

Council Chambers  
City Hall, Saskatoon, Sask.  
Monday, November 7, 2011  
at 6:00 p.m.

## **MINUTES OF THE REGULAR MEETING OF CITY COUNCIL**

**PRESENT:** His Worship the Mayor, in the Chair;  
Councillors Clark, Donauer, Dubois, Heidt, Hill, Iwanchuk,  
Loewen, Lorje, Paulsen, and Penner;  
City Manager Totland;  
City Solicitor Dust;  
General Manager, Corporate Services Bilanski;  
General Manager, Community Services Gauthier;  
General Manager, Fire and Protective Services Bentley;  
General Manager, Infrastructure Services Gutek;  
General Manager, Utility Services Jorgenson;  
City Clerk Mann; and  
Council Assistant Mitchener

*General Manager, Community Services Gauthier excused himself from the meeting at 9:15 p.m. during consideration of Clause F3), Administrative Report No. 20-2011.*

*Councillor Ann Iwanchuk excused herself from the meeting at 9:25 p.m. immediately preceding consideration of Communications to Council.*

*Moved by Councillor Penner, Seconded by Councillor Dubois,*

*THAT the minutes of meeting of City Council held on October 24, 2011, be approved.*

*CARRIED.*

### **HEARINGS**

**3a) Discretionary Use Application  
Bed and Breakfast Home  
46 Harvard Crescent – R1 Zoning District  
College Park Neighbourhood  
Applicant: William and Deborah Judd  
(File No. CK. 4355-011-7)**

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### **REPORT OF THE CITY CLERK:**

“The purpose of this hearing is to consider the above-noted discretionary use application.

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The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 150 metres of the site.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated September 26, 2011, recommending that the application submitted by William and Deborah Judt requesting permission to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home be approved subject to the following conditions:
  - 1) the bed and breakfast home containing a maximum of three guest bedrooms;
  - 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses; and
  - 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Letter dated October 13, 2011, from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation; and
- Letter dated October 22, 2011, from Bruno Schiefer submitting comments regarding the above matter.”

*His Worship the Mayor opened the hearing.*

*Mr. Tim Steuart, Development Review Section Manager, Community Services Department, reviewed the discretionary use application and expressed the Department’s support.*

*Mr. Kurt Soucy, Chair, Municipal Planning Commission, expressed the Commission’s support of the discretionary use application.*

*The proponent advised he was in the gallery to answer questions of Council.*

*His Worship the Mayor ascertained that there was no one present in the gallery who wished to address Council on this matter.*

*Moved by Councillor Heidt, Seconded by Councillor Dubois,*

*THAT the submitted correspondence and report be received.*

**CARRIED.**

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*Moved by Councillor Penner, Seconded by Councillor Hill,*

*THAT the hearing be closed.*

**CARRIED.**

*Moved by Councillor Lorje, Seconded by Councillor Paulsen,*

*THAT the application submitted by William and Deborah Judt requesting permission to use the property located at 46 Harvard Crescent for the purpose of a bed and breakfast home be approved subject to the following conditions:*

- 1) the bed and breakfast home containing a maximum of three guest bedrooms;*
- 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses; and*
- 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.*

**CARRIED.**

**3b) Discretionary Use Application  
Bed and Breakfast Home  
1515 Edward Avenue  
North Park Neighbourhood  
Applicant: Lorraine Sadler  
(File No. CK. 4355-011-6)**

**REPORT OF THE CITY CLERK:**

“The purpose of this hearing is to consider the above-noted discretionary use application.

The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 75 metres of the site.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated September 9, 2011, recommending that the application submitted by Lorraine Sadler requesting permission to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home be approved subject to the following conditions:

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- 1) the bed and breakfast home containing a maximum of two guest bedrooms;
  - 2) the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses, as well as meeting all requirements of the Building Standards Branch; and
  - 3) the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Letter dated October 3, 2011, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation.”

*His Worship the Mayor opened the hearing.*

*Mr. Tim Steuart, Development Review Section Manager, Community Services Department, reviewed the discretionary use application and expressed the Department's support.*

*Mr. Kurt Soucy, Chair, Municipal Planning Commission, expressed the Commission's support of the discretionary use application.*

*His Worship the Mayor ascertained that there was no one present in the gallery who wished to address Council on this matter.*

*Moved by Councillor Hill, Seconded by Councillor Donauer,*

*THAT the submitted correspondence and report be received.*

**CARRIED.**

*Moved by Councillor Penner, Seconded by Councillor Donauer,*

*THAT the hearing be closed.*

**CARRIED.**

*Moved by Councillor Dubois, Seconded by Councillor Loewen,*

*THAT the application submitted by Lorraine Sadler requesting permission to use the property located at 1515 Edward Avenue for the purpose of a bed and breakfast home be approved subject to the following conditions:*

- 1) *the bed and breakfast home containing a maximum of two guest bedrooms;*

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- 2) *the applicant obtaining a Development Permit and all other relevant permits (such as Building and Plumbing Permits) and licenses, as well as meeting all requirements of the Building Standards Branch; and*
- 3) *the final plans submitted being substantially in accordance with the plans submitted in support of this Discretionary Use Application.*

*CARRIED.*

- 3c) Discretionary Use Application  
Residential Care Home – Type II (Ten Residents)  
163 Dulmage Crescent – R1A Zoning District  
Stonebridge Neighbourhood  
Applicant: Saskatoon Downtown Youth Centre (EGADZ)  
(File No. CK. 4355-011-8)**

**REPORT OF THE CITY CLERK:**

“The purpose of this hearing is to consider the above-noted discretionary use application.

The City Planner has advised that notification posters have need placed on site and letters have been sent to all adjacent landowners within 150 metres of the site, as well as to those who attended the public meeting.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated October 11, 2011, recommending that the application submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting permission to use 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents, be approved subject to the following conditions:
  - 1) that the applicant obtain a Development Permit and all other relevant permits and licenses (such as Building and Plumbing Permits); and
  - 2) that the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.
- Report of the General Manager, Community Services Department dated November 3, 2010, submitted for information only regarding findings of the residential care homes study;

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- Letter dated October 28, 2011, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation; and
- Letters from the following:
  - Don Meikle, dated October 27, 2011, requesting to speak to Council; and
  - Mandy and Kyle Robinson, dated October 31, 2011, submitting comments.”

*His Worship the Mayor opened the hearing.*

*Mr. Tim Steuart, Development Review Section Manager, Community Services Department, reviewed the discretionary use application and expressed the Department’s support.*

*Mr. Kurt Soucy, Chair, Municipal Planning Commission, expressed the Commission’s support of the discretionary use application.*

*Mr. Don Miekle, EGADZ, provided a brief history of the “Baby Steps” program indicating that other similar homes like this have been successful.*

*Mr. Kyle Robinson, resident on Cornish Road, spoke against the proposed care home in this location expressing concerns with traffic, parking, and property values. He provided Council with a petition containing approximately 30 signatures against the proposed development.*

*Ms. Hai Ying Yuan, resident 50 meters away from the development, expressed concern with this type of development in an established neighbourhood and suggested that undeveloped sites be designated instead.*

*Ms. Jaclyn Prystupa, resident on Cornish Road, spoke in opposition of this type of care home in the area.*

*Mr. Don Meikle reiterated the need for these types of homes for young mothers, and responded to the concerns regarding safety.*

*Moved by Councillor Paulsen, Seconded by Councillor Clark,*

*THAT the submitted correspondence and report be received.*

**CARRIED.**

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*Moved by Councillor Paulsen, Seconded by Councillor Iwanchuk,*

*THAT the hearing be closed.*

**CARRIED.**

*Moved by Councillor Lorje, Seconded by Councillor Clark,*

*THAT the application submitted by the Saskatoon Downtown Youth Centre (EGADZ) requesting permission to use 163 Dulmage Crescent for the purpose of a Residential Care Home – Type II, with a maximum of ten residents, be approved subject to the following conditions:*

- 1) that the applicant obtain a Development Permit and all other relevant permits and licenses (such as Building and Plumbing Permits); and*
- 2) that the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.*

**CARRIED.**

**MATTERS REQUIRING PUBLIC NOTICE**

- 4a) Proposed Closure of Portion of Public Right-of-Way - Hampton Village  
Portion of 37<sup>th</sup> Street lying east of Ross Crescent and Adjacent to Senator J.  
Gladstone Park (North) and Portion of Glenwood Avenue  
(File No. 6295-1)**
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**REPORT OF THE CITY CLERK:**

“The following is a report of the General Manager, Infrastructure Services Department dated October 27, 2011:

- ‘RECOMMENDATION:**
- 1) that Council consider Bylaw 8980;
  - 2) that the Administration be instructed to take all necessary steps to bring the intended closure forward and to complete the closure;

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- 3) that upon closure of the portion of right-of-way, as shown in Plan 240-0010-009r001 and Plan of Proposed Subdivision, as prepared by Meridian Surveys Ltd., dated October 14, 2011, the land be consolidated and retained by the City of Saskatoon for re-subdivision;
- 4) that the direct sale of a portion of the right-of-way located directly to the west of Lot L, Block 664, Plan 69S08033 to SaskEnergy, in the amount of \$80,000, plus G.S.T., for the purpose of constructing a natural gas regulator station, be approved; and
- 5) that all costs associated with this closure be paid by the applicant.

## **BACKGROUND**

In February 2011, SaskEnergy identified that they require an additional regulator station in order to complete the servicing of Hampton Village. The site identified as a potential location for the station is an historical right-of-way that was never constructed to a roadway standard. Infrastructure Services has determined that the right-of-way is surplus to the City's needs. The Land Branch has determined it to be an appropriate location that will not interfere with the development of the neighborhood, as per the Neighbourhood Concept Plan.

## **REPORT**

An application has been received from the Community Services Department, Land Branch to close a portion of Glenwood Avenue and a portion of 37<sup>th</sup> Street, as shown on attached Plan No. 240-0010-009r001 (Attachment 1), for further development in the Hampton Village Area. Further to this development, a cul-de-sac will be created to avoid a dead-end situation. The right-of-way will be transferred to the Community Services Department, Land Branch in exchange for future development of the turnaround and other roadways in the area.

SaskEnergy wishes to secure a direct sale of a 0.047 acre portion of the right-of-way located directly to the west of Lot L, Block 664, Plan 69S08033, as shown on Attachment 2, to install a regulator station in order to complete the servicing of Hampton Village. SaskEnergy has agreed to a purchase price of \$80,000 (plus G.S.T.), which represents full market value. SaskEnergy will be responsible for all costs relating to registration under the Land Titles Act.

In order to accommodate SaskEnergy's request, a road closure and subsequent subdivision is required. Any easements required by other utilities will be placed upon the title.

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If the sale of the site is approved, the cost of the road closure and subdivision will be the Land Branch's responsibility. The Land Branch will subdivide the remainder of the site, which is not needed by SaskEnergy, at a later date to compliment the adjacent Residential Care Home site.

**OPTIONS**

No other options were considered.

**POLICY IMPLICATIONS**

Section 3.2 of Policy C09-033, Sale of Serviced City-owned Lands, states:

“Administration may pursue or entertain direct sale or long-term leases under the City's Industrial Land Incentives Program of civic lands when one or more of the following conditions are present:

- i) A situation where a utility company or government agency requires a site for a specific purpose.”

**FINANCIAL IMPLICATIONS**

The proceeds from the sale of this land will be transferred to the Property Realized Reserve. Upon completion of the subdivision, Infrastructure Services will be compensated for the land value of the closed roadway.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**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 Saturday, October 29, 2011;
- Posted on the City Hall Notice Board on Friday, October 28, 2011;
- Posted on the City of Saskatoon website on Friday, October 28, 2011; and
- Flyers distributed to affected parties on Thursday, October 27, 2011.

**ATTACHMENTS**

1. Plan 240-0010-009r001;
2. Map Showing Subject Property;

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3. Copy of Proposed Bylaw 8980; and
4. Copy of Public Notice.”

*General Manager, Infrastructure Services Gutek presented his report.*

*His Worship the Mayor ascertained that there was no one present in the gallery who wished to address Council on this matter.*

*Moved by Councillor Hill, Seconded by Councillor Penner,*

- 1) *that Council consider Bylaw 8980;*
- 2) *that the Administration be instructed to take all necessary steps to bring the intended closure forward and to complete the closure;*
- 3) *that upon closure of the portion of right-of-way, as shown in Plan 240-0010-009r001 and Plan of Proposed Subdivision, as prepared by Meridian Surveys Ltd., dated October 14, 2011, the land be consolidated and retained by the City of Saskatoon for re-subdivision;*
- 4) *that the direct sale of a portion of the right-of-way located directly to the west of Lot L, Block 664, Plan 69S08033 to SaskEnergy, in the amount of \$80,000, plus G.S.T., for the purpose of constructing a natural gas regulator station, be approved; and*
- 5) *that all costs associated with this closure be paid by the applicant.*

**CARRIED.**

**4b) Proposed Closure of Portion of Lane Right-of-Way  
Adjacent to 620 Weldon Avenue  
(File No. CK. 6295-011-8)**

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**REPORT OF THE CITY CLERK:**

“The following is a report of the General Manager, Infrastructure Services Department dated October 27, 2011:

- RECOMMENDATION:**
- 1) that City Council consider Bylaw 8977;
  - 2) that the City Solicitor be instructed to take all necessary steps to bring the intended closure forward and to complete the closure;

- 3) that upon closure of the right-of-way, as described in Plan of Proposed Lane Closure and Consolidation, as prepared by Calvin W.A. Bourassa, it be sold to Jack Flaksman, 1366866 Alberta Ltd., 620 Weldon Avenue, for \$13,131.58 plus G.S.T.; and
- 4) that all costs associated with the closure be paid by the applicant, including Solicitors' fees and disbursements.

### **REPORT**

An application has been received from Jack Flaksman, 1366866 Alberta Ltd., to close and purchase a portion of the public right-of-way as shown on the Plan of Proposed Lane Closure and Consolidation as shown on Schedule "A" to Bylaw 8977. Jack Flaksman, 1366866 Alberta Ltd., is the current owner of the adjacent property and would like to purchase and consolidate the portion of the public lane right-of-way to increase the size of his property and to improve the ability to better maintain the property.

The lane right-of-way in question is currently not used by the public. SaskTel, Shaw Cablesystems and Saskatoon Light & Power require easements. All other agencies have no objections or easement requirements with respect to the closure.

The lane serves no future use to the City of Saskatoon. Therefore, the Administration is in agreement with the closure of the lane.

### **OPTIONS**

There are no other options.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPACT**

There is no financial impact. All costs associated with the closure will be paid by the purchaser.

### **PUBLIC NOTICE**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy No. C01-021, Public Notice Policy. The following notice was given:

- Advertised in the StarPhoenix on Saturday, October 29, 2011;

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- Posted on the City Hall Notice Board on Thursday, October 27, 2011; and
- Posted on the City's website on Thursday, October 27, 2011.

**ATTACHMENTS**

1. Copy of Proposed Bylaw 8977; and
2. Copy of Public Notice.”

*General Manager, Infrastructure Services Gutek recommended that consideration of this matter be deferred for two weeks.*

*Moved by Councillor Paulsen, Seconded by Councillor Penner,*

*THAT the matter be deferred for two weeks.*

*CARRIED.*

*Moved by Councillor Penner, Seconded by Councillor Donauer,*

*THAT Council go into Committee of the Whole to consider the reports of the Administration and Committees.*

*CARRIED.*

*His Worship the Mayor appointed Councillor Clark as Chair of the Committee of the Whole.*

*Council went into Committee of the Whole with Councillor Clark in the Chair.*

*Committee arose.*

*Councillor Clark, Chair of the Committee of the Whole, made the following report:*

*THAT while in Committee of the Whole, the following matters were considered and dealt with as stated:*

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**“ADMINISTRATIVE REPORT NO. 20-2011**

**Section A – COMMUNITY SERVICES**

**A1) Land-Use Applications Received by the Community Services Department  
For the Period Between October 13, 2011 and October 26, 2011  
(For Information Only)  
(Files CK. 4000-5, PL. 4132, PL. 4355-D and PL. 4350)**

**RECOMMENDATION:** that the information be received.

*ADOPTED.*

The following applications have been received and are being processed:

**Condominium**

- Application No. 5/11: 103 Klassen Crescent (12 new units)  
Applicant: Webb Surveys for CCL Classic Communities SK Ltd.  
Legal Description: Unit 2, Condominium Plan No. 102070932  
Current Zoning: RMTN1  
Neighbourhood: Hampton Circle  
Date Received: October 17, 2011

**Discretionary Use**

- Application No. D11/11: 1426 Acadia Drive  
Applicant: Rose John  
Legal Description: Lot 7, Block 824, Plan 76S15167  
Current Zoning: R1A  
Proposed Use: Bed and Breakfast  
Neighbourhood: Wildwood  
Date Received: October 17, 2011

**Rezoning**

- Application No. Z14/11: 702/704 14<sup>th</sup> Street East  
Applicant: Jim Siemens  
Legal Description: Lots 9 to 12, Block C, Plan Q26  
Current Zoning: B2  
Proposed Zoning: B1 by Agreement  
Neighbourhood: Nutana  
Date Received: October 13, 2011

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

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**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Plan of Proposed Condominium No. 5/11
2. Plan of Proposed Discretionary Use No. D11/11
3. Plan of Proposed Rezoning No. Z14/11

**A2) Naming Report – “Rosewood Street Name”  
(Files CK. 6310-1 and PL. 4001-5)**

**RECOMMENDATION:** that the information be received.

*ADOPTED.*

**REPORT**

The street name plan for the Rosewood neighbourhood was provided to the Naming Advisory Committee Administrator from Arbutus Meadows Partnership (see Attachment 1).

Arbutus Meadows Partnership requested that names from the Names Master List be applied to the subject roadways in Rosewood. His Worship Mayor Donald Atchison has selected the following names:

- a) Sinclair Crescent – Charles D. Sinclair – Member of Imperial Lodge No. 60 Ancient Free and Accepted Masons, the Saskatoon Chapter No. 4 GRS Royal Arch Masons, the Saskatoon Preceptory and Priory No. 55, the Wa Wa Shrine Temple, Saskatoon Shrine Club, and the Kiwanis Club.
- b) Pritchard Crescent, Terrace, and Lane – John Pritchard – A Métis man who helped save the lives of Theresa Delaney and Theresa Gowanlock, who personally called him a hero in the book Two Months in the Camp of Big Bear. His heroics were also noted in the book Blood Red the Sun.

According to the Naming of Civic Property and Development Areas Policy No. C09-008 all requests for street names from the Names Master List will be selected by the Mayor. All of the names on the Names Master List have been previously screened by the Naming Advisory Committee and meet City Council’s guidelines for name selection.

His Worship Mayor Donald Atchison notified the Naming Advisory Committee Administrator of the names selected. The selections of His Worship Mayor Donald Atchison were forwarded to Arbutus Meadows Partnership and the families have been notified.

**ENVIRONMENTAL IMPLICATION**

There are no environmental and/or greenhouse gas implications.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Map of Rosewood Street Names

**Section B – CORPORATE SERVICES**

**B1) Book-Entry-Only Debenture Issuance  
(Files CK. 1750-1 and CS.1750-1)**

- RECOMMENDATION:**
- 1) that City Council approve the use of the Book-Entry-Only Service Agreement relating to future debenture issuance; and
  - 2) that City Council authorize the General Manager, Corporate Services Department and the City Treasurer to execute the Book-Entry-Only Service Agreement on behalf of the City.

*ADOPTED.*

**BACKGROUND**

In the late 1990's, the Canadian Depository for Securities Limited (CDS) introduced a method to facilitate the settlement of securities transactions in an electronic form as opposed to a physical form. The primary objectives of this initiative were to reduce costs and enhance operating efficiencies within the financial community. These cost savings/efficiencies would be realized through a significant reduction in securities certificates and minimal re-registration requirements.

The first City debenture issue that utilized the book-entry-only system was the \$17,000,000 one to ten-year serial debenture issue dated August 20, 2002. The City executed a Letter of Representation with CDS to make the debentures eligible for CDS's book-based system. The City realized some substantial benefits by utilizing this book-entry-only process: (1) One global debenture certificate is required to be held in safekeeping at CDS; previous debenture issuance required debenture certificates to be prepared and delivered to each individual investor. (2) A minimal number of debt service payments are electronically transferred to a specific bank account as designated by CDS and CDS is responsible for the allocation of the lump sum debt service payments to the beneficial owners; the previous debt service process required the City to prepare and issue several cheques directly to the registered holders of the debentures. (3) All debenture re-

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registrations are handled electronically by CDS; with reference to previous issues, the City was responsible for completing all re-registration requests.

Since 2002, three additional serial debenture issues were launched by the City in a book-entry-only format. Book-entry eligibility was confirmed by an issue-specific Letter of Representation as executed by the City and CDS.

**REPORT**

CDS has recently revised the required documentation and process relating to the issuance of book-entry-only securities. CDS has developed a Book-Entry-Only (BEO) Service Agreement that outlines the aggregate terms and conditions for book-based securities issuance. The BEO Service Agreement is intended to serve as an umbrella document and will replace the issue-specific Letter of Representation. The provisions of the BEO Service Agreement are very similar to the terms and provisions contained in the Letter of Representation. This change in documentation and process benefits the City by reducing the amount of documentation required for debenture issuance and allows the City to complete and upload the required documentation through the CDS website.

Your Administration reviewed the documentation and forwarded a copy of same to the reviewing solicitors for an opinion. Our reviewing solicitors provide independent legal opinions with respect to all external borrowings undertaken by the City. The reviewing solicitors stated that the BEO Service Agreement is a standard form agreement for all issuers of book-entry-only securities, including cities and municipalities, and is not subject to re-negotiation of any provisions inherent in the document. A fully executed BEO Service Agreement supersedes all Letters of Representations currently outstanding with CDS. The BEO Service Agreement must be executed with CDS before any future book-entry-only debenture issuance can take place.

Your Administration recommends that City Council authorize the execution of the BEO Service Agreement to pave the way for future debenture issuance.

**OPTIONS**

If a BEO Service Agreement is not executed by the City and CDS, the City will not be able to issue debentures to finance capital projects. The only alternative method of external borrowing available to the City is a BA loan\interest rate swap. Depending upon the market conditions at time of borrowing, the all-in-cost of a BA loan\interest rate swap may be favourable or unfavourable relative to a debenture borrowing cost.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

**PUBLIC NOTICE**

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

**B2) Updates to Capital Reserve Bylaw No. 6774 and  
Policy No. C03-003 - Reserve for Future Expenditures  
(Files CK. 1815-1, CK. 1860-1, CS.1815-1 and CS.1860-1-1)**

- RECOMMENDATION:**
- 1) that City Council authorize the creation of the Federal Gas Tax Reserve to finance the cost of eligible approved capital projects and the cost of debt issued for approved Federal Gas Tax funded projects; and,
  - 2) that the City Solicitor update Capital Reserve Bylaw No. 6774 and Policy No. C03-003 – Reserve for Future Expenditures, as outlined in this report.

*ADOPTED.*

**BACKGROUND**

The Capital Reserve Bylaw No. 6774 and Policy No. C03-003 - Reserve for Future Expenditures, require updates resulting from past resolutions of City Council. In addition, your Administration is recommending that a reserve be created to allow federal gas tax funds to accumulate until such time as eligible capital projects require funding.

**REPORT**

**Reserve for Gas Tax Capital Expenditure**

This reserve is required to provide for a tracking mechanism for the flow of federal gas tax revenues. Flowing all gas tax transactions (both receipts and expenditures) through one reserve will allow for an efficient way of tracking the history of how much funding was received and where the funding was allocated. The federal gas tax revenues will become a permanent funding source in 2014.

The following clause should be included within the Capital Reserve Bylaw No. 6774:

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**Purpose**

- (1) The purpose of the Gas Tax Capital Expenditure Reserve is to finance eligible costs of approved capital projects and the cost of debt issued for approved Gas Tax funded projects.

**Funding**

- (2) The source of funds for this Reserve shall be:
  - a) The transfer of Federal Gas Tax Revenue under the *New Deal for Cities and Communities* program;
  - b) Disbursements from the Water/Wastewater Utilities by an amount equal to the gas tax funds received for eligible projects; and
  - c) Interest earned on this Reserve shall be credited to this Reserve.

**Expenditures**

- (3) Funds from this Reserve shall only be used for:
  - a. Debt payments on borrowing of approved Gas Tax Funded capital projects; and
  - b. Funding of eligible projects.

**Bridge Major Repair Reserve**

City Council, at its meeting held on March 26, 2007, created the Bridge Major Repair Reserve to repair the City's bridges and overpasses. An initial provision was provided in the 2008 Operating Budget. This was subsequently increased by transferring an amount equivalent to the debt payments previously made on funds borrowed for a major repair to the University Bridge. The 2011 budget also provided additional funds, for a total contribution of \$520,900. Your Administration has a target of a \$2.5 million annual contribution to this reserve.

The following clause should be included in the Capital Reserve Bylaw No. 6774:

**Purpose**

- (1) The purpose of the Bridge Major Repair Reserve is to finance the cost of major repairs to the City's bridges and overpasses.

**Funding**

- (2) This Reserve shall be funded annually from an authorized provision in the City's Operating Budget.

**Expenditures**

- (3) Funds from this Reserve shall be used only for capital expenditures related to major repairs to the City's bridges and overpasses.

**Property Realized Reserve**

There have been a number of changes to this reserve. The most significant relates to the introduction of the Neighbourhood Land Development fund, which has changed the flow of funds. In addition, the Affordable Housing Reserve is no longer funded directly from profits deposited into this reserve; rather, specific allocations are made from the dividends resulting from the residential developments.

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Accordingly, the Property Realized Reserve description included within Capital Bylaw No. 6774 requires the following updates:

**Purpose**

- (1) The purpose of the Property Realized Reserve is to finance the purchase of real property for resale by the City.

**Funding**

- (2) This Reserve shall be funded from the sale of all City-owned properties which were acquired for and are held for resale by the City, after deducting:
  - a) Proceeds from the sale of land that the City acquired through tax enforcement proceedings;
  - b) Proceeds received as prepaid service charges;
  - c) ~~10% of the value of the land component from the sales of residential, commercial and industrial land; and~~
  - d) Land administration fees.

**Expenditures**

- (3) Unless otherwise specified, ~~Funds in~~ this Reserve shall only be used for:
  - a) The purchase of land for resale;
  - b) For expenditures made to prepare land for resale, excluding expenditures financed by prepaid service charges;
  - c) For loans for purchases of property required by the City for future capital expansions such as road widening projects. Interest shall not be charged on loans for this purpose;
  - d) For loans to finance the acquisition of land other than land held for resale;
  - e) For Productivity Improvement loans; and
  - f) For such other loans as Council may specifically authorize
  - g) **The transfer of funds to the Reserve for Capital Expenditures when the Reserve exceeds an unencumbered cash value of \$24 million immediately prior to the current annual budget process. (A resolution of City Council from the mid 1990s.)**
- (4) Notwithstanding any provision of this Bylaw, expenditures from this Reserve may be less than \$25,000.
- (5) The total outstanding loans from this Reserve cannot, in any year, reduce the projected unallocated year-end balance within the Reserve below the amount which is required for the next projected five-year period.
- (6) In order to determine the extent to which the Reserve is able to finance any loans, the Manager of the Land Department shall, prior to the preparation of the Capital Plan, provide a detailed estimate of the Reserve's source of funds and expenditures for the next five years.
- (7) **In the case of specific neighbourhood land development projects where the Land Bank Committee has adopted a pro forma financial statement, the Administration shall submit annual pro forma updates in subsequent years at which time Council may elect to transfer net proceeds from the land development projects to fund various capital projects, or loans to finance other capital works, provided that a minimum of**

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**10% of such declared net proceeds are re-assigned for land acquisition funds (reflects current practice).**

**CIS Systems Development**

This reserve was established in 1984 through Policy A02-024, Management Information Systems Development. This policy was subsequently eliminated; however, the reserve definitions and authorizations should have been transferred to Policy C03-003, Reserves for Future Expenditures. The majority of the withdrawals from this reserve follow the Capital Budget process and require approval from City Council. There are occasions, however, when withdrawals from this reserve are made outside of the Capital Budget process to address urgent IT development initiatives.

**Purpose**

- (1) The purpose of the CIS Systems Development Reserve is to provide a source of funding for IT system development work, funding for a proof of concept, small system acquisitions and partial funding for major system acquisitions within the corporation.

**Source of Funds**

- (2) This Reserve shall be funded annually from an authorized provision in the City's Operating Budget.

**Application of Funds**

- (3) a) Unless otherwise specified, the funds from this Reserve shall be used for small capital expenditures related to IT systems development or system acquisition projects.  
b) Notwithstanding any provision in this Bylaw, expenditures from this Reserve may be less than \$25,000.

**Responsibility**

- (4) Direct expenditures for expenditures 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.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

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

**B3) Fiscal Stabilization Reserve  
and  
Fuel Stabilization Reserve  
(Files CK. 1815-1 and CS.1815-1)**

- RECOMMENDATION:**
- 1) that the Revenue Stabilization Reserve scope be revised as outlined in the body of this report and that the name be changed to the Fiscal Stabilization Reserve;
  - 2) that the Fiscal Stabilization Reserve have a targeted minimum balance of 5% of the current year's tax-supported expenditures and that this balance be obtained over the next five years;
  - 3) that a Fuel Stabilization Reserve be approved as outlined in the body of this report; and
  - 4) that \$1,000,000 be transferred to the Fuel Stabilization Reserve from the Fiscal Stabilization Reserve.

*ADOPTED.*

**BACKGROUND**

At its meeting held on July 12, 2011, the Executive Committee, at its special service review meeting, resolved:

“that the City establish a Fuel Stabilization Reserve to mitigate the impact of varying fuel rates on the City's annual budgeting and actual results process.”

The intent was to review the scope and name of the Revenue Stabilization Reserve to acknowledge that it is used to offset year-end deficits regardless of the reason. Variances related to fuel would be isolated separately from other variances and funded from a Fuel Stabilization Reserve. Initial seed funding would be transferred from the Revenue Stabilization Reserve.

**REPORT**

**Fiscal Stabilization Reserve**

A review of other municipalities, as well as best practices identified by the Government Finance Officers Association (GFOA), recommends the requirement of some type of unrestricted balance within the general fund. The City of Saskatoon has had a Revenue Stabilization Reserve for quite some time, which meets this recommendation. However, there has never been a minimum or maximum balance set on this reserve, other than a goal of 1% of the City's total budgeted revenues (currently \$3.25 million).

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The GFOA suggests a minimum of two months of regular general fund operating revenues or regular general fund operating expenditures. For the City of Saskatoon, this translates into approximately \$20 million. The following identifies practices of other cities:

- the City of Calgary has established a minimum balance of 5% of tax-supported gross expenditures (net of recoveries) with a target of 15%;
- the City of Winnipeg has established a minimum balance of 5% of budgeted expenditures as a minimum, with a 10% target;
- the City of Edmonton has established a minimum balance of 5% of expenditures with a target of one month of expenditures (approximately 8.3% of expenditures) with a strategy developed to achieve the minimum level over a period of three years.

It is your Administration's opinion that establishing a minimum balance target of 5% of tax-supported expenditures is reasonable. This would equate to \$6.8 million. Any target in excess of this can be reviewed at a future date. The current balance is \$3.7 million. It will be increased through the transfer of any year-end operating surplus, however, to reduce the risk associated with only operating surpluses funding the reserve, the reserve balance should also be increased through the use of one-time revenue opportunities. These opportunities include the transfer of sinking fund surpluses (currently estimated at \$200,000), other operating/stabilization reserve surpluses, and any unplanned one-time revenues (e.g. Workers Compensation Board rebate).

For City Council's information, Attachment 1 provides information on the past activity of the current Revenue Stabilization Reserve.

Fuel Stabilization Reserve

As identified in the attached decision item (Attachment 2) tabled at the Special Executive Committee meeting this past summer, the City has used both contracted pricing and futures pricing for the supply of unleaded gas and diesel. However, fuel prices continue to fluctuate. A Fuel Stabilization Reserve will assist in mitigating variances and will assist in stabilizing the budgeting process. The 2011 current anticipated fuel shortfall is \$1 million. Therefore, it is recommended that \$1,000,000 be transferred from the existing Revenue Stabilization Reserve leaving a balance of \$2.7 million. Future years' fuel budgets will be based on the best estimate of the annual cost; however, in years where it is less than the previous year's base, a provision will be made to the Reserve. Any year-end fuel variances will be adjusted through this reserve.

OPTIONS

The Fiscal Stabilization Reserve can be used to fund any variances from fuel, thereby eliminating the need to establish a Fuel Stabilization Reserve. However, budgeting will continue to be difficult for fuel and any opportunity to budget for future variances will be lost.

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**POLICY IMPLICATIONS**

Policy C03-003, Reserve for Future Expenditures, will need to be updated to reflect the revised Fiscal Stabilization Reserve and the Fuel Stabilization Reserve as follows:

**FISCAL STABILIZATION RESERVE**

Purpose

To accumulate funds for the purpose of offsetting any tax-supported operating deficits incurred in any year.

Source of Funds

- a) Any year-end surpluses realized in excess of budget.
- b) Sinking fund surpluses and other operating/stabilization reserve surpluses.
- c) One-time revenue opportunities.

Reserve Balance Limitation

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

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.

**FUEL STABILIZATION RESERVE**

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.

Source of Funds

- a) An annual provision will be made from the City's Operating Budget in those years that the reserve is not at the maximum.
- b) Any year-end surplus in the City's tax-supported fuel budget.
- c) The balance of the Fuel Stabilization Reserve shall not exceed \$2 million. Any amounts in excess shall flow to the Fiscal Stabilization Reserve.

Application of Funds

- a) The reserve shall only be used to finance unanticipated over-expenditures arising from fuel prices that are over and above the current year's budget.

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Responsibility/Authority

The Finance Manager shall have authority to effect a year-end transfer of unexpended tax-supported fuel funds to the Fuel Stabilization Reserve.

**FINANCIAL IMPLICATIONS**

The financial implications are outlined within the body of this report.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. City of Saskatoon Surplus/Deficit Summary.
2. Decision Item on the Establishment of a Fuel Stabilization Reserve.

**Section E – INFRASTRUCTURE SERVICES**

**E1) Capital Project 1357 – Replacement Vehicles and Equipment  
Request for Sole Source  
Vibratory Pneumatic Tire Roller  
(Files CK. 1395-1 and IS. 1390-1)**

- RECOMMENDATION:**
- 1) that post budget approval, in the amount of \$124,000, to Capital Project 1357 – Replacement Vehicles and Equipment, to be funded from the 2012 allocation to the Vehicle and Equipment Replacement Reserve, for the purchase of a Vibratory Pneumatic Tire Roller, be approved;
  - 2) that the sale agreement submitted by Moody's Equipment, for the sole source purchase of a Vibratory Pneumatic Tire Roller, at a total cost of \$123,090.25 (including G.S.T. and P.S.T.) be approved; and
  - 3) that the Corporate Services Department, Purchasing Services Branch be requested to issue the appropriate purchase order.

*ADOPTED.*

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**REPORT**

In the summer of 2010, the Infrastructure Services Department, Public Works Branch, Roadways Section rented a Sakai Vibratory Pneumatic Tire Roller for roadway repair projects. This roller develops a gyratory action that combines the dynamic kneading action of a pneumatic tire roller with the high forces generated by a vibratory roller. Moody's Equipment is the only local dealer for this type of equipment.

In May 2011, the Public Works, Roadways Section determined that further evaluation of this piece of equipment was warranted, and Vehicle and Equipment Services entered into a six-month rental agreement, with an option to purchase, with Moody's Equipment for a new Sakai GW750 Vibratory Pneumatic Tire Roller. This agreement will expire at the end of October 2011.

After evaluating the tire roller for the past two summers, it has proven to provide superior compaction in fewer passes and consumed less fuel in comparison to standard tire rollers. The Roadways Section has determined there is an essential operational requirement for this piece of equipment, and is, therefore, requesting that the City exercise the rent to purchase option. As the rental agreement with Moody's Equipment expires at the end of October 2011, funding is required immediately.

Moody's Equipment has offered to apply 90% of the six-month rental payments as credit towards the purchase of the unit. In addition, an existing compaction roller, unit 2604, which is due for replacement in 2012, will be used as a trade-in unit.

**FINANCIAL IMPACT**

The net cost to City of Saskatoon for the sole source purchase of the Vibratory Pneumatic Tire Roller from Moody's Equipment, is as follows:

Vibratory Pneumatic Tire Roller - Sakai GW750	\$145,800.00
Additional Holding Interest	\$2,400.00
Trade-in allowance (Unit 2604)	(\$4,000.00)
Rental deducted (at 90%)	<u>(\$32,400.00)</u>
Subtotal	\$111,800.00
Tire Recycling Fee	\$105.00
G.S.T.	\$5,595.25
P.S.T.	<u>\$5,590.00</u>
<b>Contract Price</b>	<b><u>\$123,090.25</u></b>
Less G.S.T. Rebate	<u>(\$5,595.25)</u>
<b>Net Cost to City of Saskatoon</b>	<b><u>\$117,495.00</u></b>

The Administration is requesting post budget approval be granted in the amount of \$124,000 to Capital Project 1357 – Replacement Vehicles and Equipment, to be funded from the 2012

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allocation to the Vehicle and Equipment Replacement Reserve, in order to purchase this equipment immediately. The additional \$6,500 of funding requested is to accomplish “fit up” of the equipment for use on public right-of-way.

**POLICY IMPLICATIONS**

There are no policy implications.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**E2) Award of Contracts  
Snow Removal - Areas 1 and 2 Winter Maintenance Contracts  
(Files CK. 6290-1 and IS. 6000-4)**

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- RECOMMENDATION:**
- 1) that the proposal submitted by ASL Paving Ltd. for the 2011/2012 Area 1 Winter Maintenance Contract, at a total estimated cost of \$614,764, including G.S.T. and P.S.T., be accepted;
  - 2) that the proposal submitted by Central Asphalt and Paving for the 2011/2012 Area 2 Winter Maintenance Contract, at a total estimated cost of \$406,875, including G.S.T. and P.S.T., be accepted; and
  - 3) 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.

*ADOPTED.*

**BACKGROUND**

In 2010, the snow removal operating budget received an increase in funding in the amount of \$1,000,000 in order to achieve the following objectives:

1. Improve our existing capacity by continuing to optimize utilization of existing City forces.

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2. Improve our snow removal capacity with additional equipment and staff, either City-owned/employed or contracted, to significantly assist in achieving approved service level response times.
3. Improve service to developing areas and perimeter neighbourhoods during severe blizzards with snow accumulation above 150 millimetres (mm), or drifting events, with prearranged contracts with private companies to make residential roads reasonably passable.
4. Arrange with the school boards' contractors to clear school frontages during severe blizzards with snow accumulation above 150 mm, or drifting events.
5. Tender, award and utilize a bus stop clearing contract when there is a snow storm with 150 mm or more accumulation.

In 2010, two Area Maintenance Contracts were awarded to improve capacity and performance within the first 72 to 96 hours of a snowstorm, and afterwards. The blend of City and industry resources worked well, and the Administration is confident that the citizens' expectations were more reasonably met with the additional investment provided.

**REPORT**

The City of Saskatoon's 2011/2012 Snow and Ice Program includes the following internal resources:

- 112 staff, working ten-hour shifts, day and night, 7 days a week;
- 16 graders equipped with snow rids (wings);
- 7 loaders (3 of which are equipped with a snow blower attachment);
- 7 high speed front plow trucks;
- 6 under slung plow trucks; and
- 8 sidewalk plows.

Staff will be assigned to work 10-hour shifts, day and night, 7 days a week, clearing roads, walkways and pedestrian tunnels. If a winter storm is forecasted, shifts will be extended to 12 hours to ensure 24-hour coverage, and staff will be called in to work on their regularly scheduled days off on overtime to provide fully resourced shifts.

On October 1, 2011 two Request for Proposals (RFP) were issued for winter street maintenance and cleanup of the Priority 1, 2 and 3 streets during and after a winter storm. The City was divided into two manageable areas; one on the west side, and one on the east side (as shown in Attachment 1).

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The proposals were reviewed based on the following criteria:

- Overall cost 50%
- Program Methodology 25%
- Contractor Experience 20%
- Proposal Presentation 5%

The RFP for Area 1 closed on October 20, 2011, with proposals being received from ASL Paving Ltd. and Central Asphalt and Paving Ltd.

Upon evaluation, it was determined that the optimal bid was from ASL Paving Ltd. The proposal includes a retainer of \$303,790 and secures 12 operators (3 for days on 10-hour shifts and 9 for nights on 12-hour shifts) during the months of December through to the end of March; as well as charges for equipment in the amount of \$156.50 per hour worked per grader.

Based on an estimated 1,800 hours of grader time, the final cost would be approximately \$614,764.50, including G.S.T. and P.S.T. This will allow for approximately four storm events through the course of the winter (414 grader hours of service per event over three days).

The RFP for Area 2 closed on October 19, 2011, with proposals being received from ASL Paving Ltd. and Central Asphalt and Paving Ltd.

Upon evaluation, it was determined that the optimal bid was from Central Asphalt and Paving. The proposal includes a retainer of \$207,500, and secures 9 operators (3 for days and 6 for nights, both on 12-hour shifts) during the months of December through to the end of March; as well as charges for equipment in the amount of \$120 per hour worked per grader. Based on an estimated 1,500 hours of grader time, the final cost would be approximately \$406,875 including G.S.T. and P.S.T. This will also allow for four storm events through the course of the winter (306 grader hours of service per event over three days).

To meet the goal of improved response time and capacity, the Administration is recommending that ASL Paving Ltd. be awarded the contract for Area 1, and that Central Asphalt and Paving Ltd. be awarded the contract for Area 2. Awarding these contracts will increase the graders on the road by 6 during the day and 15 during the night and will increase grader production capacity by 38% or more during the day, and 100% or more at night.

The 2011 snow budget is \$5.4 million, and the proposed 2012 Operating Budget for snow removal is approximately \$5.5 million. The cost of a winter with four major storms is estimated as follows:

Area Contract #1 – Retainer + 1,800 grader hours	\$585,490
Area Contract #2 – Retainer + 1,500 grader hours	\$387,500
School Snow Removal and Blizzard Loader Service	\$95,000
Hired Semis for Removal (Average Year)	\$200,000
Snow Dump Pushing at Snow Dumps	\$150,000

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Neighbourhood Loaders for Blizzard (7 @ 25 hours ea)	\$30,000
Bus Stop Snow Removal for Blizzard	\$50,000
Snow Route Towing	\$30,000
Snow Fence	\$50,000
Consumables (ice blades)	\$100,000
Equipment and Fuel	\$1,183,000
City Labour (Straight Time – 16 weeks – 112 workers)	\$2,428,125
City Overtime premium dollar costs (3- 4 day call-ins)	<u>\$525,000</u>
<b>Total Cost of Winter with 3-4 Major Storms</b>	<b>\$5,814,115</b>

Once the program is completed, if a surplus exists, a contribution will be made to the Snow and Ice Stabilization Reserve, as per policy.

As of September 2011, approximately \$4 million of the \$5.4 million budgeted for 2011 has been spent.

**FINANCIAL IMPACT**

The net cost to the City for the optimal proposal submitted by ASL Paving Ltd. for Area 1 is as follows:

Base Quotation	\$585,490.00
G.S.T.	<u>\$29,274.50</u>
<b>Total Contract Price</b>	<b>\$614,764.50</b>
G.S.T. Rebate	<u>\$29,274.50</u>
<b>Net cost to City</b>	<b><u>\$585,490.00</u></b>

The net cost to the City for the optimal proposal submitted by Central Asphalt and Paving for Area 2 is as follows:

Base Quotation	\$387,500.00
G.S.T.	<u>\$19,375.00</u>
<b>Total Contract Price</b>	<b>\$406,875.00</b>
G.S.T. Rebate	<u>\$19,375.00</u>
<b>Net cost to City</b>	<b><u>\$387,500.00</u></b>

There is sufficient funding being requested within the 2011-2012 Operating Budget to award these contracts with a reasonable amount of risk, depending on the amount of snowfall experienced.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

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**POLICY IMPLICATIONS**

There are no policy implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Street Maintenance Contract Area Boundaries.

**E3) Proposed Land Acquisition for Claypool Drive Extension  
and Blairmore Force Main  
South Portion of LSD 3-12-37-06-3 Ext 73, Surface Parcel 135944657  
in the RM of Corman Park No. 344  
(Files CK. 4020-1 and IS. 4020-011-4)**

- RECOMMENDATION:**
- 1) that the City purchase 6.16 acres from Leona and Henry Strelieff for the extension of Claypool Drive, as shown on Schedule "A" – Land Required for Claypool Drive Extension and Blairmore Force Main (Attachment 1), at a purchase price of \$92,400;
  - 2) that the City Solicitor be requested to prepare the necessary purchase agreements for execution by His Worship the Mayor and City Clerk under the corporate seal; and
  - 3) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing.

*ADOPTED.*

**BACKGROUND**

At its meeting held March 7, 2011, City Council approved the amended Blairmore Sector Plan, which included the following excerpt from the Executive Summary:

- “3) The Claypool Drive Extension (formerly known as Cynthia Street Extension) is realigned so that it continues straight west to Dalmeny Road, rather than deflecting south.”

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Land is required for the routing of the Blairmore Sanitary Sewage Force Main. Funding for the construction of this project falls under approved Capital Projects 1417 – Trunk Sewers – Blairmore; and 1678 – Flood Protection in the amount of \$19,753,000 and \$2,694,000 respectively, for a total of \$22,447,000. This essential project will provide sanitary trunk sewer servicing for the future Kensington and Blairmore 2 neighbourhoods. It will also provide flood protection for the Confederation neighbourhood and the area west of 33<sup>rd</sup> Street. In addition, by re-routing sanitary sewage loadings from the Confederation neighbourhood, the main sewage interceptor will be relieved to allow for future downtown development.

**REPORT**

Property encompassing 6.16 acres in size, situated on the south portion of LSD 3-12-37-06-3 Ext 73, Surface Parcel 135944657, in the RM of Corman Park No. 344 is required to accommodate the roadway alignment as identified in the Blairmore Sector Plan for the future extension of Claypool Drive, and for the routing of the Blairmore Force Main as set forth in Capital Projects 1417 and 1678. Schedule “A” is attached for reference.

The City of Saskatoon, Land Branch, Real Estate Section has negotiated a purchase agreement with Leona and Henry Strelloff for the required land. Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Purchase Price  
\$92,400, with an initial deposit of \$10,000. The balance of the Purchase Price to be paid on the Closing Date.
  
2. Conditions Precedent
  - a) Approval of Saskatoon City Council by November 7, 2011.
  - b) The City will be responsible for surveying the land, registration of the plan with ISC, and transfer of title.
  
3. Other Terms

Fence  
Within 15 days of receiving City Council approval to acquire the subject property, the City agrees to pay the Seller an additional sum of \$5,600 to supply and install a fence of the Seller’s choosing on their remaining parcel.

Topsoil  
At the time of Claypool Drive construction, the City agrees to strip and relocate the topsoil from the subject property onto the Seller’s remaining parcel.
  
4. Legal Costs and Disbursements  
Each party shall be responsible for its own legal costs.
  
5. Possession Date  
Immediately upon approval by City of Saskatoon City Council.

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6. Closing Date

The earliest date acceptable to both parties, subsequent to the subdivision approval and registration of the subject property with ISC.

**OPTIONS**

There are no options.

**POLICY IMPLICATIONS**

There are no policy implications

**FINANCIAL IMPLICATIONS**

The costs associated with this acquisition will be funded from the Property Realized Reserve as an interim source of funding until suitable financial assessments can be established against future west sector development lands.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Schedule A: Land Required for Claypool Drive Extension

**E4) Proposed Land Acquisition for Claypool Drive Extension  
and Blairmore Force Main  
South Portion of LSD 4-12-37-06-3 Ext 80, Surface Parcel 135944714  
in the R.M. of Corman Park No. 344  
(Files CK. 4020-1 and IS. 4020-1)**

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**RECOMMENDATION:** 1) that the City of Saskatoon purchase 6.16 acres from Elaine and Joseph Sikora for the extension of Claypool Drive, as shown on Schedule "A" – Land Required for Claypool Drive Extension and Blairmore Force Main (Attachment 1), at a purchase price of \$92,400;

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- 2) that the City Solicitor be requested to prepare the necessary purchase agreements for execution by His Worship the Mayor and the City Clerk under the corporate seal; and
- 3) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing.

*ADOPTED.*

**BACKGROUND**

At its meeting held March 7, 2011, City Council approved the amended Blairmore Sector Plan, which included the following excerpt from the Executive Summary:

- “3) The Claypool Drive Extension (formerly known as Cynthia Street Extension) is realigned so that it continues straight west to Dalmeny Road, rather than deflecting south.”

Land is required for the routing of the Blairmore Sanitary Sewage Force Main. Funding for the construction of this project falls under approved Capital Projects 1417 – Trunk Sewers – Blairmore; and 1678 – Flood Protection in the amount of \$19,753,000 and \$2,694,000 respectively, for a total of \$22,447,000. This essential project will provide sanitary trunk sewer servicing for the future Kensington and Blairmore 2 neighbourhoods. It will also provide flood protection for the Confederation neighbourhood and the area west of 33<sup>rd</sup> Street. In addition, by re-routing sanitary sewage loadings from the Confederation neighbourhood, the main sewage interceptor will be relieved to allow for future downtown development.

**REPORT**

Property encompassing 6.16 acres in size, situated on the south portion of LSD 4-12-37-06-3 Ext 80, Surface Parcel 135944714, in the R.M. of Corman Park No. 344 is required to accommodate the roadway alignment as identified in the Blairmore Sector Plan for the future extension of Claypool Drive, and for the routing of the Blairmore Force Main as set forth in Capital Projects 1417 and 1678. Schedule “A” is attached for reference.

The City of Saskatoon, Land Branch, Real Estate Section has negotiated a purchase agreement with Elaine and Joseph Sikora for the required land. Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Purchase Price  
\$92,400, with an initial deposit of \$10,000. The balance of the Purchase Price to be paid on the Closing Date.

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2. Conditions Precedent

- a) Approval of Saskatoon City Council by November 7, 2011.
- b) The City will be responsible for surveying the land, registration of the plan with ISC, and transfer of title.

3. Other Terms

Fence

Within 15 days of receiving City Council approval to acquire the subject property, the City agrees to pay the Seller an additional sum of \$5,600 to supply and install a fence of the Seller's choosing on their remaining parcel.

Topsoil

At the time of Claypool Drive construction, the City agrees to strip and relocate the topsoil from the subject property onto the Seller's remaining parcel.

Interim Lease

Until such time as the construction of Claypool Drive occurs, the Seller may continue to occupy and farm the subject property upon entering into a separate lease agreement with the City at an annual lease rate of \$1.00.

4. Legal Costs and Disbursements

Each party shall be responsible for its own legal costs.

5. Possession Date

Immediately upon approval by City of Saskatoon City Council.

6. Closing Date

The earliest date acceptable to both parties, subsequent to the subdivision approval and registration of the subject property with ISC.

**OPTIONS**

There are no options.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The costs associated with this acquisition will be funded from the Property Realized Reserve as an interim source of funding until suitable financial assessments can be established against future west sector development lands.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

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**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

**ATTACHMENT**

1. Schedule A: Land Required for Claypool Drive Extension

**E5) Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive  
Capital Project 1618 – Sanitary Sewer Trunks Preservation Program  
Capital Project 1616 – Waste Water Collection Preservation Program  
2011 Interceptor Rehabilitation Project  
Request for Award of Tender  
(Files CK. 7820-4, CK. 1702-1 and IS. 7820-52)**

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**RECOMMENDATION:**

- 1) that \$210,769 be returned from Capital Project 1616 – Sanitary Sewer Trunks Preservation Program to the Infrastructure Reserve – Water and Waste Water;
- 2) that \$142,380 be returned from 2011 Capital Project 1618 – Sanitary Sewer Trunks Preservation Program to the Infrastructure Reserve – Water and Waste Water;
- 3) that \$353,149 be transferred from the Infrastructure Reserve - Water and Waste Water to Capital Program 2285 – Rehabilitation of Interceptor North of Lenore Drive;
- 4) that post budget approval in the amount of \$1,374,500, to be funded from the 2012 allocation to the Infrastructure Reserve - Water and Wastewater, be approved for Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive;
- 5) that the tender submitted by Insituform Technologies Ltd. for the 2011 Interceptor Rehabilitation project, at a total cost of \$3,142,973.57, including G.S.T., be accepted; and
- 6) 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.

*ADOPTED.*

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**BACKGROUND**

Constructed between 1912 and 1970, the Interceptor Trunk Sewer (Interceptor) conveys wastewater from all areas of Saskatoon to the City's Wastewater Treatment Plant. The Interceptor is generally aligned along the west/north bank of the South Saskatchewan River and varies in size from 600 millimetres (mm) in diameter (at Avenue H) to 2,100 mm (at the Wastewater Treatment Plant).

Due to the critical importance of this trunk sewer within the City's wastewater collection network, the City retained Andrews Infrastructure in 2006 to complete an inspection and assessment of the Interceptor to determine its current structural condition and to formulate a rehabilitation program to address any structural problems. As a result of the findings and recommendations of the study, two major Interceptor rehabilitation projects have already been completed, one in 2007 (downstream of the Spadina Lift Station), and the other in 2009 (between the Sid Buckwold Bridge and the Traffic Bridge).

Among the study's findings was the discovery that the downstream portion of the Interceptor, between approximately Lenore Drive and the Wastewater Treatment Plant, exhibits moderate corrosion in the form of surface softening and spalling. This section, which was constructed in 1971, is a 2,100 mm diameter reinforced concrete pipe, approximately 307 metres in length. All of the city's wastewater traverses this portion of the Interceptor.

This section of the Interceptor is the most important component of the City's wastewater collection system, and a catastrophic pipe failure of this portion has the potential to cause appreciable citywide impacts, including massive citywide interruption of wastewater service; substantial basement flooding due to backups into sub-trunk sewers which tie into the Interceptor; spilling of significant wastewater volumes into the South Saskatchewan River; and costly emergency repairs, including major temporary pumping systems and deep excavations in Meewasin Park.

Due to the extreme criticality of this portion of the Interceptor and the potentially disastrous effects that a pipe failure at this location would impose, the Administration began planning for rehabilitation of this pipe section. In 2009, this project was awarded funding under the Provincial-Territorial Base Funding Agreement based on an estimated project cost of \$1,400,000, with the provincial contribution being to a maximum of \$700,000. As a provision to the grant funding, the project must be completed by March 31, 2013.

**REPORT**

Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive, includes funding in 2011 in the amount of \$1,400,000.

The project was designed in July/August 2011 and consists of cleaning and cured-in-place pipe (CIPP) lining; rehabilitation of the inlet chamber; and installation of a new channel gate, complete with temporary sewer bypass pumping to facilitate construction of the rehabilitation works.

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The CIPP lining method is primarily conducted within the pipe, with only limited access required at each end of the pipe section being lined. This method is uniquely suited for buried utility pipeline repair since extensive and costly trench excavations are not required. The CIPP liner, which is constructed of corrosion resistant materials, will reinstate the structural integrity of this section of the Interceptor and will address future structural deterioration due to corrosive attack.

Due to the large diameter of the pipe and the high base flows through it, there is a high level of difficulty and risks associated with executing this project. Therefore, key contractor specialties were required to pre-qualify for the construction contract to ensure they had sufficient experience and expertise. The pre-qualification process was issued through a competitive, public Request for Qualifications process, in August 2011. Two contractors were pre-qualified for the CIPP component of the work, and four companies were pre-qualified for the sewer bypass component of the work.

The tender was issued on September 15, 2011 and closed on October 7, 2011. Two tenders were received as follows:

- Insituform Technologies Ltd; and
- Michels Canada Co.

Based on Administration's review of the tenders, the low bid submitted by Insituform Technologies Ltd. (Insituform) in the amount of \$3,142,973.57 is complete and comprehensive, and appears fair in consideration of the detailed scope of work outlined in their work plan. Rejecting the tenders and retendering the project in the future is not expected to result in more competitive pricing from prospective bidders. In addition, delays in awarding the tender would result in loss of the funding for the project under the Provincial-Territorial Base Funding Agreement.

The original estimated project cost of \$1,400,000 is significantly less than the low bid of \$3,142,973.57. A major reason for this discrepancy is the unique nature of the project itself. Projects of this size and scope are very rare in North America, and accurate comparative cost databases do not exist. For example, this project requires a temporary sewer bypass pumping system capable of conveying over 1,725 L/s (27,340 USgpm), which will result in the need to employ five 450 mm diesel pumps at the primary bypass location (near Lenore Drive) and three 450 mm diameter above-ground discharge lines from the pump site to the Wastewater Treatment Plant. Insituform's daily rate for bypass pumping is approximately \$39,000, of which daily fuel costs alone are estimated to exceed \$7,000. The City has never undertaken a bypass pumping project of this magnitude; in fact, this is the first temporary sanitary sewer bypass pumping project of this magnitude in Western Canada.

**ENVIRONMENTAL IMPACT**

There is no environmental impact.

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**FINANCIAL IMPACT**

Due to the level of complexity of this project, a minimum 10% contingency allowance is recommended for this work. Insituform's base price includes \$150,000 for a contingency allowance, as stipulated in the original tender documents. The Administration is recommending that the budget be increased by an additional \$134,330.82 to increase the available contingency allowance to 10% to account for additional unforeseen work or costs that may be required in the execution of the project.

Details of the financial proposal from Insituform, including the recommended increase to the contingency allowance, are as follows:

Base Price	\$2,993,308.16
Additional Contingency Allowance	\$ 134,330.82
G.S.T.	<u>\$ 156,381.95</u>
Sub-Total	\$3,284,020.93
Less G.S.T. Rebate	<u>(\$ 156,381.95)</u>
<b>Net Cost to the City</b>	<b><u>\$3,127,638.98</u></b>

The proposed funding sources for this project are summarized as follows:

Capital Project 1618 – 2011 Sanitary Sewer Trunks Preservation Program	\$ 142,380
Capital Project 1616 – 2011 Waste Water Collection Preservation Program	<u>\$ 210,769</u>
<b>Total Returned to Infrastructure Reserve - Water and Waste Water</b>	<b>\$ 353,149</b>
Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive	\$1,400,000
2012 Allocation to Infrastructure Reserve - Water and Waste Water	<u>\$1,374,500</u>
	<b><u>\$3,127,649</u></b>

The budget for Capital Project 2285 – Rehabilitation of Interceptor North of Lenore Drive includes the \$700,000 grant funding contribution from the Provincial-Territorial Base Funding Agreement. The 2011 allocation from Capital Project 1616 and 1618 in the amount of \$210,769 and \$142,380, respectively, is based on funds remaining in those projects. It is proposed that the remaining \$1,374,500 be funded from the 2012 allocation to the Infrastructure Reserve - Water and Waste Water.

Insituform's construction schedule proposes construction to commence in November 2011, however, the bulk of the major work will be undertaken between January and April 2012, access to 2012 funds will not be necessary until 2012.

**PUBLIC NOTICE**

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

**Section F – UTILITY SERVICES**

**F1) 2012 Capital Budget – Transit Replace/Refurb Buses  
Request to Pre-spend  
(Files CK. 1402-1 and WT. 1402-1)**

- RECOMMENDATION:**
- 1) that City Council authorize Transit to over-spend Capital Project #583 - Transit Replace/Refurb Buses by \$105,000 in order to purchase six used buses from the City of Ottawa; and
  - 2) that the Administration reduce planned expenditures in 2012 for this Project by \$105,000 in order to balance the project budget.

*ADOPTED.*

**BACKGROUND**

The City's Transit Vehicle Replacement Reserve, the Federal Transit Funding Program, and the City's Capital Reserve combined, has adequate funds to replace three aged buses with three new low-floor 40' diesel buses and refurbish two to three buses annually. In 2012 and subject to receiving City Council approval, the Administration plans on purchasing two new buses at a cost of approximately \$450,000 each and refurbish three buses for a cost of \$30,000 to \$60,000 per unit. Further, the Administration has negotiated the 2012 purchase of six used articulating buses from New Flyer Industries (2002 – 2005 vintage) for approximately \$39,000 each plus shipping and preparation costs.

Most recently, the Administration has become aware of six used 1997 Nova low-floor 40' diesel buses available for immediate purchase from the City of Ottawa.

**REPORT**

Recently, the Administration has been notified that the City of Ottawa is selling six used 1997 Nova low-floor 40' diesel buses. New power trains (i.e. engine and transmission) have recently been replaced in these buses (mileage between 10K and 200K) and the complete buses have been driven for approximately 600K. As a comparison, the City of Saskatoon's 1997 low-floor buses have been driven over 900K and have been refurbished at a cost of \$45,000 per unit plus installation of a new engine (\$30K) and transmission (\$20K).

Your Administration has tentatively offered to pay the City of Ottawa \$5,000 per bus and they have accepted this offer. Additional shipping costs of approximately \$5,000 per bus and minor painting and mechanical costs of approximately \$7,500 per bus will be required to road-ready these units for Saskatoon's Transit service.

**OPTIONS**

Alternatively, the City could not purchase these buses from the City of Ottawa. Currently, Transit has sixteen (16) buses that are ready to be decommissioned. These buses are over 30 years of age and have been driven for approximately 1.5 million kilometres. Each year Transit spends money on refurbishing these units in order to pass Government inspections. Due to limited capital reserve funding, Transit is unable to keep pace with replacing its aging fleet with new buses. An opportunity to purchase good used equipment and then refurbish the buses has proven to be an extremely cost effective way to put aesthetically pleasing and mechanically sound buses on the road.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPACT**

The cost to purchase, ship and road-ready six used 1997 Nova low-floor 40' diesel buses will cost approximately \$105,000. The Administration is requesting City Council's authorization to pre-spend these funds out of its 2012 Capital Budget – Project #583 – Transit Replace/Refurb Buses. This accelerated purchase will mean that one less new bus will be purchased in 2012 and the difference in cost between buying six used buses and one new bus (i.e. \$450,000 - \$105,000 = \$345,000) will be used to refurbish existing buses, or purchase and refurbish buses from other municipalities.

**PUBLIC COMMUNICATION PLAN**

The Administration is not required to undertake any initiatives to communicate this contract amendment to the general public.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

**PUBLIC NOTICE**

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

**F2) 2009 Capital Budget  
Capital Project #1245 - WWT - Grit & Screen Facility  
Heavy Grit Dewatering Facility  
Contract No. 11-0733 Tender Award  
(Files CK. 7800-1 and WT. 7970-44)**

- RECOMMENDATION:**
- 1) that the tender submitted by VCM Construction Ltd. for the Waste Management Centre Heavy Grit Dewatering Facility, Contract No. 11-0733, at a total estimated cost of \$1,883,700.00 including PST and GST be accepted; and
  - 2) that the City Solicitor be instructed to prepare the necessary contract documents for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

*ADOPTED.*

**BACKGROUND**

Capital Project #1245 – WWT – Grit & Screen Facility included funding for an expansion of the existing grit and screen facility at the Wastewater Treatment Plant which was completed in 2009. The project also included funding for a Heavy Grit Dewatering Facility at the Regional Waste Management Centre (Landfill) where heavy grit loads, including the City’s sewer flushing trucks, hydrovac spoil, and car wash sump removals, are dewatered and dried allowing the material to be used as landfill cover. The Ministry of Environment has identified that the current practice of dumping the material in areas adjoining the Wastewater Treatment Plant (WWTP), allowing it to dry naturally, and then hauling material to the landfill is no longer acceptable. The new facility will allow for the water to be separated from the heavy grit, and then processed by the sanitary sewer system. The dewatered grit will be landfilled at the Regional Waste Management Centre.

**REPORT**

Contract Number 11-0733 was issued for the construction of the Heavy Grit Dewatering Facility as designed by Stantec Consulting Ltd. The tender was opened publicly on October 14, 2011 with three bids received from the following firms:

- |   |                |
|---|----------------|
| • V.C.M. Construction Ltd. (Saskatoon, SK)                  | \$1,883,700.00 |
| • Stuart Olson Dominion Construction Ltd. (Saskatoon, SK)   | \$1,997,452.00 |
| • Graham Construction and Engineering, a JV (Saskatoon, SK) | \$2,004,450.00 |

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**OPTIONS**

The Ministry of Environment requires the City to halt the current heavy grit handling practices. Any delay to the construction of the Heavy Grit Dewatering Facility will endanger meeting strict timelines as set out by the Ministry of Environment.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The construction tender price, and the net cost to the City would be as follows:

Heavy Grit Dewatering Facility Lump Sum	\$1,769,000.00
Cash Allowance – Materials Testing	10,000.00
Electrical Allowance	<u>15,000.00</u>
Subtotal	\$1,794,000.00
G.S.T. @ 5%	<u>89,700.00</u>
<b>Total Cost</b>	<b>\$1,883,700.00</b>
G.S.T. Rebate @ 5%	<u>(89,700.00)</u>
<b>Net Cost to the City</b>	<b><u>\$1,794,000.00</u></b>

Outside of this construction contract, there remain significant capital requirements related to this project. Other capital requirements will include the construction of water and sanitary sewer connections, a small sanitary lift station, gating, and a client interface system. Administration will finalize construction estimates and bring forward a future report outlining the funding strategy. At this time, Administration estimates additional funding of \$885,000 will be required, which will be funded through reallocation of project funding from the Sewage Treatment Capital Reserve.

Capital Project #1245 – WWT – Grit & Screen Facility has \$2,310,000 of remaining funding, so is sufficient to award this contract.

**ENVIRONMENTAL IMPLICATIONS**

This facility is intended to replace the current practice of dumping the heavy grit material in areas adjoining the WWTP, thus protecting the river and groundwater from possible contamination due to runoff and soil infiltration.

**PUBLIC NOTICE**

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

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**F3) Recycling Request For Proposals  
(Files CK. 7830-5 and WT. 7832-19)**

- RECOMMENDATION:**
- 1) that the Draft Recycling Request For Proposals (RFP) documents included in this report be finalized for issuance through the City of Saskatoon Purchasing Department in accordance with the identified time-lines; and
  - 2) that the Evaluation Committee report back to City Council with a recommendation related to award of contract.

*IT WAS RESOLVED: that the matter be considered with the presentation from the speaker. See Page No. 57.*

**LEGISLATIVE REPORT NO. 14-2011**

**Section B – OFFICE OF THE CITY SOLICITOR**

**B1) Proposed Expansion of the City Park Residential Parking Program Boundary  
(File No. CK. 6120-4-4)**

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**RECOMMENDATION:** that City Council consider proposed Bylaw No. 8978.

*ADOPTED.*

City Council, at its meeting held on October 11, 2011, adopted Clause 7, Report No. 14-2011 of the Planning and Operations Committee and instructed the City Solicitor to prepare an amendment to Bylaw No. 7862, The Residential Parking Program Bylaw, 1999, Schedule “A”, to include the south side of the 700 block of Duke Street.

The attached Bylaw makes the required amendment to Schedule “A”.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Proposed Bylaw No. 8978, The Residential Parking Program Amendment Bylaw, 2011 (No. 5).

**B2) Enquiry - Councillor T. Paulsen (December 20, 2010)**  
**Bylaw Enforcement**  
**Fines re: *The Animal Control Bylaw, 1999* and**  
***The Dangerous Animals Bylaw, 2003***  
**(File No. CK. 185-1 and CK. 152-1)**

- RECOMMENDATION:**
- (1) that the specified fines for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, be set as follows:
    - (a) for failure to license cat or dog - \$250 first offence, \$300 second offence and \$350 subsequent offence;
    - (b) for failure to attach valid license tag when a cat or dog is off the premises of the owner - \$50 first offence, \$100 second offence and \$150 subsequent offence; and
    - (c) for all other offences listed in Schedule No. 7 - \$100 first offence, \$200 second offence and \$300 subsequent offence;
  - (2) that minimum mandatory fines be established for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, and that such fines be set at the same level as the specified fines for voluntary payment;
  - (3) that for all offences listed in Schedule No. 7 of *The Animal Control Bylaw, 1999*, the Bylaw provides that if three years have elapsed since the date of the last conviction, a subsequent offence shall be treated as a first offence;
  - (4) that the maximum value of the Pet-at-Large Card be set at the total of the specified fine in the Bylaw for a first offence running-at-large violation plus the pound fee for one impoundment;
  - (5) that the minimum mandatory fines be established in *The Dangerous Animals Bylaw, 2003*, as follows:
    - (a) for the offence of owning or harbouring an animal that attacks another animal or person - \$250 first offence, \$500 second offence and \$750 subsequent offence; and

- (b) for the offence of failing to comply with an order respecting a dangerous animal - \$500 first offence, \$1,000 second offence and \$1,500 subsequent offence.

*ADOPTED.*

## **Introduction**

Through an enquiry made in December, 2010, Councillor Paulsen asked our Office to review the adequacy of fines in various City bylaws with particular emphasis on repeat offenders. This report compares the fines under *The Animal Control Bylaw, 1999* and *The Dangerous Animals Bylaw, 2003*, with similar bylaws from other western Canadian cities. The purpose is to determine whether Saskatoon's fines are adequate at their current levels or whether changes are warranted. (Reports on other bylaws will be forthcoming in the next several months.)

## **Animal Control**

Bylaws from Calgary, Edmonton, Regina and Winnipeg were reviewed. Fines for the four most common offences were compared with Saskatoon's fine levels. These offences were:

- (a) failure to license;
- (b) running-at-large;
- (c) barking; and
- (d) failure to wear a valid licence tag.

Details of the comparison in chart form are attached as Attachment 1 to this report. The right-hand column shows the current fines under Saskatoon's Bylaw.

Under Saskatoon's Bylaw, the fine for failure to license is specified at \$250 for every offence. The specified fine for permitting an animal to be at large is \$50 for a first offence, \$100 for a second offence and \$250 for a subsequent offence. The specified fine for barking is \$50 for a first offence, \$100 for a second offence and \$250 for a subsequent offence. The specified fine for failure to wear a valid licence tag is \$30 for a first offence, \$100 for a second offence and \$125 for a subsequent offence.

Except for the offence of failure to license, all other offences have no minimum fines. The specified fines for these offences may be paid voluntarily in order to avoid prosecution. If the offender does not pay the fine voluntarily, the offence proceeds to court and if convicted, the justice may impose in the case of an individual a fine of not more than \$2,000 and, in the case of a corporation, a fine of not more than \$5,000. The justice has complete discretion to fine the person

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any amount up to and including the prescribed limits. The justice may impose a fine which exceeds or is less than the specified fines.

The offence of failure to license an animal is different. The voluntary fine to avoid prosecution is \$250. The fine under the Bylaw is also \$250. The justice has no discretion to impose any other fine.

In addition to the offences contained in the comparison, there are many other offences under the Bylaw. Schedule No. 7 of the Bylaw is attached as Attachment No. 2 to this report. The Schedule contains the specified fines for the various offences under the Bylaw.

*Fine Amounts*

Our review indicates that Saskatoon's fines are generally lower than those in other western Canadian cities. Saskatoon's fines start at \$50 for first offences, and increase to \$100 and \$250 for second and subsequent offences. In other cities, fines typically start at \$100 for first offences, and double or triple for second or subsequent offences. In our opinion, an increase in fines is warranted.

Fines can be set at any level Council considers appropriate. We would recommend that the specified fines for first offences be set at \$100, for second offences at \$200 and for subsequent offences at \$300. These fines would be similar to those in other cities.

Further we would recommend that the specified fines for failure to license be increased. We recommend that the fine for a first offence remain at \$250, but that the second offence increase to \$300 and for a subsequent offence to \$350.

With respect to the offence of failure to display a valid licence tag, we recommend that the fine be set at \$50 for a first offence. The specified fine is now \$30. For a second offence, we would recommend the fine remain at \$100. For a subsequent offence, we recommend that the fine be increased from \$125 to \$150. These fines would be comparable to those in other cities and would reflect the relative seriousness of the offence.

*Minimum Fines*

In addition to the level of fines, we also examined the bylaws from other western Canadian cities to determine if minimum penalties were imposed. We found that, in most cases, other cities do impose minimum penalties for contraventions of their bylaws. The purpose of mandatory minimum fines is to set a base fine for the justice when a matter goes to court. A justice can award a fine higher than the base fine, but not lower.

We would recommend that Council impose minimum mandatory fines, and that they be set at the same level as the specified fines under the bylaw. This would mean that a person charged with an offence would have the option to pay the specified fine voluntarily to avoid prosecution. If the person elects not to pay the fine voluntarily, the matter would proceed to court. If convicted, the

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person would be fined an amount not less than the specified minimum fine. The justice hearing the case would not be able to lower the fine below the specified minimum fine but could impose a higher fine.

The bylaws of other western Canadian cities also treat persons as first-time offenders if a specified period of time has elapsed since their last conviction. This provision encourages compliance with the bylaw and rewards responsible owners. This provision has merit and we would recommend a similar provision in our Bylaw. We would recommend that if three years have elapsed since the date of the last conviction, a subsequent offence be treated as a first offence.

*Pet-at-Large (P.A.L.) Card*

In 2005, Saskatoon introduced a new Pet-at-Large Card Program. Every pet owner who purchases a pet licence receives a P.A.L. Card. The Card is valid for that licence year. The P.A.L. Card can be used once per year to waive fines for running-at-large (can only be used once for this purpose in the lifetime of the pet), pound fees or both running-at-large and pound fees if incurred at the same time.

The P.A.L. Card does not specify that it must only be used for a first offence for running-at-large. Under the current bylaw, if the pet owner uses the P.A.L. Card for a first offence, the fine to be waived amounts to \$50. If the pet owner chooses to use the P.A.L. Card for a second or subsequent offence, the fines to be waived would amount to \$100 and \$250 respectively. The value of the P.A.L. Card varies depending upon when it is used by the pet owner. We believe that this disparity is inherently unfair and should be addressed. It will only get worse if the specified fines are increased as recommended in this report.

Originally, we recommended that the P.A.L. Card value be set at \$100, the amount of a first offence running-at-large fine. However, the Animal Control Advisory Committee informed us that the original purpose of the P.A.L. Card was to waive pound fees and running-at-large fines, once, within the lifetime of the pet, both of which may be incurred at the same time. Therefore we now recommend that the P.A.L. Card should be of equal value whether used for a first, second or subsequent offence, and that this value be set at \$100 plus pound fees for one impoundment. This amount would be the same as the specified penalty for first offences for running-at-large plus associated pound fees. It would not matter if the pet owner uses the P.A.L. Card for a first, second or subsequent offence. When presented, the P.A.L. Card would be applied to the running-at-large fines or pound fees to a maximum of this value.

**Dangerous Animal**

The animal control bylaws from the other western Canadian cities also deal with dangerous animals. In Saskatoon, the regulation of dangerous animals is contained in a separate bylaw, *The Dangerous Animals Bylaw, 2003*. As part of our review, we included a comparison of these dangerous animal provisions. Details of the comparison in chart form are attached as Attachment 3 to this report. The right hand column shows the current fines under Saskatoon's Bylaw. The right-hand column shows the current fines under *The Dangerous Animals Bylaw, 2003*.

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*Fine Amounts*

In Saskatoon, the Bylaw does not permit a person to pay a voluntary fine to avoid prosecution. The person is required to attend in court to answer the charge. If convicted, the person is liable, in the case of an individual, to a fine not exceeding \$10,000, and, in the case of a corporation, to a fine not exceeding \$25,000. There are no minimum penalties prescribed in the Bylaw.

We are not recommending that Saskatoon adopt a system of voluntary payments to avoid prosecution in the case of dangerous animals. These are serious offences, and we recommend that the owner should continue to be required to attend in court to answer the charges. It is crucially important for the offender to appear so that the court can issue an order when appropriate. The order may contain terms about muzzling and leashing the animal when off the premises of the owner, inoculating the animal against rabies, keeping the animal in a proper enclosure, maintaining liability insurance for any bodily injury or damage caused by the animal, spaying or neutering the animal, and/or displaying signs warning of the presence of the animal on the owner's property.

We are, however, recommending that minimum fines for the various offences be prescribed in the Bylaw. We also recommend that the fines reflect the seriousness and danger to the public of dangerous animal offences. This is in accordance with the fines set by other western Canadian cities.

For the offence of owning or harbouring an animal that attacks another animal or person, we would recommend the following minimum penalties:

- first offence - \$250
- second offence - \$500
- subsequent offence - \$750

For the offence of failing to comply with an order respecting a dangerous animal, we would recommend the following minimum penalties:

- first offence - \$500
- second offence - \$1,000
- subsequent offence - \$1,500

This report has been reviewed by the City Treasurer and by the Animal Control Advisory Committee. The comments of the Animal Control Advisory Committee have been incorporated into this report and are attached.

**PUBLIC NOTICE**

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

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**ATTACHMENTS**

1. Animal Control Penalty Comparison Chart;
2. Schedule No. 7 of *The Animal Control Bylaw, 1999*;
3. Dangerous Animal Penalty Comparison Chart; and
4. Memo from Secretary of the Animal Control Advisory Committee dated October 31, 2011.

**REPORT NO. 16-2011 OF THE PLANNING AND OPERATIONS COMMITTEE**

Composition of Committee

Councillor P. Lorje, Chair  
Councillor C. Clark  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor M. Loewen

**1. Leisure Services Admission Fees**  
**(Files CK. 1720-3 and LS. 1720-1)**

- RECOMMENDATION:**
- 1) that the long-term cost recovery objective for general admissions remain at 65 percent of the total cost of providing the service, and this objective continue to be achieved by increasing the base for the general admission rate for adults by \$0.50 annually on January 1 of each year;
  - 2) that once cost recovery is achieved, the rate be increased annually to keep up with inflation; and
  - 3) that the implementation of a discount rate across all months in the LeisureCard pricing scale be consistent (a discounted rate be applied to the cost of a LeisureCard when purchased for longer terms).

*ADOPTED.*

Attached is a report of the General Manager, Community Services Department dated October 18, 2011, with respect to admission rates and fees for the six indoor leisure centres.

The above report also provides information in response to the attached communication dated March 1, 2011, from Mr. Marcus Davies, which was referred by City Council to the Administration for review of the family pricing policy and report to the Planning and Operations Committee.

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Your Committee has reviewed the report with the Administration and is supporting the above recommendations.

**2. Application for Funding – Youth Subsidy Program  
Special Events Policy No. C03-007  
(Files CK. 1870-15 and LS. 1720-8-1)**

**RECOMMENDATION:** that the Saskatoon Fencing Club, an eligible Youth Sport Subsidy Program sport organization, receive a grant of up to \$6,320 to host the Canadian Fencing Canadian Selection No. 1 event, November 18 to 20, 2011.

*ADOPTED.*

Attached is a report of the General Manager, Community Services Department dated October 7, 2011 with respect to an application from the Saskatoon Fencing Club for a Youth Sport Subsidy Special Event Hosting Grant.

Your Committee has reviewed and is supporting the above recommendation.

**3. Communication to Council  
From: Richard Weishaupt, Manager of Health and Safety  
BHP Billiton  
Date: November 4, 2010  
Subject: Request to Re-Direct Alley traffic  
(File No. CK. 6320-2)**

**RECOMMENDATION:** that the information be received.

*ADOPTED.*

Attached is a report of the General Manager, Infrastructure Services Department dated October 19, 2011, with respect to the above referral from City Council. Also attached is a copy of the above communication.

Your Committee has reviewed the matter with the Administration and is forwarding the report to City Council for information.

**4. Riversdale Local Area Plan (LAP)  
Spadina Crescent West (Avenue C to Avenue E) Traffic Calming and  
Pedestrian Crosswalks  
(Files CK. 6150-1, x CK. 6320-1, IS. 6150-1 and IS. 6350-1)**

**RECOMMENDATION:** that the information be received.

*ADOPTED.*

Attached is a report of the General Manager, Infrastructure Services Department dated October 18, 2011, providing information on traffic calming measures being implemented along Spadina Crescent West, from Avenue C to Avenue E.

Your Committee has reviewed the report with the Administration and is forwarding the report to City Council as information.

**5. Request for Post Budget Approval  
Capital Project 1552 – IS – Remote Data Entry  
Remote Data Entry Project  
(Files CK. 261-1, x CK. 1702-1, and IS. 261-1)**

**RECOMMENDATION:**

- 1) that \$40,000 be transferred from Capital Project 1557 – IS – Office Modifications/Furniture Replacement Upgrades to the Infrastructure Services Capital Reserve;
- 2) that a post budget adjustment in the amount of \$40,000 be approved for Capital Project 1552 – Remote Data Entry; and
- 3) that the \$40,000 post budget adjustment be funded from the Infrastructure Services Capital Reserve.

*ADOPTED.*

Attached is a report of the General Manager, Infrastructure Services Department dated October 19, 2011, with respect to the above matter.

Your Committee has reviewed the matter with the Administration and is supporting the above recommendations.

**REPORT NO. 12-2011 OF THE ADMINISTRATION AND FINANCE COMMITTEE**

Composition of Committee

Councillor G. Penner, Chair  
Councillor D. Hill  
Councillor M. Heidt  
Councillor T. Paulsen

**1. Water Treatment Plant – 2011 Water Restriction**  
**(File No. CK. 7900-1 x 670-3)**

**RECOMMENDATION:** that the information be received.

*ADOPTED.*

Attached is a report of the General Manager, Utility Services Department dated October 13, 2011 dealing with the above. This report has been reviewed with Administration and is being forwarded to City Council for its information.

Copies of the above report are provided to City Council members. A copy is also available on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca).

**REPORT NO. 9-2011 OF THE LAND BANK COMMITTEE**

Composition of Committee

Councillor M. Heidt, Chair  
Councillor D. Hill  
Councillor P. Lorje  
Councillor G. Penner

**1. Industrial Land Incentives Program**  
**Amendment to Policy C09-009 – Section 2.1**  
**(File No. CK. 3500-13 x 4215-1)**

**RECOMMENDATION:** that City Council Policy C09-009, be amended under Section 2.1 to include all City-owned industrial land available for sale over-the-counter, with the exception of land tendered under the Tax Enforcement Act.

*ADOPTED.*

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Attached is a report of the General Manager, Community Services Department dated October 5, 2011 with respect to a proposed amendment to the Industrial Land Incentives Program Policy C09-009, to include all City-owned industrial land available for sale over-the-counter, rather than the current provision which reads, “ Hudson Bay, Marquis and Silverwood Industrial areas and any other industrial land that City Council may designate from time to time”.

Your Committee has reviewed this matter with Administration and supports this proposed Policy change.

**2. Purchase Agreement and Direct Sale to VerEco Homes Inc.  
Lot 21, Block 625 (Plan yet to be registered), located at 122 Roy Crescent,  
Evergreen Neighbourhood  
(File No. CK. 4215-1)**

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- RECOMMENDATION:**
- 1) that approval be granted for the direct sale of 122 Roy Crescent to VerEco Homes Inc. for the purpose of construction a VerEco Home, showcasing the latest in green building techniques; and
  - 2) that the City Solicitor be requested to prepare the Direct Sale Agreement and that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the Corporate Seal.

*ADOPTED.*

Attached is a report of the General Manager, Community Services Department dated October 5, 2011, with respect to a proposal for a direct sale of property in the Evergreen Neighbourhood to VerEco Homes Inc.

Your Committee has reviewed this matter with Administration and supports the direct sale of the property located at 122 Roy Crescent in the Evergreen Neighbourhood to VerEco Homes Inc. as outlined in the report.

**3. Proposed Purchase and Sale Agreement  
Between the City of Saskatoon and Norseman Structures Inc.  
(File No. CK. 4020-1 x 4215-1)**

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- RECOMMENDATION:**
- 1) that approval be granted for a purchase and sale of lands, as shown on Schedule A – City of Saskatoon and Norseman Structures Inc. – Lands of Exchange, between the City of Saskatoon and Norseman Structures Inc. as contained in the attached report; and

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- 2) that the City Solicitor be requested to prepare the necessary agreements for execution by His Worship the Mayor and City Clerk under the Corporate Seal.

*ADOPTED.*

Attached is a report of the General Manager, Community Services Department dated October 3, 2011 regarding a purchase and sale of lands as outlined on Schedule A as contained in the attached report.

Your Committee has reviewed this proposal with the Administration, and supports the purchase and sale of lands, as outlined on Schedule A of the report.

**REPORT NO. 17-2011 OF THE EXECUTIVE COMMITTEE**

Composition of Committee

His Worship Mayor D. Atchison, Chair  
Councillor C. Clark  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor M. Heidt  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor M. Loewen  
Councillor P. Lorje  
Councillor T. Paulsen  
Councillor G. Penner

**1. Circle Drive South Project Land Acquisition  
Portion of 3010 – 11<sup>th</sup> Street West  
(File No. CK. 4020-12)**

- RECOMMENDATION:**
- 1) that the City purchase a portion of the southwest corner of 3010 - 11<sup>th</sup> Street West from 4345142 Canada Inc. consisting of approximately 172 square meters at a purchase price of \$22,217;
  - 2) that the cost of acquisition and related expenses be charged to the Property Realized Reserve, as an interim source of financing; and

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- 3) 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.

*ADOPTED.*

Your Committee has considered and supports the following report of the City Manager dated October 27, 2011:

**“BACKGROUND**

At its meeting held May 28, 2007, City Council considered Clause 6, Report No. 9-2007 of the Executive Committee and adopted the following recommendation with respect to the Circle Drive South Project:

- “3) that the Administration be authorized to negotiate with all land owners identified for the acquisition of the necessary rights-of-way for the construction of this project.”

**REPORT**

The property owned by 4345142 Canada Inc. at 3010 – 11<sup>th</sup> Street West is situated on the north side of 11<sup>th</sup> Street West immediately adjacent to the embankment of the northbound lanes of the new Circle Drive roadway. As part of the Circle Drive South Project, approximately 1,851 square feet (171 square metres) is required from the southwest corner of the site to further stabilize the embankment.

The City’s Real Estate Manager has negotiated a Sale Agreement with the property owner, subject to City Council approval, to acquire the lands required.

Attachment 1 identifies the location of the subject parcel and the land area required.

Significant terms and conditions of the Offer to Purchase agreement are as follows:

1. Conditions Precedent  
Approval by Saskatoon City Council by November 7, 2011.
2. Possession Date  
Immediately upon approval by City of Saskatoon City Council.
3. Closing Date  
Earliest date acceptable to both parties subsequent to the subdivision approval and registration of the subject lands.

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4. Legal Costs and Disbursements  
Each party shall be responsible for its own legal costs.
5. Other Terms  
The City shall be responsible for all survey and subdivision costs and Land Registry fees in respect of this land exchange.

**OPTIONS**

There are no options.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPACT**

It is recommended that the cost of acquisition and related expenses be charged to the Property Realized Reserve as an interim source of funding.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PUBLIC NOTICE**

Public Notice, pursuant to Section 3 of the City of Saskatoon Policy C01-021 (Public Notice Policy) is not required.

**ATTACHMENT**

1. Required Land Portion of 3010 – 11<sup>th</sup> Street West”

*His Worship the Mayor assumed the Chair.*

*Moved by Councillor Clark, Seconded by Councillor Paulsen,*

*THAT the Committee of the Whole be adopted.*

*CARRIED.*

**ADMINISTRATIVE REPORT NO. 20-2011 - CONTINUED**

**F3) Recycling Request For Proposals  
(Files CK. 7830-5 and WT. 7832-19)**

- RECOMMENDATION:**
- 1) that the Draft Recycling Request For Proposals (RFP) documents included in this report be finalized for issuance through the City of Saskatoon Purchasing Department in accordance with the identified time-lines; and
  - 2) that the Evaluation Committee report back to City Council with a recommendation related to award of contract.

**BACKGROUND**

At its August 17, 2011 meeting, City Council provided direction to Administration regarding preparation of the draft RFP as follows:

“that the evaluation of proposals submitted under the Recycling RFP be based on complete proposals including both collections and processing components or proposals on collections alone or proposals on processing alone.”

**REPORT**

The current draft Requests For Proposals (RFPs) have been updated based on Council direction, and are included with this report as Attachments 1 and 2. Attachment 1 is the draft Collections Services RFP; Attachment 2 is the draft Processing and Marketing Services RFP.

The RFPs have been written to maximize flexibility such that both competition and innovation from industry may be the focus rather than prescriptive terms. The RFPs contain a mere three Mandatory Requirements: 1) the submission must be received on time; 2) the bidder must include an executed Consent of Surety; and 3) the proposal must include pricing for the provision of unsorted fibre to Cosmopolitan Industries.

It is anticipated this flexible approach will minimize the rejection of proposals. Besides compliance with the three Mandatory Requirements, there remains the potential that a submission may be rejected if it proposes an orphan service (e.g. a commingled collections proposal is received, but no commingled processing and marketing proposal).

Greater detail has been provided in the technical requirements section of the RFPs to more clearly illustrate to proponents the desired information requested by the City through its RFP process.

Administration conducted a second public Bidders' Information Meeting on September 14, 2011 at TCU Place. The Bidders' Information Meeting was held to receive input from the private sector on any potential challenges the new direction from Council may pose. Seven companies and organizations participated in the meeting.

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Draft versions of the technical requirements for Collections and Processing/Marketing were provided to attendees and feedback was sought on the content therein. Opportunities to discuss the fundamentals of the RFP, proposed evaluation method, payment method (per household vs. per tonne), exclusion of glass, and the No Harm (provision of fibre) clause to Cosmopolitan Industries were also provided. The majority of questions from attendees were of a general nature; however, feedback from attendees provided further clarity to the Administration on a suitable fee structure for contractors.

The draft Collections RFP now stipulates that services would be charged on a per household basis as this is the manner in which a Collections contractor would incur costs – by travelling from household to household. In the original RFP, the entire residential curbside recycling program contract would have been paid on a per tonne of recycled material basis.

The Processing and Marketing RFP will charge on a per tonne material *recycled* basis. Payment on per tonne *recycled* provides incentive to the Processor in achieving the required specifications for downstream markets and minimizing residuals/wasted recyclables.

**Evaluation**

An evaluation process, which aligns with the RFP Fundamentals outlined in May, has been adjusted to account for a separated proposal process, as well as to provide proponents with greater detail on the information being requested.

The Evaluation Committee will consider whether a Proposal substantially satisfies the requirements of the RFP and demonstrates that the Proponent is capable of performing and will perform the obligations and responsibilities of an Agreement. A three-envelope system will form the basis of the evaluation process.

The first sealed envelope will contain the Mandatory Requirements: the Submission must be received at the Delivery Address no later than the Closing Time; the Proponent must include an executed Consent of Surety from the Proponent's surety; and, the Proponent must include pricing for the Provision of unsorted fibre to Cosmopolitan Industries. This package will be reviewed prior to consideration of the Technical Submission.

The second sealed envelope will contain the Technical Proposal Requirements. These include the various performance-based objectives for which points are awarded (to a maximum of 65) based on the quality of the Submission. This package will be reviewed prior to consideration of the Financial Submission.

The third sealed envelope will contain the Financial Proposal Requirements. A maximum of 35 points may be awarded based on the quality of the Submission. For the purposes of comparing Submissions, the Evaluation Committee will use a net present value approach to the pricing provided for each year of the seven year term.

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Composition of the Evaluation Committee is proposed as follows:

- Jeff Jorgenson, General Manager, Utility Services Department
- Brenda Wallace, Manager, Environmental Services Branch
- Linda Andal, Finance Branch, Corporate Services Department
- One Representative from the City’s Internal Auditor, Garman Weimer & Associates Ltd.
- One Representative from **exp** Services Inc., Consultant

The Evaluation Committee anticipates selecting as Preferred Proponent(s), the Proponent(s) submitting the Proposal(s) achieving the highest score based on a detailed evaluation. The following tables summarize the maximum points available through evaluation.

**Collections Evaluation Matrix**

<b>Evaluation Criteria</b>	<b>Maximum Available Points</b>
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	15 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	15 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	4 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

**Processing & Marketing Evaluation Matrix**

<b>Evaluation Criteria</b>	<b>Maximum Available Points</b>
EFFICIENCY: Management and Track Record	10 points
EFFICIENCY: Quality Control/Quality Assurance	5 points
EFFICIENCY: Communication Plan	5 points
EFFICIENCY: Reporting	5 points
SUSTAINABILITY: Economic Viability	20 points
SUSTAINABILITY: Environmental Impact	2 points
CONVENIENCE TO RESIDENTS: Participation	4 points
CONVENIENCE TO RESIDENTS: Implementation	1 point
CONVENIENCE TO RESIDENTS: Interruption/Contingency Plan	1 point
DIVERSION OF MATERIALS: Range of Materials	2 points
DIVERSION OF MATERIALS: Material Capture	10 points
<b>Financial Submission (Package 3)</b>	<b>35 points</b>
<b>TOTAL</b>	<b>100 points</b>

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Evaluation of Proposals will follow a three stage process:

**Stage 1**

Each category of bid will be evaluated against its peers as follows:

- commingled collections
- commingled processing & marketing
- multi-stream collections
- multi-stream processing & marketing
- 'complete proposals' (combined collections/processing)

A technical evaluation will occur independent of the review of the financial submissions such that the financial evaluation formula applies to each category of bid in the first evaluation round.

**Stage 2**

The highest scoring collections proposals will be matched with the highest scoring processing & marketing proposals from each category. Orphan proposals will be rejected (e.g. commingled collections proposal that cannot be matched to a commingled processing proposal). The goal of the evaluation process is to identify the highest-scoring proposal(s) for the delivery of a curbside recycling program. This requires both collections and processing services. A maximum of 130 points (i.e. 65 points awarded for collections + 65 points awarded for processing & marketing) may be identified through the technical evaluation.

A new financial score will be assigned based on the combined collections/processing services. The result of the financial evaluation will identify curbside recycling service proposal scores out of a maximum of 70 points (i.e. 35 points awarded for collections + 35 points awarded for processing & marketing).

**Stage 3**

The highest scoring curbside recycling program (out of a maximum of 200 points) will be selected as the Preferred Proposal(s).

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The City has identified a budget of \$27,407,140 over the term of the seven-year contract for the collection, processing and marketing of recyclable materials for all single-family dwellings as defined by the RFP.

<b>Affordability Ceiling</b>							
<b>Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Annual Total Cost	\$3,800,000	\$3,820,816	\$4,021,059	\$4,209,964	\$4,408,390	\$4,616,817	\$4,835,751

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If the annual cost to the City provided by the Preferred Proponent(s) is equal to or lower than each and every annual cost shown above, the Evaluation Committee will recommend to City Council award of the Contract.

If the highest scoring Proposal(s) costs more than any annual amount above, negotiations will occur with the Preferred Proponent(s) in an attempt to match the level of service to the available budget. If this is not possible, the results will be presented to City Council for a decision on whether or not to award.

**ENVIRONMENTAL IMPLICATIONS**

Environmental impacts will be reported on in subsequent reports outlining program specifics derived from the highest scoring Proposal.

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Draft Request For Proposals for Collection Services for a Single-Family Residential Curbside Recycling Program
2. Draft Request For Proposals for Processing and Marketing Services for a Single-Family Residential Curbside Recycling Program

*The City Clerk distributed copies of a letter from Mr. Dwight Grayston, dated November 4, 2011, requesting to speak to Council.*

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT Dwight Grayston be heard.*

**CARRIED.**

*Mr. Dwight Grayston, All Green Recycling, expressed concerns regarding several components of the proposed RFP.*

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IN REFERRAL

*Moved by Councillor Lorje, Seconded by Councillor Iwanchuk,*

*THAT the matter be referred to Executive Committee.*

*YEAS: Councillors Iwanchuk and Lorje* 2

*NAYS: His Worship the Mayor, Councillors Clark, Donauer, Dubois, Heidt,  
Hill, Loewen, Paulsen, and Penner* 9

*THE REFERRAL MOTION WAS PUT AND LOST.*

IN AMENDMENT

*Moved by Councillor Hill, Seconded by Councillor Loewen,*

*THAT the RFPs be amended by removing the requirement that no glass be collected provided the bidders can identify no contamination of the fibre if that fibre is to be provided to Cosmopolitan Industries.*

*YEAS: Councillors Hill, Iwanchuk, Loewen, Lorje, Paulsen and Penner* 6

*NAYS: His Worship the Mayor, Councillors Clark, Donauer, Dubois,  
and Heidt* 5

*THE AMENDMENT WAS PUT AND CARRIED.*

*Moved by Councillor Penner, Seconded by Councillor Dubois,*

1) *that the Draft Recycling Request For Proposals (RFP) documents included in this report, as amended above, be finalized for issuance through the City of Saskatoon Purchasing Department in accordance with the identified time-lines; and*

2) *that the Evaluation Committee report back to City Council with a recommendation related to award of contract.*

*YEAS: Councillors Clark, Dubois, Hill, Heidt, Iwanchuk, Loewen, Lorje,  
Paulsen and Penner* 9

*NAYS: His Worship the Mayor and Councillor Donauer* 2

*CARRIED.*

**COMMUNICATIONS TO COUNCIL**

The following communications were submitted and dealt with as stated:

**B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL**

**1) Don Selinger, dated October 19**

Commenting on wind turbine project. (File No. CK. 2000-5)

**RECOMMENDATION:** that the information be received.

*Moved by Councillor Paulsen, Seconded by Councillor Hill,*

*THAT the information be received.*

*CARRIED.*

**2) Leslee Newman, dated October 20**

Commenting on wind turbine project. (File No. CK. 2000-5)

**RECOMMENDATION:** that the information be received.

*Moved by Councillor Paulsen, Seconded by Councillor Hill,*

*THAT the information be received.*

*CARRIED.*

**3) Jack Grover, dated October 25**

Commenting on homelessness in Saskatoon. (File No. CK. 750-1)

**RECOMMENDATION:** that the information be received.

*Moved by Councillor Dubois, Seconded by Councillor Penner,*

*THAT the information be received.*

*CARRIED.*

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**4) Karen Crippen, dated October 26**

Commenting on keeping chickens in the city. (File No. CK. 151-1)

**RECOMMENDATION:** that the direction of Council issue.

*Moved by Councillor Penner, Seconded by Councillor Hill,*

*THAT the information be received.*

*CARRIED.*

**5) Elaine Crocker, dated October 30**

Commenting on drainage and elevation requirements for in-fill residences. (File No. CK. 7820-1)

**RECOMMENDATION:** that the direction of Council issue.

*Moved by Councillor Lorje, Seconded by Councillor Dubois,*

*THAT the letter be referred to the Planning and Operations Committee.*

*CARRIED.*

**6) Joanne Sproule, Deputy City Clerk, dated October 24**

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 3714 Kinnear Place. (File No. CK. 4352-1)

**RECOMMENDATION:** that the information be received.

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT the information be received.*

*CARRIED.*

**7) Amy Derbowka, dated November 1**

Commenting on fluoride in the City's water. (Note – Administration has responded to a previous letter from the writer.) (File No. CK. 7920-1)

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**RECOMMENDATION:** that the direction of Council issue.

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT the information be received.*

*CARRIED.*

**C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION**

**1) Jeffery Tisnic, dated October 18**

Commenting on helping out in problem neighbourhoods. (File No. CK. 150-1) ) **(Referred to Administration to respond to the writer.)**

**2) Jenny Ly, dated October 19**

Commenting on the transit system. (File No. CK. 7300-1) **(Referred to Administration to respond to the writer.)**

**3) Darryl Lamers, dated October 20**

Commenting on trains during rush hour. (File No. CK. 6170-1) **(Referred to Administration to respond to the writer.)**

**4) Taylor Evernden, dated October 20**

Commenting on road repairs on 12<sup>th</sup> Street, between Munroe and McKinnon Avenues. (File No. CK. 6315-1) **(Referred to Administration to respond to the writer.)**

**5) Nicole Zieman, dated October 21**

Commenting on the need to alert motorists of crosswalks. (File No. CK. 6150-1) **(Referred to Administration for consideration and response to the writer.)**

**6) Betty Hills, dated October 24**

Commenting on rezoning application for the property located at 811 29<sup>th</sup> Street West. (File No. CK. 4351-1) **(Referred to Administration for inclusion in rezoning hearing materials.)**

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**7) Elliot Boyko, dated October 25**

Requesting permit parking for 400 Block of Avenue C South. (File No. CK. 6120-4-2) **(Referred to Administration for consideration and response to the writer.)**

**8) Ahlam Mansour, dated October 28**

Commenting on the need for more transit routes in Stonebridge. (File No. CK. 7310-1) **(Referred to Administration to respond to the writer.)**

**9) Dave Barnard, dated October 28**

Commenting on the condition of downtown streets and Broadway Avenue. (File No. CK. 6000-1) **(Referred to Administration to respond to the writer.)**

**10) Robert Pollock, dated October 25**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**11) John Parry, dated October 26**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**12) Maureen Anderson, dated October 31**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

**13) Doug Maurer, dated November 1, 2011**

Commenting on proposed Sunday Parking Meter Charges. (File No. CK. 6120-3) **(Referred to Administration and Finance Committee for further handling.)**

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**14) David Morin, dated October 31, 2011**

Commenting on parking on 23<sup>rd</sup> Street. (File No. CK. 6320-1) **(Referred to Administration to respond to the writer.)**

**RECOMMENDATION:** that the information be received.

*Moved by Councillor Penner, Seconded by Councillor Paulsen,*

*THAT the information be received.*

*CARRIED.*

**D. PROCLAMATIONS**

**1) Mark Regier, Chief Executive Officer, Prairieland Park, dated October 18**

Requesting City Council proclaim the week of January 9 to 13, 2012, as Agriculture Business Awareness Week. (File No. CK. 205-5)

**RECOMMENDATION:** that City Council approve the proclamation as set out in Section D; and that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.

*Moved by Councillor Hill, Seconded by Councillor Dubois,*

*THAT City Council approve the proclamation as set out in Section D; and that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.*

*CARRIED.*

**ENQUIRIES**

**Councillor R. Donauer  
Recycling Programs  
Single-Stream Only vs. Multi-Stream Only  
(File No. CK. 7830-5)**

Would the Administration please report on whether other municipalities in Canada have specified that their recycling program must be: “single-stream only” or “multi-stream only”.

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If so, has any litigation ensued as a result of that Council's decision; and what the result of any such litigation was.

**INTRODUCTION AND CONSIDERATION OF BYLAWS**

**Bylaw 8978**

Moved by Councillor Clark, Seconded by Councillor Paulsen,

THAT permission be granted to introduce Bylaw No. 8978, being "The Residential Parking Program Amendment Bylaw, 2011 (No. 5)" and to give same its first reading.

CARRIED.

The bylaw was then read a first time.

Moved by Councillor Clark, Seconded by Councillor Lorje,

THAT Bylaw No. 8978 be now read a second time.

CARRIED.

The bylaw was then read a second time.

Moved by Councillor Clark, Seconded by Councillor Loewen,

THAT Council go into Committee of the Whole to consider Bylaw No. 8978.

CARRIED.

Council went into Committee of the Whole with Councillor Clark in the Chair.

Committee arose.

Councillor Clark, Chair of the Committee of the Whole, made the following report:

That while in Committee of the Whole, Bylaw No. 8978 was considered clause by clause and approved.

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Moved by Councillor Clark, Seconded by Councillor Heidt,

THAT the report of the Committee of the Whole be adopted.

CARRIED.

Moved by Councillor Clark, Seconded by Councillor Dubois,

THAT permission be granted to have Bylaw No. 8978 read a third time at this meeting.

CARRIED UNANIMOUSLY.

Moved by Councillor Clark, Seconded by Councillor Hill,

THAT Bylaw No. 8978 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.

CARRIED.

**Bylaw 8980**

Moved by Councillor Clark, Seconded by Councillor Paulsen,

THAT permission be granted to introduce Bylaw No. 8980, being "The Street Closing Bylaw, 2011 (No. 12)" and to give same its first reading.

CARRIED.

The bylaw was then read a first time.

Moved by Councillor Clark, Seconded by Councillor Lorje,

THAT Bylaw No. 8980 be now read a second time.

CARRIED.

The bylaw was then read a second time.

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Moved by Councillor Clark, Seconded by Councillor Loewen,

THAT Council go into Committee of the Whole to consider Bylaw No. 8980.

CARRIED.

Council went into Committee of the Whole with Councillor Clark in the Chair.

Committee arose.

Councillor Clark, Chair of the Committee of the Whole, made the following report:

That while in Committee of the Whole, Bylaw No. 8980 was considered clause by clause and approved.

Moved by Councillor Clark, Seconded by Councillor Heidt,

THAT the report of the Committee of the Whole be adopted.

CARRIED.

Moved by Councillor Clark, Seconded by Councillor Dubois,

THAT permission be granted to have Bylaw No. 8980 read a third time at this meeting.

CARRIED UNANIMOUSLY.

Moved by Councillor Clark, Seconded by Councillor Hill,

THAT Bylaw No. 8980 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.

CARRIED.

**COMMUNICATIONS TO COUNCIL – CONTINUED**

**A. REQUESTS TO SPEAK TO COUNCIL**

**1) Marlene Galbraith, dated October 27**

Requesting permission to address City Council with respect to the safety of pedestrian tunnels.  
(File No. CK. 6150-1)

**RECOMMENDATION:** that Marlene Galbraith be heard.

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT Marlene Galbraith be heard.*

*CARRIED.*

*Ms. Marlene Galbraith spoke regarding extreme danger issues with the pedestrian tunnels under Circle Drive by 22<sup>nd</sup> and 33<sup>rd</sup> Streets and asked for something to be done.*

*Moved by Councillor Lorje, Seconded by Councillor Heidt,*

*THAT the matter be referred to the Planning and Operations Committee.*

*CARRIED.*

**2) Keith McLachlan, Saskatoon Downtown Lions Club, dated November 1**

Requesting permission to address City Council with respect to a Tag Day and proclamation for Diabetes Day. (File No. CK. 205-5)

**RECOMMENDATION:** that Keith McLachlan be heard.

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT Keith McLachlan be heard.*

*CARRIED.*

*His Worship the Mayor ascertained that Mr. McLachlan was not present in the gallery.*

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*Moved by Councillor Hill, Seconded by Councillor Paulsen,*

*THAT Council proclaim November 19, 2011, as Diabetes Day in Saskatoon and that the City Clerk be authorized to sign the proclamation, in standard form, on behalf of City Council.*

*CARRIED.*

**3) Lois Mitchell, dated November 1, 2011**

Requesting permission to address City Council with respect to homelessness in Saskatoon. (File No. CK. 750-1)

**RECOMMENDATION:** that Lois Mitchell be heard.

*Moved by Councillor Paulsen, Seconded by Councillor Dubois,*

*THAT Lois Mitchell be heard.*

*CARRIED.*

*Ms. Lois Mitchell, a member of the Occupy Saskatoon movement, spoke regarding homelessness in Saskatoon and requested that interested groups work together to maintain a safe, indoor place for homeless people to share their experiences.*

*Moved by Councillor Donauer, Seconded by Councillor Penner,*

*THAT the information be received.*

*CARRIED.*

*Moved by Councillor Clark,*

*THAT the meeting stand adjourned.*

*CARRIED.*

*The meeting adjourned at 9:54 p.m.*

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Mayor

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City Clerk