455428190	\$7,141.12
COND	Condo, Townhouse	455428300	\$4,788.87
COND	Condo, Townhouse	464714065	\$3,346.74
COND	Condo, Townhouse	475801555	\$5,752.29
COND	Condo, Townhouse	475940555	\$2,323.24
COND	Condo, Townhouse	485719165	\$3,394.66
COND	Condo, Townhouse	486029455	\$2,420.00
COND	Condo, Townhouse	486029460	\$2,911.79
COND	Condo, Townhouse	486029465	\$2,902.59
COND	Condo, Townhouse	486029470	\$2,911.79
COND	Condo, Townhouse	486029475	\$2,895.64
COND	Condo, Townhouse	486029480	\$2,911.79
COND	Condo, Townhouse	486029485	\$2,911.79
COND	Condo, Townhouse	486029495	\$2,421.15
COND	Condo, Townhouse	486029500	\$2,911.79
COND	Condo, Townhouse	486029505	\$2,911.79
COND	Condo, Townhouse	486029510	\$2,911.79
COND	Condo, Townhouse	486029515	\$2,911.79
COND	Condo, Townhouse	486029525	\$2,301.72



# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
COND	Condo, Townhouse	486029530	\$2,420.00
COND	Condo, Townhouse	486029535	\$2,911.79
COND	Condo, Townhouse	486029540	\$2,911.79
COND	Condo, Townhouse	486029545	\$2,911.79
COND	Condo, Townhouse	486029550	\$2,911.79
COND	Condo, Townhouse	486029560	\$2,420.00
COND	Condo, Townhouse	486029565	\$2,911.79
COND	Condo, Townhouse	486029570	\$2,911.79
COND	Condo, Townhouse	486029575	\$2,911.79
COND	Condo, Townhouse	486029580	\$2,911.79
COND	Condo, Townhouse	486029585	\$2,420.00
COND	Condo, Townhouse	486029590	\$4,764.37
COND	Condo, Townhouse	486029595	\$3,278.41
COND	Condo, Townhouse	486029600	\$2,925.60
COND	Condo, Townhouse	486029615	\$2,642.79
COND	Condo, Townhouse	486029620	\$2,421.15
COND	Condo, Townhouse	486029635	\$2,911.79
COND	Condo, Townhouse	486029655	\$2,911.79
COND	Condo, Townhouse	486029680	\$4,779.03
COND	Condo, Townhouse	486029695	\$2,911.79
COND	Condo, Townhouse	504923075	\$4,149.64
COND	Condo, Townhouse	505612395	\$4,624.96
COND	Condo, Townhouse	514508570	\$2,934.07
COND	Condo, Townhouse	525601590	\$2,396.66
COND	Condo, Townhouse	525601770	\$5,241.17
RES	Land, Undeveloped Res	445718150	\$4,756.44
RES	Land, Undeveloped Res	445819000	\$2,460.22
RES	Land, Undeveloped Res	455710300	\$5,335.15
RES	Land, Undeveloped Res	504726200	\$874.09
RES	Land, Undeveloped Res	555914950	\$1,942.79
RES	Outbuilding, Residential	494720750	\$1,327.44
RES	Single Family, Detached	425226200	\$4,958.04
RES	Single Family, Detached	425434150	\$9,673.02
RES	Single Family, Detached	435230100	\$5,741.11
RES	Single Family, Detached	435410280	\$4,323.85
RES	Single Family, Detached	435800750	\$7,122.22
RES	Single Family, Detached	445340990	\$5,742.82
RES	Single Family, Detached	445343850	\$4,104.06
RES	Single Family, Detached	445431250	\$3,372.65
RES	Single Family, Detached	445431600	\$4,442.55
RES	Single Family, Detached	445619600	\$6,044.59
RES	Single Family, Detached	445621750	\$11,599.26
RES	Single Family, Detached	445706150	\$10,850.23
RES	Single Family, Detached	445724350	\$6,593.63
RES	Single Family, Detached	445815000	\$8,858.10
RES	Single Family, Detached	445822200	\$11,406.98
RES	Single Family, Detached	445825850	\$5,362.53

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	455229290	\$9,111.67
RES	Single Family, Detached	455306040	\$6,027.24
RES	Single Family, Detached	455307550	\$5,815.74
RES	Single Family, Detached	455405150	\$8,088.84
RES	Single Family, Detached	455405300	\$5,075.75
RES	Single Family, Detached	455813600	\$5,403.32
RES	Single Family, Detached	455820400	\$7,589.21
RES	Single Family, Detached	455832600	\$10,106.91
RES	Single Family, Detached	464413900	\$2,706.73
RES	Single Family, Detached	464417700	\$8,011.23
RES	Single Family, Detached	464427050	\$4,501.45
RES	Single Family, Detached	464427200	\$5,701.05
RES	Single Family, Detached	464429250	\$5,700.51
RES	Single Family, Detached	464517800	\$6,055.95
RES	Single Family, Detached	464540250	\$7,524.79
RES	Single Family, Detached	464540870	\$4,449.76
RES	Single Family, Detached	464546550	\$6,821.94
RES	Single Family, Detached	464600600	\$4,584.34
RES	Single Family, Detached	464600850	\$5,682.14
RES	Single Family, Detached	464603450	\$7,355.45
RES	Single Family, Detached	464619050	\$7,096.18
RES	Single Family, Detached	464643150	\$3,283.30
RES	Single Family, Detached	464706950	\$6,396.41
RES	Single Family, Detached	464709500	\$6,414.03
RES	Single Family, Detached	464710950	\$7,928.81
RES	Single Family, Detached	464711800	\$3,883.50
RES	Single Family, Detached	464910970	\$2,409.10
RES	Single Family, Detached	465620250	\$9,353.27
RES	Single Family, Detached	465621650	\$6,520.30
RES	Single Family, Detached	465628520	\$11,261.29
RES	Single Family, Detached	465907200	\$14,388.08
RES	Single Family, Detached	465911350	\$13,162.59
RES	Single Family, Detached	465915650	\$8,464.07
RES	Single Family, Detached	474303800	\$5,528.81
RES	Single Family, Detached	474304900	\$3,739.64
RES	Single Family, Detached	474417450	\$4,010.20
RES	Single Family, Detached	474438500	\$5,907.65
RES	Single Family, Detached	474440740	\$6,482.14
RES	Single Family, Detached	474524500	\$6,071.07
RES	Single Family, Detached	474526790	\$4,919.10
RES	Single Family, Detached	474703390	\$5,367.28
RES	Single Family, Detached	474704840	\$5,264.89
RES	Single Family, Detached	474708790	\$4,805.60
RES	Single Family, Detached	474715780	\$3,111.42
RES	Single Family, Detached	474808350	\$4,444.14
RES	Single Family, Detached	474813300	\$3,094.92
RES	Single Family, Detached	474900950	\$5,437.44

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	474908400	\$4,137.37
RES	Single Family, Detached	474919800	\$4,813.54
RES	Single Family, Detached	474920400	\$2,971.49
RES	Single Family, Detached	474927100	\$6,295.64
RES	Single Family, Detached	474938150	\$2,491.56
RES	Single Family, Detached	474939050	\$3,109.20
RES	Single Family, Detached	475005800	\$1,878.48
RES	Single Family, Detached	475026650	\$1,719.36
RES	Single Family, Detached	475121050	\$7,774.50
RES	Single Family, Detached	475616600	\$4,553.78
RES	Single Family, Detached	475624000	\$6,881.94
RES	Single Family, Detached	475635750	\$4,504.38
RES	Single Family, Detached	475816450	\$7,377.17
RES	Single Family, Detached	475949450	\$7,309.09
RES	Single Family, Detached	484300490	\$3,673.74
RES	Single Family, Detached	484316900	\$5,316.94
RES	Single Family, Detached	484329900	\$3,109.52
RES	Single Family, Detached	484334240	\$3,430.41
RES	Single Family, Detached	484335820	\$4,038.23
RES	Single Family, Detached	484337550	\$4,446.58
RES	Single Family, Detached	484341150	\$3,091.41
RES	Single Family, Detached	484344590	\$6,520.50
RES	Single Family, Detached	484344680	\$3,764.96
RES	Single Family, Detached	484422490	\$4,614.63
RES	Single Family, Detached	484508890	\$3,176.47
RES	Single Family, Detached	484511920	\$4,346.65
RES	Single Family, Detached	484518790	\$3,778.36
RES	Single Family, Detached	484523450	\$3,289.53
RES	Single Family, Detached	484525000	\$3,878.60
RES	Single Family, Detached	484603400	\$4,843.45
RES	Single Family, Detached	484722650	\$4,931.97
RES	Single Family, Detached	484803850	\$4,925.49
RES	Single Family, Detached	484811700	\$4,733.26
RES	Single Family, Detached	484836800	\$4,893.11
RES	Single Family, Detached	484837650	\$1,452.99
RES	Single Family, Detached	484837900	\$3,381.95
RES	Single Family, Detached	484905700	\$4,888.62
RES	Single Family, Detached	484907100	\$2,450.59
RES	Single Family, Detached	484910100	\$3,087.98
RES	Single Family, Detached	484927550	\$6,580.20
RES	Single Family, Detached	484932150	\$2,277.54
RES	Single Family, Detached	484934200	\$4,582.63
RES	Single Family, Detached	485134700	\$7,080.57
RES	Single Family, Detached	485136450	\$3,908.21
RES	Single Family, Detached	485502050	\$4,796.26
RES	Single Family, Detached	485514480	\$3,316.80
RES	Single Family, Detached	485527250	\$2,731.85

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	485537370	\$6,368.87
RES	Single Family, Detached	485539150	\$4,474.89
RES	Single Family, Detached	485727200	\$7,818.92
RES	Single Family, Detached	485801950	\$3,620.67
RES	Single Family, Detached	485802000	\$3,642.77
RES	Single Family, Detached	485822800	\$5,207.65
RES	Single Family, Detached	486004900	\$9,548.09
RES	Single Family, Detached	486017150	\$9,351.99
RES	Single Family, Detached	486027400	\$8,379.54
RES	Single Family, Detached	486034050	\$12,565.47
RES	Single Family, Detached	494301200	\$5,364.67
RES	Single Family, Detached	494302750	\$3,366.26
RES	Single Family, Detached	494323490	\$4,874.69
RES	Single Family, Detached	494330540	\$3,919.49
RES	Single Family, Detached	494402250	\$2,156.63
RES	Single Family, Detached	494406200	\$4,687.58
RES	Single Family, Detached	494407950	\$3,070.40
RES	Single Family, Detached	494410700	\$5,534.08
RES	Single Family, Detached	494412650	\$2,273.40
RES	Single Family, Detached	494429900	\$6,001.39
RES	Single Family, Detached	494509710	\$2,369.65
RES	Single Family, Detached	494605850	\$2,487.34
RES	Single Family, Detached	494718250	\$3,267.36
RES	Single Family, Detached	494802000	\$2,513.04
RES	Single Family, Detached	494824550	\$1,897.28
RES	Single Family, Detached	494825160	\$4,304.15
RES	Single Family, Detached	494827900	\$1,410.38
RES	Single Family, Detached	494838300	\$3,360.43
RES	Single Family, Detached	494838400	\$4,278.58
RES	Single Family, Detached	494838800	\$2,412.20
RES	Single Family, Detached	494913150	\$4,053.01
RES	Single Family, Detached	494925200	\$4,048.93
RES	Single Family, Detached	494928900	\$3,473.18
RES	Single Family, Detached	494934650	\$4,949.16
RES	Single Family, Detached	494937500	\$4,227.74
RES	Single Family, Detached	495106100	\$3,900.25
RES	Single Family, Detached	495710340	\$7,163.69
RES	Single Family, Detached	495710490	\$6,722.14
RES	Single Family, Detached	495825700	\$5,500.34
RES	Single Family, Detached	495843800	\$9,481.52
RES	Single Family, Detached	495862700	\$7,423.66
RES	Single Family, Detached	504334200	\$6,167.50
RES	Single Family, Detached	504403490	\$3,761.99
RES	Single Family, Detached	504412490	\$4,415.37
RES	Single Family, Detached	504430410	\$5,023.81
RES	Single Family, Detached	504430900	\$6,137.98
RES	Single Family, Detached	504432050	\$5,236.37

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	504520850	\$5,882.29
RES	Single Family, Detached	504606350	\$3,827.26
RES	Single Family, Detached	504613890	\$4,863.49
RES	Single Family, Detached	504622000	\$3,745.42
RES	Single Family, Detached	504623750	\$3,778.46
RES	Single Family, Detached	504627240	\$5,019.11
RES	Single Family, Detached	504703850	\$2,130.80
RES	Single Family, Detached	504708350	\$2,284.52
RES	Single Family, Detached	504709900	\$1,797.40
RES	Single Family, Detached	504716650	\$2,411.04
RES	Single Family, Detached	504719150	\$1,449.03
RES	Single Family, Detached	504721000	\$2,531.05
RES	Single Family, Detached	504721500	\$2,956.99
RES	Single Family, Detached	504732000	\$5,532.78
RES	Single Family, Detached	504734500	\$2,014.51
RES	Single Family, Detached	504812150	\$2,103.16
RES	Single Family, Detached	504825600	\$1,895.47
RES	Single Family, Detached	504828430	\$3,625.12
RES	Single Family, Detached	504920900	\$5,930.15
RES	Single Family, Detached	504924250	\$2,940.57
RES	Single Family, Detached	504927350	\$71,469.12
RES	Single Family, Detached	504928550	\$3,995.12
RES	Single Family, Detached	504937950	\$4,218.10
RES	Single Family, Detached	505225200	\$12,684.72
RES	Single Family, Detached	505505150	\$6,961.40
RES	Single Family, Detached	505605800	\$6,986.90
RES	Single Family, Detached	505720140	\$6,961.83
RES	Single Family, Detached	514219800	\$4,363.54
RES	Single Family, Detached	514325290	\$4,130.19
RES	Single Family, Detached	514326340	\$6,283.88
RES	Single Family, Detached	514327900	\$5,501.63
RES	Single Family, Detached	514403740	\$5,991.15
RES	Single Family, Detached	514405840	\$5,123.59
RES	Single Family, Detached	514502600	\$4,997.10
RES	Single Family, Detached	514704750	\$2,890.97
RES	Single Family, Detached	514808000	\$3,659.42
RES	Single Family, Detached	514817850	\$5,444.86
RES	Single Family, Detached	514819700	\$2,742.91
RES	Single Family, Detached	514822500	\$1,637.88
RES	Single Family, Detached	514823750	\$3,001.42
RES	Single Family, Detached	514827950	\$3,598.18
RES	Single Family, Detached	514831600	\$3,140.87
RES	Single Family, Detached	514835700	\$2,100.58
RES	Single Family, Detached	514837150	\$1,941.11
RES	Single Family, Detached	514900900	\$1,059.61
RES	Single Family, Detached	515004350	\$4,551.86
RES	Single Family, Detached	515004850	\$7,577.89

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	515012550	\$6,885.33
RES	Single Family, Detached	515014750	\$8,343.18
RES	Single Family, Detached	515026150	\$9,124.31
RES	Single Family, Detached	515030950	\$7,882.71
RES	Single Family, Detached	515106520	\$4,656.89
RES	Single Family, Detached	515121250	\$7,639.02
RES	Single Family, Detached	515214100	\$13,431.08
RES	Single Family, Detached	515317100	\$4,625.51
RES	Single Family, Detached	515404180	\$7,118.12
RES	Single Family, Detached	515421450	\$5,863.93
RES	Single Family, Detached	515615560	\$13,435.94
RES	Single Family, Detached	515722300	\$7,314.48
RES	Single Family, Detached	515800350	\$3,589.41
RES	Single Family, Detached	515807450	\$6,544.11
RES	Single Family, Detached	524417800	\$4,408.49
RES	Single Family, Detached	524801500	\$5,500.98
RES	Single Family, Detached	524807800	\$2,254.07
RES	Single Family, Detached	524808150	\$4,798.86
RES	Single Family, Detached	524811350	\$4,058.35
RES	Single Family, Detached	524815900	\$3,191.56
RES	Single Family, Detached	524824800	\$5,524.20
RES	Single Family, Detached	524921600	\$3,920.61
RES	Single Family, Detached	524922130	\$7,571.27
RES	Single Family, Detached	525000250	\$7,643.23
RES	Single Family, Detached	525007700	\$6,917.97
RES	Single Family, Detached	525010500	\$6,447.06
RES	Single Family, Detached	525020900	\$3,389.26
RES	Single Family, Detached	525024200	\$6,092.49
RES	Single Family, Detached	525034100	\$3,942.79
RES	Single Family, Detached	525035150	\$3,815.94
RES	Single Family, Detached	525036740	\$4,662.93
RES	Single Family, Detached	525108450	\$4,379.79
RES	Single Family, Detached	525204700	\$5,068.01
RES	Single Family, Detached	525222750	\$6,800.33
RES	Single Family, Detached	525225700	\$4,378.57
RES	Single Family, Detached	525230050	\$3,621.62
RES	Single Family, Detached	525233800	\$5,750.73
RES	Single Family, Detached	525317250	\$7,799.78
RES	Single Family, Detached	525407930	\$4,932.34
RES	Single Family, Detached	525443030	\$5,577.50
RES	Single Family, Detached	525518040	\$6,478.10
RES	Single Family, Detached	525603050	\$3,115.52
RES	Single Family, Detached	525828300	\$10,299.34
RES	Single Family, Detached	525921850	\$5,622.04
RES	Single Family, Detached	525923400	\$9,854.29
RES	Single Family, Detached	525926100	\$5,196.10
RES	Single Family, Detached	534906600	\$7,852.06

# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	534914150	\$3,883.20
RES	Single Family, Detached	534928850	\$5,858.52
RES	Single Family, Detached	534934790	\$3,532.67
RES	Single Family, Detached	535003400	\$5,923.17
RES	Single Family, Detached	535013100	\$4,657.22
RES	Single Family, Detached	535017400	\$6,559.48
RES	Single Family, Detached	535017700	\$5,248.78
RES	Single Family, Detached	535031350	\$8,575.91
RES	Single Family, Detached	535119850	\$5,484.99
RES	Single Family, Detached	535205500	\$4,073.32
RES	Single Family, Detached	535215400	\$5,126.13
RES	Single Family, Detached	535308450	\$6,218.74
RES	Single Family, Detached	535800600	\$12,246.17
RES	Single Family, Detached	535842950	\$11,127.31
RES	Single Family, Detached	535854400	\$9,792.32
RES	Single Family, Detached	535857750	\$2,733.82
RES	Single Family, Detached	545004850	\$7,421.75
RES	Single Family, Detached	545006700	\$3,007.76
RES	Single Family, Detached	545020450	\$8,535.00
RES	Single Family, Detached	545111100	\$6,535.45
RES	Single Family, Detached	545216400	\$3,753.08
RES	Single Family, Detached	545226600	\$6,480.50
RES	Single Family, Detached	545300450	\$4,354.69
RES	Single Family, Detached	545301500	\$6,713.02
RES	Single Family, Detached	545301900	\$4,567.81
RES	Single Family, Detached	545305950	\$5,508.79
RES	Single Family, Detached	545416680	\$6,721.17
RES	Single Family, Detached	545503400	\$7,479.54
RES	Single Family, Detached	545632650	\$11,511.57
RES	Single Family, Detached	545632950	\$7,263.73
RES	Single Family, Detached	545738800	\$7,796.56
RES	Single Family, Detached	545807950	\$7,731.89
RES	Single Family, Detached	545900250	\$14,798.79
RES	Single Family, Detached	545901400	\$10,334.33
RES	Single Family, Detached	545901750	\$6,594.50
RES	Single Family, Detached	545909100	\$8,203.19
RES	Single Family, Detached	545913000	\$5,848.31
RES	Single Family, Detached	545915750	\$6,451.91
RES	Single Family, Detached	555100500	\$16,330.72
RES	Single Family, Detached	555203680	\$3,598.35
RES	Single Family, Detached	555423400	\$10,236.29
RES	Single Family, Detached	555424800	\$6,157.02
RES	Single Family, Detached	555613150	\$5,273.85
RES	Single Family, Detached	555706500	\$5,961.54
RES	Single Family, Detached	555717950	\$3,655.33
RES	Single Family, Detached	555733300	\$8,352.95
RES	Single Family, Detached	555823800	\$5,669.97



# LIENS OUTSTANDING 2015

<b>Class</b>	<b>Predominant Use</b>	<b>Roll Number</b>	<b>Arrears</b>
RES	Single Family, Detached	555911900	\$6,597.71
RES	Single Family, Detached	565314750	\$8,170.16
RES	Single Family, Detached	565320000	\$5,407.79
RES	Single Family, Detached	565327100	\$4,408.67
RES	Single Family, Detached	565334000	\$8,777.73
RES	Single Family, Detached	565351800	\$8,585.26
RES	Single Family, Detached	565437650	\$6,290.77
RES	Single Family, Detached	565513600	\$8,094.31
RES	Single Family, Detached	565515050	\$7,676.74
RES	Single Family, Detached	565515650	\$7,979.24
RES	Single Family, Detached	565526050	\$5,740.12
RES	Single Family, Detached	575442200	\$7,196.09
RES	Single Family, Detached	575501700	\$6,881.73
RES	Single Family, Detached	575505250	\$6,613.29
RES	Townhouse, Res-2 unit (One Title)	504511950	\$6,128.86
RES	Townhouse, Res-2 unit (Two Titles)	484827960	\$5,248.07
RES	Townhouse, Res-2 unit (Two Titles)	485507380	\$7,499.90
RES	Townhouse, Res-2 unit (Two Titles)	485528760	\$5,147.57
RES	Townhouse, Res-2 unit (Two Titles)	485529460	\$4,125.36
RES	Townhouse, Res-2 unit (Two Titles)	485617140	\$3,878.29
RES	Townhouse, Res-2 unit (Two Titles)	494330720	\$3,984.84
RES	Townhouse, Res-2 unit (Two Titles)	504334150	\$3,663.03
RES	Townhouse, Res-2 unit (Two Titles)	505509075	\$4,535.72
RES	Townhouse, Res-2 unit (Two Titles)	515204020	\$12,424.13
RES	Townhouse, Res-2 unit (Two Titles)	525028630	\$7,502.14
RES	Townhouse, Res-2 unit (Two Titles)	575503800	\$4,506.92
		<b>Total</b>	\$2,557,424.98



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **25th Street Parking Lot Improvements and Leases Along 1st Avenue Between 24th and 33rd Street**

#### **Recommendation of the Committee**

1. That the Administration be authorized to proceed with the enhancement/creation of interim use surface parking lots at 85 and 88 25<sup>th</sup> Street E at an approximate cost of \$320,000;
2. That the Administration be authorized to issue a Request for Proposals (RFP) for the lease and management of pay-and-display parking lots at 85 and 88 25<sup>th</sup> Street E;
3. That the Administration be authorized (within the City Manager's authority) to enter into land lease agreements with interested adjacent landowners on the west side of 1<sup>st</sup> Avenue N between 25<sup>th</sup> Street E and 33<sup>rd</sup> Street E at market rent with a five-year term and a five-year renewal option;
4. That public space improvements be made to the vacant remnant parcel at 375 1<sup>st</sup> Avenue N at an approximate cost of \$150,000; and
5. That the Property Realized Reserve (PRR) be used as the interim funding source for the enhancement work of the parking lots at 85 and 88 25<sup>th</sup> Street E as well as the public space improvements to 375 1<sup>st</sup> Avenue N, and that the lease revenues be used to pay back the PRR for such improvements.

#### **History**

At the February 8, 2016 Standing Policy Committee on Finance meeting, a report from the Acting General Manager, Asset & Financial Management Department dated February 8, 2016, was considered.

#### **Attachment**

February 8, 2016 Report of the Acting General Manager, Asset & Financial Management.

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## 25th Street Parking Lot Improvements and Leases along 1st Avenue between 24th and 33rd Street

### Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Administration be authorized to proceed with the enhancement/creation of interim use surface parking lots at 85 and 88 25<sup>th</sup> Street E at an approximate cost of \$320,000;
2. That the Administration be authorized to issue a Request for Proposals (RFP) for the lease and management of pay-and-display parking lots at 85 and 88 25<sup>th</sup> Street E;
3. That the Administration be authorized (within the City Manager's authority) to enter into land lease agreements with interested adjacent landowners on the west side of 1<sup>st</sup> Avenue N between 25<sup>th</sup> Street E and 33<sup>rd</sup> Street E at market rent with a five-year term and a five-year renewal option;
4. That public space improvements be made to the vacant remnant parcel at 375 1<sup>st</sup> Avenue N at an approximate cost of \$150,000; and
5. That the Property Realized Reserve (PRR) be used as the interim funding source for the enhancement work of the parking lots at 85 and 88 25<sup>th</sup> Street E as well as the public space improvements to 375 1<sup>st</sup> Avenue N, and that the lease revenues be used to pay back the PRR for such improvements.

### Topic and Purpose

The purpose of this report is to receive City Council approval for parking lot improvements and leases along 1<sup>st</sup> Avenue N between 24<sup>th</sup> and 33<sup>rd</sup> Street E, as well as to issue an RFP for the lease and management of pay-and-display parking lots at 85 and 88 25<sup>th</sup> Street E. This report also requests City Council approval to enter into leases with various property owners adjacent to the above-noted land.

### Report Highlights

1. Parking lot enhancements would make the sites more functional and user-friendly.
2. The lease of pay-and-display parking lots provides interim revenues for the City of Saskatoon (City).
3. Market value five-year leases provide flexibility and assurance to adjacent landowners between 25<sup>th</sup> Street E and 33<sup>rd</sup> Street E.
4. Public space improvements to 375 1<sup>st</sup> Avenue N would enhance the built environment in the area.

## **Strategic Goal**

This report supports the long-term strategy of increasing revenue sources and reducing reliance on property taxes, as well as the four-year priority of exploring alternate sources of revenue to pay for ongoing operations under the Strategic Goal of Asset and Financial Sustainability.

## **Background**

On August 20, 2015, City Council approved the purchase of a number of abandoned railway spur lines from CN Industrial (CN). The spur line running from 24<sup>th</sup> Street E to 33<sup>rd</sup> Street E was part of this purchase. This land was purchased from CN with the intent that it would eventually be redeveloped as part of the North Downtown Masterplan. For this reason, the City has no immediate plans to sell any portion of these lands.

Over the past couple of decades, unauthorized parking has become prevalent on the portion of lands between 25<sup>th</sup> Street E and King Street. The Administration has undertaken discussions with all the adjacent landowners to communicate the proposed plan to implement formalized parking and storage in spring 2016. Since taking possession of these former CN lands in September 2015, arrangements have been made to remove the rail, ties, and abandoned power poles from the lands.

At the time of purchase, there were two land leases in place that were subsequently assigned to the City. These leases related to two small pieces of the larger parcel between 24<sup>th</sup> and 25<sup>th</sup> Street E (85 25<sup>th</sup> Street E). The leased sites, one with Impark and the other with the Army, Navy & Airforce Veterans were being used for surface parking. Discussions were undertaken with both parties to communicate the plan to improve and add additional parking capacity to the area, thereby providing benefit to the area and a potential opportunity to Impark.

## **Report**

### Parking Lot Enhancements

As the City now owns 85 and 88 25<sup>th</sup> Street E, it would be prudent to complete enhancements to ensure maximum functionality, efficiency, safety, and user friendliness.

A proposed layout of 85 25<sup>th</sup> Street E is shown on Attachment 1. Improvements to the site would include overhead LED lighting, bump rails, grading/gravel, electrification of stalls, wooden screened fencing, and a new curb crossing from 25<sup>th</sup> Street E. These site enhancements are estimated to cost \$195,000.

Over the past couple of decades, 88 25<sup>th</sup> Street E (north of 25<sup>th</sup> Street E) has been used extensively for unauthorized parking. As shown in Attachment 2, a portion of the land between 25<sup>th</sup> Street E and Queen Street would be set up as a pay-and-display parking lot. Site improvements to this area would include grading, gravel, and a new curb crossing from 25<sup>th</sup> Street E. These site enhancements are estimated to cost \$125,000.

Selection of a contractor to complete the proposed parking lot enhancements for these two sites would be completed through a competitive tender process, with construction

occurring in April/May 2016. Consultation with adjacent landowners will be undertaken to ensure construction logistics are fully considered and addressed.

#### RFP and Lease of Pay-and-Display Parking

Real Estate Services has experienced positive results with leasing 120/126 Idylwyld Drive and 25 25<sup>th</sup> Street E for the purpose of pay-and-display parking lots. Given these positive results, the Administration recommends replicating that scenario at 85 and 88 25<sup>th</sup> Street E through issuance of an RFP and lease of the same nature. Details of the proposed RFP and lease are contained in Attachment 3.

#### Adjacent Landowners

The various landowners backing the now owned City land between 25<sup>th</sup> Street E and 33<sup>rd</sup> Street E have expressed interest in purchasing the portion of the lands adjacent to rear of their property. Given the pending North Downtown Master Plan, or alternatively, potential use as a future transportation corridor, it was indicated to the various landowners that the City will not be selling any portion of the lands.

The primary interest from adjacent landowners is for parking. To accommodate the numerous requests, the Administration proposed a lease of a 20-foot wide strip of land immediately adjacent to the rear of their properties. As shown on Attachment 2, this strip could be accessed from a second 20-foot wide vehicle access strip that would be accessible from 25<sup>th</sup> Street E or King Street. A five-year lease term at market rent with an additional five-year renewal option would provide adjacent landowners with a reasonable comfort level for continued access to the rear of their property. All lease agreements would include a one-year termination notice in the event the City requires the land for civic use or development.

#### Public Space Improvements

With the proposed increase of surface parking in the area, the Administration is recommending site improvements be completed on 375 1<sup>st</sup> Avenue N which is situated immediately adjacent to the proposed new parking lot, on the southwest corner of 1<sup>st</sup> Avenue N and 25<sup>th</sup> Street E. This is a small remnant parcel (392 square meters) resulting from the extension of 25<sup>th</sup> Street E through to Idylwyld Drive. The recommended site improvements would serve as a visual buffer to the new surface parking lot and would enhance the visual and physical appearance of the now vacant site, thereby improving the general aesthetics for the area.

Attachment 4 is a preliminary conceptual site design completed by the City's Urban Design group, illustrating the proposed site enhancements. These enhancements, estimated to cost approximately \$150,000, would be tendered to achieve the best possible price.

#### **Options to the Recommendations**

There are several alternate options to move forward with the improvements as follows:

- For parking lot enhancements to 85 and 88 25<sup>th</sup> Street E, City Council could choose not to proceed. In this case, the City would be forgoing the increased revenue opportunities that would be associated with the higher standard of parking that is being proposed.

- City Council could choose to not lease any lands to adjacent landowners between 25<sup>th</sup> Street E and King Street and develop this area as a pay-and-display parking lot. Under this option, adjacent landowners may be dissatisfied as they value the option to have direct control over the parking adjacent to their properties.
- City Council could choose not proceed with the public space improvements to 375 1<sup>st</sup> Avenue N. With this option, the site would remain vacant and need to be maintained as the vegetation grows quite vigorously and has the potential to become unsightly.

### **Public and/or Stakeholder Involvement**

The following civic departments have been consulted regarding the relevant improvements and recommendations noted in this report:

- Transportation and Utilities Department to ensure access and curb crossings into the parking lots are permitted.
- Urban Design has created the renderings for the public space improvements at 375 – 1<sup>st</sup> Avenue N, this ensures continuity with the existing 25<sup>th</sup> Street E streetscaping improvements.
- The North Downtown Master Plan project lead to ensure the proposed interim parking lots and leases would not create any issues with the longer-term redevelopment plans for the area.
- Public Works to ensure the proposed parking lots and leases would not pose logistical constraints on City Yards operations.
- The Comprehensive Downtown Parking Strategy consultant has been made aware of the proposed plans for the 85 and 88 – 25<sup>th</sup> Street E parking lots.

Discussions have taken place with the following stakeholders:

- Potential lessees and adjacent landowners who may be impacted have been contacted and consulted as depending on requests and needs.
- Third party parking lot management companies have been consulted to gauge the market potential for the parking lots being proposed.
- The Partnership has been consulted regarding the parking lot enhancements and proposed public space improvements to 375 1<sup>st</sup> Avenue N.

### **Communication Plan**

Parking opportunities would be marketed by the successful RFP proponent who would also market the lots for monthly and daily parking.

### **Policy Implications**

There are no policy implications. Leasing the sites allows for third party parking enforcement on the lots.

### **Financial Implications**

The PRR has been identified as the interim funding source for the requested improvements as described in this report.

Estimated expenses:

<b>Onetime Improvement Expense</b>	<b>Amount</b>
85 25 <sup>th</sup> Street E	\$195,000
88 25 <sup>th</sup> Street E	\$125,000
375 1 <sup>st</sup> Avenue N.	\$150,000
<b>Total Estimated Expense</b>	<b>\$470,000</b>

Estimated annual revenue:

<b>Location of Lease</b>	<b>Revenue</b>
85 25 <sup>th</sup> Street E parking lot	\$155,000
88 25 <sup>th</sup> Street E parking lot	\$45,000
25 <sup>th</sup> Street E and 33 <sup>rd</sup> Street E	\$95,000
<b>Total Est. Annual Revenue</b>	<b>\$295,000</b>

Revenues from the parking lots and land leases would pay back the improvement costs to the PRR in approximately 19 months. At the conclusion of this period, a further report will be submitted on options regarding the surplus annual funds.

### **Environmental Implications**

At this time, there are no known environmental implications.

### **Safety/Crime Prevention Through Environmental Design (CPTED)**

CPTED would be given the opportunity to review the improvements being proposed for 88 25<sup>th</sup> Street E and 375 1<sup>st</sup> Avenue N.

### **Other Considerations/Implications**

There are no other implications or privacy implications.

### **Due Date for Follow-up and/or Project Completion**

A report for the award of the RFP for the lease and management of pay-and-display parking lots at 85 and 88 25<sup>th</sup> Street E would be tabled for approval with City Council in spring 2016.

Any land leases exceeding the City Manager's approval authority would be tabled with the Standing Policy Committee on Finance for approval.

A follow-up report will be tabled after the capital expenditures are repaid to the PRR on options regarding annual surplus funds.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachments**

1. 85 25<sup>th</sup> Street Proposed Parking Lot Layout
2. 88 25<sup>th</sup> Street Proposed Parking Lot and Lease Areas
3. Details of Proposed RFP for Lease and Management of Parking Lots
4. 375 1<sup>st</sup> Avenue North Proposed Site Improvements

**Report Approvals**

Written by: Scott McCaig, Real Estate Services  
Reviewed by: Keith Pfeil, Manger, Real Estate Services  
Frank Long, Director of Saskatoon Land  
Shelley Sutherland, Acting General Manager, Asset & Financial  
Management Department  
Approved by: Jeff Jorgenson, Acting City Manager

25<sup>th</sup> Street Parking and Lease Report Feb 2016



# 85 - 25th Street Proposed Parking Lot

## 25th Street

New Curb Crossing

85 - 25th Street

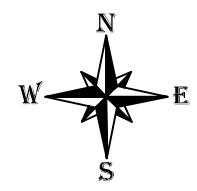
## 375 - 1st Ave

City of Saskatoon

JD Building  
City of Saskatoon

359 1st Ave

331 1st Ave



301 1st Ave

306 Ontario

Existing  
Curb  
Crossing

## 24th Street

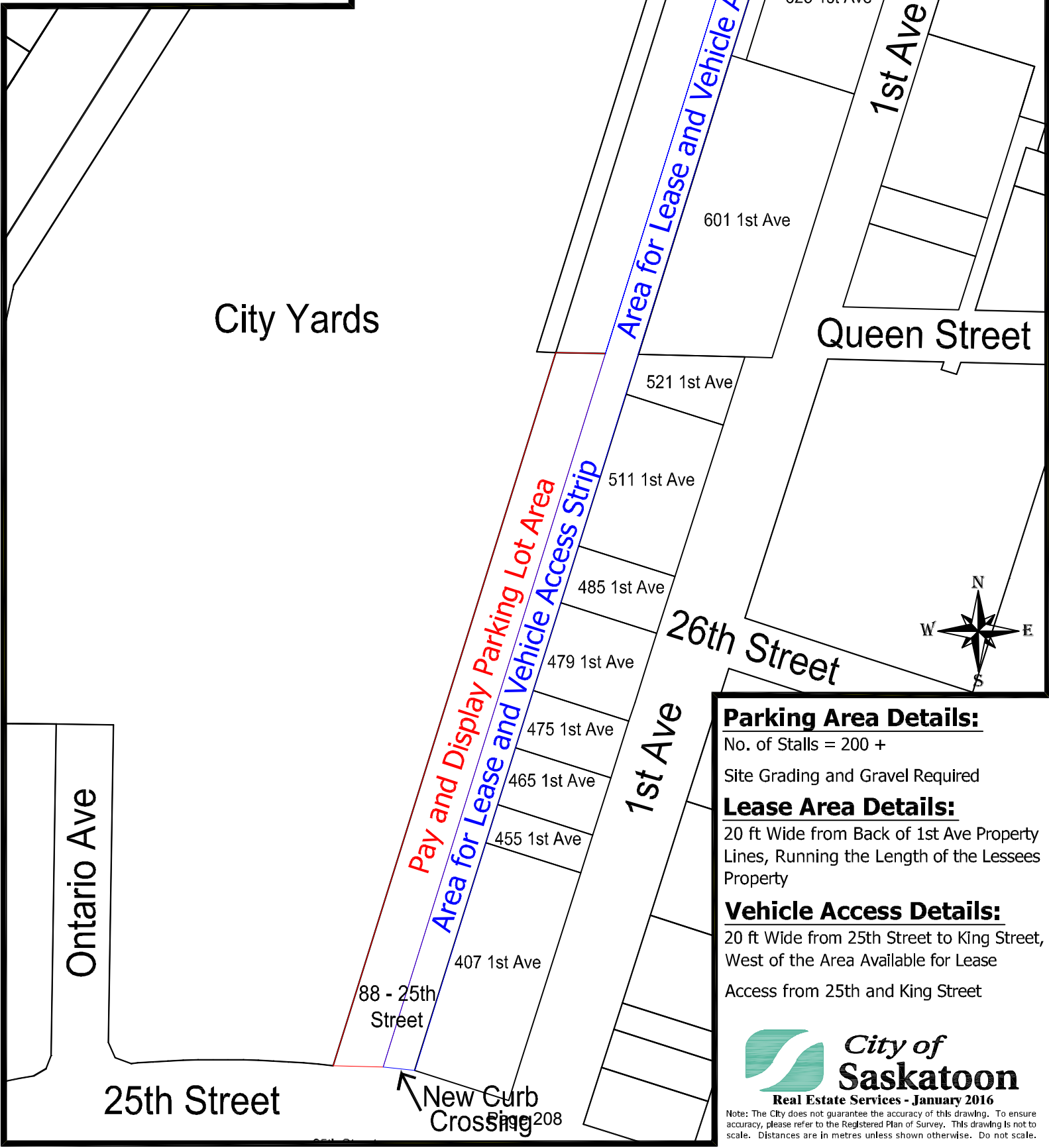
### Parking Lot Details:

- No. of Stalls = 135
- Access from 24th and 25th Street
- LED Site Lighting
- Bump Rails for Stall Delineation
- Stall Electrification
- Wooden Landscaping Screening Fence Along 24th and 25th Street
- Site Grading and Gravel Required



Note: The City does not guarantee the accuracy of this drawing. To ensure accuracy, please refer to the Registered Plan of Survey. This drawing is not to scale. Distances are in metres unless shown otherwise. Do not scale.

# 88 - 25th Street Proposed Parking Lot and Lease Area



City Yards

Queen Street

26th Street

Ontario Ave

25th Street

New Curb Crossing

**Parking Area Details:**  
No. of Stalls = 200 +  
Site Grading and Gravel Required

**Lease Area Details:**  
20 ft Wide from Back of 1st Ave Property Lines, Running the Length of the Lessees Property

**Vehicle Access Details:**  
20 ft Wide from 25th Street to King Street, West of the Area Available for Lease  
Access from 25th and King Street



Note: The City does not guarantee the accuracy of this drawing. To ensure accuracy, please refer to the Registered Plan of Survey. This drawing is not to scale. Distances are in metres unless shown otherwise. Do not scale.

### Details of Proposed RFP for Lease and Management of Parking Lots

An RFP would be issued for the lease of 85 and 88 – 25<sup>th</sup> St. E. listing the following expectations of the successful proponent:

- Comprehensive management and operation of the sites to ensure maximum lease revenue;
- Secure and accurate collection of parking payments from customers, as well as enforcement services and issuance of tickets;
- Maintenance and inspection of the sites to ensure safety and cleanliness to all customers;
- Installation, maintenance and repair of parking machines in a timely manner;
- Demonstration of professionalism, dependability, and good customer service; and
- All other typical parking management duties.

An RFP Selection Committee will be formed to review the submissions. The Committee will consist of five staff members with varying professional backgrounds. Members will independently review and evaluate all submitted proposals based on the following criteria:

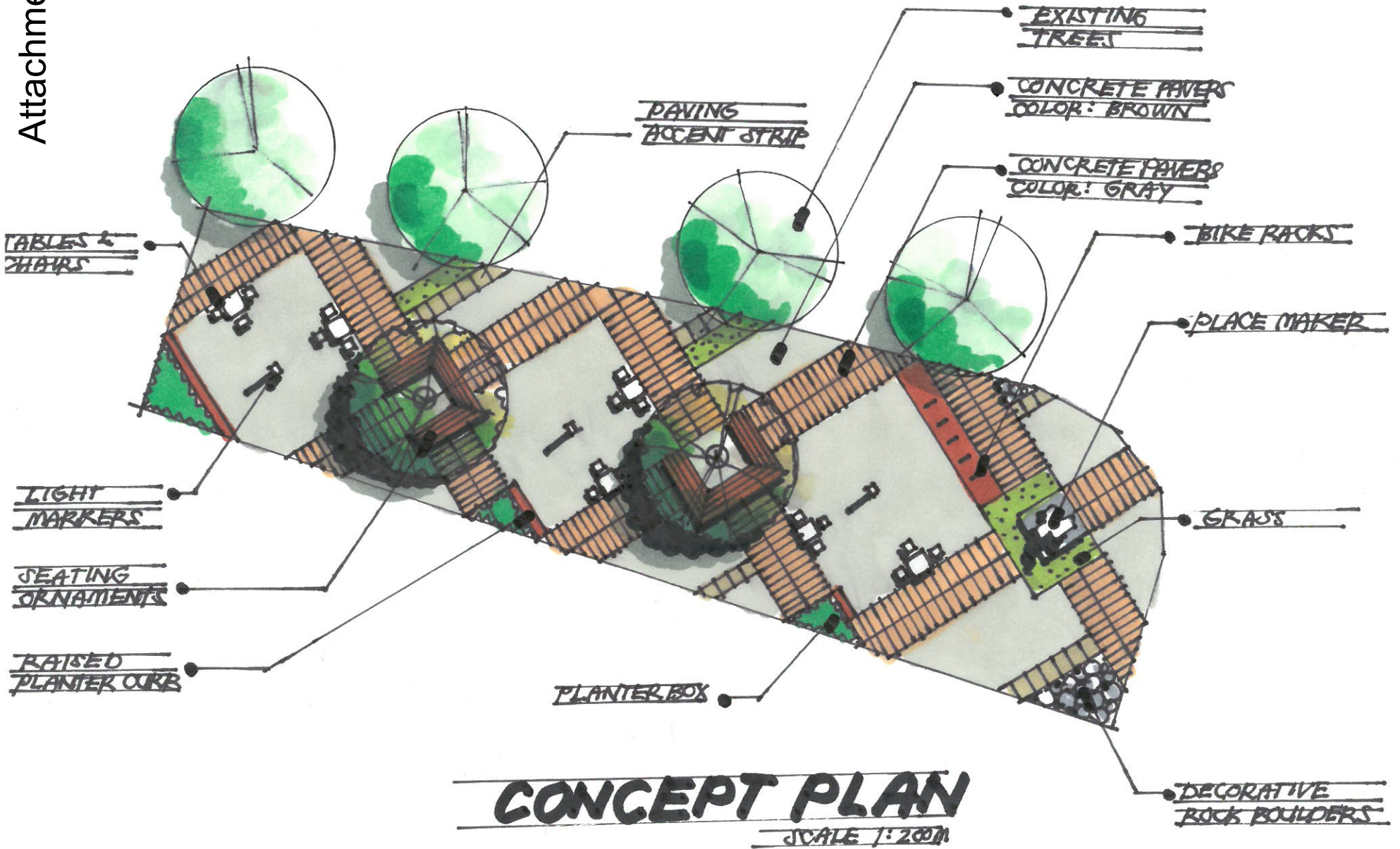
- Strategy and scope of parking lot leasing plan, which includes the proposed management and operation of the sites;
- Management fees, minimum monthly rent, and revenue split on rents above minimum monthly rent;
- System reliability and service support;
- Previous parking lot management experience; and
- Other relevant factors.

After the independent review, the Committee would convene as a group to review the individual scores, and recommend the successful proponent to City Council. Upon award of the RFP, a lease would be executed. Notable terms of the agreement would include:

- A three-year lease term (estimated June 1, 2016 to May 31, 2019) with mutually agreed upon renewal options;
- Lessee to provide all required equipment for the lots to be used as a parking lot;
- City may terminate this Agreement by giving 6 months' written notice to the Lessee in the event the City requires the lands for use or development;
- Lessee will operate and maintain the sites at their own cost and expense;
- Lessee responsibilities would include: snow removal, litter removal, parking equipment supply and maintenance, insurance, signage supply and maintenance, onsite management and supervision, marketing, accounting/financial reporting, usage reporting, loss prevention, patrol and enforcement;
- Paid/permit parking hours for the lots would be the same as on street parking - evenings and Sunday would be no-charge parking.

The proposed timeline for the RFP process would be:

- March 2016: issue RFP for parking lot lease
- April 2016: RFP submission date closing
- May 2016: award of parking lot lease to successful proponent upon City Council approval





# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Lakeview Neighbourhood Traffic Review

### **Recommendation of the Committee**

That the Neighbourhood Traffic Review for the Lakeview neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

### **History**

At the February 9, 2016 Standing Policy Committee on Transportation meeting, a report from the General Manager, Transportation and Utilities Department dated February 9, 2016, was considered.

City Council members have already been provided a copy of the Lakeview Neighbourhood Traffic Review.

### **Attachment**

February 9, 2016 Report of the General Manager, Transportation and Utilities.

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## Lakeview Neighbourhood Traffic Review

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:  
That the Neighbourhood Traffic Review for the Lakeview neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

### Topic and Purpose

The purpose of this report is to provide information on the Neighbourhood Traffic Review for the Lakeview neighbourhood.

### Report Highlights

A traffic plan for the Lakeview neighbourhood was developed in consultation with the community in response to concerns such as speeding, traffic shortcutting, and pedestrian safety. The plan will be implemented over time as funding for the improvements is available.

### Strategic Goal

This report supports the Strategic Goal of Moving Around by providing a plan to guide the installation of traffic calming devices and pedestrian safety enhancements to improve the safety of pedestrians, motorists, and cyclists.

### Background

A public meeting was held in May 2015 to identify traffic concerns and potential solutions within the Lakeview neighbourhood. Representatives from the Saskatoon Police Service were in attendance to address traffic enforcement issues. Based on the residents' input provided at the initial public meeting and the analysis of the traffic data collected, a Traffic Management Plan was developed and presented to the community at a second public meeting held in November 2015.

### Report

The development and implementation of the Traffic Management Plan includes four stages:

1. Identify existing problems, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon.ca website;
2. Develop a draft traffic plan based on residents' input and traffic assessments;
3. Present the draft traffic plan to the neighbourhood at a follow-up meeting; circulate the plan to other civic divisions for feedback; make adjustments as needed and present the plan to City Council for adoption; and
4. Implement the proposed measures in a specific time frame, short-term (1 to 2 years), medium-term (3 to 5 years), or long-term (more than 5 years).

The majority of concerns received during the consultation included shortcutting, speeding, pedestrian safety, and parking.

The Administration is recommending the following modifications to improve safety in the Lakeview neighbourhood:

- Stop signs
- Parking restrictions
- Zebra crosswalks
- Speed display board
- Traffic calming devices
  - Median islands

The installation of each proposed improvement will be implemented in three specific time frames as follows:

Short-term (1 to 2 years)	Temporary traffic calming measures, signage, pavement markings, accessible pedestrian ramps
Medium-term (3 to 5 years)	Permanent traffic calming devices, roadway realignment, sidewalks (in some cases), major intersection reviews
Long-term (5 years plus)	Permanent traffic calming devices, roadway realignment, sidewalks

The Lakeview Neighbourhood Traffic Review is included in Attachment 1.

### **Public and/or Stakeholder Involvement**

In May 2015, a public meeting was held to discuss traffic concerns and identify potential solutions. The feedback was used to develop the neighbourhood traffic plan which was presented at a follow-up public meeting in November 2015.

Feedback was provided by internal civic stakeholders of various divisions and departments: Public Works, Saskatoon Transit, Planning & Development, Saskatoon Light & Power, Saskatoon Police Service, and the Saskatoon Fire Department on the proposed improvements, which was incorporated into the recommended neighbourhood traffic review.

### **Communication Plan**

The final neighbourhood traffic plan will be shared with the residents of the impacted neighbourhood using several methods: City website, the Community Association, communication forums (i.e. website, newsletter), and by a direct mail-out.

### **Environmental Implications**

The overall impact of the recommendations on traffic characteristics, including the impacts on greenhouse gas emissions, is not known at this time.

### **Financial Implications**

The implementation of the neighbourhood traffic plan will have financial implications. The costs are summarized in the following table.



## Lakeview Neighbourhood Traffic Review

---

Item	2016	Beyond 2016
Traffic Calming	\$3,000	\$70,000
Traffic Control Signs	4,250	-
Pedestrian Crosswalks	1,500	-
Miscellaneous Signs	750	-
TOTAL	\$9,500	\$70,000

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the work in 2016.

The remainder of the work, beyond 2016, will be considered alongside all other improvements identified through the Neighbourhood Traffic Management Program. The Administration's annual budget submission package will include the list of projects recommended to be funded, and the rationale used to prioritize the projects.

### **Other Considerations/Implications**

There are no options, policy, privacy or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

If adopted by City Council, temporary traffic calming devices and signage will be implemented during the 2016 construction season.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Lakeview Neighbourhood Traffic Review, January 19, 2016

### **Report Approval**

Written by: Justine Nyen, Transportation Engineer, Transportation  
Reviewed by: Jay Magus, Engineering Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS JN – Lakeview Neighbourhood Traffic Review



**CITY OF SASKATOON**  
**2015 NEIGHBOURHOOD TRAFFIC REVIEWS**

**Lakeview**

**January 19, 2016**

Lakeview Neighbourhood Traffic Review

January 19, 2016

Authorization

Prepared By:



Justine Nyen, P.Eng.,  
Transportation Engineer

Checked By:



Shirley Matt, P.Eng.,  
Senior Transportation Engineer

## **Acknowledgements**

The completion of this review would not be possible without the contribution of the following organizations and individuals:

- Lakeview residents
- Lakeview Community Association
- Saskatoon Police Services
- Saskatoon Light & Power
- Saskatoon Fire Department
- City of Saskatoon Environmental Services
- City of Saskatoon Transit
- City of Saskatoon Planning & Development
- City of Saskatoon Public Works
- City of Saskatoon Community Standards
- City of Saskatoon Transportation
- Great Works Consulting
- Councillor Tiffany Paulsen

*Cover Photograph Kara Toews*

## EXECUTIVE SUMMARY

The objective of the Neighbourhood Traffic Management Program is to address traffic concerns within neighbourhoods such as speeding, shortcutting, and pedestrian safety. The program was revised in August 2013 to address traffic concerns on a neighbourhood-wide basis. The revised program involves additional community and stakeholder consultation that provides the environment for neighbourhood residents and City staff to work together in developing solutions that address traffic concerns. The process is outlined in the *Traffic Calming Guidelines and Tools*, City of Saskatoon, 2013.

A public meeting was held in May of 2015 to identify traffic concerns and potential solutions within the Lakeview neighbourhood. As a result of the meeting a number of traffic assessments were completed to confirm and quantify the concerns raised by the residents. Based on the residents input and the completed traffic assessments, a Traffic Management Plan was developed and presented to the community at a follow-up meeting held in November 2015.

A summary of recommended improvements for the Lakeview neighbourhood are included in **Table ES-1**. The summary identifies the locations, the recommended improvement, and a schedule for implementation. The schedule to implement the Traffic Management Plan can vary depending on the complexity of the proposed improvement. According to the *Traffic Calming Guidelines and Tools* document, the time frame may range from short-term (1 to 2 year); medium-term (3 to 5 years) and long-term (5 years plus). Accordingly, the specific time frame to implement the improvements for these neighbourhoods ranges from 1 to 5 years.

The resulting proposed Lakeview Traffic Management Plan is illustrated in **Exhibit ES-1**.

**Table ES-1: Lakeview Neighbourhood Recommended Improvements**

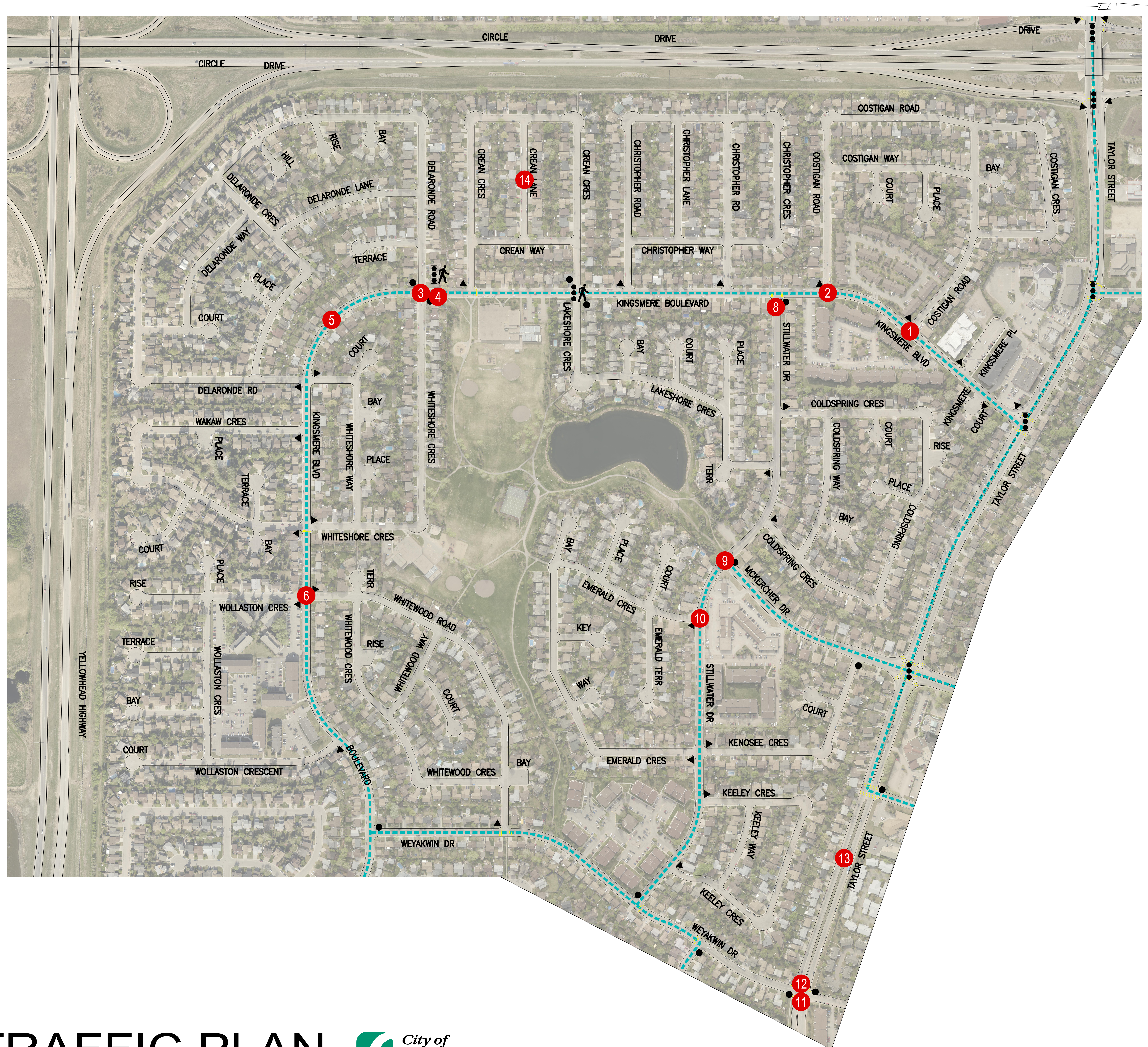
Item	Location	Recommendation	Reason
1	Kingsmere Boulevard & Costigan Road (north)	Median island (on north side)	Reduce speed
2	Kingsmere Boulevard & Costigan Road (south)	Median islands (on north & south sides)	Reduce speed
3	Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	School zone sign on signal overhead	Enhance visibility of school zone
4	Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	"No parking" sign on Kingsmere Boulevard 10m from intersection (on southeast corner)	Improve visibility
5	Kingsmere Boulevard & curve between Delaronde Road & Delaronde Road	Move existing school zone sign south (across from 50kph sign) & install additional school zone sign on back side of 50kph sign	Improve visibility; reduce speed at beginning of school zone
6	Kingsmere Boulevard & Whitewood Road/Wollaston Crescent	"No Parking" sign on Kingsmere Boulevard 18m from intersection (on northeast corner)	Improve visibility
7	Kingsmere Boulevard & all intersecting streets between Taylor Street & Weyakwin Drive	Change all yield signs to stop signs (15 signs total)	Improve safety on bus route
8	Stillwater Drive & Kingsmere Boulevard	Median island (on east side)	Enhance visibility of stop sign; reduce speed for left turn and right turn from Kingsmere Boulevard onto Stillwater Drive
9	Stillwater Drive & McKercher Drive	Zebra crosswalks	Improve pedestrian safety
10	Stillwater Drive & Emerald Crescent (west)	Zebra crosswalks & curb extension (on southwest corner)	Improve pedestrian safety & reduce speed
11	Taylor Street & Weyakwin Drive	Median island (on south side)	Reduce speed of drivers making right turn from Taylor St onto Weyakwin Dr; Additional location for stop sign on Weyakwin Dr
12	Taylor Street & Weyakwin Drive	"No Parking" sign on Taylor Street 40m from intersection (on southwest corner)	Improve visibility
13	Taylor Street - 200m west of Weyakwin Drive	Speed display board facing eastbound traffic	Reduce Speed
14	Crean Lane	Speed study in spring 2016 to determine additional measures	Speeding & traffic volume concerns



## LEGEND

- EXISTING STOP SIGN
- ▼ EXISTING YIELD SIGN
- BUS ROUTE
- EXISTING TRAFFIC SIGNAL
- PEDESTRIAN ACTUATED SIGNAL LOCATION

Item	Location	Recommendation	Reason
1	Kingsmere Blvd & Costigan Rd (north)	Median island (on north side)	Reduce speed
2	Kingsmere Blvd & Costigan Rd (south)	Median islands (on north & south sides)	Reduce speed
3	Kingsmere Blvd & Whiteshore Cres (north) / Delaronde Rd	School zone sign on signal overhead	Enhance visibility of school zone
4	Kingsmere Blvd & Whiteshore Cres (north) / Delaronde Rd	"No parking" sign on Kingsmere Blvd 10m from intersection (on southeast corner)	Improve visibility
5	Kingsmere Blvd & curve between Delaronde Rd & Delaronde Rd	Move existing school zone sign south (across from 50kph sign) & install additional school zone sign on back side of 50kph sign	Improve visibility; reduce speed at beginning of school zone
6	Kingsmere Blvd & Whitewood Rd/Wollaston Cres	"No Parking" sign on Kingsmere Blvd 18m from intersection (on northeast corner)	Improve visibility
7	Kingsmere Blvd & all intersecting streets between Taylor St & Weyakwin Dr	Change all yield signs to stop signs (15 signs total)	Improve safety on bus route
8	Stillwater Dr & Kingsmere Blvd	Median island (on east side)	Enhance visibility of stop sign; reduce speed for left turn and right turn from Kingsmere Blvd onto Stillwater Dr
9	Stillwater Dr & McKercher Dr	Zebra crosswalks	Improve pedestrian safety
10	Stillwater Dr & Emerald Cres (west)	Zebra crosswalks & curb extension (on southwest corner)	Improve pedestrian safety & reduce speed
11	Taylor St & Weyakwin Dr	Median island (on south side)	Reduce speed of drivers making right turn from Taylor St onto Weyakwin Dr; Additional location for stop sign on Weyakwin Dr
12	Taylor St & Weyakwin Dr	"No Parking" sign on Taylor St 40m from intersection (on southwest corner)	Improve visibility
13	Taylor St - 200m west of Weyakwin Dr	Speed display board facing eastbound traffic	Reduce Speed
14	Crean Lane	Speed study in spring 2016 to determine additional measures	Speeding & traffic volume concerns



# LAKEVIEW TRAFFIC PLAN



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## 1 INTRODUCTION

As the City of Saskatoon continues to grow many neighbourhoods face growing issues such as pedestrian safety, cut-through traffic, and increased speeds on local roads within neighbourhoods. In August 2013, City Council adopted the *City of Saskatoon Traffic Guidelines and Tools* that outlined a procedure for completing traffic reviews on a neighbourhood-wide basis. Prior to this neighbourhood traffic issues were dealt with on a case-by-case basis with mixed results. Since 2013 the formal process has proven to be very successful in providing recommendations that improve neighbourhood traffic conditions and pedestrian safety that were developed by the Administration and residents in collaborative fashion. Accordingly, this report provides the traffic management plan for Lakeview.

The Lakeview neighbourhood is located on the east side of the South Saskatchewan River and is bound by Highway 16 to the south, Weyakwin Drive to the east, Circle Drive to the west, and Taylor Street to the north. The area use is mostly residential, with an elementary school (Lakeview School) on Kingsmere Boulevard, and some commercial land use along Taylor Street.

The development and implementation of the traffic management plan includes four stages:

- **Stage 1** - Identify existing problems, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon Website.
- **Stage 2** - Develop a draft traffic plan based on resident's input and traffic assessments.
- **Stage 3** - Present the draft traffic plan to the neighbourhood at a follow-up meeting; circulate the plan to other civic divisions for feedback; make adjustments as needed; and present the plan to City Council for approval.
- **Stage 4** - Implement the proposed measures in specific time frame, short-term (1 to 2 years), medium-term (3 to 5 years) or long-term (5 years plus).

This report present the study findings and recommendations.

## 2 IDENTIFYING ISSUES, CONCERNS, AND POSSIBLE SOLUTIONS

A public meeting was held in May of 2015 to identify traffic concerns within the neighbourhood. At the meeting, residents were given the opportunity to express their concerns and suggest possible solutions.

The following pages summarize the concerns and suggested solutions identified during the initial consultation with the neighbourhood residents.

### 2.1 Concern 1 – Speeding and Shortcutting

Shortcutting occurs when non-local traffic passes through the neighbourhood on streets that are designed and intended for low volumes of traffic (i.e. local streets). In the case of Lakeview, the bordering arterial street (Taylor Street) is designated to accommodate larger traffic volumes.

As speeding often accompanies shortcutting, these concerns have been grouped into one category.

Neighbourhood concerns for speeding and shortcutting were at the following locations:

- Kingsmere Boulevard
- Delaronde Crescent
- Lakeshore Crescent
- Kennossee Crescent
- Whiteshore Crescent

Proposed solutions identified by residents:

- Install traffic calming (median islands or speed bumps) or concrete barriers
- Improve visibility of school zone sign
- Install speed display board
- Install “residents only” sign
- Install another entrance/exit to neighbourhood
- Enforcement

## 2.2 Concern 2 – Pedestrian Safety

It is important to address pedestrian safety concerns to support active transportation. Walking to nearby amenities, as opposed to driving, reduces traffic volumes.

Pedestrian crosswalks need to adhere to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004 which states the following:

“The installation of appropriate traffic controls at pedestrian crossings shall be based on warrants listed in the document entitled *Traffic Control at Pedestrian Crossings – 2004* approved by City Council in 2004.”

Neighbourhood concerns regarding pedestrian safety were at the following locations:

- Kingsmere Boulevard & Stillwater Drive
- Kingsmere Boulevard & Whiteshore Crescent / Delaronde Road
- Kingsmere Boulevard & Kingsmere Place
- Stillwater Drive & Emerald Crescent
- Stillwater Drive & McKercher Drive
- Taylor Street & Weyakwin Drive

Proposed solutions identified by residents:

- Improve visibility of school zone signs (either by moving the sign or tree trimming)
- Install active pedestrian corridor (overhead flashing yellow lights)
- Install traffic calming to restrict driver’s from passing on the right
- Block side of crosswalk that pedestrian shouldn’t be using at Whiteshore Crescent / Delaronde Road
- Extend school zone
- Install pedestrian sign with flashing light
- Add pedestrian connection at Delaronde Crescent crossing Circle Drive
- Add pedestrian connection south of Wollaston Court crossing Circle Drive
- Consider adding pedestrian controlled lights at walkways for pedestrians to cross safely

## 2.3 Concern 3 – Traffic Control

Traffic control signs are used in order to assign the right-of-way. City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, April 26, 2009 states that stop and yield signs are not to be used as speed control devices, to stop priority traffic over minor traffic, on the same approach to an intersection where traffic signals are operational, or as a pedestrian crossing device.

An all-way stop must meet the conditions for traffic volume, collision history, and must have a balanced volume from each leg to operate sufficiently.

Neighbourhood concerns regarding traffic controls were at the following locations:

- Stillwater Drive & McKercher Drive
- Taylor Street & Weyakwin Drive
- Delaronde Crescent

Proposed solutions identified by residents:

- Install all-way stop (Stillwater Drive & McKercher Drive and Taylor Street & Weyakwin Drive)
- Change yield sign to stop sign

#### 2.4 Concern 4 – Parking

Parking is allowed on all city streets unless signage is posted. According to City of Saskatoon Bylaw 7200, *The Traffic Bylaw*, December 16, 2013, vehicles are restricted from parking within 10 metres of an intersection and one metre of a driveway crossing.

Neighbourhood concerns regarding parking were at the following locations:

- Kingsmere Boulevard & Costigan Road
- Kingsmere Boulevard & Whitewood Road / Wollaston Cres

Proposed solutions identified by residents:

- Parking restrictions
- Parking enforcement

#### 2.5 Concern 5 – Maintenance

Condition of the streets in Lakeview was identified as a concern (i.e. snow clearing, potholes, tree trimming, and temporary traffic calming devices).

Neighbourhood concerns regarding maintenance were:

- Snow build-up on Kingsmere Boulevard
- Trees obstructing signs

## 2.6 Concern 6 – Transit

### Transit:

- Kingsmere Boulevard & Whiteshore Crescent / Delaronde Road – buses stopping/parking during peak hours; buses speeding
- Kingsmere Boulevard & Costigan Road – bus stop creates a blind spot for drivers trying to exit Costigan Road onto Kingsmere Boulevard
- Kingsmere Boulevard & Wollaston Crescent / Whitewood Road - bus stop eastbound on Kingsmere Boulevard obstructs driver's view.

## 3 ASSESSMENT

### 3.1 Methodology

Stage 2 of the plan development included developing a draft traffic management plan. This was completed through the following actions:

- Create a detailed list of all the issues provided by the residents.
- Collect historical traffic studies and information the City has on file for the neighbourhood.
- Prepare a data collection program that will provide the appropriate information needed to undertake the assessments.
- Complete the data collection, which may include:
  - Intersection turning moving counts
  - Pedestrian counts
  - Daily and weekly traffic counts
  - Average speed measurements
- Assess the issues by using the information in reference with City policies, bylaws, and guidelines, transportation engineering design guidelines and technical documents, and professional engineering judgement.

The following sections provide details on the data collected for traffic volumes (peak hours, daily, and weekly), travel speed, and pedestrian movements. A map of the traffic data collection is shown in **Appendix A**.

### 3.2 Travel Volumes and Travel Speeds

Traffic volumes and travel speeds were measured to assist in determining the need for traffic calming devices. In Saskatoon the neighbourhood streets are classified typically as either local or collector streets. Traffic volumes (referred to as Average Daily Traffic) on these streets should meet the City of Saskatoon guidelines shown in **Table 3-1**.



**Table 3-1: City of Saskatoon Street Classifications and Characteristics**

Characteristics	Classifications					
	Back Lanes		Locals		Collectors	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Traffic function	Access function only (traffic movement not a consideration)		Access primary function (traffic movement secondary consideration)		Traffic movement and land access of equal importance	
Average Daily Traffic (vehicles per day)	<500	<1,000	<1,000	<5,000	<5,000	8,000-10,000
Typical Speed Limits (kph)	20		50		50	
Transit Service	Not permitted		Generally avoided		Permitted	
Cyclist	No restrictions or special facilities		No restrictions or special facilities		No restrictions or special facilities	
Pedestrians	Permitted, no special facilities		Sidewalks on one or both sides	Sidewalks provided where required	Typically sidewalks provided both sides	Sidewalks provided where required
Parking	Some restrictions		No restrictions or restriction on one side only		Few restrictions other than peak hour	

Travel speeds were measured to determine the 85<sup>th</sup> percentile speed, which is the speed at which 85 percent of vehicles are travelling at or below. The speed limit in the Lakeview neighbourhood is 50kph, except for school zones where the speed limit is 30kph from September and June, 8:00am to 5:00pm, excluding weekends.

The speed studies and Average Daily Traffic (ADT) on streets where speeding was identified as an issue are summarized in **Table 3-2**.

**Table 3-2: Speed Studies and Average Daily Traffic Counts (2014)**

Street	Between	Class	Average Daily Traffic (vpd)	Speed (kph)
Lakeshore Crescent	South portion of Crescent	36.5	288	local
Kenossee Crescent	Midblock	41.4	274	
Whiteshore Crescent	St. Bernard School Zone	school=30.4; regular=37.9	356	
Kingsmere Boulevard	Wakaw Crescent to Delaronde Road	55.1	3042	majorcollector
Kingsmere Boulevard	Costigan Road (north) to Costigan Road (south)	51.5	9303	
Kingsmere Boulevard	Christopher Road (north) to Christopher Road (south)	58	5414	
Stillwater Drive	Emerald Crescent (west) to Emerald Crescent (east)	53.8	2822	collector

### 3.3 Traffic Control Assessments

Yield, stop, and all-way stop controls need to meet City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009.

Turning movement counts were completed to determine the need for an all-way (i.e. three-way or four-way) stop control. Criteria outlined in Council Policy C07-007 that may warrant an all-way stop include a peak hour count greater than 600 vehicles or an ADT greater than 6,000 vehicles per day or when five or more collisions are reported in the last twelve month period and are of a type susceptible to correction by an all-way stop control.

Further conditions that must be met for an all-way stop to be warranted are:

1. Traffic entering the intersection from the minor street must be at least 35% for a four-way stop and 25% for a three-way stop.
2. No other all-way stop or traffic signals within 200m.

Results of the studies are shown in **Table 3-3**.

**Table 3-3: All-Way Stop Assessments**

Location	Peak Hour Count	Average Daily Traffic (vpd)	# of Collisions within most recent 12 months	% of Traffic from minor street	Traffic Signals or all-way stop within 200m	All-Way Stop Warranted
Stillwater Drive & Emerald Crescent (west)	394	4460	0	15%	no	All-Way Stop Not Warranted
Stillwater Drive & McKercher Drive	810	8470	0	19%	no	
Kingsmere Boulevard & Stillwater Drive	1657	17060	0	7%	no	
Taylor Street & Weyakwin Drive	1365	15990	4	24%	no	

Details of the all-way stop assessments are provided in **Appendix B**.

### 3.4 Pedestrian Assessments

Pedestrian assessments are conducted to determine the need for pedestrian actuated signalized crosswalks which, in adherence to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004, are typically active pedestrian corridor (flashing yellow lights) or pedestrian-actuated signals. A warrant system assigns points for a variety of conditions that exist at the crossing location, including:

- Number of traffic lanes to be crossed;
- presence of a physical median;
- posted speed limit of the street;
- distance the crossing point is to the nearest protected crosswalk point; and
- number of pedestrian and vehicles at the location.

Pedestrian and traffic data is collected during the five peak hours of: 8:00am to 9:00am, 11:30am to 1:30pm, and 3:00pm to 5:00pm.

In addition, if a pedestrian actuated crosswalk is not warranted, a standard marked pedestrian crosswalk, or a zebra crosswalk (i.e. striped) may be considered. A summary of the pedestrian studies are provided in **Table 3-4**.

**Table 3-4: Pedestrian Assessment**

Location	Number of Pedestrians Crossing During Peak Hours	Results
Stillwater Drive & McKercher Drive	109	Pedestrian Device Not Warranted
Stillwater Drive & Emerald Crescent (west)	38	
Kingsmere Boulevard & Stillwater Drive	18	
Taylor Street & Weyakwin Drive	23	
Kingsmere Boulevard & Delaronde Road/Whiteshore Crescent	148	Existing Pedestrian-Actuated Signal

Details of the pedestrian actuated signal and active pedestrian corridor assessments are provided in **Appendix C**.

### 3.5 Collision Analysis

The most recently available five year collision statistics (2009 to 2013) were provided by SGI. High-collision locations, typically noted as the locations with an average of two or more collisions per year, were reviewed in more depth to identify trends. These include:

- Taylor Street & Weyakwin Drive
- Kingsmere Boulevard & Whiteshore Crescent / Delaronde Road
- Kingsmere Boulevard & Wollaston Crescent (east)
- Stillwater Drive & Weyakwin Drive

Details of the collision analysis are provided **Appendix D**.



## 4 PLAN DEVELOPMENT

### 4.1 Methodology

Stage 3 of the review included finalizing the recommended plan. This was achieved by completing the following steps:

- Based on the assessments, prepare a plan that illustrates the appropriate recommended improvement
- Present the draft plan to the residents at a follow-up public meeting
- Circulate the draft plan to the Civic Divisions for comment
- Revise the draft plan based on feedback from the stakeholders
- Prepare a technical document summarizing the recommended plan and project process

The tables in the following sections provide the details of the recommended traffic management plan, including the location, recommended improvement, and the justification of the recommended improvement.

### 4.2 Speeding and Shortcutting

As stated in Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009, “stop signs are not to be used as speed control devices.”

The recommended improvements to address speeding and shortcutting are detailed in **Table 4-1**.

**Table 4-1: Recommended Speeding and Shortcutting Improvements**

Location	Recommended Improvement	Justification
Kingsmere Boulevard & Costigan Road (north)	Median island (on north side)	Reduce speed
Kingsmere Boulevard & Costigan Road (south)	Median islands (on north & south sides)	Reduce speed
Stillwater Drive & Kingsmere Boulevard	Median island (on east side)	Reduce speed for left turn and right turn from Kingsmere Boulevard onto Stillwater Drive
Stillwater Drive & Emerald Crescent (west)	Curb extension (on southwest corner)	Improve pedestrian safety & reduce speed
Taylor Street & Weyakwin Drive	Median island (on south side)	Reduce speed for right turn from Taylor Street
Taylor Street - 200m west of Weyakwin Drive	Speed display board facing eastbound traffic	Reduce Speed
Crean Lane	Speed study in spring 2016 to determine additional measures	Speeding & traffic volume concerns

### 4.3 Pedestrian Safety

The recommended improvements to increase pedestrian safety are detailed in **Table 4-2**.

**Table 4-2: Recommended Pedestrian Safety Improvements**

Location	Recommended Improvement	Justification
Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	School zone sign on signal overhead	Enhance visibility of school zone
Kingsmere Boulevard & curve between Delaronde Road & Delaronde Road	Move existing school zone sign south (across from 50kph sign) & install additional school zone sign on back side of 50kph sign	Improve visibility; reduce speed at beginning of school zone
Stillwater Drive & McKercher Drive	Zebra crosswalks	Improve pedestrian safety
Stillwater Drive & Emerald Crescent (west)	Zebra crosswalks	Improve pedestrian safety & reduce speed

#### 4.4 Traffic Control

The recommended improvements to intersections that will improve the level of safety by clearly identifying the right-of-way through traffic controls are provided in **Table 4-3**.

**Table 4-3: Recommended Traffic Control Improvements**

Location	Recommended Improvement	Justification
Kingsmere Boulevard & all intersecting streets between Taylor Street & Weyakwin Drive	Change all yield signs to stop signs (15 signs total)	Improve safety on bus route
Stillwater Drive & Kingsmere Boulevard	Median island with additional stop sign (on east side)	Enhance visibility of stop sign
Taylor Street & Weyakwin Drive	Median island with additional stop sign (on south side)	Enhance visibility of stop sign

#### 4.5 Parking Improvements

The recommended improvements to parking that will improve the level of safety are detailed in **Table 4-4**.

**Table 4-4: Recommended Parking Improvements**

Location	Recommended Improvement	Justification
Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	"No parking" sign on Kingsmere Boulevard 10m from intersection (on southeast corner)	Improve visibility
Kingsmere Boulevard & Whitewood Road / Wollaston Crescent	"No Parking" sign on Kingsmere Boulevard 18m from intersection (on northeast corner)	Improve visibility
Taylor Street & Weyakwin Drive	"No Parking" sign on Taylor Street 40m from intersection (on southwest corner)	Improve visibility

#### 4.6 Follow Up Consultation – Presentation of Traffic Management Plan

The initial recommended improvements were presented at a follow-up public meeting in November 2015. Recommended improvements that were not supported by the residents were eliminated or altered accordingly. A decision matrix detailing the list of recommended improvements presented at the follow-up meeting are included in **Appendix E**. A decision matrix for additional comments received after the draft traffic plan is also included in **Appendix E**.

The recommendations were circulated to the Civic Divisions (including Police Services, Light & Power, Saskatoon Fire Department, Environmental Services, and Transit) to gather comments and concerns. General support was received. Transit was concerned about the proposed curb extension at the intersection of Stillwater Drive and McKercher Drive, as their drivers are currently expected to make a left turn to go northbound at this intersection. The curb extension was removed from the plan.

#### 4.7 Major Intersection Reviews and Corridor Studies

The mandate for the Neighbourhood Traffic Management Reviews is to focus on neighbourhood streets such as local roads and collector roads. As almost all neighbourhoods are bound by arterial streets, such as Taylor Street, it is not uncommon to have residents raise issues regarding these streets. However, arterial streets are much more complex than local or collector streets due to larger traffic volumes, different types of drivers (commuters), coordinated traffic signals, transit accommodation, and potentially many commercial accesses. To properly address these, the typical transportation engineering approach would require a corridor study or a major intersection review, both of which are expensive and require significant resources. Through the Neighbourhood Traffic Reviews, the City is compiling a list of issues on arterial streets. The Transportation Division is working to prioritize the issues, identify the work requirements, and secure funding to complete these types of assessments.



## 5 RECOMMENDED PLAN & COST ESTIMATES

Stage 4, the last stage of the process, is to install the recommended improvements for the Lakeview neighbourhood within the specified timeframe. The timeframe depends upon the complexity and cost of the solution. A short-term time frame is defined by implementing the improvements within 1 to 2 years; medium-term is 3 to 5 years; and long-term is 5 years plus.

The placement of signage will be completed short-term (1 to 2 years).

Major intersection reviews are based on the number of other locations to be reviewed city-wide and the availability of funding. The timeline for review will be medium-term (3 to 5 years).

The estimated costs of the improvements included in the Neighbourhood Traffic Management Plan are outlined in the following tables:

- **Table 5-1:** Traffic Calming Cost Estimate
- **Table 5-2:** Traffic Control Signs Cost Estimate
- **Table 5-3:** Pedestrian Safety Signs Cost Estimate
- **Table 5-4:** Miscellaneous Signs Cost Estimate
- **Table 5-5:** Total Cost Estimate

**Table 5-1: Traffic Calming Cost Estimate**

Location	Device	Cost Estimate		Time Frame
		Temporary	Permanent	
Kingsmere Boulevard & Costigan Road (north)	Median island (on north side)	\$500	\$5,000	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
Kingsmere Boulevard & Costigan Road (south)	Median islands (on north & south sides)	\$1,000	\$10,000	
Stillwater Drive & Kingsmere Boulevard	Median island (on east side)	\$500	\$5,000	
Stillwater Drive & Emerald Crescent (west)	Curb extension (on southwest corner)	\$500	\$45,000	
Taylor Street & Weyakwin Drive	Median island (on south side)	\$500	\$5,000	
Taylor Street - 200m west of Weyakwin Drive	Speed display board facing eastbound traffic	\$0	\$0	
<b>Totals</b>		<b>\$3,000</b>	<b>\$70,000</b>	

**Table 5-2: Traffic Control Signs Cost Estimate**

Location	Device	Number of Signs	Cost Estimate	Time Frame
Kingsmere Boulevard & all intersecting streets between Taylor Street & Weyakwin Drive	Stop sign	15	\$3,750	1 to 2 years
Stillwater Drive & Kingsmere Boulevard	Stop sign	1	\$250	
Taylor Street & Weyakwin Drive	Stop sign	1	\$250	
<b>Totals</b>		<b>17</b>	<b>\$4,250</b>	

**Table 5-3: Pedestrian Safety Signs Cost Estimate**

Location	Device	Cost Estimate	Time Frame
Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	School zone sign	\$250	1 to 2 years
Kingsmere Boulevard & curve between Delaronde Road & Delaronde Road	School zone sign	\$250	
Stillwater Drive & McKercher Drive	Zebra crosswalks	\$500	
Stillwater Drive & Emerald Crescent (west)	Zebra crosswalks	\$500	
<b>Total</b>		<b>\$1,500</b>	

**Table 5-4: Miscellaneous Signs Cost Estimate**

Location	Device	Number of Signs	Cost Estimate	Time Frame
Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	"No parking" sign	1	\$250	1 to 2 years
Kingsmere Boulevard & Whitewood Road / Wollaston Crescent	"No parking" sign	1	\$250	
Taylor Street & Weyakwin Drive	"No parking" sign	1	\$250	
<b>Totals</b>		<b>3</b>	<b>\$750</b>	

**Table 5-5: Total Cost Estimate**

Category	Signing & Temporary Traffic Calming	Permanent
Traffic Calming	\$3,000	\$70,000
Traffic Control Signs	\$4,250	\$0
Pedestrian Safety Signs	\$1,500	\$0
Miscellaneous Signs	\$750	\$0
<b>Totals</b>	<b>\$9,500</b>	<b>\$70,000</b>

The total cost estimate for the signage and temporary traffic calming to be installed in 2016 is **\$9,500**. The total cost estimate for the installation of future permanent devices, including the active pedestrian corridor, and sidewalks, is **\$70,000**.

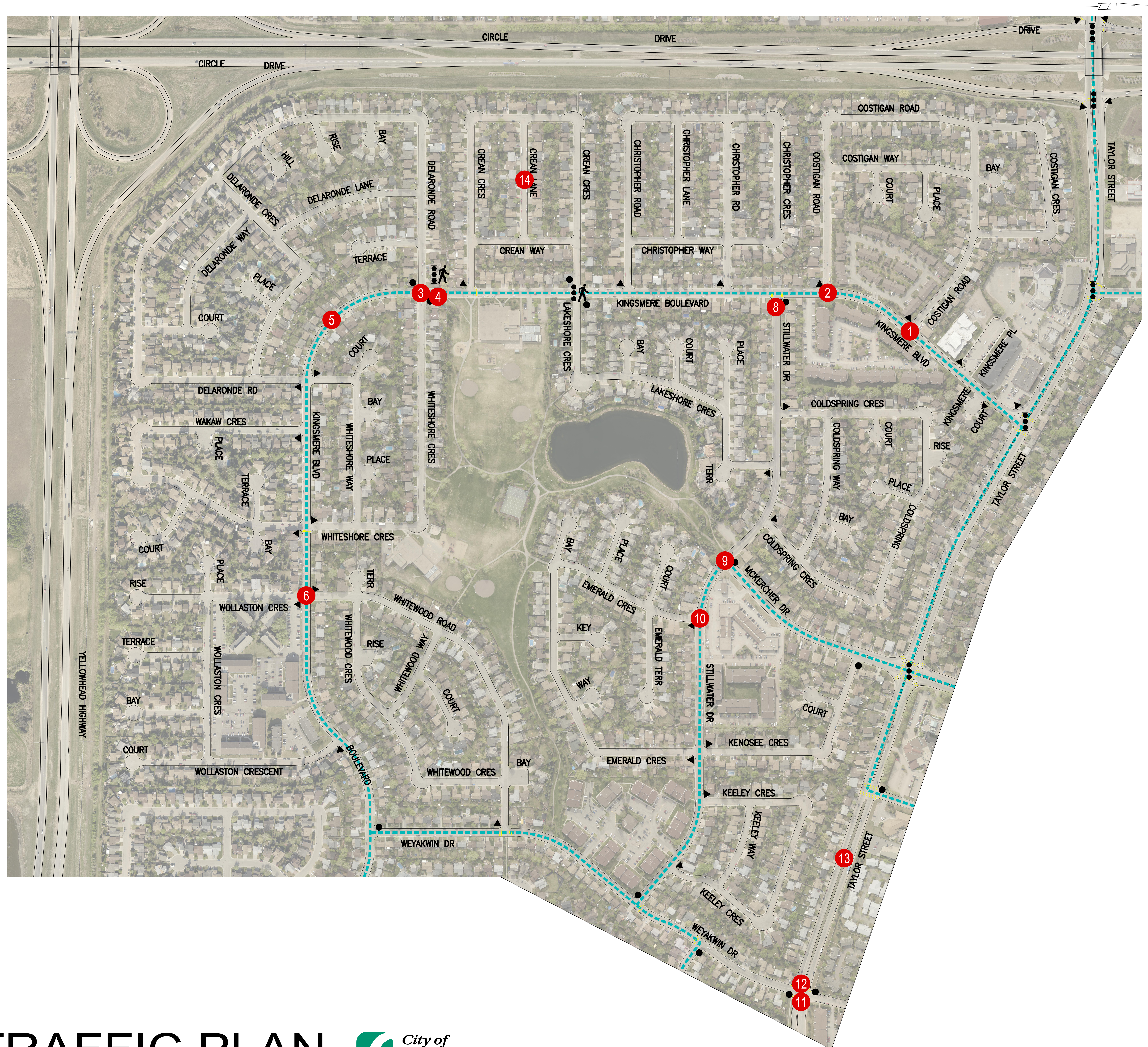
Resulting from the plan development process, the recommended improvements, including the location, type of improvement, and schedule for implementation are summarized in **Table 5-6**. The resulting recommended Lakeview neighbourhood Traffic Management Plan is illustrated in **Exhibit 5-1**.



## LEGEND

- EXISTING STOP SIGN
- ▼ EXISTING YIELD SIGN
- BUS ROUTE
- EXISTING TRAFFIC SIGNAL
- PEDESTRIAN ACTUATED SIGNAL LOCATION

Item	Location	Recommendation	Reason
1	Kingsmere Blvd & Costigan Rd (north)	Median island (on north side)	Reduce speed
2	Kingsmere Blvd & Costigan Rd (south)	Median islands (on north & south sides)	Reduce speed
3	Kingsmere Blvd & Whiteshore Cres (north) / Delaronde Rd	School zone sign on signal overhead	Enhance visibility of school zone
4	Kingsmere Blvd & Whiteshore Cres (north) / Delaronde Rd	"No parking" sign on Kingsmere Blvd 10m from intersection (on southeast corner)	Improve visibility
5	Kingsmere Blvd & curve between Delaronde Rd & Delaronde Rd	Move existing school zone sign south (across from 50kph sign) & install additional school zone sign on back side of 50kph sign	Improve visibility; reduce speed at beginning of school zone
6	Kingsmere Blvd & Whitewood Rd/Wollaston Cres	"No Parking" sign on Kingsmere Blvd 18m from intersection (on northeast corner)	Improve visibility
7	Kingsmere Blvd & all intersecting streets between Taylor St & Weyakwin Dr	Change all yield signs to stop signs (15 signs total)	Improve safety on bus route
8	Stillwater Dr & Kingsmere Blvd	Median island (on east side)	Enhance visibility of stop sign; reduce speed for left turn and right turn from Kingsmere Blvd onto Stillwater Dr
9	Stillwater Dr & McKercher Dr	Zebra crosswalks	Improve pedestrian safety
10	Stillwater Dr & Emerald Cres (west)	Zebra crosswalks & curb extension (on southwest corner)	Improve pedestrian safety & reduce speed
11	Taylor St & Weyakwin Dr	Median island (on south side)	Reduce speed of drivers making right turn from Taylor St onto Weyakwin Dr; Additional location for stop sign on Weyakwin Dr
12	Taylor St & Weyakwin Dr	"No Parking" sign on Taylor St 40m from intersection (on southwest corner)	Improve visibility
13	Taylor St - 200m west of Weyakwin Dr	Speed display board facing eastbound traffic	Reduce Speed
14	Crean Lane	Speed study in spring 2016 to determine additional measures	Speeding & traffic volume concerns





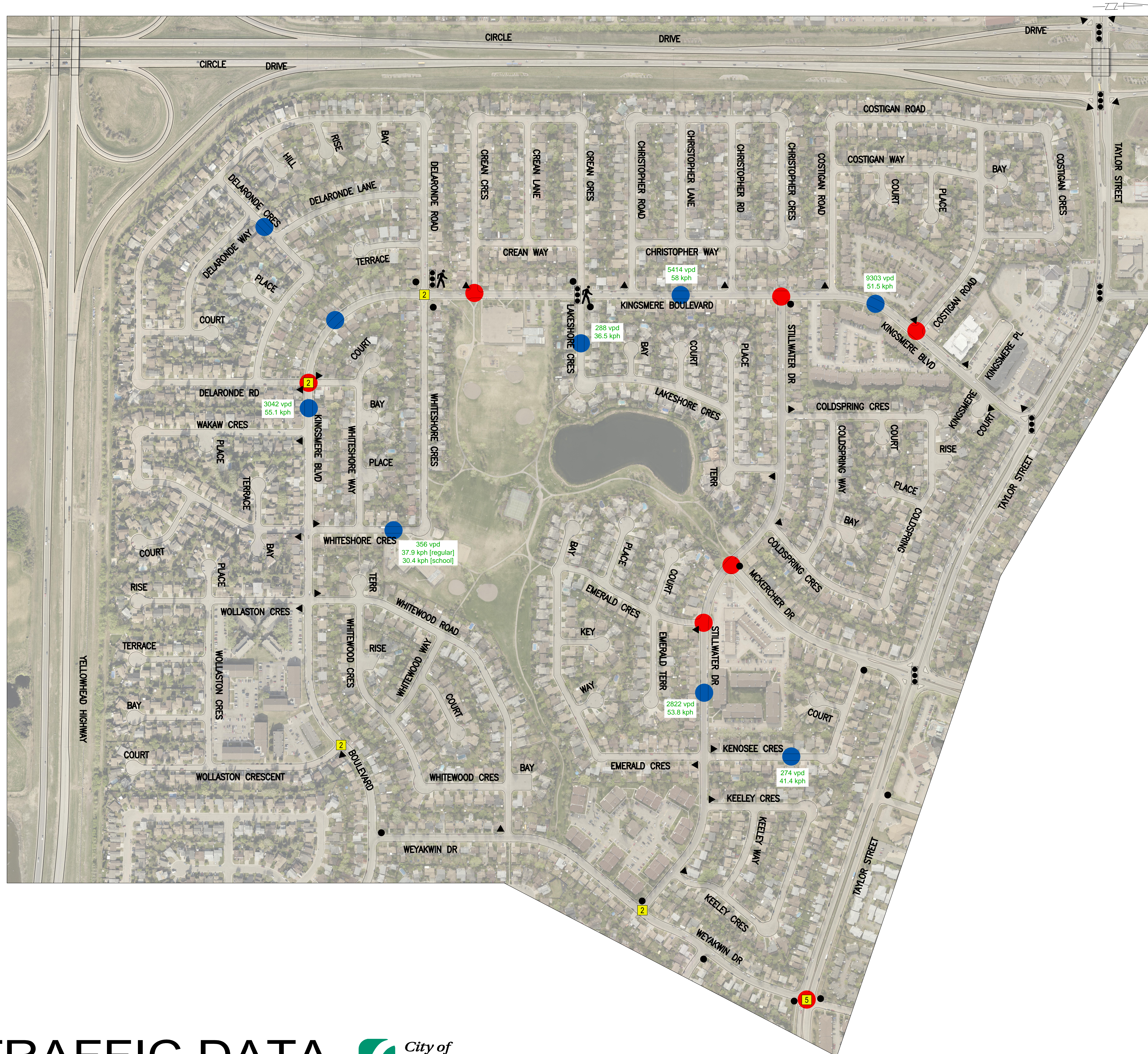
**Table 5-6: Lakeview Neighbourhood Recommended Improvements**

Item	Location	Recommendation	Reason
1	Kingsmere Boulevard & Costigan Road (north)	Median island (on north side)	Reduce speed
2	Kingsmere Boulevard & Costigan Road (south)	Median islands (on north & south sides)	Reduce speed
3	Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	School zone sign on signal overhead	Enhance visibility of school zone
4	Kingsmere Boulevard & Whiteshore Crescent (north) / Delaronde Road	"No parking" sign on Kingsmere Boulevard 10m from intersection (on southeast corner)	Improve visibility
5	Kingsmere Boulevard & curve between Delaronde Road & Delaronde Road	Move existing school zone sign south (across from 50kph sign) & install additional school zone sign on back side of 50kph sign	Improve visibility; reduce speed at beginning of school zone
6	Kingsmere Boulevard & Whitewood Road/Wollaston Crescent	"No Parking" sign on Kingsmere Boulevard 18m from intersection (on northeast corner)	Improve visibility
7	Kingsmere Boulevard & all intersecting streets between Taylor Street & Weyakwin Drive	Change all yield signs to stop signs (15 signs total)	Improve safety on bus route
8	Stillwater Drive & Kingsmere Boulevard	Median island (on east side)	Enhance visibility of stop sign; reduce speed for left turn and right turn from Kingsmere Boulevard onto Stillwater Drive
9	Stillwater Drive & McKercher Drive	Zebra crosswalks	Improve pedestrian safety
10	Stillwater Drive & Emerald Crescent (west)	Zebra crosswalks & curb extension (on southwest corner)	Improve pedestrian safety & reduce speed
11	Taylor Street & Weyakwin Drive	Median island (on south side)	Reduce speed of drivers making right turn from Taylor St onto Weyakwin Dr; Additional location for stop sign on Weyakwin Dr
12	Taylor Street & Weyakwin Drive	"No Parking" sign on Taylor Street 40m from intersection (on southwest corner)	Improve visibility
13	Taylor Street - 200m west of Weyakwin Drive	Speed display board facing eastbound traffic	Reduce Speed
14	Crean Lane	Speed study in spring 2016 to determine additional measures	Speeding & traffic volume concerns



## APPENDIX A: TRAFFIC DATA COLLECTION





# LAKEVIEW TRAFFIC DATA



APPENDIX B: ALL-WAY STOP ASSESSMENTS

**All-way Stop Assessment (Policy C07-007 – Traffic Control – Use of Stop & Yield Signs)**

Step 1:

The following conditions must be met for all-way stop control to be considered:

i) The combined volume of traffic entering the intersection over the five peak hour periods from the minor street must be at least 25% of the total volume for a three-way stop control, and at least 35% of the total volume for a four-way stop control.

ii) There can be no all-way stop control and traffic signal within 200 metres of the proposed intersection being considered for all-way stop control on either of the intersecting streets.

Location	Condition 1: % of Traffic from minor street	Condition 2: Traffic Signals or all-way stop within 200m	All-Way Stop Warrant
Stillwater Drive & Emerald Crescent (west)	15% (no)	no	Conditions NOT met.
Stillwater Drive & McKercher Drive	19% (no)	no	
Kingsmere Boulevard & Stillwater Drive	7% (no)	no	
Taylor Street & Weyakwin Drive	24% (no)	no	

Conditions not met. No need to proceed to Step 2.

## APPENDIX C: PEDESTRIAN DEVICE ASSESSMENTS



## Pedestrian device assessment (Traffic Controls at Pedestrian Crossing, 2004)

### Witney Avenue & 20th Street:

#### 1. Lanes Priority Points:

$L = 2$  lanes = number of lanes.

$LANF = 0.0$  points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

#### 2. Median Priority Points:

$MEDF = 6.0$  points = indicating there is no physical median here.

#### 3. Speed Priority Points:

$S = 50$  kph = speed limit or 85th percentile speed.

$SPDF = 6.7$  points =  $(S-30) / 3$  to a maximum of 10 points.

#### 4. Pedestrian Protection Location:

$D = 340$  m = distance from study location to nearest protected crosswalk.

$LOCF = 10.5$  points =  $(D-200) / 13.3$  to a maximum of 15 points.

#### 5. Pedestrian/Vehicle Volume Priority Points:

$H = 5.0$  = ( hours ) duration of counting period.

$P_s = 33.0$  = total number of children, teenagers, seniors and/or impaired counted.

$P_a = 0.0$  = total number of adults counted.

$P_w = 49.5$  = weighted average of pedestrians crossing the main street.

$P_{cm} = 9.9$  = weighted average hourly pedestrian volume crossing the main street.

$V = 2042.0$  = volume of traffic passing through the crossing(s).

$V_{am} = 408.4$  = average hourly volume of traffic passing through the crossing(s).

$VOLF = 8.1$  points =  $V_{am} \times P_{cm} / 500$

#### 6. Satisfaction of Installation Criteria:

$SUMF = (LANF + MEDF + SPDF + LOCF + VOLF)$

$SUMF = 31$  points

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

#### **Avenue W & 18th Street:**

##### 1. Lanes Priority Points:

$L = 2$  lanes = number of lanes.

$LANF = 0.0$  points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

##### 2. Median Priority Points:

$MEDF = 6.0$  points = indicating there is no physical median here.

3. Speed Priority Points:

$S = 50$  kph = speed limit or 85th percentile speed.

$SPDF = 6.7$  points =  $(S-30) / 3$  to a maximum of 10 points.

4. Pedestrian Protection Location:

$D = 410$  m = distance from study location to nearest protected crosswalk.

$LOCF = 15.0$  points =  $(D-200) / 13.3$  to a maximum of 15 points.

Actual value = 15.78947 points.

5. Pedestrian/Vehicle Volume Priority Points:

$H = 5.0$  = ( hours ) duration of counting period.

$P_s = 113.0$  = total number of children, teenagers, seniors and/or impaired counted.

$P_a = 60.0$  = total number of adults counted.

$P_w = 229.5$  = weighted average of pedestrians crossing the main street.

$P_{cm} = 45.9$  = weighted average hourly pedestrian volume crossing the main street.

$V = 2481.0$  = volume of traffic passing through the crossing(s).

$V_{am} = 496.2$  = average hourly volume of traffic passing through the crossing(s).

$VOLF = 45.6$  points =  $V_{am} \times P_{cm} / 500$

6. Satisfaction of Installation Criteria:

$SUMF = ( LANF + MEDF + SPDF + LOCF + VOLF )$

$SUMF = 73$  points

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

**18th Street & Wardlow Ave:**

1. Lanes Priority Points:

$L = 2$  lanes = number of lanes.

$LANF = 0.0$  points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

2. Median Priority Points:

$MEDF = 3.0$  points = indicating there is a physical median here.

3. Speed Priority Points:

$S = 50$  kph = speed limit or 85th percentile speed.

$SPDF = 6.7$  points =  $(S-30) / 3$  to a maximum of 10 points.

4. Pedestrian Protection Location:

$D = 103$  m = distance from study location to nearest protected crosswalk.

$LOCF = 0.0$  points =  $(D-200) / 13.3$  to a maximum of 15 points.

5. Pedestrian/Vehicle Volume Priority Points:

$H = 5.0$  = ( hours ) duration of counting period.

$Ps = 25.0$  = total number of children, teenagers, seniors and/or impaired counted.



Pa = 0.0 = total number of adults counted.

Pw = 37.5 = weighted average of pedestrians crossing the main street.

Pcm = 7.5 = weighted average hourly pedestrian volume crossing the main street.

V = 225.0 = volume of traffic passing through the crossing(s).

Vam = 45.0 = average hourly volume of traffic passing through the crossing(s).

VOLF = 0.7 points =  $Vam \times Pcm / 500$

#### 6. Satisfaction of Installation Criteria:

SUMF = ( LANF + MEDF + SPDF + LOCF + VOLF )

SUMF = 10 points

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

#### Avenue W & 21st St:

##### 1. Lanes Priority Points:

L = 2 lanes = number of lanes.

LANF = 0.0 points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

##### 2. Median Priority Points:

MEDF = 6.0 points = indicating there is no physical median here.

### 3. Speed Priority Points:

S = 50 kph = speed limit or 85th percentile speed.

SPDF = 6.7 points =  $(S-30) / 3$  to a maximum of 10 points.

### 4. Pedestrian Protection Location:

D = 170 m = distance from study location to nearest protected crosswalk.

LOCF = 0.0 points =  $(D-200) / 13.3$  to a maximum of 15 points.

### 5. Pedestrian/Vehicle Volume Priority Points:

H = 5.0 = ( hours ) duration of counting period.

Ps = 40.0 = total number of children, teenagers, seniors and/or impaired counted.

Pa = 46.0 = total number of adults counted.

Pw = 106.0 = weighted average of pedestrians crossing the main street.

Pcm = 21.2 = weighted average hourly pedestrian volume crossing the main street.

V = 3036.0 = volume of traffic passing through the crossing(s).

Vam = 607.2 = average hourly volume of traffic passing through the crossing(s).

VOLF = 25.7 points =  $Vam \times Pcm / 500$

### 6. Satisfaction of Installation Criteria:

$$\text{SUMF} = (\text{LANF} + \text{MEDF} + \text{SPDF} + \text{LOCF} + \text{VOLF})$$

$$\text{SUMF} = 38 \text{ points}$$

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.



**Pedestrian Corridor Warrant Calculation**

**Witney Avenue & 20th Street:**

Time

Time (15 minute intervals) of	Vehicle Counts		Pedestrian Counts				P.C.		Periods	Points
	Total Both Sides		Factored Counts				Warrant		Wrnt'd	Wrnt'd
	15 min. Points	30 min. (1=Yes)	Child Periods	Teen	Adult	Senior / Impaired	Total	15 min.	30 min.	
7:00										
7:15										
7:30										
7:45										
8:00	79	79								
8:15	85	164								
8:30	132	217	1			1	1	1	217	
8:45	123	255	2			2	2	3	765	
9:00	44	167						2	334	
9:15		44								
9:30										
9:45										
AM Totals		463		3			3			
11:30	69		1			1	1			
11:45	83	152	2			2	2	3	456	
12:00	82	165	3			3	3	5	825	
12:15	83	165	1			1	1	4	660	
12:30	65	148	4			4	4	5	740	

12:45	90	155	3		3	3	7	1,085
13:00	79	169					3	507
13:15	88	167	1		1	1	1	167
Noon Totals	639			15			15	
14:00								
14:15								
14:30								
14:45								
15:00	81	81						
15:15	116	197	4		4	4	4	788
15:30	127	243	4		4	4	8	1,944
15:45	136	263	3		3	3	7	1,841
16:00	113	249					3	747
16:15	124	237	1		1	1	1	237
16:30	109	233	3		3	3	4	932
16:45	134	243					3	729
17:00		134						
17:15								
17:30								
17:45								
18:00								
18:15								
18:30								
18:45								
19:00								

19:15

19:30

19:45

20:00

20:15

20:30

20:45

PM Totals	940	15	15
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Totals	2,042	33	33
		100%	100%

West Crosswalk = 13

East Crosswalk = 20 <<< install crosswalk

on this side of the int.

SUMMARY

Total Warranted PC Points: or / period

Highest PC point value: 1,944 at

Average PC point value: 865

No. of periods warranted:



**Avenue W & 18th Street:**

Time

	(15 minute intervals)		Vehicle Counts				Pedestrian Counts			P.C.		Periods Points	
	of		Total Both SidesFactored Counts				Warrant			Wrnt'd	Wrnt'd		
	15 min.	30 min.	Child	Teen	Adult	Senior / Impaired				Total	15 min.	30 min.	
7:00													
7:15													
7:30													
7:45													
8:00	110	110			5	2	7	4.5	4.5	495			
8:15	117	227	6	2	2	2	12	10.34	14.84	3,369			
8:30	129	246	6		5	2	13	10.5	20.84	5,127	1	5,127	
8:45	134	263	6		5		11	8.5	19	4,997			
9:00		134							8.5	1,139			
9:15													
9:30													
9:45													
AM Totals		490		18	2	17	6	43					
		5,127											
11:30	98			4	7	4	15	10.18					
11:45	121	219	4		5	2	11	8.5	18.68	4,091			
12:00	120	241	8		2		10	9	17.5	4,218			
12:15	99	219	5		1		6	5.5	14.5	3,176			
12:30	117	216	4				4	4	9.5	2,052			
12:45	95	212	8	1			9	8.67	12.67	2,686			

13:00	109	204	1	2	3		6	3.84	12.51	2,552		
13:15	94	203		1			1	0.67	4.51	916		
Noon Totals		853		30	8	18	6	62				
14:00												
14:15												
14:30												
14:45												
15:00	131	131	3				3	3	3	393		
15:15	125	256	4		2	2	8	7	10	2,560		
15:30	171	296	10	4	3	2	19	16.18	23.18	6,861	1	6,861
15:45	151	322	3		5	1	9	6.5	22.68	7,303	1	7,303
16:00	138	289			4		4	2	8.5	2,457		
16:15	143	281	5				5	5	7	1,967		
16:30	140	283	4		1		5	4.5	9.5	2,689		
16:45	139	279	2		10	3	15	10	14.5	4,046		
17:00		139							10	1,390		
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												

19:30

19:45

20:00

20:15

20:30

20:45

PM Totals	1,138	31	4	25	8	68
	14,164					

Totals	2,481	79	14	60	20	173
		46%	8%	35%	12%	100%

North Crosswalk = 60

South Crosswalk = 113 <<< install crosswalk

on this side of the int.

### SUMMARY

Total Warranted PC Points: 19,291 or 6,430 / period

Highest PC point value: 7,303 at

Average PC point value: 4,299

No. of periods warranted: 3

**Wardlow Ave & 18th St:**

Time

Time (15 minute intervals) of	Vehicle Counts			Pedestrian Counts			P.C.	Periods	Points
	Total Both Sides			Factored Counts			Warrant	Wrnt'd	Wrnt'd
	15 min. Points	30 min. (1=Yes) Periods	Child	Teen	Adult	Senior / Impaired	Total	15 min.	30 min.
7:00									
7:15									
7:30									
7:45									
8:00	12	12							
8:15	17	29	1			1	1	1	29
8:30	9	26	1			1	1	2	52
8:45	22	31						1	31
9:00		22							
9:15									
9:30									
9:45									
AM Totals		60		2				2	
11:30	8		2			2	2		
11:45	5	13	1			1	1	3	39
12:00	14	19						1	19
12:15	11	25	1			1	1	1	25
12:30	8	19	1			1	1	2	38
12:45	4	12						1	12



13:00	7	11						
13:15	6	13						
Noon Totals	63		5		5			
14:00								
14:15								
14:30								
14:45								
15:00	13	13						
15:15	10	23	4	4	4	4		92
15:30	10	20	8	8	8	12		240
15:45	15	25	4	4	4	12		300
16:00	7	22	1	1	1	5		110
16:15	16	23	1	1	1	2		46
16:30	15	31				1		31
16:45	16	31						
17:00		16						
17:15								
17:30								
17:45								
18:00								
18:15								
18:30								
18:45								
19:00								
19:15								

19:30

19:45

20:00

20:15

20:30

20:45

PM Totals	102	18	18
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Totals	225	25	25
		100%	100%

West Crosswalk = 16 <<< install crosswalk  
on this side of the int.

East Crosswalk = 9

SUMMARY

Total Warranted PC Points:                    or                    / period

Highest PC point value: 300    at

Average PC point value: 71

No. of periods warranted:

**Avenue W & 21st St:**

Time

Time (15 minute intervals) of	Vehicle Counts				Pedestrian Counts			P.C.	Periods	Points
	Total Both Sides		Factored Counts		Warrant			Wrnt'd	Wrnt'd	
	15 min. Points	30 min. (1=Yes) Periods	Child	Teen	Adult	Senior / Impaired	Total	15 min.	30 min.	
7:00										
7:15										
7:30										
7:45										
8:00	105	105			1	1	0.5	0.5	53	
8:15	103	208	1		3	4	2.5	3	624	
8:30	135	238		1	1	2	1.17	3.67	873	
8:45	150	285	2		2	4	3	4.17	1,188	
9:00		150						3	450	
9:15										
9:30										
9:45										
AM Totals		493		3	1	7		11		
11:30	106			1	1	2	1.17			
11:45	127	233			2	2	1	2.17	506	
12:00	126	253	2		1	3	2.5	3.5	886	
12:15	139	265	1		3	4	2.5	5	1,325	
12:30	116	255	1		3	4	2.5	5	1,275	
12:45	128	244	1		3	4	2.5	5	1,220	

13:00	141	269						2.5	673		
13:15	125	266	2			2	2	2	532		
Noon Totals		1,008		7	1	13		21			
14:00											
14:15											
14:30											
14:45											
15:00	155	155	5	1	3	9	7.17	7.17	1,111		
15:15	168	323			1	1	0.5	7.67	2,477		
15:30	209	377	3	1	2	6	4.67	5.17	1,949		
15:45	182	391	1		6	7	4	8.67	3,390		
16:00	212	394			6	6	3	7	2,758		
16:15	197	409			2	2	1	4	1,636		
16:30	225	422	4	1	4	9	6.67	7.67	3,237		
16:45	187	412	10	2	2	14	12.34	19.01	7,832	1	7,832
17:00		187						12.34	2,308		
17:15											
17:30											
17:45											
18:00											
18:15											
18:30											
18:45											
19:00											
19:15											



19:30

19:45

20:00

20:15

20:30

20:45

PM Totals	1,535	23	5	26	54
	7,832				

Totals	3,036	33	7	46	86
		38%	8%	53%	100%

North Crosswalk = 66 <<< install crosswalk  
on this side of the int.

South Crosswalk = 20

SUMMARY

Total Warranted PC Points: 7,832 or 7,832 / period

Highest PC point value: 7,832 at

Average PC point value: 2,420

No. of periods warranted: 1

## APPENDIX D: COLLISION ANALYSIS

## Collision Analysis

Collision data provided by SGI (2009 to 2013)

Street 1	Street 2	Ugrid	All Collisions	All collisions - 2013	RA, LT, RT	RA, LT, RT - 2013 only	Collector or Arterial	Ave
21st St	Avenue W	D8-53	20	5	10	5	yes	4
20th St	Witney Avenue	C8-8	17	3	11	2	yes	3
18th St	Avenue W	D9-29	12	2	5	1	yes	2
19th St	Avenue X	C8-1	11	2	8	2	no	2
19th St	Avenue W	D8-36	11	2	7	1	yes	2
21st St	Avenue Y	C8-5	6	1	5	1	no	1
20th St	Avenue Y	C8-3	4	1	2	1	yes	1
Appleby Dr	Wardlow Rd	C9-32	4	1	1	1	no	1
21st St	Avenue X	C8-45	3	0	3	0	no	1
20th St	Montreal Avenue	C8-25	3	0	2	0	yes	1
20th St	Avenue X	C8-2	3	0	0	0	no	1
20th St	Ottawa Avenue	C8-20	3	1	0	0	no	1
19th St	Witney Avenue	C8-66	2	0	2	0	no	0
19th St	Avenue Y	C8-29	2	1	1	0	no	0
18th St	Avenue X	C9-19	2	0	1	0	yes	0
18th St	Montreal Avenue	C9-20	2	0	1	0	yes	0
18th St	Witney Avenue	C9-2	2	0	0	0	no	0
Appleby Dr	Wardlow Rd	C9-37	1	0	1	0	no	0
21st St	Witney Avenue	C8-10	1	1	0	0	no	0
Montreal Avenue	Winnipeg Avenue	C8-70	1	1	0	0	no	0
19th St	Vancouver Avenue	C8-72	1	0	0	0	no	0
18th St	Ottawa Avenue	C9-10	1	0	0	0	no	0
18th St	Winnipeg Avenue	C9-38	1	0	0	0	no	0
Appleby Dr	Dundurn Pl	C9-28	1	0	0	0	no	0
Appleby Dr	Blake Pl	C9-25	1	0	0	0	no	0
20th St	Winnipeg Avenue	C8-11	0	0	0	0	no	0
20th St	Vancouver Avenue	C8-12	0	0	0	0	no	0
Vancouver Avenue	Ottawa Avenue	NA	0	0	0	0	no	0
19th St	Montreal Avenue	C8-79	0	0	0	0	no	0

19th St	Winnipeg Avenue	C8-91	0	0	0	0	no	0
18th St	Avenue Y	C9-48	0	0	0	0	no	0
18th St	Vancouver Avenue	C9-84	0	0	0	0	no	0
Ottawa Avenue	Winnipeg Avenue	NA	0	0	0	0	no	0
Ottawa Avenue	Winnipeg Avenue	NA	0	0	0	0	no	0
Appleby Dr	Wardlow Cres (north leg)	NA	0	0	0	0	no	0
Appleby Dr	Wardlow Rd (south leg)	NA	0	0	0	0	no	0
Appleby Dr	Appleby Crt	C9-41	0	0	0	0	no	0
Appleby Dr	Sclandens Pl	C9-57	0	0	0	0	no	0
Appleby Dr	Shaftsbury Pl	NA	0	0	0	0	no	0
Appleby Dr	Short Pl	NA	0	0	0	0	no	0
Appleby Dr	Appleby Dr	C9-42	0	0	0	0	no	0
Appleby Dr	Wark Pl	C9-59	0	0	0	0	no	0
Appleby Dr	Carling Pl	C9-55	0	0	0	0	no	0



## APPENDIX E: DECISION MATRIX

Decision Matrix – Recommendations proposed at November 5, 2015 meeting

Item	Location	Recommendation	Reason	Group 1 - Ellen Pearson	Group 2 - Mark Emmons	Group 3 - Jay Magus	Decision
1	Witney Ave & 19th St	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue		Should measure 19th St because of multi-block free-flow. Could be new issue.		Carried. Continue to monitor traffic patterns after installation.
2	Witney Ave & 20th St	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)	are the curbs coloured to prevent parking close?			Carried.
3	Avenue W & 18th St	Install active pedestrian corridor	Improve pedestrian safety				Carried.
4	18th St & Ave Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school	how do curb extensions effect cyclists turning radii? Median islands are good.	Indifferent. Uncertain that it's needed. Could effect on-street parking negatively.		Carried.
5	21st St between Witney Ave & Ave W	Install sidewalk on south side	Improve pedestrian safety near park	Also install sidewalk on north side of 20th/Montreal	Who'll maintain it? City doesn't clear snow from sidewalk. Putting it on the north side may be better.		Changed to sidewalk installation on north side.
6	Ave X between 2nd driveway (behind 'Touch of Ukraine') south of 22nd St to 125 Ave X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)		Good plan. Sarcan needs to do better job of maintaining their site. Maybe they could do angle parking on their site. Major traffic generator and not enough on-site parking.		Carried.
7	21st St & Ave W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety		Better than nothing. Would prefer active crossing.		Carried.
8	21st St & Ave Y	Change yield signs to stop signs	Enhance driver compliance		Not against it but not sure if it will have any effect.		Carried.
9	Back lane south of 22nd St - access from Witney Ave	Install 20kph speed sign	Reduce speed; enhance compliance of speed limit in back lane	Prostitution in back alley, needles - install "Local Traffic Only"	May already have 15kph signs posted here.		Removed. 20kph sign is already installed.
10	Witney Ave & 21st St	Install curb extensions (south side) & standard pedestrian crosswalk	Reduce speed, discourage shortcutting on Witney Ave & improve pedestrian safety	maintain bushes to increase visibility	Doesn't seem needed. May effect buses negatively.	Trim hedges on southeast corner	Remove standard crosswalk from recommendation. No sidewalk connections. May consider crosswalk once sidewalk is installed. Install curb extension on north east corner to address speeding/shortcutting concerns. Forward request for tree trimming to Parks.
11	Ave W - north of 18th St	Forward information to Transit for further consideration - install bus shelter on east side	Many transit users				Carried.

## Decision Matrix – Additional comments

Item	Location	Concern	Decision
1	Various	tree maintenance to prevent visibility issues, pedestrian enforcement, cycling enforcement/training	Noted.
2	22nd St & Witney Ave	possible to use jersey barriers; loop detection is broken	Documented for further consideration as part of the Major Intersection Reviews
3	Witney Ave between 20th-22nd	lane painting	Not recommended because Witney Avenue is a local roadway.
4	18th St between Ave W to Vancouver Ave	sidewalk needed	Added to recommendations. Priority 1- in front of school between Ave X and Montreal Ave; Priority 2 - Ave X to Ave W and Montreal Ave to Vancouver Ave
5	22nd St & Ave W (facing northbound)	needs signs identifying lanes; make inside lane left turn & outside lane Thru/Right-Turn	Documented for further consideration as part of the Major Intersection Reviews
6	Ave W	speeding	Traffic calming devices not recommended on arterials. No further recommendations.
7	21st St & Ave X	trim tree on northwest corner	Site check determined trimming not needed.
8	Wardlow Cres & Wardlow Rd	trim evergreen on northwest corner	Site check determined trimming not needed.
9	Back lanes	speed limit signs	Need specific locations.

APPENDIX F: MEETING NOTES



**Lakeview Neighbourhood  
Traffic Review  
Thursday, May 14, 2015, 7:00 – 9:00 P.M.  
Lakeview School**

Facilitators:

- Mitch Riabko & Kathy Dahl (Great Works Consulting)

Agenda

- Welcome & introductions
- Presentation from the Transportation Division
- Small group discussions
- Small group discussion – report back to large group
- Next Steps
- Question / Answers

Councillor Paulsen sends her regrets as she is unable to attend

Presentation from Transportation Division – Lakeview Neighbourhood Traffic Review  
(Presented by Justine Nyen – Traffic Engineer)

Presentation Outline:

- Neighbourhood Review Process
- Timeline for Lakeview Review
- Sources of Information
- Concerns Received
- Description of Traffic Calming & Pedestrian Safety Devices

Neighbourhood Review Process:

- **August 2013** – New process; neighbourhood review vs issue by issue; eight neighbourhoods reviewed per year
- **Mandate** – Reduce & calm traffic, improve safety within neighbourhoods
- **2014** – Varsity View, Nutana, Brevoort Park, Haultain, Holliston, City Park, Westmount, Hudson Bay Park, Caswell Hill
- **2015** – Lakeview, Meadowgreen, Adelaide-Churchill, Montgomery Place, Confederation Park, Avalon, Greystone Heights, Mount Royal

Timeline for Lakeview Review:

- **Stage 1** – Identify issues & possible solutions through community consultation (May to fall 2015)
- **Stage 2** – Develop a draft traffic plan (fall 2015)
- **Stage 3** – Present draft traffic plan to community for feedback (fall 2015)
- **Stage 4** – Implement the changes over time

Sources of Information:

- Past Studies
- Collision Analysis
- Feedback from Public Consultation
- Traffic Counts & Assessments

#### Concerns Received:

- Kingsmere Boulevard – Speeding
  - Kingsmere Boulevard & Whitewood Road – difficult to see westbound cars on Kingsmere (coming off of Whitewood) due to parked cars
  - Kingsmere Boulevard & Whiteshore Crescent – currently Pedestrian-Activated Signal; drivers speeding around curve NB not stopping when light is red and nearly hitting peds
  - Kingsmere Boulevard & Costigan Rd (north) – bus stop and parking obstructs drivers view on Costigan
- Lakeshore Cres – speeding
- Stillwater Dr & Emerald Cres – cars not yielding to pedestrians
- McKercher Dr & Stillwater – pedestrian safety concerns; many children crossing; install 3-way stop
- Taylor St & Weyakwin – difficult to cross or turn onto Taylor

#### Traffic Calming Devices (Examples of devices used in Saskatoon):

1. Speed Display Boards
2. Raised Median Island – narrows road; provides center refuge for pedestrians
3. Curb Extensions – narrows road
4. Roundabouts
5. Diverter – used to address high traffic volumes
6. Right-in/right-out island - used to address high traffic volumes
7. Directional Closure – restrict movements onto the street from one direction
8. Raised median through intersection – restrict movements
9. Full closure

#### Pedestrian Devices:

1. Standard crosswalk
2. Zebra crosswalk (striped pavement markings)
3. Active pedestrian corridor (flashing yellow lights)
4. Pedestrian-activated signals

#### Presentation from Saskatoon Police Services

Unable to attend.

- **Saskatoon Police Services: 306-975-8300 OR 306-975-8068 to report a traffic complaint or a concern.**

#### Small Group Discussions

- Breakout into small groups to discuss traffic concerns in Lakeview and potential solutions

**Lakeview Neighbourhood  
Traffic Review  
Thursday, November 5, 2015, 7:00 – 9:00 P.M.  
St. Bernard School**

Facilitators:

- Mitch Riabko & Kathy Dahl (Great Works Consulting)

Agenda

- Welcome & introductions
- Presentation from the Transportation Division
- Small group discussions
- Small group discussion – report back to large group
- Next Steps
- Question / Answers

Presentation from Transportation Division – Lakeview Neighbourhood Traffic Review  
(Presented by Justine Nyen – Transportation Engineer)

Presentation Outline:

- Neighbourhood Traffic Management Program
- How We Got Here
- What We Heard
- What We Did
- What We Propose

Neighbourhood Traffic Management Program:

- Address neighbourhood traffic issues:
  - Speeding concerns
  - Short-cutting concerns
  - Pedestrian safety
  - Intersection safety
- August 2013 – changes to program
  - Neighbourhood-wide review
  - More community / stakeholder feedback
  - Efficient use of staff resources

How We Got Here:

- May 2015 – Initial Traffic Meeting
- May to November 2015 – gather feedback, conduct traffic studies, collect data, develop traffic plan
- November 2015 – Follow Up Traffic Meeting - display proposed traffic plan and gather feedback

What We Heard:

- A. Speeding/Traffic Volumes:
  - Kingsmere Blvd – especially near Lakeview School and around curves
  - Taylor St
  - Delaronde Rd

- Whiteshore Cres (school zone)
- Lakeshore Cres
- Kennossee Cres

B. Pedestrian Safety:

- Kingsemere Blvd – drivers passing on right when a pedestrian is in the crosswalk; drivers not yielding to pedestrians
- Stillwater Dr
- Taylor St & Weyakwin Dr

C. Intersection Safety:

- Kingsmere Blvd – visibility issues due to parked cars; not stopping at yield signs on intersecting streets
- Kingsmere & Stillwater – not slowing down for turns
- Taylor & Weyakwin – difficult to turn left from Weyakwin
- Taylor & McKercher – review signal timing

What We Did:

- Collected Data:
  - Past studies
  - Comments from initial meeting
  - Resident responses (phone calls, emails, letters)
  - Recorded comments from Shaping Saskatoon discussions
  - 5 Intersection / Pedestrian counts
  - 7 – 7 day traffic count (24 hour) & Average Speed measurements
  - Collision history
- Field Reviews
- Assessed the Issues
- Generated proposed recommendations

What We Propose:

- Crosswalk upgrades – 1 location
- Traffic calming – 8 locations
- Parking restrictions – 2 locations
- Stop signs (intersecting streets on Kingsmere Blvd)
- Speed display board – 1 location
- **Saskatoon Police Services: 306-975-8300 OR 306-975-8068 to report a traffic complaint or a concern.**

Small Group Discussions

- Breakout into small groups to discuss traffic concerns in Lakeview and potential solutions

Group 1: Goran Lazic (City facilitator)

- Group was in support of recommendations with the following comments:



- Item #2a – Kingsmere Blvd & Stillwater Dr median island & curb extension on southeast corner – may be excessive. Select island or curb extension. Curb extension should be on west leg. Not sure if southeast corner would benefit.
- Item #3 – Kingsmere Blvd & Whiteshore Cres (north) / Delaronde Rd median island on south leg – nobody was in against it but not sure how well it will work
- Item #9 – Stillwater Dr & Emerald Cres (west) median island on east leg – group was in support but also consider pedestrian light or curb extension instead
- Item #10 – Taylor St & Weyakwin Dr median island on south leg – will island reduce the approach to single lane? Make sure there are 2 lanes (one for left/through and another for right). Also consider pedestrian improvements.
- Item #12 – Speed display board on Taylor St – group was in support but consider having one for westbound traffic as well.
- Other:
  - Stillwater Dr between McKercher to Weyakwin Dr – snow pushed on the side reducing width of traffic lanes resulting in congestion
  - Kenossee Cres – shortcutting; no measures proposed to address this concern.
  - Taylor St between Kingsmere Blvd & Acadia Dr – winter snow maintenance should be improved. Slippery up the hill and vehicles getting stuck.
  -

#### Group 2: Justine Nyen (City facilitator)

- Item #2a – Kingsmere Blvd & Stillwater Dr median island & curb extension – preferred location is Stillwater as opposed to Costigan Rd (Item #2b). Instead of median island consider curb extension on northwest corner. Consideration for residents parking and backing out of driveways.
- Item #3 – Kingsmere Blvd & the curve between Delaronde Rd (north) & Delaronde Rd (south) – consider installing pedestrian sign on median instead of school zone sign. Maybe install school zone sign on pedestrian activated signal overhead
- Item #5 – Kingsmere Blvd & Whitewood/Wollaston – visibility issues due to trees and parked cars. Maybe parking enforcement can issue warnings for the “10m rule”.
- Item #11 – Taylor St & Weyakwin Dr parking restrictions on the southwest corner to improve visibility – consider installing on the northeast corner also.
- Other:
  - Kingsmere Blvd (further east) – trees blocking school zone sign
  - School zones should be in effect 24/7
  - Snow clearance needed in front of Lakeview School
  - Stillwater Dr & driveway across from Keeley Cres – visibility issues due to parking. Install parking restrictions to improve sightlines
  - Stillwater Dr & Weyakwin Dr – visibility issues due to parked cars on northwest corner
  - Lakeshore Cres – speeding at midblock
  - School zone – U-turns in front of Lakeview School. Police should do a blitz to educate drivers.

#### Group 3: Jay Magus (City facilitator)

- Item #2a – Kingsmere Blvd & Stillwater Dr median island and curb extension – some hesitation; may create a traffic problem
- Item #3 – Kingsmere Blvd & Whiteshore Cres (north)/Delaronde Rd – consider “no parking” on west side of Kingsmere north of Delaronde Rd. Tree trimming needed.
- Other:
  - Clear trees:
    - around school zone sign
    - on Kingsmere
  - McKercher Dr & Taylor St – too long green on east/west phase
  - Traffic signal timing on Taylor St - leave at green light on Arlington Ave, catch red at Circle Dr.
  - Traffic signal operation – Taylor St & Weyakwin Dr

### Next Steps

1. Mail-in or email comments no later than Dec 5/15
2. Additional public input via City on-line Community Engagement webpage no later than Dec 5/15

<http://shapingsaskatoon.ca/discussions/lakeview-neighbourhood-traffic-review-meeting>

3. Additional consultation if required
4. Present traffic plan to City Council for approval
5. What happens after City Council approval? Implementation begins. Signs and temporary traffic calming will be installed as early as next spring (2016)
6. What if I don't agree? Request time to speak at City Council meeting

### Q&A

Resident: There's a focus on pedestrian safety with this review. Should consider movement of traffic.

City: The neighbourhood traffic reviews are to address issues within the neighbourhood streets. We've developed another program, major intersection reviews, where we address traffic movement on major roadways, as well as safety.

Resident: Arlington Ave & Taylor St – why does left turn signal not come on sometimes?

City: Detection needed. At least 3-4 vehicles must be queued in the left turn bay for the protected left turn signal to activate.

Resident: Sometimes there are 15 vehicles behind me and it doesn't come on.

City: The detector may have been malfunctioning. We'll look into it.

Resident: Arlington Ave & Taylor St – large tree obstructing driver’s view. Should be trimmed.

City: We’ll follow up.

Resident: Stillwater Dr & Kingsmere Blvd – if vehicles are restricted to pass on the right the left turning vehicles will create backlog down the street (mostly an issue for southbound traffic).

Resident: Would you consider doing one side at a time?

City: We’d implement everything at once if the recommendation is carried.

Resident: Kingsmere & Taylor – potholes. Also at Acadia & Taylor.

Resident: Better system for calling to report a pothole. Prompted with too many questions.

Resident: Taylor & Acadia – running red lights. Allowing parking in front of businesses on Taylor St. Not needed (also parking in area where it’s signed as “no parking”).

Resident: Circle mall – there’s a berm on Taylor & 8<sup>th</sup> where there’s room to expand and improve traffic flow.

#### List of Representatives

Mitch Riabko – Great Works Consulting, Facilitators

Jay Magus, Justine Nyen, Goran Lazic – City of Saskatoon, Transportation & Utilities

Group 1: Jay Magus (City Facilitator)

1. Kingsmere Boulevard – speeding
2. Delaronde Crescent (west) – Speeding, particularly northbound
3. Kingsmere Boulevard & Delaronde Road (south) - Yield signs are difficult to see and in poor locations; enforcement needed
4. Kingsmere Boulevard & Delaronde Road (south) - Difficult to see northbound; enforcement
5. Kingsmere Boulevard & Delaronde Road (south) - Difficult to see westbound; enforcement
6. Kingsmere Boulevard & Whiteshore Crescent/Wakaw - Why not red?
7. Kingsmere Boulevard & Wollaston Crescent/Whitewood - Bus stop eastbound on Kingsmere Boulevard is hard to see. Move it east a space.
8. Another entrance/exit into neighbourhood needed
9. Bike path around the neighbourhood
10. Highway, south of Wollaston Court - Pedestrian exit; bollards
11. Circle Drive & Delaronde Road (north) - Pedestrian connection
12. Speed on Circle Drive South
13. Taylor Street - 5 school zones; remove them
14. Taylor Street & McKercher Drive - Signal length needs to be reviewed northbound onto McKercher Drive
15. Wollaston Court - Turn around traffic; “Residents Only” sign
16. Yellowhead Highway - Air brakes
17. Kingsmere Boulevard & Kingsmere Place - Congestion; too many pedestrians
18. Kingsmere Boulevard & driveway south of Lakeshore Crescent - Hedges need to be trimmed
19. Kingsmere Boulevard & parking lot north of Lakeview School - Mud path; should be paved
20. Kingsmere Boulevard & curve south of Whiteshore Crescent (north) - Install concrete barriers
21. Kingsmere Boulevard (in front of Lakeview School) - Plow the entire length of the school require should be plowed
22. Stillwater Drive & Emerald Crescent - Drivers don't stop at the pedestrian crossing
23. Driveway off of Stillwater Drive near McKercher Drive (west of intersection on south side) - Condition, safety, community working with Constable and CofS staff
24. Kingsmere Boulevard between Whiteshore Crescent & Wollaston Crescent - Visibility of school zone
25. Kingsmere Boulevard & south of Whiteshore Crescent - Visibility of school zone
26. Whiteshore Crescent - U-turns in front of St. Bernard
27. Skateboard Centre/Park needed
28. Mail box concerns
29. Kingsmere Boulevard & Christopher Road (south) - 5m parking restriction needed on north side of intersection
30. Kingsemere Boulevard at Wollaston Crescent (both sides of crescent) - 5m parking restriction needed
31. Kingsmere Boulevard - Passing on right



## Group 2: Justine Nyen (City Facilitator)

1. Kingsmere Boulevard – speeding
  - a. Kingsmere Boulevard & Stillwater Drive – pedestrian safety; drivers speeding around curve and not stopping for pedestrians; car stops for pedestrian and drivers passing on right; driving onto sidewalk due to speeds; long wait to make a left turn onto Kingsmere; bus stop nearby so many pedestrians crossing; pedestrian device needed; traffic calming, perhaps median islands needed; speed display board needed on curve; icy in the winter due to the hill
  - b. Kingsmere Boulevard & Whiteshore Cres/Delaronde Rd – buses stopping/parking during peak hours; buses speeding; pedestrians crossing on opposite side of pedestrian-activated signal; difficult to see or hear oncoming drivers as a pedestrian due to the road curve; consider blocking side of crosswalk pedestrians shouldn't be using; houses and fences have been hit due to speed; speeding onto Delaronde; extend school or improve the visibility of the signage at the curve between Delaronde Rd; install traffic calming along curve or at intersection; improve visibility of school zone sign
  - c. Kingsmere Boulevard & Costigan Rd – difficult to see; difficult to turn left
2. Enforcement needed:
  - a. Rolling through stop signs (McKercher Dr & Stillwater Dr)
  - b. Left turn (Kingsmere Blvd & Stillwater Dr)
  - c. Speeding on Kingsmere Blvd (curve between Delaronde Rd)

## Next Steps

1. Continue monitoring traffic issues in your neighbourhood
2. Mail-in or email comments no later than June 14/15
3. Additional public input via City on-line Community Engagement webpage no later than June 14/15

<http://shapingsaskatoon.ca/discussions/lakeview-neighbourhood-traffic-review-meeting>

4. Traffic count data collection – spring/summer 2015
5. City review of public input and data collected from traffic studies and prepare draft Traffic Plan
6. Follow-up public input meeting to provide input on draft
7. Determine revisions and finalize Traffic Plan
8. Present Traffic Plan to City Council for approval

## Question & Answer

Resident: Can you post draft traffic plan to website prior to next meeting? And notify the Community Association?

City: Yes the plans are usually posted online one week prior.

Facilitator: Community Association will be notified

Resident: Focus on moving traffic on larger roads. Transport through city.

Resident: Speeding is the concern. Consider practical options. It all comes down to budget.

Resident: School zone on Kingsmere should be along entire stretch from Delaronde way to the other side of the school.

Resident: 30kph signs on the street really help.

Resident: What are the plans for Circle Drive and Boychuk Dr?

City: A geotechnical consultant has been hired. They're preparing an RFQ for design-build. The City is trying to acquire money from the province for this project. This likely won't happen until next spring.

Resident: Consider traffic around schools. Parking, picking up, dropping off etc.

Resident: Why aren't they running 2 shifts for construction of the cloverleaf? Not overtime, just 2 shifts. Can't understand why we don't have 2 shifts.

City: We paved the ramps on the cloverleaf last year at night and this is expensive.

Resident: I've been taking Circle Drive South home with the University Bridge closure, and a couple days ago traffic was backed up all the way to Clarence Ave. It was a parking lot. Should work 2 shifts for the construction at the cloverleaf to get traffic moving.

#### List of Representatives

Mitch Riabko, Kathy Dahl – Great Works Consulting, Facilitators

Angela Gardiner – City of Saskatoon, Transportation & Utilities, Transportation Director

Jay Magus – City of Saskatoon, Transportation & Utilities, Engineering Manager

Shirley Matt – City of Saskatoon, Transportation & Utilities, Traffic Management Supervisor

Justine Nyen – City of Saskatoon, Transportation & Utilities, Traffic Management

Mariniel Flores – City of Saskatoon, Transportation & Utilities, Traffic Management

Lanre Akindipe – City of Saskatoon, Transportation & Utilities, Infrastructure Engineer

Goran Lazic – City of Saskatoon, Transportation & Utilities, Traffic Operations Engineer

Marina Melchiorre – City of Saskatoon, Transportation & Utilities, Traffic Engineer

David LeBoutillier – City of Saskatoon, Transportation & Utilities, Traffic Engineer

Mark Emmons – City of Saskatoon, Planning & Development, Planner – Neighbourhood Planning

Konrad Andre – City of Saskatoon Planning & Development, Senior Planner

Ellen Pearson – City of Saskatoon Planning & Development, Planner



# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Meadowgreen Neighbourhood Traffic Review

### **Recommendation of the Committee**

That the Neighbourhood Traffic Review for the Meadowgreen neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

### **History**

At the February 9, 2016 Standing Policy Committee on Transportation meeting, a report from the General Manager, Transportation and Utilities Department dated February 9, 2016, was considered.

City Council members have already been provided a copy of the Meadowgreen Neighbourhood Traffic Review.

### **Attachment**

February 9, 2016 Report of the General Manager, Transportation and Utilities.

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## Meadowgreen Neighbourhood Traffic Review

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:  
That the Neighbourhood Traffic Review for the Meadowgreen neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

### Topic and Purpose

The purpose of this report is to provide information on the Neighbourhood Traffic Review for the Meadowgreen neighbourhood.

### Report Highlights

A traffic plan for the Meadowgreen neighbourhood was developed in consultation with the community in response to concerns such as speeding, traffic shortcutting, and pedestrian safety. The plan will be implemented over time as funding for the improvements is available.

### Strategic Goal

This report supports the Strategic Goal of Moving Around by providing a plan to guide the installation of traffic calming devices and pedestrian safety enhancements to improve the safety of pedestrians, motorists, and cyclists.

### Background

A public meeting was held in January 2015 to identify traffic concerns and potential solutions within the Meadowgreen neighbourhood. Representatives from the Saskatoon Police Service were in attendance to address traffic enforcement issues. Based on the residents' input provided at the initial public meeting and the analysis of the traffic data collected, a Traffic Management Plan was developed and presented to the community at a second public meeting held in September 2015.

### Report

The development and implementation of the Traffic Management Plan includes four stages:

1. Identify existing problems, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon.ca website;
2. Develop a draft traffic plan based on residents' input and traffic assessments;
3. Present the draft traffic plan to the neighbourhood at a follow-up meeting; circulate the plan to other civic divisions for feedback; make adjustments as needed and present the plan to City Council for adoption; and
4. Implement the proposed measures in a specific time frame, short-term (1 to 2 years), medium-term (3 to 5 years), or long-term (more than 5 years).



## Meadowgreen Neighbourhood Traffic Review

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The majority of concerns received during the consultation included: shortcutting, speeding, pedestrian safety, and parking.

The Administration is recommending the following modifications to improve safety in the Meadowgreen neighbourhood:

- Stop signs
- Parking restrictions
- Miscellaneous signage
  - Hazard boards (red & white striped boards added underneath stop signs)
  - Enhanced pedestrian signs (larger pedestrian signs)
- Traffic calming devices
  - Curb extensions
  - Median islands
- Active pedestrian corridor
- Sidewalks

The installation of each proposed improvement will be implemented in three specific time frames as follows:

Short-term (1 to 2 years)	Temporary traffic calming measures, signage, pavement markings, accessible pedestrian ramps
Medium-term (3 to 5 years)	Permanent traffic calming devices, roadway realignment, sidewalks (in some cases), major intersection reviews
Long-term (5 years plus)	Permanent traffic calming devices, roadway realignment, sidewalks

The Meadowgreen Neighbourhood Traffic Review is included in Attachment 1.

### Public and/or Stakeholder Involvement

In January 2015, a public meeting was held to discuss traffic concerns and identify potential solutions. The feedback was used to develop the neighbourhood traffic plan which was presented at a follow-up public meeting in September 2015. Additional feedback received at the follow-up public meeting was also incorporated into the Neighbourhood Traffic Review.

Feedback was provided by internal civic stakeholders of various divisions and departments: Public Works, Saskatoon Transit, Planning & Development, Saskatoon Light & Power, Saskatoon Police Service, and the Saskatoon Fire Department on the proposed improvements, which was incorporated into the recommended neighbourhood traffic review.

### Communication Plan

The final neighbourhood traffic plan will be shared with the residents of the impacted neighbourhood using several methods: City website, the Community Association, communication forums (i.e. website, newsletter), and by a direct mail-out.

### Environmental Implications

The overall impact of the recommendations on traffic characteristics, including the impacts on greenhouse gas emissions, has not been quantified at this time.

### Financial Implications

The implementation of the neighbourhood traffic plan will have significant financial implications. The costs are summarized in the following table.

Item	2016	Beyond 2016
Traffic Calming	\$1,500	\$ 95,000
Traffic Control Signs	2,000	-
Pedestrian Devices	-	20,000
Miscellaneous Signs	2,000	-
Sidewalks	-	315,000
TOTAL	\$5,500	\$430,000

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the work in 2016.

The remainder of the work, beyond 2016, will be considered alongside all other improvements identified through the Neighbourhood Traffic Management Program. The Administration’s annual budget submission package will include the list of projects recommended to be funded, and the rationale used to prioritize the projects.

### Other Considerations/Implications

There are no options, policy, privacy or CPTED considerations or implications.

### Due Date for Follow-up and/or Project Completion

If adopted by City Council, temporary traffic calming devices and signage will be implemented during the 2016 construction season.

### Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### Attachment

1. Meadowgreen Neighbourhood Traffic Review, January 14, 2016

### Report Approval

Written by: Justine Nyen, Traffic Safety Engineer, Transportation  
Reviewed by: Jay Magus, Engineering Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department

**CITY OF SASKATOON**  
**2015 NEIGHBOURHOOD TRAFFIC REVIEWS**

**Meadowgreen**

**January 14, 2016**

## Meadowgreen Neighbourhood Traffic Review

January 14, 2016



Authorization

Prepared By:



Justine Nyen, P.Eng.,  
Transportation Engineer

Checked By:



Shirley Matt, P.Eng.,  
Senior Transportation Engineer

## **Acknowledgements**

The completion of this review would not be possible without the contribution of the following organizations and individuals:

- Meadowgreen residents
- Meadowgreen Community Association
- Saskatoon Police Services
- Saskatoon Light & Power
- Saskatoon Fire Department
- City of Saskatoon Environmental Services
- City of Saskatoon Transit
- City of Saskatoon Planning & Development
- City of Saskatoon Public Works
- City of Saskatoon Community Standards
- City of Saskatoon Transportation
- Great Works Consulting
- Councillor Pat Lorje

*Cover Photograph Kara Toews*

## EXECUTIVE SUMMARY

The objective of the Neighbourhood Traffic Management Program is to address traffic concerns within neighbourhoods such as speeding, shortcutting, and pedestrian safety. The program was revised in August 2013 to address traffic concerns on a neighbourhood-wide basis. The revised program involves additional community and stakeholder consultation that provides the environment for neighbourhood residents and City staff to work together in developing solutions that address traffic concerns. The process is outlined in the *Traffic Calming Guidelines and Tools*, City of Saskatoon, 2013.

A public meeting was held in January of 2015 to identify traffic concerns and potential solutions within the Meadowgreen neighbourhood. As a result of the meeting a number of traffic assessments were completed to confirm and quantify the concerns raised by the residents. Based on the residents input and the completed traffic assessments, a Traffic Management Plan was developed and presented to the community at a follow-up meeting held in September 2015.

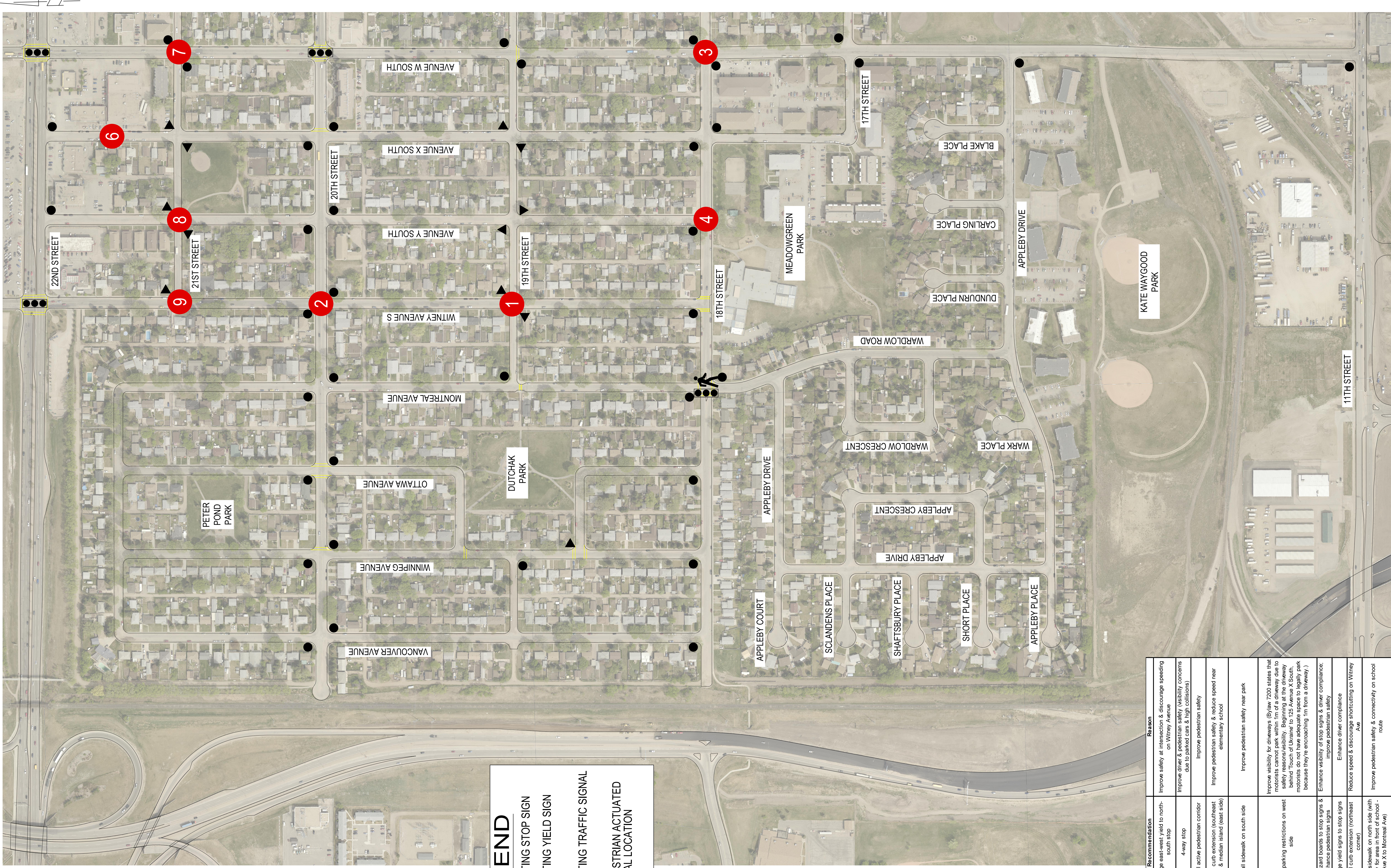
A summary of recommended improvements for the Meadowgreen neighbourhood are included in **Table ES-1**. The summary identifies the locations, the recommended improvement, and a schedule for implementation. The schedule to implement the Traffic Management Plan can vary depending on the complexity of the proposed improvement. According to the *Traffic Calming Guidelines and Tools* document, the time frame may range from short-term (1 to 2 year); medium-term (3 to 5 years) and long-term (5 years plus). Accordingly, the specific time frame to implement the improvements for these neighbourhoods ranges from 1 to 5 years.

The resulting proposed Meadowgreen Traffic Management Plan is illustrated in **Exhibit ES-1**.

**Table ES-1: Meadowgreen Neighbourhood Recommended Improvements**

Item	Location	Recommendation	Reason
1	Witney Avenue & 19 <sup>th</sup> Street	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue
2	Witney Avenue & 20 <sup>th</sup> Street	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)
3	Avenue W & 18 <sup>th</sup> Street	Install active pedestrian corridor	Improve pedestrian safety
4	18 <sup>th</sup> Street & Avenue Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
5	21 <sup>st</sup> Street between Witney Avenue & Avenue W	Install sidewalk on south side	Improve pedestrian safety near park
6	Avenue X between 2 <sup>nd</sup> driveway (behind 'Touch of Ukraine') south of 22 <sup>nd</sup> Street to 125 Avenue X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)
7	21 <sup>st</sup> Street & Avenue W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety
8	21 <sup>st</sup> Street & Avenue Y	Change yield signs to stop signs	Enhance driver compliance
9	Witney Avenue & 21 <sup>st</sup> Street	Install curb extension (northeast corner)	Reduce speed & discourage shortcutting on Witney Ave
10	18 <sup>th</sup> Street - Avenue W to Vancouver Avenue	Install sidewalk on north side (with priority for area in front of school - Ave X to Montreal Ave)	Improve pedestrian safety & connectivity on school route





### LEGEND

- EXISTING STOP SIGN
- ▼ EXISTING YIELD SIGN
- ⬢ EXISTING TRAFFIC SIGNAL
- 🚶 PEDESTRIAN ACTUATED SIGNAL LOCATION

Item	Location	Recommendation	Reason
1	Winney Avenue & 18th Street	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Winney Avenue
2	Winney Avenue & 20th Street	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)
3	Avenue W & 18th Street	Install active pedestrian corridor	Improve pedestrian safety
4	18th Street & Avenue Y (southeast corner) & median island (east side)	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
5	21st Street & Avenue W	Install sidewalk on south side	Improve pedestrian safety near park
6	Avenue X between 2nd driveway (behind Ukraine) south of 22nd Street to 125 Avenue X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)
7	21st Street & Avenue W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety
8	21st Street & Avenue Y	Change yield signs to stop signs	Enhance driver compliance
9	Winney Avenue & 18th Street (northwest corner)	Install curb extension (northwest corner)	Reduce speed & discourage shortcutting on Winney Ave
10	Avenue W to Vancouver Avenue	Install sidewalk on north side (with priority for area in front of school - Ave X to Montreal Ave)	Improve pedestrian safety & connectivity on school route



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## 1 INTRODUCTION

As the City of Saskatoon continues to grow many neighbourhoods face growing issues such as pedestrian safety, cut-through traffic, and increased speeds on local roads within neighbourhoods. In August 2013, City Council adopted the *City of Saskatoon Traffic Guidelines and Tools* that outlined a procedure for completing traffic reviews on a neighbourhood-wide basis. Prior to this neighbourhood traffic issues were dealt with on a case-by-case basis with mixed results. Since 2013 the formal process has proven to be very successful in providing recommendations that improve neighbourhood traffic conditions and pedestrian safety that were developed by the Administration and residents in collaborative fashion. Accordingly, this report provides the Traffic Management Plan for Meadowgreen.

The Meadowgreen neighbourhood is located on the west side of the South Saskatchewan River and is bound by railway line to the south, Avenue W to the east, Circle Drive to the west, and 22<sup>nd</sup> Street to the north. The area use is mostly residential, with an elementary school (W.P. Bate School) on 18<sup>th</sup> Street, and some commercial land use along 22<sup>nd</sup> Street.

The development and implementation of the traffic management plan includes four stages:

- **Stage 1** - Identify existing problems, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon Website.
- **Stage 2** - Develop a draft traffic plan based on resident's input and traffic assessments.
- **Stage 3** - Present the draft traffic plan to the neighbourhood at a follow-up meeting; circulate the plan to other civic divisions for feedback; make adjustments as needed; and present the plan to City Council for approval.
- **Stage 4** - Implement the proposed measures in specific time frame, short-term (1 to 2 years), medium-term (3 to 5 years) or long-term (5 years plus).

## 2 IDENTIFYING ISSUES, CONCERNS, AND POSSIBLE SOLUTIONS

A public meeting was held in January of 2015 to identify traffic concerns within the neighbourhood. At the meeting, residents were given the opportunity to express their concerns and suggest possible solutions. The meeting minutes are included in **Appendix A**.

The following pages summarize the concerns and suggested solutions identified during the initial consultation with the neighbourhood residents.

### 2.1 Concern 1 – Speeding and Shortcutting

Shortcutting occurs when non-local traffic passes through the neighbourhood on streets that are designed and intended for low volumes of traffic (i.e. local streets). In the case of Meadowgreen, the bordering arterial streets (22<sup>nd</sup> Street and Avenue W) are designated to accommodate larger traffic volumes.

As speeding often accompanies shortcutting, these concerns have been grouped into one category.

Neighbourhood concerns for speeding and shortcutting were at the following locations:

- Witney Ave between 18<sup>th</sup> Street & 20<sup>th</sup> Street
- Montreal Avenue
- 18<sup>th</sup> Street
- 21<sup>st</sup> Street (near park)
- Avenue X between 20<sup>th</sup> Street & 22<sup>nd</sup> Street
- Avenue Y between 20<sup>th</sup> Street & 22<sup>nd</sup> Street
- Back lane west of Witney Ave (south of 22<sup>nd</sup> Street)

Proposed solutions identified by residents:

- Install traffic calming (i.e. median islands, roundabouts, speed humps)
- Install four-way stop
- Provide more links in and out of Meadowgreen
- Create connections to Circle Drive

## 2.2 Concern 2 – Pedestrian Safety

It is important to address pedestrian safety concerns to support active transportation. Walking to nearby amenities, as opposed to driving, reduces traffic volumes.

Pedestrian crosswalks need to adhere to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004 which states the following:

“The installation of appropriate traffic controls at pedestrian crossings shall be based on warrants listed in the document entitled *Traffic Control at Pedestrian Crossings – 2004* approved by City Council in 2004.”

Neighbourhood concerns regarding pedestrian safety were at the following locations:

- 18<sup>th</sup> Street & Avenue W
- Witney Avenue & 20<sup>th</sup> Street
- 22<sup>nd</sup> Street – dips in median are not safe to cross at; crosswalk lights take too long to activate

Proposed solutions identified by residents:

- 18<sup>th</sup> Street & Avenue W – install pedestrian signal; install bus shelter
- 21<sup>st</sup> Street (near park) – install sidewalk

## 2.3 Concern 3 – Traffic Control

Traffic control signs are used in order to assign the right-of-way. City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, April 26, 2009 states that stop and yield signs are not to be used as speed control devices, to stop priority traffic over minor traffic, on the same approach to an intersection where traffic signals are operational, or as a pedestrian crossing device.

An all-way stop must meet the conditions for traffic volume, collision history, and must have a balanced volume from each leg to operate sufficiently.

Neighbourhood concerns regarding traffic controls were at the following locations:

- Witney Avenue & 20<sup>th</sup> Street
- Witney Avenue & 19<sup>th</sup> Street

Proposed solutions identified by residents:

- Install four-way stop (Witney Avenue & 20<sup>th</sup> Street, 21<sup>st</sup> Street & Avenue Y, 21<sup>st</sup> Street & Avenue X)
- Change the direction of the stop signs (Witney Avenue & 19<sup>th</sup> Street)

#### 2.4 Concern 4 – Parking

Parking is allowed on all city streets unless signage is posted. According to City of Saskatoon Bylaw 7200, *The Traffic Bylaw*, December 16, 2013, vehicles are restricted from parking within 10 metres of an intersection and one metre of a driveway crossing.

Neighbourhood concerns regarding parking were at the following locations:

- Avenue X (near Sarcan)
- Witney Avenue & 20<sup>th</sup> Street
- Back lane near Avenue X & 22<sup>nd</sup> Street

Proposed solutions identified by residents:

- Parking restrictions
- Parking enforcement
- Back lane closure
- Blocking driveways

#### 2.5 Concern 5 – Maintenance

Condition of the streets in Meadowgreen was identified as a concern (i.e. snow clearing, potholes, tree trimming, and temporary traffic calming devices).

Neighbourhood concerns regarding maintenance were:

- Back lane maintenance
- Snow removal (especially on bus routes)
- Trees blocking signs



## 2.6 Concern 6 – Major Intersections

Major intersections include roadways with higher traffic volumes (i.e. arterials, collectors) or intersections with an existing traffic signal.

Neighbourhood concerns regarding major intersections:

- 22<sup>nd</sup> Street & Witney Avenue
- 22<sup>nd</sup> Street & Avenue W

Proposed solutions identified by residents:

- 22<sup>nd</sup> Street & Witney Avenue:
  - Install a right-turn lane on 22<sup>nd</sup> Street to accommodate eastbound traffic to turn southbound onto Witney Avenue.
  - Move the lane marking on Witney Avenue to the centre of the road. It is offset to the west to make that side of the street narrower.
  - The intersection requires an advance left-turn signal for south bound traffic on Witney Avenue.
  - Install an advanced green turning light for traffic turning west (left) onto 22<sup>nd</sup> Street from Witney Avenue.
  - Install concrete barriers on Witney Avenue in front of gas station access to restrict entering and exiting going southbound.
  - No left turns allowed between 4:00pm – 6:00 pm.
  - Add another southbound lane.
- 22<sup>nd</sup> Street & Avenue W:
  - North traffic should be one lane for left turn, one lane for straight or right.
  - Remove the traffic calming at 23<sup>rd</sup> Street (causes queuing at 22<sup>nd</sup> Street)
  - Even though there is a left hand turning arrow, it is not long enough. There is so much traffic (vehicular and pedestrian) from the Agrium buses coming from the parking lot (No Frills parking lot) it can be dangerous.
  - Walk light northbound should be longer.

## 3 ASSESSMENT

### 3.1 Methodology

Stage 2 of the plan development included developing a draft traffic management plan. This was completed through the following actions:

- Create a detailed list of all the issues provided by the residents.
- Collect historical traffic studies and information the City has on file for the neighbourhood.
- Prepare a data collection program that will provide the appropriate information needed to undertake the assessments.
- Complete the data collection, which may include:
  - Intersection turning moving counts
  - Pedestrian counts
  - Daily and weekly traffic counts
  - Average speed measurements
- Assess the issues by using the information in reference with City policies, bylaws, and guidelines, transportation engineering design guidelines and technical documents, and professional engineering judgement.

The following sections provide details on the data collected for traffic volumes (peak hours, daily, and weekly), travel speed, and pedestrian movements. A map of the traffic data collection is shown in **Appendix B**.

### 3.2 Travel Volumes and Travel Speeds

Traffic volumes and travel speeds were measured to assist in determining the need for traffic calming devices. In Saskatoon the neighbourhood streets are classified typically as either local or collector streets. Traffic volumes (referred to as Average Daily Traffic) on these streets should meet the City of Saskatoon guidelines shown in **Table 3-1**.

**Table 3-1: City of Saskatoon Street Classifications and Characteristics**

Characteristics	Classifications					
	Back Lanes		Locals		Collectors	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Traffic function	Access function only (traffic movement not a consideration)		Access primary function (traffic movement secondary consideration)		Traffic movement and land access of equal importance	
Average Daily Traffic (vehicles per day)	<500	<1,000	<1,000	<5,000	<5,000	8,000-10,000
Typical Speed Limits (kph)	20		50		50	
Transit Service	Not permitted		Generally avoided		Permitted	
Cyclist	No restrictions or special facilities		No restrictions or special facilities		No restrictions or special facilities	
Pedestrians	Permitted, no special facilities		Sidewalks on one or both sides	Sidewalks provided where required	Typically sidewalks provided both sides	Sidewalks provided where required
Parking	Some restrictions		No restrictions or restriction on one side only		Few restrictions other than peak hour	

Travel speeds were measured to determine the 85<sup>th</sup> percentile speed, which is the speed at which 85 percent of vehicles are travelling at or below. The speed limit in the Meadowgreen neighbourhood is 50kph, except for school zones where the speed limit is 30kph from September and June, 8:00am to 5:00pm, excluding weekends.

The speed studies and Average Daily Traffic (ADT) on streets where speeding was identified as an issue are summarized in **Table 3-2**.

**Table 3-2: Speed Studies and Average Daily Traffic Counts (2014)**

Street	Between	Class	Average Daily Traffic (vpd)	Speed (kph)
Back lane south of 22 <sup>nd</sup> Street	Witney Avenue & Vancouver Avenue	lane	<100	NA
Witney Avenue	21 <sup>st</sup> Street to 20 <sup>th</sup> Street	local	4,100	48.7
Witney Avenue	19 <sup>th</sup> Street to 20 <sup>th</sup> Street		1,100	46.5
Montreal Avenue	19 <sup>th</sup> Street to 20 <sup>th</sup> Street		459	49.8
21 <sup>st</sup> Street	Avenue Y to Avenue X		510	39.9
Avenue X	20 <sup>th</sup> Street to 21 <sup>st</sup> Street		635	45.6
Avenue Y	21 <sup>st</sup> Street & 20 <sup>th</sup> Street		922	38.7
18 <sup>th</sup> Street	Avenue Y to Avenue X		collector	1,600
18 <sup>th</sup> Street	Ottawa Avenue to Montreal Avenue	786		47.2
20 <sup>th</sup> Street	Witney Avenue to Montreal Avenue	minor arterial	1,845	51.6
20 <sup>th</sup> Street	Witney Avenue to Vancouver Avenue		2,511	52.3



### 3.3 Traffic Control Assessments

Yield, stop, and all-way stop controls need to meet City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009.

Turning movement counts were completed to determine the need for an all-way (i.e. three-way or four-way) stop control. Criteria outlined in Council Policy C07-007 that may warrant an all-way stop include a peak hour count greater than 600 vehicles or an ADT greater than 6,000 vehicles per day or when five or more collisions are reported in the last twelve month period and are of a type susceptible to correction by an all-way stop control.

Further conditions that must be met for an all-way stop to be warranted are:

1. Traffic entering the intersection from the minor street must be at least 35% for a four-way stop and 25% for a three-way stop.
2. No other all-way stop or traffic signals within 200m.

Results of the studies are shown in **Table 3-3**.

**Table 3-3: All-Way Stop Assessments**

Location	Criteria 1: Peak Hour Count	Criteria 2: Average Daily Traffic (vpd)	Criteria 3: # of Collisions within most recent 12 months	Condition 1: % of Traffic from minor street	Condition 2: Traffic Signals or all-way stop within 200m	All-Way Stop Warrant
18 <sup>th</sup> Street & Avenue W	561	6,260	2	18%	no	All-Way Stop Not Warranted
Avenue W & 21 <sup>st</sup> Street	875	8,770	5	16%	yes	
21 <sup>st</sup> Street & Avenue Y	138	1,440	1	30%	no	
20 <sup>th</sup> Street & Witney Avenue	488	5,600	4	46%	no	Additional Review

20<sup>th</sup> Street & Witney Avenue was further reviewed due to high collisions and concerns raised during the public consultation. Since the additional conditions (percent of traffic on the minor street and distance from the nearest traffic signals or all-way stop) are met, a four-way stop should improve safety while maintaining adequate traffic flow. For these reasons, a four-way stop will be included in the recommendations. Traffic volumes will be monitored after the installation to determine the effectiveness.

Details of the all-way stop assessments are provided in **Appendix C**.

### 3.4 Pedestrian Assessments

Pedestrian assessments are conducted to determine the need for pedestrian actuated signalized crosswalks which, in adherence to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004, are typically active pedestrian corridor (flashing yellow lights) or pedestrian-actuated signals. A warrant system assigns points for a variety of conditions that exist at the crossing location, including:

- The number of traffic lanes to be crossed;
- the presence of a physical median;
- the posted speed limit of the street;
- the distance the crossing point is to the nearest protected crosswalk point; and
- the number of pedestrian and vehicles at the location.

Pedestrian and traffic data is collected during the five peak hours of: 8:00am to 9:00am, 11:30am to 1:30pm, and 3:00pm to 5:00pm.

In addition, if a pedestrian actuated crosswalk is not warranted, a standard marked pedestrian crosswalk, or a zebra crosswalk (i.e. striped) may be considered. A summary of the pedestrian studies are provided in **Table 3-4**.

**Table 3-4: Pedestrian Assessment**

Location	Number of Pedestrians Crossing During Peak Hours	Results
18 <sup>th</sup> Street & Avenue W	172	Active Pedestrian Corridor Warranted
Avenue W & 21 <sup>st</sup> Street	86	Pedestrian Device Not Warranted
20 <sup>th</sup> Street & Witney Avenue	33	

Details of the pedestrian actuated signal and active pedestrian corridor assessments are provided in **Appendix D**.

### **3.5 Collision Analysis**

The most recently available five year collision statistics (2009 to 2013) were provided by SGI. High-collision locations, typically noted as the locations with an average of two or more collisions per year, were reviewed in more depth to identify trends. These include:

- Avenue W & 21<sup>st</sup> Street
- 20<sup>th</sup> Street & Witney Avenue
- Avenue W & 18<sup>th</sup> Street
- Avenue X & 19<sup>th</sup> Street
- Avenue W & 19<sup>th</sup> Street

Details of the collision analysis are provided **Appendix E**.

## 4 PLAN DEVELOPMENT

### 4.1 Methodology

Stage 3 of the review included finalizing the recommended plan. This was achieved by completing the following steps:

- Based on the assessments, prepare a plan that illustrates the appropriate recommended improvement
- Present the draft plan to the residents at a follow-up public meeting
- Circulate the draft plan to the Civic Divisions for comment
- Revise the draft plan based on feedback from the stakeholders
- Prepare a technical document summarizing the recommended plan and project process

The tables in the following sections provide the details of the recommended traffic management plan, including the location, recommended improvement, and the justification of the recommended improvement.

### 4.2 Speeding and Shortcutting

As stated in Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009, “stop signs are not to be used as speed control devices.”

The recommended improvements to address speeding and shortcutting are detailed in **Table 4-1**.

**Table 4-1: Recommended Speeding and Shortcutting Improvements**

Location	Recommended Improvement	Justification
18 <sup>th</sup> Street & Avenue Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
Witney Avenue & 21 <sup>st</sup> Street	Install curb extension (northeast corner)	Reduce speed & discourage shortcutting on Witney Avenue



### 4.3 Pedestrian Safety

The recommended improvements to increase pedestrian safety are detailed in **Table 4-2**.

**Table 4-2: Recommended Pedestrian Safety Improvements**

Location	Recommended Improvement	Justification
Avenue W & 18 <sup>th</sup> Street	Install active pedestrian corridor	Improve pedestrian safety
18 <sup>th</sup> Street & Avenue Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
21 <sup>st</sup> Street between Witney Avenue & Avenue W	Install sidewalk on south side	Improve pedestrian safety near park
21 <sup>st</sup> Street & Avenue W	Enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety
18 <sup>th</sup> Street - Avenue W to Vancouver Avenue	Install sidewalk on north side	Improve pedestrian safety & connectivity on school route

### 4.4 Traffic Control

The recommended improvements to intersections that will improve the level of safety by clearly identifying the right-of-way through traffic controls are provided in **Table 4-3**.

**Table 4-3: Recommended Traffic Control Improvements**

Location	Recommended Improvement	Justification
Witney Avenue & 19 <sup>th</sup> Street	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue
Witney Avenue & 20 <sup>th</sup> Street	four-way stop	Improve driver safety
21 <sup>st</sup> Street & Avenue W	Add hazard boards to stop signs	Enhance visibility of stop signs & driver compliance
21 <sup>st</sup> Street & Avenue Y	Change yield signs to stop signs	Enhance driver compliance

## 4.5 Parking Improvements

The recommended improvements to parking that will improve the level of safety are detailed in **Table 4-4**.

**Table 4-4: Recommended Parking Improvements**

Location	Recommended Improvement	Justification
Avenue X between 2nd driveway (behind 'Touch of Ukraine') south of 22nd Street to 125 Avenue X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200, The Traffic Bylaw states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)

## 4.6 Transit Improvements

During the consultation a bus shelter was requested at the bus stop north of 18<sup>th</sup> Street on the east side of Avenue W. During the site reviews it was noted that this location had many riders waiting to get on the bus. Unfortunately the stop is not ideal for a bus shelter, as the space is limited due to the narrow boulevard. A bus shelter is recommended on the south side of the intersection, as there is adequate space for implementation. Furthermore, the active pedestrian corridor at 18<sup>th</sup> Street and Avenue W is recommended to be installed on the south side, which will provide a better connection. These comments were forwarded to Transit Services for further consideration of installation of the bus shelter through their programs.

## 4.7 Follow Up Consultation – Presentation of Traffic Management Plan

The initial recommended improvements were presented at a follow-up public meeting in September 2015. Recommended improvements that were not supported by the residents were eliminated or altered accordingly. A decision matrix detailing the list of recommended improvements presented at the follow-up meeting are included in **Appendix E**. A decision matrix for additional comments received after the draft traffic plan is also included in **Appendix E**.

The recommendations were circulated to the Civic Divisions (including Police Service, Light & Power, Saskatoon Fire Department, Environmental Services, and Transit) to gather comments and concerns. General support was received.

#### **4.8 Major Intersection Reviews and Corridor Studies**

The mandate for the Neighbourhood Traffic Management Reviews is to focus on neighbourhood streets such as local roads and collector roads. As almost all neighbourhoods are bound by arterial streets, such as 22<sup>nd</sup> Street or Avenue W, it is not uncommon to have residents raise issues regarding these streets. However, arterial streets are much more complex than local or collector streets due to larger traffic volumes, different types of drivers (commuters), coordinated traffic signals, transit accommodation, and potentially many commercial accesses. To properly address these, the typical transportation engineering approach would require a corridor study or a major intersection review, both of which are expensive and require significant resources. Through the Neighbourhood Traffic Reviews, the City is compiling a list of issues on arterial streets. The Transportation Division is working to prioritize the issues, identify the work requirements, and secure funding to complete these types of assessments.

## 5 RECOMMENDED PLAN & COST ESTIMATES

Stage 4, the last stage of the process, is to install the recommended improvements for the Meadowgreen neighbourhood within the specified timeframe. The timeframe depends upon the complexity and cost of the solution. A short-term time frame is defined by implementing the improvements within 1 to 2 years; medium-term is 3 to 5 years; and long-term is 5 years plus.

The placement of signage will be completed short-term (1 to 2 years).

Major intersection reviews are based on the number of other locations to be reviewed city-wide and the availability of funding. The timeline for review will be medium-term (3 to 5 years).

The estimated costs of the improvements included in the Neighbourhood Traffic Management Plan are outlined in the following tables:

- **Table 5-1:** Traffic Control Signs Cost Estimate
- **Table 5-2:** Pedestrian Devices Cost Estimate
- **Table 5-3:** Miscellaneous Signs Cost Estimate
- **Table 5-4:** Sidewalk Cost Estimate
- **Table 5-5:** Total Cost Estimate

**Table 5-1: Traffic Control Signs Cost Estimate**

Location	Device	Number of Signs	Cost Estimate	Time Frame
Witney Avenue & 19 <sup>th</sup> Street	Stop signs	2	\$500	1 to 2 years
Witney Avenue & 20 <sup>th</sup> Street	Stop signs	4	\$1,000	
21 <sup>st</sup> Street & Avenue Y	Stop signs	2	\$500	
<b>Totals</b>		<b>8</b>	<b>\$2,000</b>	

**Table 5-2: Pedestrian Devices Cost Estimate**

Location	Device	Cost Estimate	Time Frame
Avenue W & 18 <sup>th</sup> Street	Active pedestrian corridor	\$20,000	1 to 5 years
<b>Total</b>		<b>\$20,000</b>	



**Table 5-3: Miscellaneous Signs Cost Estimate**

Location	Device	Number of Signs	Cost Estimate	Time Frame
21 <sup>st</sup> Street & Avenue W	Add hazard boards to stop signs	2	\$500	1 to 2 years
21 <sup>st</sup> Street & Avenue W	Oversized pedestrian signs	4	\$1,000	
Avenue X between 2nd driveway (behind 'Touch of Ukraine') south of 22 <sup>nd</sup> Street to 125 Avenue X	"No Parking" sign	2	\$500	
Back lane south of 22 <sup>nd</sup> Street - access from Witney Avenue	20kph speed sign	1	\$250	
<b>Totals</b>		<b>9</b>	<b>\$2,250</b>	

**Table 5-4: Sidewalk Cost Estimate**

Street	Between	Length (metres)	Cost Estimate	Time Frame
21 <sup>st</sup> Street	Witney Avenue & Avenue W (south side only)	270	\$94,500	5 years plus
18 <sup>th</sup> Street	Avenue W to Vancouver Avenue (north side only)	630	\$220,500	
<b>Totals</b>		<b>900</b>	<b>\$315,000</b>	

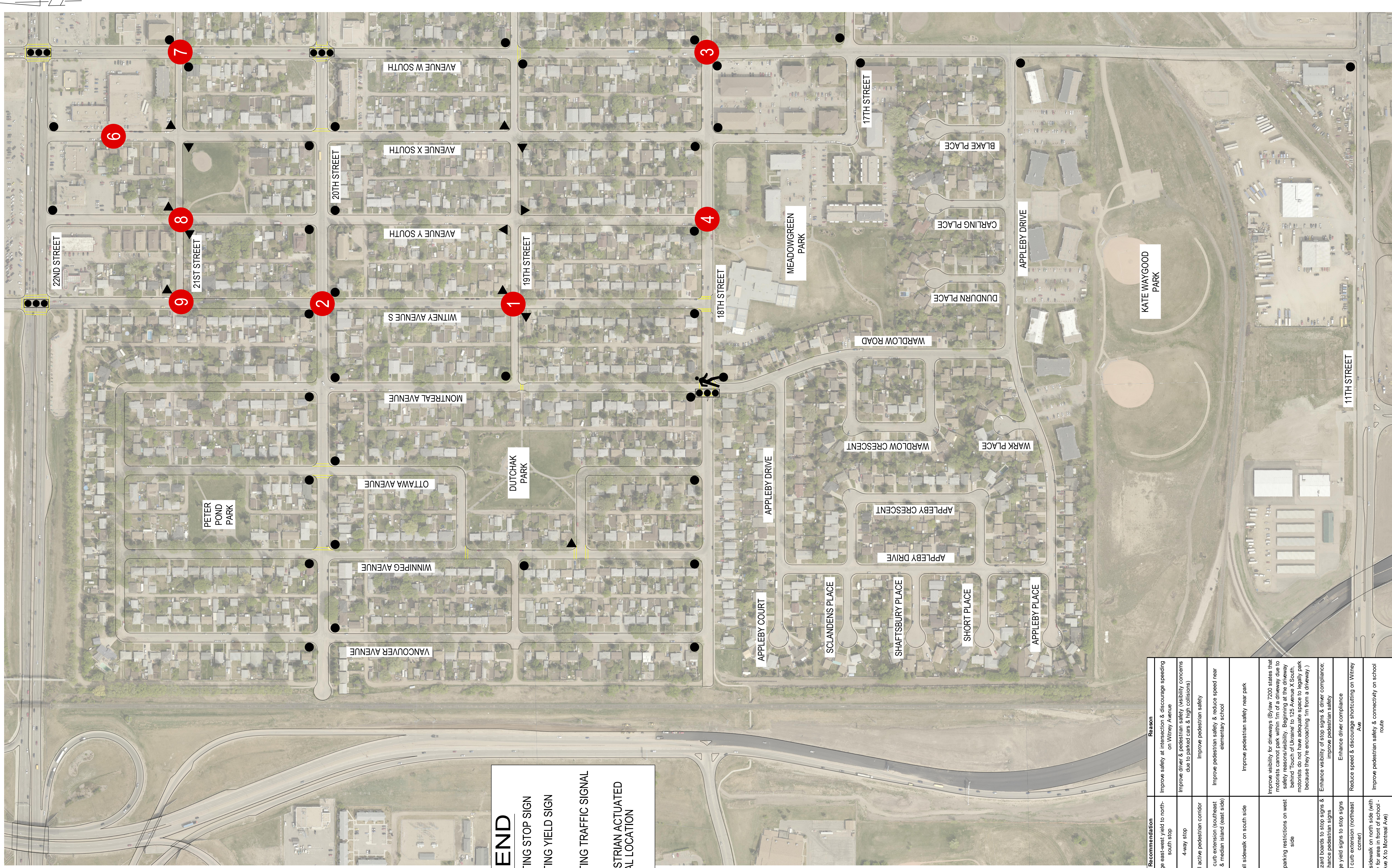
**Table 5-5: Total Cost Estimate**

Category	Signing & Temporary Traffic Calming	Permanent
Traffic Calming	\$1,500	\$95,000
Traffic Control Signs	\$2,000	0
Pedestrian Devices	\$0	\$20,000
Miscellaneous Signs	\$2,000	0
Sidewalk	\$0	\$315,000
<b>Totals</b>	<b>\$5,500</b>	<b>\$430,000</b>

The total cost estimate for the signage and temporary traffic calming to be installed in 2016 is **\$5,500**. The total cost estimate for the installation of future permanent devices, including the active pedestrian corridor, and sidewalks, is **\$430,000**.

Resulting from the plan development process, the recommended improvements, including the location, type of improvement, and schedule for implementation are summarized in **Table 5-6**. The resulting recommended Meadowgreen neighbourhood Traffic Management Plan is illustrated in **Exhibit 5-1**.





## LEGEND

- EXISTING STOP SIGN
- ▼ EXISTING YIELD SIGN
- ⬢ EXISTING TRAFFIC SIGNAL
- 🚶 PEDESTRIAN ACTUATED SIGNAL LOCATION

Item	Location	Recommendation	Reason
1	Winney Avenue & 18th Street	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Winney Avenue
2	Winney Avenue & 20th Street	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)
3	Avenue W & 18th Street	Install active pedestrian corridor	Improve pedestrian safety
4	18th Street & Avenue Y (southeast corner) & median island (east side)	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
5	21st Street & Avenue W	Install sidewalk on south side	Improve pedestrian safety near park
6	Avenue X between 2nd driveway (behind Ukraine) south of 22nd Street to 125 Avenue X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)
7	21st Street & Avenue W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety
8	21st Street & Avenue Y	Change yield signs to stop signs	Enhance driver compliance
9	Winney Avenue & 21st Street	Install curb extension (northeast corner)	Reduce speed & discourage shortcutting on Winney Ave
10	Winney Avenue to Vancouver Avenue	Install sidewalk on north side (with priority for area in front of school - Ave X to Montreal Ave)	Improve pedestrian safety & connectivity on school route



**Table 5-6: Meadowgreen Neighbourhood Recommended Improvements**

Item	Location	Recommendation	Reason
1	Witney Avenue & 19 <sup>th</sup> Street	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue
2	Witney Avenue & 20 <sup>th</sup> Street	four-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)
3	Avenue W & 18 <sup>th</sup> Street	Install active pedestrian corridor	Improve pedestrian safety
4	18 <sup>th</sup> Street & Avenue Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
5	21 <sup>st</sup> Street between Witney Avenue & Avenue W	Install sidewalk on south side	Improve pedestrian safety near park
6	Avenue X between 2nd driveway (behind 'Touch of Ukraine') south of 22 <sup>nd</sup> Street to 125 Avenue X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)
7	21 <sup>st</sup> Street & Avenue W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety
8	21 <sup>st</sup> Street & Avenue Y	Change yield signs to stop signs	Enhance driver compliance
9	Witney Avenue & 21 <sup>st</sup> Street	Install curb extension (northeast corner)	Reduce speed & discourage shortcutting on Witney Ave
10	18 <sup>th</sup> Street - Avenue W to Vancouver Avenue	Install sidewalk on north side (with priority for area in front of school - Ave X to Montreal Ave)	Improve pedestrian safety & connectivity on school route



APPENDIX A: MEETING MINUTES

**Meadowgreen LAP Meeting #7**  
**Neighbourhood Traffic Review Meeting**  
**W. P. Bate School Community Room**  
**2515 18th St West**  
**January 14, 2015**  
**7:00 pm**

**Attendees:** Pat Tymchatyn, Vasanth Iynkaran, Diane Tate, Cindy Friesen, George Henderson, Jeff Kolody, Yvonne Boehn, Raichelle Bueckert, Allan Alexander, Morgan Wolochuk, Orest Ewaniuk, Nicola Lawson, George Benden, Seling Drake, R. Russell, R. Dueck, Nicole Simpson, Hannah Chukwu, Sultan Ali Sadat, Rina Veltkamp, Gilbert Ouellette, Lisa Neudorf, Michael Greene, Hugh Pingue, Mark Emmons - Senior Planner, Mark Wilson - Planner, Justine Nyen & Lanre Akindipe - Traffic Engineers, Angela Gardiner - Director of Transportation Division, Constable Brad Tuck - Traffic Safety Division, Councillor Pat Lorje, Shirlene Palmer – Recording Secretary

**1. Welcome, Introductions & Agenda**

Meeting called to order at 7:00 p.m.

Mark Emmons introduced himself as the lead planner of the Meadowgreen Local Area Plan and thanked everyone for coming out to tonight's meeting. Thanks to W.P. Bates School for hosting the meeting.

Councillor Lorje has been a great support throughout the LAP process. She has to leave early tonight to attend another meeting, but will be around for the beginning of our meeting.

Meadowgreen neighbourhood goes from 22nd Street in the north to Avenue W to the east, the railway tracks to the south and Circle Drive to the west. This is the area we will be focusing on tonight. We know there are traffic issues on 11th Street and because that corridor spans several neighbourhoods, it's being dealt with at a separate meeting with several neighbourhoods.

This meeting is also part of the ongoing Meadowgreen Local Area Plan. Through the LAP process, we have a series of topic-based meetings to talk about what the neighbourhood wants to discuss, such as neighbourhood safety, parks, culture, municipal services. With the new neighbourhood-level traffic review program, we are utilizing this process to contribute to the overall LAP project.

Mark is the lead of the LAP and through community input he will work with the community to develop a plan to help the neighbourhood address challenges/opportunities. The plan will result in a document filled with recommendations that will be implemented. Every recommendation is a local improvement project that is assigned to a City department or community organization.

Mark noted there is a great turn out for tonight's meeting and hopes some of these attendees will continue working on the LAP.

Mitch Riabko & Kathy Dahl, Great Works Consulting, will facilitate tonight's meeting. They help you get to where you want to be. There are a number of traffic concerns that will be looked at tonight. First we will start with sharing information through a short presentation so everyone is on the same page followed by small group work and there will then be a time for questions. Not only discuss the issues, but what are some solutions that may address them. The attendees are asked to please follow the Foundations of Success that are posted.

## **2. Foundations for Success**

Foundations for Successful Meetings specify how the meeting will be conducted. They are used to ensure that attendees feel comfortable sharing their concerns, opinions and ideas with the group here tonight.

The Foundations for Success are:

### **1. Information Sharing & Gathering**

- Share what you think is important
- Everyone works together to make decisions

### **2. Respect**

- Respect every comment or idea that comes forward
- Respect each other's opinions and perceptions

### **3. Integrity**

- Speak your mind respectfully
- Honesty is the best policy!
- Your voice is not heard if you don't participate

### **4. Fair and Equal Representation**

- Everyone will have their opportunity to share
- Everyone has something important to contribute
- Strive for equal representation from all stakeholders within the area

### **5. No Repetitive Discussion**

- There is limited time within meetings, discussion of topics already covered may have to occur outside scheduled meeting time

### **6. Orderly Participation**

- Listen when others are speaking
- Please raise hand to share your thoughts

### Councillor Lorje Opening Comments

Councillor Lorje thanked Pat Tymchatyn, Community Association President for being so involved with the LAP. She also thanked all the attendees for taking part, it is always exciting to hear what people have to say.



She noted the City, CN and CP rails have agreed to begin meeting on a senior level to negotiate and try to resolve some of the traffic issues throughout the city. If anyone is experiencing traffic delays please note the specific details (day, time, location and length of delay) and email to Councillor Lorje who will pass it along to the committee.

She also noted there is a separate meeting being held in June to address the concern of increased traffic on 11th Street due in part to the new south bridge.

### **3.a. Traffic Management Presentation Justine Nyen, Traffic Engineer**

#### **11th Street Review**

- A separate meeting has been scheduled for June 3<sup>rd</sup>, 2015 at W.P. Bate School to assess the corridor from Circle Drive to Avenue H.
- The meeting will address issues, such as:
  - Number of Lanes
  - Pedestrian accommodation
  - Type of traffic control (signals vs. signs)
  - Type of intersections
  - Access management

#### **Neighbourhood Traffic Management**

- Address neighbourhood traffic issues:
  - Speeding concerns
  - Short-cutting concerns
  - Pedestrian safety
  - Intersection safety
- In August 2013 there was a program change that now includes a Neighbourhood-wide review which gives more community/stakeholder feedback and at the same time efficient use of staff resources.
- Timeline for Meadowgreen Traffic Review:
  - January 2015 is this initial Traffic Meeting
  - January to Fall 2015 we will gather feedback, conduct traffic studies, collect data, develop traffic plan
  - Fall 2015 there will be a follow up Traffic Meeting with a display of the proposed traffic plan and feedback will be gathered.
  - There will then be approximately one month to continue gathering feedback and the plan will be finalized.
  - The Traffic Plan will then be presented to City Council for approval, with implementation to follow.

#### **Sources of Information**

- Information has been collected from collision statistics, Community Engagement Online Tool, phone calls and emails received by the Transportation Division since neighbourhood-wide traffic program was developed in August 2013.

- In the future, information will be gathered from public consultations (meetings, correspondence, Shaping Saskatoon discussion and traffic counts and assessments).

### **Description of Traffic Calming**

Traffic calming is intended to slow speeds, reduce collisions, enhance safety for pedestrians and reduce shortcutting. Some of the traffic calming is relatively inexpensive.

#### **Types:**

- Curb Extensions
  - Zebra/striped crosswalk – enhance visibility
  - Landscaping can improve appearance
- Raised Median
  - Can also serve as a refuge when pedestrian crossing
- Roundabouts
  - Very nice landscaping can be done.
- Speed Humps
  - Not recommended on transit routes
  - Can increase emergency response times
  - Creates some noise
- Raised Cross Walk
- Diverter
- Right In Right Out Island
- Directional Closure
  - Large curb extensions with one-way street which eliminates shortcutting
- Raised Median Through Intersection
- Full Closure

### **Pedestrian Safety Around Parks & Playgrounds**

- A report was submitted to City Council in March 2014 responding to an inquiry regarding implementation of “Children at Play Speed Zones” around pools, playgrounds and water parks located outside of school zones or school hours.
- Rather than commissioning a study, City Council has advised we gather feedback directly from communities to address their concerns
- We want to know:
  - Are there any parks/playgrounds in your area that you have concerns about?
  - What are your solutions?

- Opportunity to discuss in small groups

## **b. Saskatoon Police Service Presentations**

### **Constable Brad Tuck**

Constable Tuck stated this is his third year involved with Traffic Safety for Meadowgreen and 8th year with Police Services. Meadowgreen is a unique neighbourhood as you don't have major roadway going through but are surrounded by them.

Although he does not have the numbers with him at the meeting, there is generally a lot of enforcement at 22nd and Witney as it is a High Collision Enforcement Intersection so it gets a lot of attention. On 11th Street there is a lot of laser/radar enforcement done as well. We do not get a lot of complaints about the school zone, but will do drive throughs regularly.

#### **Questions:**

- **If someone has a concern about speeding or other traffic concerns what number should they contact?**

They should contact the main number, (306) 975-8300 which is the Communication Centre and say they would like to report a traffic complaint and they will be forwarded to the appropriated department. These complaints are then reviewed daily.

- **Do you ever set up speed traps down back lanes? Some back lanes are like speedways.**

Radar is not set up in back lanes, but if there are concerns contact the 8300 number so it can be reviewed. The more specific you are about an issue the better; if it is a particular vehicle that races daily down the lane ensure you give time of day, type/color of vehicle, etc.

#### **Comments:**

- On Avenue W and 22nd Street, even though there is a left hand turning arrow, it is not long enough. There is so much traffic (vehicular and pedestrian) from the Agrium buses coming from the parking lot (No Frills parking lot) it can be dangerous. Pedestrians cross wherever they want and police presence does not seem to be there.

Constable Tuck noted this is the first time he has heard of this concern. This is something he can look into if he knows what time of day these concerns usually are.

- When previously contacting Communication Centre about a specific driver and their speed I was told I would have to go into Police Services and officially lay a complaint and might even have to go to court. I don't want to have to do this so I don't call.



Constable Tuck stated if you are just calling in a traffic complaint you can just do this anonymously by saying you want to report a traffic complaint. If you want to specifically report one person then you do have to come into Police Services, in order for consideration of laying charges against the driver.

### **c. Traffic Issues in Meadowgreen Discussion Seeking Your Ideas & Solutions**

The attendees were divided into three groups and asked to discuss the following:

1. What ideas or solutions do you have to improve traffic flow/safety in your neighbourhood (what's working or not working)?
2. Identify additional traffic issues and solutions in Meadowgreen.

Following the discussion they were asked to then prioritize the concerns. This does not mean that anything will get dropped for the list but shows where the most concern is. Everything is important, but what are your priorities?

#### Mark Emmons Group

1. Southbound on Witney turning into CreeWay backs up when turning left. Barricade maybe?
2. Northbound Witney turning left onto 22<sup>nd</sup>. Light too short. Needs left turn arrow. Parked vehicles on east side of Witney near 22<sup>nd</sup> also an issue.
3. 20<sup>th</sup> & Witney vehicles nose too far out into 20<sup>th</sup> at stop sign. Possibly due to visibility issues.
4. CNR trains idling between 18<sup>th</sup> St and south end of Meadowgreen. Idle for hours, noise pollution for adjacent homes. Dangerous fumes too.

General comment: People drive different in winter. Often ignoring rules of road. Traffic education and enforcement issue.

5. Bus stop on north Witney (west side) is across from CreeWay where drivers are backed up, as noted in #1. So right lane has bus & left turning vehicles bog down Witney, leaving no room for southbound drivers to get through. Maybe add another southbound lane by shaving off edge of recycling depot.
6. 21<sup>st</sup> St homes by Montreal & Vancouver with rear garages need access to Witney to go northbound. Currently come out of back lane because other accesses are closed to vehicles and only other option is 20<sup>th</sup> St Barricade at CreeWay would create new problems for those north end homeowners.
7. Trains blocking 11<sup>th</sup> Street
8. 11<sup>th</sup> & W intersection impossible to turn left onto 11<sup>th</sup> at rush hour, even tough to turn right onto 11th at that time too.
9. Snow removal needed on bus routes.

General Comment: Visibility of signage in many locations is an issue, overgrown trees

10. 18<sup>th</sup> St at Circle or 20<sup>th</sup> at Circle would provide another exit from neighbourhood. Concerned about impacting school or residents through. Complex challenge. No consensus on how to proceed. Would like to see feasible options for neighbourhood to consider.

#### Landre Akindipe Group

- Witney/22<sup>nd</sup> Street
  - Driveway Issues
  - LT traffic northbound/southbound
  - Signal timing review
  - Red light running motorists
- 18<sup>th</sup> St (Winnipeg-Ave W)
  - Speeding Concerns
- 18<sup>th</sup> St/Ave W
  - Traffic calming devices
  - Ped actuated signal
  - Lots of Ped activities
- Witney/20<sup>th</sup>
  - Speeding issues/shortcutting/traffic calming
- Creating outlets/options for traffic from the neighbourhood
  - Links to Circle (18<sup>th</sup>/20<sup>th</sup>)
- Noise Reduction on Circle Drive (18<sup>th</sup> & 20<sup>th</sup>)
  - Sound walls
- Playground Issues
  - Speeding isn't an issue due to proximity to schools.

#### Mark Wilson/Justine Nyen Group

- McDonalds access on W, south of 22<sup>nd</sup> Street. Creates vehicle back up when people are trying to turn in. 100 block south.
- Traffic noise from Circle Drive, due to no sound attenuation. Across from 18<sup>th</sup> and from Clancy.
- Volume and speed off of 22<sup>nd</sup> Street and onto Ave Y and X. Doing a loop around to get to bar and Sarcan and 21<sup>st</sup> St.
- Need for a sidewalk on 21st Street, near park\Stop signs or 21<sup>st</sup> Street on Ave X possibly 4 way stop)
- Rear lane, shortcutting, speeding, block driveway specifically rear lane off of 22<sup>nd</sup> Street, between Ave X & Y. Maybe a need to close the rear lane.
- North on W toward 22<sup>nd</sup> St is a great system. But, walk light going south is too short.
- Review of signal timing between 4 and 6 pm at Witney and 22<sup>nd</sup> and at 22<sup>nd</sup> Street and Ave W.
- Transit route on Witney, can it be on W instead?
- Difficulty turning left on 22<sup>nd</sup> Street and Ave W, right of way arrows more frequently between 4 & 6 pm, should have left turn or left lane turn only.
- Rear lane assessment, backs onto 22<sup>nd</sup> Street, west of Witney.
- Concern with parked cars blocking driveways. Need for "no parking between signs" signs.
- Witney and 20<sup>th</sup> Street. No following stop signs on Witney and speeding on 20<sup>th</sup> (both directions) Solution: Four way stop, round-about, more studies here.
- Alternate sign at 19<sup>th</sup> and Witney or something to decrease speeds.
- Snow is being piled on the parking lane on 20<sup>th</sup> Street
- 18<sup>th</sup> and W. Something to improve the crossing.
- Need for bus shelter on Ave W and 18<sup>th</sup> Street
- Railway track, need for sound attenuation 18<sup>th</sup> to 22<sup>nd</sup>.

- On 22<sup>nd</sup> pedestrian crossing, dips, middle of the medians. Not safe to cross the street.
- Crosswalk lights on 22<sup>nd</sup> Street takes too long to engage.

#### 4. Next Steps

##### Angela Gardiner, Director, Transportation Division

- a. Continue monitoring traffic issues in your neighbourhood
- b. Mail-in comments no later than February 14/15
- c. Additional public input via City on-line Community Engagement webpage no later than February 14/15

<http://shapingsaskatoon.ca/discussions/meadowgreen-neighbourhood-traffic-review-meeting>

- d. Traffic count data collection - spring 2015
- e. City review of public input and data collected from traffic studies and prepare draft Traffic Plan
  - Follow-up public input meeting to provide input on draft
  - Determine revisions and finalize Traffic Plan
  - Present Traffic Plan to City Council for approval

Angela stated once all information is collected a neighbourhood wide plan will be drafted. Unfortunately not able to do everything that is suggested as there needs to be balance for the overall neighbourhood.

The proposed plan will then be brought back to groups and usually there are only a few minor tweaks that need to be done prior to bringing to City Council.

Important to note, depending on the nature of the modification things will not happen overnight. Temporary measures are usually put into place and monitored for about a year to ensure change does not affect another part of the neighbourhood in a negative manner. Once decided should be permanent then it will be added to the budgets for completion.

Thanks for everyone's input tonight. This is the beginning point of the process and we are moving towards a traffic-safe neighbourhood.

#### Comments:

- The issue at intersection of Witney Ave and 22<sup>nd</sup> Street has been going on for quite awhile and don't know if it can wait for another year before something is done.

Angela noted there may be some "low hanging fruit" that can be dealt with some quick fixes. If it is a matter of signal timing can be done quicker, but may take longer if more significant changes are required.

- Challenges in dealing with railways are noted.



Angela noted the City is very encouraged they have the ear of both CN and CP Rails and they have committed to working with us. The City has been collecting data since August 2013, documenting delays, time of delays, etc. Other municipalities have done this with positive outcomes. Also able to lobby for funding from provincial government to help with solutions.

## **8. Closing**

Mitch thanked everyone for coming out to the meeting. A meeting will be held in fall of 2015 for residents to review the proposed draft Traffic Plan, so watch for flyers.

Mark also thanked everyone for attending. He noted it has been a struggle to get people out to the other LAP meetings and really hoped some of tonight residents would continue coming to future LAP meetings.

**Next Meeting:      Wednesday, February 25, 2015, W.P. Bate School**

**Meeting adjourned at 8:45 pm.**

**Meadowgreen LAP Meeting #12**  
**Neighbourhood Traffic Review Meeting**  
**W. P. Bate School Community Room**  
**2515 18th St West**  
**September 15, 2015**  
**7:00 pm**

**Attendance:** 23

Mark Emmons - Senior Planner, Ellen Pearson - Planner, Justine Nyen & Goran Lazic - Traffic Engineers, Jay Magus - Engineering Manager , Constables S. Talic & R. Kuny - Saskatoon Police Services, Councillor Pat Lorje, Shirlene Palmer – Recording Secretary

**1. Welcome, Introductions & Agenda**

Meeting called to order at 7:00 p.m.

Mitch Riabko & Kathy Dahl from Great Works Consulting will facilitate tonight's meeting.

Mitch Riabko Opening Comments

As part of developing the LAP for Meadowgreen neighbourhood, there were a variety of traffic issues to resolve. The first meeting was held last January and attendees were asked to provide feedback on traffic issues and more importantly, identify solutions.

Feedback collect from the meeting, observations over the last few months, as well as information collected via email, phone calls and on-line were analyzed and considered by City staff when creating this proposed Traffic Plan.

Tonight a presentation will be given to attendees to see the proposed Traffic Plan and to give your feedback. The goal of this meeting is to hear what residents have to say.

At the January meeting it was brought up that traffic is not the only issue in the neighbourhood but also there was a lot of traffic violation that added to the problems. Constables S. Talic and R. Kuny are with us tonight to help answer any questions that might arise.

The purpose of tonight's meeting:

1. To present the new neighbourhood traffic plan based on input received from the community; provide reasoning for decisions. and
2. Gain focused feedback from the community about each plan proposal.

To ensure you are successful the attendees are encouraged to follow some simple Foundations for Success

Mark Emmons introduced himself as the lead planner of the Meadowgreen Local Area Plan and thanked everyone for coming out to tonight's meeting. Through the LAP process, we are looking for local improvements for your neighbourhood. The LAPC has already had meetings on Land Use, Parks, Community Gardens & Open Spaces, Culture, Heritage & New Canadians, Neighbourhood Safety, Municipal Services and the first Traffic meeting. Upcoming meetings will be Property Maintenance, Vacant Lots, Brownfields, Housing Incentive Programs and Neighbourhood Safety.

If you have not been to an LAP meeting prior to today give your email to Shirlene to be added to the email distribution list in order to be kept informed about the LAP.

## **2. Foundations for Success**

Foundations for Successful Meetings specify how the meeting will be conducted. They are used to ensure that we feel comfortable sharing their concerns, opinions and ideas with the group here tonight.

The Foundations for Success are:

### **1. Information Sharing & Gathering**

- Share what you think is important
- Everyone works together to make decisions

### **2. Respect**

- Respect every comment or idea that comes forward
- Respect each other's opinions and perceptions

### **3. Integrity**

- Speak your mind respectfully
- Honesty is the best policy!
- Your voice is not heard if you don't participate

### **4. Fair and Equal Representation**

- Everyone will have their opportunity to share
- Everyone has something important to contribute
- Strive for equal representation from all stakeholders within the area

### **5. No Repetitive Discussion**

- There is limited time within meetings, discussion of topics already covered may have to occur outside scheduled meeting time

### **6. Orderly Participation**

- Listen when others are speaking
- Please raise hand to share your thoughts



### Councillor Pat Lorje Comments

Slowly but surely the City of Saskatoon is undergoing a new process for planning ahead and growth. She is seeing signs that services are better spread throughout the city but still a long way to go. The landscaping on the west side of the Circle Drive South Bridge did not come as it should have and this will be corrected next year.

There have been concerns brought to her about the noise and fumes from the trains and she is meeting with CN at the end of September to discuss this matter. There is also a lot of concern from Montgomery as they are trapped when trains run through. She hopes there can be at least a short term solution until a long term solution can be found. In closing, if anyone has any concerns they can call or email her.

### **3.a. Traffic Management Presentation Justine Nyen, Traffic Engineer**

#### **Neighbourhood Traffic Management Program**

- Address neighbourhood traffic issues:
  - Speeding concerns
  - Shortcutting concerns
  - Pedestrian safety
  - Intersection safety
- August 2013 - changes to program:
  - Neighbourhood-wide review
  - More community/stakeholder feedback
  - Efficient use of staff resources

#### **How We Got Here**

- January 2015 - Initial Traffic Meeting
- January to September 2015 - gather feedback, conduct traffic studies, collect data, develop traffic plan
- September 2015 - Follow Up Traffic Meeting - display proposed traffic plan and gather feedback.

#### **What We Heard**

1. Speeding/Shortcutting
  - Montreal Avenue
  - 18th Street
  - 21st Street (near park)
  - Avenue X (between 20th St & 22nd St)
  - Avenue Y (between 20th St & 22nd St)
  - Back lane west of Witney Ave (south 22nd St)
2. Pedestrian Safety
  - 18th Street & Avenue W
  - Crossing 20th Street

3. Intersection Safety
  - 22nd Street & Witney Avenue
  - 22nd St & Avenue W
4. Parking
  - Avenue X (near Sarcan)
5. Other Issues
  - Other links in/out of Meadowgreen
  - Snow removal
  - Trees blocking signs
  - Noise reduction
  - Bus routes/shelters

### **What We Did**

- Collected data
  - Past study
  - 25 attendees at initial meeting
  - Resident responses - phone calls, emails, letters (8)
  - Recorded comments from Shaping Saskatoon discussions
  - Intersection/pedestrian counts (5)
  - 7 day, 24 hour, traffic count (10) & Average Speed measurements
  - Back lane traffic volume count (1)
  - Collision history
- Field Reviews
- Assessed the issues
- Generated proposed recommendations

### **What we Propose**

See Appendix A for list of proposed recommendations.

#### **3.b. Traffic Operation** **Goran Lazic, Traffic Engineer**

It can be difficult to make changes to arterial roads at a neighbourhood level as they usually affect more than one neighbourhood and corridor so need to be careful when requesting changes. Information gather from Shaping Saskatoon helps us to look at these issues on a larger scale.

A concern heard in the neighbourhood was the back up of traffic at Witney and 22nd Street. Issue is turning left onto Witney from 22nd Street as traffic being held up by people turning into gas station at corner as well as turning left onto 22nd Street from Witney due to increase traffic coming from Shoppers. Also length of pedestrian walk light not long enough for slower crossers.

Goran noted the issue is most older intersections are not made for the traffic volumes using them. It can be challenging to change access to businesses due to the geometry

of their lots/entrances. He noted making major changes to intersection configuration can be very costly, require lots of planning and still may not be possible.

Some changes that could be looked at are lane labeling to ensure proper use of lanes, stating one is left turn lane and other is straight and right turn. This may alleviate some of the traffic moving south and north from Witney to 22nd Street. The timing of the pedestrian walk lights could be increase to accommodate slower crossers.

These changes could also be done at Avenue W & 22nd Street.

In summary, we can make small improvements to alleviate some of the concerns but any more drastic changes will need to wait to see what larger plans are in store in the future plan of 22nd Street overall.

**Comments:**

- The north/south traffic movement light seems to take a long to time to change to green.

Goran noted there is a traffic loop overhead that signals when there is a vehicle there. It may not be working properly they can take a look at this.

**4. Small Groups:**

The attendees were broken into 3 groups and asked to review the recommendations and make supply comments to facilitators.

See Appendix B for results of small group discussions.

**5. Next Steps**

**Jay Magus, Engineering Manager  
Transportation & Utilities Division**

1. Mail-in or email comments no later than October 15/15
2. Additional public input via Shaping Saskatoon no later than October 15/15  
<http://shapingsaskatoon.ca/discussions/meadowgreen-neighbourhood-traffic-review-meeting>
3. Additional consultation if required
4. Present traffic plan to City Council for approval
5. Once approved then will become part of neighbourhood LAP document for implementation.

Jay noted there is a meeting scheduled on Tuesday, October 27, 7:00 pm at St. John School to address the comprehensive plan for 11th Street from Circle Drive to Avenue H. This meeting is identical to the one held earlier this year so there is no need to attend if you attended the previous one.



## 8. Question & Answer

### Questions:

- **What happened to the plan to connect 17th Street to Circle Drive?**

Jay noted this is back on the table again so will be discussed.

- **What is happening with Active Transportation in the area as the above connection was taking it into consideration, a safe path right to the river.**

Jay noted the City is currently working on an overall bike/pedestrian trail system. There will be some public events this fall.

- **With the Growth Plan of 500,000 maybe we need more bridges?**

There are Growth Plan/Come & Go Public Events planned that would give a better answer to this question.

- Wednesday, October 21, 4:30 - 8:30 pm, Mayfair United Church
- Thursday, October 22, 4:30 - 8:30 pm, Saskatoon Field House, Lobby

- **There is a lot of speeding on Avenue W between 11th and 22nd Street. Can something be done to slow the traffic down?**

Justine stated Avenue W is an arterial road so traffic calming is not recommended. Enforcement would be the best for this area; she will pass along this information to Saskatoon Police Services and they can do a speed study.

- **Can the stop signs at 11th Street and Fletcher Avenue be removed? They were originally only to be temporary while South Bridge was built; now they are affecting traffic in the area in a negative way when people are trying to turn east from Avenue W to 11th Street.**

Justine will pass along to be looked into.

## 9. Closing

Mitch thanked everyone for coming out to the meeting.

Mark also thanked everyone for attending. He passed along the message from Pat Tymchatyn that the Meadowgreen Community Association AGM is scheduled for October 6, 7:00 pm, W.P. Bate School, Community Room.

**Next Meeting:       Wednesday, October 28, 2015, W.P. Bate School  
                              Wednesday, November 4, 2015, W.P. Bate School**

**Meeting adjourned at 9:00 pm.**

Appendix A - Meadowgreen Draft Traffic Recommendations - Sept 15/2015

Item	Location	Recommendation	Reason
1	Witney Ave & 19th St	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue
2	Witney Ave & 20th St	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)
3	Avenue W & 18th St	Install active pedestrian corridor	Improve pedestrian safety
4	18th St & Ave Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school
5	21st St between Witney Ave & Ave W	Install sidewalk on south side	Improve pedestrian safety near park
6	Ave X between 2nd driveway south of 22nd St to 125 Ave X	Install parking restrictions on west side	Improve visibility for driveways
7	21st St & Ave W	Add hazard boards to stop signs & enhance pedestrian signs	Improve visibility at intersection (including enhance visibility of stop signs), enhance driver compliance & improve pedestrian safety
8	21st St & Ave Y	Change yield signs to stop signs	Enhance driver compliance
9	Back lane south of 22nd St - access from Witney Ave	Install 20kph speed sign	Reduce speed
10	Witney Ave & 21st St	Install curb extensions (south side) & standard pedestrian crosswalk	Reduce speed, discourage shortcutting on Witney Ave & improve pedestrian safety

**Major intersections**

22nd St & Ave W  
22nd St & Witney Ave

**Other departments**

Request bus shelter on Ave W north of 18th St

Appendix B – Meadowgreen Traffic Recommendations

Sept 15/2015

Item	Location	Recommendation	Reason	Group 1 - Ellen Pearson	Group 2 - Mark Emmons	Group 3 - Jay Magus
1	Witney Ave & 19th St	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue	Yes	Should measure 19th St because of multi-block free-flow. Could be new issue.	
2	Witney Ave & 20th St	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)	are the curbs coloured to prevent parking close?	Yes	
3	Avenue W & 18th St	Install active pedestrian corridor	Improve pedestrian safety	Yes	Yes	
4	18th St & Ave Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school	how do curb extensions effect cyclists turning radii? Median islands are good.	Indifferent. Uncertain that it's needed. Could effect on-street parking negatively.	
5	21st St between Witney Ave & Ave W	Install sidewalk on south side	Improve pedestrian safety near park	Also install sidewalk on north side of 20th/Montreal	Who'll maintain it? City doesn't clear snow from sidewalk. Putting it on the north side may be better.	
6	Ave X between 2nd driveway (behind 'Touch of Ukraine') south of 22nd St to 125 Ave X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)	Yes	Good plan. Sarcan needs to do better job of maintaining their site. Maybe they could do angle parking on their site. Major traffic generator and not enough on-site parking.	
7	21st St & Ave W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; improve pedestrian safety	Yes	Better than nothing. Would prefer active crossing.	
8	21st St & Ave Y	Change yield signs to stop signs	Enhance driver compliance	Yes	Not against it but not sure if it will have any effect.	
9	Back lane south of 22nd St - access from Witney Ave	Install 20kph speed sign	Reduce speed; enhance compliance of speed limit in back lane	Prostitution in back alley, needles - install "Local Traffic Only"	May already have 15kph signs posted here.	
10	Witney Ave & 21st St	Install curb extensions (south side) & standard pedestrian crosswalk	Reduce speed, discourage shortcutting on Witney Ave & improve pedestrian safety	maintain bushes to increase visibility	Doesn't seem needed. May effect buses negatively.	Trim hedges on southeast corner

**Other departments**

Request bus shelter on Ave W north of 18th St

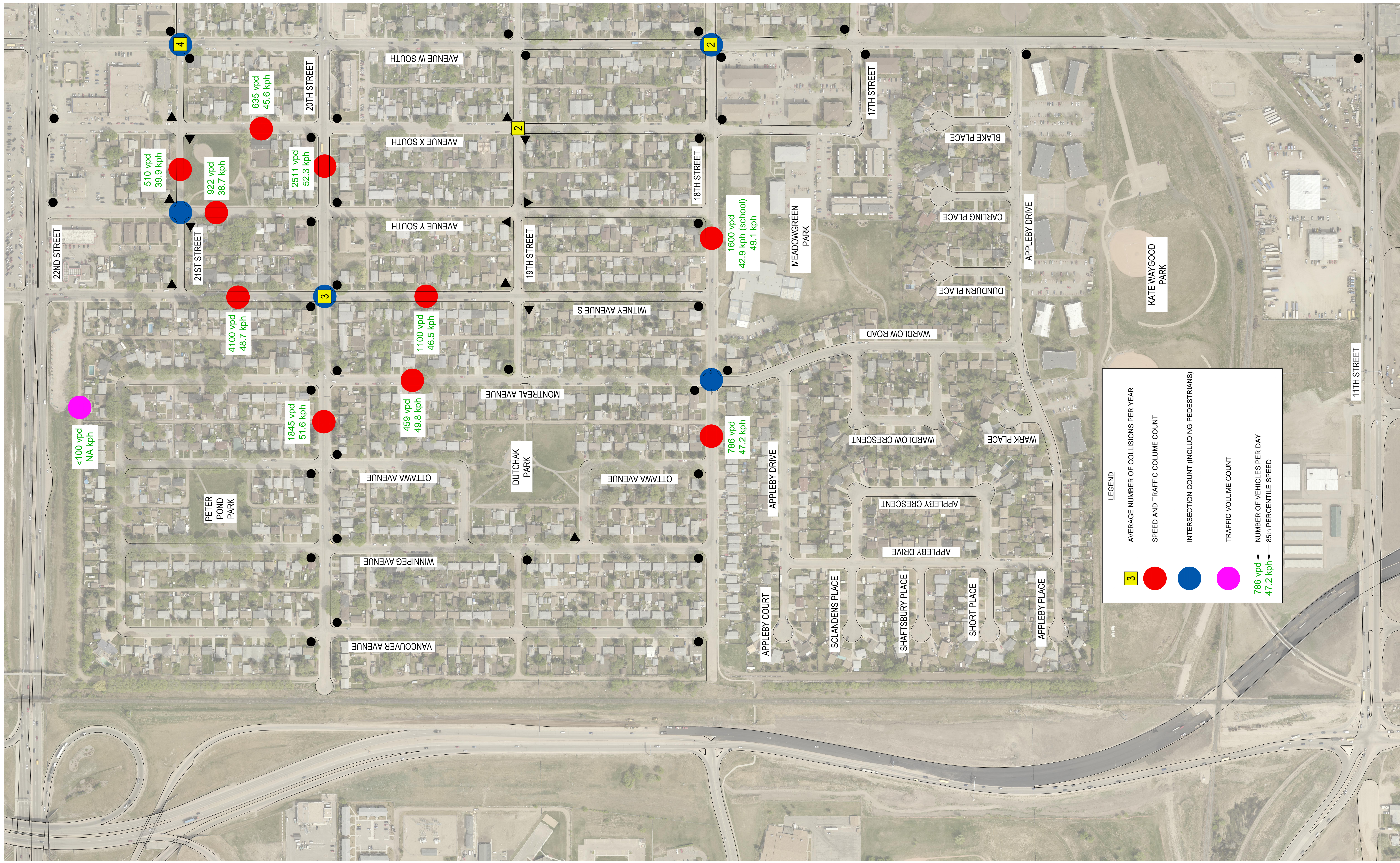
	<b>Location</b>	<b>Concern</b>
1	Various	tree maintenance to prevent visibility issues, pedestrian enforcement, cycling enforcement/training
2	22nd St & Witney Ave	possible to use jersey barriers; loop detection is broken
3	Witney Ave between 20th-22nd	lane painting
4	18th St across from school (north side)	sidewalk needed
5	Ave W & 22nd St (facing northbound)	needs signs identifying lanes
6	Ave W	speeding
7	21st St & Ave X	trim tree on northwest corner
8	Wardlow Cres & Wardlow Rd	trim evergreen on northwest corner
9	Back lanes	speed limit signs
10	22nd St & Ave W	make inside lane left turn & outside lane Thru/Right Turn



APPENDIX B: TRAFFIC DATA COLLECTION



# MEADOWGREEN TRAFFIC DATA



**LEGEND**

- 3 AVERAGE NUMBER OF COLLISIONS PER YEAR
- SPEED AND TRAFFIC VOLUME COUNT
- INTERSECTION COUNT (INCLUDING PEDESTRIANS)
- TRAFFIC VOLUME COUNT
- 786 vpd ← NUMBER OF VEHICLES PER DAY
- 47.2 kph ← 85th PERCENTILE SPEED



## APPENDIX C: ALL-WAY STOP ASSESSMENTS

**All-way Stop Assessment (Policy C07-007 – Traffic Control – Use of Stop & Yield Signs)**

Step 1:

The following conditions must be met for all-way stop control to be considered:

i) The combined volume of traffic entering the intersection over the five peak hour periods from the minor street must be at least 25% of the total volume for a three-way stop control, and at least 35% of the total volume for a four-way stop control.

ii) There can be no all-way stop control and traffic signal within 200 metres of the proposed intersection being considered for all-way stop control on either of the intersecting streets.

Location	Condition 1: % of Traffic from minor street	Condition 2: Traffic Signals or all-way stop within 200m	All-Way Stop Warrant
18th Street & Ave W	18% (no)	no	Conditions NOT met.
Ave W & 21st St	16% (no)	yes	
21st St & Ave Y	30% (no)	no	
20th St & Witney Ave	46% (yes)	no	Conditions met. Proceed to Step 2.

Step 2:

Provided the above criteria are met, the following conditions, singly or in combination, may warrant the installation of all-way stop signs:

i) When five or more collisions are reported in the last twelve month period and are of a type susceptible to correction by an all-way stop control.

ii) When the total number of vehicles entering the intersection from all approaches averages at least 600 per hour for the peak hour or the total intersection entering volume exceeds 6,000 vehicles per day.

iii) The average delay per vehicle to the minor street traffic must be 30 seconds or greater during the peak hour.



iv) As an interim measure to control traffic while arrangements are being made for the installation of traffic signals.

Location	Condition 1: 5 or more collisions in most recent 12 months	Condition 2: total number of vehicles entering the intersection from all approaches averages at least 600 per hour for the peak hour	Condition 3: total intersection entering volume exceeds 6,000 vehicles per day	Results
20th St & Witney Ave	4 - Condition NOT met	488 - Condition NOT met	5,600 - Condition NOT met	Further consideration due to high collisions.

APPENDIX D: PEDESTRIAN DEVICE ASSESSMENTS

## Pedestrian device assessment (Traffic Controls at Pedestrian Crossing, 2004)

### Witney Avenue & 20th Street:

#### 1. Lanes Priority Points:

$L = 2$  lanes = number of lanes.

$LANF = 0.0$  points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

#### 2. Median Priority Points:

$MEDF = 6.0$  points = indicating there is no physical median here.

#### 3. Speed Priority Points:

$S = 50$  kph = speed limit or 85th percentile speed.

$SPDF = 6.7$  points =  $(S-30) / 3$  to a maximum of 10 points.

#### 4. Pedestrian Protection Location:

$D = 340$  m = distance from study location to nearest protected crosswalk.

$LOCF = 10.5$  points =  $(D-200) / 13.3$  to a maximum of 15 points.

#### 5. Pedestrian/Vehicle Volume Priority Points:

$H = 5.0$  = ( hours ) duration of counting period.

$P_s = 33.0$  = total number of children, teenagers, seniors and/or impaired counted.

$P_a = 0.0$  = total number of adults counted.

$P_w = 49.5$  = weighted average of pedestrians crossing the main street.

$P_{cm} = 9.9$  = weighted average hourly pedestrian volume crossing the main street.

$V = 2042.0$  = volume of traffic passing through the crossing(s).



$V_{am} = 408.4$  = average hourly volume of traffic passing through the crossing(s).

$$VOLF = 8.1 \text{ points} = V_{am} \times P_{cm} / 500$$

6. Satisfaction of Installation Criteria:

$$SUMF = (LANF + MEDF + SPDF + LOCF + VOLF)$$

$$SUMF = 31 \text{ points}$$

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

**Avenue W & 18th Street:**

1. Lanes Priority Points:

$$L = 2 \text{ lanes} = \text{number of lanes.}$$

$$LANF = 0.0 \text{ points} = (L-2) \times 3.6 \text{ to a max of 15 points, urban x-section only.}$$

2. Median Priority Points:

$$MEDF = 6.0 \text{ points} = \text{indicating there is no physical median here.}$$

3. Speed Priority Points:

$$S = 50 \text{ kph} = \text{speed limit or 85th percentile speed.}$$

$$SPDF = 6.7 \text{ points} = (S-30) / 3 \text{ to a maximum of 10 points.}$$

4. Pedestrian Protection Location:

$D = 410 \text{ m}$  = distance from study location to nearest protected crosswalk.

$LOCF = 15.0 \text{ points}$  =  $(D-200) / 13.3$  to a maximum of 15 points.

Actual value = 15.78947 points.

#### 5. Pedestrian/Vehicle Volume Priority Points:

$H = 5.0$  = ( hours ) duration of counting period.

$P_s = 113.0$  = total number of children, teenagers, seniors and/or impaired counted.

$P_a = 60.0$  = total number of adults counted.

$P_w = 229.5$  = weighted average of pedestrians crossing the main street.

$P_{cm} = 45.9$  = weighted average hourly pedestrian volume crossing the main street.

$V = 2481.0$  = volume of traffic passing through the crossing(s).

$V_{am} = 496.2$  = average hourly volume of traffic passing through the crossing(s).

$VOLF = 45.6 \text{ points}$  =  $V_{am} \times P_{cm} / 500$

#### 6. Satisfaction of Installation Criteria:

$SUMF = ( LANF + MEDF + SPDF + LOCF + VOLF )$

$SUMF = 73 \text{ points}$

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

#### 18th Street & Wardlow Ave:

##### 1. Lanes Priority Points:

$L = 2 \text{ lanes}$  = number of lanes.

LANF = 0.0 points =  $(L-2) \times 3.6$  to a max of 15 points, urban x-section only.

2. Median Priority Points:

MEDF = 3.0 points = indicating there is a physical median here.

3. Speed Priority Points:

S = 50 kph = speed limit or 85th percentile speed.

SPDF = 6.7 points =  $(S-30) / 3$  to a maximum of 10 points.

4. Pedestrian Protection Location:

D = 103 m = distance from study location to nearest protected crosswalk.

LOCF = 0.0 points =  $(D-200) / 13.3$  to a maximum of 15 points.

5. Pedestrian/Vehicle Volume Priority Points:

H = 5.0 = ( hours ) duration of counting period.

Ps = 25.0 = total number of children, teenagers, seniors and/or impaired counted.

Pa = 0.0 = total number of adults counted.

Pw = 37.5 = weighted average of pedestrians crossing the main street.

Pcm = 7.5 = weighted average hourly pedestrian volume crossing the main street.

V = 225.0 = volume of traffic passing through the crossing(s).

Vam = 45.0 = average hourly volume of traffic passing through the crossing(s).

VOLF = 0.7 points =  $Vam \times Pcm / 500$

6. Satisfaction of Installation Criteria:



$$\text{SUMF} = (\text{LANF} + \text{MEDF} + \text{SPDF} + \text{LOCF} + \text{VOLF})$$

$$\text{SUMF} = 10 \text{ points}$$

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

### **Avenue W & 21st St:**

#### 1. Lanes Priority Points:

$$L = 2 \text{ lanes} = \text{number of lanes.}$$

$$\text{LANF} = 0.0 \text{ points} = (L-2) \times 3.6 \text{ to a max of 15 points, urban x-section only.}$$

#### 2. Median Priority Points:

$$\text{MEDF} = 6.0 \text{ points} = \text{indicating there is no physical median here.}$$

#### 3. Speed Priority Points:

$$S = 50 \text{ kph} = \text{speed limit or 85th percentile speed.}$$

$$\text{SPDF} = 6.7 \text{ points} = (S-30) / 3 \text{ to a maximum of 10 points.}$$

#### 4. Pedestrian Protection Location:

$$D = 170 \text{ m} = \text{distance from study location to nearest protected crosswalk.}$$

$$\text{LOCF} = 0.0 \text{ points} = (D-200) / 13.3 \text{ to a maximum of 15 points.}$$

#### 5. Pedestrian/Vehicle Volume Priority Points:

$$H = 5.0 = (\text{hours}) \text{ duration of counting period.}$$

counted.  $P_s = 40.0$  = total number of children, teenagers, seniors and/or impaired  
 $P_a = 46.0$  = total number of adults counted.  
 $P_w = 106.0$  = weighted average of pedestrians crossing the main street.  
 main street.  $P_{cm} = 21.2$  = weighted average hourly pedestrian volume crossing the  
 $V = 3036.0$  = volume of traffic passing through the crossing(s).  
 crossing(s).  $V_{am} = 607.2$  = average hourly volume of traffic passing through the  
 $VOLF = 25.7$  points =  $V_{am} \times P_{cm} / 500$

6. Satisfaction of Installation Criteria:

$$SUMF = (LANF + MEDF + SPDF + LOCF + VOLF)$$

$$SUMF = 38 \text{ points}$$

(P.A. Signal Warrant Points)

The total of the warrant points is less than 100 indicating that a pedestrian actuated signal is NOT warranted.

**Pedestrian Corridor Warrant Calculation**

**Witney Avenue & 20th Street:**

Time

(15 minute intervals) of	Vehicle Counts		Pedestrian Counts					P.C.	Periods	Points
	Total	Both Sides	Factored Counts	Warrant	Wrnt'd	Wrnt'd	Total	15 min.	30 min.	
	15 min.	30 min.	Child (1=Yes)	Teen	Adult	Senior / Impaired	Points			
7:00										
7:15										
7:30										
7:45										
8:00	79	79								
8:15	85	164								
8:30	132	217	1			1	1	1	217	
8:45	123	255	2			2	2	3	765	
9:00	44	167						2	334	
9:15		44								
9:30										
9:45										
AM Totals	463		3				3			
11:30	69		1			1	1			
11:45	83	152	2			2	2	3	456	
12:00	82	165	3			3	3	5	825	
12:15	83	165	1			1	1	4	660	
12:30	65	148	4			4	4	5	740	
12:45	90	155	3			3	3	7	1,085	
13:00	79	169						3	507	



13:15	88	167	1		1	1	1	167
Noon Totals		639		15			15	
14:00								
14:15								
14:30								
14:45								
15:00	81	81						
15:15	116	197	4		4	4	4	788
15:30	127	243	4		4	4	8	1,944
15:45	136	263	3		3	3	7	1,841
16:00	113	249					3	747
16:15	124	237	1		1	1	1	237
16:30	109	233	3		3	3	4	932
16:45	134	243					3	729
17:00		134						
17:15								
17:30								
17:45								
18:00								
18:15								
18:30								
18:45								
19:00								
19:15								
19:30								
19:45								
20:00								
20:15								

20:30

20:45

PM Totals 940 15 15

Totals 2,042 33 33  
100% 100%

West Crosswalk = 13

East Crosswalk = 20 <<< install crosswalk

on this side of the int.

SUMMARY

Total Warranted PC Points: or / period

Highest PC point value: 1,944 at

Average PC point value: 865

No. of periods warranted:

**Avenue W & 18th Street:**

Time

(15 minute intervals) Vehicle Counts Pedestrian Counts P.C. Periods Points  
of

Total Both Sides Factored Counts Warrant Wrnt'd Wrnt'd  
15 min. 30 min. Child Teen Adult Senior / Impaired Total 15 min. 30 min.  
Points (1=Yes) Periods

7:00

7:15													
7:30													
7:45													
8:00	110	110			5	2	7	4.5	4.5	495			
8:15	117	227	6	2	2	2	12	10.34	14.84	3,369			
8:30	129	246	6		5	2	13	10.5	20.84	5,127	1	5,127	
8:45	134	263	6		5		11	8.5	19	4,997			
9:00		134							8.5	1,139			
9:15													
9:30													
9:45													
AM Totals	490			18	2	17	6	43					
	5,127												
11:30	98			4	7	4	15	10.18					
11:45	121	219	4		5	2	11	8.5	18.68	4,091			
12:00	120	241	8		2		10	9	17.5	4,218			
12:15	99	219	5		1		6	5.5	14.5	3,176			
12:30	117	216	4				4	4	9.5	2,052			
12:45	95	212	8	1			9	8.67	12.67	2,686			
13:00	109	204	1	2	3		6	3.84	12.51	2,552			
13:15	94	203		1			1	0.67	4.51	916			
Noon Totals	853			30	8	18	6	62					
14:00													
14:15													
14:30													
14:45													
15:00	131	131	3				3	3	3	393			
15:15	125	256	4		2	2	8	7	10	2,560			



15:30	171	296	10	4	3	2	19	16.18	23.18	6,861	1	6,861
15:45	151	322	3		5	1	9	6.5	22.68	7,303	1	7,303
16:00	138	289			4		4	2	8.5	2,457		
16:15	143	281	5				5	5	7	1,967		
16:30	140	283	4		1		5	4.5	9.5	2,689		
16:45	139	279	2		10	3	15	10	14.5	4,046		
17:00		139							10	1,390		
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals		1,138		31	4	25	8	68				
		14,164										
Totals	2,481		79	14	60	20	173					
			46%	8%	35%	12%	100%					
								North Crosswalk =		60		

on this side of the int. South Crosswalk = 113 <<< install crosswalk

SUMMARY

Total Warranted PC Points: 19,291 or 6,430 / period

Highest PC point value: 7,303 at

Average PC point value: 4,299

No. of periods warranted: 3

**Wardlow Ave & 18th St:**

Time

(15 minute intervals) of	Vehicle Counts			Pedestrian Counts			P.C.	Periods Points	
	Total	Both Sides	Factored	Counts	Warrant	Wrnt'd			Wrnt'd
	15 min.	30 min.	Child	Teen	Adult	Senior / Impaired	Total	15 min.	30 min.
	Points	(1=Yes)	Periods						
7:00									
7:15									
7:30									
7:45									
8:00	12	12							
8:15	17	29	1			1	1	29	
8:30	9	26	1			1	1	2	52
8:45	22	31						1	31
9:00		22							

9:15

9:30

9:45

AM Totals 60 2 2

11:30 8 2 2

11:45 5 13 1 1 1 3 39

12:00 14 19 1 19

12:15 11 25 1 1 1 1 25

12:30 8 19 1 1 1 2 38

12:45 4 12 1 12

13:00 7 11

13:15 6 13

Noon Totals 63 5 5

14:00

14:15

14:30

14:45

15:00 13 13

15:15 10 23 4 4 4 4 92

15:30 10 20 8 8 8 12 240

15:45 15 25 4 4 4 12 300

16:00 7 22 1 1 1 5 110

16:15 16 23 1 1 1 2 46

16:30 15 31 1 31

16:45 16 31

17:00 16

17:15

17:30



17:45  
 18:00  
 18:15  
 18:30  
 18:45  
 19:00  
 19:15  
 19:30  
 19:45  
 20:00  
 20:15  
 20:30  
 20:45

PM Totals	102	18	18
Totals	225	25	25
		100%	100%

on this side of the int.

West Crosswalk =	16	<<< install crosswalk
East Crosswalk =	9	

SUMMARY

Total Warranted PC Points:                    or                    / period

Highest PC point value: 300    at

Average PC point value: 71

No. of periods warranted:

**Avenue W & 21st St:**

Time

	(15 minute intervals)		Vehicle Counts				Pedestrian Counts		P.C.	Periods	Points
	of		Total Both Sides				Factored Counts		Warrant	Wrnt'd	Wrnt'd
	15 min.	30 min.	Child	Teen	Adult	Senior / Impaired	Warrant	Total	15 min.	30 min.	
7:00											
7:15											
7:30											
7:45											
8:00	105	105			1	1	0.5	0.5	53		
8:15	103	208	1		3	4	2.5	3	624		
8:30	135	238		1	1	2	1.17	3.67	873		
8:45	150	285	2		2	4	3	4.17	1,188		
9:00		150						3	450		
9:15											
9:30											
9:45											
AM Totals		493		3	1	7		11			
11:30	106			1	1	2	1.17				
11:45	127	233			2	2	1	2.17	506		
12:00	126	253	2		1	3	2.5	3.5	886		
12:15	139	265	1		3	4	2.5	5	1,325		
12:30	116	255	1		3	4	2.5	5	1,275		

12:45	128	244	1		3	4	2.5	5	1,220		
13:00	141	269						2.5	673		
13:15	125	266	2			2	2	2	532		
Noon Totals		1,008		7	1	13		21			
14:00											
14:15											
14:30											
14:45											
15:00	155	155	5	1	3	9	7.17	7.17	1,111		
15:15	168	323			1	1	0.5	7.67	2,477		
15:30	209	377	3	1	2	6	4.67	5.17	1,949		
15:45	182	391	1		6	7	4	8.67	3,390		
16:00	212	394			6	6	3	7	2,758		
16:15	197	409			2	2	1	4	1,636		
16:30	225	422	4	1	4	9	6.67	7.67	3,237		
16:45	187	412	10	2	2	14	12.34	19.01	7,832	1	7,832
17:00		187						12.34	2,308		
17:15											
17:30											
17:45											
18:00											
18:15											
18:30											
18:45											
19:00											
19:15											
19:30											
19:45											



20:00

20:15

20:30

20:45

PM Totals	1,535	23	5	26	54
	7,832				

Totals	3,036	33	7	46	86
		38%	8%	53%	100%

on this side of the int.

North Crosswalk =	66	<<< install crosswalk
South Crosswalk =	20	

SUMMARY

Total Warranted PC Points: 7,832 or 7,832 / period

Highest PC point value: 7,832 at

Average PC point value: 2,420

No. of periods warranted: 1

## APPENDIX E: COLLISION ANALYSIS

## Collision Analysis

Collision data provided by SGI (2009 to 2013)

Street 1	Street 2	Ugrid	All Collisions	All collisions - 2013	RA, LT, RT	RA, LT, RT - 2013 only	Collector or Arterial	Ave
21st St	Avenue W	D8-53	20	5	10	5	yes	4
20th St	Witney Avenue	C8-8	17	3	11	2	yes	3
18th St	Avenue W	D9-29	12	2	5	1	yes	2
19th St	Avenue X	C8-1	11	2	8	2	no	2
19th St	Avenue W	D8-36	11	2	7	1	yes	2
21st St	Avenue Y	C8-5	6	1	5	1	no	1
20th St	Avenue Y	C8-3	4	1	2	1	yes	1
Appleby Dr	Wardlow Rd	C9-32	4	1	1	1	no	1
21st St	Avenue X	C8-45	3	0	3	0	no	1
20th St	Montreal Avenue	C8-25	3	0	2	0	yes	1
20th St	Avenue X	C8-2	3	0	0	0	no	1
20th St	Ottawa Avenue	C8-20	3	1	0	0	no	1
19th St	Witney Avenue	C8-66	2	0	2	0	no	0
19th St	Avenue Y	C8-29	2	1	1	0	no	0
18th St	Avenue X	C9-19	2	0	1	0	yes	0
18th St	Montreal Avenue	C9-20	2	0	1	0	yes	0
18th St	Witney Avenue	C9-2	2	0	0	0	no	0
Appleby Dr	Wardlow Rd	C9-37	1	0	1	0	no	0
21st St	Witney Avenue	C8-10	1	1	0	0	no	0
Montreal Avenue	Winnipeg Avenue	C8-70	1	1	0	0	no	0
19th St	Vancouver Avenue	C8-72	1	0	0	0	no	0
18th St	Ottawa Avenue	C9-10	1	0	0	0	no	0
18th St	Winnipeg Avenue	C9-38	1	0	0	0	no	0
Appleby Dr	Dundurn Pl	C9-28	1	0	0	0	no	0
Appleby Dr	Blake Pl	C9-25	1	0	0	0	no	0



20th St	Winnipeg Avenue	C8-11	0	0	0	0	no	0
20th St	Vancouver Avenue	C8-12	0	0	0	0	no	0
Vancouver Avenue	Ottawa Avenue	NA	0	0	0	0	no	0
19th St	Montreal Avenue	C8-79	0	0	0	0	no	0
19th St	Winnipeg Avenue	C8-91	0	0	0	0	no	0
18th St	Avenue Y	C9-48	0	0	0	0	no	0
18th St	Vancouver Avenue	C9-84	0	0	0	0	no	0
Ottawa Avenue	Winnipeg Avenue	NA	0	0	0	0	no	0
Ottawa Avenue	Winnipeg Avenue	NA	0	0	0	0	no	0
Appleby Dr	Wardlow Cres (north leg)	NA	0	0	0	0	no	0
Appleby Dr	Wardlow Rd (south leg)	NA	0	0	0	0	no	0
Appleby Dr	Appleby Crt	C9-41	0	0	0	0	no	0
Appleby Dr	Sclandens Pl	C9-57	0	0	0	0	no	0
Appleby Dr	Shaftsbury Pl	NA	0	0	0	0	no	0
Appleby Dr	Short Pl	NA	0	0	0	0	no	0
Appleby Dr	Appleby Dr	C9-42	0	0	0	0	no	0
Appleby Dr	Wark Pl	C9-59	0	0	0	0	no	0
Appleby Dr	Carling Pl	C9-55	0	0	0	0	no	0

APPENDIX F: DECISION MATRIX

Decision Matrix - Recommendations proposed at the September 15, 2015 meeting

Item	Location	Recommendation	Reason	Group 1 - Ellen Pearson	Group 2 - Mark Emmons	Group 3 - Jay Magus	Decision
1	Witney Ave & 19th St	Change east-west yield to north-south stop	Improve safety at intersection & discourage speeding on Witney Avenue		Should measure 19th St because of multi-block free flow. Could be new issue.		Carried. Continue to monitor traffic patterns after installation.
2	Witney Ave & 20th St	4-way stop	Improve driver & pedestrian safety (visibility concerns due to parked cars & high collisions)	are the curbs coloured to prevent parking close?			Carried.
3	Avenue W & 18th St	Install active pedestrian corridor	Improve pedestrian safety		Indifferent: Uncertain that it's needed; Could effect on-street parking negatively.		Carried.
4	18th St & Ave Y	Install curb extension (southeast corner) & median island (east side)	Improve pedestrian safety & reduce speed near elementary school	how do curb extensions effect cyclists turning radii? Median islands are good.			Carried.
5	21st St between Witney Ave & Ave W	Install sidewalk on south side	Improve pedestrian safety near park	Also install sidewalk on north side of 20th/Montreal	Who'll maintain it? City doesn't clear snow from sidewalk. Putting it on the north side may be better.		Changed to sidewalk installation on north side.
6	Ave X between 2nd driveway (behind 'Touch of Ukraine') south of 22nd St to 125 Ave X	Install parking restrictions on west side	Improve visibility for driveways (Bylaw 7200 states that motorists cannot park within 1m of a driveway due to safety reasons/visibility. Beginning at the driveway behind 'Touch of Ukraine' to 125 Avenue X South, motorists do not have adequate space to legally park because they're encroaching 1m from a driveway.)		Good plan. Sarcan needs to do better job of maintaining their site. Maybe they could do angle parking on their site. Major traffic generator and not enough on-site parking.		Carried.
7	21st St & Ave W	Add hazard boards to stop signs & enhance pedestrian signs	Enhance visibility of stop signs & driver compliance; Improve pedestrian safety		Better than nothing. Would prefer active crossing.		Carried.
8	21st St & Ave Y	Change yield signs to stop signs	Enhance driver compliance		Not against it but not sure if it will have any effect.		Carried.
9	Back lane south of 22nd St - access from Witney Ave	Install 20kph speed sign	Reduce speed; enhance compliance of speed limit in back lane	Prostitution in back alley, needles - install "Local Traffic Only"	May already have 15kph signs posted here.		Removed. 20kph sign is already installed.
10	Witney Ave & 21st St	Install curb extensions (south side) & standard pedestrian crosswalk	Reduce speed, discourage shortcutting on Witney Ave & improve pedestrian safety	maintain bushes to increase visibility	Doesn't seem needed. May effect buses negatively.	Trim hedges on southeast corner	Remove standard crosswalk from recommendation. No sidewalk connections. May consider crosswalk once sidewalk is installed. Install curb extension on north east corner to address speeding/shortcutting concerns. Forward request for tree trimming to Parks.
11	Ave W - north of 18th St	Forward information to Transit for further consideration - install bus shelter on east side	Many transit users				Carried.



**Decision Matrix - Additional Issues raised at the September 15, 2015 meeting**

<b>Item</b>	<b>Location</b>	<b>Concern</b>	<b>Decision</b>
1	Various	tree maintenance to prevent visibility issues, pedestrian enforcement, cycling enforcement/training	Noted.
2	22nd St & Witney Ave	possible to use jersey barriers; loop detection is broken	Documented for further consideration as part of the Major Intersection Reviews
3	Witney Ave between 20th-22nd	lane painting	Not recommended because Witney Avenue is a local roadway.
4	18th St between Ave W to Vancouver Ave	sidewalk needed	Added to recommendations. Priority 1 - in front of school between Ave X and Montreal Ave; Priority 2 - Ave X to Ave W and Montreal Ave to Vancouver Ave
5	22nd St & Ave W (facing northbound)	needs signs identifying lanes: make inside lane left turn & outside lane Thru/Right Turn	Documented for further consideration as part of the Major Intersection Reviews
6	Ave W	speeding	Traffic calming devices not recommended on arterials. No further recommendations.
7	21st St & Ave X	trim tree on northwest corner	Site check determined trimming not needed.
8	Wardlow Cres & Wardlow Rd	trim evergreen on northwest corner	Site check determined trimming not needed.
9	Back lanes	speed limit signs	Need specific locations.

## Decision Matrix – Additional comments

Item	Location	Concern	Decision
1	Various	tree maintenance to prevent visibility issues, pedestrian enforcement, cycling enforcement/training	Noted.
2	22nd St & Witney Ave	possible to use jersey barriers; loop detection is broken	Documented for further consideration as part of the Major Intersection Reviews
3	Witney Ave between 20th-22nd	lane painting	Not recommended because Witney Avenue is a local roadway.
4	18th St between Ave W to Vancouver Ave	sidewalk needed	Added to recommendations. Priority 1- in front of school between Ave X and Montreal Ave; Priority 2 - Ave X to Ave W and Montreal Ave to Vancouver Ave
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8	Wardlow Cres & Wardlow Rd	trim evergreen on northwest corner	Site check determined trimming not needed.
9	Back lanes	speed limit signs	Need specific locations.



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Transit IT Roadmap**

#### **Recommendation of the Committee**

That the report of the General Manager, Corporate Performance Department dated February 9, 2016 be received as information.

#### **History**

At the February 9, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated February 9, 2016 was considered.

#### **Attachment**

February 9, 2016 Report of the General Manager, Corporate Performance.

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## Transit IT Roadmap

### Recommendation

That the report of the General Manager, Corporate Performance Department dated February 9, 2016, be forwarded to City Council for information.

### Topic and Purpose

This report responds to inquiries made by City Council regarding enhancements to Saskatoon Transit's service, and introduces the Transit IT Roadmap plan to address these and other concerns.

### Report Highlights

1. A new service for Access Transit is expected to decrease cancellation rates and positively impact the denial rate.
2. A Business Intelligence initiative is underway to facilitate the goal of increasing Transit ridership.
3. Service improvements designed to enhance the real-time information available to citizens are underway.

### Strategic Goals

This report supports the long-term strategy of leveraging technology and emerging trends to reach our goals, serve citizens and connect meaningfully with our stakeholders under the Strategic Goal of Continuous Improvement. The report also supports the long-term strategy of significantly increasing transit ridership by establishing transit as a viable option for transportation under the Strategic Goal of Moving Around.

### Background

Access Transit currently experiences a high rate of customer trip cancellations and "no-shows" (customers not there when Access Transit arrives) representing a significant operational cost in excess of \$500,000 annually. These wasted trips also lead to an increased denial rate for trip bookings, decreasing the service provided to citizens.

The Administration reported on December 7, 2015, changes to the IT Division that resulted in strategic business partnerships in providing innovative business solutions for our citizens. The IT Division and Saskatoon Transit have developed a joint Technical Roadmap to guide activities over the next 4 years with a focus on 2016 initiatives.

In January of 2015, updates to Transit's technical infrastructure were put in place and a new service was implemented to display real-time bus locations to the public. At the same time, an updated version of the Transit online Trip Planner was made available. These services have proven to be unsatisfactory.



For 3 years, transit route and schedule information has been published under our Open Data framework and license. Numerous third party vendors consume this data and make it available to citizens in a variety of ways: web sites, “apps,” etc. However, to this date there has been no sharing of real-time information with any third party.

### **Report**

#### Decreasing Cancellation Rates for Access Transit

Access Transit will implement a new service that will automatically telephone citizens who have booked trips well in advance so they may confirm their booking or cancel it if it is not needed. This service is expected to dramatically decrease the number of no-shows and will help ensure buses make valid trips, positively impacting the denial rate.

Implementation of this service is in progress and expected to complete in the third quarter of 2016. Access Transit will track improvements and report back in the 2<sup>nd</sup> quarter of 2017 as part of regular reporting.

#### Ridership Business Intelligence Initiative

Business Intelligence is a technology-driven process for analyzing data and presenting actionable information to help the business make informed decisions. A Business Intelligence initiative for Saskatoon Transit is underway and expected to complete in the second quarter of 2016 and will include:

- A review of Saskatoon Transit’s Key Performance Indicators and the data required to measure them.
- A comprehensive review of data that has been collected to date. This data is not fully understood or analysed and may contain errors. A plan to correct errors going forward is expected to be completed in the first quarter of 2016.
- Analysing ridership patterns and on-time performance to identify efficiencies in routes and stops, areas of high and low usage, and how traffic congestion impacts on-time performance.
- Analysing patterns of equipment usage and operator activities to identify areas for improvement

#### Real-time Transit Information

Providing real-time information to the public is a service that citizens have come to expect. Municipalities have struggled to deliver this type of service as it requires operational changes to the way public transit delivers services, as well as technological changes. Saskatoon Transit is experiencing similar challenges; to address these, Transit will:

- Implement a service to publish real-time transit data (“GTFS-RT”) under our Open Data license (scheduled for early in the second quarter of 2016).
- Engage in discussions with the vendor which could result in discontinuing support for the current web application in the second quarter of 2016.
- Examine the options available in the marketplace for apps and choose an appropriate solution for citizens in the long term.
- Review transit maintenance processes.
- Monitor where transit operators are using the system incorrectly and conduct appropriate follow-up.

### **Public and/or Stakeholder Involvement**

- To date, responses to inquiries from third party organizations about real-time transit data have been to inform them that our intention is to publish real-time information, but no timeframe has been committed. This will be done as part of the communications plan.
- Publishing this information will proceed under the current Open Data license; we are in discussion to determine whether any changes to the Open Data license will be required as a result.

### **Communication Plan**

A communications plan will be developed to target the local development community in an effort to provide them access to real-time data for transit under our Open Data license. Some elements may include email communication, one-on-one meetings and direct mail. Once the Open Data is being utilized to build tools and apps, which will improve the transit customer experience, a broader communications and marketing plan will be developed to inform existing Saskatoon Transit customers and the general public of new technological advances and digital products. The overall goal of the broader plan would be to retain existing ridership while attracting new Saskatoon Transit customers.

A communications plan will also be developed to reach Access Transit customers regarding the automated confirmation system. The majority of this communication will be done through direct mail, on transit signage and direct contact by transit staff.

### **Financial Implications**

- The estimated cost of the automated telephone service for Access Transit is \$50,000, funded from Transit's operating budget.
- The estimated cost to publish real-time data is \$25,000, funded from Saskatoon Transit's operating budget.

### **Privacy Implications**

The Privacy Officer has been consulted regarding the acceptable use of data for the Business Intelligence initiative. A full Privacy Impact Assessment (PIA) will be completed as part of the initiative.

### **Other Considerations/Implications**

There are no policy, environmental, or CPTED implications or considerations

### **Due Date for Follow-up and/or Project Completion**

Progress reports will be submitted in July, 2016

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Cost analysis of Access Transit cancelled and no-show trips

**Report Approval**

Written by: Jonathan Moore-Wright, Information Management Coordinator  
Harold Matthies, Transit IT Coordinator

Reviewed by: Paul Ottmann, Director of IT  
James McDonald, Director of Saskatoon Transit

Approved by: Catherine Gryba, General Manager, Corporate Performance  
Department  
Jeff Jorgenson, General Manager, Transportation and Utilities  
Department

**Cost analysis of Access Transit cancelled and no-show trips**

As of December 5, 2015

<b>Month</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
January	1,500	1,473	1,560	1,582	1,352
February	1,276	1,288	1,358	1,458	1,298
March	1,497	1,742	1,603	1,642	1,472
April	1,168	1,260	1,389	1,519	1,418
May	1,199	1,417	1,326	1,399	1,377
June	1,235	1,438	1,440	1,375	1,402
July	1,267	1,369	1,295	1,440	1,180
August	1,169	1,306	1,251	1,239	1,286
September	1,303	1,233	1,350	1,266	1,440
October	1,388	1,425	1,475	1,514	1,401
November	1,455	1,397	1,568	1,466	1,539
December	1,327	1,496	1,470	1,385	-
<b>Total</b>	<b>15,784</b>	<b>16,844</b>	<b>17,085</b>	<b>17,285</b>	<b>15,165</b>
Cost per trip	\$32.21	\$32.87	\$34.20	\$35.25	tbd
Cost of cancellations	\$508,402.64	\$553,662.28	\$584,307.00	\$609,296.25	\$ -





## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Award of RFP – Energy Performance Contracting (EPC) Owner’s Consultant**

#### **Recommendation of the Committee**

1. That the proposal submitted by Econoler to be the City’s Energy Performance Contracting Owner’s Consultant for a total estimated cost of \$84,600 (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.

#### **History**

At the February 9, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated February 9, 2016 was considered.

#### **Attachment**

February 9, 2016 Report of the General Manager, Corporate Performance.

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## Award of RFP for Energy Performance Contracting (EPC) Owner's Consultant

### Recommendation

That the Standing Policy Committee on Environmental, Utilities, and Corporate Services recommend to City Council:

1. That the proposal submitted by Econoler to be the City's Energy Performance Contracting Owner's Consultant for a total estimated cost of \$84,600 (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to complete the award of the Request for Proposal (RFP) for an Energy Performance Contracting (EPC) Owner's Consultant that will provide specialized expertise to assist the City in the development of this new form of contract with an Energy Services Company (ESCO). The report also provides an update on additional meters installed at civic facilities to prepare for an EPC.

### Report Highlights

1. The Administration recommends awarding the EPC Owner's Consultant service to Econoler, the company submitting the highest scoring proposal.
2. The experience Econoler has with ESCo's and the knowledge they bring of the requirements of a successful EPC will help reduce risk for the City.
3. The City of Saskatoon (City) has been preparing for its future work in EPC by installing additional meters in key civic facilities to identify savings opportunities, measure savings that will be generated through the EPC, and provide feedback to building operators and users in order to maintain savings over the long term.

### Strategic Goal

The recommendation contained in this report supports the Strategic Goal of Environmental Leadership by implementing energy efficient technologies and practices in civic facilities.

### Background

On December 2, 2014 City Council approved using an EPC approach for delivering utility and greenhouse gas savings through retrofits made to civic facilities. The approach described by the report included the hiring of a consultant to assist with planning the project and the installation of additional utility metering equipment.

### Report

#### Award of RFP

On November 3, 2015, an RFP was issued to engage an Owner's Consultant to facilitate EPC development and the process of engaging an ESCo. Through an EPC project, the City can identify and implement improvements to civic facilities that will

achieve strategic goals, including cost savings. Proposals were received from the following companies:

- Econoler
- EPCetera
- TECH-MORE Sustainability Resources Ltd.
- Thurston Engineering Services
- Ernst & Young LLP
- EnviroVest Energy Ventures Inc.
- ICF International

The proposals were evaluated by a multi-divisional committee including Environmental and Corporate Initiatives, Facilities and Fleet Management, and Finance, using the following criteria points as outlined in the RFP:

- 50 points – Qualifications & Experience
- 30 points – Proposal Value – Financial Considerations
- 10 points – Proposal Value – Documents & Resources
- 10 points – Proposal Overall Completeness & Quality

Each of the evaluators made independent evaluations using a common scoring matrix. The highest scoring proponent was Econoler.

### Metering Equipment

In addition to releasing and scoring the RFP for an Owner's Consultant, the Environmental and Corporate Initiatives, Facilities and Fleet Management, Saskatoon Light and Power, and Saskatoon Water Divisions collaborated on the installation of metering equipment in civic facilities that currently consume large amounts of electricity or water. A summary of the current status and brief examples of the reporting that is possible from the meters is provided in Attachment 1.

Metering increases the accuracy of project plans and business cases and helps reduce the risk of project underperformance by providing long term feedback on the performance of the retrofit. For example, automatic performance reports can now be sent to building operators on a regular basis to highlight any irregularities that may need to be investigated and corrected (i.e. water leaks, equipment working too hard, etc.).

### **Public and/or Stakeholder Involvement**

The project is being managed by a multi-division team that includes Environmental and Corporate Initiatives, Facilities and Fleet Management, Solicitors, Finance and Purchasing. Local public vendors, contractors, and professional service providers may be engaged by the owners' consultant to determine budget costs, competencies, and interest to supply materials and services.

### **Communication Plan**

Part of the role of the EPC Owner's Consultant will be to advise on public communication requirements. Once an ESCo is selected, a communication plan will be developed and will include input from the Owner's Consultant.

### **Financial Implications**

Capital Project #2568-03 was created for the purpose of funding this project and has funding sufficient for the recommended work.

### **Environmental Implications**

The implementation of EPC projects will reduce civic utility costs and greenhouse gas emissions. The scale of the retrofits that will occur has yet to be determined.

Preliminary planning has focussed on reducing utility use across twenty civic facilities by 20%. This would reduce greenhouse gas emissions by 4,600 tonnes per year and is equivalent to removing approximately 970 cars from our roadways each year.

### **Other Considerations/Implications**

There are no policy, privacy, communications or CPTED implications or considerations to report at this time.

### **Due Date for Follow-up and/or Project Completion**

It is expected that the Administration will report back to City Council at least twice in 2016 prior to entering into an Energy Performance Contract:

- A report recommending the EPC project acceptance criteria (e.g. payback period requirements) and overall plan for the EPC approach is anticipated by September; and
- A report recommending the terms for the release of an RFP to engage an ESCo, including the financial (e.g. borrowing) implications is anticipated by the end of December.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachment**

1. Meters and Monitoring Update

### **Report Approval**

Written by: Blaine Knoblauch, Project Engineer

Reviewed by: Chris Richards, Energy and Sustainability Engineering Manager  
Brenda Wallace, Director of Environmental and Corporate Initiatives

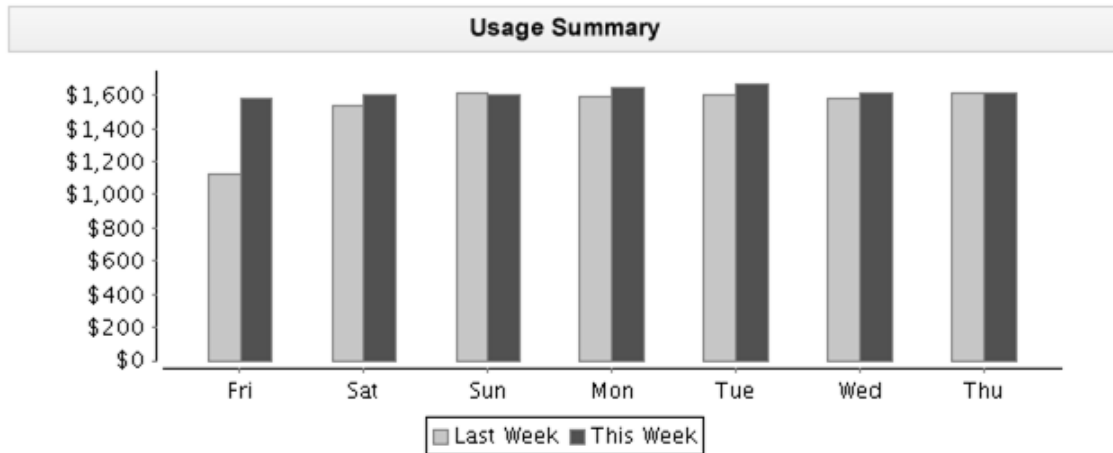
Approved by: Catherine Gryba, General Manager, Corporate Performance  
Department

Administrative Report - Award of RFP EPC Owners Consultant.docx



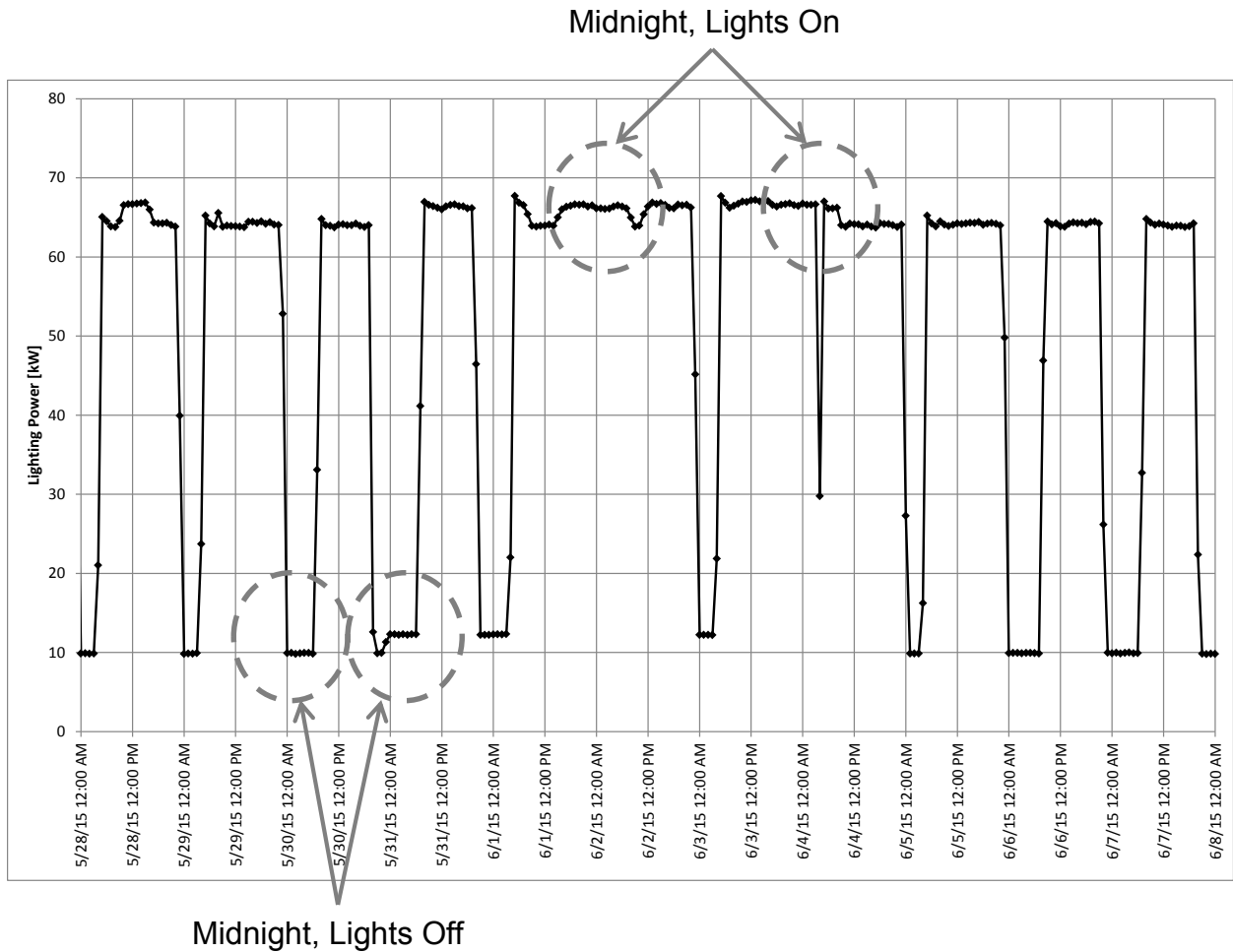
## Meters and Monitoring Update

The following is a sample of the type of report that could automatically be generated and emailed to people that impact or manage utility costs in a facility. Actions can be taken to investigate operational problems suggested by changes in energy usage trend. A quicker response to implementing corrective action is enabled with this type of energy usage information. Operators are also shown the financial impact of increased energy use.

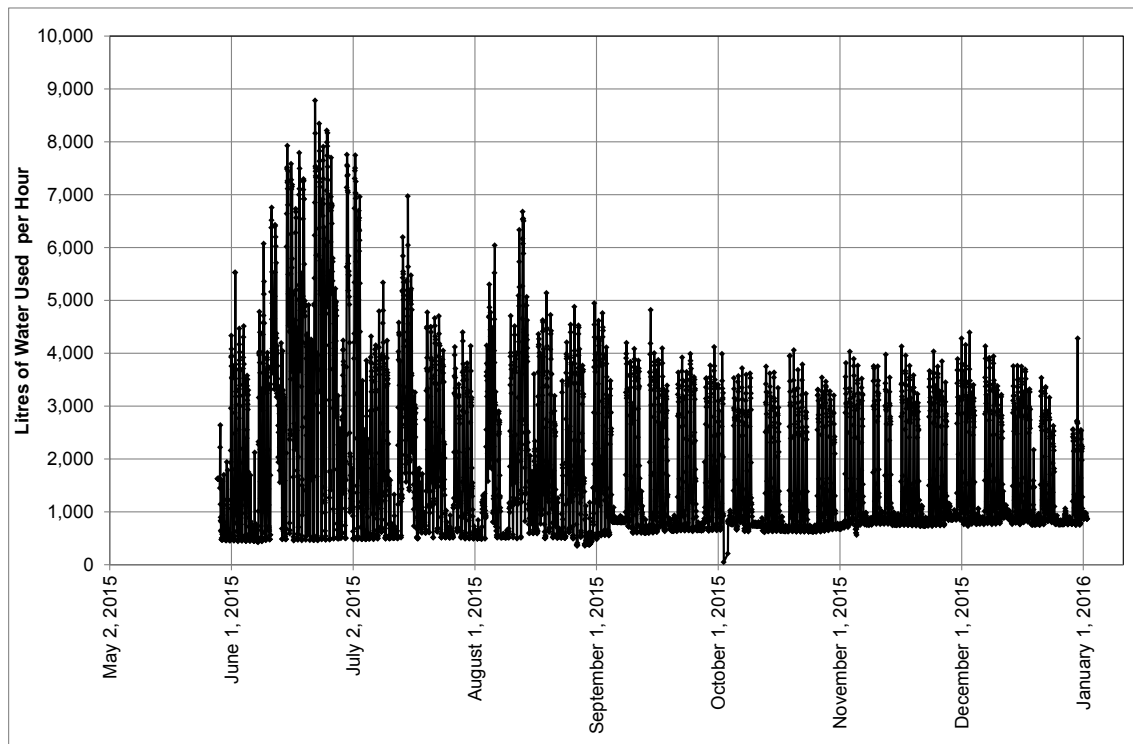


Measurement	Energy [kWh]	Cost per Week [\$]	% Change vs. Last Week	\$ Change vs. Last Week
Entire Building	94,990	\$11,333	6%	\$639
Pool Equipment	37,063	\$4,422	2%	\$89
Air Conditioning / Chiller	16,451	\$1,962	25%	\$394
Lights and Plugs (Area 1)	7,460	\$890	7%	\$57
Overhead Lighting	6,824	\$814	14%	\$101
Air Handling Unit 1	5,972	\$712	26%	\$146
Equipment (Area 2)	5,167	\$617	-8%	-\$53
Equipment (Area 3)	4,255	\$508	2%	\$7
Air Handling Unit 2	3,098	\$370	1%	\$4
Other	3,069	\$366	25%	\$122
Lights (Area 2)	2,621	\$313	10%	\$28

The following figure shows 11 days of electricity consumption for large overhead lights in a major civic facility. This metering report reveals that on two of the days the lights were left on overnight.



Saskatoon's City Hall spends over \$65,000 per year on water. The following figure shows the hourly water use of this facility.



Water use in City Hall almost never falls below 500 L per hour, day and night, even when there are no occupants in the building.

Having detailed information significantly reduces risk in pursuing energy and water saving through retrofits and supports buy in from operations staff. Communicating successful energy savings builds confidence and encourages operations staff to seek more opportunities for energy management. Problems that may occur with a retrofit system's performance is more readily identifiable.

Diagnostics is enhanced and solutions can be implemented in less time. A detailed analysis of the data, especially during specific operating conditions (e.g. water or electricity use on a holiday when no occupants are in the building) allows for more reliable calculations of expected savings. This is particularly the case when retrofitting equipment directly used by occupants (e.g. toilets, urinals, faucets) versus equipment used in other building systems (e.g. heating and cooling, cafeterias, hallway lighting, etc.).



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **WWTP – Asset Replacement – Primary Heating Study and Biogas Bypass – Award of Engineering Services**

#### **Recommendation of the Committee**

1. That the proposal submitted by Associated Engineering (Sask) Ltd. for engineering services for the Primary Heating Study, and the design and construction of a biogas bypass at a total upset fee of \$104,127.90 (including taxes) be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the February 9, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department dated February 9, 2016 was considered.

#### **Attachment**

February 9, 2016 Report of the General Manager, Transportation & Utilities.



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## **WWTP – Asset Replacement – Primary Heating Study and Biogas Bypass – Award of Engineering Services**

### **Recommendation**

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Associated Engineering (Sask) Ltd. for engineering services for the Primary Heating Study, and the design and construction of a biogas bypass at a total upset fee of \$104,127.90 (including taxes) be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### **Topic and Purpose**

The purpose of the report is to obtain approval to award a contract to Associated Engineering (Sask) Ltd. (AE) to provide a study of the primary heating system at the Wastewater Treatment Plant (WWTP), as well as to provide detailed design, tendering, and construction engineering services to create a bypass for the main biogas header at the WWTP.

### **Report Highlights**

1. A study of the primary heating system at the WWTP is required in order to provide direction for upgrades and expansion.
2. The main biogas header at the WWTP needs to be bypassed to allow for maintenance activities and mitigate any risks associated with a header failure.
3. A Request for Proposal (RFP) was advertised on November 30, 2015, for engineering services. Of the three proposals received, AE was rated as superior.

### **Strategic Goal**

This project supports the Strategic Goal of Continuous Improvement by providing information and equipment which will increase the reliability, redundancy, and efficiency of the WWTP.

### **Background**

The primary heating system is an important process of the WWTP which heats the primary buildings as well as the digester process. The digester process is the most critical part of the primary heating system, in that the digesters must be maintained at 30°C at all times.

The WWTP main biogas header is responsible for the collection of all biogas produced off the digesters and is used to fire boilers. The collected biogas contains high levels of moisture, H<sub>2</sub>S (very corrosive), and other particulates which lead to corrosion and maintenance challenges throughout the biogas header and associated equipment.

## **Report**

### Primary Heating System

Currently, the biogas header isolation valves do not function. These valves are critical to isolate components of the gas train for maintenance while keeping the digester system operational. A biogas bypass is required to divert gas from the main biogas header while maintaining digester operation. Construction completion is required by October 15, 2016.

### Request for Proposal

An RFP was advertised on November 30, 2015, on SaskTenders and three proposals were received from the following consultants:

- Associated Engineering (Sask) Ltd. (Saskatoon, SK)
- Stantec Consulting Ltd. (Saskatoon, SK)
- Allnorth Consultants Limited (Saskatoon, SK)

Following a systematic evaluation of all proposals, the evaluation committee rated the proposal from AE as superior and confirmed it met the scope-of-work defined in the Terms of Reference.

## **Options to the Recommendation**

An option would be to award the engineering services to a lower rated proponent.

## **Communication Plan**

The proposed work will not produce odour or noise from the WWTP.

## **Financial Implications**

The net cost to the City for the engineering services would be as follows:

Project Management	\$ 12,568.00
Heating System Study	28,174.00
Biogas Bypass Design	25,220.00
Engineering Services during Tender	2,928.00
Construction and Commissioning	<u>17,568.00</u>
Total Base Fee	\$ 86,458.00
Contingency (20%)	<u>17,291.60</u>
Sub-Total Upset Fee	\$103,749.60
GST (5%)	5,187.48
PST (5% of 30% of \$25,220-Detailed Design)	<u>378.30</u>
Total Upset Fee	\$109,315.38
GST Rebate	<u>(5,187.48)</u>
Net Cost to City	<u>\$104,127.90</u>

There is sufficient funding in Capital Project #0687-89 - WWT – Asset Replacement – Heating Building – Pumps/Piping/Process.

**Environmental Implications**

This project will not result in environmental implications outside of those associated with standard WWTP operations.

**Safety/Crime Prevention Through Environmental Design (CPTED)**

This project involves work on the roof of the digesters at the WWTP site, and at this time, has no aspects that need to be considered by CPTED.

**Other Considerations/Implications**

There are no public and/or stakeholder involvement, policy, or privacy implications

**Due Date for Follow-up and/or Project Completion**

The project will be completed by October 15, 2016.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Jared Nelson, Project Engineer, Saskatoon Water  
Reviewed by: Larry Schultz, Engineering Services Manager, Saskatoon Water  
Reid Corbett, Director of Saskatoon Water  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department

EUCS JN – WWTP – Asset Replacement Primary Heating Study and Biogas Bypass AES.docx



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Generating Energy from Elm Wood**

#### **Recommendation of the Committee**

That the report of the General Manager, Corporate Performance Department dated February 9, 2016, be received as information.

#### **History**

At the February 9, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated February 9, 2016 was considered.

Your Committee received a presentation from the Director of the Saskatoon Food Bank and Learning Centre regarding the results of its recent feasibility study, which investigated a Community Greenhouse Centre facility and how that facility could make use of City of Saskatoon waste elm wood.

#### **Attachment**

February 9, 2016 Report of the General Manager, Corporate Performance.



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## Generating Energy from Elm Wood

### Recommendation

That the report of the General Manager, Corporate Performance Department dated February 9, 2016, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide information outlining an opportunity for the City of Saskatoon (City) to handle elm and waste wood to innovatively divert waste from the landfill, provide low cost energy, and reduce the cost of civic programs that manage Saskatoon's urban forest.

### Report Highlights

1. The first case of Dutch Elm Disease (DED) was found in Saskatoon in July 2015. The City manages DED and its urban forest through an annual pruning program.
2. Provincial regulations allow for the disposal of elm wood through burying or burning at an approved facility. Several hundred tonnes of wood is buried each year at the City landfill.
3. The wood typically buried at the landfill has value as an energy source which could provide heat or combined heat and power to a civic or private facility.
4. If wood is diverted from the landfill and burned for energy the City would reduce its reliance on natural gas for heating, recognize savings in landfill airspace and reduce landfill tipping fees paid by civic tree trimming programs.

### Strategic Goals

This report addresses the Strategic Goal of Environmental Leadership, specifically waste diversion and achieving the Performance Target of diverting 70% of waste from the landfill. This report also supports the four-year priority to implement energy-efficient practices in City buildings, transportation and operations.

### Background

On November 23, 2012, City Council approved funding from the Reserve for Capital Expenditures (RCE) to Capital Project #2183 – Greenhouse Gas Reduction Strategy for the investigation of a variety of energy-related opportunities. Specifically, \$50,000 was approved to review the feasibility of using elm and other waste wood to generate heat and/or power.

### Report

#### Dutch Elm Disease

Dutch Elm disease (DED) is a serious disease caused by a fungal pathogen transported between trees on the body of elm beetles. The disease was introduced into North America in the 1930s, and has wiped out millions of elms across Canada and the United States. On July 21, 2015, one case of Dutch Elm Disease (DED) was confirmed in Saskatoon. The tree, located in the Queen Elizabeth neighbourhood, was immediately removed and sent to the Saskatoon landfill. Sampling of adjacent trees found no further infected trees.

## Generated Energy from Elm Wood

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Provincial regulations exist to prevent DED from spreading within Saskatchewan. The regulations state that no elm pruning can occur between April 1 and August 31 when the elm beetle is most active. Any elm wood that is pruned or otherwise removed from an elm must be immediately transported to the nearest permitted disposal site.

Permitted disposal includes burying the wood with soil or burning the bark. The City of Saskatoon landfill is a permitted disposal site where the wood is buried.

### Saskatoon Pruning Program

To keep the City's urban forest vibrant and healthy, the Parks division maintains boulevard and park trees on a regular pruning cycle. Regular tree maintenance is essential for providing a healthy, sustainable, aesthetically pleasing urban forest. Removing dead, damaged and diseased branches help prevent insects and organisms from entering the tree. Saskatoon Light and Power also conducts tree pruning as part of their annual operations.

During times when elms are allowed to be pruned, the City and its contractors prune and dispose of 700-900 tonnes of wood waste, including elm, at the City landfill each year. In 2015, disposing of elm cost the pruning program approximately \$75,000 in tipping fees at the landfill.

### Waste Wood Energy Availability

In 2013, the City commissioned the Saskatchewan Research Council (SRC) to conduct a study on the feasibility of using elm wood as a biomass energy source. SRC collected samples of the wood from Parks vehicles immediately after pruning and chipping. The physiochemical properties of the wood and its suitability as an energy source were determined. The 700-900 tonnes of wood landfilled when elm pruning is allowed contains approximately 3,200 MWh of heat energy. This would be enough, for example, to reduce the natural gas used at the Harry Bailey Aquatic Centre by nearly 85%.

The City is not the only source for waste wood. The total amount of wood delivered to the City Landfill each year for burying is approximately 1,600 tonnes.

### Biomass Energy

A biomass energy system includes a boiler that uses wood chips or pellets to provide the energy required to heat a facility. There are several heating-only and combined heat and power systems that are proven in Canada (or in similar climates) to efficiently use biomass.

In Saskatoon, elm and other waste wood could be separated and processed in future waste facilities (for example, as a component of Recovery Park) rather than landfilled. Wood chips or pellets could then be transported to facilities for use in biomass energy systems. Modern biomass transport, storage and fuel delivery systems are efficient, clean and compact.

## Generated Energy from Elm Wood

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The Administration is not aware of an existing public or private facility in Saskatoon or surrounding area that has a biomass boiler large enough, or heating demand large enough to utilize all of the wood waste.

The Administration will therefore look for a variety of opportunities to divert the elm for energy generation within new or existing civic facilities such as the civic conservatory renovations, future COC facilities, future and existing Parks facilities (i.e. greenhouses), Harry Bailey Aquatic Centre, etc. The ideal opportunity will incorporate a biomass boiler into the design of a new facility so that the other components of the HVAC system could be sized and designed accordingly. Retrofitting a system to an existing building is also feasible and will produce savings, but is always more challenging.

### **Financial Implications**

The Administration modeled a scenario for an existing civic aquatic facility to compare the costs of utilizing a biomass boiler instead of a conventional boiler. The biomass boiler showed annual savings in natural gas use of approximately \$75,000 and an additional \$75,000 in savings in avoided landfill tipping fees.

Preliminary estimates indicate the capital cost of a biomass boiler may be approximately \$400,000 more than a conventional boiler. While actual savings and costs for a project would be dependent on building heating loads and other design considerations, the modeled scenario suggests this innovative approach to utilizing waste elm and other wood would generate an economic pay-back.

### **Environmental Implications**

The International Panel on Climate Change (IPCC) defines renewable energy as any form of energy from solar, geophysical or biological sources that is replenished by natural processes at a rate that equals or exceeds its rate of use. Whether or not biomass can be considered renewable energy depends on whether or not it is burned at a quicker rate than it is replaced through growth.

Year over year wood quantities from the elm program have not increased or decreased significantly and the trend is not expected to change unless DED begins to spread through the City. If the amount of elm trimmed each year is approximately equal to the new growth in the overall forest then the net greenhouse gas emissions would be zero.

The diversion of 700 – 900 tonnes of elm wood each year will help extend the life of the landfill and contribute to achieving the performance target of 70% diversion by 2023.

### **Public and/or Stakeholder Considerations**

Preliminary discussions have been held with organizations that have shown an interest in using a portion of Saskatoon's urban forest trimmings and elm wood to heat their facilities, included is the Saskatoon Food Bank who recently completed a feasibility study on a Food Discovery Centre and community greenhouse. The Centre would include a 6,000 square foot greenhouse, classrooms, a kitchen, a social enterprise and offices. The Food Bank has expressed interest in using a portion of Saskatoon's urban

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## Generated Energy from Elm Wood

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forest trimmings and elm wood to heat the facility and greenhouse (400 tonnes annually). The economics of operating a greenhouse in Saskatchewan's climate become much more favourable using a biomass fuel source, especially one that is typically landfilled.

### **Other Considerations/Implications**

There are no policy, Communications, Privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

The Administration will provide a report once a potential project has been identified. The potential to include elm and waste wood diversion at Recovery Park will be discussed in a future report on Recovery Park provided to the Standing Policy Committee on Environment, Utilities and Corporate Services in the fall of 2016.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Report Approval**

Written by: Josh Quintal, Project Engineer, Energy and Sustainability Engineering, Environmental & Corporate Initiatives

Reviewed by: Chris Richards, Energy and Sustainability Engineering Manager, Environmental & Corporate Initiatives  
Darren Crilly, Director of Parks  
Tim Halstead, Director of Facilities and Fleet Management  
Brenda Wallace, Director of Environmental & Corporate Initiatives  
Randy Grauer, General Manager, Community Standards Department

Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – Elm Wood Energy Project Update.docx





## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **2013 – 2023 Strategic Plan – Reaffirming the 4-Year Priorities**

#### **Recommendation of the Committee**

1. That the information be received; and
2. That the 4-Year Priorities included in Attachment 1 be utilized in preparing the 2017 Business Plan and Budget.

#### **History**

At the February 22, 2016 meeting of the Governance and Priorities Committee, a report of the Director of Strategic and Business Planning dated February 22, 2016, was considered regarding the above.

#### **Attachment**

1. Report of the Director of Strategic and Business Planning dated February 22, 2016

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## 2013 - 2023 Strategic Plan – Reaffirming the 4-Year Priorities

### Recommendation

That the Governance and Priorities Committee recommend to City Council that the 4-Year Priorities included in Attachment 1 be utilized in preparing the 2017 Business Plan and Budget.

### Topic and Purpose

The purpose of this report is to provide a summary of the Strategic Plan 4-Year Priorities that will help guide City Council decisions on how best to allocate resources to the proposed projects, programs, and services in the 2017 Business Plan and Budget.

### Report Highlights

1. In addition to the City of Saskatoon's Strategic Plan, City Council's priorities will provide direction and focus to the Administration in the preparation of the 2017 Business Plan and Budget.
2. The 10-Year Strategic Plan will be updated in 2017 to reflect the 4-Year Priorities of the newly elected City Council.

### Strategic Goal

The information contained in this report aligns with all seven of the City's Strategic Goals; outlining 4-Year Priorities that help operationalize the City's vision.

### Background

- In 2012, Saskatoon City Council adopted a 10-Year Strategic Plan. The Vision, Strategic Goals and other elements that make up the Plan were based on extensive public consultation and presented in the Community Vision, Saskatoon Speaks publication.
- In 2013, the 10-Year Strategic Plan was updated to reflect the priorities for the current City Council, elected in October 2012.
- Every January, the Governance and Priorities Committee (formerly Executive Committee) holds a Special City Council Strategic Planning meeting to discuss the 4-Year Priorities as set out in the Strategic Plan.

### Report

The Strategic Plan outlines seven strategic goals. Each goal has 10-Year Strategies and 4-Year Priorities, representing the "how to" component of operationalizing the vision. Implementation strategies are incorporated into the Corporate Business Plan and Budget for each of the Strategies and Priorities, ensuring our budget and spending commitments focus on what matters most to citizens.

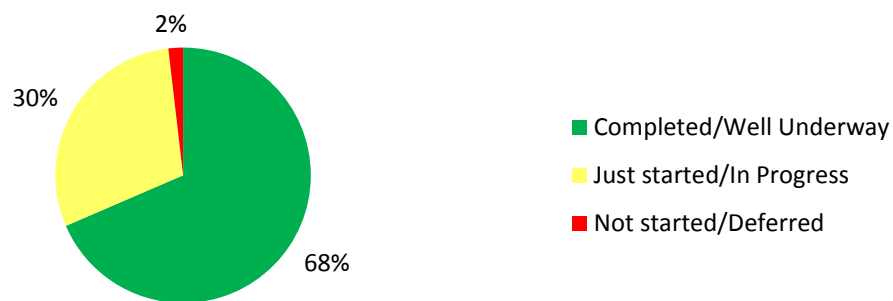
In January 2016, the Governance and Priorities Committee held a strategic planning session to discuss the priorities for the 2017 Business Plan and Budget.

**1. Strategic Direction/Council Priorities for the 2017 Business Plan and Budget**

The strategic direction for the 2017 Business Plan and Budget is provided through the City’s 10-Year Strategic Plan and more directly, City Council’s priorities. The priorities are based on achieving the City’s seven Strategic Goals and will provide direction and focus to the Administration in preparing the Business Plan and Budget.

City Council’s 4-Year Priorities are provided in Attachment 1 which links the Priorities to each Strategic Goal. As indicated in the chart below, many of the priorities originally identified in 2013 are either complete or substantially underway. The Administration is currently placing significant emphasis on identifying initiatives and allocating resources to complete the remaining priorities.

**Progress on 4-Year Priorities as of December 31, 2015**



As a way of monitoring the City’s progress toward achieving the Strategic Goals, City Council approved 25 performance measures; 19 targets and six indicators in April 2015. In addition to monitoring progress, performance measures assist in determining whether investments made are achieving the intended results at a corporate or community level.

A Performance Dashboard published on the City’s website provides a snapshot of the City’s progress in achieving the measures. It also gives citizens a look into how the City is progressing – where it needs to improve and where it is making strides – and identifies strategies to help meet those goals.

The 4-Year Priorities and performance targets will be used to guide the allocation of resources during the preparation of the 2017 Corporate Business Plan and Budget.

## 2. Updating the Strategic Plan

Following the municipal election on October 26, 2016, a strategic planning session will be held with City Council to update the 2013-2023 Strategic Plan to reflect the 4-Year Priorities and 10-Year Strategies of the newly elected City Council. A report outlining this process will be brought forward to the Governance and Priorities Committee later this year.

### Public and/or Stakeholder Involvement

The 2017 Business Plan and Budget process as well as the Strategic Plan update will include a variety of public and stakeholder engagement opportunities. The report will include a communications and engagement plan outlining opportunities for citizen and stakeholder involvement in the update of the City's 10-Year Strategic Plan.

### Communication Plan

A communication and engagement plan will be prepared for the 2017 Business Plan and Budget and presented at an upcoming Governance and Priorities Committee meeting. The goal is to inform citizens of the budgeting process, and to provide an opportunity for citizens to give their input into the budget, well in advance of City Council approval.

A communication and engagement plan will also be prepared for the updating of the Strategic Plan. The plan will outline the overall process and opportunities for citizens to provide input into the City of Saskatoon's Strategic Priorities for the next four years, 2017-2020.

### Policy Implications

There are no policy implications at this time.

### Due Date for Follow-up and/or Project Completion

The Administration will provide a comprehensive report on the 2013-2023 Strategic Plan highlighting the progress achieved on the 4-Year Priorities and overall results. The report will include an outline of the process that will be used to refresh the Strategic Plan in 2017. The preliminary 2017 Business Plan and Budget will be tabled at the November 16, 2016, Governance and Priorities Committee meeting.

### Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### Attachment

1. Strategic Plan – Four-Year Priorities for the 2017 Business Plan and Budget

### Report Approval

Written by: Kim Matheson, Director of Strategic and Business Planning  
Reviewed by: Catherine Gryba, General Manager, Corporate Performance Department  
Approved by: Murray Totland, City Manager



## **Strategic Plan - 4-Year Priorities for the 2017 Business Plan and Budget**

### **A CULTURE OF CONTINUOUS IMPROVEMENT**

Begin the process of implementing Service Saskatoon

Develop a recruitment and retention strategy that attracts the best talent and retains employees over the long term

### **ASSET AND FINANCIAL SUSTAINABILITY**

Establish levels of service for rehabilitation of assets and identify supporting financial strategies

Develop funding strategies for expenses related to new capital expenditures

Explore alternate sources of revenue to pay for ongoing operations

### **QUALITY OF LIFE**

Provide opportunities for activities in a winter city

Build a leisure centre located within the core neighbourhoods

Develop partnerships and programs with Aboriginal organizations

Direct expenditures toward amenities in neighbourhoods

### **ENVIRONMENTAL LEADERSHIP**

Identify opportunities to replace conventional energy sources with green energy technologies

Consider mitigation strategies for the impact of severe weather events on the City's infrastructure

Promote and facilitate city-wide composting and recycling

### **SUSTAINABLE GROWTH**

Create incentives to promote density

Implement the Integrated Growth Plan (Growing Forward! Shaping Saskatoon)

### **MOVING AROUND**

Increase transit ridership

Establish service levels for the repair and maintenance of roads, streets, lanes, sidewalks and bridges

### **ECONOMIC DIVERSITY AND PROSPERITY**

Continue to create and support a business friendly environment and increase the tax base that is non-residential

Maintain competitive rates for residential and business property taxes



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Notice of SAMA Annual Meeting – April 26, 2016**

#### **Recommendation of the Committee**

That the City's Representatives, Councillor Ann Iwanchuk and Ms. Shelley Sutherland, Director of Corporate Revenue, be authorized to vote on the City's behalf at the SAMA Annual General Meeting scheduled for April 26, 2016.

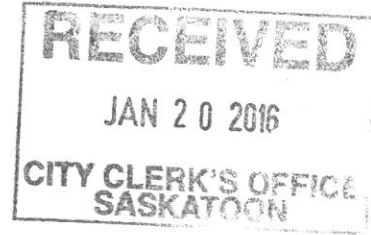
#### **History**

City Council previously approved the nomination of Councillor Ann Iwanchuk and Ms. Shelley Sutherland, Director of Corporate Revenue, Asset & Financial Management for appointment to the SAMA City Advisory Committee for 2016.

#### **Attachment**

Notice from Irwin Blank, SAMA Chief Executive Officer, received January 20, 2016.

180-11



January 14, 2016

To: All Municipal Councils  
c/o Clerks and Administrators

### NOTICE OF SAMA ANNUAL MEETING

In accordance with *The Assessment Management Agency Act*, municipal councils are hereby notified that the Saskatchewan Assessment Management Agency (SAMA) will hold its Annual Meeting on **Tuesday, April 26, 2016 at the Saskatoon Inn & Conference Centre**. The meeting will be held in the Saskatchewan B room. The theme of SAMA's 2016 Annual Meeting will be "Looking Ahead to 2017," and will focus on the various improvements SAMA will be making to the assessment system leading up the 2017 Revaluation. Preliminary value trend information regarding the 2017 Revaluation will also be provided.

John Gormley will be the keynote speaker at the meeting offering his unique take on the ever changing landscape of the province and its inhabitants.

Similar to 2015, SAMA will be offering a half day training session the day before the Annual Meeting specifically geared to administrators. The session will run the afternoon of April 25, 2015 from 1:30 – 4:30, and will be held in the Saskatchewan B room at the Saskatoon Inn. The training session will build upon the session from 2015, detailing various aspects of the assessment system, and seeking to help administrators better understand the role assessment plays in the province, with specific emphasis on how municipalities can make the most out of the preliminary 2017 value reports that SAMA will be providing to all our clients starting in June of 2016. There is **no additional cost** for the training session above the registration fee for the Annual Meeting. Pre-registration is required for this training session.

SAMA updated our *Annual Meeting Bylaw* in 2015, and one significant change is that each municipal council may now appoint two voting delegates to attend the Annual Meeting. The voting delegates can be any person named by the municipal council to attend SAMA's Annual Meeting as a voting delegate. Other delegates, including members of council and administrators, may also attend the Annual Meeting as non-voting participants.

Registration for the annual meeting will begin at **8:15 a.m.**, with the formal meeting commencing at **9:30 a.m.** Refreshments will be provided throughout the day, and lunch is included with each delegate's registration fee.

Business conducted at the SAMA Annual Meeting will include:

- consideration of resolutions with respect to assessment policy and practices, assessment administration or assessment legislation;
- receipt of the board of directors' annual report;
- consideration of reports made by SAMA; and
- consideration of any changes proposed by SAMA to assessment legislation.

As stated in section 17(1) of the *Annual Meeting Bylaw*, a municipal council may, not less than one month before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting. A municipal council may present a resolution respecting assessment policy and practices, assessment administration or assessment legislation. **The deadline for submission of regular (non-emergent) resolutions is March 26, 2016.** Resolutions may be submitted by mail to my attention at SAMA Central Office, 200-2201-11th Avenue, Regina, Saskatchewan, S4P 0J8, by fax to 306-924-8060 or by email at [info.request@sama.sk.ca](mailto:info.request@sama.sk.ca).

Registration fees are \$60 if registered before March 31, 2016 and \$70 after March 31, 2016.

The full registration package and agenda for SAMA's Annual Meeting will be sent to municipal councils by March 1, 2016. If you have any questions about the annual meeting, please contact SAMA at 1-800-667-7262.

Sincerely,



Irwin Blank  
SAMA Chief Executive Officer

*Saskatchewan Assessment Management Agency  
200-2201 11<sup>th</sup> Ave.  
Regina SK S4P 0J8*





## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Separating the Role of Returning Officer from the Office of the City Clerk**

#### **Recommendation of the Committee**

1. That the City Solicitor prepare a bylaw to separate the role of the Returning Officer from the Office of the City Clerk and the City Clerk be delegated the authority to appoint a returning officer, as set out in this report;
2. That the City Clerk take the appropriate action to implement the separation of the role of returning officer from the Office of the City Clerk for the 2016 Civic Election, as described in this report; and
3. That, following the 2016 Civic Election, City Council receive a report on the experience of utilizing a returning officer other than the City Clerk along with any recommendations and financial implications for the 2020 Civic Election.

#### **History**

At the February 22, 2016 meeting of the Governance and Priorities Committee, a report of the City Clerk, was considered regarding the above.

#### **Attachment**

Report of the City Clerk, dated February 22, 2016

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## Separating the Role of Returning Officer from the Office of the City Clerk

### Recommendation

THAT the Governance and Priorities Committee recommend to City Council:

1. that the City Solicitor prepare a bylaw to separate the role of the Returning Officer from the Office of the City Clerk and the City Clerk be delegated the authority to appoint a returning officer, as set out in this report;
2. that the City Clerk take the appropriate action to implement the separation of the role of returning officer from the Office of the City Clerk for the 2016 Civic Election, as described in this report; and
3. that, following the 2016 Civic Election, City Council receive a report on the experience of utilizing a returning officer other than the City Clerk along with any recommendations and financial implications for the 2020 Civic Election.

### Topic and Purpose

The purpose of this report is to respond to City Council's request for a report on the ramifications procedurally and the fiscal implications on appointing a Returning Officer other than the City Clerk.

### Strategic Goal

The information contained in this report aligns with the Strategic Goal of Continuous Improvement and the four-year priority to pursue opportunities to "modernize" civic government to reflect best practices, changing demands, etc.

### Background

A report of the Municipal Review Commission – Elections Committee, submitted to City Council on November 23, 2015, recommended that Council inquire with the Province whether or not the City has the power to appoint an individual other than the City Clerk to act as returning officer for municipal elections. If it does, the Municipal Review Commission recommended that the City separate the roles of city clerk and returning officer by appointing a second individual to the latter role. If the City does not have this power, the Municipal Review Commission recommended that the City request the power from the Province.

It has been determined that the legislation provides for City Council to appoint a person other than the City Clerk as returning officer.

### Report

The Municipal Review Commission's rationale for its recommendation explained that the City Clerk is an officer appointed by Council whose role is to perform legislated responsibilities to council and support the work of council. The clerk also must

administer the election and the election rules, including enforcing any penalties that may arise from discrepancies during elections. This raises the potential that the City Clerk may be put in awkward positions in performing the role of the chief public servant to City Council and enforcing election rules for existing members on City Council.

At the meeting of the former Executive Committee held on December 8, 2015, the Committee resolved to take a recommendation forward to City Council recommending that the City Solicitor prepare a bylaw to separate the role of the Returning Officer from the Office of the City Clerk. On January 25, 2016, City Council subsequently resolved that the matter of an appointment of a Returning Officer other than the City Clerk, which separates the role of the Returning Officer from the Office of the City Clerk, be referred to the administration for a report on what the ramifications are procedurally and the fiscal implications

### Legislation

*The Local Government Election Act, 2015* provides for the appointment by City Council of another person other than the City Clerk as Returning Officer.

Sec. 47(1), states:

- (1) *The administrator of the municipality is the returning officer unless a council appoints another person as returning officer at least 90 days before an election day.*
- (2) *The returning officer is responsible for all matters relating to the election as provided in this Act.*

Sec. 46(1) of the *Act* also states that *if a school division is situated wholly or substantially within a municipality, the returning officer for a general election, a by-election or a vote pursuant to Part IX is the administrator of the municipality with respect to both municipal elections and board elections, unless the council of the municipality, at least 90 days before election day for a general election, or when setting a date for a by-election or a vote pursuant to Part IX, appoints another person as returning officer.*

*The Local Government Election Act, 2015*, defines an administrator as a City Clerk appointed pursuant to *The Cities Act*.

### Current Practice in Saskatoon and Practices in other Cities

Historically, the Returning Officer in Saskatoon has been the City Clerk. In 2012, the Deputy City Clerk was appointed returning officer.

The City Clerk's Office undertook to determine the practice of other cities regarding the appointment of a returning officer. Responses were received from the cities of Calgary, Edmonton, Winnipeg and Halifax Regional Municipality. In all cities polled, regardless of the delegation of returning officer, a separate election office exists with designated staff. Attachment 1 summarizes the practice in Saskatoon as well as the other cities polled.

Conducting a municipal and school board election is a complex undertaking and requires a significant amount of time. Election preparations in the City Clerk's Office typically commence in January of an election year. Election planning for 2016 is currently underway in the City Clerk's Office to ensure necessary processes are in place and all decisions and action items are carried out in accordance with applicable legislation and timelines. The City Clerk is currently fulfilling the role of Returning Officer as provided for in the *Act*. The preliminary planning as well as administrative support is being performed by a number of key staff in the City Clerk's Office in addition to their regular duties.

### Procedural Implications for Designating an Outside Returning Officer

The designation of an outside Returning Officer must be made by City Council and must be made at least 90 days prior to the election. Given the complexity and amount of time to plan an election, it would be advisable that the Returning Officer be in place as early in an election year and ideally the appointment take effect in January. Prior to any designation, it is anticipated the process would be that there would be:

- A call for Expressions of Interest
- Vetting of applications
- Appointment of Returning Officer

Appointment of the returning officer may be made by resolution or by bylaw. The former Executive Committee recommended to City Council that this appointment be made by bylaw. The Bylaw could provide that council appoint a returning officer under certain terms and conditions; or, similar to the Municipal Wards Commission Bylaw, the bylaw could provide for the City Clerk to appoint a returning officer under certain terms and conditions.

The recommended option is for the bylaw to provide for the City Clerk to appoint a returning officer under certain terms and conditions. Terms and conditions of appointment which could be included in the bylaw are provided in Attachment 2.

Ideally, the process to appoint a returning officer should be completed as soon as possible to allow the designated individual sufficient time to adequately oversee the administration of the 2016 civic election.

To allow for a seamless transition to an outside returning officer and to adequately manage the election budget for 2016, the City Clerk recommends the establishment of the following internal process for the 2016 civic election:

- key staff in the City Clerk's Office, including the current contracted support person, continue to provide the specialized and administrative election support as in past elections;
- a senior staff person in the City Clerk's Office be appointed as an Assistant Returning Officer, to facilitate the coordination of assistance provided by staff in the City Clerk's Office and to assist the outside returning officer; and



## Separating the Role of Returning Officer from the Office of the City Clerk

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- a suitable civic office space, in reasonable proximity to the City Clerk's Office, be pursued.

### Financial Implications for Designating an Outside Returning Officer

The Election Budget forms part of the City Clerk's budget and is managed by the City Clerk's Office. There would be no major financial implications for designating an outside Returning Officer for 2016 if civic office space and resources, including the use of key staff in the City Clerk's Office were utilized. The cost of hiring an outside returning officer would be offset by not having to charge a portion of the City Clerk's salary to the election budget.

### **Policy Implications**

There are no policy implications at this time.

### **Due Date for Follow-up and/or Project Completion**

A report following the 2016 civic election discussing the experience of utilizing an outside returning officer including any recommendations for any by-elections during 2017 – 2019 and the 2020 civic election will be provided.

### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

### **Attachments**

1. Appointment of Returning Officer - Summary of Practice in Saskatoon and in Other Cities
2. Terms and Conditions of Appointment

### **Report Approval**

Written and Approved by:

Joanne Sproule, City Clerk

Reviewed by:

Patricia Warwick, City Solicitor

Appointment of Returning Officer  
Summary of Practices in Saskatoon and in Other Cities

Process in Saskatoon

With the exception of 2012, historically municipal and school board elections have been administered by the City Clerk, extensively supported by key staff of the City Clerk's Office. There is no full-time election staff. In an election year, one temporary contracted position is appointed associate returning officer to primarily perform operational duties related to polling places, arranging for workers, and distributing and collecting election supplies and statements of results. Aside from a period of approximately 2 -3 months prior to a civic election, the City Clerk's Office does not maintain an election office nor are staff dedicated solely to deal with election-related matters or projects.

In 2012, the Deputy City Clerk was appointed returning officer and a similar arrangement for support from City Clerk's Staff was put in place as described above.

Cities in Saskatchewan

The returning officer for cities in Saskatchewan has historically been the City Clerk.

City of Calgary

The City of Calgary has a full-time Returning Officer. The position is Manager of Election and Information Services, City Clerk's Office. The appointment is made by City Council and the individual is hired by the City Clerk. This position reports to the City Clerk; however, is solely in charge of running the municipal election. The office also has an Assistant Returning Officer.

City of Edmonton

The General Manager of Corporate Services delegates the authority of Returning Officer to the City Clerk for the City of Edmonton to perform all duties and functions and exercise all rights afforded to the Returning Officer under the *Local Authorities Election Act*. The City Clerk is further delegated the power to appoint another City employee or designated officer as the City's Returning Officer.

City of Winnipeg

The Deputy City Clerk is the Returning Officer, supported by an Election Manager/Projects.

Halifax Regional Municipality

In 2012, the City Clerk was the Returning Officer; however, in late 2015, an "Expression of Interest" was put forward to conduct a search for a qualified individual to take the legislative responsibility as Returning Officer for the 2016 Municipal and School Board Elections. The position has been filled by an outside person for a one-year contract.

The returning officer is appointed by City Council, and under the direction of the Municipal Clerk is responsible for the preparation and administration of the election. An Elections Coordinator (municipal staff) is appointed as Assistant Returning Officer to assist the Returning Officer. The Assistant Returning Officer administers any by-elections outside of the general election.

## Terms and Conditions of Appointment – Returning Officer

### Term of Appointment

- Temporary to the end of 2016 with the option to renew for any by-elections for the period 2017-2019 and the civic election in 2020.

### Mandate

- To be responsible for the preparation and delivery of the 2016 Civic and School Board elections in accordance with *The Local Government Election Act, 2015*, relevant municipal bylaws, and within any policies and direction of the City Clerk and City Council;
- To ensure voters experience a fair and accessible electoral process;
- To ensure candidates have the tools and information needed to run for municipal and school board office;
- To competently administer the civic and school board election in an impartial and non-partisan manner.
- To ensure communications with voters, candidates' representatives and candidates are carried out at all times with tact, discretion, common sense, courtesy and good judgement.
- To manage the financial, administrative, and human resources required for the administration of the election.
- To communicate information to the public, candidates and the media.

### Hours of Work

- Monday to Friday, 8:00 a.m. to 5:00 p.m. with some evening and weekend work.

### Remuneration

- The remuneration for the appointment shall be determined in consultation with the City's Human Resources Department for comparable job qualifications, knowledge and abilities on the Exempt Staff Salary Scale.

### Other

- Temporary working space will be provided.



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## **Inquiry – Councillor Donauer – Municipal Review Commission’s Reporting Process**

### **Recommendation**

That the process for dealing with reports of the Municipal Review Commission, as outlined in this report, be approved.

### **Topic and Purpose**

The purpose of this report is to respond to an Inquiry of Councillor Donauer regarding the Municipal Review Commission’s Reporting Process.

### **Strategic Goal**

The information contained in this report aligns with the Strategic Goal of Continuous Improvement.

### **Background**

The following inquiry was made by Councillor R. Donauer at the meeting of City Council held on January 25, 2016:

“Would the Administration please report on the Municipal Review Commission’s process of reporting to Council regarding the election process and bylaws. Specifically, would the Administration make recommendations concerning the timing of future reports and any suggestions it may have on making the Council process more effective.”

### **Report**

The Municipal Review Commission has three Committees: The Municipal Elections Committee, The Code of Conduct Committee and The Remuneration Committee. The Municipal Elections Committee has reported to City Council and is expected to report again by June of 2017 and every four years thereafter.

The Code of Conduct Committee is expected to report to City Council in the near future, again by December 31, 2017, and every four years thereafter.

The Remuneration Committee is expected to report to City Council in the near future, again by June 30, 2018, and every four years thereafter.

Proposed Process Upon Tabling of Report with City Council

In order to ensure a process whereby City Council has adequate information in front of it to review and assess reports of the Municipal Review Commission, a recommended process for dealing with the reports is outlined below. Attached as *Attachment 1* is a diagram of the recommended process for dealing with reports of the Municipal Review Commission.

1. Municipal Review Commission tables report with City Council.
2. City Council receives the information and refers the report to its Governance and Priorities Committee for discussion, and at the same time, refers the report of the Municipal Review Commission to the Administration for review and written comment to the same meeting of the Governance and Priorities Committee.
3. The report of the Municipal Review Commission, along with comments of the Administration are considered together at a meeting of the Governance and Priorities Committee. The Chair of the Municipal Review Commission should be in attendance and review the recommendations in detail with the Committee. Likewise, Administration would present its comments or feedback to the Committee.
4. The Governance and Priorities Committee may defer and refer any aspect of the report to seek further clarification from either the Municipal Review Commission and/or the Administration.
5. If deferred and referred for further information, the entire report should be deferred until such time as all information is received.
6. Recommendations of the Municipal Review Commission should be dealt with individually by the Governance and Priorities Committee.
7. The Municipal Review Commission is accountable to City Council; therefore, ALL motions of the Governance and Priorities Committee on the Commission’s report or specific recommendations are forwarded to City Council recommending that City Council adopt said resolution(s) (considered individually).
8. City Council directs the City Solicitor to prepare any necessary Bylaws or Bylaw amendments.
9. The City Solicitor reports to a subsequent meeting of City Council with Bylaws or Bylaw amendments, for approval by Council.

**Policy Implications**

There are no policy implications at this time.

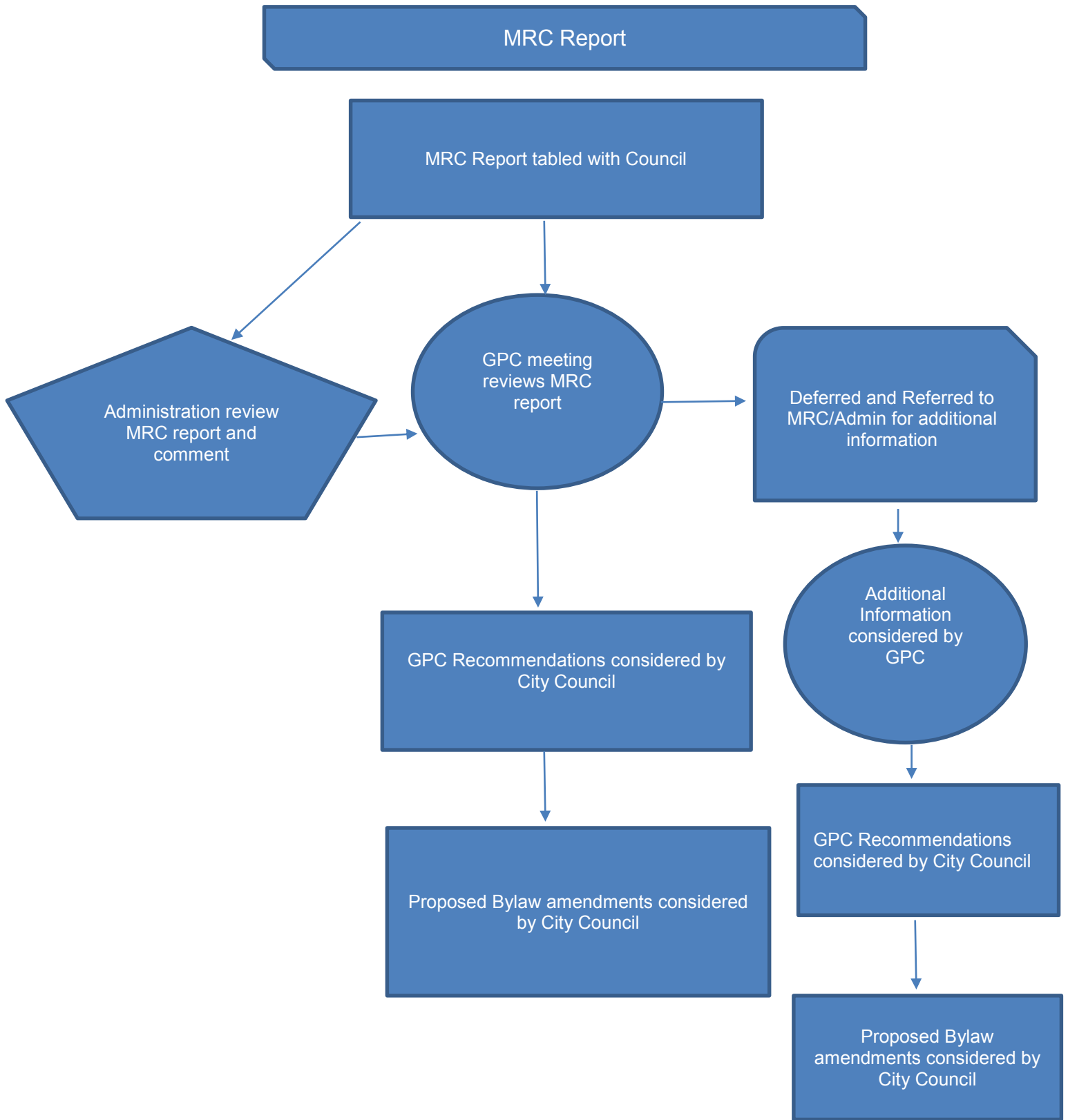
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Attachment**

1. Diagram of Reporting Process

**Report Approval**

Written and Approved by: Joanne Sproule, City Clerk and  
Patricia Warwick, City Solicitor





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## Amendments to Bylaw No. 7565, The Poster Bylaw, 1996

### Recommendation

That City Council consider Bylaw No. 9353, *The Poster Amendment Bylaw, 2016*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9353, *The Poster Amendment Bylaw, 2016*. If passed this Bylaw would implement City Council's decision to amend *The Poster Bylaw, 1996* to:

- (a) update the permitted postering facilities as contained in Schedule "A" of *The Poster Bylaw, 1996*;
- (b) update the permitted locations for posters as contained in Schedule "B" of *The Poster Bylaw, 1996*; and
- (c) provide for the manner in which posters may be affixed to a permitted location.

### Report

On November 24, 2014, at its Regular Business Meeting, City Council considered a report of the Standing Policy Committee on Planning Development and Community Services dated October 6, 2014, requesting approval to amend Bylaw No. 7565, *The Poster Bylaw, 1996*, to update the permitted postering facilities as contained in Schedule "A" of *The Poster Bylaw, 1996*; to update the permitted locations for posters as contained in Schedule "B" of *The Poster Bylaw, 1996*; and to provide for the manner in which posters may be affixed to a permitted location.

City Council resolved that the City Solicitor prepare the necessary amendments to Bylaw No. 7565, *The Poster Bylaw, 1996*.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9353, *The Poster Amendment Bylaw, 2016*, for City Council's consideration.

### Attachment

1. Proposed Bylaw No. 9353, *The Poster Amendment Bylaw, 2016*.

### Report Approval

Written by: Jodi Manastyrski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin – PosterAmendment.docx  
237-0003-jlm-5.docx

## BYLAW NO. 9353

### The Poster Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Poster Amendment Bylaw, 2016*.

#### Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 7565, *The Poster Bylaw, 1996*, to:
  - (a) update the permitted postering facilities as contained in Schedule "A" of *The Poster Bylaw, 1996*;
  - (b) update the permitted locations for posters as contained in Schedule "B" of *The Poster Bylaw, 1996*; and
  - (c) provide for the manner in which posters may be affixed to a permitted location.

#### Bylaw No. 7565 Amended

3. *The Poster Bylaw, 1996*, is amended in the manner set forth in this Bylaw.

#### Section 9 Amended

4. Section 9 is repealed and the following substituted:
  - "9. A poster may only be attached with clear packing tape or other easily removable tape."

#### Schedule "A" Amended

5. Schedule "A" is amended by repealing the diagram illustrating the postering facilities and substituting the updated diagram attached and marked as Schedule "A" to this Bylaw.

**Schedule "B" Amended**

- 6. Schedule "B" is amended by repealing the map showing postering locations and substituting the updated map attached and marked as Schedule "B" to this Bylaw.

**Coming into Force**

- 7. The Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

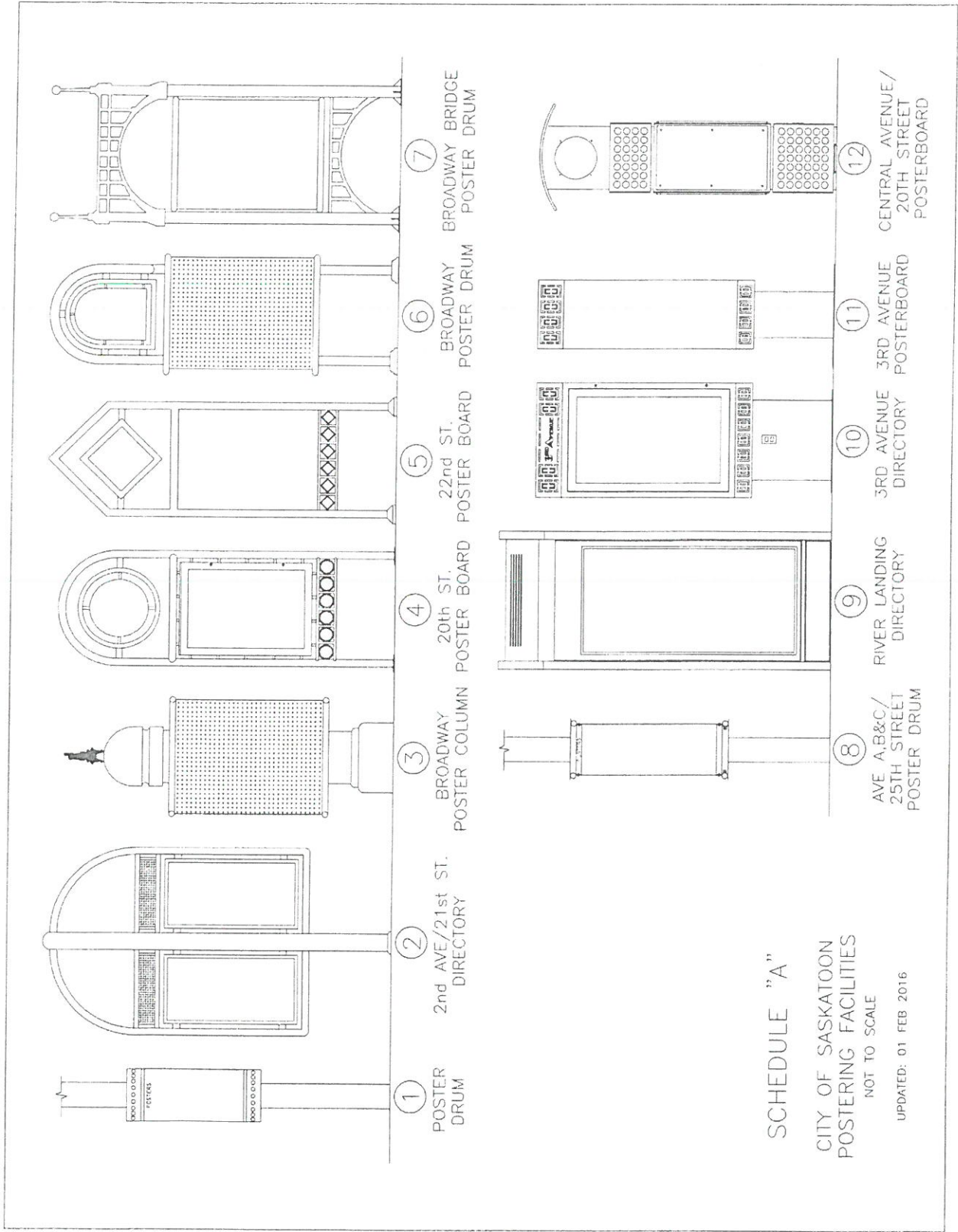
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# Schedule "A"

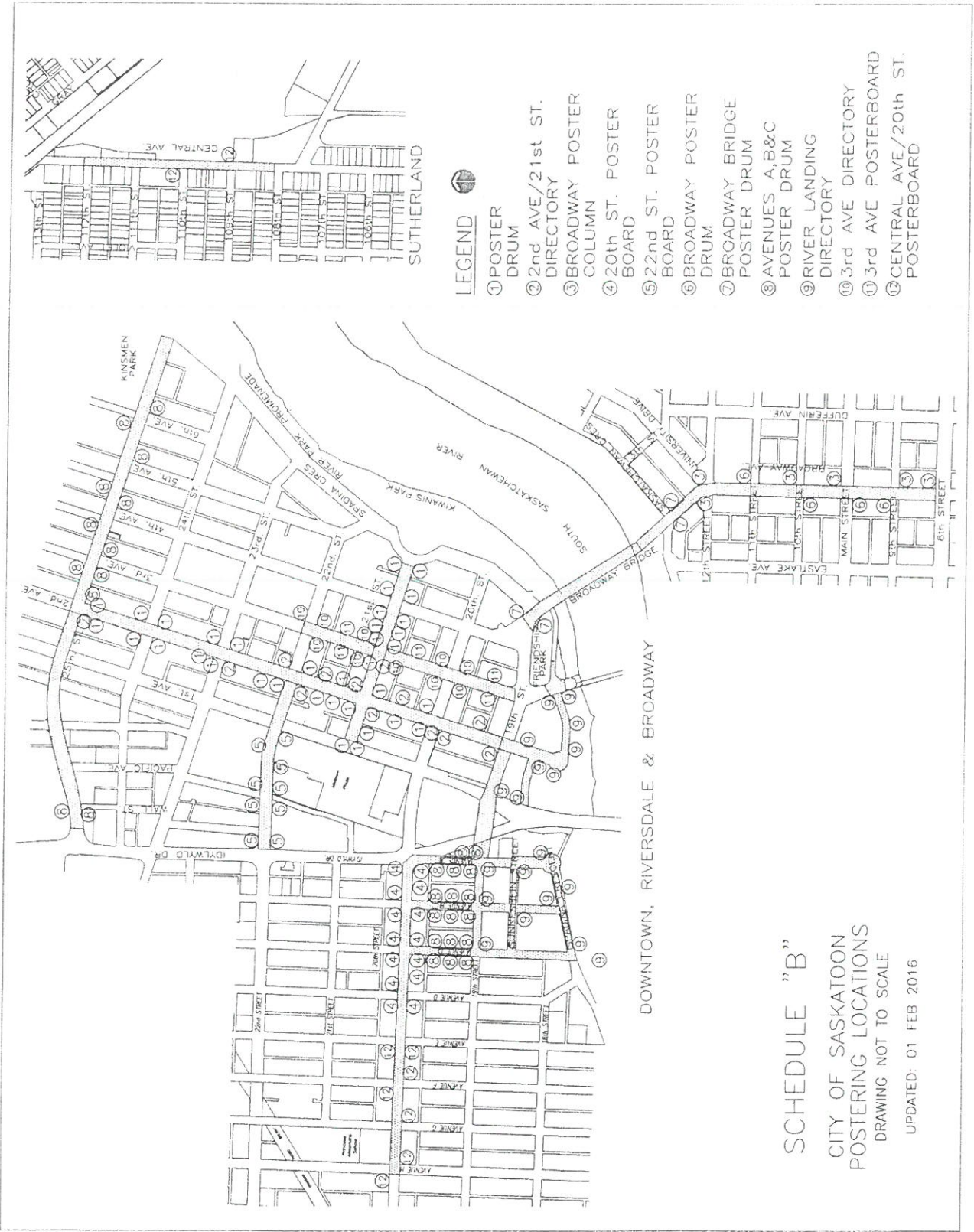


SCHEDULE "A"  
 CITY OF SASKATOON  
 POSTERING FACILITIES  
 NOT TO SCALE

UPDATED: 01 FEB 2016



# Schedule "B"



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## Bylaw Amendment for Portable Water Meter Charges

### Recommendation

That City Council consider Bylaw No. 9354, *The Waterworks Amendment Bylaw, 2016*.

### Topic and Purpose

This report provides City Council with Bylaw No 9354, *The Waterworks Amendment Bylaw, 2016*. If passed this Bylaw would implement City Council's decision to amend Bylaw No. 7567, *The Waterworks Bylaw, 1996* to change the rates for installation and removal of hydrant meters for construction purposes.

### Report

City Council, at its meeting held on January 25, 2016, considered a recommendation contained in the report of the Standing Policy Committee on Environment, Utilities and Corporate Services that rates for portable water meter installations and removals be changed.

City Council adopted the recommendation of the Standing Policy Committee on Environment, Utilities and Corporate Services that the request to the rate changes for portable water meter installations and removals be approved as outlined in the January 11, 2016 report of the General Manager, Transportation and Utilities Department and that the City Solicitor prepare the necessary amendments to Bylaw No. 7567, *The Waterworks Bylaw, 1996*.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9354, *The Waterworks Amendment Bylaw, 2016*, for City Council's consideration.

### Attachment

1. Proposed Bylaw No. 9354, *The Waterworks Amendment Bylaw, 2016*.

### Report Approval

Written by: Jon Danyliw, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – Waterworks.docx  
211-0212-jwd-2.docx

BYLAW NO. 9354

The Waterworks Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

- 1. This Bylaw may be cited as *The Waterworks Amendment Bylaw, 2016*.

Purpose

- 2. The purpose of this Bylaw is to amend *The Waterworks Bylaw, 1996*, to change the rates for installation and removal of hydrant meters for construction purposes.

Bylaw No. 7567 Amended

- 3. Bylaw No. 7567 is amended in the manner set forth in this Bylaw.

Schedule "C" Amended

- 4. Schedule "C" is repealed and the schedule marked as Schedule "A" to this Bylaw is substituted.

Coming into Force

- 5. This Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
 Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
 Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**Schedule "A" to Bylaw No. 9354**

**Schedule "C"**

**Deposits, Service Charges and Miscellaneous Fee Schedule**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Application Fee.....	\$ 25.00	\$ 25.00	\$ 25.00
Service Connect for Arrears.....	65.00	70.00	70.00
Temporary Service (inactive account status – no monthly minimum charge).....	25.00	25.00	25.00
<b>Removal, Re-installation, Turn On or Turn Off Curb Stop Valve of Service Meters</b> (not for demolition of building)			
5/8" to 1" meter.....	65.00	70.00	70.00
1 1/2" & larger meter.....	104.00	110.00	110.00
<b>Installation and Removal of Hydrant Meters for Construction Purposes</b>			
Initial installation.....	100.00	100.00	279.00
Each additional location install.....	50.00	50.00	139.50
Monthly rental (1" meter).....	35.00	35.00	120.00
Monthly rental (2" meter).....	65.00	65.00	298.00
<b>Meter Testing (Customer Requested)</b>			
If found to be accurate (5/8" to 1" meter).....	60.00	65.00	65.00
If found to be accurate (1 1/2" meter).....	77.00	82.00	82.00
If found to be accurate (2" meter).....	111.00	116.00	116.00
If found to be accurate (3" & larger meter).....	At Cost	At Cost	At Cost
If found to be inaccurate.....	No Charge	No Charge	No Charge
<b>Installation of Larger than Standard Meter</b>			
Up to 3/4".....	65.00	70.00	70.00
Up to 1".....	90.00	95.00	95.00
Greater than 1".....	At Cost	At Cost	At Cost
Installation of Fire Service Meter.....	At Cost	At Cost	At Cost
<b>Repair of Damaged or Frozen Meter</b>			
5/8".....	100.00	100.00	100.00
3/4".....	150.00	150.00	150.00
1".....	205.00	205.00	205.00
Larger than 1".....	At Cost	At Cost	At Cost



Special Read (Customer Requested).....	25.00	25.00	25.00
Research Billing History (Customer Requested).....	25.00	25.00	25.00
High-Risk Credit History Residential and Multi-Unit Residential Deposit.....			2x estimated monthly bill
Commercial and Industrial Services Deposit.....			2x estimated monthly bill

Commercial or High-Risk Credit History Residential and Multi-Unit Residential accounts shall be required to submit a Deposit in the amount of 2x estimated monthly billing. The Deposit will be credited back to the customer's account following a two-year satisfactory account credit history.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **2016 Appointments – Pension Benefits Committee**

#### **Recommendation of the Committee**

That Mr. Kerry Tarasoff, CFO/General Manager, Asset and Financial Management and Ms. Catherine Gryba, General Manager, Corporate Performance be appointed as the City's representatives on the Pension Benefits Committee, to fill the two remaining vacancies.

#### **History**

The former Executive Committee, at its In Camera meeting held on October 19, 2015, undertook its annual review of appointments to Boards, Committees and Commissions. Two employer representative vacancies exist on the Pension Benefits Committee. Mr. Kerry Tarasoff, CFO/General Manager, Asset and Financial Management, and Ms. Catherine Gryba, General Manager, Corporate Performance are being recommended for appointment.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Municipal Review Commission Report – Elections Committee**

#### **Recommendation of the Committee**

That City Council adopt the recommendations of the Governance and Priorities Committee, as outlined in this report.

#### **History**

On February 22, 2016, the Governance and Priorities Committee considered outstanding matters dealing with the report of the Municipal Review Commission – Elections Committee, dated November 19, 2015.

A summary of the recommendations of the Municipal Review Commission together with resolutions and recommendations of the Governance and Priorities Committee are outlined below. City Council is requested to adopt the recommendations of the Governance and Priorities Committee.

#### **Fundraising Expenses and Disclosure**

City Council, at its meeting held on January 25, 2016 considered recommendations related to *The Accounting Records Respecting Campaign Contributions and Expenses* and resolved that the matter of fundraising expenses and disclosure be referred back to the Municipal Review Commission for a report to the Governance and Priorities Committee.

The Municipal Review Commission submitted the attached response dated January 31, 2016 (Attachment 1)

#### **RECOMMENDATION of Governance and Priorities Committee**

That the response of the Municipal Review Commission dated January 31, 2016, be received as information.

#### **The Accounting Records Respecting Campaign Contributions and Expenses**

#### **Recommendation #3**



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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On January 25, 2016, City Council deferred consideration of the following motion until such time that a report to the Governance and Priorities Committee is received from the Municipal Review Commission regarding fundraising expenses and disclosure:

“That the City Solicitor be instructed to amend Bylaw No. 8491 to include the issuance of receipts for all contributions (no anonymous donations), and the requirement of receipts for expenses. The City Clerk (or other official appointed by City Council) shall have the authority to audit these records at any time.”

### **RECOMMENDATION of Governance and Priorities Committee**

That, with respect to fundraising events, the City Solicitor be instructed to amend Bylaw No. 8491:

1. to include the issuance of receipts for all contributions (no anonymous donations);
2. that net contributions of fundraising events over \$100 be disclosed;
3. that there be a requirement of receipts for expenses; and
4. that the City Clerk (or other official appointed by City Council) shall have the authority to audit these records at any time.

### *The Reporting of Campaign Expenses Incurred Outside the Election Expense Period and the Election Period (Recommendations 12, 15 and 16)*

With respect to Recommendations #12, #15 and #16, the Municipal Review Commission recommended:

#### **#12 The Reporting of Campaign Expenses Incurred Outside the Election Expense Period**

“That Bylaw No. 8491 be amended to stipulate that campaign Expenses may only be incurred during the campaign period.”

#### **#15 Election Period**

“That Bylaw No. 8491 be amended so that candidates cannot raise money nor spend money until they have been officially nominated as a candidate. To achieve this, the SMRC recommends that the campaign contribution period, expense period, and nomination period be brought in line with one another so that they all begin on the same day. The nomination period should end as prescribed in *The Local Government Election Act*.





## **GOVERNANCE AND PRIORITIES COMMITTEE**

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For greater clarity, the MRC recommendation is that the city clerk begin accepting nomination papers for candidates on the first business day of the year in which an election is to be held. Nomination papers will be accepted until the time prescribed by *The Local Government Election Act*.

The campaign period will begin for a candidate once he or she has filed their nomination papers. At that point, the candidate can begin raising and spending money for their campaign.”

### **#16 Election Period**

“That candidates should be prohibited from accepting contributions or incurring expenses until they have officially filed their nomination papers.”

The above recommendations in #12, #15 and #16 were subsequently referred to the Municipal Review Commission for additional analysis.

In this regard, City Council, at its meeting held on January 25, 2016, received a report from the Municipal Review Commission dated December 21, 2015 (Attachment 2) noting that according to *The Cities Act*, Section 57(5), if a wards commission is appointed in order to be effective for the civic election the report must be filed within 180 days of the election. The Municipal Review Commission recommended:

“That the campaign period in Recommendation 12, contribution period, expense period and nomination period in Recommendation 15 all be defined as June 1 in the year of the civic election.”

On January 25, 2016, City Council referred the matter back to the Governance and Priorities Committee for further discussion and debate.

The Governance and Priorities Committee considered the attached report of the City Solicitor dated February 22, 2016 regarding *The Campaign Disclosure and Spending Limits Bylaw, 2006* (Attachment 3).

### **RECOMMENDATION of Governance and Priorities Committee**

1. DEFEAT that on a go forward basis, the contribution period will be defined as June 1<sup>st</sup> to December 15<sup>th</sup> in the year of the civic election.
2. APPROVE that on a go forward basis, the expense period will be defined as June 1<sup>st</sup> to December 15<sup>th</sup> in the year of an election.



# **GOVERNANCE AND PRIORITIES COMMITTEE**

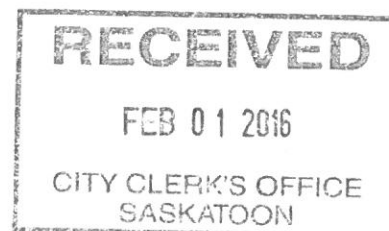
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## **Attachments**

- Attachment 1 – Letter from Municipal Review Commission dated January 31, 2016
- Attachment 2 – Report of Municipal Review Commission dated December 21, 2015
- Attachment 3 – Report of the City Solicitor dated February 22, 2016

255-18

PAUL S. JASPAR, FCPA, FCA  
130 Skeena Crescent  
Saskatoon, SK S7K 4G7  
Phone: (306) 668-4844



January 31, 2016

His Worship Mayor Don Atchison and  
Members of City Council  
c/o City Hall  
222 – 3<sup>rd</sup> Avenue N.  
Saskatoon, SK S7K 0J5

Dear Mayor Atchison and Councillors:

Council asked the Saskatoon Municipal Review Commission (SMRC) to provide information regarding fundraising events held by a candidate. It is the recommendation of SMRC that the names of the attendees at a ticketed fundraising event need not be disclosed. Further, any amount in excess of the cost of the event that the candidate receives per ticket does not need to be considered when calculating the cumulative amount of \$100 that requires disclosure of an individual contributor. However, receipts may still be advisable for the purposes of a subsequent complaint or audit.

The SMRC would be pleased to readdress the above after the 2016 civic election once the candidates in that election have had experience with any new rules adopted by Council.

Council also asked the SMRC to provide information regarding the rules that apply Provincially and Federally regarding anonymous contributions.

Elections Saskatchewan states "no anonymous contributions in excess of \$ 250 may be accepted by a registered political party or candidate".

Federal Election policy states the following regarding anonymous contributions:

The following are anonymous contributions, either monetary or non-monetary:

- contributions exceeding \$20 for which the official agent does not have the name of the contributor
- contributions exceeding \$200 for which the official agent does not have the name and address of the contributor

The official agent must, without delay, pay the amount of any anonymous contribution – or in the case of an anonymous non-monetary contribution, an amount equal to its value – to the Chief Electoral Officer, who will forward the amount to the Receiver General for Canada.

Any anonymous contribution that was accepted by the official agent must also be disclosed in part 2c of the Candidate's Electoral Campaign Return. Anonymous contributions of \$20 or less may be solicited at a meeting through a "collection plate" or by "passing the hat". Where this occurs, the official agent must record the following:

- a description of the function at which the contributions were collected
- the date of the function
- the approximate number of people at the function
- the total amount of anonymous contributions accepted

However, the official agent must take measures to ensure that he or she does not accept contributions from ineligible contributors.

To record this information, the official agent may wish to use the General Solicitation Contributions Record Keeping – Anonymous Contributions of \$20 or less, which appears in the Supplement to the Election Handbook for Candidates, Their Official Agents and Auditors.

The official agent must enter the total of contributions received from such a collection under the category "Anonymous contributions from general solicitation at a meeting or fundraising event of \$20 or less" in part 2a of the Candidate's Electoral Campaign Return.

If it is apparent that someone placed an amount exceeding \$20 in the collection, then the official agent must treat that contribution as anonymous, and return it or forward it to the Chief Electoral Officer as described above.

Yours truly,



Paul S. Jaspar, FCPA, FCA



PAUL S. JASPAR, FCPA, FCA  
130 Skeena Crescent  
Saskatoon, SK S7K 4G7  
Phone: (306) 668-4844

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December 21, 2015

His Worship Mayor Don Atchison and  
Members of City Council  
c/o City Hall  
222 – 3<sup>rd</sup> Avenue N.  
Saskatoon, SK S7K 0J5

Dear Mayor Atchison and Councillors:

The Executive Committee asked the Saskatoon Municipal Review Commission (SMRC) to comment on certain items recommended in the report considered on December 8, 2015. As Chair of the Commission I am pleased to report the following on its behalf.

- Recommendation #2  
The SMRC recommends City Council consider indicating a month in 2012, such as October, rather than just stating 2012.
- Recommendation #3  
As all donations must be receipted, a candidate should be prohibited from accepting anonymous donations, including non-receipted cash donations at a fundraising event.
- Recommendation # 12, 15 & 16  
The SMRC understands that according to the Cities Act, Clause 57 (5), if a ward's commission is appointed in order to be effective for the civic election the report must be filed within 180 days of the election. Therefore, the SMRC recommends the campaign period in Recommendation 12, contribution period, expense period and nomination period in Recommendation 15 all be defined as June 1 in the year of the civic election.

Yours truly,

Paul S. Jaspar, FCPA, FCA

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## The Campaign Disclosure and Spending Limits Bylaw, 2006

**Recommendation**

That the information be received.

**Purpose**

The purpose of this report is to provide a summary of the current provisions of *The Campaign Disclosure and Spending Limits Bylaw, 2006* (the "Bylaw") respecting campaign contributions, campaign expenses, election contribution period and election expenses period and a brief analysis of the Saskatoon Municipal Review Commission's recommended changes to campaign expenses and campaign contributions.

**Report**

The Bylaw defines "campaign contributions", "campaign expenses", "election advertising", "election contribution period" and "election expenses period". Excerpts of the Bylaw are attached as Attachment 1 for ease of reference.

Nomination period is not defined in the Bylaw. Nomination day is addressed in *The Local Government Election Act*. It is the fifth Wednesday before election day. Nominations may be accepted at least ten days before nomination day in accordance with the Returning Officer's call for nominations. Historically, in Saskatoon, nominations for the general municipal election open immediately after Labour Day.

The Bylaw places a limit on campaign expenses.

The Bylaw requires each candidate to keep complete and proper accounting records of all campaign contributions and expenses.

- The Bylaw requires that candidates for City Council provide a statement of election expenses and election contributions for the election campaign (which is undefined), which includes the names of all contributors who contributed more than \$250 to a candidate.
- With respect to candidates for Mayor, the Bylaw also requires providing details of campaign revenues and campaign expenses incurred by the candidate during the election expenses period (August 1 to October 31).
- The Bylaw requires candidates to keep track of campaign contributions which are donations of money or donations in kind for the benefit of the candidate during the period January 1, 2013 to December 31, 2016 for the purpose of financing an election campaign.
- The Bylaw requires candidates to keep track of campaign expenses which are the cost of goods and services and value of donations in kind used by a candidate during the August 1 to October 31 period of an election year for the

purpose of the candidate's election campaign **regardless of whether the costs are incurred or the donation in kind are provided before, during or after the August 1 to October 31 period.**

Pursuant to the Bylaw, campaign expenses may be incurred any time between January 1, 2013 to December 31, 2016.

The Bylaw does not limit total campaign contributions received by a candidate.

The changes proposed by the Saskatoon Municipal Review Commission are the following:

- Campaign expenses may only be incurred during the campaign period proposed to be defined as June 1 of an election year to a date after an election.
- Campaign contributions may only be accepted during the campaign period proposed to be defined as June 1 of an election year to a date after an election.

Assuming these changes are approved by City Council, amendments to the definitions and provisions outlined above would be required.

The question which remains is how would these changes retroactively apply to campaign contributions accepted by candidates up to this point for the upcoming municipal election? Because, under current rules, there is no limit on when contributions may be accepted nor is there a limit on when expenses may be made, it would be difficult to combine the old with the new rules. Moreover, generally, municipal bylaws may not have retroactive effect. Therefore, if City Council agrees to the proposed changes to the definition of "contribution period" and "expense period", and the limits upon when contributions may be accepted and expenses incurred, it is only possible for the changes to be made on a go-forward basis. This would mean that the changes would go into effect after the 2016 municipal election.

#### **Attachment**

1. Sections 1 to 5 of Bylaw No. 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006*

#### **Report Approval**

Written and Approved by: Patricia Warwick, City Solicitor

**Bylaw No. 8491**

**The Campaign Disclosure and  
Spending Limits Bylaw, 2006**

**Codified to Bylaw No. 9012  
March 26, 2012**



## BYLAW NO. 8491

### THE CAMPAIGN DISCLOSURE AND SPENDING LIMITS BYLAW, 2006

Whereas *The Local Government Election Act*, S.S. 1982-83, c. L-30.1, provides that a council may, by bylaw, establish disclosure requirements respecting campaign contributions and expenses, and establish campaign spending limits;

And Whereas the Council of The City of Saskatoon is desirous of enacting such a bylaw;

Now Therefore The Council of The City of Saskatoon enacts:

#### Part I Short Title and Interpretation

##### Short Title

1. This Bylaw may be cited as The Campaign Disclosure and Spending Limits Bylaw, 2006.

##### Definitions

2. In this Bylaw:
  - (a) "campaign contribution" means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fund-raising event by the sale of tickets or otherwise, but does not include volunteer labour or services;
  - (b) "campaign expense" means the cost of goods and services and the value of any donation in kind, used by or for the benefit of the candidate during the election expenses period for the purpose of a candidate's election campaign, regardless of whether those costs are incurred, or the donation in kind provided, before, during or after the election expenses period, but does not include audit fees, volunteer labour or services;
  - (c) "candidate" means a person nominated in accordance with *The Local Government Election Act* for election to Council;

- (c.1) "Chartered Accountant" means a member in good standing of the Institute of Chartered Accountants of Saskatchewan;
- (d) "City" means The City of Saskatoon;
- (e) "Clerk" means the City Clerk of The City of Saskatoon appointed pursuant to Section 85 of *The Cities Act*;
- (f) "contributor" means an individual, organization or corporation providing a campaign contribution;
- (g) "Council" means the Council of The City of Saskatoon;
- (h) "donation in kind" means the fair market value of goods and services donated or provided by or on behalf of a candidate for the purpose of an election but does not include volunteer labour or services;
- (h.1) "election advertising" means the transmission to the public by any means of an advertising message that promotes or opposes the election of a candidate, and includes one in which the candidate's name or image is predominately featured promoting, sponsoring, endorsing or launching any project or enterprise if, in the opinion of the Election Disclosure Complaints Officer, it can reasonably be inferred that the message is intended to promote the election of that candidate, but shall not include advertising done in the ordinary course of the candidate's business;
- (i) "election contribution period" means:
  - (i) in the case of the general election to be held on October 25, 2006, the period beginning April 1, 2006 and ending on December 31, 2006;
  - (ii) in the case of all subsequent general elections, the period between January 1st of the year following the preceding general election and ending on December 31st of the year of the next general election; and
  - (iii) in the case of a by-election to fill a vacancy on Council, the period beginning on the day following the meeting at which Council decides to hold the by-election and ending 60 days following election day;

- (j) “election expenses period” means:
  - (i) in the case of a general election, the period beginning on August 1 of an election year and ending on October 31st of an election year; and
  - (ii) in the case of a by-election to fill a vacancy on Council, the period beginning on the day following the meeting at which Council decides to hold the by-election and ending 10 days following election day;
- (k) “fund-raising event” means events or activities held for the purpose of raising funds for an election campaign of the person by whom or on whose behalf the function is held;
- (l) “registered charity” means a registered charity within the meaning of the *Income Tax Act*;
- (m) “Returning Officer” means the returning officer within the meaning of *The Local Government Election Act*; and
- (n) “volunteer labour or services” means labour or services provided for no remuneration but does not include labour or services provided by an individual:
  - (i) if the individual is self-employed and the labour or services provided are normally sold or otherwise charged for by that individual; or
  - (ii) if the individual is being paid by an employer, individual or organization for providing the labour or services.

## Part II Election Expenses and Contributions

### Limitation on Campaign Expenses

3. (1) The maximum allowable campaign expenses of a candidate for Mayor or Councillor for any election campaign shall not exceed the limits determined in accordance with this section.

(2) The maximum allowable campaign expenses of a candidate for Mayor shall be determined by application of the following formula:

$$MCE = \$0.75 \times P$$

where: MCE = mayoralty candidate's expenses

\$0.75 = allowable campaign expense per capita

P = total population of the City as established by the most recent municipal wards commission

(3) The maximum allowable campaign expenses of a candidate for Councillor shall be ten percent (10%) of the maximum allowable expenses of a mayoralty candidate as established pursuant to subsection (2).

### Candidate to Keep Records

4. (1) A candidate for election to Council shall keep complete and proper accounting records of all campaign contributions and all campaign expenses.

(2) Without limiting the generality of subsection (1), the candidate is responsible to ensure that:

(a) proper records are kept of receipts and expenses;

(b) a record is kept of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor; and

(c) all records kept in accordance with this Section remain in the possession and under the control of the candidate at all times.



**Candidate's Statement of Election Expenses and Contributions**

5. (1) A candidate shall disclose his or her campaign contributions and expenses in accordance with this Section.
- (2) A candidate shall file a Statement of Election Expenses/Contributions with the Returning Officer:
  - (a) in the case of a candidate for mayor, within four months following the date of a general election or by-election; and
  - (b) in the case of a candidate for councillor, within three months following the date of a general election or by-election.
- (3) A Statement of Election Expenses/Contributions shall include:
  - (a) in the case of all candidates for election to Council:
    - (i) a Statutory Declaration in writing in the form prescribed in Schedule "A" to this Bylaw providing a statement of the total campaign contributions and the total campaign expenses of the candidate for that election campaign;
    - (ii) a list in writing in the form prescribed in Schedule "B" to this Bylaw that shall include the following information in relation to election contributions:
      - (A) the name of each contributor whose cumulative campaign contribution exceeded \$250.00;
      - (B) the cumulative amount that each of the named contributors has given to the candidate; and
      - (C) if no contributor's cumulative campaign contribution exceeded \$250.00, a notation to that effect; and
  - (b) in the case of all candidates for mayor, in addition to the documents referred to in clause (a), a statement in writing in the form prescribed in Schedule "C" to this Bylaw, properly attested by the candidate, providing details of the campaign revenues and campaign expenses incurred by the candidate during the election expenses period.

PAUL S. JASPAR, FCPA, FCA  
130 Skeena Crescent  
Saskatoon, SK S7K 4G7  
Phone: (306) 668-4844

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February 17, 2016

Mayor and Councillors,

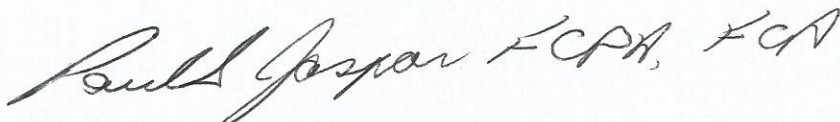
**Saskatoon Municipal Review Commission**

As Chair of the Saskatoon Municipal Review Commission (SMRC) I am attaching the report from the Municipal Code of Conduct Committee of SMRC and would appreciate the opportunity to provide an overview of the report to Council and will be pleased to answer questions Council may have regarding the report.

A copy of the report has been provided to the City Clerk and the City Solicitor.

Over the next few months SMRC will be presenting a report from the Remuneration Committee.

Yours truly,



Paul S. Jaspar, FCPA, FCA  
Chair, Saskatoon Municipal Review Commission

Saskatoon Municipal Review Commission:  
Municipal Code of Conduct Committee  
Report

---



Saskatoon, Saskatchewan  
February 11, 2016

**Saskatoon Municipal Review Commission Membership**

Mr. Paul Jaspar (Chair)

Ms. Linda Moulin (Vice-Chair)

Ms. Jennifer Lester

Mr. Charles Smith, PhD.

Ms. Joan White

Hon. Merri-Ellen Wright

**Researcher**

Mr. Kurt Terfloth



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## **PART I: EXECUTIVE SUMMARY**

### **1 (a). Summary**

This report<sup>1</sup> discusses the Saskatoon Municipal Review Commission's (SMRC) investigation and recommendations for policy improvement<sup>2</sup> to the *Saskatoon Code of Conduct for Members of Council*<sup>3</sup> (*the Code*). The SMRC found that the Code requires redevelopment, and that recent amendments to *The Cities Act*<sup>4,5</sup> and *The Municipalities Act*<sup>6,7</sup> require it.

The Code's revision into bylaw must include greater attention to the spirit of the law and use the standards of a modern code of conduct. The SMRC makes 21 recommendations that would bring clarity to the behavior expected of members of City Council, all without radical change. The recommended revisions would also synchronize the Code with the *City of Saskatoon's Strategic Plan*<sup>8</sup> and make it more understandable and useful to the public and elected officials.

The SMRC recommendations address all of the stated areas of concern voiced by Council. Many small policy adjustments are recommended that lead to a stronger whole. The recommendation most notable to elected officials in daily life is the promotion of respectful conduct to fellow Council Members, City staff, media, and the public. In this, the SMRC address missed concerns about content absent from the Code and from the *Respectful Workplace Policy*<sup>9</sup>. Most important is the recommendation is for the creation of an Integrity Commissioner. This would boost the City's transparency and accountability, as well as fairness and predictability in investigations of complaints and in enforcement. These principles are considered by the SMRC to be at the heart of an effective Code as they are instrumental in promoting respect and thoughtful behaviour.

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<sup>1</sup> \*All documents referenced in the footnotes are described in the Appendix (see page 38).

References provide page numbers, and include hyperlinks to online documents or attachments.

<sup>2</sup> The City of Saskatoon. Bylaw No. 9242. *The Saskatoon Municipal Review Commission Bylaw, 2014*, page 7.

<sup>3</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council*. Reproduced in the Appendix.

<sup>4</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin - Amendments to the Cities Act". Nov. 2015.

<sup>5</sup> Government of Saskatchewan. *The Cities Act*.

<sup>6</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin - Amendments to the Municipalities Act". Nov. 2015.

<sup>7</sup> Government of Saskatchewan. *The Municipalities Act*.

<sup>8</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values*, page.15. Reproduced in the Appendix.

<sup>9</sup> The City of Saskatoon: *Respectful Workplace Policy A04-002*.

The City of Saskatoon has specifically requested the SMRC to address the following topics:<sup>10</sup>

- *the roles and obligations of members of Council;*
- *the standard of conduct for members of Council, including during municipal elections and by-election campaigns;*
- *the investigation and enforcement of standards;*
- *guidelines for use, disclosure, and access to confidential information;*
- *the use of City assets and receipt of gifts or benefits by members of Council; and*
- *the conduct of members campaigning for re-election.*

### **1 (b). Recommendations**

Having completed its review and research, the SMRC makes the following recommendations. These are separated into discrete categories corresponding to those identified in the Table of Contents.

#### **The Spirit and Letter of the Law** (see page 14)

1. That in its revision of Code, the City:

(a) Pay special attention to the inclusion of the City's values and principles, as described in *The City of Saskatoon's Strategic Plan*<sup>11</sup>, to inform the spirit of the new bylaw<sup>12</sup>;

(b) Include a statement of intent for interpretation and commitment to periodic review at the end of each term of office;

(c) Provide extensive definitions<sup>13</sup> to clarify terminology, to ease interpretation, and to remove ambiguity;

(d) Write the Code in plain language, to ensure that it is appropriate for a public audience and elected representatives, whatever their background.

2. That the Code be brought forward for periodic review at the end of each term of Council, to include ongoing clarification and commentary<sup>14</sup> so that the Code becomes a "living document".

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<sup>10</sup> The City of Saskatoon. *Bylaw No. 9242, The Saskatoon Municipal Review Commission Bylaw, 2014*, page 7.

<sup>11</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values*, page.15. Reproduced in the Appendix.

<sup>12</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations, Code of Ethics*, page 146.

<sup>13</sup> The City of Barrie: *Council Code of Conduct, Definitions*, section 4.

<sup>14</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations, Code of Ethics Commentary*, page 146.



3. That the revised Code be drafted in a format that follows the structure recommended by the SMRC (see page 16).
4. That a mandatory ethics course be provided at the beginning of each term of office, to ensure Council members understand the Code and to provide them with an opportunity to ask questions and access additional resources.

**Compliance** (see page 18)

5. That, in its revision of the Code, the City provide detailed information and materials on informal and formal complaint procedures within the Code, as well as investigation procedures.
6. That, in its revision of the Code, Section 7B of the Saskatoon Code, *Breach of Confidentiality regarding subsection 65(e) of The Cities Act and/or the Confidential Information Section of this Policy* be repealed as the sanctions may be legally challenged.
7. That the City create the position of an Integrity Commissioner taking into account the following considerations:
  - (a) The position be subject to a proscribed mandate and enumerated duties;
  - (b) The hiring of the Integrity Commissioner be done through a committee that includes a member of Council, a member from the office of the City Solicitor, and an independent member of the public who is familiar with that position in either federal, provincial, or municipal government;
  - (c) The Integrity Commissioner be contracted for a specified period of time with an option for renewal, and be held on retainer;
  - (d) The City Council commit to following the advice of the Integrity Commissioner.

**Good Governance, Roles, and Duties** (see page 25)

8. That, in its revision of the Code, the City reflect good governance practices by providing meaningful links between the duties of elected officials and the expectations and key principles of public service, and the City's values.
9. That, in its revision of the Code, section 2(A), *Statutory Obligations: Statutory Offenses<sup>15</sup> with Penalties* be repealed.

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<sup>15</sup> The City of Saskatoon: *Code of Conduct for Members of Council, Statutory Offenses with Penalties, section 2A*. Reproduced in the Appendix.

10. That in section 5 of the Code, *Statutory Obligations, Actions During Civic Election Periods*<sup>16</sup>, the Code clarify that during election campaigns Councillors continue to be held to the same standards of conduct as they normally would.

**Privacy** (see page 27)

11. That, in its revision of the Code, section 2 (C), *Confidential Information*, provide clear explanation by way of definitions and policy discussion, as well as ongoing and updated commentary on this topic.

12. That the subject of the use of personal information and freedom of information be addressed within the Code.

**Respectful Conduct** (see page 28)

13. That in its revision of the Code, the City provide new content that specifically addresses the following topics:

- (a) The conduct expected of Councillors at Council and Committee Meetings;
- (b) A Council-Staff Protocol;
- (c) Communications with Public & Media Relations;
- (d) Respect for the Municipality;
- (e) A Respectful Workplace Policy;
- (f) An Anti-Harassment Policy.

14. That the content within the *Respectful Workplace Policy A04-002*<sup>17</sup> be modified to ensure that the respectful conduct of Councillors be extended to include other elected officials.

15. That in accordance with Bill 186, section 85.1,<sup>18</sup> any revision to the Code include that the provisions regarding respectful conduct apply to Civic Boards, Commissions, Authorities and Committees appointed by Council<sup>19</sup>, and that that their members be made aware of those provisions of the Code.

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<sup>16</sup> The City of Saskatoon: *Code of Conduct for Members of Council, Actions During Civic Election Periods*, section 5. Reproduced in the Appendix.

<sup>17</sup> The City of Saskatoon: *Respectful Workplace Policy A04-002*.

<sup>18</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015*, section 85.1.

<sup>19</sup> The City of Saskatoon: *Policy C01-003: Appointments to Civic Boards, Commissions, Authorities, and Committees*.

**Property** (see page 30)

16. That, in its revision of the Code, to keep in line with contributions on election spending, the SMRC recommends that the City:

(a) Adjust the \$750 threshold of value considered as an exception to the reporting of a gift or benefit as presently found in section 4 (a), *Gifts and Benefits*, of the Code. The exceptions should be readjusted to \$100, which would correspond with the limit recommended by the SMRC and approved by Council, with respect to disclosure of election campaign contributions;

(b) Review the exceptions in Gifts and Benefits for appropriateness;

(c) Remove section 2(B), *Appropriate Use of City Assets and Services: Expectation of Privacy*, and replace it with a reference to *Policy A02-035, Computer Acceptable Use*, with attention to the sensitive nature of Councillor privilege and conduct;

(d) Address reimbursable expenses and support for charities.

**Influence** (see page 35)

17. That in its revision of the Code, the subject of improper use of influence be included and addressed in full.

18. That it be made mandatory for Members of Council to receive training on the amended rules concerning Conflict of Interest found in *The Cities Act* as amended.

**Elections** (see page 36)

19. That to avoid any real or perceived conflict of interest, a Councillor who chooses to run for federal or provincial elected office must request a leave of absence from the time that the writ is dropped or when they file their nomination papers, whichever is earlier.

20. That to avoid any real or perceived conflict of interest, any Councillor who is elected to another level of government must immediately resign their position on Council, the day after their election is confirmed. If this recommendation is found to not be within City's jurisdiction, the City should request that the Province amend legislation to enforce this ruling.

**Final Recommendation** (see page 37)

21. That the recommendations contained in this report be incorporated into an entirely new, rather than revised Code, with the understanding that the City will be required to enact a bylaw that gives the new Code the force of law.

## **PART II: INTRODUCTION**

### **2. Overview**

In 2014, Saskatoon City Council created the Saskatoon Municipal Review Commission (SMRC)<sup>20</sup> to examine public policy issues relating to the administration of city elections, councillor ethical conduct, and councillor remuneration. The City of Saskatoon has indicated that the *Saskatoon Code of Conduct for Members of Council*<sup>21</sup> (the Code) requires redevelopment. This report discusses the SMRC's investigations and recommendations for policy improvement.

At the outset, it must be said that criticisms of the policy do not reflect on the behaviour of elected officials or staff. In fact, the critique reflects the desire for improved governance on the part of those directed by it. City Council is to be commended for recognizing the need for such a policy revision.

### **3. Methodology**

In fulfilling its mandate, in the summer of 2015 the SMRC engaged in a series of broad public consultations to examine public opinion of the Code of Conduct. The opinions voiced in those consultations are incorporated in this report.

The SMRC researched Council Codes of Conduct and the supporting policies of Canadian public organizations, including federal, provincial, and municipal governments. Literary reviews on cases of Council misconduct were also undertaken. The greatest focus was placed on the investigation the Council Codes of Conduct of the 40 largest (by population) Canadian municipalities, (Saskatoon being the 21<sup>st</sup> largest). Such a wide range of investigation was necessary to understand the full scope of practices and their effects, and to reveal the leaders in this policy field.

The SMRC would also like to thank the Saskatchewan Conflict of Interest Commissioner and Registrar of Lobbyists, the Honourable Ronald. L. Barclay Q.C.. The Commissioner's investigation into the RM of Sherwood 159<sup>22</sup>, regarding a case of conflict of interest was an important source of information on how such breaches should be handled. That research also led to the development of the RM's new Council Code of Conduct<sup>23</sup>, which was developed with the aid of the Province, and does much to illustrate the SMRC's recommendations.

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<sup>20</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council*. Reproduced in the Appendix.

<sup>21</sup> The City of Saskatoon. *Bylaw No. 9242. The Saskatoon Municipal Review Commission Bylaw, 2014.*

<sup>22</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159.*

<sup>23</sup> The RM of Sherwood No. 159. *Bylaw No. 04-15 Code of Conduct for Members of Council.*



## **4. Background**

### **4 (a). Function of a Code of Conduct**

Municipal Council Codes of Conduct (Codes) are used extensively throughout the world, and are considered an essential piece of legislation within public organizations. An effective code of conduct discusses the ethical principles behind it, the organization's values, and personal accountability – how staff are to take responsibility for their own actions, ensure appropriate use of information, exercise diligence and duty of care, fulfill obligations, and avoid conflicts of interest.

An effective code sets standards for compliance and expectations of commitment to the organization. The code should prescribe the investigative process and disciplinary actions, including complaint handling and specific penalties for violations of the code.

The scope of misconduct is often underestimated and has many hidden costs. Depending on the offense, misconduct may damage relationships – reducing, trust, respect, and morale; it may decrease productivity - wasting time, energy, and resources; and it may be expensive – creating legal costs and damages.

The SMRC literature review suggests that in many municipalities, cases of elected official misconduct are very damaging. As Code processes may lack transparency and accountability, and as there may not be an independent body to impartially address complaints, cases of misconduct often do not reach the public. Municipalities across Canada are coming to realize the high costs and failings of weak conduct policy, and are adopting more effective strategies.

### **4 (b). History and Legislation**

Modern Canadian Council Code of Conduct requirements were first developed in the Province of Ontario, and were based on federal and provincial policies. The requirements became widespread when Ontario legislated *The Municipal Act, 2001*<sup>24</sup>, making codes of conduct mandatory for Council and employees. Quebec soon adopted the same strategy,<sup>25</sup> and this format is now used widely.

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<sup>24</sup> Government of Ontario. *The Municipal Act, 2001. Part 5 – Accountability and Transparency.*

<sup>25</sup> Government of Quebec. *Commissaire à l'éthique et à la déontologie: Code of Ethics and Conduct of the Members of the National Assembly of Québec.*

Following the inquiry into the proposed Wascana Village development scandal in the RM of Sherwood No. 159<sup>26</sup>, the Government of Saskatchewan passed legislative amendments to *The Cities Act*<sup>27,28</sup> and *The Municipalities Act*.<sup>29,30,31</sup> These changes referenced the City of Mississauga Council Code of Conduct<sup>32</sup>, possibly the most thorough Code in Canada. The RM of Sherwood No. 159's new Council Code of Conduct also referenced Mississauga's code, and was developed with support of the Conflict of Interest Commission.<sup>33</sup>

Bill 186, *Municipal Conflict of Interest Amendment Act, 2015. Section 55.1 (1)*<sup>34</sup> states that the City of Saskatoon council must adopt a bylaw incorporating a code of ethics that applies to all members of Council. The current Code is not a bylaw, and the terms "ethics" reflects a change in tone. This tone is further explored in section 66.1 (1)<sup>35</sup> of the Bill, which states that the code of ethics must define the standards and values that Council expects its members to comply with in their dealings with each other, employees of the city and the public. Revising the policy to demonstrate corporate values facilitates the *City of Saskatoon Strategic Plan*<sup>36</sup> and will bring Saskatoon's elected officials more in line with provincial and federal standards and practices, and demonstrate dedication to the values of the overall public service.

## **5. Assessment and Discussion**

Policy, business, and human resources literature are in general agreement in what makes an effective code of conduct, but the Saskatoon Code does not fulfill this criteria. The Code does not address respectful behaviour, good governance, or influence. Topics normally addressed within Codes are absent, and topics not normally found within a Code are present. Further, the Code has problems with language, structure, and approachability. The spirit of the law is almost absent from the Code and the letter of the law demonstrates some weaknesses.

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<sup>26</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159*.

<sup>27</sup> Government of Saskatchewan. *The Cities Act, Chapter C-11.1\* of the Statutes of Saskatchewan, 2002*.

<sup>28</sup> Government of Saskatchewan, Ministry of Government Relations. "*Information Bulletin -Amendments to the Cities Act*", Nov. 2015, page 2.

<sup>29</sup> Government of Saskatchewan. *The Municipalities Act*.

<sup>30</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015*.

<sup>31</sup> Government of Saskatchewan, Ministry of Government Relations. "*Information Bulletin -Amendments to the Municipalities Act*". Nov. 2015.

<sup>32</sup> The City of Mississauga. *Council Code of Conduct*.

<sup>33</sup> The RM of Sherwood No. 159. *Bylaw No. 04-15 Code of Conduct for Members of Council*.

<sup>34</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015. Section 55.1 (1)*.

<sup>35</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015. Section 66.1 (2)*.

<sup>36</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values, page.15*. Reproduced in the Appendix.

With regard to the Council Code’s complimentary policies,<sup>37,38,39</sup> these do not amount to a comprehensive body of work that meets the required criteria of the amendments now found in *The Cities Act*, not *The Municipalities Act*. Recent amendments to this provincial legislation may also require the revision of other policies that are informed by the Code, including *Policy C01-003*<sup>40,41</sup> and those policies that comprise the City of Saskatoon’s employee code of conduct<sup>42</sup>.

## **6. Moving Forward**

The focus of this report now shifts to a discussion of material essential to a Council Code of Conduct, and how to address problems within the current Code. In doing so, the SMRC hopes to satisfy the specific issues raised by Council, while setting up strong support for future policy reform and development.

The SMRC first discusses the foundational tenements of a Code that inform the “spirit of the law”<sup>43</sup> (values and principles, and good governance and respectful conduct), and then the “letter of the law” (accountability and transparency, and investigation and compliance). With these established, this report moves on to more specific topics, including roles and duties, elections, privacy, property, and influence.

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<sup>37</sup> The City of Saskatoon. *Anti-Harassment Policy C01-025*.

<sup>38</sup> The City of Saskatoon. *Respectful Workplace Policy A04-002*.

<sup>39</sup> The City of Saskatoon. *Policy A02-035, Computer Acceptable Use Policy*.

<sup>40</sup> The City of Saskatoon. *Policy C01-003: Appointments to Civic Boards, Commissions, Authorities, and Committees*.

<sup>41</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015, Section 66.1, sub-section 6(a)*.

<sup>42</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015, Section 85.1*.

<sup>43</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations*.

### **PART III: REQUIREMENTS**

#### **7. The Spirit and Letter of the Law**

This section of the report addresses in a general manner the principles of accountability, transparency, fairness and predictability which the SMRC considers essential to any new or revised Code of Conduct adopted by Council. More specific considerations are addressed later in this report.

##### **7 (a). Values and Principles**

The public is entitled to expect the highest standards of conduct from the members that it elects, and adherence to these standards will protect and maintain the City's reputation and integrity. *The City of Saskatoon Strategic Plan*<sup>44</sup> requires that all policies reflect the values of trust, integrity, respect, honesty, and courage, as well as the principles of accountability and transparency. A new or revised Code should be considered a bastion of these values.

When complaints of misconduct do occur, they are rarely simple cases, and sometimes the rules do not cover what to do in a specific situation. When there is ambiguity legal professionals often rely on following the "spirit of the law", which is based on the intention of the law. Such a spirit is far easier to ascertain when strong values and principles are already set. Having established clear motivation and intent, decisions are more easily rendered and have much more legitimacy.

##### **7 (b). Accountability and Transparency**

The Conflict of Interest Commissioner for the Province of Saskatchewan, the Honourable Ron. L. Barclay Q.C., recommends that a Council Code of Conduct reflect the values of the municipality, and carefully focus on the principles of accountability and transparency<sup>45</sup>. Councillors must be able to reference the Code and know how to conduct themselves in a host of challenging situations and choices. The Code must be thorough and thoughtful, with a clear emphasis on values so that the Councillor may easily and naturally follow the spirit of the code.

If a Code is meant to be transparent, the public must be able to access the Code and understand it easily. When the public examine the logic and spirit of the Code, the manner in which Councillors conduct themselves is better appraised. Additionally, when the processes of compliance favors the public interest, trust grows. Without fair and predictable rules regarding complaint investigation and sanction enforcement, elected representatives are not held appropriately accountable.

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<sup>44</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values*, page.15. Reproduced in the Appendix.

<sup>45</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations*.



### **7 (c). Validity and Efficiency**

Unlike the spirit of the law, which relies heavily on interpretation, the letter of the law relies on what is specifically written. When these aspects are well described and demonstrate explicit terminology and clearly defined roles, responsibilities, and procedures, the Code is said to have high validity. When a Code's content appropriately addresses behaviour in a manner consistent with intent and other policies, it is considered efficient.

If a Code lacks validity it may be easily challenged in a court of law, and offenders may not receive sanctions. If a Code lacks efficiency it will fail to achieve the outcomes of good governance and respectful conduct, and offenders may continue to act inappropriately, either through ignorance of standards, or through calculated assessment of the restrictions placed upon them.

### **7(d). Comprehension and Support**

There is no universal standard of "common knowledge, values, or understanding" and being explicit is absolutely necessary. When policy is weak and Council misconduct issues arise, complaints fail due to ambiguous textual descriptions of standards or terminology.

To address problems of comprehension, the majority of Codes reviewed contained sections for definitions,<sup>46</sup> something the City of Saskatoon lacks in its Code. Cities are also taking care to write their policies in plain language, rather than a legalese style, which requires training to interpret. The Code must be written using clear, common language and include definitions. It must be explicit and thorough, and present a logical flow for any processes it recommends, such as investigation and compliance.

#### **7(d)(i). Living Documents**

The Cities of Mississauga<sup>47</sup> and Toronto<sup>48</sup> treat their Codes as "living documents". The Code is brought forward for review at the end of each term of Council, when relevant legislation is amended, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to Members of Council. Commentary and examples used in these Codes of Conduct are illustrative and not exhaustive. From time to time additional commentary and examples may be added to the documents and supplementary materials may also be produced, as deemed appropriate.

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<sup>46</sup> The City of Barrie. *Council Code of Conduct, Definitions, section 4.*

<sup>47</sup> The City of Mississauga. *Council Code of Conduct.*

<sup>48</sup> The City of Toronto: *Code of Conduct for Members of Council – Annotated Version.*

**7 (d) (ii). Structure and Content**

Based on its investigation and research, the SMRC has developed an ideal Code of Conduct content format. It incorporates effective practices, thoroughness and sound policy considerations.

**Table 1. Effective Council Code of Conduct Policy Contents**

<b>TABLE OF CONTENTS</b>	
<b>General</b>	
1.	Policy Statement, Preamble, Interpretation, and Periodic Review
2.	Statements of Principles and Purpose
3.	Authority and Related Policies
4.	Application (Those affected by the policy)
5.	Definitions
<b>Good Governance, Roles, and Duties</b>	
6.	Transparent, Accountable and Good Governance
7.	Statutory Obligations (City Councillors and the Mayor)
<b>Privacy</b>	
8.	Confidential Information
9.	Confidential Information - Personal Information
<b>Respectful Conduct</b>	
10.	Respectful Conduct of Members and Harassment
11.	Conduct for Council and Committee Meetings
12.	Council-Staff Protocol.
13.	Communications with Public & Media Relations
<b>Property</b>	
14.	Gifts and Benefits
15.	Councillor Expenses
16.	Appropriate Use of City Assets and Services
<b>Influence</b>	
17.	Improper Use of Influence
18.	Employment of Council Relatives/Family Members
<b>Elections</b>	
19.	Actions During Civic Election Periods
20.	Leaves of Absence: Exclusive to the City of Saskatoon
<b>Compliance</b>	
21.	Compliance with Code of Conduct
22.	Investigations

### **7(d)(iii). Training and Resources**

Most levels of government and large public organizations now offer mandatory ethics courses to ensure understanding, address questions, and prevent cases of misconduct. These courses often require periodic refreshers, which may occur annually, by term, or by contract. Many municipalities also provide ethics resources, such as annual FAQs<sup>49</sup>, to complement their codes of conduct.

### **7(e). Recommendations**

To ensure that any new or revised Code of Conduct reflects both the “spirit of the law” and the “letter of the law”, the SMRC recommends as follows:

1. That in its revision of the Code, the City:
  - (a) Pay special attention to the inclusion of the City’ values and principles, as described in *The City of Saskatoon’s Strategic Plan*<sup>50</sup>, to inform the spirit of the new bylaw<sup>51</sup>;
  - (b) Include a statement of intent for interpretation and commitment to periodic review at the end of each term of office;
  - (c) Provide extensive definitions<sup>52</sup> to clarify terminology, to ease interpretation, and to remove ambiguity;
  - (d) Write the Code in plain language, to ensure that it is appropriate for a public audience and elected representatives, whatever their background.
2. That the Code be brought forward for periodic review at the end of each term of Council, to include ongoing clarification and commentary<sup>53</sup> so that the Code becomes a “living document”.
3. That the revised Code be drafted in a format that follows the structure recommended by the SMRC (see page 14).

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<sup>49</sup> Government of Ontario - Office of the Integrity Commissioner. *Encouraging a Culture of Integrity, Annual Report 2014-15*.

<sup>50</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values, page.15*. Reproduced in the Appendix.

<sup>51</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations, Code of Ethics, page 146*.

<sup>52</sup> The City of Barrie: *Council Code of Conduct, Definitions, section 4*.

<sup>53</sup> The RM of Sherwood No. 159. *Final Report of the Inspection and Inquiry into the RM of Sherwood No. 159, Part IV Recommendations, Code of Ethics Commentary, page 146*.

4. That a mandatory ethics course be provided at the beginning of each term of office, to ensure Council members understand the Code and to provide them with an opportunity to ask questions and access additional resources.

## **8. Compliance**

This section of the report responds to the specific request of Council for the SMRC to review the investigation and enforcement of standards.

The most difficult challenge in drafting a Code of Conduct is to adequately address the issues of complaint investigation and compliance. Problems with each occur when there is weak policy, no oversight, little transparency or accountability, and when personal self-interest and bias trump the public interest. When an organization's senior officials have the power to reward or police themselves there is a temptation to keep rules of conduct loose and to keep the ability to be judged out of the hands of those not easily influenced.

### **8 (a). Investigations and Compliance**

Section 7B of the Saskatoon Code, *Breach of Confidentiality regarding subsection 65(e) of The Cities Act and/or the Confidential Information Section of this Policy*, is unique. No other Municipality reviewed addressed confidentiality, or other forms of misconduct, with proscribed sanctions. By setting strict sanctions for breaches of confidentiality, the Council locks in penalties that may not be the favored course of action. Most importantly, *The Cities Act* warns that compliance with such customs is not technically legal, and may be challenged.

The procedures discussed in Code section 7A, C, and D appear clear and impartial, possess little ambiguity and a logical flow, and provide processes for complaint receiving, investigation, judgement, and enforcement. Although these processes are similar to other Cities, the Saskatoon Code lacks detailed information and materials on informal and formal complaint procedures, as well as investigation procedures, and has no forms or materials attached. Such details are very important to Councillors and the public as they assure fairness, predictability, and confidentiality.

Code section 7A *Statutory Offences with Penalties* structures the Executive Committee in such a way that it has the choice to accept or reject the complaints against its members, with or without the advice of an independent body. When a complaint is received regarding a Councillor, the Executive Committee decides, in-camera, as to the legitimacy of the complaint, and they are not required to report the number, types, or sources of complaint. Further, the body rendering judgement on the accused is also the Executive Committee, and they determine the type and extent of sanctions against the accused if found guilty.



Members of the Executive Committee face a serious conflict of interest in these cases. They are expected to render impartial judgement on people whom they work closely with in politically charged relationships, and in an arena that is normally intensely political. Members of the Executive Committee may be very close to the issue at hand, and may personally benefit from a biased decision.

The temptation to reject complaints is strong when an Integrity Commissioner is not in place. The process of hiring a new investigator creates delays in justice, is expensive, and the Executive Committee may feel that they can deal with the issue without these complications. As complaints may be slow, arduous, and politically unfavorable, members may wish to act in favor of the accused and reject the complaint, simply to avoid the process of investigation and enforcement.

Executive Committee members may also worry that if a complaint is registered against them personally, an independent adjudication may not favor them as well as one conducted by their peers. There may be great anxiety experienced by Councillors forced to render negative judgement on their friends, allies, and respected peers. There is also potential for personal bias against another member, as they are political rivals or may simply be at odds with one another. Overall, Executive Committee members with complaints against them may unjustly face less or greater scrutiny.

### **8 (b). Integrity Commissioners**

Extensive literature on government policy demonstrates that the public appreciates assurance in the form of an institutionalized independent body for the occasions when a complaint does arise as it improves confidence in the system of Council justice. When such a body is in place, the guarantee of a swift, impartial case resolution lessens public concern of influenced or biased judgements, and adds important layers of transparency and accountability.

Conflict of Interest complaints and misconduct complaints are often intertwined and Saskatchewan's Conflict of Interest Commissioner and Registrar of Lobbyists, the Honourable Ron. L. Barclay Q.C. occasionally addresses them. When consulted by the SMRC, the Conflict of Interest Commissioner stated that provincial law was not in conflict with an Integrity Commissioner position as described by the *Ontario's Municipal Act, 2001*<sup>54</sup>.

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<sup>54</sup> Government of Ontario. *Ontario's Municipal Act, 2001*, Section 223.3(1).

In 2015, jurisdictions within each of the Prairie Provinces began using Integrity Commissioners (the RM of Sherwood, SK<sup>55</sup>; Calgary, AB (Council voted 13-1 in favour of creating the position Feb.9, 2016<sup>56</sup>); and Winnipeg, MB<sup>57</sup>). The creation of an Integrity Commissioner has been described as good organizational hygiene – the position demonstrates due process (accountability), independent advisement (transparency), and the City’s values. The framework for the position has demonstrated great validity and efficiency, and receives strong public and staff support.

**8(b)(i). Integrity Commissioner Mandate and Duties**

The suggested mandate and duties of an Integrity Commissioner are outlined below, using the five categories of advisory function, complaint investigation, complaint adjudication, educational function, and additional duties and functions.

*(i) Advisory Function*

- To provide written and oral advice on request of Council respecting the Code, *The Cities Act*, and any other Acts, by-laws, or policies governing the ethical behaviour of Members.
- To provide written and oral advice to individual Members of Council at their request regarding situations covered under the Code, *The Cities Act*, and any other Acts, by-laws, or policies governing the ethical behaviour of Members.
- To provide Council with specific and general opinions on Acts, by-laws, policies, or protocols that regulate the behaviour of members of Council, and issues of compliance with those Acts, by-laws, policies, or protocols.
- To provide advice to Members of Council on issues of ethics and integrity including codes of conduct, policies, and protocols, and to emphasize the importance of ethics for public confidence in municipal government.
- To report directly to Council on matters related to the Code of Conduct for Members of Council and/or local boards or organizations under its authority.

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<sup>55</sup> The RM of Sherwood No. 159. *Bylaw No. 04-15 Code of Conduct for Members of Council.*

<sup>56</sup> Calgary Sun, Feb 9, 2016. “*Integrity Commissioner to oversee Calgary Councillors; New booze rules ratified.*”

<sup>57</sup> The City of Winnipeg. *Office of Integrity Commissioner to be established for Winnipeg City Council. Appendix A – Jurisdictional Review, page 12. Dec 2, 2015.*

*(ii) Complaint Investigation*

- To assess, investigate and conduct inquiries into a request made by Council, a member of Council, or a member of the public, into whether a Member of Council has contravened the Code of Conduct, any applicable by-law, policy, or Act, and to report to Council on its findings.

*(iii) Complaint Adjudication*

- To oversee any or all of the policy matters surrounding the enforcement of the Code of Conduct for elected officials and/or members of local boards.
- To determine whether a member of Council has, in the Integrity Commissioner's opinion, violated the Code of Conduct, any applicable by-law, policy of Act, and to report to Council.
- To make recommendations on appropriate penalties if applicable.

*(iv) Educational Function*

- To provide to the City Clerk for publication, an annual report on the work of the Office of the Integrity Commissioner, including in general terms, examples of advice rendered and complaints received and disposed of for the preceding year.
- To make all reports public while maintaining confidentiality regarding personal identity information.
- To provide outreach programs for Council and staff on legislation, protocols and office procedures emphasizing the importance of ethics for public confidence in municipal government and disseminating information to the public on the City's website.

*(v) Additional Duties and Functions*

- To assist in the development of the policies and processes for the Integrity Commissioner's Office, including input into the development of a thorough Code of Conduct for Members of Council.
- To perform any other functions council deems appropriate and that are compatible with the role of an Integrity Commissioner.

8b.2. Integrity Commissioner Recruitment

Three further considerations for the City to consider are the hiring practice, term of office, and remuneration for an Integrity Commissioner. The SMRC has reviewed various options which are summarized below:

(i) *Hiring Process*

Municipalities may delegate the hiring of the Integrity Commissioner to a committee; to the City Clerk and City Solicitor under the guidance of specific hiring criteria; or through a formal Request for Proposal (RFP) process. Committees appear to be the preferred method, and may combine a member of council, a member from the office of the City Solicitor, and an independent member of the public who is familiar with the Integrity Commissioner position in either federal, provincial, or municipal government.

(ii) *Term of Office*

Municipalities often set a defined term for the Integrity Commissioner's office to ensure the security of tenure as well as flexibility for the Integrity Commissioner to establish an appropriate working relationship with Council. Many choose to appoint their Integrity Commissioner on a one year term with an optional renewal for a one or five-year term. Some Cities place five-year limits on the amount of time an Integrity Commissioner may be contracted to ensure independence. No evidence was found of Canadian municipalities removing the Integrity Commissioner position once the policy was implemented.

(iii) *Remuneration*

In many municipalities, Integrity Commissioners are hired on a contract basis with either a flat annual fee or are retained with a base fee and an agreed hourly rate for investigations and educational sessions. Support staff may be provided by the Integrity Commissioner, or by the City Clerk as needed. In contrast, larger cities hire on a full-time basis with support staff, often assigning additional duties such as managing whistleblower policy and/ or lobbyist registrars.

Table 2 below gives a recent sample of publically declared retainer and hourly costs, as well as terms of office for Integrity Commissioners. There is considerable variation in costs due to the highly individualized scope of each municipality's requirement.



**Table 2. Integrity Commissioner Terms and Costs**<sup>58,59</sup>

<b>Municipality</b>	<b>Term of Office</b>	<b>Cost</b>
Barrie	Held on Retainer	Retainer: \$1000/year; Hourly Rate: \$125 + Expenses
Brampton	One year	\$150,000/year
Guelph	Held on Retainer	Retainer: \$5000/year; Hourly Rate: \$235
Kitchener	Held on Retainer	Retainer: \$20,000/year; Hourly Rate: \$150
Markham	Held on Retainer	Retainer: \$20,000/year; Hourly Rate: \$509
Mississauga	5 year, non-renewable	\$100,000/ year (2012)
Ottawa	One year, option to renew for a 5 year term	Retainer: \$25,000/year; Hourly Rate: \$200 (maximum \$1,000/day)
Town of Richmond Hill	Held on Retainer	Retainer: \$25,000/year; Hourly Rate: Unknown. Annual maximum \$40,000
Sault St. Marie	No ongoing contract	Used for one investigation
St. Catharine's	Held on Contract	No Annual Retainer; Hourly Rate: \$150
Toronto	5 year, non-renewable	\$300,000/year (2014)
Vaughan	2 or 4 year terms	Up to \$200,000/year
Waterloo	Held on Retainer	Retainer: \$2000/year; Hourly Rate: \$150 + Expenses
Windsor	Held on Retainer	Retainer: \$12,000/year; Hourly Rate: \$300/hour
Winnipeg	Held on Retainer	\$100,000/year

<sup>58</sup> The City of Winnipeg. *Office of Integrity Commissioner to be Established for Winnipeg City Council. Appendix A – Jurisdictional Review, page 12. Dec 2, 2015.*

<sup>59</sup> The City of Greater Sudbury. *Integrity Commissioner Report to City Council. Appointment of the Integrity Commissioner. Remuneration. Greater Sudbury, June 10, 2014.*

### **8(c). Recommendations**

Based on its research, the SMRC makes the following recommendation with respect to compliance with the Code of Conduct and any relevant by-laws, policies or legislation.

5. That, in a new or revised Code, the City provide detailed information and materials on informal and formal complaint procedures within the Code, as well as investigation procedures.

6. That Section 7B of the Saskatoon Code, *Breach of Confidentiality regarding subsection 65(e) of The Cities Act and/or the Confidential Information Section of this Policy* be repealed as the sanctions may be legally challenged.

7. That the City create the position of an Integrity Commissioner taking into account the following considerations:

- a) The position be subject to a prescribed mandate and enumerated duties;
- b) The hiring of the Integrity Commissioner be done through a committee that includes a member of Council, a member from the office of the City Solicitor, and an independent member of the public who is familiar with that position in either federal, provincial, or municipal government;
- c) The Integrity Commissioner be contracted for a specified period of time with an option for renewal, and be held on retainer;
- d) The City Council commit to following the advice of the Integrity Commissioner.

## **PART IV: CODE OF CONDUCT**

### **9. Good Governance, Roles, and Duties**

This section of the report responds to the specific request of Council for the SMRC to review the principles of good governance and the statutory obligations of Council members, including their roles and obligation

The City of Saskatoon’s Code does little to address respectful conduct or good governance. The preamble of the Code states “Citizens of Saskatoon expect high standards of conduct from all government officials. The quality of the City of Saskatoon’s public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives.” “Ethics and integrity are at the core of public confidence in government and in the political process.”<sup>60</sup> What constitutes good conduct and what ethics standards is not discussed in the Code.

#### **9 (a). Good Governance**

Good governance policy identifies the key principles of appropriate conduct, and provides a strong baseline of expectations for members of Council, such as:

- Serving constituents in a conscientious and diligent manner;
- Performing their functions with integrity and avoiding the improper use of the influence of their office, and conflicts of interest;
- Performing their duties in office and arranging their private affairs in a manner that promotes public confidence and in a manner that will bear close public scrutiny;
- Upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Provincial Legislature, and Council.

These basic assumptions must be clearly expressed in a Code in order to communicate public expectations and to hold Members of Council accountable. Several of these key principles are expressed in *Statutory Duties of City Councillors and the Mayor*<sup>61</sup>, but these details are mostly functionary and do not reflect the spirit of the Code.

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<sup>60</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council*. Reproduced in the Appendix.

<sup>61</sup> The City of Saskatoon: *Code of Conduct for Members of Council, Statutory Duties of City Councillors and the Mayor*, section 2B. Reproduced in the Appendix.

### **9 (b). Statutory Duties of City Councillors and the Mayor**

As requested, the SMRC reviewed and addressed the roles and obligations of members of Council.

The SMRC found that section 5 (B) of the Code defined Roles and Obligations,<sup>62</sup> *Statutory Duties of City Councillors and the Mayor*, in a manner that was consistent with the Codes of other cities<sup>63</sup>, *The Cities Act*,<sup>64</sup> and *Bill 186*<sup>65</sup>, but it did not reflect the spirit of the Code. Other Codes often provided meaningful links between the conduct, corporate values<sup>66</sup>, and duties of elected officials (see Good Governance).

Section 5 (A) of the Code, *Statutory Offenses with Penalties*,<sup>67</sup> discusses the legal requirements for being elected to and for holding office. This section is unusual as this material was not found in other Codes, and is now found in the amendments to *The Municipalities Act*<sup>68</sup>. As above, variations of this material are often described in documents that describe the requirements of office, the election process, etc.

### **9(c). Recommendations**

The SMRC, based on the forgoing rationale, makes the following recommendations regarding good governance and the roles and obligations of Members of Council:

8. That, in its revision of the Code, the City reflect good governance practices by providing meaningful links between the duties of elected officials with the expectations and key principles of public service, and the City's values.

9. That, in its revision of the Code, section 2(A), *Statutory Obligations: Statutory Offenses with Penalties* be repealed.

10. That in section 5 of the Code, *Statutory Obligations, Actions During Civic Election Periods*<sup>69</sup>, the Code clarify that during election campaigns Councillors continue to be held to the same standards of conduct as they normally would.

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<sup>62</sup> The City of Saskatoon: *Code of Conduct for Members of Council, Statutory Duties of City Councillors and the Mayor*, section 2B. Reproduced in the Appendix.

<sup>63</sup> The City of Markham. *Council Code of Conduct, Roles and Obligations*, section 5.

<sup>64</sup> Government of Saskatchewan. *The Cities Act, Chapter C-11.1\* of the Statutes of Saskatchewan, 2002*.

<sup>65</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015*.

<sup>66</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values*, page 15. Reproduced in the Appendix.

<sup>67</sup> The City of Saskatoon: *Saskatoon Code of Conduct for Members of Council, Statutory Offenses with Penalties*, section 2A. Reproduced in the Appendix.

<sup>68</sup> Government of Saskatchewan, Ministry of Government Relations. "*Information Bulletin -Amendments to the Municipalities Act*". Nov. 2015.

<sup>69</sup> The City of Saskatoon: *Code of Conduct for Members of Council, Actions During Civic Election Periods*, section 5. Reproduced in the Appendix.



## **10. Privacy**

This section of the report responds to the request of Council for the SMRC to review guidelines for the use, disclosure and access to confidential information

Conduct policy and literature, as well as the policies of other municipalities and organizations give considerable emphasis to issues of confidentiality and personal information. It was found that information sharing problems were universal, complex, and frequent. As such, most government offices now require strong policy and mandatory training<sup>70</sup>.

### **10 (a). Confidentiality**

The City of Saskatoon has experienced how ambiguities in policy may create problems, and accordingly may understand why some municipalities have devoted many pages of their Codes to this topic. It is with this consideration that the SMRC recommends that a revised code provide extensive coverage in definitions, policy discussion, and ongoing commentary on all topics, as well as mandatory training on conduct expected of elected officials, including expectations with respect to privacy and confidentiality.

### **10 (b). Personal Information**

The City of Markham's Code specifically addresses the use of personal information, often under the jurisdiction of the City Clerk's Office. In other jurisdictions, it has been found that occasionally elected officials will abuse their access to City documents, and use confidential files, protected under the *Freedom of Information and Protection of Privacy Act*,<sup>71</sup> for their personal business advantage. The legal and breach of public trust consequences for such misconduct is often underestimated, and bears special consideration.

### **10 (c). Recommendations**

With respect to privacy issues, the SMRC recommends as follows:

11. That, in its revision of the Code, section 2 (C), *Confidential Information*, provide clear explanation by way of definitions and policy discussion, as well as ongoing and updated commentary on this topic.

12. That the subject of personal information and freedom of information be addressed within the Code.

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<sup>70</sup> Government of Ontario - Office of the Integrity Commissioner. *Encouraging a Culture of Integrity, Annual Report 2014-15*.

<sup>71</sup> Government of Saskatchewan. *Freedom of Information and Protection of Privacy Act. Chapter F-22.01 of the Statutes of Saskatchewan*

## **11. Respectful Conduct**

This section of the report responds to the request of Council for the SMRC to review the standard of conduct for members of Council, including during municipal elections and by-election campaigns.

Conduct policy specialists recognize the complexity of conduct, and recommend that mandatory training and resources<sup>72</sup> be provided to avoid behaviour that damages relationships, productivity, morale, and public confidence. The Government of Saskatchewan now requires oaths of office,<sup>73,74</sup> to promote respectful behaviour and dedication to the public service. Respectful conduct is universally considered essential, but is absent from Saskatoon's Code.

The City has somewhat addressed this issue through the implementation of the *Respectful Workplace Policy*<sup>75</sup> and the *Anti-Harassment Policy*<sup>76</sup>. These policies sufficiently address the conduct of staff and administration's conduct, but neither refers to the conduct of elected officials. Elected officials are bound to the *Anti-Harassment Policy* in an indirect way, through the *Council Policy*,<sup>77</sup> but this policy does not refer to the Respectful Workplace Policy.

### **11 (a). Council and Committee Meetings**

Setting clear expectations and tone for meetings is important. Municipalities that institute clear rules regarding meetings find that this policy changes the change in tone in meetings – making them much more positive and productive.

### **11 (b). Council-Staff Protocol**

A major concern addressed by Codes is Councillors' interactions with staff. The influence and authority a Councillor has deserves special attention. When weak standards and procedures are in place, staff may have little recourse against inappropriate conduct, and submitting complaints places the administration in a difficult position. Cases such as these often go unreported unless an impartial investigation can be guaranteed by a trusted and reliable independent body, such as an Integrity Commissioner.<sup>78</sup>

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<sup>72</sup> Government of Ontario - Office of the Integrity Commissioner. *Encouraging a Culture of Integrity, Annual Report 2014-15*.

<sup>73</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015*.

<sup>74</sup> Government of Saskatchewan, Ministry of Government Relations. *"Information Bulletin - Amendments to the Cities Act"*. Nov. 2015.

<sup>75</sup> The City of Saskatoon: *Respectful Workplace Policy A04-002*.

<sup>76</sup> The City of Saskatoon: *Anti-Harassment Policy C01-025*.

<sup>77</sup> The City of Saskatoon: *Policy C01-003: Appointments to Civic Boards, Commissions, Authorities, and Committees*.

<sup>78</sup> The City of Mississauga: *Integrity Commissioner*.

### 11 (c). Communications with the Public and Media

It is important for elected officials to remember that they are responsible to their constituents, and to maintaining the public trust in the City. Cities that implement communication policies have guidelines regarding expectations of respectful conduct, and often provide training and/or independent advice on appropriate ways to discuss challenging topics.

### 11(d). Recommendations

With respect to respectful conduct, the SMRC recommends:

13. That in its revision of the Code, the City provide new content that specifically addresses;

- (d) The conduct expected of Councillors at Council and Committee Meetings;
- (e) A Council-Staff Protocol;
- (f) Communications with Public & Media Relations;
- (g) Respect for the Municipality;
- (h) Respectful Workplace Policy;
- (i) Anti-Harassment Policy.

14. That the content within the *Respectful Workplace Policy A04-002*<sup>79</sup> be modified to ensure that the respectful conduct of Councillors be extended to include other elected officials.

15. That in accordance with *Bill 186*, section 85.1<sup>80</sup>, any revision to the Code include that the provisions regarding respectful conduct apply to Civic Boards, Commissions, Authorities and Committees appointed by Council<sup>81</sup>, and that that their members be made aware of those provisions of the Code.

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<sup>79</sup> The City of Saskatoon: *Respectful Workplace Policy A04-002*.

<sup>80</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015, section 85.1*.

<sup>81</sup> The City of Saskatoon: *Policy C01-003: Appointments to Civic Boards, Commissions, Authorities, and Committees*.

## 12. Property

This section of the report responds to the specific request of Council for the SMRC to review the use of City assets and receipt of gifts or benefits by members of Council.

### 12 (a). Gifts and Benefits

The City of Saskatoon's Code was quite comparable to other Cities in its *Gifts and Benefits* section<sup>82</sup> requirements. All Cities reviewed had codes that agreed with the spirit of the law in the quote from the City of Brampton's Code;

*"Members of Council are entrusted to make decisions based on an impartial and objective assessment of each situation, free from the real or perceived influence of gifts, hospitality or benefits. Regardless of monetary value, the gift, hospitality or benefit could be seen as an instrument of influence, favouritism and bias on the part of the elected official. To promote transparency and accountability to the public, Members of Council will continue to set a high standard of conduct and be prepared to openly disclose all gifts and benefits that have been received in carrying out their official duties"*<sup>83</sup>.

In most Cities surveyed, the individual or annual acceptable value of gifts must be reported subject to a threshold for gifts that do not exceed a certain value. The following is an excerpt from Saskatoon's Code of Conduct regarding Gifts and Benefits setting out the threshold in this City:

*"The following are recognized as exceptions:*

- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$750.00."*

An analysis of sixteen other Codes of Conduct requiring the reporting of such information reveals that the City of Saskatoon's Gifts and Benefits Code stands out, as the value of the gifts and benefits that it recognizes as not worthy of reporting far exceed that of other Cities. A Gift valued at \$750 far exceeds the norm (average \$253<sup>84</sup>) and the SMRC does not consider this amount to be appropriate<sup>85</sup>. Further, other Cities' Codes often discuss in depth the limitations on the acceptance of gifts, concerning food and beverages, lodging, transportation, event tickets and entertainment. Further clarification on these matters may be desired by Council.

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<sup>82</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Gifts and Benefits, section 4.*

<sup>83</sup> The City of Brampton. *Code of Conduct for the Members of Council.*

<sup>84</sup> This average does not include Saskatoon.

<sup>85</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Gifts and Benefits, section 4.*



**Table 3. Municipal Council Gifts and Benefits Policy Reporting Exceptions**

<b>Municipality</b>	<b>Annual Acceptable Value of Gift</b>
<b>City of Saskatoon</b>	<b>\$750</b>
City of Barrie	\$250
City of Brampton	\$0, report all
City of Hamilton	\$200
City of Kitchener	\$300
City of London	\$300
City of Markham	\$350
City of Mississauga	\$500
City of Ottawa	\$100
City of St. Catharines	\$500
City of Surrey	\$0, cannot accept
City of Sydney	\$0, cannot accept
City of Toronto	\$300
City of Vaughan	\$500
City of Winnipeg	\$200
City of Windsor	\$200
Town of Richmond Hill	\$350
<b>Average Annual Acceptable Value of Gift: \$253.00</b>	

The gifts and benefits policies of other Prairie Province cities are not included, as these Cities do not publically display their Council Codes of Conduct / Ethics. Instead, these municipalities hold their Members of Council to the standards of their employee code of conduct, if one exists, or to provincial standards of conduct.

As of 2016, municipal codes of conduct are now mandatory, and refer to provincial legislation;

- *The Cities Act*, section 85.1<sup>86,87</sup>
- *The Municipalities Act*, section 111.1<sup>88,89</sup>
- *The Northern Municipalities Act, 2010*, section 127.1<sup>90</sup>

Employee codes of conduct standards, as set by the Province of Saskatchewan, do not allow the acceptance of any gifts, considering them to be Conflicts of Interest. Any gifts considered ceremonial tokens must be immediately reported.

<sup>86</sup> Government of Saskatchewan. *The Cities Act*, section 85.1

<sup>87</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin - Amendments to the Cities Act". Nov. 2015.

<sup>88</sup> Government of Saskatchewan. *The Municipalities Act*, section 111.1.

<sup>89</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin -Amendments to the Municipalities Act". Nov. 2015.

<sup>90</sup> Government of Saskatchewan. *The Northern Municipalities Act, 2010*, section 127.1.

## 12 (b). Appropriate Use of City Assets and Services

Other municipalities provide principles of regulation similar to that of Saskatoon regarding the appropriate use of city assets and services. However, the commentary provided by the City of Mississauga captures the unique opportunity for potential abuse by elected officials, which is overlooked in many policies (see below).<sup>91</sup>

“Members, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their City duties as public officials. This privilege should not be seen to be abused. In recognizing that members are held to a higher standard of behavior and conduct, members should not use such property for any purpose other than for carrying out their official duties. Careful attention should be given to the provisions of the City’s Councillor policy which identifies approved allowable expenses.”<sup>92</sup>

## 12 (c). Reimbursable Expenses

The reimbursable expenses that an elected official may claim appear in some Codes of Conduct, but are not addressed in the Saskatoon Code. The reason that these expenses should appear alongside Gifts and Benefits is to aid in public accountability and transparency. Questioning what gifts are appropriate leads naturally to questions as to what expenses are appropriate. Further, the use of specific sources of funds, such as the Communications Allowance should be addressed. The use of specific sources of funds, such as the Communication’s Allowance, will be addressed in a subsequent report of the SMRC. It shall dealing with issues of Councillor remuneration and benefits, and emphasize that these allowed are to be used solely for City processes, and should not be used as a supplement to any campaign expense.

An example of the appropriate regulation of reimbursable expenses is found in s. 9 of The RM of Sherwood No. 159, Code of Conduct for Members of Council.<sup>93</sup>

### ***“Reimbursable expenses***

*9. Members of Council may claim reimbursement by the municipality for the following expenses:*

- (a) expenses incurred by Members of Council for an official duty or function that are modest and represent the prudent use of public funds and do not involve the purchase of alcoholic beverages;*

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<sup>91</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Appropriate Use of City Assets and Services: Appropriate Use, section 3 (B).*

<sup>92</sup> The City of Mississauga. Council Code of Conduct, Rule No. 5. *Use of City Staff, Property, Services and Other Resources.*

<sup>93</sup> The RM of Sherwood No. 159. Bylaw No. 04-15. *Code of Conduct for Members of Council, Reimbursable Expenses (Part 2 – Section 9), page 4.*

*(b) hospitality expenses incurred by Members of Council for meetings that include:*

*(i) engaging representatives of other levels of government, international delegations or visitors, the broader public sector, business contracts and other third parties in discussions on official matters;*

*(ii) providing persons from national, international and charitable organizations with an understanding and appreciation of the municipality or the workings of its municipal government;*

*(iii) honouring persons from the municipality in recognition of exceptional public service and staff appreciation events*

*(iv) recognition events for various agencies, boards and commissions of the municipality;*

*(v) ratepayers associations, minor league sports associations, and other community groups.”*

## **12 (d). Support for Charities**

Charity fundraisers present potential scenarios for influence misconduct and conflicts of interest. The RM of Sherwood 159. regulates fundraising behaviour (financial handling and support) to ensure that elected officials are not inappropriately benefiting from this activity.

Again, another example of appropriate regulation regarding support for charities is found in s. 10 of The RM of Sherwood No. 159, Code of Conduct for Members of Council<sup>94</sup>.

### ***“Support for charities***

*10(1) As community leaders, Members of Council may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups, as long as monies raised through fundraising efforts go directly to the groups or volunteers or chapters acting as local organizers of the group.*

*(2) Members of Council shall not directly or indirectly manage or control any monies received relating to community or charitable organizations fundraising.*

*(3) Members of Council shall not solicit or accept support in any form from an*

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<sup>94</sup> The RM of Sherwood No. 159. Bylaw No. 04-15. *Code of Conduct for Members of Council, Support for Charities (Part 2 – Section 10), page 5.*

*individual, group or corporations, with any pending planning, conversion or demolition variance application or procurement proposal pending before Council.*

*(4) Nothing in this section affects the entitlement of a Member of Council to:*

- a) urge constituents, businesses or other groups to support community events put on by others in the municipality to advance the needs of a charitable organization;*
- b) play an advisory ex officio, honorary or membership role in any charitable or non-profit organization that holds community events in the municipality; or*
- c) collaborate with the municipality and its agencies, boards or commissions to hold community events."*

### **12 (e). Expectation of Privacy**

This section<sup>95</sup> of the Code repeats the content of *Policy A02-035, Computer Acceptable Use*,<sup>96</sup> in that it states that elected officials should expect the City to have full access to data on all electronic media devices that they provide.

Other Cities do not dedicate a section of their Code to this topic – it is addressed in their *Computer Acceptable Use* equivalent policies.

As such, the SMRC does not recommend any changes or additions to the Code of Conduct regarding the acceptable use of computers, provided that the existing Policy A02-035 continues to be incorporated into any new or revised Code.

### **12 (f). Recommendations**

With respect to the use of City property or assets, and the appropriate use of gifts and other benefits, the SMRC recommends:

16. That, in its revision of the Code, to keep in line with contributions on election spending, the SMRC recommends that the City:

- (a) Adjust the \$750 threshold of value considered as an exception to the reporting of a gift or benefit as presently found in section 4 (a), *Gifts and Benefits*, of the Code. The exceptions should be readjusted to \$100, which would correspond with the limit recommended by the SMRC and approved by Council, with respect to disclosure of election campaign contributions;

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<sup>95</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Appropriate Use of City Assets and Services: Expectation of Privacy, section 3 (A).*

<sup>96</sup> The City of Saskatoon. *Policy A02-035, Computer Acceptable Use Policy.*



- (b) Review the exceptions in Gifts and Benefits for appropriateness;
- (c) Remove section 2(B), *Appropriate Use of City Assets and Services: Expectation of Privacy*, and replace it with a reference to *Policy A02-035, Computer Acceptable Use*, with attention to the sensitive nature of Councillor privilege and conduct;
- (d) Address reimbursable expenses and support for charities.

### **13. Influence**

This section of the report responds to the specific request of Council for the SMRC to review the investigation of the standard of conduct expected of members of council regarding conflict of interest and the improper use of influence.

Influence is a complex and serious issue, and often deals with business relations and the employment of individuals related to a member of Council. Complaints of influence often involve Council, administration, and staff, and an independent Integrity Commissioner or similar body may be required to address the case.

#### **13 (a). Influence**

The improper use of influence is not addressed in the Saskatoon Code, but is addressed thoroughly in the most extensive policies, and in those of the largest cities<sup>97</sup> and small towns. These policy sections always states that Councillors must not use their position outside of their official duties for private advantage; they must not use influence on independent bodies that perform functions for the City; and they must not use their position beyond their roles and obligations to influence the administration.

#### **13 (b). Conflicts of Interest**

Conflict of Interest guidelines are not generally included in a Code of Conduct, but as they are intertwined with other concerns and as there are new standards<sup>98,99</sup> the issues bears referencing. The amended Cities Act and Municipalities Act do much to address Conflict of Interest and allows Council the right to set standards also for appropriate conduct concerning property and use of influence. Council members would benefit from being trained on these changes simultaneously.

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<sup>97</sup> The City of Mississauga. Council Code of Conduct, Rule No. 7. *Improper Use of Influence*.

<sup>98</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin - *New Municipal Conflict of Interest Rules - Frequently Asked Questions*". Dec. 2015.

<sup>99</sup> Government of Saskatchewan, Ministry of Government Relations. "Information Bulletin - *Amendments to the Cities Act*". Nov. 2015.

### 13 (c). Recommendations

The SMRC recommends as follows:

17. That in its revision of the Code, the subject of improper use of influence be included and addressed in full.

18. That it be made mandatory for Members of Council to receive training on the rules concerning Conflict of Interest found in *The Cities Act* as amended.

### 14. Elections

This section of the report responds to the specific request of Council for the SMRC to review the conduct of members campaigning for re-election.

#### 14 (a). Actions During Civic Election Periods

Section 5 of the Code discussing *Actions During Civic Election Periods*<sup>100</sup> is well described, procedurally sound, and comparable to that of other cities. The SMRC understands that the City of Saskatoon is looking for guidance regarding specific points of election conduct, but feels that the material addressed in the Code, and in other Codes was well handled by the Elections Committee. However, the SMRC recommends the inclusion of a statement that clarifies that during election campaigns Councillors continue to be held to normal standards of conduct.

With further regard to Elections, in Table 1<sup>101</sup> of this report, the SMRC makes reference to the City of Mississauga<sup>102</sup> as an example of excellent policy.

#### 14 (b). Leaves of Absence

An excellent example of Codes each having a unique character is Saskatoon's section on Leaves of Absence<sup>103</sup>. This section discusses rules for elected members, as they take leaves of absence specifically during their pursuit of being elected to other levels of government office. Although the SMRC found no similar rules in other municipalities, the policy was found to be consistent with the rules set out by *The Cities Act*<sup>104</sup> and *Bill 186*<sup>105</sup>.

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<sup>100</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Actions During Civic Election Periods, section 5.*

<sup>101</sup> See page 5.

<sup>102</sup> The City of Mississauga: Council Code of Conduct

<sup>103</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council. Leaves of Absence, section 6.*

<sup>104</sup> Government of Saskatchewan. *The Cities Act, Chapter C-11.1\* of the Statutes of Saskatchewan, 2002.*

<sup>105</sup> Government of Saskatchewan. *Bill 186, Municipal Conflict of Interest Amendment Act, 2015.*

### 14 (c). Recommendations

19. That to avoid any real or perceived conflict of interest, a Councillor who chooses to run for federal or provincial elected office must request a leave of absence from the time that the writ is dropped or when they file their nomination papers, whichever is earlier.

20. That to avoid any real or perceived conflict of interest, any Councillor who is elected to another level of government must immediately resign their position on Council, the day after their election is confirmed.

### PART V: CONCLUSION

#### 15. Final Recommendation

The SMRC has made a number of recommendations to ensure that the *Saskatoon Code of Conduct for Members of Council*<sup>106</sup> meets the requirements of the recently amended legislation found in *The Cities Act*<sup>107,108</sup> and *The Municipalities Act*,<sup>109,110</sup> as well as the values of accountability, transparency, predictability, and fairness. These recommendations embody the values contained in the *City of Saskatoon's Strategic Plan*<sup>111</sup> as well as those that form the basis of Provincial and Federal conduct policy.

It is the opinion of the SMRC that the recommendations contained in this report be incorporated into an entirely new, rather than revised Code, with the understanding that the City will be required to enact a bylaw that gives the new Code the force of law.

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<sup>106</sup> The City of Saskatoon. *Saskatoon Code of Conduct for Members of Council*. Reproduced in the Appendix.

<sup>107</sup> Government of Saskatchewan, Ministry of Government Relations. “*Information Bulletin - Amendments to the Cities Act*”. Nov. 2015.

<sup>108</sup> Government of Saskatchewan. *The Cities Act*.

<sup>109</sup> Government of Saskatchewan, Ministry of Government Relations. “*Information Bulletin - Amendments to the Municipalities Act*”. Nov. 2015.

<sup>110</sup> Government of Saskatchewan. *The Municipalities Act*.

<sup>111</sup> The City of Saskatoon. *The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values*, page.15. Reproduced in the Appendix.

## **PART VI: APPENDIX**

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**16 (b). Copy of The City of Saskatoon Strategic Plan 2013-2023, Our Corporate Values, p.15**

**Our Corporate Values**

It's not hard to make decisions when you know what your values are.  
 – Roy Disney

Our Strategic Goals will be achieved through the talent, creativity and commitment of staff who demonstrate our five workplace values everyday.

**Trust**

We assume responsibility for our own trustworthiness and continuously build trust with our colleagues so they know they can rely upon us. We maintain and respect the confidentiality of our citizens, partners and organizational information. We support, inspire and empower others to do their job, honour our commitments and are always responsible and dependable.

**Integrity**

Everyday, we demonstrate accountability and our actions are always honourable and ethical. We make wise decisions that are the best for the group rather than us alone. We make time to help others and lead by example. We acknowledge and know our job responsibilities and are motivated to make

things happen within the scope of our positions. We take ownership for our work and are able to report, explain and be answerable for the results. We strive to find solutions and continuously make improvements.

**Respect**

We respect others in the organization, regardless of their position or status, through our specific actions. We build on each other's strengths and always remain courteous to everyone even when we may not agree with the opinions of others. We respectfully acknowledge individual beliefs, diversity, aspirations, skills, and experiences even if they are different from our own. We demonstrate mutual respect and practice fair and ethical treatment.

**Honesty**

We are known for our ability to hold frank and honest discussions that maintain the dignity and perspectives of others. We demonstrate sincerity

while being open and honest. We also listen well, ask for clarity before reacting and are always willing to admit mistakes.

**Courage**

We have the courage to face adversity with strength, confidence and poise. We take smart risks and accept responsibility for the outcome. We are able to think through problems, lead with passion, and manage and embrace change. We are willing to challenge prevailing assumptions while suggesting new and innovative approaches. We are able to make tough decisions and question actions inconsistent with the values of our organization.

**16 (c). Copy of the Code of Conduct for Members of Council**

**CODE OF CONDUCT FOR MEMBERS OF**

**SASKATOON CITY COUNCIL**

**1. INTRODUCTION**

Purpose

Citizens of Saskatoon expect high standards of conduct from all government officials. The quality of the City of Saskatoon's public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives.

Ethics and integrity are at the core of public confidence in government and in the political process. The purpose of this Code of Conduct is to provide standards for members of Saskatoon City Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards.

Section 55(b)(ii) of *The Cities Act* provides that Council may establish "rules for the conduct of Councillors, of members of Council committees and of members of other bodies established by council".

**2. STATUTORY OBLIGATIONS**

**A. Statutory Offences with Penalties**

Section 120 of *The Cities Act* provides that a member of Council is disqualified from Council if the member:

- (a) when nominated, was not eligible for nomination or election as a candidate pursuant to *The Local Government Election Act*;
- (b) ceases to be eligible for nomination or election or to hold office pursuant to *The Local Government Election Act* or any other Act;
- (c) is absent from all regular Council meetings held during any period of three consecutive months, starting with the date that the first meeting is missed, unless the absence is authorized by a resolution of Council;



- (d) is convicted while in office:
  - (i) of an offence punishable by imprisonment for five years or more; or
  - (ii) of an offence pursuant to section 123, 124 or 125 of the *Criminal Code of Canada* (eg. municipal corruption);
- (e) contravenes:
  - (i) a bylaw passed pursuant to section 145.1 of *The Local Government Election Act* (eg. fails to file a statement of election contributions and expenses in accordance with the provisions of The Campaign Disclosure and Spending Limits Bylaw); or
  - (ii) section 116 or 117 of *The Cities Act* (eg. fails to file a public disclosure statement or fails to declare a pecuniary interest); or
- (f) ceases to reside in the city.

## **B. Statutory Duties of City Councillors and the Mayor**

Section 65 of *The Cities Act* specifies the following duties for all members of Council:

- (a) to represent the public and to consider the well-being and interests of the City;
- (b) to participate in developing and evaluating the policies, services and programs of the City;
- (c) to participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by the Council;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
- (e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- (f) to maintain the financial integrity of the City;
- (g) to perform any other duty or function imposed on Councillors by this or any other Act or by the Council.

Section 66 of *The Cities Act* provides that the Mayor has the following additional duties:

- “(a) to preside when in attendance at a Council meeting, unless this Act or another Act or a bylaw of Council provides that another Councillor is to preside;
- (b) to perform any other duty imposed on a Mayor by this or any other Act or by bylaw or resolution.”

### **C. Confidential Information**

In addition to the statutory duties set out in section 65(e) of *The Cities Act*, Council members shall:

- refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;
- not use confidential information (such as knowledge respecting bidding on the sale of City property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and
- refrain from accessing or attempting to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by council policy.

## **3. APPROPRIATE USE OF CITY ASSETS AND SERVICES**

### **A. Expectation of Privacy**

All City Council members are notified that all computers, cell phones, blackberries and other electronic devices provided by the City are the property of the City, and shall, at all times, be treated as the City’s property. Council members are hereby notified that they are to have no expectation of privacy in the use of these devices.

Council members are entitled to use these devices for personal as well as for City purposes. However, they are hereby notified that:

- (a) all emails or messages sent or received on City devices are subject to *The Local Authority Freedom of Information and Protection of Privacy Act*;

- (b) all files stored on City devices, all use of internal email and all use of the internet through the City's firewall may be inspected, traced or logged by the City;
- (c) in the event of a complaint pursuant to this Policy, Executive Committee may require that any or all of the electronic devices provided by the City to Council members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or internet connections may be retrieved.

## **B. Appropriate Use**

Members of City Council are entitled to various City-paid services or resources, and in using said resources they shall:

- follow the same rules and practices regarding reimbursement of travel expenses that are followed by civic staff;
- use City resources including civic staff, postage, photocopiers, phones, newsletters, stationery and any other civic property and equipment, with the exception of electronic devices, for civic business only; and
- refrain from including personal information on civic business cards or on the civic webpage.

## **4. GIFTS AND BENEFITS**

No member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

The following are recognized as exceptions:

- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$750.00;

- (b) a suitable memento of a function honouring the member;
- (c) food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
- (d) food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitations infrequent.

## **5. ACTIONS DURING CIVIC ELECTION PERIODS**

No member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign-related activities. Any campaign-related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of civic staff for election-related purposes during hours in which those civic staff members receive any compensation from the City.

For greater clarity and to ensure that members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day (i.e. the second-last Wednesday in September of an election year) and the date of the election, Council members will:

- refrain from using any City-owned resources, including but not limited to cell phones, blackberries, business cards, laptop computers, civic phone number, email address, official photograph, and City crest, for election-related purposes;
- refrain from using City postage or other resources for mass mailings of any kind, regardless of whether or not they are specifically related to the election campaign;
- refrain from wearing the Mayor's Chain of Office at any event, regardless of whether or not it is related to the election campaign;
- refrain from putting their City-issued phone number and e-mail address as their contact information on their campaign material;



- refrain from placing ward information updates in community newsletters;
- refrain from referring to themselves in campaign advertisements as “Councillor X” or “Mayor Y”;
- refrain from organizing activities such as formal openings of facilities or public spaces or similar events; and
- strictly adhere to all of the rules that govern candidates in local elections.

## **6. LEAVES OF ABSENCE**

Occasionally a member of Council will take a leave of absence in order to run for elected office of another level of government. During the period of the leave the Council member:

- will not receive any confidential agendas, communications or documents from the City;
- will receive copies of all public information;
- will not be required to return their City-issued material during the period of the unpaid leave, but will not use it for any non-civic purpose; and
- will not be reimbursed for any mileage or telephone or similar expenses.

## **7. COMPLIANCE**

All members of council shall cooperate in any investigation made pursuant to this Section.

### **A. Statutory Offences with Penalties**

A complaint under this Section of the Code must be in writing and must be made either:

- (a) by a member of Council; or
- (b) by the City Clerk except where the matter relates to section 117 (i.e. failure to declare a pecuniary interest).

The City Clerk shall forward all complaints, including the name of the complainant, to the Executive Committee (in camera), and to the member about whom the complaint is made.

Upon receipt of a complaint under this Section of the Code, the Executive Committee shall meet, in camera, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Executive Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the Executive Committee's decision.

If the Executive Committee decides to investigate the complaint, it shall take such steps as it may consider appropriate, which may include hiring an independent investigator, seeking legal advice, etc. All proceedings of Executive Committee regarding the investigation shall be in camera.

If the Executive Committee believes that the member of Council concerned has breached section 120 of *The Cities Act*, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.

If the Executive Committee concludes that the member of Council concerned has breached section 120 of *The Cities Act*, it may, in its sole discretion, decide to advise the Council member concerned of its conclusion and of its intent to recommend to City Council that the appropriate proceedings be commenced pursuant to section 121 of *The Cities Act*.

Section 121 of *The Cities Act* provides that a member who is disqualified must resign immediately. If a member of Council does not resign as required, the Council or an elector may apply to a judge of the court for:

- (a) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a member of Council; or
- (b) an order declaring the person to be disqualified from Council.

Should the Council member concerned not resign immediately, the Executive Committee may, in its sole discretion, recommend to City Council that the appropriate proceedings pursuant to section 121 of *The Cities Act* be commenced against the council member concerned.

**B. Breach of Confidentiality regarding subsection 65(e) of The Cities Act and/or the Confidential Information Section of this Policy**

Where a member of Council or a member of the City's Senior Administration has reason to believe that a breach of confidentiality has occurred, the facts, as they are known, shall be reported in writing to the Executive Committee (in camera). If the facts, as reported, include the names of a member or members of Council who are alleged to be responsible for the breach, the member or members of Council concerned shall receive a copy of the report to Executive Committee.

The Executive Committee shall meet, in camera, excluding the member or members of Council concerned, if known, and decide whether to proceed to investigate the potential breach or not. The Executive Committee, in its sole discretion, may decide to take no action in the matter. In that event, the member or members of Council concerned, shall be notified of the Executive Committee's decision.

If the Executive Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Executive Committee regarding the investigation shall be in camera.

Upon receipt of the report of the independent investigator, the Executive Committee shall meet to consider the matter. If one or more Council members are named in the investigative report as being potentially responsible for the breach of confidentiality, that member or members shall be excluded from the meeting.

If the Executive Committee believes that the member or members of Council named are responsible for a breach of confidentiality, it shall advise the member or members of this, and give them an opportunity to make oral or written submissions to the Committee.

If the Executive Committee concludes that the member or members of Council named are responsible for a breach of confidentiality, it may, in its sole discretion, decide to recommend to City Council that sanctions be imposed. The Council member or members concerned shall be advised of the Executive Committee's conclusion and recommendations.

**C. All Other Breaches of this Policy**

A complaint under this Section must be in writing and must be made either:

- (a) by a member of Council; or
- (b) by the City Clerk.

The City Clerk shall forward all complaints to the Executive Committee (in camera) and to the member about whom the complaint is made.

Upon receipt of a complaint under this Section, the Executive Committee shall meet, in camera, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Executive Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the Executive Committee's decision.

If the Executive Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Executive Committee regarding the investigation shall be in camera.

If, after receipt of the report of the independent investigator, the Executive Committee believes that the member of Council concerned has breached a provision of this Policy, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.

If the Executive Committee concludes that the member of Council concerned has breached a provision of this Policy, it may, in its sole discretion, decide to recommend to City Council that sanctions be imposed. The Council member concerned shall be advised of the Executive Committee's conclusion and recommendations.

#### **D. Sanctions**

*The Cities Act* does not provide specific sanctions for Council members who breach their statutory duties pursuant to sections 65 and 66 of *The Cities Act* or the rules of conduct established by this Policy pursuant to subsection 55(b)(ii) of *The Cities Act*.

City Council does have the right to sanction Council members provided that Council members continue to have sufficient access to information and services so as to be able to carry out their duties as Council members. Sanctions may include, but are not limited to:

- (a) removal of the council member from any national or provincial organization, civic board, commission, authority or committee except for Executive Committee, Planning and Operations, Administration and Finance and Budget Committee;
- (b) restriction of access to civic services or City Hall;
- (c) restrictions on how documents are provided (eg. no electronic copies, but only watermarked paper copies);



- (d) reduction in salary and/or benefits and/or expenses.

CodeofConduct.doc

# Establishment of Municipal Ward Boundaries

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Effective October 26, 2016

Municipal Wards Commission

Presented to Saskatoon City Council – February 29, 2016

February 29, 2016

Your Worship and Members of City Council:

The Municipal Wards Commission is pleased to file this report with City Council concerning its review of ward boundaries for the ten wards in the City of Saskatoon. A map detailing the revised ward boundaries is attached. The revised ward boundaries will be effective October 26, 2016.

Background

The Municipal Wards Commission is comprised of Mr. Richard Danyliuk, Justice of the Court of Queen's Bench as Chair; Professor Joseph Garcea, Political Studies, University of Saskatchewan and Ms. Joanne Sproule, City Clerk.

The current wards were established by the Municipal Wards Commission in 2012, and were effective October 24, 2012. In accordance with Section 59 of *The Cities Act* each ward of the city must have, as nearly as is reasonably practicable, the same population. The *Act* states that the Municipal Wards Commission shall establish a quotient for each ward by dividing the total population of the city by the number of wards into which the city is divided, and that the population of each ward must not vary by more than 10% from this quotient.

Section 60 of *The Cities Act* provides that the Municipal Wards Commission, at the request of City Council or on its own initiative, may review the boundaries of the wards at any time and for any reason but, in any event, such review must occur at least once every three election cycles or when the population of a ward exceeds the acceptable 10% variation limit. The Wards Commission must complete its work 180 days prior to the municipal election.

In September of 2015, a review of ward populations showed that the population of Wards Four and Seven exceeded the 10% variation limit and that the population of Ward Nine fell slightly below the variation limit. The Municipal Wards Commission utilized 2014 Saskatchewan Health population information to conduct its review.

The Municipal Wards Commission has now reviewed the ward boundaries and submits revised ward boundaries that will take effect on October 26, 2016, the date of the next municipal election.

Mandate

*The Cities Act* details the responsibilities of the Commission as:

“61(1) In determining the area to be included in any ward and in establishing the boundaries of any ward, the municipal wards commission shall:

- (a) hold public hearings and consultations; and
- (b) take into consideration:
  - (i) current and prospective geographic conditions, including density and relative rate of growth of population;
  - (ii) any special diversity or community of interest of the inhabitants; and
  - (iii) the boundaries of the polling areas established by the council pursuant to section 25 of *The Local Government Election Act, 2015*.
- (2) On completion of its duties:
  - (a) the municipal wards commission shall file its report with the city; and
  - (b) the areas within the boundaries established by the municipal wards commission constitute the wards of the city.
- (3) On receipt of the report of the municipal wards commission pursuant to clause (2)(a), the clerk shall give public notice that the report is available for public inspection in the city office during normal business hours.”

Population

The population of the City as of December 2014, according to figures obtained from professional staff in the City’s Planning and Development Branch, utilizing 2014 Saskatchewan Health information, is 252,538. Applying the statutory formula to this population, each ward is required to have a population of 25,254 with a variance of plus or minus ten percent. Thus the permissible population range is 22,729 – 27,779. The following is a listing of the ward populations as of December 31, 2014:

Ward 1	25,980	Ward 6	24,639
Ward 2	24,670	<b>Ward 7</b>	<b>30,263 too large</b>
Ward 3	24,779	Ward 8	22,769
<b>Ward 4</b>	<b>28,241 too large</b>	<b>Ward 9</b>	<b>22,717 too small</b>
Ward 5	23,149	Ward 10	25,331



### Process

The Commission engaged in a public consultation process which consisted of two public meetings, held in Committee Room E, City Hall, on Wednesday, December 16, 2015 and Thursday, February 4, 2016. Public notification of these meetings was given by PSA, newspaper, the City's website, social media and dissemination at City Hall. Citizens were also invited to submit written comments by e-mail or comment sheet.

The first consultation meeting, on December 16, 2015, was attended by three people. In addition, three written submissions were received. The Commission reviewed the issues and, since there were no ward boundary options available at that time, heard comments of a general nature only.

Three ward boundary options were prepared by the City Clerk in January, 2016. During the week of January 25<sup>th</sup>, the options were posted on the City's website and displayed in the lobby of City Hall, in order that the Commission could obtain feedback on the specific proposals. Notification of the availability of the three options was provided by newspaper advertisements, Public Service Announcements and social media, as well as notice on the City's website.

Five written submissions were received regarding the ward boundary options. In addition, verbal submissions were made by three individuals at the public meeting held on February 4, 2016, which was attended by approximately nine people.

### Input

The submissions to the Commission were varied, but the following themes emerged:

- Changes should be kept to a minimum and minimally intrusive.
- The principle that wards should not cross the river should not have the same degree of primacy or centrality that it has had historically until the past decade.
- Eastview is more closely connected to neighbourhoods in Ward 7 and thus should not be removed from Ward 7.
- Westmount shares a community of interest with neighbourhoods in Ward 2 such as Caswell Hill and therefore moving Westmount to Ward 2 will reduce the population of Ward 4 without compromising the sense of community in either of those two wards.
- A preference by some to not split community associations between two councillors (where more than one neighbourhood shares a community association) is not necessarily a problem.

Deliberation

The Commission considered the following principles in making its decision:

- The ward populations must meet legislated variance requirement of plus/minus ten per cent.
- The integrity of neighbourhood boundaries must be respected; i.e. a ward boundary should not divide a neighbourhood.
- Relationships between neighbourhoods should be respected as much as possible.
- There should be a minimum of change to existing ward boundaries so as to minimize confusion to electors.
- The ward boundaries are used for electing Public School Board Trustees.

After having carefully reviewed all of the submissions and presentations, and in accordance with the above principles, the Municipal Wards Commission has established the ward boundaries as outlined on the attached map. The new ward boundaries incorporate the following changes from the existing ward boundaries:

- Westmount moves from Ward 4 to Ward 2
- Nutana SC moves from Ward 7 to Ward 9

The option chosen has the least amount of change – only those wards which do not meet the 10% variation limit are affected.

The populations of the wards as a result of the recommended boundary changes are as follows:

Ward 1	25,980
Ward 2	27,472
Ward 3	24,779
Ward 4	25,438
Ward 5	23,149
Ward 6	24,639
Ward 7	27,217
Ward 8	22,769
Ward 9	25,764
Ward 10	25,331



Additional Comments

1. Wards 3, 4, 8, 9 and 10 are projected to grow in population over the next few years. With so many wards growing, and with the 10% variation limit, it is virtually impossible to allow sufficient room for growth in all of these wards and consequently it is very likely that further ward modifications will be required prior to the 2020 municipal election.
2. During the public meetings it was suggested that ward boundaries should be reviewed and confirmed at least one year prior to the upcoming municipal election. The Commission endeavours to complete its work as quickly as possible so as to provide clarity and certainty to prospective candidates regarding the boundaries of municipal wards for the upcoming election. In order to have the most up-to-date and accurate population figures, the Commission typically relies on the most current population by utilizing Saskatchewan Health Information. The City Clerk receives updated population figures approximately one year in advance and determines whether they meet the requirements of *The Cities Act*. If data other than the latest census data is used, the City Clerk must undertake to firstly receive the approval of the Minister before the Wards Commission can begin its review.
3. The Commission wishes to acknowledge with appreciation the contributions made by staff in the Planning and Development Branch for the development of background information, providing population data and estimates, and preparation of the final ward map options; staff of the IT Business Solutions Section for their assistance in the development of options; staff of the Communications Branch for their assistance in communicating the options and public consultations; and to staff in the City Clerk's Office for posting and maintaining ward boundary options on the City's website and providing for logistical arrangements for the public consultations.

Respectfully submitted,

SASKATOON MUNICIPAL WARDS COMMISSION

  
Justice Richard Danyliuk, Chair

  
Joseph Garcea

  
Joanne Sproule

Attachment

- New Ward Boundary Map (effective October 26, 2016)



# City of Saskatoon 2016 Local Government Election

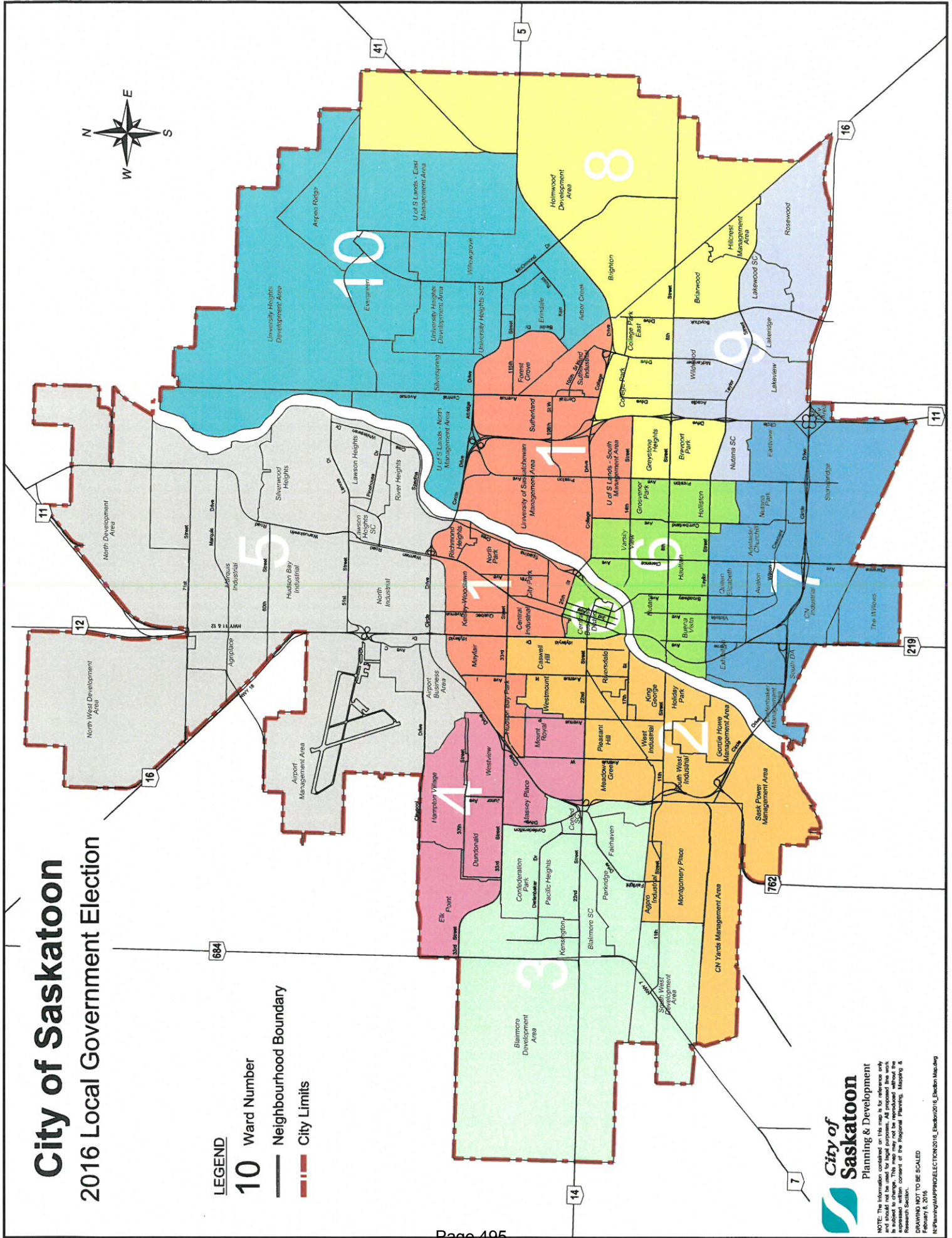


**LEGEND**

**10** Ward Number

— Neighbourhood Boundary

--- City Limits



NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change without notice. The information is prepared in accordance with the standards of the Regional Planning, Mapping & Research Section.  
DRAWING NOT TO BE SCALED  
February 6, 2016  
RFP\PROGRAM\PP\ELECTIONS\16\_ElectionMap\_10\_01.mxd



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## Highway 16/Boychuk Dr. and McOrmond Dr./College Dr. Interchanges - Permission to Proceed with RFQ and RFP

### Recommendation

1. That the Administration be directed to proceed with the procurement of the Highway 16/Boychuk Drive and the McOrmond Drive/College Drive Interchanges, as a bundled project, and issue the Request for Qualifications, followed by the Request for Proposal at the appropriate time; and
2. That the contingency funding strategy, as outlined in this report, be approved to be acted upon only in the event that the City's application for funding under the Building Canada Fund, PTIC Component is not approved.

### Topic and Purpose

The purpose of this report is to obtain City Council permission to proceed with the Request for Qualifications (RFQ) and Request for Proposals (RFP) for these interchanges prior to a decision by the Federal Government on the eligibility of these projects for Building Canada funding.

### Report Highlights

1. City Council previously approved a funding strategy for this bundled project that relies, in part, on funding from the Building Canada Fund.
2. Funding plans must be in place prior to issuing an RFQ or RFP. Because the Building Canada Fund application has not yet been approved by the Federal Government, the City's procurement process has been delayed.
3. The Administration believes that the risk of further construction delay outweighs the risk of being unsuccessful with obtaining Building Canada funding for these projects, and as such, is recommending proceeding with the procurement process.
4. A contingency funding strategy will be utilized only in the event that approval for this work under the Building Canada program is unsuccessful.

### Strategic Goal

This report supports the 4-year priority of developing funding strategies for expenses related to new capital expenditures including cores services, such as fire halls, roadways and underground services under the Strategic Goal of Asset and Financial Sustainability. This report also supports the 10-year strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around.

## Background

At its meeting held on June 22, 2015, City Council resolved:

- “1. That the funding strategy for the interchange at Boychuk Drive and Highway 16 be approved;
2. That the reallocation of the special levy collected from the development in the Rosewood neighbourhood for the Rosewood flyover project to the interchange project at Boychuk Drive and Highway 16 be approved;
3. That the funding strategy for the interchange at McOrmond Drive and College Drive be approved in principle and details brought forward once negotiations with Dream Developments have been completed; and
4. That the Administration proceed with making application under the New Building Canada Fund for the Boychuk Drive and Highway 16 Interchange project.”

A total of \$29 million of the Highway 16/Boychuk Drive interchange portion of this project is to be funded from the Building Canada Fund, with approximately \$14.52 million coming from each of the Federal and Provincial governments.

Negotiations with Dream Developments concluded in August 2015, and confirmed a funding strategy for the interchange at McOrmond Drive and College Drive. The funding plan resulted in development paying for 100% of the interchange.

## Report

### Building Canada Funding Application

The City made application to the Province of Saskatchewan under the Building Canada Fund, PTIC Component for funding assistance for the construction of the Highway 16/Boychuk Drive Interchange. We understand that the application is now with the Federal Government and working its way through the review process.

Although the Administration remains confident that this project will be favourably considered by the Provincial and Federal Governments, timing is becoming a factor. These interchanges are required infrastructure, and tremendous public benefit will be realized immediately upon opening of the new interchanges. These are the City's top priority transportation infrastructure upgrade locations.

In order to proceed, a contingency, or backup, funding plan has been developed as outlined in the Financial Implications section of this report. City Council adoption of this contingency funding strategy will allow the Administration to proceed with the procurement process. This contingency funding plan will only be utilized in the event that the Federal Government fails to approve the application for funding.

### Procurement Process

As a Design-Build procurement, an RFQ is the first step of the procurement process, which will lead to shortlisting of three proponents. Following the RFQ, the RFP process is undertaken with the shortlisted proponents. The Preferred Proponent is the proponent who provides the proposal with the lowest cost, meeting the requirements of the RFP. Council approval will be required for award of the RFP, as current policies require Council to award RFPs in excess of \$100,000. The preferred proposal and its cost, along with an update on Building Canada eligibility, will be known at that time.

### Risk of Not Proceeding with Procurement

Delaying the procurement of the projects will delay the construction and benefits of these important projects. Construction costs typically increase annually and traffic congestion is continuing to increase in these developing areas.

In the event the City's application for Building Canada funding for the Highway 16/Boychuk interchange is approved prior to the RFP award, the Province has confirmed that this will not have any adverse impact on funding eligibility. Any costs incurred to date, or on contracts already awarded, are ineligible.

### **Options to the Recommendation**

These two interchange projects have been bundled to reduce costs. An option would be to not procure these projects together. Only the Highway 16/Boychuk Drive interchange relies on Building Canada funding. The Administration does not recommend separating these projects, as both interchanges are required and there are significant cost savings expected by procuring these together as a Design-Build package. These savings are estimated to be a minimum of \$1 million based on reduced procurement costs, due to only a single procurement, and economies of scale for design and construction of the project.

Another option would be to delay the procurement process until Building Canada funding is confirmed. The Administration does not recommend this approach because it continues to delay the construction of the interchanges and the likelihood of any construction commencing in 2016 would be remote.

### **Financial Implications**

In the unlikely event that the City's application for Building Canada funding is not approved for the interchange, the Major Transportation Infrastructure Funding (MTIF) Plan, which consists of reserve funding, Building Canada Funding and borrowing as its main funding sources, would be adjusted to fund this project. This would mean submitting replacement projects within the MTIF Plan, as well as the reallocation of funds within the MTIF Plan, to allow the interchange projects to proceed. Alternate projects would be targeted for Building Canada Funds.

In addition to substituting transportation projects, funded water and wastewater projects could be substituted. For example, funded capital projects for Wastewater Treatment

Plant digester construction; Water Treatment Plant filter upgrades, and water main replacement projects total approximately \$44 million over the next four years.

Substitution of other projects is not expected to affect the total allocation of Building Canada funding the City receives, but will affect timing within the 4-year window. In the event this contingency funding plan is required, the Administration will bring final details forward to City Council at the time the RFP is awarded.

**Other Considerations/Implications**

There are no public and/or stakeholder involvement, communication plan, policy, environmental, privacy, or CPTED considerations or implications.

**Due Date for Follow-up and/or Project Completion**

A further report will be required for the awarding of the contract, which is anticipated in fall of 2016.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

**Report Approval**

Written by: Dan Willems, Special Projects Manager, Major Projects  
Jeff Jorgenson, General Manager, Transportation & Utilities  
Department  
Approved by: Murray Totland, City Manager

Council DW JJ – Hwy 16-Boychuk and McOrmond-College Interchanges – Permission RFQ\_RFP

*“Approved by Jeff Jorgenson, GM of T & U Department, February 26, 2016”*  
*“Approved by Murray Totland, City Manager, February 26, 2016”*





## REVISED AGENDA PUBLIC HEARING MEETING OF CITY COUNCIL

Monday, February 29, 2016, 6:00 p.m.  
Council Chamber, City Hall

Pages

1. CALL TO ORDER

2. *CONFIRMATION OF AGENDA*

9

*Recommendation*

1. That the proclamation request for March 11, 2016 for 'World Plumbing Day' as submitted by Joshua Kurkjian, be considered as Item 6.10; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

*Recommendation*

That the minutes of Public Hearing Meeting of City Council held on Monday, January 25, 2016 be approved.

5. PUBLIC HEARINGS

5.1 Land Use, etc.

5.1.1 **Municipal Heritage Property Designation - 1919 St. Henry Avenue [File No. CK. 710-66]**

10 - 23

The following is a report of the City Solicitor dated February 23, 2016:

"City Council at its meeting held on December 14, 2015,

resolved that the City Solicitor bring forward a bylaw to designate the property at 1919 St. Henry Avenue as Municipal Heritage Property under The Heritage Property Act.

In this regard we enclose proposed Bylaw No. 9349, The Pendencygrasse House Heritage Designation Bylaw, 2016. The Heritage Property Act requires that a Notice of Intention to Designate be served on the Registrar of Heritage Property and all persons with an interest in the property. As well, the Notice of Intention must be registered against the title to the property and advertised in at least one issue of a newspaper in general circulation in the municipality. All pre-requisites to the passing of the Bylaw have been undertaken. The date advertised in the Notice of Intention to Designate for consideration of this Bylaw by Council is February 29, 2016.

The Heritage Property Act further provides that anyone wishing to object to the proposed designation must serve City Council with an objection stating the reason for the objection and providing the relevant facts. The objection must be served at least three days prior to the City Council meeting at which the Bylaw is to be considered.

If an objection is received, City Council shall either refer the matter to a review board constituted under Section 14 of the Act or withdraw the proposed bylaw."

Attached are copies of the following:

- Proposed Bylaw No. 9349, The Pendencygrasse House Heritage Designation Bylaw, 2016;
- Excerpt from the minutes of the Regular Business Meeting of City Council held on December 14, 2015 and related reports; and
- Notice which appeared in the local press on January 15 and 16, 2016.

**Recommendation**

That permission be granted to introduce Bylaw No. 9349, and give same its FIRST reading.

**Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9349 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9349 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9349 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**5.1.2 Municipal Heritage Property Designation - 1040 University Drive [File No. CK. 710-65]**

24 - 35

The following is a report of the City Solicitor dated February 23, 2016:

"City Council at its meeting held on October 26, 2015, resolved that the City Solicitor bring forward a bylaw to designate the property at 1040 University Drive as Municipal Heritage Property under The Heritage Property Act.

In this regard we enclose proposed Bylaw No. 9350, The Mann House Heritage Designation Bylaw, 2016. The Heritage Property Act requires that a Notice of Intention to Designate be served on the Registrar of Heritage Property and all persons with an interest in the property. As well, the Notice of Intention must be registered against the title to the property and advertised in at least one issue of a newspaper in general circulation in the municipality. All pre-requisites to the passing of the Bylaw have been undertaken. The date advertised in the Notice of Intention to Designate for consideration of this Bylaw by Council is February 29, 2016.

The Heritage Property Act further provides that anyone wishing to object to the proposed designation must serve City Council with an objection stating the reason for the objection and providing the relevant facts. The objection must be served at least three days prior to the City Council meeting at which the Bylaw is to be considered.

If an objection is received, City Council shall either refer the matter to a review board constituted under Section 14 of the Act or withdraw the proposed bylaw."

Attached are copies of the following:

- Proposed Bylaw No. 9350, the Mann House Heritage Designation Bylaw, 2016;
- Excerpt from the minutes of the Regular Business Meeting of City Council held on October 26, 2015 and related reports; and
- Notice which appeared in the local press on January 15 and 16, 2016.

**Recommendation**

That permission be granted to introduce Bylaw No. 9350, and give same its FIRST reading.

**Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9350 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9350 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9350 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**5.1.3 Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood Neighbourhood - Proposed Bylaw No. 9352 [File No. CK. 4351-016-001 and PL. 4350-Z28/15]**

36 - 46

Copies of the following are provided:

- Proposed Bylaw No. 9352;
- Report of the General Manager, Community Services



- Department dated January 26, 2016;
- Letter from the Committee Assistant, Municipal Planning Commission dated February 2, 2016; and
- Notice that appeared in the local press on February 12 and 13, 2016.

**Recommendation**

That permission be granted to introduce Bylaw No. 9352, and give same its FIRST reading.

**Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9352 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9352 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9352 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**5.1.4 Proposed Amendment to Kensington Neighbourhood Concept Plan – Village Centre [File No. CK. 4110-44 and PL. 4131-36-1]**

47 - 55

Copies of the following are provided:

- Report of the General Manager, Community Services Department dated January 26, 2016;
- Letter from the Committee Assistant, Municipal Planning Commission dated February 2, 2016; and
- Notice that appeared in the local press on February 12 and 13, 2016.

**Recommendation**

That City Council consider the Administration's recommendation that the proposed Kensington Neighbourhood Concept Plan amendment be approved.

## 5.2 Public Notice Matters

### 5.2.1 Proposed Closure of Right-of-Way – Portion of McOrmond Drive North of 8th Street - Brighton Neighbourhood [File No. CK. 6295-016-001 and TS. 6295-1]

56 - 61

Copies of the following are provided:

- Proposed Bylaw No. 9347;
- Report of the General Manager, Transportation and Utilities Department dated February 29, 2016; and
- Notice that appeared in the local press on February 12 and 13, 2016.

#### **Recommendation**

1. That after closure, this land be transferred to Dream Asset Management Corporation in exchange for dedication of other land required for future roads in the area;
2. That all costs associated with the closure be paid by the applicants, including Solicitor's fees and disbursements; and
3. That permission be granted to introduce Bylaw No. 9347, The Street Closing Bylaw, 2016, and give same its FIRST reading.

#### **Recommendation**

That the submitted report and correspondence be received.

#### **Recommendation**

That the hearing be closed.

#### **Recommendation**

That Bylaw No. 9347 now be read a SECOND time.

#### **Recommendation**

That permission be granted to have Bylaw No. 9347 read a third time at this meeting.

#### **Recommendation**

That Bylaw No. 9347 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

## 6. PROCLAMATIONS AND FLAG RAISINGS

## Recommendation

1. That City Council approve all proclamations and flag raising requests as set out in Section 6; and
  2. That the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.
- 
- |            |  |                |
|------------|--|----------------|
| <b>6.1</b> | <b>Angela Connell-Furi - Lymphedema Association of Saskatchewan Inc. - March 6, 2016 - 'Lymphedema Awareness Day' [File No. CK. 205-5]</b>                                   | <b>62 - 65</b> |
|            | Proclamation Request   |                |
| <b>6.2</b> | <b>Eric Lefol - La Federation des Francophones de Saskatoon - March 3 - March 23, 2016 - '2016 Rendez-vous de la Francophonie' [File No. CK. 205-1]</b>                      | <b>66 - 67</b> |
|            | Flag Raising Request   |                |
| <b>6.3</b> | <b>Tracey Hepworth - Institute of Internal Auditors - Saskatchewan Chapter - May 2016 - 'Internal Auditor Awareness Month' [File No. CK. 205-5]</b>                          | <b>68 - 69</b> |
|            | Proclamation Request   |                |
| <b>6.4</b> | <b>Harold Becker - The Love Foundation - May 1, 2016 - 'Global Love Day' [File No. CK. 205-5]</b>  | <b>70 - 75</b> |
|            | Proclamation Request   |                |
| <b>6.5</b> | <b>Chelle Matthews - TransSask Support Services Inc. - March 27 - April 2, 2016 - 'Gender Diversity Awareness Week' - Flag Raising - March 29, 2016 [File No. CK. 205-5]</b> | <b>76 - 77</b> |
|            | Proclamation and Flag Raising Request  |                |
| <b>6.6</b> | <b>Tracy Truant - Canadian Association of Nurses in Oncology - April 5, 2016 - 'Oncology Nursing Day' [File No. CK. 205-5]</b>   | <b>78 - 79</b> |
|            | Proclamation Request   |                |
| <b>6.7</b> | <b>M.T.J. Dalzell - National Defence - May 1, 2016 - 'Battle of the Atlantic Sunday' - Flag Raising - April 25 - May 2, 2016 [File No. CK. 205-1]</b>                        | <b>80</b>      |
|            | Flag Raising Request   |                |
| <b>6.8</b> | <b>Lori Johb - Saskatchewan Federation of Labour - March 20, 2016 - 'Shift Work Recognition Day' [File No. CK. 205-5]</b>  | <b>81</b>      |
|            | Proclamation Request.  |                |
| <b>6.9</b> | <b>Reid Corbett and Pat Hyde - City of Saskatoon - March 21 - 27, 2016 - 'Water Week' [File No. CK. 205-5]</b>   | <b>82</b>      |

Proclamation Request

**6.10** *Joshua Kurkjian - Canadian Institute of Plumbing and Heating - March 11, 2016 - 'World Plumbing Day' [File No. CK. 205-5]*

83

Proclamation Request

**7. URGENT BUSINESS**

**8. ADJOURNMENT**





**RECEIVED**  
FEB 25 2016  
CITY CLERK'S OFFICE  
SASKATOON

205-5

February 22, 2016

His Worship Donald J. Atchison  
Office of the Mayor  
City of Regina  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

**SUBJECT: Request for Proclamation of World Plumbing Day - March 11, 2016**

Thank you for proclaiming World Plumbing Day in 2015. On behalf of the Canadian Institute of Plumbing & Heating, I am requesting to have March 11, 2016 proclaimed World Plumbing Day in the City of Saskatoon.

With an increased focus on climate change, the plumbing industry around the world is a major player in relation to water conservation, use and reuse issues, as well as the installation and maintenance of equipment using renewable sources of energy. The work of the plumbing industry in Saskatoon contributes directly to the health and safety of the city's residents.

The Canadian Institute of Plumbing & Heating, the Mechanical Contractors Association of Canada, the World Plumbing Council, along with related organizations around the world will join together on March 11, 2016 to raise awareness of the importance of proper plumbing in relation to protecting the planet and its citizens.

CIPH is a not-for-profit trade association. Our members are the manufacturers, wholesaler distributors, master distributors, manufacturers' agents, and allied companies who manufacture and distribute plumbing, hydronic (hot water) heating, industrial, waterworks and other mechanical products in Canada. CIPH Wholesalers operate over 700 warehouses and showrooms across the country. More than 10,000 Canadians are directly employed by CIPH members.

The World Health Organization estimates that over 3 million children under the age of 5 die each year due to water related diseases. Simple plumbing solutions could make all the difference in saving lives. In many developing countries, plumbing is either very limited or non-existent. The lack of an effective plumbing infrastructure is a huge factor in the tragic statistics which show that an unacceptably high proportion of the world population does not have access to safe water or effective sanitation systems.

Respectfully submitted,  
*Canadian Institute of Plumbing & Heating*

Joshua Kurkjian  
Regional Coordinator  
Saskatchewan Region

**OFFICE OF THE**  
FEB 24 2016  
**MAYOR**

## BYLAW NO. 9349

### The Pendencygrasse House Heritage Designation Bylaw, 2016

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Pendencygrasse House Heritage Designation Bylaw, 2016*.

#### Purpose

2. The purpose of this Bylaw is to designate as Municipal Heritage Property the real property and building located at 1919 St. Henry Avenue, Saskatoon, Saskatchewan.

#### Designation

3. The real property described as:

Surface Parcel No: 144949810

Legal Land Description: Lot 7, Plan No. G259 Extension 0

As described on Certificate of Title 72S11708

including the building located thereon, the civic address of which is 1919 St. Henry Avenue, Saskatoon, Saskatchewan, S7M 0P4, is hereby designated as Municipal Heritage Property under *The Heritage Property Act*, S.S. 1979-80, Chapter H-2.2, as amended.

#### Reasons for Designation

4. The property is designated for the following reasons:
  - (a) The dwelling was once home to the Pendencygrasse family, one of Saskatoon's earliest settler families;
  - (b) The dwelling exhibits Queen Anne influences and unique architectural features. Distinctive elements of the home include a large turret, a widow's walk and fish scale shingle siding; and

- (c) The dwelling is in excellent condition and has been rehabilitated over the years.

**Condition of Designation**

- 5. The designation is subject to the condition that the designation is limited to the exterior, original structure, of the building.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor

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City Clerk

**PUBLIC RESOLUTION  
REGULAR BUSINESS MEETING OF CITY COUNCIL**

**Main Category:** 8. CONSENT AGENDA

**Sub-Category:** 8.1. Standing Policy Committee on Planning, Development & Community Services

**Item:** 8.1.1. Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue) (Files CK. 710-66 and PL. 907-1)

**Date:** December 14, 2015

*Any material considered at the meeting regarding this item is appended to this resolution package.*

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**Moved By:** Councillor Donauer  
**Seconded By:** Councillor Iwanchuk

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

In Favour: His Worship the Mayor, Councillor Clark, Councillor Davies, Councillor Donauer, Councillor Hill, Councillor Iwanchuk, Councillor Jeffries, Councillor Loewen, Councillor Lorje, Councillor Olason and Councillor Paulsen

**CARRIED UNANIMOUSLY**





## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

#### **Recommendation of the Committee**

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated November 4, 2015, was considered. The Committee was advised that the Municipal Heritage Advisory Committee had also reviewed and supported the above proposed designation.

Your Committee considered and supports the recommendation in the report of the General Manager, Community Services Department dated November 4, 2015.

#### **Attachment**

November 4, 2015 report of the General Manager, Community Services Department.

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## Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)

### Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of *The Heritage Property Act*, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

### Topic and Purpose

The purpose of this report is to consider an application by the property owner requesting that 1919 St. Henry Avenue (Pendygrasse House) be designated as a Municipal Heritage Property.

### Report Highlights

1. Pendygrasse House is a two-and-a-half-storey dwelling located in the Exhibition neighbourhood.
2. The heritage value of the Pendygrasse House resides in its Victorian influenced architectural style, and its association with the Pendygrasse family who were early settlers in Saskatoon.
3. A formal evaluation of 1919 St. Henry Avenue has been conducted, and the Administration is recommending designation of Pendgrasse House as a Municipal Heritage Property.

### Strategic Goal

The report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

### Background

The Pendygrasse House has been identified as a significant heritage resource in Saskatoon through the Saskatoon Register of Historic Places. In 2002, the Pendygrasse House received an award under the City's Heritage Awards Program for

## **Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue)**

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restoration of the home's exterior. The current owners of 1919 St. Henry Avenue have requested Municipal Heritage Designation of this property.

### **Report**

#### Description of the Historic Place

Built between 1909 and 1910, the Pendencygrasse House is a large two-and-a-half-storey house in the Exhibition neighbourhood (see Attachment 1). The home is situated adjacent to the South Saskatchewan River and features a unique architectural style with Victorian influences.

#### Heritage Value

The heritage value of the Pendencygrasse House resides in its association with the Pendencygrasse family, one of Saskatoon's oldest families. Harold Pendencygrasse, who built the dwelling at 1919 St. Henry Avenue, established a real estate business in Saskatoon. Pendencygrasse Road, located in Fairhaven, is named in honour of Harold's mother, Sarah Pendencygrasse, who homesteaded a quarter section in the late 1800s, which is now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue.

The Pendencygrasse House is also valued for its Victorian architectural influences and its unique architectural features. Of particular note is the home's large turret; the widow's walk, which offers sweeping views of the South Saskatchewan River; and the fish-scale shingles located on the structure's upper storey.

Additional information on the heritage value of the Pendencygrasse House is included in the property's Statement of Significance (see Attachment 2).

#### Evaluation

A formal evaluation of the exterior of the building has been conducted, and the Administration is recommending designation of 1919 St. Henry Avenue as a Municipal Heritage Property. Despite a number of changes to the dwelling over the years, the exterior remains in excellent condition, and the current property owners have been meticulous in caring for and rehabilitating this historic place. Major changes to the home include an altered roofline (as a result of the conversion of the home into two suites in the 1950s) which has since been corrected, and a sympathetic addition to the north side of the home in 1995 to accommodate a dining space.

The Administration is recommending that only the building's exterior, with the exclusion of the addition completed in 1995, be designated as a Municipal Heritage Property.

### **Options to the Recommendation**

City Council has the option of not designating this building as a Municipal Heritage Property. In this case, further direction would be required.

### **Public and/or Stakeholder Involvement**

Public and/or stakeholder consultations are not required.

## **Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue)**

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### **Communication Plan**

All Municipal Heritage Properties are marked with a bronze plaque on site that describes the heritage significance of the property. If designation is approved, the property will also be noted as “designated” in the Saskatoon Register of Historic Places.

### **Policy Implications**

The proposal complies with Civic Heritage Policy No. C10-020.

### **Financial Implications**

The amount of \$2,500 from the Heritage Reserve Fund would be allocated for the fabrication of the bronze plaque and installation on the property. As per the Municipal Heritage Policy, the designation of this building as a municipal heritage property makes it eligible for future financial incentives. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

The designation of this building as a Municipal Heritage Property makes it eligible for future financial incentives as per the Municipal Heritage Policy. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

### **Other Considerations/Implications**

There are no environmental, privacy, or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

If City Council recommends designation of the property, a date for a public hearing will be set. This date will be set in accordance with the provisions in *The Heritage Property Act*.

### **Public Notice**

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

If designation as a Municipal Heritage Property is recommended, the designation will be advertised in accordance with the provisions in *The Heritage Property Act*, which requires that the Notice of Intention to Designate be advertised at least 30 days prior to the public hearing.

### **Attachments**

1. Location Plan
2. Statement of Significance
3. Photographs of Subject Property



## **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

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### **Report Approval**

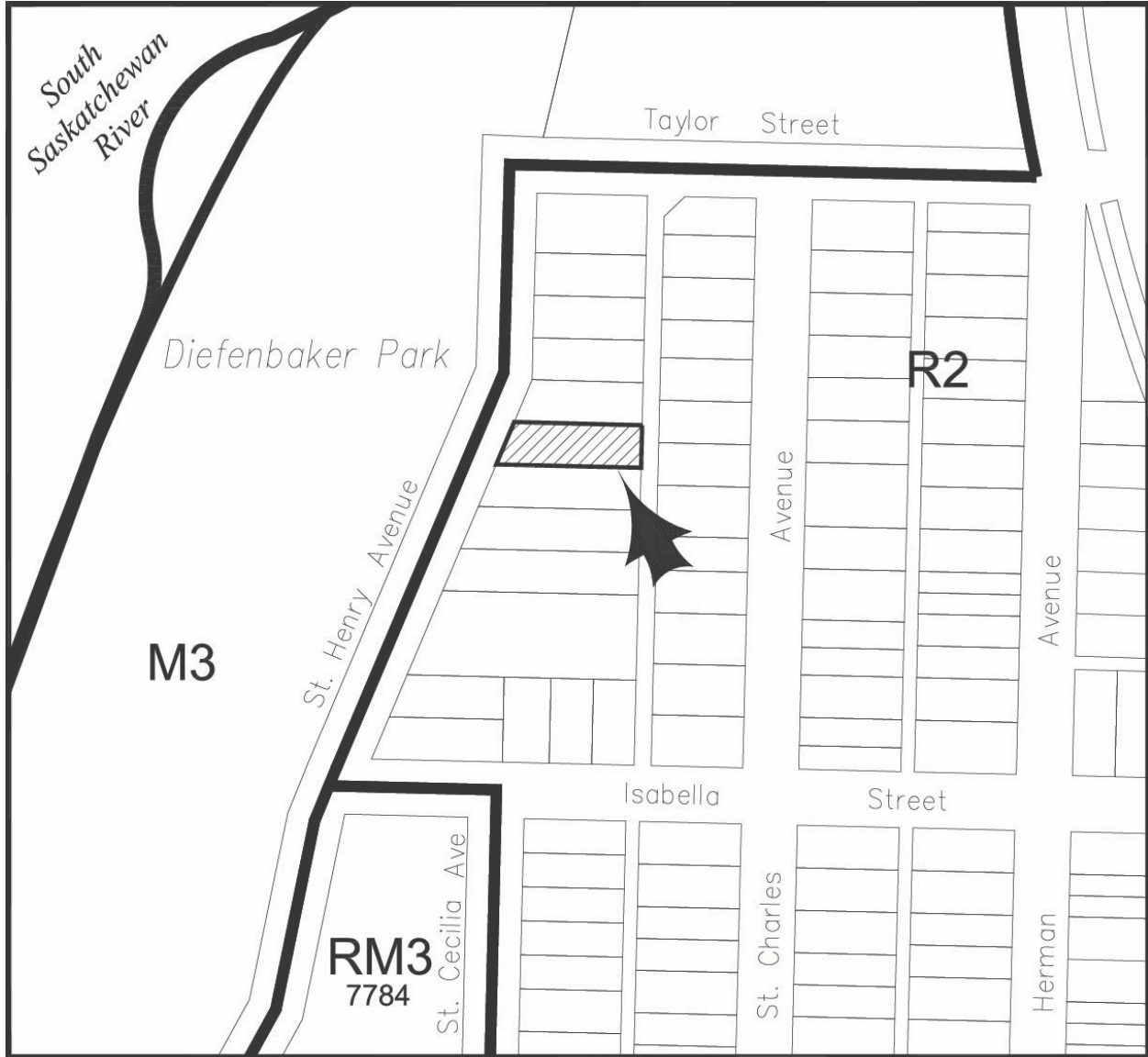
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning  
and Development

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

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Location Plan



MUNICIPAL HERITAGE PROPERTY

1919 St. Henry Avenue



## Statement of Significance

Pendygrasse House – 1919 St. Henry Avenue

<b>Neighbourhood:</b>	Exhibition
<b>Date Constructed:</b>	1909 - 1910
<b>Development Era:</b>	1906 – 1913 (Pre WWI)
<b>Architectural Style:</b>	Victorian Influences
<b>Architect:</b>	-
<b>Builder:</b>	Henry Pendygrasse
<b>Designation:</b>	Municipal
<b>Original Use:</b>	Private Residence
<b>Current Use:</b>	Private Residence



Source: City of Saskatoon

### Description of Historic Place

The Pendygrasse House features a two-and-a-half-storey dwelling along St. Henry Avenue. Constructed by Henry Pendygrasse between 1909 and 1910, the home is located in the Exhibition neighbourhood and was once home to the Pendygrasse family, one of the earliest families in Saskatoon.

### Heritage Value

The heritage value of the Pendygrasse House lies in its association with the Pendygrasse family. Sarah Pendygrasse, along with her daughter, arrived in Saskatoon from Ireland in 1887 to meet her sons Harold, Sefton, and Neville, who had come earlier with the Temperance Colonists. Sarah Pendygrasse received a homestead grant for the quarter section now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue. Tragically, Neville had drowned in a ferry accident just weeks prior to her arrival. A log house, located on the corner of St. Henry Avenue and Isabella Street, was erected on the quarter section owned by the Pendygrasses. Sarah eventually returned to Ireland where she died in 1909.

Harold took over the homestead and lived in the log cabin until 1910 when he built the house at 1919 St. Henry Avenue (north of the original log house) for him and his wife, Poppy Clisby. Harold sold off much of the land of the original homestead and established a real estate business. Harold and his family lived in the home until the outbreak of the First World War. The house was rented for several years before being sold in 1918. Pendygrasse Road, located in Fairhaven, is a tribute to Sarah Pendygrasse and her family.

The heritage value of the Pendygrasse House also resides in its Victorian influences and unique architectural features. The large turret is one of the home's more distinctive features, along with its widow's walk and fish-scale shingle siding. Up until the 1950s, the house was subject to very little change. At that time, the dwelling was converted to a two-unit dwelling with main and second floor suites, along with the addition of a new stair case. The Pendygrasse House was later converted back to a single-family dwelling, and the current owners have undertaken a number of large-scale renovations to return the home to a form more true to its original. Exterior renovations to the home have included the reconstruction of the widow's walk (1970s) after the railing had been removed in the 1950s and correction of the roof lines (2001) that occurred as a result of the addition of the second floor suite. In 1982, the original chicken coop was demolished, and a new garage was constructed at the rear of the home that compliments the home's existing character. In 1995, a sympathetic addition was constructed to provide space for a dining room; and in 2001, a playhouse in the backyard was built as a replica of the original home.

The extent of restoration work completed by the current owners, and their regard for the character-defining elements of the home, earned them an award for exterior restoration under the City's Heritage Program in 2002 and special recognition through the Saskatchewan Architectural Heritage Society in 2001.

The Pendygrasse House continues to add visual interest and character to the surrounding neighborhood and is an excellent example of heritage conservation and restoration in Saskatoon.

Source: City of Saskatoon Built Heritage Database

#### Character-Defining Elements

Key elements which contribute to the heritage value of this historic place include:

- Its architecture with Victorian influences evident in: its clapboard exterior and fish-scale shingle siding; its turret and widow's walk; its trim and cornices; gabled roof ends; and its form, scale, and massing.
- Those elements associated with the Pendygrasse family, such as its location on the original Pendygrasse homestead and its proximity to, and views of, the South Saskatchewan River.



Photographs of Subject Property



West Façade (2015)



West Façade (1950s)



East Façade with Addition (Rear)



Façade Materials, Trim, and Decorative Details (Top Right, Bottom Left, and Bottom Right)

Garage (Top Left)



Streetscape Comparison (1972 and 2015)/Roofline Changes



**BRIDGES, FRIDAY, JANUARY 15, 2016 and**  
**THE STARPHOENIX, SATURDAY, JANUARY 16, 2016**

**PUBLIC NOTICE**

**Notice of Intention to Designate Municipal Heritage Property**

Notice is hereby given that the Council of The City of Saskatoon intends to pass a Bylaw, pursuant to the provisions of *The Heritage Property Act, S.S. 1979-80*, Chapter H-2.2 as amended, to designate as Municipal Heritage Property the following real property, namely:

Surface Parcel Number: 144949810  
Legal Land Description: Lot 7, Plan No. G259  
Extension 0  
As described on Certificate  
of Title 72S11708

which real property includes the building situated on the property. The civic address of the property is 1919 St. Henry Avenue, Saskatoon, Saskatchewan, S7M 0P4.

The designation will be made subject to the following condition:

1. The designation shall be limited to the exterior, original structure, of the building. Renovations to the interior of the building shall not require the approval of the City.

The reasons for the proposed designation are as follows:

1. The dwelling was once home to the Pendygrasse Family, one of Saskatoon's earliest settler families.
2. The dwelling exhibits Queen Anne influences and unique architectural features. Distinctive elements of the home include a large turret, a widow's walk and fish scale shingle siding.
3. The dwelling is in excellent condition, and has been rehabilitated over the years.

And take notice that the said Bylaw will be considered at a meeting of the Council to be held on Monday, the 29th day of February, 2016, at 6:00 p.m., in the Council Chambers at City Hall, Saskatoon, Saskatchewan.

Any person wishing to object to the proposed designation must serve on the Council a Notice of Objection, in writing, stating the reason for the objection and all relevant facts, delivering the same to and leaving the same with the City Clerk at City Hall, Saskatoon, Saskatchewan, on or before the 26th day of February, 2016.

## BYLAW NO. 9350

### The Mann House Heritage Designation Bylaw, 2016

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Mann House Heritage Designation Bylaw, 2016*.

#### Purpose

2. The purpose of this Bylaw is to designate as Municipal Heritage Property the real property and building located at 1040 University Drive, Saskatoon, Saskatchewan.

#### Designation

3. The real property described as:

Surface Parcel No.: 120166275  
Legal Land Description: Lot 37, Blk/Par 11, Plan No. F5527 Extension 0  
As described on Certificate of Title 63S08047;

and

Surface Parcel No.: 120166422  
Legal Land Description: Lot 38, Blk/Par 11, Plan No. F5527 Extension 0  
As described on Certificate of Title 63S08047

including the building located thereon, the civic address of which is 1040 University Drive, Saskatoon, Saskatchewan, S7N 0K3, is hereby designated as Municipal Heritage Property under *The Heritage Property Act*, S.S. 1979-80, Chapter H-2.2, as amended.

#### Reasons for Designation

4. The property is designated for the following reasons:
  - (a) The dwelling was home to Owen Mann, a long-time member of City Council; Thomas Watson, a former physician and head of the Saskatoon



Cancer Clinic; and W.E. Walter, a Special Representative of the Canadian National Railway (CNR) Colonization Department; and

- (b) The dwelling retains many of its original architectural elements, and adds character to the streetscape. The home features a hipped roof with multiple gables, an enclosed veranda, multiple rectangular windows, false half-timbering, brick chimneys with decorative chimney pots, and exposed rafter tails.

**Condition of Designation**

- 5. The designation is subject to the condition that the designation is limited to the exterior, original structure, of the building.

**Coming Into Force**

- 6. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of	, 2016.
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Read a second time this	day of	, 2016.
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Read a third time and passed this	day of	, 2016.
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Mayor

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City Clerk

**PUBLIC RESOLUTION  
REGULAR BUSINESS MEETING OF CITY COUNCIL**

**Main Category:** 8. CONSENT AGENDA

**Sub-Category:** 8.1 Standing Policy Committee on Planning, Development & Community Services

**Item:** 8.1.1 Application for Municipal Heritage Property Designation – Mann House (1040 University Drive) (Files CK. 710-65 and PL. 907-1)

**Date:** October 26, 2015

*Any material considered at the meeting regarding this item is appended to this resolution package.*

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**Moved By:** Councillor Hill  
**Seconded By:** Councillor Iwanchuk

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1040 University Drive as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

**In Favour:** His Worship the Mayor, Councillor Clark, Councillor Davies, Councillor Donauer, Councillor Hill, Councillor Iwanchuk, Councillor Jeffries, Councillor Loewen, Councillor Lorje, Councillor Olauson and Councillor Paulsen

**CARRIED UNANIMOUSLY**



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Application for Municipal Heritage Property Designation – Mann House (1040 University Drive)**

#### **Recommendation of the Committee**

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1040 University Drive as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

#### **History**

At the October 5, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a memo of support from Municipal Heritage Advisory Committee, dated September 2, 2015 was considered. A report of the General Manager, Community Services Department, dated October 5, 2015, was also considered.

Your Committee considered and supports the recommendation in the report of the General Manager, Community Services Department dated October 5, 2015.

#### **Attachment**

October 5, 2015 report of the General Manager, Community Services Department.

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## Application for Municipal Heritage Property Designation – Mann House (1040 University Drive)

### Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1040 University Drive as a Municipal Heritage Property under the provision of *The Heritage Property Act*, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

### Topic and Purpose

The purpose of this report is to consider an application by the property owner requesting 1040 University Drive (The Mann House) to be designated as a Municipal Heritage Property.

### Report Highlights

1. The Mann House is located on a corner lot in the Varsity View neighbourhood. This historic place features a one- and three-quarter storey dwelling built in 1912.
2. The heritage value of the Mann House resides in its long association with Owen Mann, a long-time member of City Council. Other notable individuals who lived at this location include: Thomas Watson, physician and head of the Saskatoon Cancer Clinic; and W.E. Walter, a Special Representative for the Canadian National Railway (CNR) Colonization Department.
3. A formal evaluation of the 1040 University Drive was conducted. The Administration is recommending designation of 1040 University Drive as a Municipal Heritage Property.

### Strategic Goal

The report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

### Background

The current owners of 1040 University Drive have requested Municipal Heritage Designation of this property.



# Application for Municipal Heritage Property Designation – Mann House (1040 University Drive)

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## Report

### Description of the Historic Place

The Mann House features a one- and three-quarter storey dwelling at the corner of University Drive and McKinnon Avenue North (see Attachment 1). Designed by Architect Norman Thompson, the 1912 home has a stucco exterior, multiple window groupings with rectangular panes on the upper level, a hipped roof, and an enclosed front veranda. While not considered to be exemplary of a particular architectural style, the large home does add character to the Varsity View neighbourhood despite modifications to its original exterior.

### Heritage Value

The heritage value of the Mann House resides in its long association with Owen Mann. Mann was a long-standing City Councillor, who served from 1969 to 1979, and again from 1980 to 1994. He was a member of the Engineering Faculty at the University of Saskatchewan and brought his professional skills to City Council, where he served on countless committees over the years and took a strong interest in Saskatoon's infrastructure. Mann lived at 1040 University Drive from 1963 until his passing in 2009.

Other notable individuals who have lived at 1040 University Drive include W.E. Walter, who worked as a Special Representative for CNR's Colonization Department and Dr. Thomas Watson - physician and head of the Saskatoon Cancer Clinic.

Additional information on the heritage value of 1040 University Drive is included in the property's Statement of Significance (see Attachment 2).

### Evaluation

A formal evaluation of the exterior of the building has been conducted, and the Administration is of the opinion that the property is eligible for designation as a Municipal Heritage Property. The home's exterior remains in fair condition, and conservation work will be required in the future. Particular attention to the stucco, wood details on the upper level, and exposed rafter tails is required. The small attached garage may require extensive rehabilitation or removal in the future. It should be noted that the attached garage, veranda, stucco, and wood trim detailing are not original to the 1912 home.

The current property owners are committed to maintaining the original character of the home and have already undertaken a number of restoration projects to the dwelling's interior. The Administration is recommending that only the building's exterior be designated as a Municipal Heritage Property.

### **Options to the Recommendation**

City Council has the option of not designating this building as a Municipal Heritage Property.

### **Public and/or Stakeholder Involvement**

Public and/or stakeholder consultations are not required.

## Application for Municipal Heritage Property Designation – Mann House (1040 University Drive)

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### Communication Plan

All municipal heritage properties are marked with a bronze plaque on site that describes the heritage significance of the property. If designation is approved, the property will also be added to the Saskatoon Register of Historic Places.

### Policy Implications

The proposal complies with Civic Heritage Policy No. C10-020.

### Financial Implications

The amount of \$2,500 from the Heritage Reserve Fund would be allocated for the fabrication of the bronze plaque and installation on the property.

### Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations.

### Due Date for Follow-up and/or Project Completion

If City Council recommends designation of the property, a date for a public hearing will be set. This date will be set in accordance with the provisions in *The Heritage Property Act*.

### Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

If designation as a Municipal Heritage Property is recommended, the designation will be advertised in accordance with the provisions in *The Heritage Property Act*, which requires that the Notice of Intention to Designate be advertised at least 30 days prior to the public hearing.

### Attachments

1. Location Plan
2. Statement of Significance
3. Photographs of Subject Property

### Report Approval

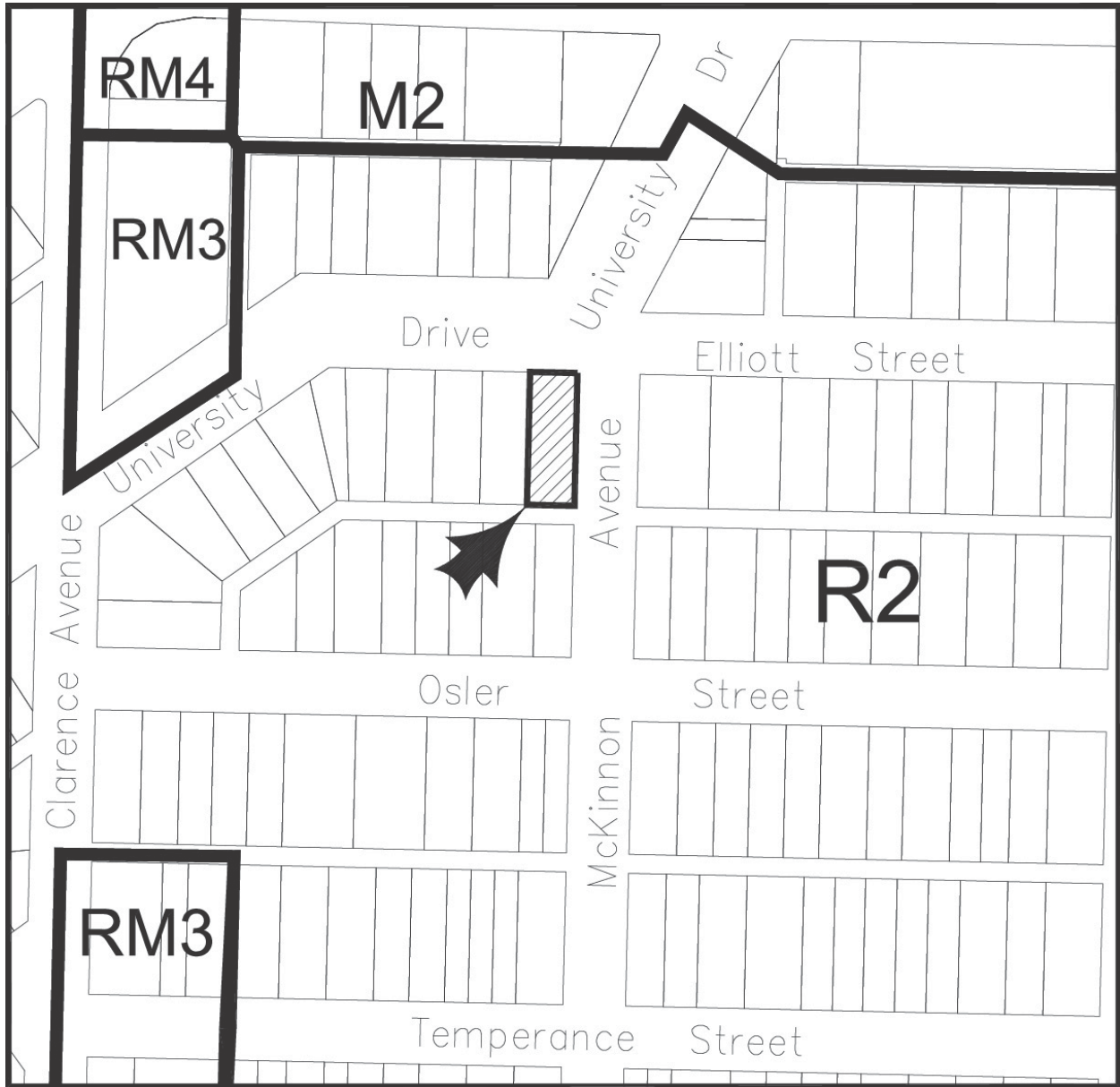
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Laura Hartney, Acting Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

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Location Plan



MUNICIPAL HERITAGE PROPERTY

1040 University Drive



N:\Planning\MAPPING\Requests\Internal\Heritage\Heritage Site - 1040 University Drive.dwg

## Statement of Significance

Mann House – 1040 University Drive

<b>Neighbourhood:</b>	Varsity View
<b>Date Constructed:</b>	1912
<b>Development Era:</b>	1906 – 1913 (Pre WWI)
<b>Architectural Style:</b>	-
<b>Architect:</b>	Norman L. Thompson
<b>Builder:</b>	-
<b>Designation:</b>	Municipal
<b>Original Use:</b>	Private Residence
<b>Current Use:</b>	Private Residence



Source: City of Saskatoon

### Description of Historic Place

The Mann House features a one and three-quarter storey dwelling at the corner of University Drive and McKinnon Avenue North. Designed by Architect Norman Thompson, the 1912 home is located in the neighbourhood of Varsity View and was once home to former City Councillor and University of Saskatchewan Engineer, Owen Mann.

### Heritage Value

The heritage value of the Mann House lies in its association with Owen Mann, who was a City Councillor with one of the longest tenures in Saskatoon's history. Mann was known for his interest in civic infrastructure, careful city planning and prudent spending. Born in Frances Saskatchewan in 1923, Mann was raised in Flin Flon Manitoba. Following completion of high school, Mann worked for Hudson Bay Mining. Through a company scholarship, Mann came to the University of Saskatchewan (U of S) to study mechanical engineering. He became the outstanding graduate in Engineering in 1945 at the U of S, and later studied at the University of Iowa for his Masters Degree.

Following completion of his studies, Owen Mann began a 42 year career as a professor at the College of Engineering at the University of Saskatchewan. When Mann was elected to City Council in 1969, he brought with him his professional skills and engineering expertise. Mann served on City Council from 1969 to 1979, and again from 1980 to 1994. Among his many contributions to the City of Saskatoon, Mann assisted with drawing up plans for the City's new sewage treatment plant. He served on countless civic committees, and also spent several years as a Director with the Saskatchewan Urban Municipalities Association (SUMA). Mann, along with his family, purchased the home at 1040 University Drive in 1963, and lived there for over 45



years. Owen Mann Park, located in the neighbourhood of Stonebridge, was named in his honour in 2010.

Two other notable individuals, who resided at 1040 University Drive, include Thomas A. Watson and W.E. Walter. Watson, in 1949 at the Saskatoon Cancer Clinic, became the first physician to use the betatron, an electrical method of producing 25 million volt x-rays to treat patients with late stage cancer. In 1951, Watson, with the help of physicist Harold John, created the Watson-Johns cobalt treatment unit – the first of its kind in the world. Watson also worked as a professor at the University of Saskatchewan's department of therapeutic radiology, which he headed from 1954 to 1963 before moving to Ontario to become director of the Ontario Cancer Foundation.

W.E. Walter, a Special Representative for the Canadian National Railway (CNR) Immigration and Colonization Department, lived in the home at 1040 University Drive from 1930 to 1947. The Immigration and Colonization Department, had offices in Saskatoon, Winnipeg, and Edmonton, and were responsible for the recruitment of thousands of settlers to the west.

Over the years, the Mann House has seen a number of changes to its exterior. In 1918 the attached garage was built; in the 1930's the glassed-in veranda was constructed; and around the same time the existing exterior stucco was added covering the original wood siding that is still present in the veranda's interior. In 1987 the garage roof was replaced. Despite some of these modifications, the Mann House adds character to the Varsity View neighbourhood and serves as a tribute to Owen Mann, Thomas A. Watson and W.E. Walter.

Source: City of Saskatoon Built Heritage Database

### Character Defining Elements

The heritage value of the Mann House resides in the following character-defining elements:

- Its aesthetic value, evident in: its hipped roof with multiple gables, enclosed veranda, windows (including multiple rectangular planes on upper story); false half-timbering; brick chimneys with decorative chimney pots; and exposed rafter tails.
- Those elements associated with Owen Mann, Thomas A. Watson and W.E. Walter, such as its existence on its original lot in Varsity View and its proximity to the University.

Photographs of Subject Property



North Facade (University Drive)



East Facade (Mckinnon Avenue)



Rafter Tails



Chimney



**BRIDGES, FRIDAY, JANUARY 15, 2016 and**  
**THE STARPHOENIX, SATURDAY, JANUARY 16, 2016**

## **PUBLIC NOTICE**

### **Notice of Intention to Designate Municipal Heritage Property**

Notice is hereby given that the Council of The City of Saskatoon intends to pass a Bylaw, pursuant to the provisions of *The Heritage Property Act, S.S. 1979-80*, Chapter H-2.2 as amended, to designate as Municipal Heritage Property the following real property, namely:

Surface Parcel Number: 120166275  
Legal Land Description: Lot 37, Blk/Par 11, Plan No. F5527  
Extension 0  
As described on Certificate of  
Title 63S08047

Surface Parcel Number: 120166422  
Legal Land Description: Lot 38, Blk/Par 11, Plan No. F5527  
Extension 0  
As described on Certificate of  
Title 63S08047

which real property includes the building situated on the property. The civic address of the property is 1040 University Drive, Saskatoon, Saskatchewan, S7N 0K3.

The designation will be made subject to the following condition:

1. The designation shall be limited to the exterior, original structure, of the building. Renovations to the interior of the building shall not require the approval of the City.

The reasons for the proposed designation are as follows:

1. The dwelling was once home to Owen Mann, a long-time member of City Council; Thomas Watson, a physician and head of the Saskatoon Cancer Clinic; and W.E. Walter, a Special Representative of the Canadian National Railway (CNR) Colonization Department
2. The dwelling retains many of its original architectural elements, and adds character to the streetscape. The home features a hipped roof with multiple gables, an enclosed veranda, multiple rectangular windows, false half-timbering, brick chimneys with decorative chimney pots and exposed rafter tails.

And take notice that the said Bylaw will be considered at a meeting of the Council to be held on Monday, the 29th day of February, 2016, at 6:00 p.m., in the Council Chambers at City Hall, Saskatoon, Saskatchewan.

Any person wishing to object to the proposed designation must serve on the Council a Notice of Objection, in writing, stating the reason for the objection and all relevant facts, delivering the same to and leaving the same with the City Clerk at City Hall, Saskatoon, Saskatchewan, on or before the 26th day of February, 2016.

## BYLAW NO. 9352

### The Zoning Amendment Bylaw, 2016 (No. 3)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2016 (No. 3)*.


#### Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the lands described in the Bylaw from an FUD District to an R1A District, an R1B District and an RMTN District respectively.

#### Zoning Bylaw Amended

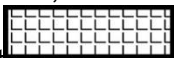
3. Zoning Bylaw No. 8770 is amended in the manner set forth in this Bylaw.

#### FUD District to R1A District


4. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an FUD District to an R1A District:
  - (a) Lots 1 to 7 inclusive of Block 55, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014;
  - (b) Lots 1 to 19 inclusive of Block 61, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014; and
  - (c) Lots 1 to 10 inclusive of Block 62, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014.



**FUD District to R1B District**

5. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an FUD District to an R1B District.
- (a) Lots 1 to 33 inclusive of Block 56, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014;
  - (b) Lots 1 to 17 inclusive of Block 57, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014;
  - (c) Lots 1 to 16 inclusive of Block 58, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014; and
  - (d) Lots 1 to 21 inclusive of Block 59, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014.

**FUD District to RMTN District**

6. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an FUD District to an RMTN District.
- (a) Lot 18 of Block 57, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014;
  - (b) Lot 17 of Block 58, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014;
  - (c) Lot 22 of Block 59, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup>

Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014; and

- (d) Lot 1 of Block 60, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3<sup>rd</sup> Mer., Saskatoon, Saskatchewan, by Murray Radoux, S.L.S. dated September 24, 2014.

**Coming into Force**

7. This Bylaw shall come into force on the day of its final passing.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

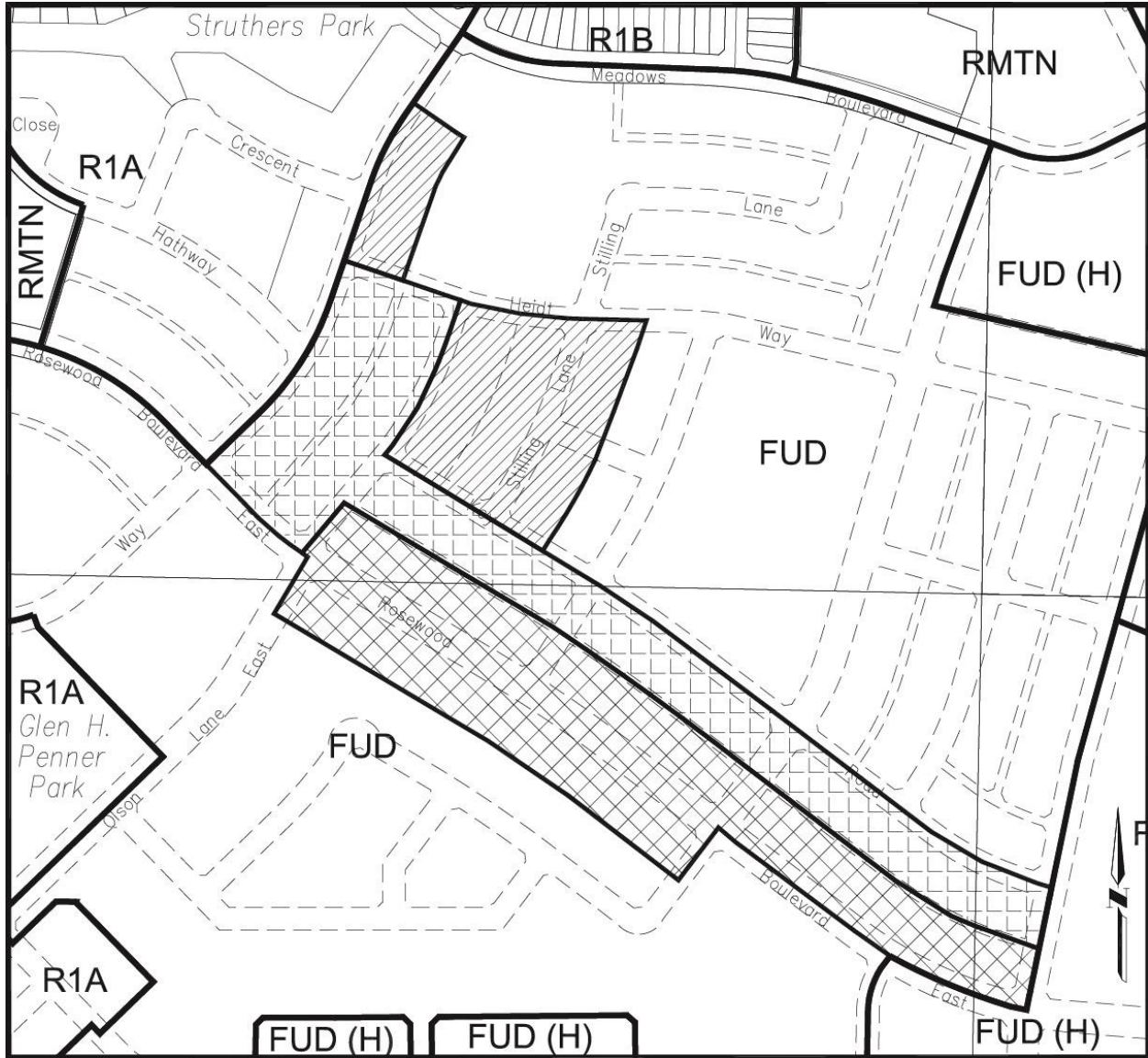
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Appendix "A"



## ZONING AMENDMENT

-  From FUD to R1A
-  From FUD to R1B
-  From FUD to RMTN

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## Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood Neighbourhood

### Recommendation

That a copy of this report be submitted to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 respecting land in the Rosewood neighbourhood, as outlined in this report, be approved.

### Topic and Purpose

An application has been submitted by Arbutus Properties proposing to amend the zoning designation of land in the Rosewood neighbourhood from FUD – Future Urban Development District (FUD) to R1A – One-Unit Residential District (R1A), R1B – Small Lot One-Unit Residential District (R1B), and RMTN – Townhouse Residential District (RMTN).

This application applies zoning that is necessary to implement the Rosewood Neighbourhood Concept Plan (Concept Plan) for the area outlined in this report.

### Report Highlights

1. The zoning amendment will accommodate development of single-unit and townhouse-style multiple-unit residential.
2. The proposed zoning designations are consistent with the approved Concept Plan.

### Strategic Goal

This zoning amendment supports the Strategic Goal of Sustainable Growth. Rosewood was designed as a “complete community” neighbourhood that accommodates a variety of land uses and housing styles.

### Background

The Concept Plan was originally approved by City Council in May 2008. A subsequent major amendment was approved in June 2014, which included the addition of a regional commercial area east of Zimmerman Road, as well as changes to the layout of the eastern portion of the neighbourhood, which included the subject area of this rezoning.

The current zoning designation of FUD was applied to the subject lands in advance of urban development commencing in the area that is consistent with the approved Concept Plan.



## **Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood Neighbourhood**

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### **Report**

#### Concept Plan

The Concept Plan identifies this area for development as single-unit and multi-family (street townhouse) residential (see Attachment 1).

#### Official Community Plan Bylaw No. 8769

This area is designated as “Residential” on the Official Community Plan Bylaw No. 8769 – Land Use Map.

#### Zoning Bylaw Amendment

The zoning designations of the subject lands are proposed to be amended from FUD to R1A, R1B, and RMTN. See Attachment 2 for a map showing the proposed application of these zoning districts.

A total of 36 R1A lots, 87 R1B lots, and 4 RMTN parcels are proposed through a related subdivision application. Rear lanes will service the R1B and RMTN lots providing for parking access from the rear yard only. Front yard parking access will be permitted for the R1A lots as no rear lanes are provided as per the approved Concept Plan.

All proposed lots are located along local streets except for the RMTN sites fronting Rosewood Boulevard East, which is classified as a collector roadway. Consequently, front yard parking access is restricted along this segment of the roadway.

The proposed zoning designations are consistent with the land use identified by the Concept Plan, as well as the Official Community Plan Bylaw No. 8769 – Land Use Map.

#### Comments from Other Divisions

No comments or concerns were identified through the administrative referral process.

### **Options to the Recommendation**

City Council could choose to deny this application. This option is not recommended as this application is consistent with the Concept Plan.

### **Public and/or Stakeholder Involvement**

Extensive public consultation was undertaken during the development of the Concept Plan and subsequent major amendment. As this application is consistent with the Concept Plan, no further consultation was conducted.

### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

No follow-up is required.

## **Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood Neighbourhood**

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### **Public Notice**

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. Once this application has been considered by the Municipal Planning Commission, it will be advertised, in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public hearing date, by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

### **Attachments**

1. Rosewood Concept Plan
2. Location Map

### **Report Approval**

Written by: Brent McAdam, Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2016/PD/MPC – Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood Neighbourhood/ks

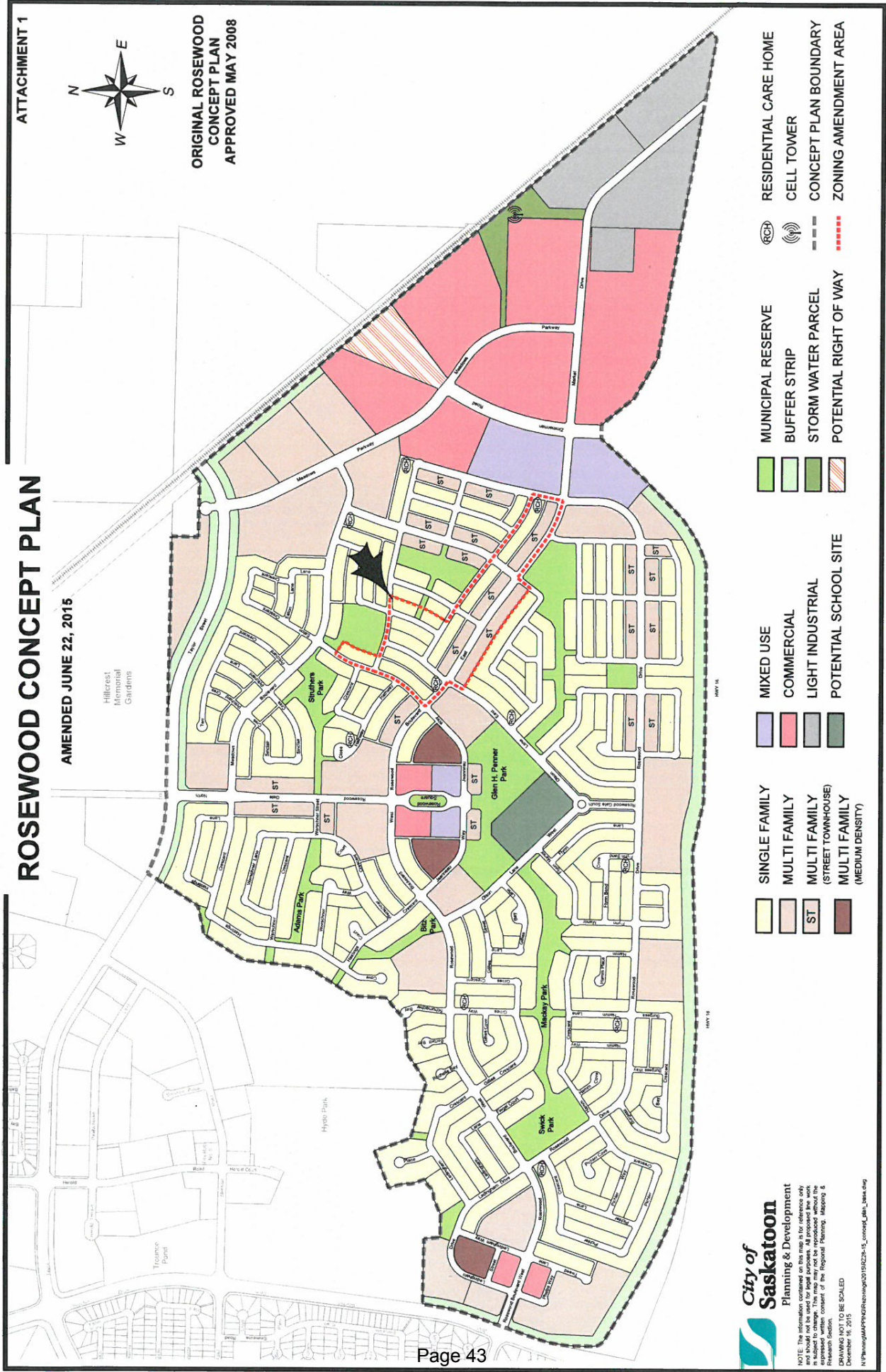
ATTACHMENT 1

ROSEWOOD CONCEPT PLAN

AMENDED JUNE 22, 2015



ORIGINAL ROSEWOOD  
CONCEPT PLAN  
APPROVED MAY 2008



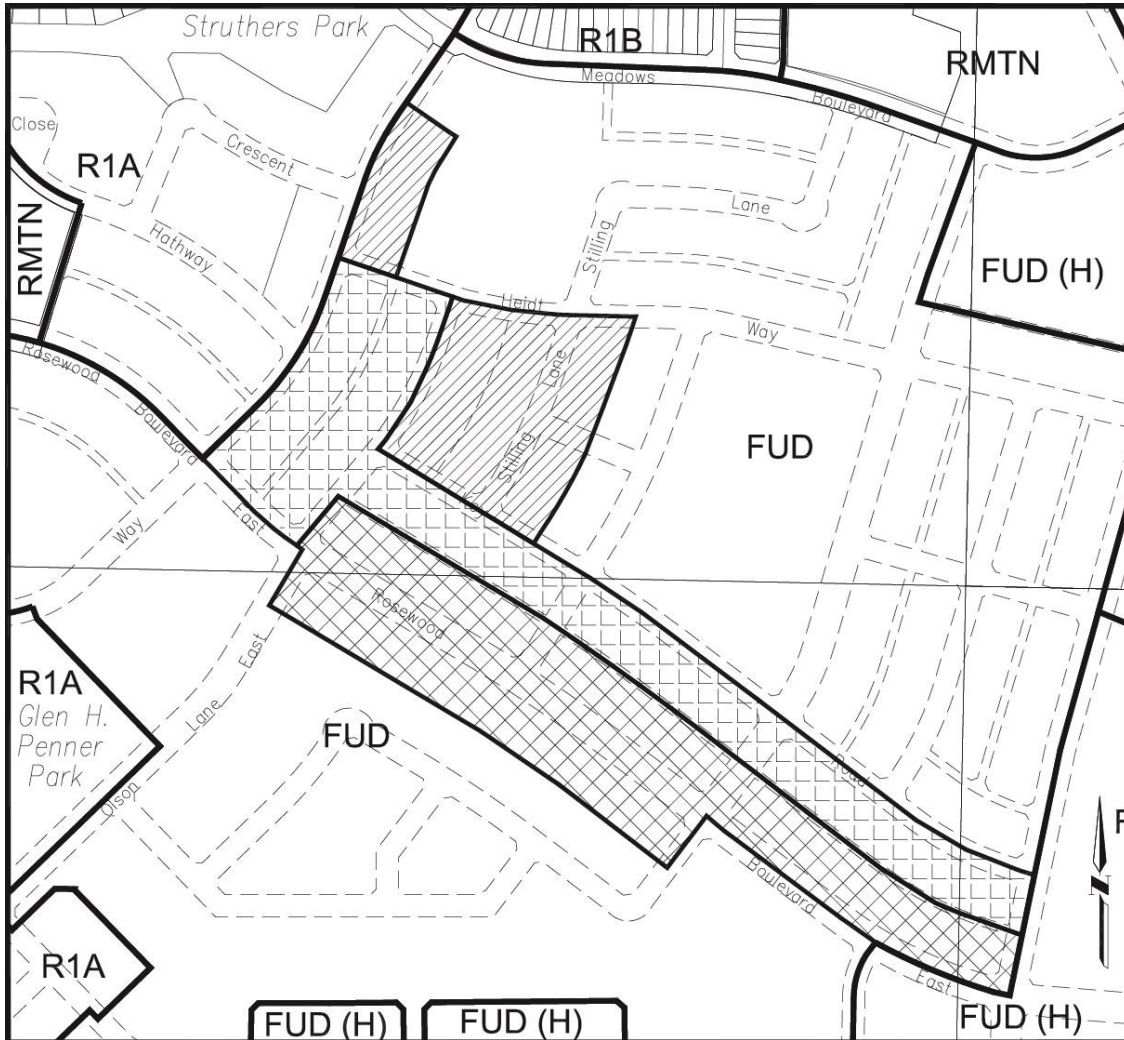
- SINGLE FAMILY
- MULTI FAMILY
- MULTI FAMILY (STREET TOWNHOUSE)
- MULTI FAMILY (MEDIUM DENSITY)
- MIXED USE
- COMMERCIAL
- LIGHT INDUSTRIAL
- POTENTIAL SCHOOL SITE
- MUNICIPAL RESERVE
- BUFFER STRIP
- STORM WATER PARCEL
- POTENTIAL RIGHT OF WAY
- RESIDENTIAL CARE HOME
- CELL TOWER
- CONCEPT PLAN BOUNDARY
- ZONING AMENDMENT AREA

**City of Saskatoon**  
Planning & Development

NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work and shading is subject to change without notice. For more information, contact the Planning, Mapping & Research Section.

DRAWING NOT TO BE SCALED  
December 16, 2015  
N:\Projects\MapInfo\Rosewood\01516228-15\_concept\_plan\_base.dwg

Location Map



**ZONING AMENDMENT**

-  From FUD to R1A
-  From FUD to R1B
-  From FUD to RMTN

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February 2, 2016

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing  
Proposed Rezoning – From FUD to R1A, R1B, and RMTN – Rosewood  
Neighbourhood [File No. CK. 4351-016-001 and PL. 4350-Z28/15]**

The Municipal Planning Commission, at its meeting held on January 26, 2016 considered a report of the General Manager, Community Services Department, dated January 26, 2016 on the above rezoning.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the proposed amendment to Zoning Bylaw No. 8770 respecting land in the Rosewood neighbourhood, as outlined in this report, be approved.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed application.

Yours truly,



**Holly Thompson, Committee Assistant**  
Municipal Planning Commission

HT:sj

BRIDGES, FRIDAY, FEBRUARY 12, 2016 and  
THE STARPHOENIX, SATURDAY, FEBRUARY 13, 2016

**ZONING NOTICE**  
**ROSEWOOD**

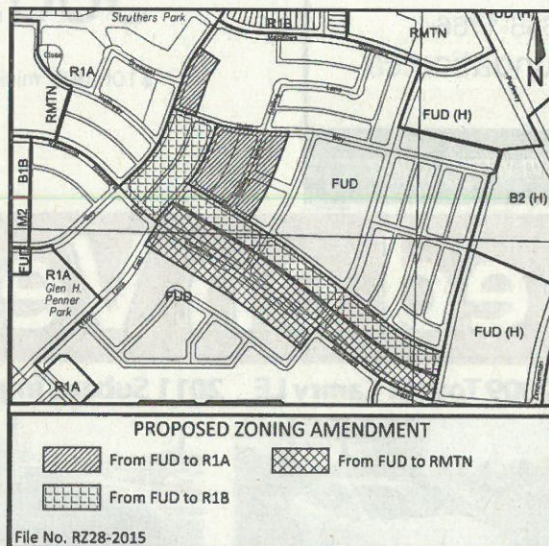
**PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9352**

Saskatoon City Council will consider amendments to the City's Zoning Bylaw (No. 8770) regarding land located in the Rosewood neighbourhood, submitted by Arbutus Properties.

By way of Bylaw No. 9352, The Zoning Amendment Bylaw, 2016 (No. 3), the following zoning designations are proposed to be applied to the subject lands, consistent with the approved Rosewood Neighbourhood Concept Plan:

- R1A – One-Unit Residential District;
- R1B – Small Lot One-Unit Residential District; and
- RMTN – Townhouse Residential District.

**LEGAL DESCRIPTION** – Proposed Plan of Survey showing Surface Subdivision of part of NW ¼ Sec. 17-Twp. 36-Rge. 4-W3M.



**REASON FOR THE AMENDMENT** – Applying the proposed rezoning will provide for the development of single family and townhouse-style residential development, consistent with the approved Rosewood Neighbourhood Concept Plan.

**INFORMATION** – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:  
Community Services Department, Planning and Development  
Phone: 306-986-0902 (Brent McAdam)

**PUBLIC HEARING** – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, February 29, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon SK S7K 0J5

All submissions received by the City Clerk by **10:00 a.m. on Monday, February 29, 2016** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

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## Proposed Amendment to Kensington Neighbourhood Concept Plan – Village Centre

### Recommendation

That a copy of this report be submitted to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed Kensington Neighbourhood Concept Plan amendment be approved.

### Topic and Purpose

An application has been submitted by Saskatoon Land requesting an amendment to the Kensington Neighbourhood Concept Plan related to two design elements of the Village Centre.

### Report Highlights

1. The Village Centre is proposed to be a mixed-use, pedestrian-oriented focal point for Kensington.
2. Two changes to the design of the Village Centre are proposed:
  - i) reducing the right-of-way (ROW) width of Kensington Link; and
  - ii) removal of two lanes.
3. These changes require an amendment to the Kensington Neighbourhood Concept Plan (Concept Plan).

### Strategic Goal

Under the Strategic Goal of Sustainable Growth, this report supports Kensington's proposed Village Centre as a viable development area and an attractive, pedestrian-friendly focal point for the neighbourhood.

### Background

The Concept Plan was originally approved by City Council in 2012. It identifies an area known as the Village Centre, proposed to combine neighbourhood convenience shopping and medium-density multiple-unit residential with pedestrian-oriented urban streetscapes and a Village Square (see Attachment 1).

The proposed land uses, future landscaping and design treatments, and the proximity to the neighbourhood school sites and core park are intended to position the Village Centre as a focal point and gathering place for the Kensington neighbourhood.

Parcels S and U, fronting Kensington Union, are designated for mixed-use development on the Concept Plan, and are intended to accommodate commercial, residential, and institutional uses. These parcels are currently zoned B1B – Neighbourhood Commercial – Mixed-Use District for this purpose.

Parcels T and V, located to the east of the mixed-use parcels across an adjacent lane and fronting Kensington Boulevard, are designated for medium-density apartment-style residential, and are zoned RM3 – Medium-Density Multiple-Unit Dwelling District.

## **Report**

### Proposed Changes to Village Centre

Saskatoon Land has proposed changes to two design elements of the Village Centre area (see Attachment 2):

1. Reduce the ROW width of Kensington Link from 41 metres to 28 metres.

Kensington Link spans one block between Kensington Union and Kensington Boulevard, and provides a pedestrian-oriented link between the Village Square and the proposed school sites. The Concept Plan identifies a 41 metre ROW width for Kensington Link, which would accommodate nose-in parking, one traffic lane in each direction, and a centre median.

Saskatoon Land is proposing to reduce the ROW of Kensington Link to 28 metres. The reduced width would necessitate the removal of the median, but the roadway function and inclusion of nose-in parking would remain. The intended cross-section would be similar to 21<sup>st</sup> Street East, which is approximately 30 metres wide.

A narrowed roadway will improve pedestrian safety and comfort by providing shorter crossing distances between opposite sides of the street. It also provides a more intimate scale between building interface, the sidewalk, and the street, enhancing its pedestrian-friendly nature.

2. Remove the lane between the mixed-use and multi-family parcels to the north and south of Kensington Link.

As noted, the Concept Plan identifies intervening lanes between the mixed-use and medium-density residential parcels on both sides of Kensington Link that run in a predominantly north-south fashion.

Saskatoon Land is proposing to remove the two lanes that run between these parcels. The intent of this change is to provide greater flexibility for a future developer to design within the triangular shape of the blocks created on each side of Kensington Link and not be constrained by the presence of the public lanes. It is recognized that the shape and depth of the mixed-use parcels could be problematic to designing a viable development. The removal of the lanes provides opportunities for total site development that meet the mixed-use, pedestrian-oriented objectives of the area.

Saskatoon Land intends to tender these parcels through a Request for Proposals (RFP) process that would ensure the mixed-use, pedestrian-oriented vision for



the area is complied with by the development proposal of the successful proponent(s).

Other Impacts

The removal of the lanes and reduction of ROW results in an additional 0.239 hectares (0.59 acres) of net developable land. Any additional density that may result from this increase can be accommodated by the sanitary sewer system. Cost savings are expected for the City of Saskatoon in terms of future maintenance of public ROW that will no longer be required.

Concept Plan Amendment Required

The proposed changes to design elements of the Village Centre require an amendment to the Concept Plan.

The Planning and Development Division supports the amendments as proposed, as they are expected to assist the Village Centre to successfully develop as a mixed-use, pedestrian-oriented focal point for the neighbourhood.

Comments from Stakeholders

No comments or concerns from internal and external stakeholders were identified that would preclude this application from proceeding to a public hearing. Comments of note are outlined in Attachment 3.

**Options to the Recommendation**

City Council could choose to deny this application. This option would maintain the current ROW width of Kensington Link and the existing lanes.

**Public and/or Stakeholder Involvement**

Kensington is in the early stages of development, and the proposed Village Centre is not in close proximity to existing development. There is neither a community association nor well-established resident population for a public information meeting.

**Other Considerations/Implications**

There are no policy, financial, environmental, privacy, or CPTED implications or considerations; a communication plan is not required at this time.

**Due Date for Follow-up and/or Project Completion**

No follow-up is required.

**Public Notice**

Public notice is required for consideration of this matter, pursuant to Section 11 (a) of Public Notice Policy No. C01-021.

Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set. A notice will be placed in The StarPhoenix two weeks prior to the public hearing. As the City of Saskatoon is the sole owner of land in this area, there are no additional property owners to notify.

**Attachments**

1. Kensington Concept Plan
2. Current and Proposed New Design of Village Centre
3. Comments from Stakeholders

**Report Approval**

Written by: Brent McAdam, Planner, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

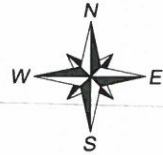
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports//2016/PD/MPC – Proposed Amendment to Kensington Neighbourhood Concept Plan – Village Centre/ks

# KENSINGTON CONCEPT PLAN

AMENDED SEPTEMBER 28, 2015

ORIGINAL KENSINGTON  
CONCEPT PLAN  
APPROVED APRIL 2012



- SINGLE FAMILY DETACHED
- SINGLE FAMILY DETACHED (RESIDENTIAL CARE HOME)
- MULTI UNIT (STREET TOWNHOUSE)
- MULTI UNIT (GROUP TOWNHOUSE)
- MULTI UNIT (STACKED GROUP TOWNHOUSE)
- MULTI UNIT MEDIUM DENSITY (APARTMENT STYLE)
- MIXED USE (COMM/RES/INST.)
- COMMERCIAL
- POTENTIAL SCHOOL SITE
- MUNICIPAL RESERVE
- STORM WATER PARCEL
- BUFFER STRIP
- STORM POND
- CONCEPT PLAN BOUNDARY
- CITY LIMITS
- AMENDMENT AREA

HWY 14

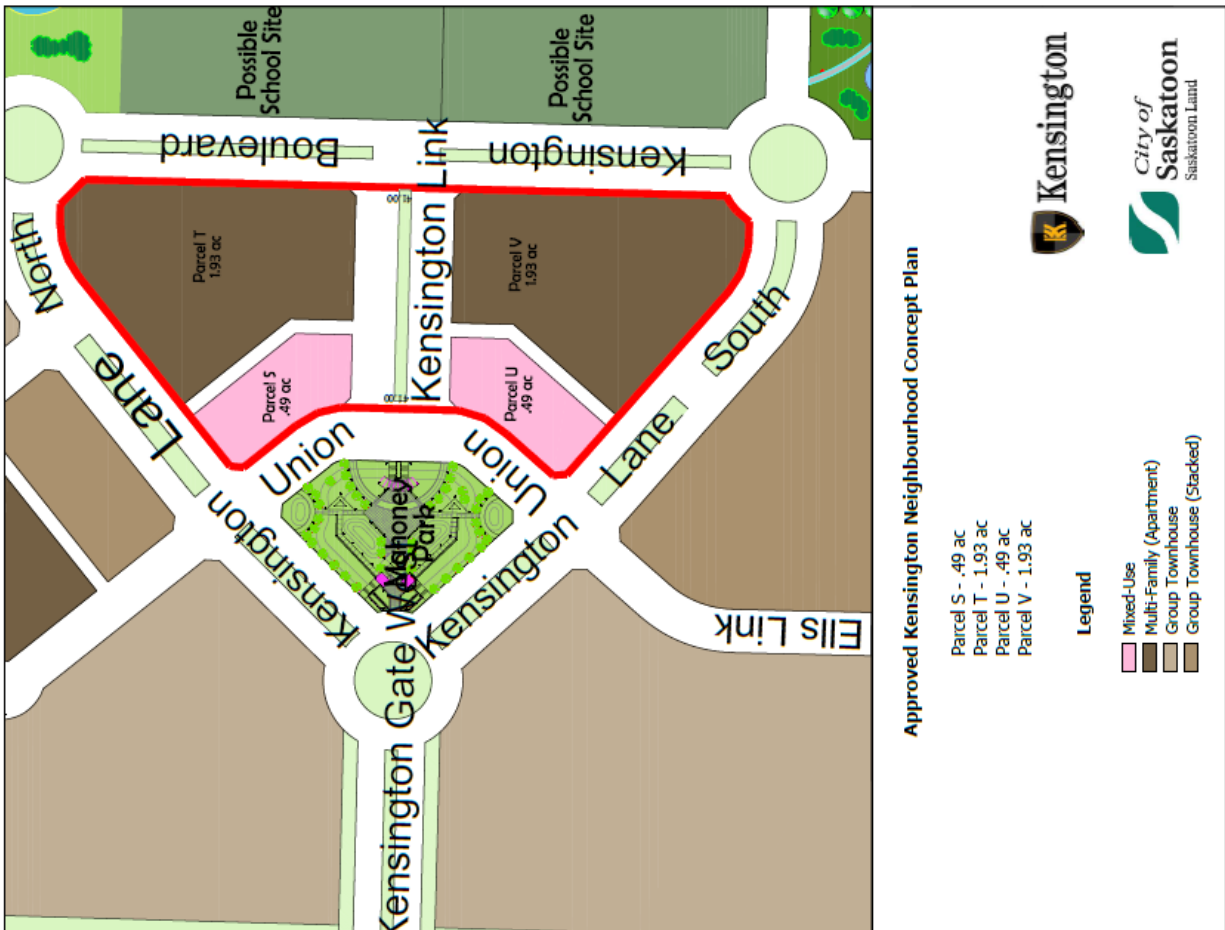
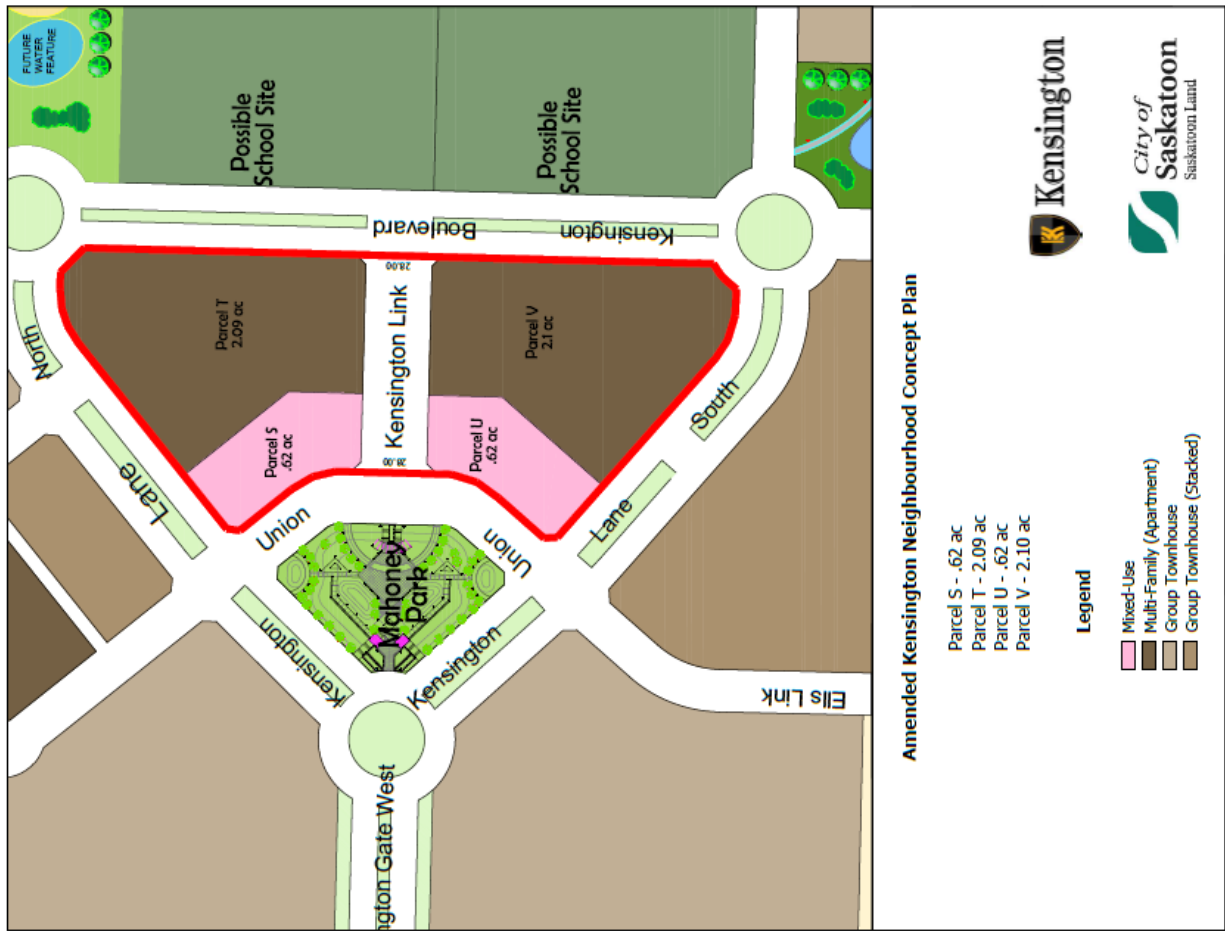
22nd Street



NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change. This map may not be reproduced without the expressed written consent of the Regional Planning, Mapping & Research Section.

DRAWING NOT TO BE SCALED  
November 18, 2015  
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Current and Proposed New Design of Village Centre





### Comments From Stakeholders

#### Transportation and Utilities Department

The proposed Concept Plan amendment is acceptable to the Transportation and Utilities Department, with the following comments related to the narrowing of Kensington Link:

1. All three water and sewer services now cross through the traffic calming bulbs on the east and west sides of Kensington Link. Special consideration will be required for future repairs as it will involve the removal and replacement of concrete sidewalks and/or sidewalk ramps. However, the change is expected to be cost neutral.
2. There are two valves located in the traffic calming bulbs. Construction in and around these valves must be done with caution to ensure that the valves are not damaged and/or covered during construction operations.

**Planning and Development Comment:** Saskatoon Land acknowledges this comment and will pass this information along to Construction and Design to ensure that caution is taken at the time of construction.

3. There are two hydrants now situated within parcel boundaries. At the cost of the developer, these two hydrants and hydrant leads must either be shortened to relocate them within the Kensington Link right-of-way, or a utility easement must be added in Parcels S and T.

**Planning and Development Comment:** Saskatoon Land agrees to grant utility easements for the fire hydrants through a related subdivision application. The westerly hydrant is shown to be straddling the property line of Parcel S, and the easterly hydrant is approximately 0.6 metres (2.0 feet) inside the property line of Parcel T.

February 2, 2016

City Clerk

Dear City Clerk:

**Re: Proposed Amendment to Kensington Neighbourhood Concept Plan  
Village Centre [File No. CK. 4110-44 and PL. 4131-36-1]**

The Municipal Planning Commission, at its meeting held on January 26, 2016 considered a report of the General Manager, Community Services Department, dated January 26, 2016 on the above rezoning.

Concerns were raised for pedestrian safety, and that the removal of the lanes could potentially create traffic congestion as this concept plan also includes a potential school site along Kensington Boulevard.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the proposed Kensington Neighbourhood Concept Plan amendment be approved.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed application.

Yours truly,

**Holly Thompson, Committee Assistant**  
Municipal Planning Commission

HT:sj

**BRIDGES, FRIDAY, FEBRUARY 12, 2016 and**  
**THE STARPHOENIX, SATURDAY, FEBRUARY 13, 2016**

**PUBLIC NOTICE**

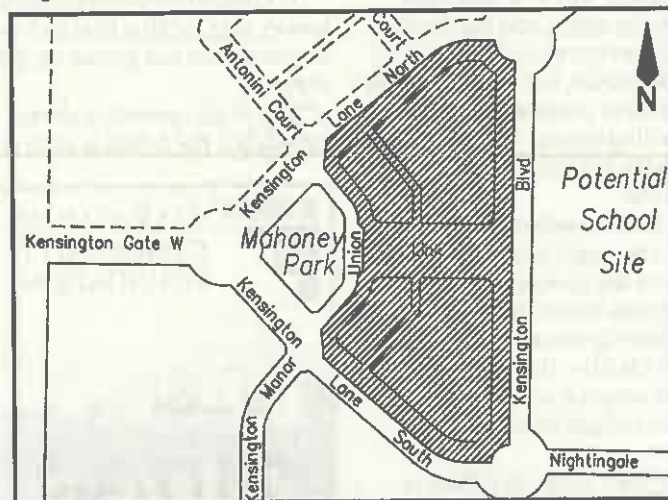
**PROPOSED KENSINGTON NEIGHBOURHOOD CONCEPT PLAN AMENDMENT**

Saskatoon City Council will consider an amendment to the Kensington Neighbourhood Concept Plan, submitted by Saskatoon Land. The proposed amendment accommodates two changes to the design of Kensington's Village Centre:

- i. Reducing the right-of-way (ROW) width of Kensington Link from 41 metres to 28 metres; and
- ii. Removal of two lanes separating the mixed-use and medium-density residential parcels located in the Village Centre.

**REASON FOR THE AMENDMENT** – The narrowing of Kensington Link will improve pedestrian safety and comfort while maintaining roadway function and on-street parking. The removal of the lanes will provide flexibility for total site development that meets the mixed-use objective for these parcels.

The proposed changes are intended to help ensure that the Village Centre is a viable development area and an attractive, pedestrian-friendly focal point for Kensington.



**PROPOSED CONCEPT PLAN AMENDMENT**  
KENSINGTON

 Amendment Area

CPA\_021\_03AD 

**INFORMATION** – Questions regarding the proposed amendment may be directed to the following:

Community Services Department, Planning and Development  
Phone: 306-986-0902 (Brent McAdam)

**PUBLIC HEARING** – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, February 29, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon SK S7K 0J5

All submissions received by the City Clerk by **10:00 a.m. on Monday, February 29, 2016** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

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## Proposed Closure of Right-of-Way – Portion of McOrmond Drive North of 8th Street - Brighton Neighbourhood

### Recommendation

1. That City Council consider Bylaw No. 9347, The Street Closing Bylaw, 2016;
2. That after closure, this land be transferred to Dream Asset Management Corporation in exchange for dedication of other land required for future roads in the area; and
3. That all costs associated with the closure be paid by the applicants, including Solicitor's fees and disbursements.

### Topic and Purpose

This report requests approval to close a portion of road allowance north of 8<sup>th</sup> Street in the Brighton neighbourhood, in exchange for the dedication of land required for future roads in the area. This closure is required to allow progress of development in the Brighton neighbourhood.

### Report Highlights

Dream Asset Management Corporation (Dream) requests to close a portion of road allowance as part of a subdivision application. This road closure will facilitate development in the Brighton neighbourhood. If approved, the closed road allowance will be transferred to Dream in exchange for dedication of lands required for future roads in the area.

### Strategic Goal

This report supports the Strategic Goal of Sustainable Growth as the closure will allow for development of the Brighton neighbourhood.

### Background

The Brighton neighbourhood Concept Plan, approved by City Council in May of 2014, illustrates that a portion of road allowance be closed in order to accommodate the continued development of the Brighton neighbourhood. Currently, McOrmond Drive between College Drive and 8<sup>th</sup> Street East is aligned north-south with a short northern segment re-aligned northwesterly to intersect College Drive at ninety degrees. A portion of the segment aligned north-south requires closure as the Brighton neighbourhood concept plan illustrates that McOrmond Drive will be re-established to the east in a new alignment. The portion to be closed begins approximately 800 metres north of 8<sup>th</sup> Street and continues north for 805.41 metres, at a constant width of 20.117 metres.

In late 2013, McOrmond Drive between College Drive and 8<sup>th</sup> Street East was temporarily closed to allow construction of the Brighton neighbourhood to begin.



## Proposed Closure of Right-of-Way – Portion of McOrmond Drive North of 8<sup>th</sup> Street – Brighton Neighbourhood

It is anticipated that the re-aligned McOrmond Drive reconnection with 8<sup>th</sup> Street is dependent on development.

### Report

The following steps, in chronological order, have been completed as detailed in Table 1.

Table 1 – Proposed Closure of Right-of-Way Process Summary

Date	Action	Comments
August 25, 2014	Received Plan of Proposed Road Closure dated March 24, 2014, from Meridian Surveys Ltd.	The area to be closed and then transferred to Dream is 1.620 hectares.
August 25, 2014	Received review comments from Ministry of Highways and Infrastructure (MHI).	Meridian Surveys Ltd. initiated the circulation of the Plan of Proposed Road Closure to MHI, a required action under Section 13 of <i>The Cities Act</i> .
October 5, 2015	Received a memo dated September 28, 2015, indicating that the proposed Subdivision No. 97/14 was approved by the General Manager, Community Services.	None
February 2016	Public Notice, Bylaw and Council Report	

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9347, The Street Closing Bylaw, 2016 (Attachment 1).

A dead end situation will be created as a result of this proposed closure of right-of-way, resulting in Dream being required to construct a turnaround at the north end of the McOrmond Drive right-of-way, approximately 800 metres north of 8<sup>th</sup> Street.

To facilitate temporary access, and as a condition of development, Dream has paved the surface of the roadway along the current alignment of McOrmond Drive for the entire length of the proposed closure, as well as the approximate 800 metres immediately north of 8<sup>th</sup> Street. This paved temporary road will be used to access the development until such time that McOrmond Drive is re-established to the east on a new alignment in accordance with the Brighton Concept Plan. Dream is also required, as per a condition of development, to maintain a paved roadway between 8<sup>th</sup> Street and College Drive.

### Public and/or Stakeholder Involvement

Utility agencies have been contacted with respect to the closure and have no objections to the closure subject to the following conditions: that SaskPower and Shaw CableSystems require easements.

All adjacent property owners have been provided with notice and no objection has been raised.

## **Proposed Closure of Right-of-Way – Portion of McOrmond Drive North of 8<sup>th</sup> Street – Brighton Neighbourhood**

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The Ministry of Highways and Infrastructure has confirmed that no compensation is required to the Crown.

### **Communication Plan**

Communication activities are included with the requirement for Public Notice. No other communication activities are required.

### **Other Considerations/Implications**

There are no options, policy, financial, environmental, privacy or CPTED considerations or implications.

### **Due Date for Follow-up and/or Project Completion**

There will be no follow-up report.

### **Public Notice**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The StarPhoenix on the weekend of February 13, 2016 (Attachment 2);
- Posted on the City Hall Notice Board on Thursday, February 11, 2016;
- Posted on the City of Saskatoon website on Thursday, February 11, 2016
- Notices were mailed to the adjacent land owners on February 12, 2016.

### **Attachments**

1. Bylaw No. 9347, The Street Closing Bylaw, 2016
2. Copy of Public Notice

### **Report Approval**

Written by: Shirley Matt, Senior Transportation Engineer, Transportation  
Reviewed by: Jay Magus, Engineering Manager, Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

Council - SM – Prop CI ROW – Portion of McOrmond Dr North of 8<sup>th</sup> St – Brighton

## BYLAW NO. 9347

### The Street Closing Bylaw, 2016

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Street Closing Bylaw, 2016*.

**Purpose**

2. The purpose of this Bylaw is to close a portion of road allowance north of 8<sup>th</sup> Street in the Brighton Neighborhood in Saskatoon, Saskatchewan.

**Closure of Right-of-Way**

3. A portion of road allowance north of 8<sup>th</sup> Street, Saskatoon, Saskatchewan, more particularly described as all that portion of road allowance between N.E. ¼ Section 30 and in N.W. ¼ Section 29, all in Twp. 36, Rge 4 – W3M, in the City of Saskatoon, in the Province of Saskatchewan, as shown on the attached sketch plan of proposed road closure and prepared by Murray G. Radoux, SLS, dated March 24<sup>th</sup>, 2014 and attached as Schedule "A" to this Bylaw, is closed.

**Coming into Force**

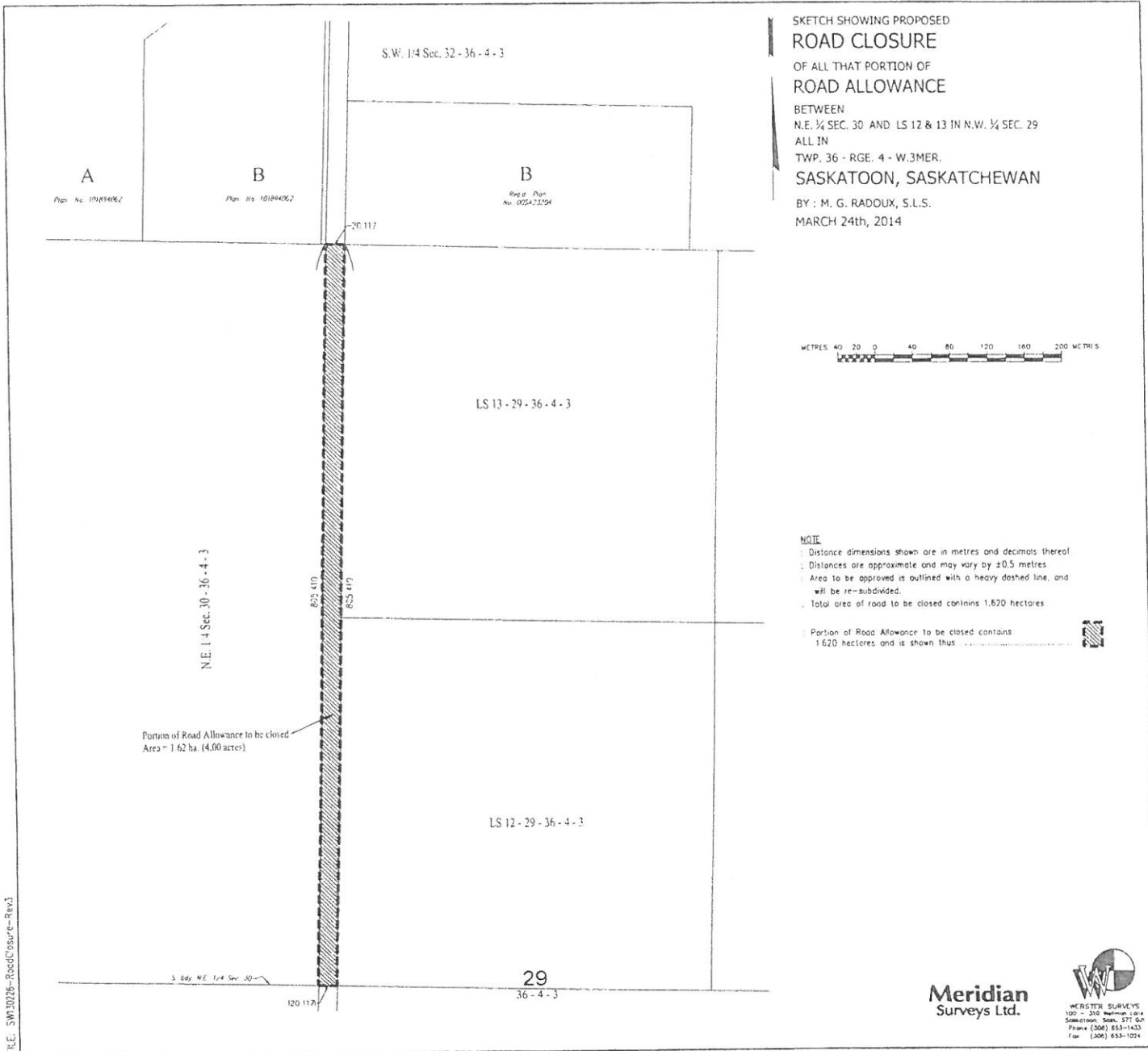
4. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of		, 2016.
Read a second time this	day of		, 2016.
Read a third time and passed this	day of		, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# Schedule "A"



P.L.E. SW 50226--RoadClosure--Rev3

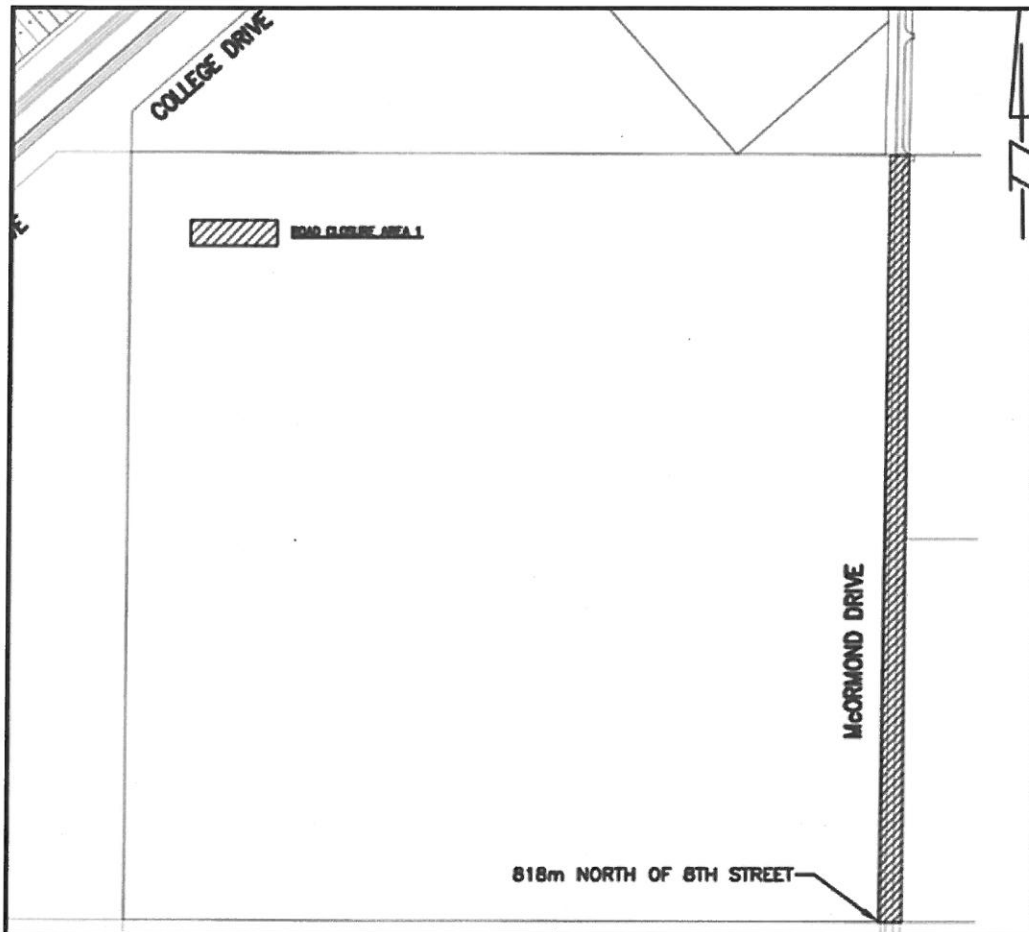


# PUBLIC NOTICE

## PROPOSED CLOSURE OF RIGHT-OF-WAY

The City of Saskatoon is proposing the following closure of McOrmond Drive in the Brighton Neighbourhood.

**Location: North of 8th Street and South of College Drive**



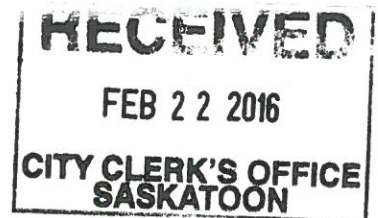
**PUBLIC MEETING** - City Council will consider the above matter and hear all persons who wish to speak on February 29, 2016, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.

**WRITTEN SUBMISSIONS** – If you wish to submit a letter on this matter for City Council’s consideration, it must be received by **Monday, February 29, 2016, at 10:00 a.m.** Mail to:

His Worship the Mayor and Members of City Council  
 c/o: City Clerk’s Office, City Hall  
 222 Third Avenue North, Saskatoon, SK S7K 0J5

**INFORMATION** - Questions regarding the proposal may be directed to:  
 Shirley Matt, Transportation Division  
 Phone 306-975-3145

Mayor and Members of City Council



# Proclamation

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## Lymphedema Awareness Day

Lymphedema is an accumulation of lymphatic fluid that causes swelling in the arms, legs or other areas of the body and affects people of all ages and ethnic background. It can lead to severe infection or loss of the use of limbs. Patients suffering from lymphedema often endure physical discomfort and disfigurement in addition to coping with the distress caused by these symptoms.

Whereas: *Lymphedema Awareness Day* was created to educate, promote awareness and provide support for Lymphedema patients, their families, the medical community and the general public;

Whereas: Over 300,000 Canadians are affected by some form of lymphedema;

Now therefore, let it be known that I, City Council, do hereby proclaim March 6, 2016 as

## **“Lymphedema Awareness Day”**

In Saskatoon, SK and do commend its thoughtful observance to all citizens of our Saskatoon, SK.

(Signature)

Angela Connell-Furi  
LAS Vice President

**PRESS RELEASE**

**LYMPHEDEMA AWARENESS DAY MARCH 6<sup>th</sup>**

The 22<sup>nd</sup> Annual Lymphedema Awareness Day will be observed March 6, 2016. The Lymphedema Association of Saskatchewan (LAS) will also celebrate this special day to honour inspirational lymphedema patients and those who have contributed to the community or have shown great courage in their struggle with this disease.

Lymphedema is a condition of chronic swelling that affects a limb or other parts of the body due to accumulation of lymph fluid. You can be born with lymphedema or it can be acquired after a traumatic injury, severe infection or surgical removal of lymph nodes. Lymph nodes are often removed for the staging of cancer, to determine if cancer cells are spreading to the lymph system.

Lymphedema is not curable, but can be managed through a blend of therapy techniques. The standard treatment is called Complex Decongestive Therapy (CDT). If treatment is not started early, it can take longer to get lymphedema under control and decrease the effectiveness of long term results.

LAS encourages you to become aware of and learn as much as you can about lymphedema. Please visit our website at [www.sasklymph.ca](http://www.sasklymph.ca) or e-mail us at [contact@sasklymph.ca](mailto:contact@sasklymph.ca)

Verna Schneider

President LAS

[m.v.schneider@sasktel.net](mailto:m.v.schneider@sasktel.net) or 306-961-2364.

Box 28068, Saskatoon SK, S7M 5V8

## Lymphedema Association of Saskatchewan (LAS) Communication Fact Sheet

The Lymphedema Association of Saskatchewan (LAS) is a non-profit organization founded in 2004 for the betterment of lymphedema patients and those with related lymphovenous disorders. The mission of LAS is to optimize health for lymphovenous patients through education and support, and increase the awareness of lymphedema and other lymphovenous disorders within the medical community and the general public of Saskatchewan.

### What Is Lymphedema?

Lymphedema is a lifelong condition caused by a build up of fluid (lymph). This happens when the lymphatic system is either faulty or damaged and does not function normally. This swelling is most often in the arm or leg, but can occur in the breast, trunk, genitals or head and neck. It can affect men, women or children of all ages. According to Dr. C Moffatt, Professor Of Clinical Nursing Research and head of the International Framework and Clinical Nursing Research, as much as 70% of lymphedema goes undiagnosed and the problem of lymphedema is growing.

### Types of Lymphedema

There are 2 types of Lymphedema, primary and secondary:

- Primary Lymphedema occurs when a person is born with a faulty lymphatic system. Signs of lymphedema may be present at birth or develop during puberty or later. According to Dr, Moffatt, primary lymphedema accounts for about 17% of lymphedema.
- Secondary Lymphedema occurs when a person's lymphatic system is damaged by surgery, radiation therapy, severe trauma, recurrent infections, venous insufficiency, or filariasis (a severe type of lymphedema caused by mosquito bites in tropical countries). It can develop a short time after the damage has occurred or many years later. Secondary lymphedema is more common than primary lymphedema. According to Dr. Moffatt's research, only about 31% of secondary lymphedema is cancer related and about 67% is not.

### Stages of Lymphedema

There are 4 stage of Lymphedema:

- **Stage 0: Latent/Early** No visible swelling; however there are some changes in the tissue, skin and how an affected limb feels.
- **Stage 1: Mild** Some visible swelling is present. The swelling is soft and may indent with thumb pressure. Swelling can be reversed.
- **Stage 2: Moderate** The swelling cannot be reversed and it takes more pressure to show an indent. A buildup of fatty tissue or tissue hardening (tissue fibrosis) can occur
- **Stage 3: Advanced** The swelling is extreme and the skin has hardened. The skin may also be drier and thicker with warty growths and leakage of lymph fluid (lymphorrhea).

### Early Signs and Symptoms of Lymphedema

- Swelling that can be sudden, gradual or occasional in any of the previous mentioned parts of the body, but most often in the arm or leg.
- Clothing, shoes, rings and watches might start feeling tighter with no weight gain.
- Skin may feel tighter or stretched or thicker.



- Feeling of heaviness, tightness, fullness or heat in the affected area or aches, shooting pains or pins and needles in that area.

### **Increased Risk of Lymphedema**

- A family history of long lasting swelling
- Surgery that removed or damaged lymph nodes.
- Radiation therapy or injury that damaged the lymphatic system.
- History of skin infections, including cellulitis.
- Chronic venous disease
- Being inactive and/or overweight.

### **How to Treat Lymphedema**

Combined Decongestive Therapy (CDT) is the recognized treatment by the Canadian Lymphedema Framework and also the Lymphedema Association of Saskatchewan (LAS). This treatment consists of manual lymph drainage, compression bandaging, education to learn how to manage lymphedema, exercise to promote lymphatic flow and skin care to prevent infections. Certified Lymphedema Therapists provide this treatment and are listed on our website. Some health districts have public therapists, but not all of them. There is no charge to see a public therapist. There are also private therapists, but there is no government coverage for private therapists at this time. Some patients may carry private insurance that covers some of the costs.

*Early diagnosis and treatment is the best way to manage Lymphedema.*

### **Garments covered by SK Health (SAIL)**

SK health will provide coverage for the following for a confirmed diagnosis of lymphedema:

- 2 compression garments per limb every 6 months with a doctor's referral and if measured by a Physical or Occupational Therapist, Enterostomal Therapy Nurse, Diabetes Nurse, Wound Care Nurse or Complex Decongestive Therapist
- 15-20 mmHg arm sleeve for clients who meet all the eligible criteria, but cannot tolerate 20mmHg or higher compression at the wrist.
- 1 night compression limited to once every 2 years.
- Bandaging/ wrapping supplies used for lymphatic drainage and adjustable non-elastic compression garments.
- Accessory supplies such as gel sheets, adhesives, stocking applicators, liners or rubber gloves when used in conjunction with an eligible compression garment.

We encourage you to check your private insurance to see if some of these garments are covered for you also.

For more information about lymphedema and LAS, visit our website [www.sasklymph.ca](http://www.sasklymph.ca) or email us at [sasklymph@gmail.com](mailto:sasklymph@gmail.com)

205-1

**From:** Eric Lefol <direction.ffs@shaw.ca>  
**Sent:** February 01, 2016 10:46 AM  
**To:** Web E-mail - City Clerks  
**Subject:** Authorization to raise flag  
**Attachments:** Authorization to raise flag in City Square.pdf

**RECEIVED**  
**FEB 01 2016**  
CITY CLERK'S OFFICE  
SASKATOON

Dear Sir, Madam,

On behalf of the Francophone community of Saskatoon, «Fédération des Francophones» is seeking permission from the City Council to raise the Fransaskois Flag in City Square, to celebrate the 2016 Rendez-vous de la Francophonie, national event held from March 03<sup>rd</sup> to March 23<sup>rd</sup>, 2016.

Please find attached a letter to City Council to ask for this authorization

Best regards

E. Lefol



Eric Lefol, MBA  
Directeur / Manager

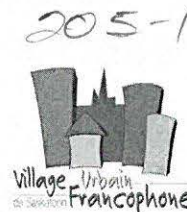
La Fédération des Francophones de Saskatoon  
212-308 4<sup>e</sup> Avenue Nord  
Saskatoon, SK, S7N 2L7  
Tel.: 306.953.7441  
www.francosaskatoon.ca



## Fédération des Francophones de Saskatoon

Le Rendez-vous francophone

308 4e avenue nord • Saskatoon • Saskatchewan • S7K 2L7  
306.653.7440 • ffs@shaw.ca • www.francosaskatoon.ca



Saskatoon, Feb. 1<sup>st</sup>, 2016

Letter to City of Saskatoon Council

RE : Authorization to raise Fransaskois Flag in City Square

On behalf of the Francophone community of Saskatoon, «Fédération des Francophones» wishes, as in previous years, to receive permission from the City Council to raise the Fransaskois Flag in City Square, to celebrate the 2016 Rendez-vous de la Francophonie, national event held from March 03<sup>rd</sup> to March 23<sup>rd</sup>, 2016 (<http://rvf.ca/who-we-are.php>). We would like to keep the Fransaskois Flag up in City Square during the 20 days of the «Rendez-vous».

The Fransaskois Flag is an official Saskatchewan provincial flag. The flag-raising for the 20 days-period is an expression of the celebration of the cultural and economic presence of Francophones in Canada and in the city of Saskatoon.

The «Fédération des Francophones de Saskatoon» regroups twelve member organizations, reaches 700 families with its weekly newsletter, and serves over 15,000 French speaking persons within the City of Saskatoon.

Thank you in advance for your attention to this request.

Best regards.



Éric Lefol, MBA  
Directeur/ Manager

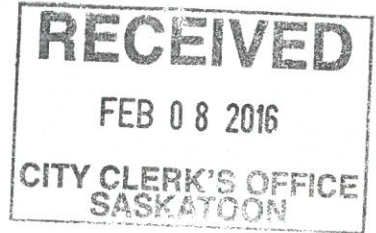
La Fédération des Francophones de Saskatoon  
212 - 308 4<sup>e</sup> avenue Nord  
Saskatoon, SK, S7K 2L7  
Tel. : 306.653.7441  
[www.francosaskatoon.ca](http://www.francosaskatoon.ca)

Le français rayonne pour tous!





The Institute of Internal Auditors Saskatchewan Chapter Inc.  
 P.O. Box 991, Regina, Saskatchewan, S4P 3B8



February 1, 2016

Council Assistant  
 City Clerk's Office  
 City of Saskatoon  
 2<sup>nd</sup> Floor, City Hall  
 222 3<sup>rd</sup> Avenue, North  
 Saskatoon, Saskatchewan  
 S7K 0J5

Via Fax: (306) 975-2784

Re: Institute of Internal Auditors – Saskatchewan Chapter

In celebration of International Internal Audit Awareness Month in May of this year, please consider the issuance of a special proclamation from the City of Saskatoon. This proposed proclamation would recognize the Internal Auditor profession's contribution to the affairs of the City of Saskatoon in being more effective in meeting its goals and objectives, both within government as well as in non-government economic enterprises. A sample Proclamation is offered for consideration:

WHEREAS, internal auditors help their organizations meet their objectives by monitoring risks and ensuring controls in place are adequate to mitigate those risks; and

WHEREAS, internal auditors — along with the board, executive management, and the external auditors — are a corporate governance cornerstone and help their organizations comply with new legislation and regulations for enhanced corporate governance; and

WHEREAS, The Institute of Internal Auditors (IIA), an international professional association with an active membership of professional members throughout the province of Saskatchewan who engage in the provision of internal auditing, governance, internal control, IT audit, education, and security. The Institute is the acknowledged leader in certification, education, research, and technological guidance for the profession worldwide; and

WHEREAS, The Institute of Internal Auditors established the Certified Internal Auditor® Program in August 1974 to enhance the recognition of internal auditing and provide proper direction to internal auditors seeking to further their professional development and advancement; and



WHEREAS, Certified Internal Auditors (CIAs) are members of a recognized professional group who have earned the only professional designation for internal auditors that is recognized worldwide, and

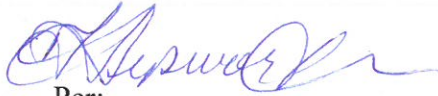
WHEREAS, The Institute is celebrating International Internal Audit Awareness Month in May in the year 2016,

THEREFORE, the City of Saskatoon does hereby proclaim the Month of May 2016 as **Internal Auditor Awareness Month**. The city invites the citizens of Saskatoon to join in recognizing professional internal auditors for their contribution.

Thank you for your consideration of this request by our organization. If you have any enquiries I can be reached at 306-780-8543.

Respectfully Submitted,

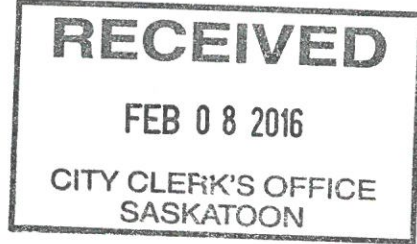
THE INSTITUTE OF INTERNAL AUDITORS –  
SASKATCHEWAN CHAPTER



Per:  
Tracy Hepworth, CPA, CA, ACC  
Member, Board of Governors,  
IIA Saskatchewan Chapter

205-5

**From:** City Council  
**To:** Web E-mail - Mayor's Office  
**Subject:** RE: Form submission from: Contact the Mayor



-----Original Message-----

**From:** Harold Becker [mailto:hwbecker@thelovefoundation.com]  
**Sent:** Sunday, February 07, 2016 8:53 AM  
**To:** Web E-mail - Mayor's Office  
**Subject:** Form submission from: Contact the Mayor

Submitted on Sunday, February 7, 2016 - 08:53 Submitted by user: Anonymous

Submitted values are:

First Name: Harold  
Last Name: Becker  
Organization: The Love Foundation, Inc.  
Street Address: PO Box 691911  
City: Orlando  
Province:  
Postal Code: 32869  
Phone: (407) 308-7742  
Fax Number:  
Email: hwbecker@thelovefoundation.com  
Confirm Email: hwbecker@thelovefoundation.com

Comments:  
I thought you may be interested in participating again this year; please see the following announcement from our foundation. Already over 480 amazing proclamations from prominent governors, mayors, and councils and greetings from senators and congressmen (US and Canada) have been presented to offer their support (listed on our site and at the end of this email). We would be honored to include your city this year. A sample proclamation is included below for consideration. We have local coordinators if you wish in-city representation. Please email or call if you have any questions at 407-308-7742. Thank you for your kind support.

Harold W. Becker  
President/Founder  
The Love Foundation, Inc.

The Love Foundation Announces the 13th Annual "GLOBAL LOVE DAY", May 1, 2016

Orlando, FL, February 2016 — It's all about love, kindness and compassion in global proportions! The Love Foundation is once again inviting people around the world to join together in celebrating and expanding LOVE during a one day planetary event encompassing all nations, all people, and all life on May 1, 2016. This thirteenth annual Global Love Day with the theme "Love Begins With Me" will take place as various celebrations around the globe.

Since its initial launch in 2004, The Love Foundation has already received responses from individuals and organizations in over 150 countries along with over 480 proclamations from governors, mayors and councils endorsing the idea. Equally inspiring is their core message which has been translated into 37 languages sharing the vision of the day. TLF Founder, Harold W. Becker, states, "This day is a global recognition of humanity and the power of love within each individual." Awareness for this annual event is spreading via the internet and numerous volunteers. By accessing the Foundation's

main web site at [www.thelovefoundation.com](http://www.thelovefoundation.com) people of all backgrounds including musicians, artists, government and religious leaders, authors, homemakers, students, NGO's, and businesses from around the world are sharing their support.

The Love Foundation is a 501(c)3 nonprofit organization with the mission of inspiring people to love unconditionally. Established in 2000, TLF has become an internationally recognized leading resource for understanding and applying unconditional love. Their vision is to assist people by building a practical foundation and experience of love within individuals and society as a whole, through their education, research and charitable programs. For more information, contact Harold W. Becker, President, at email [hwbecker@thelovefoundation.com](mailto:hwbecker@thelovefoundation.com) Be a part of it. Spread the word.

Think: Global Love Day  
Feel: Love Begins With Me  
Remember: May 1, 2016

Proclamation  
(Sample)

Whereas, The Love Foundation, Inc., a non-profit organization, has announced GLOBAL LOVE DAY to facilitate in establishing LOVE & PEACE on our planet;

Whereas, GLOBAL LOVE DAY will establish a worldwide focus towards "unconditionally loving each other as we love ourselves";

Whereas, We are One Humanity on this planet;

Whereas, All life is interconnected and interdependent;

Whereas, All share in the Universal bond of love;

Whereas, Love begins with self acceptance and forgiveness;

Whereas, With respect and compassion we embrace diversity;

Whereas, Together we make a difference through love;

Whereas, The Love Foundation, Inc. invites mankind to declare May 1, 2016 as GLOBAL LOVE DAY, a day of forgiveness and unconditional love. GLOBAL LOVE DAY will act as a model for all of us to follow, each and every day;

NOW, THEREFORE, I, \_\_\_\_\_ of \_\_\_\_\_, hereby dedicate and proclaim May 1st, 2016 as: GLOBAL LOVE DAY in \_\_\_\_\_ and invite all citizens to observe this day, which honors the public cause for Global Love, World Peace, and Universal Joy.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of \_\_\_\_\_ to be affixed this \_\_\_\_ day of \_\_\_\_\_, 2016

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List of Governors, Mayors and Councils Acknowledging Global Love Day to date:  
(All are viewable on our website)

Governor Alaska  
Governor Connecticut  
Governor Florida  
Governor Hawaii  
Governor Idaho  
Governor Indiana  
Governor Iowa  
Governor Kentucky  
Governor Maine  
Governor Montana  
Governor Nevada  
Governor New Jersey  
Governor New Mexico  
Governor Oklahoma  
Governor Oregon  
Governor Tennessee  
Governor Puerto Rico  
Governor Rhode Island  
Governor Utah

US Senators of FL  
US Congressman of NY

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Akron, OH  
Albany, OR  
Alexandria, VA  
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Baltimore, MD  
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Beverly, MA  
Beverly Hills, CA  
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Buffalo, NY  
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Cleveland, OH  
Colorado Springs, CO  
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Cooper City, FL  
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Dallas, TX  
Daly City, CA  
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Deerfield Beach, FL  
Delaware, OH  
Denver, CO  
Durham, NC  
Edgewater, FL  
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El Paso, TX  
Fairfield, CA  
Fullerton, CA  
Gainesville, FL  
Gilroy, CA  
Greenville, SC  
Hamden, CT  
Harrisburg, PA  
Harrisonburg, VA  
Henderson, NV  
Hillsborough County, FL  
Hoffman Estates, IL  
Houston, TX  
Huntington Beach, CA  
Huntington Park, CA  
Indio, CA  
Iowa City, IA  
Irving, TX  
Jackson, MI  
Jackson, MS  
Kalamazoo, MI  
Kansas City, MO  
Key West, FL  
Kissimmee, FL  
Lakeland, FL  
Largo, FL  
La Crosse, WI  
La Verne, CA  
Longview, TX  
Louisville, KY  
Lowell, MA  
Madison, WI  
Malibu, CA  
Manchester, CT  
Massillon, OH  
Maui, HI  
Melbourne, FL

Memphis, TN  
Miami-Dade, FL  
Michigan City, IN  
Middlesborough, KY  
Milpitas, CA  
Milwaukee, WI  
Minneapolis, MN  
Mobile, AL  
New Castle, PA  
New Orleans, LA  
New Smyrna Beach, FL  
New York City, NY  
Noblesville, IN  
North Miami, FL  
North Port, FL  
Oklahoma City, OK  
Orange County, FL  
Orlando, FL  
Ormond Beach, FL  
Palm Bay, FL  
Palm Springs, CA  
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Royal Palm Beach, FL  
Sacramento, CA  
Salt Lake City, UT  
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San Fernando, CA  
San Francisco, CA  
Santa Clara, CA  
Sarasota, FL  
Sarasota County, FL  
Savannah, GA  
Sioux Falls, SD  
Solon, OH  
South Daytona, FL  
Sparks, NV

St Petersburg Council, FL  
Stamford, CT  
Suisun City, CA  
Tampa City Council, FL  
Tampa, FL  
Tarpon Springs, FL  
Trenton, NJ  
Tyler, TX  
Vineland, NJ  
Warren, OH  
Warwick, RI  
Watauga, TX  
West Hollywood, CA  
Westlake, OH  
Wichita, KS  
Wilmington, DE  
Winston-Salem, NC  
Wisconsin Rapids, WI

Burnaby, Canada  
Calgary, Canada  
Edmonton, Canada  
Halifax, Canada  
Ottawa, Canada  
Regina, Canada  
Saskatoon, Canada  
Surrey, Canada  
Victoria, Canada

Mailing Address:  
The Love Foundation, Inc.  
P.O. Box 691911  
Orlando, FL 32869-1911

Ph: 407-308-7742  
[www.thelovefoundation.com](http://www.thelovefoundation.com)

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/395/submission/63098>

**From:** Web E-mail - City Clerks  
**To:** Web E-mail - Mayor's Office  
**Subject:** RE: Form submission from: Contact the Mayor



-----Original Message-----

**From:** Chelle Matthews [mailto:cmm086@gmail.com]  
**Sent:** Monday, February 15, 2016 11:00 AM  
**To:** Web E-mail - Mayor's Office  
**Subject:** Form submission from: Contact the Mayor

Submitted on Monday, February 15, 2016 - 10:59  
Submitted by user: Anonymous

Submitted values are:

**First Name:** Chelle  
**Last Name:** Matthews  
**Organization:** TransSask Support Services Inc.  
**Street Address:** 220 25th Street East  
**City:** Saskatoon  
**Province:** Saskatchewan  
**Postal Code:** S7K 0L2  
**Phone:** (306) 715-6959  
**Fax Number:** (306) 715-6959  
**Email:** cmm086@gmail.com  
**Confirm Email:** cmm086@gmail.com  
**Comments:**  
His Worship the Mayor and Members of City Council

On behalf of TransSask Support Services Inc., I am writing you to respectfully request that the week of March 27th to April 2nd, 2016, be proclaimed "Gender Diversity Awareness Week" in the City of Saskatoon. I would also like to request that the transgender flag be flown at Saskatoon City Hall during that week, with the flag raising to take place at 12 noon on Tuesday, March 29.

Transgender, transsexual, genderqueer, and intersex individuals experience multiple forms of exclusion in our society based on aspects of their identities and personal realities of sex, gender, and gender expression that challenge social and cultural norms. One of the most damaging of these forms of exclusion is often a complete lack of recognition that these individuals exist in our communities. As awareness of sex and gender diverse community continues to grow in Saskatchewan, it becomes apparent that those who do not conform to our society's ideals of gender are in need of recognition and support.

In 2015 Transgender Awareness Week week was proclaimed in the City of Saskatoon, and the transgender flag was raised on Monday March 30. Several events were held in Saskatoon, along with many others around the province, and the resulting public recognition did much to educate the public and give the gender diverse community of Saskatchewan a greater sense of acceptance.



Since the first Transgender Awareness Week in 2012, dozens of communities and hundreds of people have celebrated gender diversity at events all across Saskatchewan. Along with bringing awareness to transgender people, Gender Diversity Awareness Week also brings awareness of the support available for the many gender diverse individuals in our community. Because of this, TransSask Support Services and our community partners, OUTSaskatoon and the USSU Pride Centre have come into contact with hundreds of people from around Saskatchewan, including the City of Saskatoon, requesting information and seeking support as they grow as individuals and realize their own gender identity. In 2016, we look forward to the City of Saskatoon once again showing leadership by participating in this growing tradition of celebrating diversity.

Should you require more information on the sex and gender diverse community in Saskatchewan, please contact TransSask through their email address at [info@TransSask.org](mailto:info@TransSask.org).

I thank you for your consideration in this matter.

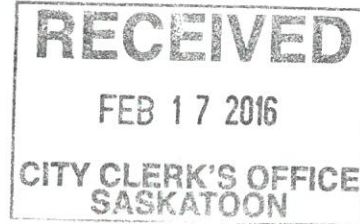
Chelle Matthews, on behalf of the Board of Directors of TransSask Support Services Inc.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/395/submission/66244>



Canadian Association of Nurses in Oncology  
Association canadienne des infirmières en oncologie

His Worship Donald Atchison  
222 Third Avenue North  
Office of the Mayor  
Saskatoon, Saskatchewan  
S7K 0J5



February 10<sup>th</sup>, 2016

His Worship Donald Atchison,

Thank you for your proclamation in 2015 in support of Oncology Nursing Day. This year, Oncology Nursing Day will be held on April 5<sup>th</sup>, 2016 in Canada and our theme is: "Future-Ready: Together, Towards Tomorrow."

Each year, Oncology Nursing Day brings together oncology nurses, other health care professionals, government leaders, the media and members of the public in collaborative activities that acknowledge the professionals of oncology nursing.

In an effort to recognize the tremendous work of oncology nurses in Canada, the Canadian Association of Nurses in Oncology is requesting that April 5<sup>th</sup> 2016, be proclaimed as Canadian Oncology Nursing Day in the city of Saskatoon in honour of the oncology nurses who live and work in your city.

We have included a sample template for you to use.

We thank you for your consideration of our request. For further information, please contact us at [cano@malachite-mgmt.com](mailto:cano@malachite-mgmt.com) or by telephone at 604.874.4322.

Sincerely,

Tracy Truant  
President, Canadian Association of Nurses in Oncology/ Association canadienne des infirmières en oncologie



**13<sup>th</sup> Annual Canadian Oncology Nursing Day  
Tuesday, April 5<sup>th</sup>, 2016**

...

**To designate Tuesday, April 5<sup>th</sup>, 2016, as Canadian Oncology Nursing Day**

- **Whereas**, oncology nurses are committed to providing quality oncology care;
- **Whereas**, oncology nurses have demonstrated excellence in patient care, teaching, research, administration, and education in the field of oncology nursing;
- **Whereas**, oncology nurses endeavour to educate the public in the prevention and treatment of cancer

Therefore I, [Mayor], hereby proclaim April 5<sup>th</sup>, 2016 as “Canadian Oncology Nursing Day” in [City] and urge all residents of [City] to join in observance of and participate in activities to recognize the special contribution oncology nurses provide to the public.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_

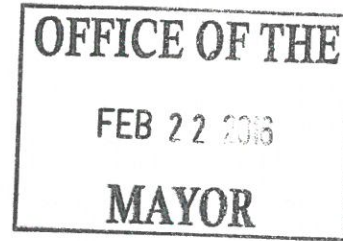


HMCS UNICORN  
405 24<sup>th</sup> Street East  
Saskatoon SK S7K 0K7

1332-1110-1 (Coxn)

17 February 2016

Office of the Mayor  
City Hall  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5



Your Worship,

BATTLE OF THE ATLANTIC SUNDAY, 1 MAY 2016

Each year on the first Sunday in May, Canada's maritime community pays tribute to the courageous Canadians who joined with Allies during the Second World War to fight and win the Battle of the Atlantic. Our heroes did so against tremendous odds in the face of harsh elements, and above all, a determined foe, the German *U-Boats*.

On Sunday, May 1<sup>st</sup>, 2016 we will observe the 73<sup>rd</sup> Anniversary of the Battle of the Atlantic. To mark the occasion, thousands of naval veterans from the Royal Canadian Navy, merchant navy and maritime air forces will join present members of the Royal Canadian Navy to salute those who paid the ultimate price for freedom on or over the seas between 1939 and 1945. Ceremonies will take place all over Canada, but particularly in cities like Saskatoon, which maintain a special relationship with our Navy. Saskatoon stands out from other Canadian cities, not only because of the presence of HMCS UNICORN but also because we share the name of our city with one of the Canadian Navy's Maritime Coastal Defense Vessels.

Battle of the Atlantic Sunday holds a special meaning for those of us with ties to the Navy. Canada is a maritime nation with a history and an economy tied very much to the sea. The Royal Canadian Navy contributes to the safeguard of our citizens and resources in roles that have diversified greatly in recent years and continue to do so. Canadians are well served by the dedicated men and women of Canada's Navy.

In order to highlight this important past, present and future contribution, and in recognition of the sacrifice made by our veterans, let me invite you to fly the Canadian Naval Jack at City Hall from Monday April 25<sup>th</sup> to Monday May 2<sup>nd</sup>. This initiative will certainly contribute to strengthen the ties that we share, and will improve our community's awareness about their Navy. I know this sign of support will have a special meaning for the veterans in the community.

Please accept my thanks in advance, Your Worship, and be assured the Canadian Navy will always be proud of its motto "Ready, Aye, Ready!".

Sincerely,

M.T.J. Dalzell  
Lieutenant-Commander  
Commanding Officer







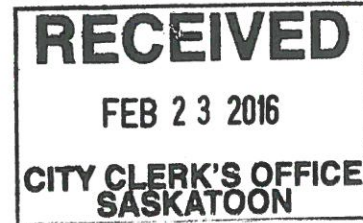
Saskatchewan Federation of Labour  
#220-2445 13<sup>th</sup> Avenue  
Regina, SK, S4P 0W1

p: 1 (306) 525-0197  
f: 1 (306) 525-8960  
w: www.sfl.sk.ca

205-5

February 17, 2016

Mayor Don Atchison  
City Hall  
222 – 3<sup>rd</sup> Ave North  
Saskatoon SK S7K 0J5



Dear Mayor Atchison:

**RE: Shift Work Recognition Day - March 20<sup>th</sup>**

We are writing today in regards to a Shift Work Recognition Day designation for March 20<sup>th</sup>.

Approximately one-third of Canadian workers are involved in some type of shift work. Between 80-90% of shift workers express concerns about fatigue and drowsiness on the job. Sleep, alertness, hunger and many other aspects of life are controlled by biological rhythms. Shift work upsets these rhythms and does take a toll on the long-term health, well-being and safety of workers both on and off the job.

We ask that you declare March 20<sup>th</sup> as Shift Work Recognition Day to honour the contributions of shift workers in our society.

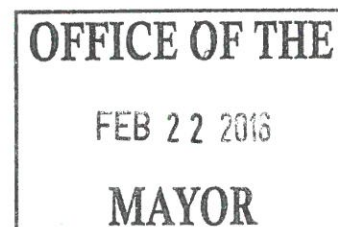
Thank you for your attention to this matter.

Sincerely,

Lori Johb  
Chair – SFL OHS/WC Committee

cc Hon. Don Morgan, Minister of Labour  
Saskatoon and District Labour Council

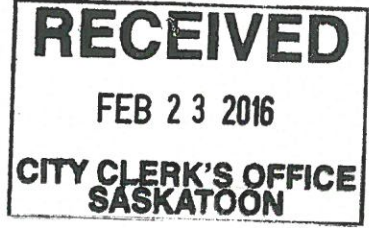
ka/cupe4828 Corr/2016/ShftwtkRecogDay-Feb 17





Saskatoon Water  
1030 Avenue H South  
Saskatoon SK S7M 1X5

www.saskatoon.ca  
tel (306) 975.2534  
fax (306) 975.2553



February 23, 2016  
File No. 205-1

His Worship Mayor Donald Atchison &  
Members of City Council  
City of Saskatoon  
City Hall  
Saskatoon SK S7K 0J5

Your Worship and City Councillors,

**Re: Proclamation of Water Week – March 21 to 27, 2016**

Saskatoon Water and Public Works request that the week of March 21 to 27, 2016, be proclaimed **Water Week** in Saskatoon, in conjunction with Canada Water Week and World Water Day, which is Tuesday, March 22.


The City of Saskatoon and communities across Canada are celebrating the critical role that water plays in our daily lives, contributing to the overall quality of life we enjoy in Canada.


The City will take this opportunity to educate residents about their role in protecting the water distribution and collection infrastructure. Public awareness activities will engage students and encourage residents to avoid pouring oils, grease, paint and other hazardous chemicals into the storm water and waste water collection systems.

Water Week is dedicated to all of the people who work hard to keep the distribution and collection systems operating for Saskatoon residents.

Thank you for your support and consideration of our request.

Sincerely,

  
\_\_\_\_\_  
**Reid Corbett, Director**  
Saskatoon Water

  
\_\_\_\_\_  
**Pat Hyde, Director**  
Public Works





**RECEIVED**  
FEB 25 2016  
CITY CLERK'S OFFICE  
SASKATOON

205-5

February 22, 2016

His Worship Donald J. Atchison  
Office of the Mayor  
City of Regina  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

**SUBJECT: Request for Proclamation of World Plumbing Day - March 11, 2016**

Thank you for proclaiming World Plumbing Day in 2015. On behalf of the Canadian Institute of Plumbing & Heating, I am requesting to have March 11, 2016 proclaimed World Plumbing Day in the City of Saskatoon.

With an increased focus on climate change, the plumbing industry around the world is a major player in relation to water conservation, use and reuse issues, as well as the installation and maintenance of equipment using renewable sources of energy. The work of the plumbing industry in Saskatoon contributes directly to the health and safety of the city's residents.

The Canadian Institute of Plumbing & Heating, the Mechanical Contractors Association of Canada, the World Plumbing Council, along with related organizations around the world will join together on March 11, 2016 to raise awareness of the importance of proper plumbing in relation to protecting the planet and its citizens.

CIPH is a not-for-profit trade association. Our members are the manufacturers, wholesaler distributors, master distributors, manufacturers' agents, and allied companies who manufacture and distribute plumbing, hydronic (hot water) heating, industrial, waterworks and other mechanical products in Canada. CIPH Wholesalers operate over 700 warehouses and showrooms across the country. More than 10,000 Canadians are directly employed by CIPH members.

The World Health Organization estimates that over 3 million children under the age of 5 die each year due to water related diseases. Simple plumbing solutions could make all the difference in saving lives. In many developing countries, plumbing is either very limited or non-existent. The lack of an effective plumbing infrastructure is a huge factor in the tragic statistics which show that an unacceptably high proportion of the world population does not have access to safe water or effective sanitation systems.

Respectfully submitted,  
*Canadian Institute of Plumbing & Heating*

Joshua Kurkjian  
Regional Coordinator  
Saskatchewan Region

**OFFICE OF THE**  
FEB 24 2016  
**MAYOR**