

ORDER OF BUSINESS

REGULAR MEETING OF CITY COUNCIL

MONDAY, NOVEMBER 26, 2012, AT 6:00 P.M.

1. **Approval of Minutes** of the regular meeting held on November 13, 2012.

2. **Hearings (6:00 p.m.)**
 - a) **Discretionary Use Application – Office Complex**
311 Ludlow Street – M3 Zoning District
Applicant: Point Nine Land Inc.
(File No. CK. 4355-012-004)

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

Notification posters have been 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:

- Report of the General Manager, Community Services Department dated October 31, 2012, recommending that the application submitted by Point Nine Land Inc. requesting permission to use 311 Ludlow Street for the purpose of an office complex be approved, subject to the applicant obtaining a Development Permit and all other relevant permits and licenses; and
- Letter dated November 19, 2012, from the Secretary of the Municipal Planning Commission advising the Commission supports the above-noted recommendation.

3. Reports of Administration and Committees:

- a) Administrative Report No. 16-2012;
- b) Report No. 16-2012 of the Planning and Operations Committee;
- c) Report No. 9-2012 of the Administration and Finance Committee;
- d) Report No. 6-2012 of the Land Bank Committee; and

- e) Report No. 17-2012 of the Executive Committee.

- 4. Communications to Council – (Requests to Speak to Council regarding reports of Administration and Committees)**

- 5. Communications to Council (Sections B, C, and D only)**

- 6. Question and Answer Period**

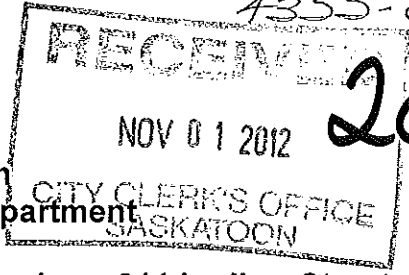
- 7. Enquiries**

- 8. Giving Notice**

- 9. Introduction and Consideration of Bylaws**
Bylaw No. 9070 - The Taxi Bylaw, 2012

- 10. Communications to Council – (Section A - Requests to Speak to Council on new issues)**

4355-012-4



TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: October 31, 2012
SUBJECT: Discretionary Use Application – Office Complex – 311 Ludlow Street
FILE NO.: PL 4355 – D4/12

RECOMMENDATION: that the application submitted by Point Nine Land Inc. requesting permission to use 311 Ludlow Street for the purpose of an office complex be approved, subject to the applicant obtaining a Development Permit and all other relevant permits and licenses.

TOPIC AND PURPOSE

The purpose of this report is for City Council to consider Point Nine Land Inc.'s application to construct an office complex at 311 Ludlow Street. This property is zoned M3 District in Zoning Bylaw No. 8770 where office complexes are a discretionary use.

REPORT HIGHLIGHTS

1. The University Heights Suburban Centre is host to a mix of commercial uses complementary to this development;
2. Vacant, undeveloped land will be used in the project; and
3. The development density of the site will be increased.

STRATEGIC GOAL

This report supports the City of Saskatoon's Strategic Goal of:

Economic Diversity and Prosperity – Saskatoon thrives thanks to a diverse local economy.

BACKGROUND

Point Nine Land Inc. is proposing to construct an office building at 311 Ludlow Street in addition to the existing office building on site. Two buildings located on the same site form an office complex, which is a discretionary use in the M3 District. The property in question is located within the University Heights Suburban Centre.

The existing building, on the western portion of the site, is 1,634 m² and contains a mix of medical offices and clinics. The proposed new building, located in the northeast corner of the site, will be 433 m² and will contain a similar mix of medical-related tenants on one level (see Attachment 3 – Site Plan).

REPORT

Introduction

An "office complex" means two or more detached principal buildings, not including a dwelling group, located on the same site provided that each form of development comprising the office complex is otherwise a permitted or discretionary use in the zoning district.

Roadway Access

Access to the site is available via Heath Avenue to the east and Ludlow Street to the south. The proposed office complex is not expected to have a significant impact on traffic flows in the area.

Parking Requirements

The off-street parking requirement for the development is calculated at a rate of one space for every 30 m² of gross floor area. Upon completion, the office complex will have a gross floor area of 2,067 m² requiring 69 parking spaces. Based on the information submitted by the applicant, 75 parking spaces have been provided.

Compatibility with Adjacent Land Uses

The subject site is surrounded by a variety of land uses such as multiple-unit dwellings, and commercial development including financial institutions, a grocery store, gas bar, and other retail uses.

Your Administration anticipates that the proposed office complex will have no significant impact on surrounding land uses.

Zoning Bylaw No. 8770 Requirements

This proposal meets all relevant Zoning Bylaw No. 8770 requirements.

Official Community Plan Bylaw No. 8769

This area is identified as "Suburban Centre" on the Official Community Plan (OCP) Land Use Map. Suburban Centres are the primary mixed use focal point for a Suburban Development Area, providing commercial, institutional, and recreational lands and activities serving the basic needs of the Suburban Development Area population.

Comments from Other Branches

No significant concerns were raised by other branches with respect to this proposal. See Attachment 4 - Comments from Other Branches, for their full remarks.

Conclusion

The proposed office complex at 311 Ludlow Street is complementary to the existing uses in the University Heights Suburban Centre and is not expected to significantly impact surrounding land uses. The proposal will make use of existing, undeveloped land in an existing area and will increase development density on the site.

OPTIONS TO THE RECOMMENDATION

City Council could deny the discretionary use application. This option is not recommended as the proposal complies with all relevant Zoning Bylaw No. 8770 requirements and has been evaluated as a discretionary use subject to the provisions of Section 4.7 of said bylaw.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Notices were mailed to 144 property owners within a 75 m radius of the site to solicit feedback on the proposal. Seven telephone inquiries were received on the matter, with concerns ranging from building height and parking, to current maintenance of the property. Some callers expressed support for the proposal, while most callers had no concerns once their questions were addressed.

To date, one letter of opposition has been received. The concerns noted by this resident include building design and its potential to obstruct views from nearby residential units.

COMMUNICATION PLAN

No further consultation is planned beyond the stakeholder involvement noted above.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PRIVACY IMPACT

There are no privacy implications.

PUBLIC NOTICE

Public Notice is required for consideration of this matter, pursuant to Section 11 (b) of Public Notice Policy No. C01-021.


Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set and the Community Services Department will give notice by ordinary mail to assessed property owners within 75 m of the subject site and to the community association for the area in which the subject site is located. Notification posters will also be placed on the subject site.

ATTACHMENTS

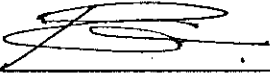
1. Fact Summary Sheet
2. Location Plan
3. Site Plan
4. Comments from Other Branches

Written by: Brent McAdam, Planner 13

Reviewed by:


 Alan Wallace, Manager
 Planning and Development Branch
 Dated: Oct. 31/12

Approved by:

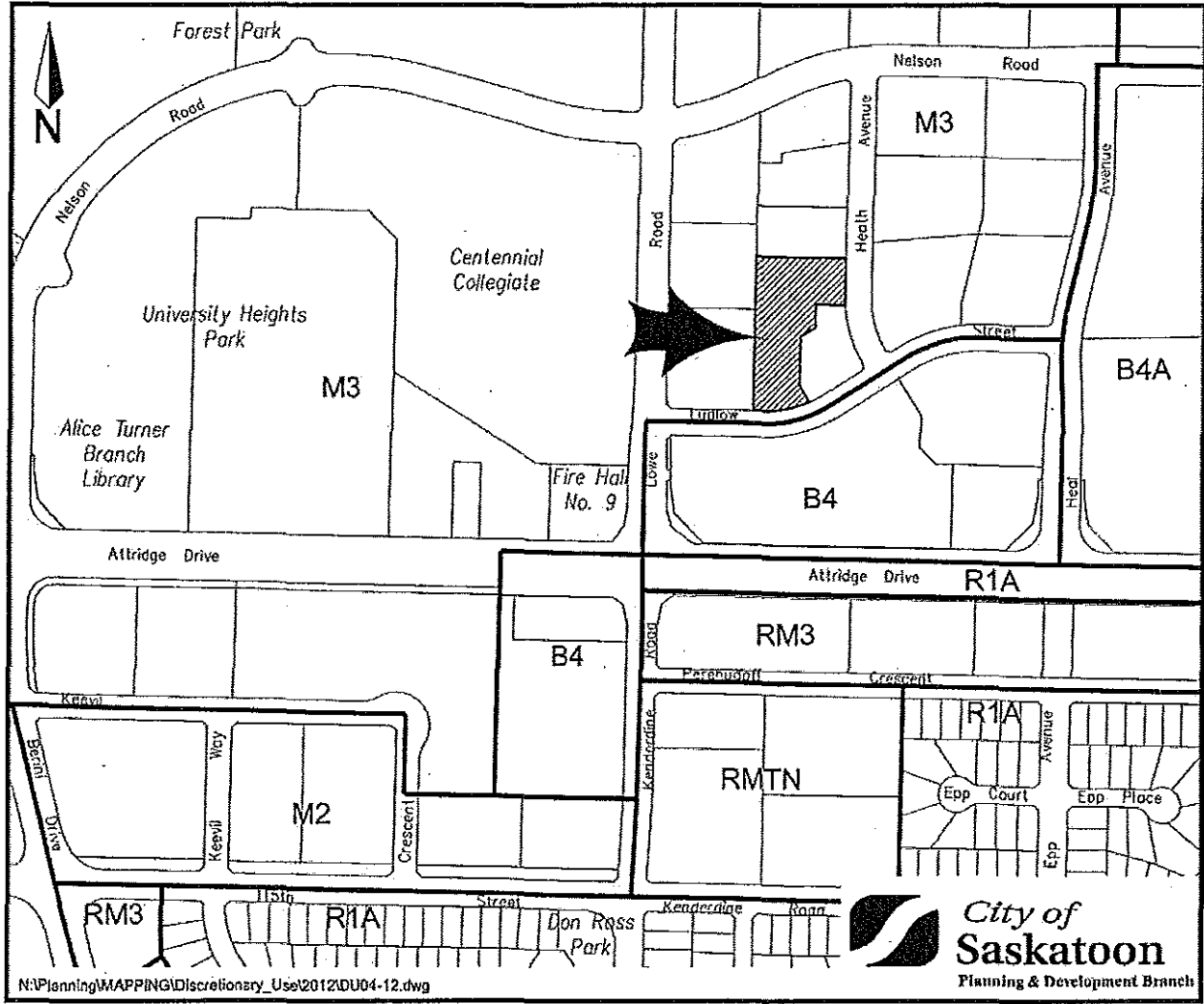

 Randy Grauer, General Manager
 Community Services Department
 Dated: October 31, 2012

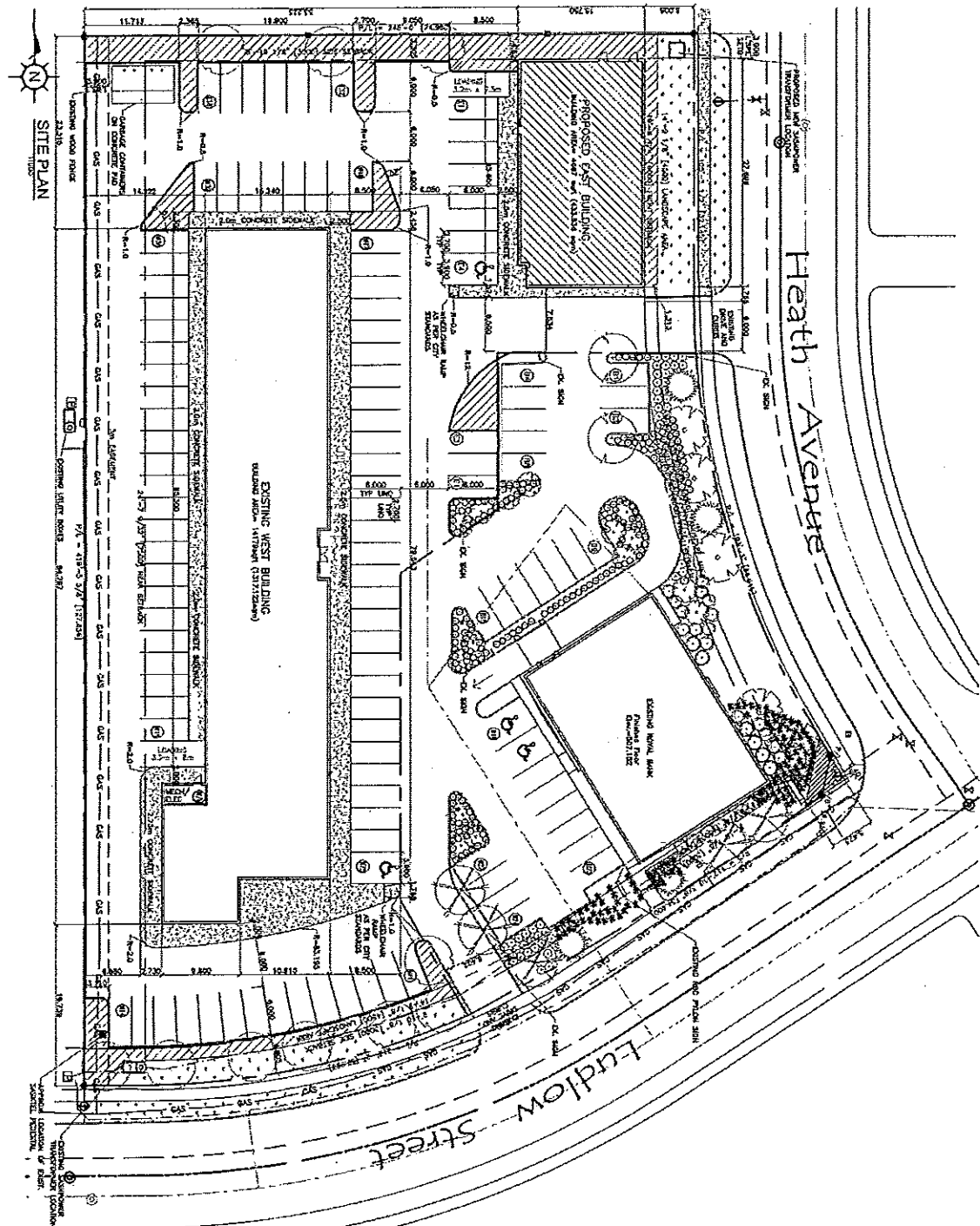
cc: Murray Totland, City Manager

FACT SUMMARY SHEET

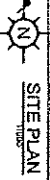
A. Location Facts	
1. Municipal Address	311 Ludlow Street
2. Legal Description	Lot 9, Block 438, Plan No. 102011960
3. Neighbourhood	University Heights Suburban Centre
4. Ward	10
B. Site Characteristics	
1. Existing Use of Property	Office Building
2. Proposed Use of Property	Office Complex
3. Adjacent Land Uses and Zoning	
North	Multiple-Unit Dwelling – RM3
South	Bank – M3 Grocery Store – B3
East	Bank and Offices – M3
West	Bank and Multiple-Unit Dwelling – M3
4. No. of Existing Off-Street Parking Spaces	75
5. No. of Off-Street Parking Spaces Required	69
6. No. of Off-Street Parking Spaces Provided	75
7. Site Frontage	38.462 m
8. Site Area	6636.85 m ²
9. Street Classification	Local
C. Official Community Plan Policy	
1. Existing Official Community Plan Designation	Suburban Centre
2. Existing Zoning District	M3

Location Plan - 311 Ludlow Street





- SITE LEGEND**
- EXISTING TELEPHONE FEEDERIAL
 - EXISTING MAILBOX
 - EXISTING CURB DRIVE
 - EXISTING DRIVE DRIVE
 - EXISTING SIGN
 - EXISTING LIGHT POLE
 - EXISTING FINE PRODUCE
 - EXISTING GAS PNEUMATIC LINE
 - EXISTING GAS ELECTRIC
 - EXISTING STORM LINE
 - EXISTING SANITARY LINE
 - EXISTING WATER LINE
 - EXISTING CABLE LINE



Comments from Other Branches

a) Building Standards Branch Comments

The Building Standards Branch of the Community Services Department has no objection to the proposal.

Please note that plans and documentation submitted in support of this application have not been reviewed for compliance with the requirements of the 2005 National Building Code of Canada.

b) Infrastructure Services Department Comments

The proposed discretionary use application is acceptable to the Infrastructure Services Department with the following comment:

- 1) The existing driveway off Ludlow Street will require a shared use agreement.

Community Services Department comment: An existing shared use agreement for this site has been confirmed.

c) Transit Services Branch, Utility Services Department Comments

The Transit Services Branch (Transit) has no concerns with the proposal.

Transit's closest bus stop is approximately 130 meters from the subject property on the east side of Lowe Road, just north of Ludlow Street.

Bus service is at 30 minute intervals Monday to Saturday and at 60 minute intervals after 6 p.m. Monday to Friday, early Saturday mornings, Sundays, and statutory holidays.



City of
Saskatoon
Office of the City Clerk

222 - 3rd Avenue North ph 306•975•3240
Saskatoon, SK S7K 0J5 fx 306•975•2784

November 19, 2012

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
 Discretionary Use Application – Office Complex
 311 Ludlow Street – M3 Zoning District
 Applicant: Point Nine Land Inc.
 (File No. CK. 4355-012-004)**

The Municipal Planning Commission, at its meeting held on November 13, 2012, considered a report of the General Manager, Community Services Department, dated October 31, 2012, with respect to an application from Point Nine Land Inc. to construct an office complex at 311 Ludlow Street. The property is zoned M3 District in Zoning Bylaw No. 8700 where office complexes are a discretionary use.

The Commission has reviewed the report with the Administration, including issues relating to parking provisions, access to the site, servicing issues, traffic impact, and proposed uses for the site, as discussed in the submitted report.

The Commission is supportive of the application and is recommending:

“that the application submitted by Point Nine Land Inc. requesting permission to use 311 Ludlow Street for the purpose of an office complex be approved, subject to the applicant obtaining a Development Permit and all other relevant permits and licenses”.

The Commission respectfully requests that the above recommendation be considered by City Council at the time of the public hearing with respect to the above discretionary use application.

Yours truly,

A handwritten signature in cursive script that reads "Diane Kanak".

**Diane Kanak, Deputy City Clerk
Municipal Planning Commission**

DK:sj

Attachment

His Worship the Mayor and City Council
The City of Saskatoon

ADMINISTRATIVE REPORTS

Section A – COMMUNITY SERVICES

**A1) Land Use Applications Received by the Community Services Department
For the Period Between November 1, 2012 to November 14, 2012
(For Information Only)
(Files CK. 4000-5, PL. 4132 and PL. 4300)**

RECOMMENDATION: that the information be received.

The following applications have been received and are being processed:

Condominium

- Application No. 15/12: 3011/3013 McClocklin Road (24 New Units)
Applicant: Jastek Montierra Project Inc.
Legal Description: Parcel A, Block 450A, Plan No. 101879725
Current Zoning: RMTN
Neighbourhood: Hampton Village
Date Received: November 7, 2012

Subdivision

- Application No. 94/12: 1128 King Crescent
Applicant: Webb Surveys for Marco Developments Ltd.
Legal Description: Lot 83, Block 4, Plan No. 99SA06423
Current Zoning: R2
Neighbourhood: City Park
Date Received: November 6, 2012
- Application No. 95/12: Hartley Road/Dickson Crescent
Applicant: Webster Surveys for Dundee Realty Corp.
Legal Description: Part of Parcel H, Plan No. 101923477, and
Consolidated with Plan No. 79S05649
Current Zoning: R1A
Neighbourhood: Stonebridge
Date Received: November 8, 2012

Subdivision

- Application No. 96/12: Rosewood Boulevard, Ledingham Street/Way
Applicant: Webster Surveys for Boychuk Investments
Legal Description: Part of Parcel AA, Plan No. 101875394 and
Part of Parcel F, Plan No. 94S17318
Current Zoning: R1A and B1B
Neighbourhood: Rosewood
Date Received: November 8, 2012

PUBLIC NOTICE

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

ATTACHMENTS

1. Condominium Application No. 15/12
2. Plan of Proposed Subdivision No.94/12
3. Plan of Proposed Subdivision No.95/12
4. Plan of Proposed Subdivision No.96/12

Section B – CORPORATE SERVICES

B1) Neighbourhood Land Development Fund Financial Information (Files CK. 1815-1, CK. 1700-1, CS. 1815-1, CS. 1702-1 and CS. 4131-1)

- RECOMMENDATION:**
- 1) that City Council approve the allocation of future Neighbourhood Land Development Fund surpluses based on the following guideline:
 - a) 10% to the Property Realized Reserve for future land development acquisitions;
 - b) 65% to growth related infrastructure Capital Projects;
 - c) 25% to the Reserve for Capital Expenditures;
 - d) that this guideline be reviewed periodically; and
 - 2) that City Council approve the allocation of the surplus generated from the Evergreen Neighbourhood based on the recommendations contained within this report.

TOPIC AND PURPOSE

Seeking City Council's approval on a guideline for distributing future surpluses from the Land Development Fund, and that guideline is subject to periodic review. Also seeking approval that the surplus generated from the Evergreen Neighbourhood be allocated in a very specific manner which is different than the guideline.

REPORT HIGHLIGHTS

1. Establishing a guideline to distribute all future Neighbourhood Land Development surpluses.
2. Distribute Evergreen Neighbourhood Land Development surplus.

STRATEGIC GOAL

This report supports the long-term priority of developing funding strategies for expenses related to new capital expenditures including core services, such as fire halls, roadways and underground services under the Strategic Goal of Asset and Financial Sustainability.

BACKGROUND

Up until this point in time, the allocation of Neighbourhood Land Development (NLD) funds has been done on a report-by-report basis. City Council has approved numerous allocations of the NLD fund to date, providing \$64.1 million for infrastructure investment, incentives/assistance for developments within older areas of the city, and for reducing the pressures on the mill rate (Attachment 1).

At its meeting held on December 20, 2010, City Council resolved, in part:

- “17) that the Administration report further on the allocation of future Evergreen neighbourhood land development dividends to assist in funding the existing backlog of paved and gravel lanes rehabilitation.”

REPORT

Distribution of Future Neighbourhood Land Development Funds

Saskatoon's rapid growth in the past five years has resulted in a significant increase in the pace of development. As a land developer, the City of Saskatoon has already received and allocated millions of dollars of surplus funds (profits) generated through the sale of land. It is your Administration's recommendation that the following guideline be applied to all future NLD funds (profits):

1. 10% to Property Realized Reserve for Future Land Acquisitions

Saskatoon's Land Bank has been in business since 1954. The backbone of a successful land development business is to own land suitable for future development. It is the City's vision to continue in the land development business; therefore, it is necessary to acquire land on an on-going basis for future development. The funding source for future land acquisitions is the Property Realized Reserve (PRR). The PRR is repaid for these acquisitions after a Neighbourhood Concept Plan is approved by City Council. In effect, this reserve is a "revolving" reserve with the land being acquired well in advance of the repayment. At this time, your Administration is recommending that 10 per cent of the surplus generated in the NLD fund be allocated to the PRR for the purpose of acquiring land consistent with operations of a land development business.

2. 65% to Growth Related Infrastructure Capital Projects

Historically, the funding mechanism for the capital costs of new infrastructure required due to growth has been funded by prepaid service reserves, property taxes (debt repayment), and senior levels of government. Pressures to keep property taxes as low as possible, and the uncertainty of any future funding from senior government, has challenged the City to identify additional funding sources. The need for new interchanges, fire halls, and other infrastructure required to support new development keeps increasing. One method of supporting the theory that growth pays for growth is to invest some of the surplus funds from land development (growth) back into the infrastructure required due to the growth. At this time, your Administration is recommending that 65 per cent of the surplus generated in the NLD fund be allocated as a funding source for future growth related capital projects submitted during the annual capital budgeting process.

3. 25% to Reserve for Capital Expenditures

The annual Capital Budget submission represents a list of projects that your Administration has deemed to be of high priority based on key issues at the time, communication with Councillors, new legislation, etc. This list corresponds with current available funding from various reserves. On an annual basis, there are always more projects than funding, thus creating a major unfunded project list, and a list of projects competing for Reserve for Capital Expenditure (RCE) funding. There are also capital projects that are deemed high priority by City Council that do not move ahead due to a lack of funding. This situation can be somewhat alleviated by allocating 25 per cent of the surplus generated in the NLD fund to the RCE to assist in funding capital projects that are deemed high priority by City Council. This new source of funding will be used to finance unfunded priority projects that do not have a dedicated source of funding, such as a reserve.

Distribution of Evergreen Neighbourhood Land Development Surplus

1. Backlog of Gravel and Paved Lanes Rehabilitation

The report considered at the December 20, 2010, City Council meeting, identified a funding plan to reach the goal set by Infrastructure Services of an annual allocation of \$900,000 for paved lanes, \$1 million for gravel lanes and \$138,000 for drainage issues. The funding plan consisted of dedicating \$300,000 annually from the revenue received from assessment growth, with any shortfall being funded from the Reserve for Capital

Expenditures. The dedication of these funds continues until 2016. No funding from this surplus is required for gravel and paved lane rehabilitation.

2. Prepaid Service Reserve Cash Flow

Infrastructure Services is projecting a potential future deficit balance in the Prepaid Service Reserves as a result of commencing development in three development areas at one time, with two of these areas requiring significant entry costs primarily due to sanitary sewer and transportation infrastructure. The value and timing of this potential deficit will vary depending on the actual cost of the projects, timing of monies paid back to these reserves, and the priority of construction identified for projects. Your Administration is recommending that \$23 million of the surplus not be allocated at this time. Once the Prepaid Service Reserves are again self-sufficient, your Administration will report back with appropriate projects requiring funding.

3. \$7 million to the Property Realized Reserve for the purpose of acquiring land consistent with operations of a land development business.

4. \$20 million to the Civic Facilities Funding Plan.

This plan is in place to fund several large civic projects such as the new Police Headquarters, two new fire halls, the Civic Operations Centre, and the office space renovations at City Hall.

5. Remaining surplus to the future North Commuter Bridge project.

OPTIONS TO THE RECOMMENDATION

There is the option of continuing to allocate the Neighbourhood Land Development funds on a report by report basis. Your Administration does not recommend this option, as it does not allow for long-term financial planning.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

This new process of adopting a guideline for allocating Neighbourhood Land Development funds will provide a stable, predictable, reliable funding source for future:

- land acquisitions;
- unfunded growth related infrastructure capital projects; and
- unfunded capital projects which are City Council priorities.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communication plan will be developed to inform the citizens of Saskatoon on how the surpluses of land sales are distributed and how this assists in funding required infrastructure within the community. In addition, information will be integrated into other communications when we report out on those specific projects to identify how the Neighbourhood Land Development Funds were used.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENT

1. List of Neighbourhood Land Development Fund Allocations Approved by City Council.

B2) Taxi Bylaw
(Files CK. 307-1, CS. 185-3 and CS. 307-1)

RECOMMENDATION: that City Council refer Bylaw No. 9070, The Taxi Bylaw, 2012 to the Administration and Finance Committee for complete review.

TOPIC AND PURPOSE

This report provides City Council with:

- a draft of Bylaw No. 9070, The Taxi Bylaw, 2012, (see Attachment 1) for regulation of taxi service in Saskatoon; and
- information regarding the Taxi Review Committee and the allocation of Taxi Stands.

REPORT HIGHLIGHTS

1. The objective of light taxi regulation is to ensure this public transportation option is available, high quality, safe and economical for all.
2. The purposes of Bylaw No. 9070, The Taxi Bylaw, 2012, are to support the objective, as well as to:
 - establish rates that are fair to both the public and the industry;
 - ensure the industry reflects positively on the image of the City;
 - all persons involved in the industry have accountability.
3. The structure of the Bylaw is one of sections specific to responsibilities of industry participants, vehicle requirements, etc.
The major changes, as approved by City Council, include requirements for:
 - trip data to be submitted to the City for analysis to be used in any future changes to numbers of taxi licenses;
 - enhanced safety through onboard cameras and age of vehicle limitations;
 - training and testing of drivers; and
 - computer dispatching and electronic card processing in vehicles.
4. A process has been established whereby prior to recommendations coming before City Council, input is gathered from stakeholders, including the taxi industry and community, and discussed by the Taxi Review Committee. Also, a process has been established for the review of Taxi Stands allocation.
5. Bylaw No. 9070, The Taxi Bylaw, 2012 will be referred to the Administration and Finance Committee for a detailed review.

STRATEGIC GOAL

The recommendations in this report support the long-term strategy of optimizing the flow of people and goods in and around the city under the strategic goal of Moving Around.

BACKGROUND

City Council has the responsibility of regulating the taxi industry in Saskatoon. For many decades, this mainly entailed regulating the numbers of licenses and the rates to be charged. Based on approval of City Council in 2010, your Administration engaged a consultant to study the taxi industry in Saskatoon. The consultant's final report recommended a move to 'light regulation' and provided some details of what that would include.

At its meeting held on November 22, 2010, City Council approved a move to 'light' regulation and a number of specific recommendations (see Attachment 2). Your Administration has initiated a re-write of the bylaw regulating taxi service in Saskatoon to incorporate these changes.

REPORT

Objectives of Taxi Regulation

The taxi industry is an important component of transportation options available to citizens and visitors to Saskatoon. Through 'light' regulation, City Council supports the objective of ensuring this vital public transportation service is *available, high quality, safe, and economical for all*. The goal is to maintain a healthy, dynamic and effective taxi industry that meets public service needs, provides a reasonable living to the service providers, and provides a positive experience and impression on visitors to Saskatoon. The work of establishing a structure emphasizing customer service and professionalism within which the taxi industry in Saskatoon will grow along with the City will be achieved through a collaborative and cooperative relationship with the industry.

Principles and Purpose of the Bylaw (Part I, Section 3)

This Bylaw recognizes that taxis:

- a) are an important part of the City's public transportation service; and
- b) are heavily relied upon by both residents and visitors to the City.

With regard to these principles, the purposes of the Bylaw are:

- a) to ensure that the taxi services will be available, safe and economical to use for both citizens and visitors to the City;
- b) to establish rates that are fair and reasonable for both the traveling public and persons involved in the taxi industry;
- c) to ensure that taxi services meet the needs of all citizens and visitors, including persons with mobility and physical disabilities;
- d) to ensure that taxi services operate in a manner that reflects positively on the image of the City;
- e) to ensure that, in achieving these objectives, all persons involved in the taxi industry are accountable for their part in the provision of taxi services.

Changes to the Bylaw

Structure

The taxi industry is complex and comprised of various participants who each have a responsibility within the industry and to comply with the bylaws of the City of Saskatoon. For ease of reference, the draft bylaw is comprised of separate sections for specific topics. For example, as indicated in the Table of Contents summarized below, separate sections have been drafted to outline responsibilities of taxi industry participants (drivers, plate owners, and brokers). Other sections detail vehicle and operational requirements.

Part I	Short Title and Interpretation
Part II:	General Licensing Matters
Part III	Taxi Owners
Part IV	Taxi Broker
Part V	Taxi Driver
Part VI	Seasonal Taxi Licenses
Part VII	License Expiration and Renewal
Part VIII	Vehicle Requirements
Part IX	Operational Requirements
Part X	Authority, Inspections and Enforcement Procedures
Part XI	Offences and Penalties
Part XII	Miscellaneous

Bylaw additions that incorporate 'light' regulation recommendations

In the interests of achieving the objectives of availability of quality service, safety of both passengers and drivers, and affordability, other recommendations approved by Council are included in the draft bylaw. Some have been already fully implemented and others are in progress. These include:

- brokers providing taxi trip data to be analyzed and used in determining recommendations regarding changes in taxi numbers;
- computer dispatching at all broker companies;
- electronic credit card processing in taxis;
- drivers complying with brokers' specific dress codes;
- drivers receiving training and testing prior to being issued a license;
- taxis equipped with onboard cameras;
- vehicles are to be seven model years old by 2013.

This bylaw is very comprehensive and has been drafted with considerable thought and care. The taxi industry (brokers, plate owners, drivers) have been aware of the decisions of City Council since November 2010. Many of those with responsibility to do so have already fully implemented required changes. In a number of cases, however, individuals have stated they are waiting for City Council to approve the bylaw prior to making a change.

The industry stakeholders have not had opportunity to review and provide feedback to the draft Bylaw. Your Administration is recommending that the draft bylaw be referred to the Administration and Finance Committee. This will provide the industry and other stakeholders opportunity to review and provide feedback on the Bylaw prior to final review of City Council.

Implemented Administrative Processes

Taxi Review Committee and Licensing Appeals Board

One recommendation was the creation of a Taxi Regulatory Division to provide structure to the process. To address this:

- a part-time bylaw enforcement staff person has been added;
- a Review Committee has been established comprised of representation of City Solicitors, Transit, Transportation and Revenue Branch;

- a Licensing Appeals Board has been created that will hear appeals regarding all business and general licensing.

Prior to bringing forth recommendations to City Council, your Administration reviews issues with, and gathers input from the industry (drivers, plate owners, brokers), and various other stakeholders as the situation may warrant. Then, the committee reviews the information prior to the final report being written for presentation to City Council.

Allocation of Taxi Stands

At its meeting held on February 14, 2011, City Council approved the recommendation that Administration begin a review of taxi stands and report back to Council before year-end as to criteria used in deciding whether a taxi stand is of benefit to the public and the number and location of taxi stands which should exist based on these criteria.

Upon receiving a request for the installation of a taxi stand, the Infrastructure Services Department will gather input from stakeholders such as adjacent businesses and the taxi industry. The information required will include the number of trips originating at the location. A taxi stand request would be brought before Council if the location meets the criteria of, on average, two trips per hour originating from that location on Monday through Friday between the hours of 8 a.m. and 6 p.m.

Should information gathered not support the request, a one year waiting period will be required before a subsequent request on the same block face will be reviewed.

The Administration will conduct annual reviews of the usage of taxi stands. In the event usage is not within the defined range, the Administration will consult with the adjacent businesses and the taxi companies. Should the input indicate low usage and support for maintaining a taxi stand, a recommendation will be made to City Council for its removal. Current locations have been reviewed within the past year and based on this criteria, are considered to be providing a service to the community.

OPTIONS TO THE RECOMMENDATION

Another option would be that Administration review the Bylaw with the industry and report back directly to City Council.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Bylaw No. 9070, The Taxi Bylaw, 2012, has been drafted to achieve specific objectives. Your Administration has an ongoing cooperative dialogue with the industry and other stakeholders, and many of the ideas have been incorporated into this draft. The Bylaw has not, however, been available for public review and input.

COMMUNICATION PLAN

A Communications Plan will be developed and will include key messaging to address questions/inquiries from stakeholders, the media and public around the updating/review of The Taxi Bylaw, as well as addressing specific recommendations around accessibility.

The Communications Plan around The Taxi Bylaw review will be delivered to key audiences by the following tools:

- a News Release containing key messages for the public and media;
- an informational overview letter provided to taxi owners/operators;
- a Frequently Asked Questions (FAQ) guide provided to customer service staff who may encounter inquiries from stakeholders/public;
- social media posts to Twitter and Facebook will be triggered upon News Release send out; and
- any pertinent updates required for the City of Saskatoon website, www.saskatoon.ca

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications indentified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. Draft, Bylaw No. 9070, The Taxi Bylaw, 2012.
2. 'Light' Regulation Recommendations approved by City Council on November 22, 2010.

**B3) Accessible Taxis
(Files CK. 307-4 and CS. 307-1)**

- RECOMMENDATION:**
- 1) that City Council increase the cap on temporary accessible licenses by five as follows:
 - a) allocate two to Comfort Cabs to address the equity concern raised by Comfort Cabs;
 - b) allocate one to each company to improve the service to the accessible community;
 - c) all licenses will be non-transferable and made available to support service to the accessible taxi users; and
 - 2) that the requirement that 50% of all trips taken by accessible vehicles be accessible trips, be replaced with the requirement that a request for accessible taxi service from a person with a disability shall be dispatched on a priority basis to the next available accessible taxi located nearest the location of the request for service.

TOPIC AND PURPOSE

This report is to provide Council with information regarding taxi rates and accessible taxi service. It is also requesting approval for additional accessible licenses and a revision to the restrictions under which those licenses operate.

REPORT HIGHLIGHTS

1. Five additional accessible licenses will be issued.
2. Accessible trips shall be dispatched on a priority basis to the next available accessible taxi located nearest the location of the request for service.
3. License fees for temporary accessible taxis will continue.
4. Future rate change recommendations will be supported by a Taxi Cost Index. Fuel price fluctuations are addressed by the index.
5. Fares will be consistent with regular taxi fares and will not include surcharges or specialized rates

STRATEGIC GOALS

The recommendations in this report support the long-term strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around.

BACKGROUND

Taxi service is regulated by City Council to ensure citizens and visitors have the option of a public transportation service that is *available, safe, and economical to use*. The goal is to maintain a healthy and effective taxi industry that meets the public service needs and provides a reasonable living to the service providers. To meet Council's objectives, your Administration and the industry have been working collaboratively to establish a relationship and structure that will assist as the taxi industry evolves to meet the demands of a growing city.

When compared to regular taxi service, provision of accessible taxi service requires more capital investment for specialized vehicles, often more time per trip for the same fare as a regular trip, and specialized driver training.

At its meeting held on May 30, 2011, City Council considered Clause B1, Administrative Report No. 3-2011 (see Attachment 1) and adopted the recommendation that a report be forthcoming that addresses a number of concerns as outlined in the attachment.

At its meeting held on August 15, 2012, City Council received a request from Comfort Cabs for two temporary accessible licenses, and at its meeting held on September 4, 2012, when dealing with Clause B2, Administrative Report No. 13-2012, resolved:

“that the Administration proceed with data analysis and report to City Council before year end with recommendations regarding the number of accessible taxicab licenses supported with community consultation, industry consultation, and indicative data.”

REPORT

Five Additional Temporary Accessible Taxi Licenses

Industry Consultation

In May 2011, company managers requested the following to improve the service to the accessible community, along with the profitability to drivers:

1. Three additional temporary accessible taxi licenses issued to each company.
2. The 50% accessible trip requirement be withdrawn.
3. The license fee for accessible vehicles be waived.

In addition, in August 2012, City Council received a request from Comfort Cabs for two temporary accessible licenses. As stated in your Administration’s report dated August 28, 2012 (see Attachment 2), Comfort Cabs believes this would be equitable as:

- the number of accessible licenses distributed per company would be relatively equal.
- their franchise owners contributed to the growth of the taxi industry in Saskatoon and should be treated equally.

The perspective of the other two companies is that those franchise owners made a decision to leave their companies and, therefore, left any benefits of affiliation. They believe it would not be fair for City Council to allocate additional licenses simply to ensure the newest company has an equal number.

Saskatoon accessible taxi operators believe that vehicles limited to providing only specialized service will not be able to generate enough income to remain viable.

All stakeholders who provided input agree additional accessible taxi licenses are required to improve service levels.

Accessible Taxi Data

Taxi companies have been supplying Administration with data regarding customer wait times for several months. The shared objective is to improve customer service by establishing specific targets for taxi service wait times. Brokers have been working to ensure all trips are dispatched through their system and that data is captured accurately. However, gaps did exist in some of the early months of 2012. While the process has not yet been audited, the data received provides a good indication of service wait times.

The data submitted for trips in the period of January 1 to October 31, 2012 totaled 17,407 accessible trips dispatched with 69.8% receiving service within 20 minutes. For regular trips, early indications are close to 90% receive service within 20 minutes. In an effort to decrease wait times for accessible trips, your Administration is recommending the allocation of five additional temporary accessible licenses. To address the equity concern raised by Comfort Cabs, two would be allocated to Comfort Cabs. Then, to further address the demand in the accessible community, three more would be equally distributed with one to each company. Approval will increase the percentage of accessible vehicles to one higher than in many other jurisdictions (see Attachment 3). These licenses would be non-transferrable and made available to support service to the accessible taxi users.

Vehicles Dispatched Based on Availability and Nearest Location

The bylaw currently requires that 50% of all trips under an accessible licence be accessible trips. Accessible taxi operators believe this does not allow adequate income comparable to regular drivers. Accessible trips often require more travel time from the location of the vehicle to the pick-up point and to ensure passengers are secure.

To help mitigate the impact on the driver's income and to support the objective of improving taxi service to the accessible community, your Administration is recommending:

- a) An amendment to the bylaw to remove the 50% accessible trip requirement from all accessible licenses. Removing this restriction will allow operators of accessible taxis to supplement their incomes by providing regular taxi trips as time permits.
- b) An amendment to the bylaw that requires that a request for accessible taxi service from a person with a disability shall be dispatched on a priority basis to

the next available accessible taxicab located nearest the location of the request for service. This will ensure temporary accessible licenses are being used firstly to improve accessible taxi service.

License Fees

Your Administration is not recommending that license fees be waived for temporary accessible taxis as the costs of administration and regulation apply to all taxis.

Additional Information: Review of Other Suggestions

Taxi Cost Indexes

Taxi Cost Indexes are used in many Canadian jurisdictions for reviewing taxi meter rates. Your Administration and company representatives agree that this process will assist in standardizing and removing subjectivity from the discussions. To this end, the Index will be reviewed in May of each year. Should a request for a rate increase be presented to City Council, it will be supported by the Taxi Cost Index indicators.

As fuel is one of the components included in the Taxi Cost Index, it was agreed to not pursue a separate surcharge based on fuel price fluctuations any further at this time.

Surcharge

Providing accessible taxi service is more costly than regular taxi service. One suggestion was a subsidy funded through a surcharge added to the flag rate for all taxi trips.

Feedback from both drivers and brokers was that drivers would have difficulty accepting the concept of a 'flow through' process. It would be seen as money taken from one driver to be given to another. Additional feedback was that having a subsidy to accessible taxi service funded only by users of taxis is inequitable. Finally, administration of the program would be costly and would require additional resources within each company, as well as civic administration.

Your Administration has not found a jurisdiction where a surcharge has been implemented.

Specialized Accessible Service Model

Your Administration has not learned of a proven model that will meet the objectives of improved service while increasing compensation for accessible taxi drivers.

The option of a special door-to-door rate for 'special' service was discussed, whereby accessible operators would charge the regular rate when 'regular' service is requested or a higher rate when specialized service is requested. Inherent difficulties exist where the same operator can charge one rate for some trips and another rate for others. Conflicting opinions will emerge regarding what service is 'special.' Most agreed the risk of mischarging, either deliberately or in error, is increased. A specialized rate was not found in other jurisdictions.

OPTIONS TO THE RECOMMENDATION

An alternative allocation method could be based on relative numbers of vehicles affiliated with each company. Those who support this method suggest that the size of fleet is an indication of the demand for service, and that drivers want to be associated with the company that has the highest demand. As indicated in Attachment 4, under this method, the five licenses would be allocated with two to United Cabs and three to Comfort Cabs. Some will believe this option creates winners and losers.

The requirement that 50% of all trips provided by accessible can be maintained with the additional requirement that Administration ensure all log sheets are audited to ensure drivers stay within specified limits. This option may ensure drivers compete for accessible trips, but may contribute to a shortage of drivers willing to operate accessible vehicles.

POLICY IMPLICATIONS

Approval of these recommendations will require an update to Bylaw No. 6066.

FINANCIAL IMPLICATIONS

Additional licenses will be issued at \$375 per license with revenues going to support the taxi regulation program.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Through the past several months, your Administration has met with the industry on numerous occasions and with taxi drivers at an open meeting in August 2012. Additionally, input has been gathered from the accessible community and other stakeholders including the school boards and various group and seniors' homes within the City of Saskatoon.

COMMUNICATION PLAN

The Revenue Branch and the Communications Branch will work together to develop a plan that will ensure industry participants are aware of City Council's decision.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications identified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. Copy of Clause B1, Administrative Report No. 3-2011, dated May 30, 2011.
2. Copy of Report of the General Manager, Corporate Services, dated August 28, 2012.
3. Comparison with Other Jurisdictions Chart.
4. Percentage Distribution of Taxi Licenses per Company.

B4) 2013 Commercial and Multi-Residential Revaluation
(Files CK. 1616-1 and CS. 1615-7)

RECOMMENDATION: that the information be received.

TOPIC AND PURPOSE

To provide information related to aggregate property assessment value increases for all property classes. This is as a result of the revaluation work performed as required for the legislated reassessment in effect for the 2013 budget year.

REPORT HIGHLIGHTS

Property assessments in both Saskatoon and the province will increase substantially in 2013 as a reflection of changes in the local markets. This will not result in any increased property tax revenue for the City as each revaluation is addressed on a revenue neutral basis.

STRATEGIC GOALS

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability. While one of the long-term strategies is to increase revenues and reduce reliance on residential property taxes, property reassessment remains part of the legislated process to distribute taxes.

BACKGROUND

At its meeting held on May 14, 2012, City Council received information on the increases to the city-wide aggregate residential and condominium property values which were the result of moving from the 2006 base date to the 2011 base date values. Preliminary information is now available for the multi-unit and commercial properties, as well as agricultural land, all at aggregate levels.

REPORT

On a city-wide basis, aggregate property assessments will increase substantially, however, the increases vary by individual properties and by property classes. The aggregate increases by property class are shown in the table below:

Property Class	2012 Assessed Value	2013 Assessed Value	Percentage Change
Residential	10.2 B	18.7 B	+ 83%
Residential Condominium	2.1 B	3.9 B	+ 85%
Agricultural Land	5.9 M	8.7 M	+ 46%
Multi-Unit Residential	0.65 B	1.3 B	+ 102%
Commercial	3.0 B	5.8 B	+ 92%

City Council has historically ensured the results of the revaluation be addressed as revenue neutral. This practice is in place to bring transparency and accountability to the budgetary process by separating the civic finance and budget processes from any

assessment base changes resulting from a general revaluation. The above-noted increases reflect the aggregate revenue neutral results.

POLICY IMPLICATIONS

As we continue through the final stages of the revaluation and prepare for the 2013 tax levy, your Administration will be submitting further reports and recommendations related to a number of tax policy issues, including appeal contingencies and phase-in of "within class" shifts in the commercial group due to revaluation. At its meeting held on May 14, 2012, City Council approved a four-year phase-in of "within class shifts" for the residential and condominium groups.

Council has the ability to use the available legislative tax tools to maintain the policy-established effective tax relationships between property groups after each revaluation. In future reports it will be recommended that these pre-established relationships be maintained.

COMMUNICATION PLAN

In June of this year, letters were sent to all residential and condominium households which included the current 2012 assessment, the preliminary 2013 assessment and the estimated potential taxation impact (based on a revenue neutral mill rate within the city combined with a neutral impact education estimate), and a brief explanation of the changes. Brochures were also included with the letters, and the website was updated with timely material related to the pending revaluation.

Letters were mailed to commercial and multi-residential property owners in September of 2012. The letters contained the current 2012 assessment, the preliminary 2013 assessment and the percentage change. Average changes were indicated in the letter. Taxes were not estimated. This mail out coincided with meetings that were held with focus groups that were representative of the basic commercial property types, as well as a multi-residential group.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PUBLIC NOTICE

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

ATTACHMENTS

1. Graph – Number of Commercial Properties 'grouped by change relative to aggregate'.
2. Graph – Number of Multi-Residential Properties 'grouped by change relative to aggregate'.

Section E – INFRASTRUCTURE SERVICES

E1) Award of Contract Snow Dump Site Pushing Contract (Files CK. 292-012, CK. 6290-1 and IS. 6000-4)

- RECOMMENDATION:**
- 1) that the proposal submitted by Lafarge Aggregates for the 2012/2013 Snow Dump Site Pushing Contract, at a total estimated cost of \$212,608, including G.S.T. and P.S.T., be accepted;
 - 2) that His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor, under the corporate seal.

TOPIC AND PURPOSE

This report is to obtain approval for the award of contract to assist in Snow Dump Site maintenance during the 2012/2013 winter.

REPORT HIGHLIGHTS

1. Each year the Administration opens and operates multiple snow dump sites, and hires private contractors to assist in maintaining them to maximize storage capacity.
2. Out of three snow dump sites operational during the 2012/2013 season, the City requires assistance to maintain two; the Central Avenue and Valley Road locations.
3. The Request for Proposal closed on November 1, 2012, with three proposals being received.
4. After extensive evaluation, the Administration is recommending that Lafarge Aggregates be awarded the contract.

STRATEGIC GOALS

The award of the snow dump site pushing contract supports the City of Saskatoon Strategic Goal, Continuous Improvement, as it will provide for a coordinated approach to customer service.

BACKGROUND

Each year the Administration opens and operates multiple snow dump sites, and hires private contractors to assist in maintaining them in order to maximize storage capacity.

REPORT

The intent of snow dump sites is to provide for proper disposal of the snow removed from city streets and parking lots. In order to maximize space, each truck load of snow that is brought into the sites is pushed by heavy equipment into a large and more densely compacted mound.

Out of the three snow dump sites operational during the 2012/2013 season, the Administration has enough resources to maintain one, which is located on Wanuskewin Road. Assistance is required to maintain the other two sites, located on Central Avenue and Valley Road.

Request for Proposals

A Request for Proposal (RFP) was issued for snow dump site pushing at the two locations, which closed on November 1, 2012. Three proposals were received as follows:

- Lafarge Aggregates;
- Hamm Construction; and
- Maxie's Excavating.

A comprehensive review was conducted, based on the following criteria:

- Price/Production Value 60%;
- Equipment Quantity and Size 30%; and
- References and Reputation 10%.

Upon evaluation, it was determined that the optimal bid for Snow Dump Site Pushing was from Lafarge Aggregates, at a total estimated cost of \$212,608, including G.S.T. and P.S.T.

The proposal from Lafarge Aggregates includes:

- Multiple snow dump site coverage capabilities;
- Charges for equipment in the amount of \$165 per hour worked per caterpillar 980 wheel loader;
- Charges for equipment in the amount of \$185 per hour worked per caterpillar D8 track dozer; and

- A contingency fund in the amount of \$10,000 to deal with any urgent and/or unforeseen circumstances.

The proposal is an increase of \$12,608 from 2011-2012 which is primarily due to inflation and rising fuel prices.

Snow and Ice Program Budget

The total approved budget for the snow and ice program for 2011-2012 is \$6.04 million. This includes approximately \$317,000 in funding from the Ministry of Highways, Urban Highway Connector Program (UHCP).

The City's snow and ice budget for 2012-2013, with four major storms, is estimated as follows:

Program Description	Estimated Cost
Area Contract #1	\$631,647.90
Area Contract #2	\$445,732.80
School Zone Snow Removal	\$100,000.00
Hired Trucks for Snow Hauling	\$250,000.00
Snow Storage Facility Maintenance	\$212,608.00
Developing Neighbourhood Snow Service	\$20,000.00
Bus Stop Snow Clearing	\$15,000.00
Snow Route Towing	\$50,000.00
Consumables	\$170,000.00
Equipment & Fuel	\$1,300,000.00
City Labour & Overtime Cost	\$3,136,000.00
Anticipated Transfer to Equipment Reserve	\$265,000.00
TOTAL	\$6,595,988.70

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

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The net cost to the City for the proposal submitted by Lafarge Aggregates is as follows:

Base Quotation	\$192,960
G.S.T.	\$ 9,648
Contingency	\$ <u>10,000</u>
Total Contract Price	\$212,608
Less G.S.T. Rebate	\$ <u>202,608</u>
Net Cost to the City	\$212,608

Sufficient funding is being requested within the 2013 Operating Budget to award these contracts with a reasonable amount of risk, depending on the amount of snowfall experienced.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
X			\$212,608		

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

The recommendations will have negative greenhouse gas emissions implications due to increased consumption of diesel fuel and the utilization of heavy equipment using detrimental greenhouse gas producing materials and methods. Based on the occurrence of four snow events per season, the increases are estimated to be 23.558 tonnes CO²e, which is the equivalent of adding 4.619 cars to the road each year.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

Section F – UTILITY SERVICES

**F1) Capital Projects #1034-31 and #0687-22
WTP - Asset Replacement - Preventive Maintenance System
WWTP - Asset Replacement - Preventive Maintenance System
Proposal Award – Proposal No. 12-0349 - Asset Management System
(Files CK. 1100-1 and WT. 7960-111)**

- RECOMMENDATION:**
- 1) that the proposal submitted by Invensys Operations Management for Request for Proposal No. 12-0349, Asset Management System, at a total cost of \$416,377.50 (including PST and GST) be accepted; and
 - 2) that Purchasing Services issue the appropriate purchase order.

TOPIC AND PURPOSE

That City Council award a proposal to Invensys Operations Management; the highest scoring respondent to the City's Request for Proposals.

REPORT HIGHLIGHTS

1. The current preventative maintenance system has reached the end of its useful service life.
2. The Water and Wastewater Treatment Branch issued a Request for Proposal (RFP) for a system that would meet its needs.
3. The proposal from Invensys Operations Management was deemed most favourable to the City.

STRATEGIC GOAL

This report supports the long-term strategy to adopt and implement a corporate-wide asset management and rehabilitation philosophy under the Strategic Goal of Asset and Financial Sustainability. Establishing levels of service for rehabilitation of assets and identifying supporting financial strategies are in line with the City's four-year priorities.

BACKGROUND

Replacement of the preventative maintenance systems used at the Water and Wastewater Treatment Plants was first funded in the 2004 Capital Budget at \$130,000 for each utility. An additional \$300,000 for each plant was approved in the 2010 Capital Budget for total approved funding of \$860,000 for the project.

Starting in 2009, a number of Branches in Infrastructure Services and Utility Services Departments sought a common Asset Management Solution. Saskatoon Light & Power, Parks, Facilities, and Water/Wastewater Treatment Branches worked together to develop common requirements and issued a Request for Proposals. After receiving responses, it was found that not only was a common solution extremely costly to purchase and maintain, a single software package did not meet the diverse needs of each Branch. A contract was not pursued at that time.

REPORT

The Current Preventative Maintenance System Has Reached the End of its Service Life

The WTP and the WWTP have identical preventative maintenance systems which were first implemented in 1995. They run on an outdated PC platform, are limited to one station per site, and do not allow multiple users or networking. The vendors are no longer supporting these outdated programs.

An RFP Specific to the Water and Wastewater Plant Needs was Issued, and a Successful Proponent Selected

In March 2012, a new RFP was issued for an Asset Management system for the Water and Wastewater Treatment Branch. A modern system that can be networked and allows access by all maintenance staff through workstation or handheld devices is required to meet the goal of asset sustainability.

Four proposals were received and evaluated on a five year total of the capital (base price) and operating (yearly maintenance) cost, functionality, ease of use, company profile, up time, and the ability to manage the risk associated with diverse assets. The system proposed by Invensys received the highest score and meets the needs of the Branch.

The net cost to the City for highest scored proposal, submitted by Invensys, is as follows:

Base Bid	\$378,525.00
PST (5%)	18,926.25
GST (5%)	<u>18,926.25</u>
Total Proposal Price	\$416,377.50
GST Rebate	<u>(18,926.25)</u>
Net Cost to the City	<u>\$397,451.25</u>

OPTIONS TO THE RECOMMENDATION

The recommended proponent, Invensys Operations Management, received the highest score and was responsive to the RFP.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The replacement of the preventative maintenance systems used at the Water and Wastewater Treatment Plants was funded in the 2004 and 2010 Capital Budgets at \$430,000 for each utility resulting in \$860,000 of approved funding for the project. The project is fully funded from the 2004 and 2010 Capital Budgets resulting in no financial impact.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$860,000		\$860,000			

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Asset Management System at the Water Treatment Plant and the Wastewater Treatment Plant involves the Maintenance Engineers at the plants who were directly involved in developing the RFP and evaluating the proposals.

COMMUNICATION PLAN

The use of the Asset Management System is internal to the two plants and does not require a communications plan.

ENVIRONMENTAL IMPLICATIONS

The recommendation has positive implications with regard to the potable water at the Water Treatment Plant and the discharge effluent at the Wastewater Treatment Plant in that it allows staff to maximize the efficient use of plant assets.

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PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED Review is not required.

PUBLIC NOTICE

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

Section G – CITY MANAGER

G1) Award of Contract – Perkins + Will for the North Downtown Master Plan (Files CK. 4130-13 and LA. 4100-24)

- RECOMMENDATION:**
- 1) that City Council approve the award for the North Downtown Master Plan to Perkins + Will Canada for a total of \$315,000 (including G.S.T.); and
 - 2) that the City Solicitor be instructed to prepare the appropriate contract documents and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

TOPIC AND PURPOSE

The purpose of this report is to award the contract and prepare the agreement with Perkins + Will Canada for the consultant work required to carry out the North Downtown Master Plan.

REPORT HIGHLIGHTS

1. Contract award and agreement to complete the North Downtown Master Plan.
2. Qualifications for a suitable consultant include experience in working with municipalities of similar size, and overall quality, innovation and vision must be evident in the proposal.
3. Perkins + Will is recommended, in part, because of their proven ability to create a neighbourhood that is economically, environmentally and socially sustainable.

STRATEGIC GOALS

This report supports many of City of Saskatoon's Strategic Goals.

The recommendations in this report support the four-year priority to enhance the quality of life in Saskatoon by directing expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

Furthermore, the project supports short- and long-term priorities for Environmental Leadership. Long-term priorities addressed include: improving the quality and reduce the quantity of storm water run-off going into the river; creating new sources for green energy; addressing soil quality issues on city-owned properties; improving access to ecological systems and spaces; and becoming a recognized leader in cold-climate energy efficiency. The four-year priority to divert residential construction and demolition

waste from the landfill for reuse in other projects is potentially addressed in this project as well.

The North Downtown Master Plan supports strategies for Sustainable Growth through an integrated approach to growth related to transportation, servicing, transit and land use. It aims to establish the City Centre as a cultural and entertainment district with employment, corporate offices and store-front retail and preserve the character for heritage buildings and historical landmarks. The project will create a “complete community” neighbourhood with employment opportunities, main streets, and greater connectivity, both internally and externally. Design guidelines will be established to promote infill. The revitalized area will include parks, paths and routes that encourage walking, cycling and transit use, and it will promote density. Each of these points addresses long-term strategies.

Economic Diversity and Prosperity will be addressed through planning and investment in infrastructure needed to attract and support new businesses and skilled workers to the City in the City Centre.

BACKGROUND

On July 18, 2012, City Council adopted the report recommending procurement of consultant services for the North Downtown Master Plan.

The 2011 Capital Budget deliberations approved \$500,000, funded from the Property Realized Reserve for the preparation of the North Downtown Master Plan.

On February 8, 2010, City Council directed the Environmental Services Branch to hire Fjärrvärmebyrån ab (FVB) to study the feasibility of district energy systems in Saskatoon. One of the tasks of this study was to identify appropriate locations for the installation of district energy based on calculations of energy densities for new neighbourhoods, proposed redevelopment areas, and the downtown. Corporate Projects and Environmental Services have collaborated to explore sustainable strategies through the North Downtown Master Plan in alignment with broader civic commitments. A separate report on the feasibility of district energy systems was submitted to the Administration and Finance Committee for its meeting held on November 19, 2012.

REPORT

The call for consultant services for the North Downtown Master Plan was issued in two parts. The Request for Qualifications was issued on July 19, 2012, and it closed on August 2, 2012. The method for determining the most suitable consultant was based on a combination of qualification-based evaluation criteria and fees for service using the following categories with assigned points:

Request for Qualifications (RFQ) and Proposals Scoring:

- 1) Understanding Project Goals, Scope and local issues and needs as indicated in the project approach. (20)
- 2) Qualifications and previous related work of key project personnel, particularly with regards to working with municipalities of similar size, government structure, complexity and issues. (15)
- 3) Qualifications and previous related work of the firm, particularly with regards to working with municipalities of similar size, government structure, complexity and issues, and including the firm's experience in technical areas required to complete all master plan elements. (10)
- 4) Overall quality, innovation and vision evident in RFQ package.(5)
- 5) North Downtown project approach and scope.(15)
- 6) North Downtown project schedule and work plan.(10)
- 7) Team Strength - based on team member tasking and allocation on North Downtown.(5)
- 8) Fees for service.(10)
- 9) Interview.(10)

The project's Steering Committee reviewed the submissions and determined from the thirteen initial respondents a short-list of four teams, who were invited to respond to the proposal call. They included the teams: 1) Bridge City Exchange; 2) Sturgess Architecture; 3) Planning Partnership; and 4) Perkins + Will. The teams were interviewed in person and using teleconference on October 18, 2012.

All four candidates were considered strong candidates with regard to their previous work, insight and understanding of the project objectives. Perkins + Will were selected because of their ability to address the core goals of the project, and their proven ability to create a neighbourhood that is economically, environmentally and socially sustainable. Their past work on projects, such as the Edmonton Airport lands and Dockside Green in Victoria, are compelling precedents that illustrate how a sustainable development can be successfully implemented.

OPTIONS TO THE RECOMMENDATION

Council may choose to not select Perkins + Will and instead work with an alternate team. This is not recommended as the Steering Committee, through careful consideration and analysis of all of the applicants, found that Perkins + Will was the strongest team to carry out this work. Alternatively, Council may choose to not proceed with the preparation of the Master Plan at this time. This is not recommended as it has been determined in previous reports that the Master Plan needs to be created in order to tie together other projects and plan the course for the future of this site once it is vacated.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The 2011 Capital Budget deliberations approved \$500,000, funded from the Property Realized Reserve for the preparation of the North Downtown Master Plan. This report proposes using \$315,000 from this approved funding for the preparation for the report.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public consultation has been identified as a contributor to this project. A detailed public and stakeholder consultation plan will be developed with the consultant once they are under contract with the City.

COMMUNICATION PLAN

A communication plan will be developed once details around the project have been determined, in order to align it with public consultation and council and committee presentations.

ENVIRONMENTAL IMPLICATIONS

Sustainability is a key driver for this project.

The North Downtown Master Plan will create a vision for an integrated community which is compact, diverse, and walkable on an underutilized site in the north end of Saskatoon's downtown. The North Downtown Master Plan will create a new

neighbourhood which is ecologically sustainable, as well as a vibrant and liveable place – a demonstration project for a bold new direction in Saskatoon’s planning, policy and urban development. Innovative approaches to planning and development from this project will direct growth sustainably, illustrating best practice to the public and the private sectors.

The project will look at many facets of sustainability in order to create a significant and positive environmental impact. This includes energy use and greenhouse gas emissions, consumption of resources and waste management, water quality and quantity, and land use and green space. Furthermore, the project will determine and establish metrics that can be used to track the direction and success of these initiatives from an environmental and social perspective.

In detail, there are a number of significant and positive environmental impacts of this project. Some of these include:

- 1) Environmental site analysis and site clean-up of brownfield land.
- 2) A new neighbourhood within the city centre. A medium-density development on existing infrastructure is considerably more sustainable than a low-density development on greenfield land.
- 3) The project will utilize sustainable ecological principles to minimize immediate and long-term impact on the environment. This community will have a smaller ecological footprint than Saskatoon’s other neighbourhoods through a reduction in the consumption of potable water, materials and non-renewable energy.
- 4) The project will explore options for being a net contributor through opportunities for district heating or combined heat and power, in part. It will be a regenerative development project.
- 5) The re-use of the John Deere Building, as proposed by the University of Saskatchewan for a possible School of Architecture, results in a structure that potentially has a lower embodied energy than a project of similar size in new-build construction. Upgrades to the John Deere Building will include improvements to thermal resistance and total energy-use.

PRIVACY IMPACT

There is no privacy impact.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The CPTED Committee will be involved in the development of the North Downtown Master Plan.

PUBLIC NOTICE

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

G2) City Website Phase 1 Report (Files CK. 261-20, CC. 365-6 and CB.365-4)

- RECOMMENDATION:**
- 1) that the *Saskatoon.ca: User Experience Research Audit and Analysis Report (Attachment 1)* be received as information;
 - 2) that City Council approve the project plan identified in the report to provide the foundation for the terms of reference for Phase 2 Website Design and Implementation; and
 - 3) that this report be forwarded to the 2013 Business Plan and Budget deliberations.

TOPIC AND PURPOSE

This report describes the findings of the Saskatoon.ca website audit, outlines the proposed project plan for the re-design of the website and includes a funding strategy for its implementation.

REPORT HIGHLIGHTS

1. A review has been completed of the City of Saskatoon's website.
2. Success criteria have been developed for a new website.
3. Recommendations set scope for development in Phase 2.

4. A project plan has been developed from the data, analysis and recommendations generated in the review.
5. A request to fund the development of a new website is included in the 2013 Business Plan and Budget.

STRATEGIC GOAL(S)

This report outlines how Saskatoon.ca, as a key communication and innovation medium for the City, can effectively leverage change in alignment with numerous recommendations in the Strategic Plan. Development of a new website for the City that is more customer and citizen friendly has been identified as a long-term priority. The improved website supports the City of Saskatoon's Strategic Goal of Continuous Improvement through recommendations which would provide a coordinated and improved approach to customer service. The new website can potentially increase productivity and improve efficiency and be used to better serve citizens and connect to stakeholders. As a communication tool, it will be integrated, proactive and professional.

BACKGROUND

A Call for Proposals for the City of Saskatoon Website Audit and Focus Testing project was issued on June 20, 2011, and closed on July 14, 2011. Infusion Development Corp. commenced work on the project on December 7, 2011.

REPORT

A Review of the Saskatoon.ca Website

Through consultation with citizens and stakeholders and a multi-faceted technical analysis, recommendations, terms of reference and a cost estimate for the next phases of work have been prepared to guide the implementation of a new website.

The City of Saskatoon website must be a user-friendly and effective communication tool. Saskatoon.ca creates an identity for the municipality and provides information and services to more than 107,000 people annually. According to Statistics Canada's 2010 Canadian Internet Usage Survey, Saskatoon has the highest rate of internet usage in Canada, at 88%. This suggests the significance and importance for the City of Saskatoon to have a visually appealing and properly functioning website.

Phase I of the website redesign project includes research and analysis of the existing site, (see Attachment 1: *Saskatoon.ca: User Experience Research Audit and Analysis Report*) as well as a high-level conceptual design to test the recommendations.

The methodology for the study was driven by the objectives in the proposal call, and further refined by the project Steering Committee and the consultant. The study combines multiple evaluation tools to provide a total picture of the user experience of Saskatoon.ca. The process revealed or confirmed issues, challenges and opportunities within the existing Saskatoon.ca site and the findings are outlined in detail in the report. Some of the findings are:

- Information is not easy to locate.
- Some of the tools identified that eServices are either not available or not functioning as intended.
- Information flow within the website is only one-way, from the City to its citizens, but not vice-versa.
- Content is frequently inaccurate or dated.
- Saskatoon.ca has limited accessibility for citizens with disabilities.
- The website is not optimized for access through new devices, such as mobile smart phones and tablets.

Success Criteria Developed for a New Website

From the findings, success criteria were established, which were also vetted by the public focus group. A successful redesign of Saskatoon.ca will:

- Be the authoritative source for civic information;
- Access information within three clicks;
- Load information in less than five seconds;
- Present readable and legible information to all audiences on a wide variety of devices;
- Facilitate two-way interaction with citizens;
- Create an improved perception of responsive government through the expansion of web services.

These success criteria bridge the broader goals of the Strategic Plan identified earlier.

Phase 2 – Website Design and Implementation

Recommendations in the design are detailed in Attachment 1 and include:

- Improved access to information and navigation by renovating information architecture.
- Search function improvements.
- Improve accessibility according to international standards.
- Better integrate social media.
- Subsidiary websites, such as those for the Forestry Farm Park and Zoo and the Land Branch should be separated from Saskatoon.ca to assert the independence of their business operations.
- Have a dedicated Web Master in order to improve web management and data accuracy.

The high-level conceptual design was completed in Phase 1, and this test fit, or design mock-up of these recommendations, is included in Attachment 2. These conceptual sketches describe one possible approach to the redesign. More detailed design work would be necessary in close collaboration with stakeholders, the public, the Corporate Information Services Branch, and Communications staff. Based on this initial work, the next phase of the website design and construction can begin.

The Project Plan

A project plan has been prepared to provide the foundation for the terms of reference for Phase 2: Website Design and Implementation. The project plan is directed from the consultant's data and analysis gathered in the audit, from the conceptual design that was prepared to test fit the recommendations, and drawn from the expertise of the consultant in past projects of this type. It is comprised of three parts including the visual design, technical design and the construction. This report proposes that the work is carried out over two years, with the construction and content migration completed in part in 2013, with the remainder in 2014. The consultant's report excludes additional costs associated with the development of subsidiary sites and Intranet. The estimated costs are based on the assumption a new website will be developed in the current Sharepoint environment.

OPTIONS TO THE RECOMMENDATION

An option would be to not accept the project plan, and to not take this project forward as part of the 2013 budget deliberations for further discussion. This option is not recommended in this report, as it would delay the project redesign and construction.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Financial impact of the next phase of this project is connected to consultant design and construction services, project management, new equipment needs, and departmental content migration. Your Administration proposes phasing the implementation of this work over 2013 and 2014 in order to create smaller portions of work which spread out the financial impact over two years.

In order to construct and test a new website while keeping the existing website operational, some new equipment will be required. The full scope of the required equipment will be better known upon completion of the technical design. Equipment purchases are proposed to be phased-in over two years.

City resources in each department will be required to implement the redesigned website. Departments and Branches will need to review all of their existing information in order to purge outdated content and update information prior to migration to the new site. Staff will also be needed as resources, for the migration and testing that will be led by the consultant. This report proposes content migration resources in both years of the project implementation.

Lastly, the redesign of the website may have long-term impacts on departmental operations, resulting in changed or enhanced services. Proposed changes to long-term operating FTE's will be brought forward at a later date following the detailed design in Phase 2, as required.

Financial Summary

Item/Funding	Capital (\$)
2011/2012 Funds	
Web Audit Report (Completed)	100,000
Visual Design	100,000
2011/2012 Costs Total	200,000
2011/2012 Funding Total	(200,000)
2013 Funds	
Technical Design	74,000
V&T Design Contingency	35,000
Project Coordinator	100,000
Web Construction	191,000
Construction Contingency	19,000
Content Migration	180,000
Equipment	80,000
2013 Cost Total	679,000
CIS Development Reserve	(100,000)
Corporate Capital Reserve	(100,000)
Reserve for Capital Expenditures	(479,000)
2013 Funding Total	(679,000)
2014 Funds	
Web Construction	191,000
Construction Contingency	19,000
Content Migration	181,000
Equipment	80,000
2014 Cost Total	471,000
Reserve for Capital Expenditures	(471,000)
2014 Funding Total	(471,000)

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The consultant research team engaged with stakeholders and the public throughout the project to gather feedback in a number of ways. A total of 26 City employee stakeholders participated in a round-table discussion on December 12, 2011. In January 2012, public focus group discussions were carried out in three different sessions totalling 27 participants. The Steering Committee and the consultant also met

with Councillors at this time. The draft recommendations were back to the focus group for review and comment on March 7, 2012. A public survey collected information from 277 external users from December 20, 2011, to January 17, 2012. The City of Saskatoon employee survey involved 163 employees over the same time span.

COMMUNICATION PLAN

If approved, a Communications Plan, including a public and media relations strategy, will be prepared to ensure internal and external stakeholders, the public, and media are informed at the appropriate stages and for the official launch of a new website.

ENVIRONMENTAL IMPLICATIONS

A highly effective website can improve how the services are offered at City Hall. Ideally, the renovated website could improve the city's service offerings to the public and this would lessen the need to travel to City Hall to carry out business. While this may not be desirable for all citizens, a broader series of services which are efficient and easy to use would likely have a positive net impact on the environment.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. EXECUTIVE SUMMARY - Saskatoon.ca User Experience Research Audit and Analysis (A full copy of the report is available upon request.)
2. Website Look Before and After.

Administrative Report No. 16-2012
Section G – CITY MANAGER
Monday, November 26, 2012
Page 13

Respectfully submitted,

Randy Grauer, General Manager
Community Services Department

Marlys Bilanski, General Manager
Corporate Services Department

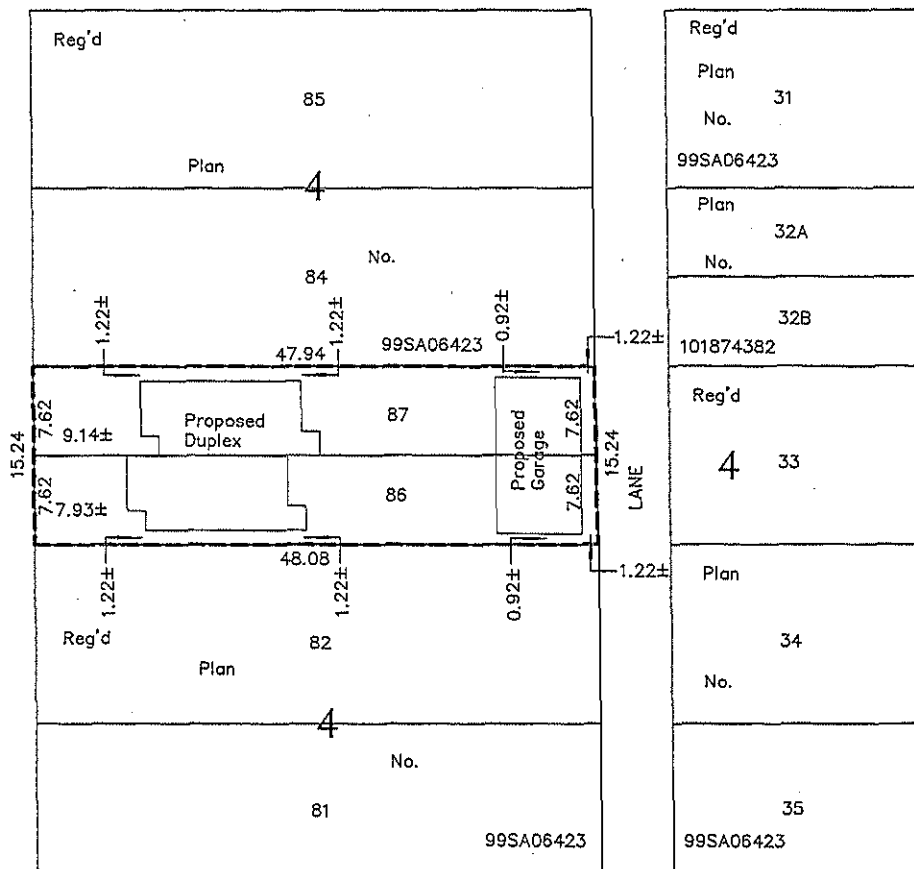
Mike Gutek, General Manager
Infrastructure Services Department

Jeff Jorgenson, General Manager
Utility Services Department

Murray Totland
City Manager

KING CRESCENT

DUKE STREET



PLAN OF PROPOSED
 SUBDIVISION OF PART OF
 LOT 83, BLOCK 4
 REG'D PLAN NO. 99SA06423
 N.W. 1/4 SEC. 33
 TWP. 36, RGE. 5, W. 3RD MER.
 1128 KING CRESCENT
 SASKATOON, SASKATCHEWAN
 BY T.R. WEBB, S.L.S.
 SCALE 1:500

Dimensions shown are in metres and decimals thereof.

Portion of this plan to be approved is outlined in red with a bold, dashed line and contains 0.07± ha (0.18± ac.).

Distances shown are approximate and may vary from the final plan of survey by ± 0.5 m

T.R. Webb
 T.R. Webb November 5, 2012
 Saskatchewan Land Surveyor

Approved under the provisions of
 Bylaw No. 6537 of the
 City of Saskatoon

Date _____
 Community Services Department

Prepared by

 © 2012
 12-2425sm

Proposed Subdivision No. 94/12

Neighbourhood Land Development Fund
Approved Allocations to date

Attachment 1

BI

Affordable Housing Reserve	\$ 13,750,000
Blakeney Lane Paving	\$ 100,000
Bridge Reserve	\$ 2,500,000
City Hall Flex Space	\$ 1,650,000
East Side Fire Hall	\$ 562,000
Façade Grant	\$ 75,000
Fire Code Upgrades TCU	\$ 500,000
Future Land Acquisitions	\$ 5,000,000
Infrastructure Surface Reserve	\$ 2,275,000
Mayfair Pool	\$ 5,000,000
Municipal Enterprise Zone	\$ 500,000
Operating Budget	\$ 7,879,000
Paved Street Rehabilitation	\$ 3,471,000
Pleasant Hill Village	\$ 1,737,000
Pleasant Hill Concept Plan	\$ 2,705,000
Pleasant Hill Land Acquisition	\$ 1,000,000
Reserve for Capital Expenditures	\$ 5,021,000
Road Maintenance Equipment	\$ 1,000,000
Station 20 West	\$ 40,000
Storm Pond Enhancement	\$ 525,000
Surface Deficiencies - LAP	\$ 6,460,000
Urban Development Agreement	\$ 1,500,000
2010 Torch Relay	\$ 50,000
25th Street Landscape - Idylwyld Entrance	\$ 800,000
Total Allocation	<u>\$ 64,100,000</u>

B2

Bylaw No. 9070

The Taxi Bylaw, 2012

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BYLAW NO. 9070

The Taxi Bylaw, 2012

Whereas under the provisions of clause 8(1)(b) of *The Cities Act*, S.S. 2002, c. C-11.1, bylaws may be passed by a city in relation to the safety, health and welfare of people and the protection of people and property;

Whereas under the provisions of clause 8(1)(h) of *The Cities Act*, bylaws may be passed by a city in relation to businesses, business activities and persons engaged in business;

Whereas under the provisions of subsection 8(3) of *The Cities Act*, the power to pass bylaws includes the power to:

- regulate or prohibit;
- provide for a system of licences, inspections, permits or approvals;
- establish fees for the license;
- prohibit any business until a licence has been granted or an inspection performed;
- impose terms and conditions on any license;
- impose conditions that must be met before a licence is granted or renewed;
- provide for the duration of licences and their suspension or cancellation for failure to comply with a term or condition of a bylaw or for any other reason specified in the bylaw;
- provide for an appeal, the body that is to decide the appeal and related matters;

Whereas The City of Saskatoon desires to enact a bylaw to regulate and licence taxi services in The City of Saskatoon.

Now therefore, the Council of The City of Saskatoon enacts as follows:

PART I Short Title and Interpretation

Short Title

1. This Bylaw may be cited as *The Taxi Bylaw, 2012*.

Definitions

2. In this Bylaw:

- (a) **“affiliated”** means engaged in an arrangement to provide dispatch services;
- (b) **“broker”** means a person who carries on the business of accepting orders for and who dispatches taxis licensed under this Bylaw;
- (c) **“brokerage”** means the general business of a broker and shall be deemed to include the land and premises where the business is carried on;
- (d) **“City”** means The City of Saskatoon;
- (e) **“class PT”** means a class of vehicles registered with the administrator of *The Traffic Safety Act* and used as a public service vehicle, including the transportation of passengers;
- (f) **“Council”** means the Council of The City of Saskatoon;
- (g) **“D409 certificate”** means the Canadian Standards Association standard D409-92, Motor Vehicle for the Transportation of Persons with Physical Disabilities as amended from time to time by the Canadian Standards Association;
- (h) **“General Manager”** means the General Manager of the Corporate Services Department or a designate;
- (i) **“owner plate”** means a metal plate or decal issued by the City to be attached to a taxi, which identifies the licensee and the vehicle to which the licence applies, and applies to all licences whether permanent, temporary or seasonal;
- (j) **“person”** includes an individual, a corporation, a partnership and the heirs, executors, administrators or other legal representatives of a person;
- (k) **“public service vehicle”** means a public service vehicle as defined in *The Traffic Safety Act*;
- (l) **“seasonal taxi licence”** means a licence issued under this Bylaw to a driver for temporary use during the winter season;

- (m) **“seasonal taxi licence distribution lottery”** means the process by which the City distributes seasonal taxi licences;
- (n) **“service animal”** means a dog that is individually trained to do work or perform tasks for the benefit of a person with a disability;
- (o) **“specified criminal activity”** means any of the offences listed in Schedule “A” for which less than two years have elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date;
- (p) **“taxi”, “taxicab” or “cab”** means a vehicle for hire that:
 - (i) is registered in class PT; and
 - (ii) is equipped with a taximeter or equipment designed to calculate a passenger fare based on distance travelled and standing time;
- (q) **“taxi driver”** means a person who drives a taxi, whether he or she is the owner of the taxi or is an agent, lessee or employee of the taxi owner;
- (r) **“taxi inspector”** means a person employed by the City and authorized by the General Manager to act as a taxi inspector for the purposes of this Bylaw;
- (s) **“taxi licence”** means a licence from the City which grants to the holder thereof the running rights to operate a taxi in the City;
- (t) **“taxi owner”** means a person granted the running rights to operate a taxi in the City;
- (u) **“trip data”** means a record maintained by a licensed taxi broker identifying:
 - (i) the time a call is received requesting the dispatch of a taxi;
 - (ii) the time a licensed taxi driver accepts the dispatch of a taxi;
 - (iii) the time a licensed taxi driver engages the taximeter for that dispatched call;
 - (iv) the time a licensed taxi driver turns the taximeter off at the conclusion of the trip; and

- (v) whether the trip involved the conveyance of a person with a disability;
- (v) "wheelchair accessible taxi" means a taxi that:
 - (i) is specifically designed to carry persons with disabilities;
 - (ii) is equipped with a mechanical device that can load, transport and unload a person using a wheelchair or other mobility aid without that person having to leave the wheelchair or other mobility aid; and
 - (iii) complies with Canadian Standards Association standard D409-92;
- (w) "winter season" means November 1 in any given year through April 30 of the following year.

Principles and Purpose of Bylaw

- 3. (1) This Bylaw recognizes that taxis:
 - (a) are an important part of the City's public transportation service; and
 - (b) are heavily relied upon by both residents and visitors to the City.
- (2) Having regard to the principles mentioned in subsection (1), the purposes of this Bylaw are the following:
 - (a) to ensure that the taxi services will be available, safe and economical to use for both citizens and visitors to the City;
 - (b) to establish rates that are fair and reasonable for both the travelling public and persons involved in the taxi industry;
 - (c) to ensure that taxi services meet the needs of all citizens and visitors, including persons with mobility and physical disabilities;
 - (d) to ensure that taxi services operate in a manner that reflects positively on the image of the City;
 - (e) to ensure that, in achieving these objectives, all persons involved in the taxi industry are accountable for their part in the provision of taxi services.

**PART II
General Licensing Matters**

**DIVISION I
Requirement to Obtain Licence**

Licence Required

4. (1) No person shall drive a taxi in the City unless that person is a licensed taxi driver.
- (2) No person shall operate a taxi in the City unless that person holds a valid taxi licence from the City.
- (3) No person shall carry on business of a taxi brokerage in the City unless that person is a licensed taxi broker.

Advertising

5. (1) No person shall hold himself or herself out to be licensed under this Bylaw unless he or she is so licensed.
- (2) No person shall advertise the provision of any taxi services unless that person holds a valid and subsisting licence under this Bylaw.

**DIVISION II
Number and Types of Licences**

General Authority

6. The City shall have the power:
 - (a) to limit the number of taxis that may operate in the City;
 - (b) to determine the types of licences that may be granted; and
 - (c) to determine the manner in which any licence is to be allocated.

Types of Licences

7. The City may issue the following licences:
- (a) Taxi Licence;
 - (b) Taxi Broker's Licence;
 - (c) Taxi Driver's Licence;
 - (d) Wheelchair Accessible Taxi Licence;
 - (e) Temporary Wheelchair Accessible Taxi Licence;
 - (f) Seasonal Taxi Licence.

Number of Taxi Licences

8. (1) The City may issue up to 160 taxi licences within the City.
- (2) Notwithstanding subsection (1), the City may issue seasonal taxi licences as may be required, in excess of the limit set in subsection (1).

Number of Wheelchair Accessible Taxi Licences

9. (1) The City may issue up to five wheelchair accessible taxi licences within the City, which licences shall be in addition to the 160 taxi licences prescribed in subsection 8(1).
- (2) Notwithstanding subsection (1), the City may issue up to 11 temporary wheelchair accessible taxi licences, as may be required, in excess of the limit set in subsection (1).

DIVISION III Licence Fees

Licence Fees

10. No person shall be licensed under this Bylaw until he or she pays the prescribed fees set out in Schedule "B".

Fees Non-Refundable

11. (1) Except as provided for in subsection (2), licence fees are non-refundable. If a licence is suspended or revoked, no licence fee or part thereof is refundable.
- (2) Notwithstanding subsection (1), if the licence or the licence renewal is refused, the fee paid pursuant to section 10 shall be returned to the applicant.

**PART III
Taxi Owner**

**DIVISION I
Taxi Owner's Licence**

Requirement to Obtain Licence

12. (1) No person shall suffer or permit a taxi to be driven in the City without first obtaining a taxi licence from the City.
- (2) No taxi owner shall permit a person to drive a taxi under the authority of the taxi licence unless the driver holds a valid and subsisting taxi driver's licence.

**DIVISION II
Application for and Issuance of Taxi Licence**

Application for Taxi and Wheelchair Accessible Taxi Licence

13. (1) An application for a taxi or a wheelchair accessible taxi licence shall be made to the City on such forms and accompanied by such information as prescribed by the City.
- (2) The application shall be considered complete if it includes the information required by this section.
- (3) The application shall include the following information:
 - (a) the applicant's full name;
 - (b) the applicant's current address and telephone number;

- (c) written proof of vehicle registration and insurance for the taxi identifying the applicant and vehicle owner as the owner of the vehicle and a class PT designation;
 - (d) written proof the taxi broker with whom the taxi licence is affiliated;
 - (e) proof of liability insurance in the amount of \$2 Million identifying the City as an additional insured;
 - (f) the applicant's Certificate of Approval;
 - (g) a validated Light Vehicle Inspection Certificate for the taxi completed by a Saskatchewan Government Insurance accredited mechanic dated no earlier than 14 days prior to the licence application;
 - (h) the issuing jurisdiction and the effective dates of any other licence or permit held by the applicant to operate a taxi, and whether such licence or permit has been denied, revoked or suspended, and if so, the reason or reasons therefor.
- (4) In addition to the requirements of subsection (3), an application for a wheelchair accessible taxi licence must also include a valid D409 certificate.
- (5) If a taxi owner intends to drive a taxi, he or she shall also require a taxi driver's licence.
- (6) Taxi owners and wheelchair accessible taxi owners must hold a separate licence for each taxi or wheelchair accessible taxi.
- (7) If the applicant for a taxi or wheelchair accessible taxi licence is a partnership, the application must:
- (a) be completed by one of the partners;
 - (b) disclose the identity of all other partners; and
 - (c) include all of the information required by subsections (3) and (4).
- (8) The information provided by an applicant for a licence under this Part shall be maintained by the City on a confidential basis, subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Issuance of Taxi or Wheelchair Accessible Taxi Licence

14. (1) Within 30 days of the receipt of a completed application for a taxi licence or a wheelchair accessible taxi licence, together with the applicable fee, the City shall, either:
 - (a) issue a licence, with or without conditions; or
 - (b) deny the application for a licence.
- (2) If the application is denied, the City shall provide the applicant with a copy of its decision together with written reasons for the decision.
- (3) The City shall approve a licence unless one or more of the following is determined to be true:
 - (a) the applicant is less than 18 years of age;
 - (b) the applicant failed to provide information as required by section 13 of this Bylaw or has provided false or misleading information in the application;
 - (c) the licence fee required by this Bylaw has not been paid.
- (4) The licence, if granted, shall contain the following information:
 - (a) the name of the person to whom the licence is granted;
 - (b) the number of the business licence issued to the applicant;
 - (c) the expiration date of the licence;
 - (d) the conditions, if any, attaching to the licence;
 - (e) the taxi plate number;
 - (f) the name of the brokerage with whom the applicant is affiliated.

Conditions Attaching to Taxi or Wheelchair Accessible Taxi Licence

15. (1) The City may impose terms and conditions on a licence issued under this Part, if in the City's opinion:
 - (a) it is necessary to ensure compliance with any duties imposed on the licensee pursuant to this Bylaw;

- (b) it is necessary to ensure the integrity of the licensing scheme in the Bylaw; and
 - (c) it is appropriate and in the public interest to do so.
- (2) Notwithstanding the generality of subsection (1), it shall be a condition of every wheelchair accessible taxi licence that priority is given to the conveyance of passengers with a disability.
 - (3) No licensee shall fail to comply with any terms or conditions imposed on a licence.

Disposition of Taxi or Wheelchair Accessible Taxi Licence

- 16. (1) Taxi and wheelchair accessible taxi licences may be sold, gifted, bequeathed or otherwise transferred upon:
 - (a) compliance by the transferee with all administrative and statutory requirements for obtaining and holding a taxi or a wheelchair accessible taxi license;
 - (b) submission by the transferee of a completed application form, including supporting documentation to the City in accordance with section 13 of this Bylaw;
 - (c) submission by the transferee of the complete bill of sale for the taxi licence including the sale price; and
 - (d) payment by the transferee to the City of the applicable transfer fee as set out in Schedule "B".
- (2) In addition to the requirements of subsection (1), the transferee of a wheelchair accessible taxi licence must also submit a current D409 certificate to the City.
- (3) When transferring a licence under this section, the transferor shall, in all cases, surrender the licence to the City for cancellation. The transferor shall also surrender the owner plate to the City for cancellation, if required. The City shall issue a new licence to the transferee containing the information prescribed by subsection 14(4), and a new owner plate, if required.

DIVISION III
Taxi Owner Plates

Issuing Taxi Owner Plates

17. Upon issuing of a taxi or a wheelchair accessible taxi licence, the City shall also provide the licensee with an owner plate for the vehicle.

Transfer of Taxi Owner Plates

18. (1) An owner plate may be moved from one vehicle to another if:
- (a) the vehicle to which the plate is assigned requires repairs or servicing, and is temporarily unavailable for service; or
 - (b) the vehicle to which the plate is assigned is being permanently replaced with a different vehicle.
- (2) Before transferring an owner plate, the taxi owner shall, within 72 hours:
- (a) provide the City with:
 - (i) a validated Light Vehicle Inspection Certificate for the replacement vehicle; and
 - (ii) a certificate of vehicle registration for the replacement vehicle showing a class PT designation;
 - (b) pay the applicable owner plate replacement cost fee to the City; and
 - (c) turn in to the City the owner plate from the original vehicle.
- (3) Upon receipt of the materials referred to in subsection (2), the City shall issue a new owner plate for the replacement vehicle.

DIVISION IV
Temporary Wheelchair Accessible Taxi Licence

Method of Issuing Licence

19. (1) The City may, in its discretion, issue temporary wheelchair accessible taxi licences at such times as it considers appropriate.
- (2) Temporary wheelchair accessible licences may be issued without a public tender process.

Ownership of Licence

20. (1) Temporary wheelchair accessible taxi licences shall remain the property of the City.
- (2) Subject to subsection 9(2), the City shall determine the number, if any, of temporary wheelchair accessible taxi licences to be issued.
- (3) The City shall determine the duration of any temporary wheelchair accessible taxi licences.
- (4) No person shall assign or transfer a temporary wheelchair accessible taxi licence.
- (5) Lease fees shall not be charged for the use of a temporary wheelchair taxi licence. Only normal operating costs may be recovered.

Application for Temporary Wheelchair Accessible Taxi Licence

21. (1) An application for a temporary wheelchair accessible taxi licence shall be made to the City on such forms and accompanied by such information as prescribed by the City.
- (2) The application shall include the information required by subsections 13(3) and (4).

Issuance of Temporary Wheelchair Accessible Taxi Licence

22. (1) Within 30 days of the receipt of a completed application for a temporary wheelchair accessible taxi licence together with the applicable fee, the City shall, either:
 - (a) issue a licence, with or without conditions; or
 - (b) deny the application for a licence.
- (2) If the application is denied, the City shall provide the applicant with a copy of its decision together with written reasons for the decision.
- (3) The City shall approve a licence unless one or more of the following is determined to be true:
 - (a) the applicant is less than 18 years of age;
 - (b) the applicant failed to provide information as required by section 13 of this Bylaw or has provided false or misleading information in the application;
 - (c) the licence fee required by this Bylaw has not been paid.
- (4) The licence, if granted, shall contain the following information:
 - (a) the name of the person to whom the licence is granted;
 - (b) the number of the business licence issued to the applicant;
 - (c) the expiration date of the licence;
 - (d) the conditions, if any, attaching to the licence;
 - (e) the taxi plate number;
 - (f) the name of the brokerage with whom the applicant is affiliated.

Conditions Attaching to Temporary Wheelchair Accessible Taxi Licence

23. (1) The City may impose any additional terms and conditions on a temporary wheelchair accessible taxi licence issued pursuant to this Bylaw that are consistent with the intent of the Bylaw where the City is satisfied that:
- (a) it is necessary to ensure compliance with any duties imposed on the licensee pursuant to this Bylaw;
 - (b) it is necessary to ensure the integrity of the licensing scheme in the Bylaw; and
 - (c) it is appropriate and in the public interest to do so.
- (2) Without restricting the generality of subsection (1), it shall be a condition of every temporary wheelchair accessible taxi licence that priority is given to the conveyance of passengers with a disability.
- (3) No licensee shall fail to comply with any terms or conditions imposed on a licence.

Application of Part III

24. The other provisions of this Part shall apply, with any necessary modification, to a temporary wheelchair accessible taxi licence.

**DIVISION V
Taxi Owner - Obligations**

Taxi Owner's Responsibilities

25. (1) Every taxi licence and wheelchair accessible taxi owner shall:

Licences, Registration, Insurance and Safety

- (a) hold a separate taxi or wheelchair accessible taxi licence for each taxi or wheelchair accessible taxi;
- (b) maintain vehicle registration and insurance on each taxi or wheelchair accessible taxi identifying the owner of the vehicle and class PT designation;

- (c) file with the City, at least five days prior to the expiry date of any current insurance policy, an insurance renewal policy or a certificate of insurance;
- (d) submit each taxi for a safety inspection in accordance with section 56 of this Bylaw and ensure that each taxi complies with the safety requirements to maintain a validated Light Vehicle Inspection Certificate;

Use of Licensed Drivers Only

- (e) ensure that drivers driving for the owner hold a valid taxi driver's licence issued by the City;

Change of Broker Affiliation

- (f) within 72 business hours, notify the City if the owner changes affiliation with a licensed taxi broker;

Vehicle Equipment and Markings

- (g) securely affix the owner plate issued to each taxi or wheelchair accessible taxi to the taxi or wheelchair accessible taxi;
- (h) ensure that every taxi is equipped with the proper vehicle equipment and otherwise complies with Part VIII of this Bylaw;
- (i) ensure the immediate repair of any mechanical defects when reported by a taxi driver, taxi broker or the City;

Documents to Remain in the Taxi

- (j) keep at all times in each taxi or wheelchair accessible taxi the original or a photocopy of:
 - (i) the current certificate of registration for the taxi or wheelchair accessible taxi;
 - (ii) the current taxi or wheelchair accessible taxi licence; and
 - (iii) the validated Light Vehicle Inspection Certificate;

Notification of Information Change

- (k) immediately notify the City of a change of address;

- (l) immediately notify the City of a change of ownership of a taxi licence in accordance with section 16 of this Bylaw; and
 - (m) immediately notify the City of an owner plate transfer in accordance with section 18 of this Bylaw.
- (2) In addition to the responsibilities prescribed in subsection (1), every owner operating under a wheelchair accessible taxi licence shall:
- (a) ensure that priority is given to the conveyance of passengers with a disability;
 - (b) ensure that the wheelchair accessible taxi is equipped with the appropriate tie downs or other equipment to properly secure passengers with disabilities using a wheelchair or other mobility aid; and
 - (c) ensure that a wheelchair accessible taxi and its equipment complies at all times with Canadian Standards Association standard D409-92.

**PART IV
Taxi Broker**

**DIVISION I
Taxi Broker's Licence**

Requirement to Obtain Licence

26. No person shall offer or provide dispatch services for taxis without first obtaining a taxi broker licence and a general business licence from the City.

**DIVISION II
Application for and Issuance of Taxi Broker's Licence**

Application for Taxi Broker's Licence

27. (1) An application for a taxi broker's licence shall be made to the City on such forms and accompanied by such information as prescribed by the City.
- (2) The application shall be considered complete if it includes the information required by this section.

- (3) The application shall include the following information:
 - (a) the applicant's full name;
 - (b) the applicant's current address and telephone number;
 - (c) a copy of the applicant's business licence issued by the City confirming the location of the applicant's business;
 - (d) proof that the applicant has a system for receiving requests and dispatching taxis plated in Saskatoon and which form part of the broker's fleet and confirmation that the system will not interfere with any other taxi broker, taxi owner or fleet of vehicles;
 - (e) the issuing jurisdiction and the effective dates of any licence or permit held by the applicant to provide dispatch services to a taxi and whether such licence or permit has been denied, revoked or suspended, and if so, the reason or reasons therefor.
- (4) For greater certainty, an applicant for a taxi broker's licence shall obtain both a broker's licence and a business licence from the City.
- (5) The information provided by an applicant in pursuit of a taxi broker's licence under this Part shall be maintained by the City on a confidential basis, subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Issuance of Taxi Broker's Licence

28. (1) Within 30 days of the receipt of a completed application for a taxi broker's licence, together with the applicable fee, the City shall, either:
 - (a) issue a licence, with or without conditions; or
 - (b) deny the application for a licence.
- (2) If the application is denied, the City shall provide the applicant with a copy of its decision together with written reasons for the decision.
- (3) The City shall approve a licence unless one or more of the following is determined to be true:
 - (a) (i) in the case of an individual, the applicant is less than 18 years of age;

- (ii) in the case of a partnership, the managing partner is less than 18 years of age;
 - (iii) in the case of a corporation, the managing director is less than 18 years of age;
- (b) the applicant failed to provide information as required by section 27 of this Bylaw or has provided false or misleading information in the application; or
- (c) the licence fee required by this Bylaw has not been paid.
- (4) The licence, if granted, shall contain the following information:
 - (a) the name of the person to whom the licence is granted;
 - (b) the address of the brokerage;
 - (c) the number of the business licence issued to the applicant;
 - (d) the expiration date of the licence;
 - (e) the conditions, if any, attaching to the licence.
- (5) A taxi broker's licence shall not be assigned or transferred.

Conditions Attaching to Taxi Broker's Licence

29. (1) The City may impose any additional terms and conditions on a licence issued under this Part that are consistent with the intent of the Bylaw where the City is satisfied that:
- (a) it is necessary to ensure compliance with any duties imposed on the licensee pursuant to this Bylaw;
 - (b) it is necessary to ensure the integrity of the licensing scheme in the Bylaw; and
 - (c) it is appropriate and in the public interest to do so.
- (2) Every licensee shall comply with the terms, conditions and restrictions to which the licence is subject.

DIVISION III
Taxi Broker - Obligations

Taxi Broker's Responsibilities

30. Every licensed taxi broker shall:

Permanent Office and Complaints Process

- (a) maintain a permanent office in the City where the taxi brokerage business is carried on;
- (b) maintain a complaints process to promptly investigate and respond to service complaints registered by the public;

Taxi Driver and Owner Affiliation

- (c) maintain a list of all licensed taxi drivers and owners affiliated with the broker;
- (d) upon the request of the City, provide the list of all taxi drivers and taxi owners with whom the broker is affiliated;
- (e) within 72 hours, notify the City if a licensed taxi driver or owner ceases affiliation with the broker;

Dispatch Services

- (f) provide or ensure that dispatch services are provided 24 hours per day, seven days per week;
- (g) have a telephone number listed in the local directory where the taxi broker can be reached at all times;
- (h) ensure that taxis are dispatched only to drivers holding a current taxi driver's licence issued by the City;
- (i) dispatch drivers on the basis of the next available taxi located nearest the location of the request for service;
- (j) dispatch requests for accessible taxi service from or for a person with a disability on a priority basis to the next available taxi located nearest the location of the request for service;

Responsibility for Drivers

- (k) ensure that taxi drivers affiliated with the broker immediately report to the City if:
 - (i) they are charged with or convicted of any specified criminal activity; or
 - (ii) their driving privileges or their Saskatchewan Driver's Licence is suspended, cancelled, revoked or invalidated for any reason.
- (l) ensure that taxi drivers affiliated with the broker hold a valid taxi driver's licence issued by the City;
- (m) ensure that taxi drivers affiliated with the broker do not operate taxis failing to display proper vehicle markings or vehicle markings associated with another broker;
- (n) ensure that taxi drivers affiliated with the broker maintain a clean and properly groomed personal appearance, dressing appropriately to provide a public service;
- (o) ensure that taxi drivers affiliated with the broker conduct themselves in a courteous, prudent and safe manner;
- (p) ensure that taxi drivers affiliated with the broker are signed in to the dispatch system at all times when the taxi is on duty;
- (q) ensure that the taximeter is sealed at all times;
- (r) ensure that taxi drivers affiliated with the broker charge only the taxi fare prescribed in accordance with section 58 of this Bylaw;

Vehicle Equipment and Markings

- (s) ensure that at all times when a taxi is engaged in providing services, a clear decal indicating the tariff of fees is located in the taxi in plain view of passengers;
- (t) ensure that every taxi is equipped with the proper vehicle equipment, displays the proper taxi vehicle markings and otherwise complies with Part VIII of this Bylaw;
- (u) produce each taxi annually for the purposes of testing the taximeter;

- (v) ensure the continued compliance of each taxi with the safety requirements to maintain a validated Light Vehicle Inspection Certificate;
- (w) ensure the continued filing, with the City, at least five days prior to the expiry date of any current insurance policy, an insurance renewal policy or a certificate of insurance;

Trip Data

- (x) collect trip data and retain the same for a period of not less than three months;
- (y) report trip data to the City on a monthly basis. Trip data is to be received by the City no later than the 15th day of each month for the previous month;
- (z) upon request of the City, permit the City direct access to the taxi dispatch system to verify the accuracy of the trip data being supplied by the broker;

Inspections

- (aa) upon the request of the City, immediately produce a taxi to the City for additional inspections to ensure compliance with this Bylaw;

Insurance

- (bb) ensure that every taxi affiliated with the broker is covered by liability insurance in the amount of \$2 Million indentifying the City as an additional insured; and

Complaints Log

- (cc) maintain a log of all complaints received by the broker regarding the condition or operation of any vehicle affiliated with the broker, which log shall be available for inspection by the City upon request.

PART V
Taxi Driver

DIVISION I
Taxi Driver's Licence

Requirement to Obtain Licence

31. (1) No person shall drive a taxi or a wheelchair accessible taxi in the City without first obtaining a taxi driver's licence.
- (2) Notwithstanding subsection (1), if a driver is affiliated with a brokerage carrying on business in another jurisdiction outside the City, and the brokerage is not licensed to carry on business in the City, the driver may drive a taxi from that brokerage in the City without a licence if:
- (a) the trip originates outside the City and terminates with the passenger being dropped off at a single destination within the City; or
 - (b) the trip originates and terminates outside the City, provided that:
 - (i) the entire trip constitutes a single fare;
 - (ii) at least one passenger who started the trip outside the City is also a passenger when the trip terminates; and
 - (iii) the entire trip occurs on the same calendar day.
- (3) "Trip" for the purposes of clause (2)(b) includes any conveyance of the passenger who originally engaged the service outside the City limits on the day the trip originated, provided that the ultimate destination is a return to outside the City limits.

DIVISION II
Application for and Issuance of Taxi Driver's Licence

Application for Taxi Driver's Licence

32. (1) An application for a taxi driver's licence shall be made to the City on such forms and accompanied by such information as prescribed by the City.

- (2) If the application is denied, the City shall provide the applicant with a copy of its decision together with written reasons for the decision.
- (3) The application shall include the following information:
 - (a) the applicant's full name;
 - (b) the applicant's date of birth;
 - (c) the applicant's current address and telephone number;
 - (d) a letter from a licensed taxi broker on company letterhead confirming its affiliation with the applicant taxi driver;
 - (e) written proof that the applicant holds, at a minimum, a valid class 4 Saskatchewan Driver's License;
 - (f) the applicant's driver's abstract obtained from Saskatchewan Government Insurance for the five year period immediately preceding the application dated no earlier than 30 days prior to the licence application;
 - (g) the applicant's criminal record and vulnerable sector checks dated no earlier than 30 days prior to the licence application;
 - (h) the applicant's certificate of approval from the Saskatoon Police Service;
 - (i) written proof that the applicant has completed any training program approved and required by the City;
 - (j) the issuing jurisdiction and the effective dates of any licence or permit held by the applicant to drive a taxi and whether such licence or permit has been denied, revoked or suspended, and if so, the reason or reasons therefor.
- (4) The information provided by an applicant in pursuit of a taxi driver or a wheelchair accessible taxi driver's licence under this Part shall be maintained by the City on a confidential basis, subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Issuance of Taxi Driver's Licence

33. (1) Within 30 days of the receipt of a completed application for a taxi driver's licence, together with the applicable fee, the City shall, either:
 - (a) issue a licence, with or without conditions; or
 - (b) deny the application for a licence.
- (2) The City shall approve a licence unless one or more of the following is determined to be true:
 - (a) the applicant is less than 18 years of age;
 - (b) the applicant failed to provide information as required by section 32 of this Bylaw or has provided false or misleading information in the application;
 - (c) the applicant has been convicted of specified criminal activity. The fact that a conviction is being appealed shall have no effect under this clause. For the purposes of the Bylaw, a "conviction" means a conviction or a guilty plea, and includes a conviction of any business entity for which the applicant had, at the time of the offence leading to the conviction for specified criminal activity, a management responsibility or a controlling interest;
 - (d) the applicant's driving privileges or Saskatchewan Driver's Licence has been suspended, cancelled, revoked or invalidated for any reason;
 - (e) the applicant has an outstanding warrant for arrest or committal under the *Criminal Code*;
 - (f) the licence fee required by this Bylaw has not been paid.
- (3) The licence, if granted, shall contain the following information:
 - (a) the name of the person to whom the licence is granted;
 - (b) the number of the taxi driver's licence issued to the applicant;
 - (c) the date of issue of the licence.
- (4) In addition to the requirements of subsection (3), the licensee shall also be issued photo identification.

- (5) Taxi driver's license and the photo identification shall remain the property of the City.
- (6) A taxi driver's licence shall not be assigned or transferred.

Conditions Attaching to Taxi Driver's Licence

- 34. (1) The City may impose any additional terms and conditions on a licence issued pursuant to this Part if in the City's opinion:
 - (a) it is necessary to ensure compliance with any duties imposed on the licensee pursuant to this Bylaw;
 - (b) it is necessary to ensure the integrity of the licensing scheme in the Bylaw; and
 - (c) it is appropriate and in the public interest to do so.
- (2) Every licensee shall comply with the terms, conditions and restrictions to which the licence is subject.

**DIVISION III
Taxi Driver - Obligations**

Taxi Driver's Responsibilities

- 35. (1) Every licensed taxi driver shall:

Driver Appearance and Behaviour

- (a) at all times when operating a taxi, maintain a clean and properly groomed personal appearance, dressing appropriately to provide a public service;
- (b) at all times when operating a taxi, conduct himself or herself in a courteous, prudent and safe manner;

Licence and Tariff of Fees Visible

- (c) at all times when operating a taxi, have his or her taxi driver's licence, including photo clearly visible to passengers;

- (d) at all times when operating a taxi, ensure that a clear decal indicating the tariff of fees is affixed to the interior of the taxi and is plainly visible to passengers;

Taxi Broker Affiliation

- (e) be affiliated with a licensed taxi broker;
- (f) within 72 hours, notify the City upon ceasing affiliation with a licensed broker;

Taxi Fares to be Charged

- (g) engage the taximeter in accordance with the provisions of section 60 of this Bylaw;
- (h) operate a taxi only when the taximeter is sealed and the seal is intact;
- (i) charge the taxi fares in accordance with section 58 of this Bylaw;

Responding to Calls

- (j) provide service to any person when dispatched by a licensed taxi broker as being the closest computerized global positioning system call;
- (k) provide service to any person anywhere in the City or to any point beyond the City limits for the legal taxi fare prescribed in this Bylaw;
- (l) provide service to any passenger unless the passenger engages in abusive, violent or threatening behaviour;
- (m) sign in to the dispatch system of the brokerage at all times the taxi is on duty;
- (n) ensure that all trips are logged in through the dispatch system of the brokerage;

Shortest Practicable Route

- (o) take the shortest practicable route from the starting location to the end destination when the general fare as prescribed by Schedule "C" applies, unless otherwise directed by the passenger;

Number of Passengers

- (p) permit no more passengers than the number of seatbelts available for use in the taxi;

Passenger Property

- (q) take care of all property delivered or entrusted to him or her, or left in the taxi by any passenger;

Receipts

- (r) upon the request of the passenger, provide a receipt for the trip;

Documents Left in Taxi

- (s) at all times when operating a taxi, ensure that the following documents are in the taxi:
 - (i) a validated Light Vehicle Safety Inspection Certificate or a copy thereof;
 - (ii) a current Saskatchewan Driver's Licence issued by Saskatchewan Government Insurance;
 - (iii) a current taxi driver's licence issued by the City;

Documents Produced Upon Request

- (t) produce, upon request by the City:
 - (i) a validated Light Vehicle Safety Inspection Certificate or a copy thereof;
 - (ii) a current Saskatchewan Driver's Licence issued by Saskatchewan Government Insurance;
 - (iii) a current taxi driver's licence issued by the City; and
 - (iv) a current vehicle registration for the taxi;

Reporting Requirements

- (u) immediately notify the City of:
 - (i) being charged with or convicted of specified criminal activity;

- (ii) cancellation, suspension or revocation of the driver's driving privileges or Saskatchewan Driver's Licence;

Vehicle Cleanliness, Maintenance and Repair

- (v) maintain the interior and the exterior of a taxi in accordance with section 55 of this Bylaw;

Taxi Stands

- (w) enter a taxi stand by positioning the taxi at the end of any line formed by other taxis; and

Service Animals

- (x) permit a passenger with a disability to be accompanied by his or her service animal in the taxi.
- (2) In addition to the responsibilities prescribed in subsection (1), every licensed taxi driver operating under a wheelchair accessible taxi licence or a temporary wheelchair accessible taxi licence shall:
- (a) operate a wheelchair accessible taxi only when the vehicle and its equipment comply with Canadian Standards Association standard D409-92;
 - (b) properly restrain every occupant of a wheelchair or other mobility aid;
 - (c) produce, upon the request of the City, a valid D409 certificate; and
 - (d) accept dispatch requests for accessible taxi service from or for a person with a disability on a priority basis.

PART VI Seasonal Taxi Licence

Requirement to Obtain Licence

36. No person shall drive a taxi on a seasonal basis without first obtaining a seasonal taxi licence from the City.

Method of Issuing Licence

37. (1) The City may, in its discretion, issue seasonal taxi licences, at such times and in such numbers as may be necessary to meet the demand for such services.
- (2) Seasonal taxi licences shall be allocated equally between eligible drivers from each of the licensed taxi brokerages.
- (3) Seasonal taxi licences shall be distributed using the lottery system described in this Part.

Eligibility to Participate in the Seasonal Licence Distribution Lottery

38. (1) The intent of the lottery is to distribute seasonal taxi licences to licensed taxi drivers only.
- (2) A taxi driver who is also a taxi owner is ineligible to participate in the lottery.
- (3) In order to participate in the lottery, the applicant must:
- (a) hold, at a minimum, a valid class 4 Saskatchewan Driver's Licence;
 - (b) hold a valid taxi driver's licence, including photo identification issued by the City;
 - (c) own, lease or otherwise have access to a vehicle that meets the vehicle requirements for taxis set out in Part VIII;
 - (d) be affiliated with a licensed taxi broker carrying on business and licensed by the City;
 - (e) have, at a minimum, three years' experience driving a taxi in the City as at the date of the application; and
 - (f) have driven a taxi in the City at least four shifts per week, each week in the past 52 weeks, excluding vacation time and medical leave.
- (4) A taxi driver shall submit only one application per lottery draw. If a driver submits more than one application, the driver shall be ineligible to participate in that lottery draw.

Application for Licence

39. (1) An application to participate in the lottery shall be made by the applicant to the City on such forms and accompanied by such information as prescribed by the City. The completed application shall first be submitted to the taxi brokerage and then to the City for processing.
- (2) The application shall be considered complete if it includes the information required by this section.
- (3) The application shall include the following information:
 - (a) the applicant's full name;
 - (b) the applicant's date of birth;
 - (c) the applicant's current address and telephone number;
 - (d) written proof of the matters referred to in section 13.
- (4) The City, in consultation with each taxi brokerage, shall determine the eligible applicants affiliated with that brokerage.
- (5) The City shall randomly draw from each brokerage list to determine the applicant or applicants who will receive seasonal taxi licences for that brokerage.

Issuance of Licence

40. (1) After the draw is complete, the City shall notify the successful applicant or applicants that they have been granted a seasonal taxi licence.
- (2) The granting of the licence is conditional upon the applicant, within 14 days:
 - (a) providing the City with:
 - (i) a validated Light Vehicle Inspection Certificate for the vehicle to which the licence is granted which certificate must be completed by a Saskatchewan Government Insurance accredited mechanic and be dated within the previous six months;

- (ii) written proof of vehicle registration and insurance for the taxi identifying the applicant as the owner of the vehicle and a class PT designation; and
 - (iii) payment of the applicable licence fee; and
 - (b) presenting the vehicle to the city for a general taxi and meter inspection.
- (3) If the applicant satisfies the conditions in subsection (2), the City shall approve the licence.

Term of Licence

41. (1) A seasonal taxi licence shall be valid for two consecutive winter seasons commencing on November 1 and ending on April 30 of the immediately following year.
- (2) The licensee shall turn in the seasonal taxi licence to the City immediately after April 30 in each year.
- (3) The City shall reissue the licence to the licensee on or about November 1 for the second winter season under the licence, provided that the licensee meets the eligibility requirements set out in subsection 38(3).
- (4) The licensee shall immediately forfeit the seasonal taxi licence to the City if:
- (a) the licensee ceases to be affiliated with the taxi brokerage named in the licence;
 - (b) the licensee ceases to be a full time driver of the taxi;
 - (c) it is determined that the licensee has provided false or misleading information in the application; or
 - (d) the licensee's driving privileges or Saskatchewan Driver's Licence has been suspended, cancelled, revoked or invalidated for any reason.
- (5) In the event a licence is forfeited pursuant to subsection (4), the City shall offer the licence to the next eligible applicant on the eligibility list of the taxi brokerage with which the previous applicant was affiliated.

Conditions Attaching to Seasonal Taxi Licence

42. (1) The City may impose terms and conditions on a licence issued under this Part if, in the City's opinion:
 - (a) it is necessary to ensure compliance with any duties imposed on the licensee pursuant to this Bylaw;
 - (b) it is necessary to ensure the integrity of the licensing scheme in the Bylaw; and
 - (c) it is appropriate and in the public interest to do so.
- (2) No licensee shall fail to comply with any terms of conditions imposed on a licence.

Ownership of Licence

43. (1) Seasonal taxi licences shall remain the property of the City.
- (2) No person shall assign or transfer a seasonal taxi licence.
- (3) Lease fees shall not be charged for the use of a seasonal taxi licence. For greater certainty, only normal operating costs may be recovered from the lottery awardee or a driver for the use of the licence.

Application of Other Parts

44. Parts III, V, VIII and IX shall apply, with any necessary modification, to a licence issued pursuant to this Part.

Operate During Winter Season Only

45. No person shall drive a taxi licensed as a seasonal taxi except during the winter season.

PART VII
Licence Expiration and Renewal

Expiration of Licence

46. Unless renewed pursuant to section 47, a licence expires:
- (a) on the expiry date shown on the licence; or
 - (b) if no expiry date is shown on the licence:
 - (i) in the case of a taxi licence, a wheelchair accessible taxi licence or a temporary wheelchair accessible taxi licence, on December 31 of the year in which the licence was issued;
 - (ii) in the case of a taxi broker's licence, one year from the date of its issue;
 - (iii) in the case of a taxi driver's licence, one year from the date of its issue; and
 - (iv) in the case of a seasonal taxi licence, on April 30 of the second winter season covered by the licence.

Renewal of Licence

47. (1) An application to renew any licence under this Bylaw must be received by the City on or before the expiration date of the current licence.
- (2) The application must also include the applicable licence fee specified in this Bylaw.
- (3) The application must be made on such forms and include such information as prescribed by the City.
- (4) Without limiting the generality of subsection (3), when a licence is being renewed, the application must include the following:
- (a) in the case of a taxi owner, the information set out in subsections 13(3) and (4);
 - (b) in the case of a broker, the information set out in subsection 27(3);
 - (c) in the case of a taxi driver, the information set out subsection 32(3).

- (5) Upon receipt of the completed application and the applicable fee, the City shall either renew the licence with or without conditions, or issue a written notice of intent to refuse to renew the licence.
- (6) If the renewal is denied, the City shall provide the applicant with a copy of its decision with the reasons for the decision.
- (7) The City shall approve the renewal provided that the applicant has fully complied with all applicable requirements of this Bylaw.
- (8) In the event the renewal is denied or the licence is renewed with conditions, the applicant may appeal the refusal or the imposition of those conditions to the Saskatchewan Licence Appeal Board pursuant to section 65.
- (9) Subject to an appeal pursuant to subsection (8), if the City denies a renewal, no licence under this Bylaw shall be issued to the applicant for a period of one year from the date of denial.

PART VIII Vehicle Requirements

General

48. In order to be used as a taxi in the City, every vehicle must comply with the requirements prescribed in this Part.

DIVISION I Vehicle Age

Vehicle Age

49. Every vehicle shall be no more than seven years old. For greater certainty, the age of the vehicle shall be determined in accordance with the following formula:

$$VA = CLY - VMY$$

where:

VA	=	age of vehicle
CLY	=	current licence year
VMY	=	vehicle model year

DIVISION II
Vehicle Equipment

Vehicle Equipment

50. Every vehicle must be equipped with:
- (a) a taximeter approved by the City;
 - (b) electronic equipment capable of accepting credit card and debit payments for services rendered;
 - (c) electronic equipment capable of accepting dispatch calls;
 - (d) an emergency call button;
 - (e) a global positioning system;
 - (f) fully functional dome lights and topper capable of illumination; and
 - (g) a fully functional in-car camera.

Taximeters

51. (1) Every taximeter must be:
- (a) tested and sealed by the City annually or otherwise as required by the City;
 - (b) equipped with a light of sufficient power to illuminate the dial of the taximeter at all times when the taxi is on duty;
 - (c) clearly visible to passengers at all times when the taxi is on duty;
 - (d) maintained in good working condition at all times;
 - (e) set so as to record the fare according to the taxi fares prescribed in this Bylaw and displayed in the tariff of fees affixed to the interior of the vehicle;
 - (f) used only when an authorized seal is intact; and
 - (g) capable of calculating and displaying a fare based on time and distance.

- (2) Notwithstanding clause 1(a), every vehicle must be produced sooner upon the request of the City for the purposes of resetting the taximeter in the event of a change in the taxi fares prescribed in this Bylaw or otherwise as requested by the City. The taximeter must be resealed by the City in the event of any change in the taxi fares.
- (3) A taximeter or seal must not be tampered with by any person.

Global Positioning Systems

52. Every global positioning system must:

- (a) be capable of tracking and locating the position of a vehicle;
- (b) include a vehicle location system;
- (c) be equipped with an emergency call button; and
- (d) be fully operational at all times when the vehicle is available for hire to the public.

In-Car Camera

53. (1) Every in-car camera must:

- (a) be mounted on the inside of the vehicle windshield;
- (b) fully show the interior of the vehicle; and
- (c) be fully operational at all times when the vehicle is available for hire to the public.

- (2) Decals must be affixed to both rear side windows notifying potential passengers of the presence of in-car cameras.

Vehicle Markings

54. Every taxi must have affixed to it on each side of the vehicle, a decal or other marking identifying the brokerage with which the taxi is affiliated.

Vehicle Cleanliness, Maintenance and Repair

55. (1) The interior of every vehicle including the trunk must be maintained in a clean and tidy condition. Without limiting the generality of the foregoing, at a minimum, the vehicle must be:
- (a) free of all dirt, dust, grease, oil and any item which can be transferred onto a passenger's clothing or possessions;
 - (b) free of all garbage or other items not intrinsic to the operation of the taxi;
 - (c) free of all noxious substances; and
 - (d) free of excess wear, including tears and cigarette burns in the upholstery.
- (2) The exterior of every vehicle must be maintained in good repair and in a clean condition, free from exterior body damage and excessive dirt and dust.

DIVISION III
Vehicle Inspection and Safety

Vehicle Inspection and Safety

56. (1) Every taxi must have an annual Light Vehicle Inspection completed by a Saskatchewan Government Insurance accredited mechanic at a facility approved by Saskatchewan Government Insurance.
- (2) Notwithstanding subsection (1), the City may, in its discretion, require more frequent inspections at a facility appointed by the City.
- (3) The validated Light Vehicle Inspection Certificate sticker must be affixed to the rear passenger side window and a copy of the current inspection certificate must remain in the taxi at all times.

**PART IX
Operational Requirements**

General

57. Every taxi must be operated in accordance with the provisions of this Part.

**DIVISION I
Taxi Fares**

Taxi Fares to be Charged

58. (1) A taxi fare must be charged for each taxi trip in accordance with Schedule "C" of this Bylaw.
- (2) Notwithstanding subsection (1), if a taxi broker has a contract with a business or other entity to convey passengers, the flat rate charge per trip as provided for in the contract may be charged. A copy of the contract shall be provided to the City upon request.
- (3) If, at the direction of the person who ordered the taxi, passengers are picked up at different locations to be carried to the same destination, the taxi driver shall charge no more than what the lawful charge would be for a continuous trip from the starting location to the end destination.
- (4) If several passengers, each of whom has ordered taxi service, are carried from the same location in one taxi to different destinations, each destination shall be deemed to be the end of a trip, and at each destination the taxi driver shall clear the taximeter and charge for each such trip the amount recorded on the taximeter.
- (5) If, at the direction of the person who ordered the taxi, passengers who entered the taxi at the same location are to be carried to different destinations, the taxi driver shall charge no more than what the lawful charge would be for a continuous trip from the starting destination to the end destination.

Taxi Fares For Services to be Paid

59. (1) No person, having received taxi services, shall fail or neglect to pay for the services received.

- (2) The fares shall be charged in accordance with Schedule "C".

Engaging Taximeter

60. (1) The taximeter must be engaged at the commencement of each taxi trip, once the passenger is loaded into the taxi, regardless whether a taxi fare is being charged for the trip, or the taxi is being used on an hourly rate basis or otherwise pursuant to a written contract.
- (2) The taximeter must remain engaged throughout a taxi trip and be disengaged to the time off status only at the end of the trip once the destination is reached.
- (3) The taximeter must reflect the vacant status once payment for the trip has been received and the passenger has disembarked from the taxi.
- (4) Notwithstanding subsection (1), the taximeter may be engaged prior to loading a passenger only when the driver has been requested by the passenger to wait for a period in excess of 10 minutes.

PART X

Authority, Inspections and Enforcement Procedures

DIVISION I Authority

Delegation of Authority

61. (1) The administration and enforcement of this Bylaw is hereby delegated to the General Manager for the City.
- (2) The General Manager is hereby authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to other employees of the City and to the Saskatoon Police Services.
- (3) The General Manager may appoint any taxi inspectors that the General Manager considers necessary and define their duties and responsibilities.

DIVISION II
Inspections

Inspectors

62. Every taxi inspector shall:
- (a) administer and enforce this Bylaw in the City;
 - (b) carry out inspections under this Bylaw; and
 - (c) perform any other duties and may exercise any other powers that may be delegated by the General Manager.

Inspections

63. (1) The inspection of property, including vehicles, by the City to determine if this Bylaw is being complied with is hereby authorized.
- (2) Inspections under this Bylaw shall be carried out in accordance with section 324 of *The Cities Act*.
- (3) The City, in conducting an inspection may:
- (a) collect data;
 - (b) conduct any test;
 - (c) examine books, records and documents; and
 - (d) require production of documents and property for the purposes of examination or making copies.
- (4) No person shall obstruct a person who is authorized to conduct an inspection under this section, or a person who is assisting in that inspection.
- (5) If a person refuses to allow or interferes with an inspection authorized by this section, or if a person fails to respond to a reasonable request for access to a property, the City may apply for a warrant authorizing entry in accordance with section 325 of *The Cities Act*.

DIVISION III
Suspension and Revocation of Licences

Licence Suspension and Revocation

64. (1) Any licence, including seasonal and temporary wheelchair accessible taxi licences, issued under this Bylaw may be suspended or revoked for any of the following reasons:
- (a) a licensee or an employee of a licensee has violated or failed to comply with any provision of this Bylaw;
 - (b) a licensee or an employee of a licensee has violated or failed to comply with any condition of the licence;
 - (c) a licensee or an employee of a licensee has refused to allow an inspection as authorized by this Bylaw;
 - (d) a licensee has given false or misleading information in the application for the licence;
 - (e) in the case of a driver, a licensee has been convicted of specified criminal activity or the licensee's driving privileges or Saskatchewan Driver's Licence has been suspended, cancelled or revoked. The fact that a conviction is being appealed shall have no effect on the suspension or revocation of the licence.
- (2) The City shall provide written notice of the suspension or revocation in a brief statement setting forth the complaint, the grounds for suspension or revocation and notifying the licensee of the right to appeal. Such notice shall be given or served in accordance with section 347 of *The Cities Act*.
- (3) If the City revokes a licence, the fee paid for by the licensee shall be forfeited. A person whose licence has been cancelled under this section may not apply for a new licence for a period of one year from the date that the cancellation took place.
- (4) The power to suspend or revoke a licence pursuant to this section is in addition to the penalties contained in section 67. The City may suspend or revoke a licence whether or not the licensee has been charged or convicted of an offence under this Bylaw.

DIVISION IV
Right to Appeal Denial, Suspension or Revocation of Licence

Licence Suspension and Revocation - Right of Appeal

65. (1) If the City imposes conditions on a licence or denies, suspends or revokes a licence, the aggrieved party may appeal the City's decision to the Saskatoon Licence Appeal Board.
- (2) The rules, procedure and time limits for an appeal pursuant to subsection (1) shall be governed by the provisions of *The Saskatoon Licence Appeal Board Bylaw, 2012*.
- (3) In determining an appeal, the Saskatoon Licence Appeal Board:
- (a) is bound by the provisions of this Bylaw; and
 - (b) is prohibited from modifying or repealing a decision, or substituting its own decision unless it is satisfied that on a balance of probabilities that the City has misapplied the provisions of this Bylaw in the denial, suspension or revocation of a licence or the imposition of conditions on a licence.

DIVISION V
Impoundment of Vehicle

Impoundment

66. (1) If, in the opinion of the City, a taxi is unsafe to convey passengers, the City may order that the taxi be removed from service immediately.
- (2) An order pursuant to subsection (1) may be given, verbally or in writing, to all or any of the following:
- (a) the taxi owner;
 - (b) the broker;
 - (c) the taxi driver.
- (3) Upon receipt of an order, the person to whom the order is directed shall immediately remove the taxi from service.

- (4) The taxi shall remain out of service until the vehicle passes a Light Vehicle Inspection completed by a Saskatchewan Government Insurance accredited mechanic.
- (5) If the person to whom the order is directed refuses or neglects to remove the taxi from service, the City may impound the vehicle.
- (6) The vehicle, if impounded, must not be removed or released until all fees, costs and charges relating to the impoundment have been paid.

PART XI
Offences and Penalties

Offences and Penalties

67. (1) No person shall:
- (a) contravene or fail to comply with any provision of this Bylaw;
 - (b) contravene or fail to comply with a term or condition of any license;
 - (c) obstruct or interfere with employee or agent of the City exercising any of the powers conferred by this Bylaw; or
 - (d) destroy, alter or deface a licence issued pursuant to this Bylaw.
- (2) Every person who contravenes any provision of subsection (1) is guilty of an offence and liable on summary conviction:
- (a) for a first offence:
 - (i) in the case of an individual, to a fine of not less than \$250.00 and not more than \$1,000.00, to imprisonment for not more than two months, or both;
 - (ii) in the case of a corporation, to a fine of not less than \$500.00 and not more than \$2,000.00; and
 - (iii) in the case of a continuing offence, to a further fine of not less than \$250.00 and not more than \$2,500.00 per day or part of a day during which the offence continues; and

- (b) for a second or subsequent offence:
 - (i) in the case of an individual, to a fine of not less than \$500.00 and not more than \$2,500.00, to imprisonment for not more than three months, or both;
 - (ii) in the case of a corporation, to a fine of not less than \$1,000.00 and not more than \$5,000.00; and
 - (iii) and in the case of a continuing offence, to a further fine of not less than \$500.00 and not more than \$2,500.00 per day or part of a day during which the offence continues.
- (3) If a person is found guilty of an offence under this Bylaw, the court may, in addition to any other penalty imposed:
 - (a) in the case of a person who holds a licence, suspend the licence for a term of not more than three months; and
 - (b) in the case of a person who did not hold a licence at the time of the conviction, order that the person is ineligible to apply for a licence for a term of not more than three months.
- (4) Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.
- (5) A person to whom a summons ticket is issued pursuant to subsection (4) shall, upon the request by the person issuing the summons ticket, provide his or her name, address and date of birth. A person who fails to provide this information is guilty of an offence and liable on summary conviction to the penalty set out in subsection (2).

PART XII
Miscellaneous

Use of Forms and Words

68. Words signifying male persons include female persons and words signifying either sex include corporations.

Headings

69. The headings do not form a part of this Bylaw, but are inserted for convenience of reference only.

Bylaw to Prevail

70. The provisions of this Bylaw prevail where there is any conflict between any provision of this Bylaw and any other bylaw of the City.

Consequential Amendments

71. Bylaw No. 6066, *The Licence Bylaw* is amended by:

- (a) repealing section 7;
- (b) repealing sections 40 to 53A inclusive; and
- (c) repealing Schedule No. 1.

Coming Into Force

72. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of	, 2012.
Read a second time this	day of	, 2012.
Read a third time and passed this	day of	, 2012.

Mayor

City Clerk

Schedule "A"

Offences under the *Criminal Code*

	Offence	Section
(a)	Possession of weapon for dangerous purpose	s.88
(b)	Carrying concealed weapon	s.90
(c)	Unauthorized possession of motor vehicle	s.94
(d)	Weapons trafficking	s.99
(e)	Possession for purpose of weapons trafficking	s.100
(f)	Sexual interference	s.151
(g)	Invitation to sexual touching	s.152
(h)	Sexual exploitation	s.153
(i)	Sexual exploitation of person with disability	s.153.1
(j)	Transporting person to bawdy house	s.211
(k)	Living on the avails of prostitution	s.212(1)(j)
(l)	Living on the avails of juvenile prostitution and using violence	s.212(2.1)
(m)	Causing death by criminal negligence	s.220
(n)	Causing bodily harm by criminal negligence	s.221
(o)	Murder	s.229-231
(p)	Manslaughter	s.236
(q)	Attempt to commit murder	s.239
(r)	Dangerous operation of motor vehicle	s.249
(s)	Causing death by criminal negligence (street racing)	s.249.2
(t)	Causing bodily harm by criminal negligence (street racing)	s.249.3

	Offence	Section
(u)	Dangerous operation of motor vehicle while street racing	s.249.4
(v)	Failure to stop at scene of accident	s.252
(w)	Operating while impaired	s.253(1)(a), 255
(x)	Operating – over 0.08	s.253(1)(b), 255
(y)	Refuse to provide breath or blood sample	s.254(5), 255
(z)	Operate vehicle while disqualified	s.259(4)
(aa)	Assault	s.265
(bb)	Assault with a weapon or causing bodily harm	s.267
(cc)	Aggravated assault	s.268
(dd)	Sexual assault	s.271
(ee)	Sexual assault with a weapon or causing bodily harm	s.272(1)
(ff)	Aggravated sexual assault	s.273
(gg)	Theft over \$5,000.00	s.322, 334(a)
(hh)	Theft under \$5,000.00	s.322, 334(b)
(ii)	Motor vehicle theft	s. 333.1
(jj)	Theft, forgery, etc., of credit card	s.342
(kk)	Robbery	s.343, 344
(ll)	Tampering with vehicle identification number	s.353.1
(mm)	Fraud over \$5,000.00	s.380(1)(a)
(nn)	Fraud under \$5,000.00	s.380(1)(b)

Offences under the *Controlled Drugs and Substances Act*

	Offence	Section
(a)	Trafficking in substance	s.5(1)
(b)	Possession for purpose of trafficking	s.5(2)

Schedule "B"**Fees****Licence Fees**

Taxi.....	\$375.00
Taxi Broker	\$375.00
Taxi Driver	\$35.00
Wheelchair Accessible Taxi.....	\$375.00
Temporary Wheelchair Accessible Taxi	\$375.00
Seasonal Taxi (\$225.00 per winter season)	\$450.00

Transfer Fees

Taxi Licence	\$375.00
Wheelchair Accessible Taxi Licence	\$375.00

Owner Plate Replacement Cost Fee \$25.00

Schedule "C"

Taxi Fares

General Taxi Fares

- (a) \$3.75 for the first 142 metres or portion thereof;
- (b) \$0.25 for each additional 142 metres or portion thereof; and
- (c) \$0.25 for each additional 35 seconds of time while the taxi is on a trip, including waiting at the request of passengers.

General Van Taxi Fares

1. 1.5 times the amount shown on the taximeter when a van taxi is specifically requested to carry in excess of five passengers, and/or to carry an amount of luggage or freight that cannot be accommodated by a sedan-type taxi.
2. General Van Taxi Fare does not apply to wheelchair accessible taxis carrying a passenger using a wheelchair or other mobility aid.

Hourly Fares

- (a) \$40.00 per hour up to 16 kilometres; and
- (b) \$1.77 for each additional kilometre in excess of 16.

General Provisions

1. All trips provided by a wheelchair accessible taxi shall be subject to the General Taxi Fares unless the General Van Taxi Fares otherwise apply.
2. All taxi fares as prescribed in this schedule shall include the Federal Goods and Services Tax.
3. There shall be no extra charge for normal hand baggage.
4. Notwithstanding 3, there shall be a maximum charge of \$0.25 per bag for the carrying of grocery bags.

	Recommendation	Response	Comment
	Light Regulation		
	Light Regulation items recommended for approval		
1	Creation of a Taxi Regulatory Division/Board.	Agree	<ul style="list-style-type: none"> • Expand the Bylaw enforcement division. • Establish Review Committee (City Solicitors, Police, Transit, and Transportation representation). Objective to review recommendations/decisions that includes input and needs of the customer, dispatch companies, and drivers. • Investigate the potential of establishing a Licensing Appeals Board (possibly to hear all licensing appeals).
2	Dispatch and vehicle technologies be upgraded (GPS, computer-dispatching, electronic credit card processing, data management capabilities).	Agree	This would support customer service.
3	Taxi companies report data to be used for decision-making (metered trips by vehicle, driver, time, date).	Agree	The objective for the data would be clearly established, and the only data to be collected would be data that is related to the objective.
4	Taxis be equipped with onboard cameras.	Agree	This is a taxi industry standard; enhances the safety and security of drivers, and should be included in the bylaw.
5	City implement a data management system.	Agree	Implementation pending.
6	Vehicles should be six model years old by 2013	Partially agree	Vehicles should be seven model years old by 2013. Also recommend companies include standards for cleanliness, visual condition of vehicles and adherence to same be included in Bylaw.
7	Dress code to be followed.	Agree	Bylaw would require dress code to be written into company policy and followed by drivers.
8	Ensure driver safety/prosecution of assaults and robberies.	Partially Agree	Safety of drivers is paramount. Driver on-street support and potential prosecution is the responsibility of the Saskatoon Police Service. The regulatory group and bylaws would support safety through training and technology requirements.
9	Enforce bylaws regarding taxi service.	Agree	
10	Collect, analyze and report taxi broker data.	Agree	This is required for future decision making.

11	Develop driver training/testing (street knowledge, English language testing, taxi operating rules, customer service).	Agree	Taxi companies stated they each have programs of this type, are interested in a uniform training program for all drivers, and will participate in the joint development of same.
12	Ensure vehicles are properly inspected and licensed.	Agree	
13	Recommend regular and seasonal taxi plates based on data analysis within context of environmental factors.	Agree	
14	Recommend changes to Bylaw (operations, safety, etc.) as required.	Agree	
15	City of Saskatoon not become involved in labour issues that are the responsibility of a provincial authority.	Agree	
16	Recommend taxi industry technology.	Agree	Desirable to establish regular meetings with taxi companies to discuss technology and service within industry.
17	Fees for taxi licenses, driver permits, and enforcement be increased to cover all costs associated with regulation.	Agree	
'Light' Regulation items to be reviewed in 3 year period			
18	Review taxi plate lease and vehicle agreements for clarity, terms, etc.	Review in 3 years	Agree to regulate plates owned by the City where Bylaw 6066 currently states: <i>53(a) 15 No person shall charge lease fees or other fees for use of a temporary wheelchair-accessible taxicab license other than normal operating costs incurred by all operators.</i>
19	Investigate lack of receipts for monies paid, fees not part of lease agreement.	Review in 3 years	Agree as above. Individuals entering into other agreements are responsible for understanding terms.
20	Taxi drivers accept GPS closest computerized calls. All calls be treated as 'hails'.	Review in 3 years	Dispatch companies and their drivers may adopt this as part of its company service policy.

The following is a copy of **Clause B1**, Administrative Report No. 3-2011 which was **ADOPTED** by City Council at its meeting held on May 30, 2011:

B3

Section B – CORPORATE SERVICES

B1) Accessible Taxi Rates
(File No. CK. 307-2 and CS. 307-2)

- RECOMMENDATION:**
- 1) that City Council consider Bylaw No. 8949, The License Amendment Bylaw, 2011 (No. 3), to increase metered taxi fares;
 - 2) that Administration report to the Administration and Finance Committee before October 1, 2011, regarding:
 - a) the feasibility of adding a surcharge to all taxi fares that may be used to offset the higher cost of providing accessible taxi service;
 - b) implementation of a model to be used for future annual meter rate reviews that may include a Taxi Cost Index;
 - c) the feasibility of a fuel surcharge;
 - d) the request for additional wheelchair accessible taxi licenses in context of current taxi trip data; and
 - e) the feasibility of a specialized service model similar to the Province of Manitoba 'handicab' van service.

BACKGROUND

At its meeting held on May 9, 2011, when dealing with Clause B2, Administrative Report No. 8-2011, City Council resolved, in part:

- 1) that City Council consider Bylaw No. 8946, The License Amendment Bylaw, 2011, to provide that the minimum rate for wheelchair accessible taxis be the same as for regular taxis on all trips as of June 1, 2011;
- 2) that the Administration report back by June 1 in regard to a possible increase to the current taxi fare structure and the feasibility of a new rate for door-to-door service;”

The report before City Council on May 9, 2011, was with regard specifically to accessible taxi service and the costs inherent in providing that service. City Council provided its direction through its resolution to Administration to review options that may mitigate the immediate impact on the drivers of the accessible taxis. Subsequent discussions have been held with stakeholders in an attempt to identify options that will best serve all.

REPORT

Stakeholder Input

Users of Accessible Service: In a number of conversations, the need for equal access to services available to all members of society was emphasized. The viewpoints may be best summarized by the following quote provided by Mr. Robin East, a member of the City's Accessibility Committee: "The disability community believes that the extra costs of disability should be shared by society and not borne exclusively by people with disabilities in the form of surcharges or higher fares. One way of sharing the cost of introducing accessible taxis into the fleet of existing cabs would be for the taxicab regulator to offer deeply discounted licenses or rebates to business people seeking to operate accessible cabs. Like safety, access is a public good, thus delivering access needs to be seen as a necessary cost of doing business if you expect to be a part of the taxi industry."

Accessible Taxi Owners and/or Operators: Approximately 10 accessible taxi owners and/or operators took the opportunity to meet with Administration. The majority of the participants spoke with conviction regarding their personal dedication to their work. Several mentioned that they find a greater level of job satisfaction in providing accessible taxi service and that they find it to be meaningful work. As skilled drivers with a high level of commitment, they want to be fairly compensated for the service they provide. Their concern is that, in order to earn an adequate living, they may have to choose to drive a regular versus accessible taxi.

Taxi Company Managers: The taxi company managers share a concern regarding retention of drivers for the accessible vehicles. In response, they have put forward a joint proposal that includes a rate increase and a request for a minimum of three additional accessible taxi plates to each company.

Options Discussed

Surcharge on all Taxi Fares: Aside from a general taxi fare increase (detailed below), a common option proposed to support accessible taxi service was a subsidy funded through the municipal mill rate or alternative sources. One such source could be a surcharge added to the flag rate for every trip which would spread the cost of subsidizing accessible service across a large customer base at a minimal amount per trip. If, for example, 1,000,000 taxi trips were supplied in Saskatoon in a given year and the surcharge was \$.05 per trip, the revenue generated for use in supporting the accessible taxi service would be \$50,000.

While a complete collection and distribution model would need to be developed, preliminary discussions identified several issues. The dispatch company manager concerns include the costs for administration of the program and for collection from the drivers. Every discussion with taxi management and drivers included consensus that drivers may have difficulty accepting the concept of such a 'flow through' process and rather will see it as money taken from them to be given to another driver, making implementation and enforcement onerous.

At least one other Canadian taxi jurisdiction has investigated this option and has plans to implement in 2012. Your Administration is recommending that this option be investigated more fully with a report back to Administration and Finance Committee by October 1, 2011.

Rate Increase Proposal: The joint rate proposal provided by taxi company managers was comprised of two components: a) a meter rate increase; and, b) a fuel surcharge.

Meter Rate Increase: In support of the three companies' joint request as detailed below, for a meter rate increase, a general summary of the increase in costs common to taxicab owners and drivers such as vehicle maintenance, licensing and fuel costs was provided (Attachment 2). In many jurisdictions, a Taxi Cost Index using this same type of data has been developed that measures the percentage change in the cost of operating a taxi from one period to the next.

	Current	Proposed
	Effective July 1, 2007	To be effective June 1, 2011
Flag rate	\$ 3.50	\$ 3.75
Incremental rate	\$.10 per 66 meters	\$.25 per 142 meters
Wait time rate	\$.10 per 15 seconds	\$.25 per 35 seconds

A comparison with other jurisdictions (Attachment 3) indicates that currently, Saskatoon taxi users pay less for a 5 km trip than do those in London, Ottawa, and Victoria and more than in Regina, Edmonton, Calgary, and Winnipeg. With the proposed increase, Saskatoon fares will move above those in Victoria.

Under this proposal, the cost to users of the taxi service would increase at an amount of \$.25 when the meter was turned on and a variable rate depending on the length of the trip. As indicated in Attachment 3, the cost of a 5.0 kilometre trip would increase by \$1.50 from \$11.00 to \$12.50.

Historically, rate increase requests have come forward from the industry based on its immediate and complete knowledge of the market, and industry expenses and profit margins. Your Administration is recommending: a) approval of the current request; and, b) that a model be implemented for future annual reviews that may include a Taxi Cost Index. Such indexes serve to standardize the review process and remove subjectivity from the analysis.

Fuel Surcharge: The second part of the proposal is for a fuel surcharge that would fluctuate dependent on the average retail price of gas in the previous quarter. The proposal is that the base flag rate would be \$3.75 with no surcharge as long as the average price of gas is less than \$1.10. As indicated below, a surcharge of \$.25 would be added for each \$.10 the price of gas increases.

Fuel Price	Flag (Flat) Rate	Fuel Surcharge	Total Flat Rate
less than \$1.10	\$ 3.75	\$ -	\$ 3.75
between \$1.10 and \$1.199	\$ 3.75	\$ 0.25	\$ 4.00
between \$1.20 and \$1.299	\$ 3.75	\$ 0.50	\$ 4.25
between \$1.30 and \$1.399	\$ 3.75	\$ 0.75	\$ 4.50
between \$1.40 and \$1.499	\$ 3.75	\$ 1.00	\$ 4.75

While this has been discussed by many jurisdictions, no examples of its implementation in Canada have been identified. Your Administration is recommending further investigation and research into this model with a report back to the Administration and Finance Committee by October 1, 2011.

Additional Wheelchair Accessible Licenses: The final part of the joint proposal was that City Council approve: a) allocation of a minimum of 3 wheelchair accessible licenses to each taxi company; b) that the annual license fee be waived; and, c) that the requirement that 50% of all trips be accessible trips (as is currently in Bylaw 6066 for other City-owned accessible licenses) be waived.

A process of reporting 'raw' data for analysis is being developed to replace the past system of 'self-reported' data. This information is required to analyze the impact of a possible increase in accessible licenses on accessible and regular taxi service. Your Administration recommends that City Council defer consideration of this request until data specific to accessible taxi demand and supply has been collected and analyzed, and that a report be forthcoming to Administration and Finance Committee by October 1, 2011.

Assisted Door-to-Door Service Charge: Further discussion and review is required into the feasibility of an assisted door-to-door service charge. Taxi company management and many drivers say that, to some degree, assisting passengers is part of the expectation of taxi service, and this should be maintained and reinforced. Their concern is that implementation of a door-to-door service charge may be interpreted as required for all levels of assistance.

A possible alternative model in use in the Province of Manitoba offers a specific 'handicab' van service which operates parallel to the accessible taxi service with a specified cost for a specified set of services. Your Administration is recommending that this model be investigated for its potential benefits to Saskatoon accessible taxi service users and drivers.

OPTIONS

The only immediate recommended strategy to mitigate the impact of the one-fare structure on accessible taxi drivers is through a taxi fare increase. Other strategies that may be implemented in the future require additional research and analysis.

City Council may approve all or none of the submitted recommendations.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

STAKEHOLDER INVOLVEMENT

Your Administration has met with taxi company managers, accessible taxi owner/operators and a small number of users of the accessible taxi service.

PUBLIC COMMUNICATION PLAN

Your Administration will work with the Communications Branch to ensure interested stakeholders have the opportunity to provide input.

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. Bylaw No. 8949, The License Amendment Bylaw, 2011 (No. 3).
2. Taxi Industry Operating Cost Increases (as submitted jointly by managers of Saskatoon Radio Cabs, Comfort Cabs and United Group).
3. Rate Comparison With Other Jurisdictions.

The A/City Clerk distributed copies of a letter requesting to speak to Council from Troy Larmer dated May 30, 2011.

City Treasurer Sutherland presented the report.

Mr. Troy Larmer, General Manager of United Group of Companies, spoke in support to the taxi meter increase and indicated that the taxi companies will work to expedite the remainder of the recommendations.

IT WAS RESOLVED: that the recommendation of the Administration be adopted.

BYLAW NO. 8949

The License Amendment Bylaw, 2011 (No. 3)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as The License Amendment Bylaw, 2011 (No. 3).

Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 6066, The License Bylaw, to increase taxi fare rates to offset the rising costs of fuel, vehicle maintenance and replacement and licensing and insurance.

Bylaw No. 6066 Amended

3. The License Bylaw is amended in the manner set forth in this Bylaw.

Section 49 Amended

4. Subsection 49(3) is amended:
 - (a) in subclause (b)(i) by striking out "66" and substituting "142" and by striking out "\$3.50" and substituting "\$3.75";
 - (b) in subclause (b)(ii) by striking out "66" and substituting "142" and by striking out "\$0.10" and substituting "\$0.25"; and
 - (c) in clause (c) by striking out "Fifteen (15)" wherever it appears and substituting "Thirty-five (35)" and by striking out "Ten Cents (\$0.10)" and substituting "Twenty-five Cents (\$0.25)".

Coming Into Force

5. This Bylaw shall come into force on June 1, 2011.

Read a first time this 30th day of May, 2011.

Read a second time this 30th day of May, 2011.

Read a third time and passed this 30th day of May, 2011.

"Donald J. Atchison"

Mayor

"Joanne Sproule" "SEAL"

A/City Clerk

Taxi Industry Operating Cost Increases

Maintenance	2007	2008	2009	2010	2011	Increase
- hourly labour rates	\$70.00	\$80.00	\$90.00	\$100.00	\$110.00	36.40%
Examples	2007				2011	
Oil Change	\$35.00				\$50.00	42%
Tires	\$400.00				\$600.00	50%
Brakes		\$156.16			214.57	37%
Transmission	\$1,200.00				\$2,000.00	60%
	<p>- on maintenance costs it should be noted that the average taxicab travels over 120,000 km/year (over five times the distance of a regular vehicle). - replacement parts have increased over 12% in the last three years.</p>					
Vehicle Replacement	2007				2011	Increase
Price for an 7 year old car	\$7000.00 to \$9,000.00				\$8500.00 to \$10,500.00	33.3%
Licensing & Insurance	2007	2008	2009	2010	2011	Increase
Provincial Plates	\$2,690.00	\$2,690.00	\$2,890.00	\$2,890.00	\$3,090.00	14.9%
City License	\$90.00	\$90.00	\$90.00	\$90.00	\$323.00	358.9%
Fuel Costs	2007	2008	2009	2010	2011	Increase
Average Cost per liter	\$1.05	\$1.17	\$0.97	\$1.02	\$1.21	15.0%
Consumer Price Index	2007	2008	2009	2010	2011	Increase
Percentage (+/-)	2.80%	3.30%	1.00%	1.40%		8.50%

RATE COMPARISON WITH OTHER JURISDICTIONS

Current Rates - 5 km fare

	Rates			Cost		
	Flag rate	Variable rate	per no. of meters	Fixed	Variable	Total
London	3.50	0.25	130	3.50	9.50	13.00
Ottawa	3.45	0.16	86	3.45	9.12	12.57
Saskatoon	3.50	0.10	66	3.50	7.50	11.00
Victoria	2.95	0.10	60.14	2.95	8.30	11.25
Regina	3.50	0.10	66	3.50	7.40	10.90
Edmonton	3.50	0.20	135	3.50	7.20	10.70
Calgary	3.40	0.20	135	3.40	7.20	10.60
Winnipeg	3.50	0.10	72.5	3.50	6.80	10.30

Proposed Rates - 5 km fare

	Rates			Cost		
	Flag rate	Variable rate	per no. of meters	Fixed	Variable	Total
London	3.50	0.25	130	3.50	9.50	13.00
Ottawa	3.45	0.16	86	3.45	9.12	12.57
Saskatoon	3.75	0.25	142	3.75	8.75	12.50
Victoria	2.95	0.10	60.14	2.95	8.30	11.25
Regina	3.50	0.10	66	3.50	7.40	10.90
Edmonton	3.50	0.20	135	3.50	7.20	10.70
Calgary	3.40	0.20	135	3.40	7.20	10.60
Winnipeg	3.50	0.10	72.5	3.50	6.80	10.30

FARE PERCENTAGE INCREASE BASED ON LENGTH OF TRIP

Length of trip	Current rate	Proposed rate	Percentage increase
1.0 km	5.00	5.50	10.0%
3.0 km	8.00	9.00	12.5%
4.0 km	9.50	10.75	13.2%
5.0 km	11.00	12.50	13.6%
10.0 km	18.60	21.25	14.2%

B) **Accessible Taxicab Licenses**
(File No. CS. 307-1)

RECOMMENDATION: that the Administration proceed with the data analysis and report to City Council before year end with recommendations regarding the number of accessible taxicab licenses supported with community consultation, industry consultation, and indicative data.

BACKGROUND

At its meeting of August 15, 2012, City Council considered a letter from Comfort Cabs requesting additional accessible taxi licenses (Attachment 1). Council passed a motion that the matter be referred to the Administration for a report back to the September 4, 2012, meeting and that the report include information on the number of accessible trips, ratio of taxicabs to accessible licenses, and provisions for school children requiring accessible taxis.

REPORT

Permanent regular taxicab licenses: The number of regular permanent taxicab licenses has been 160 for the past several decades. Further, 5 permanent accessible taxicabs licenses were approved by City Council prior to 1990. Taxi License Statistics (Attachment 2) indicates that the numbers of permanent regular and accessible taxis operated through each company fluctuates as a result of the competitive nature of the industry. Franchise holders may choose at any point to sell their franchise or to move from one company to another.

Temporary accessible taxicab licenses: City Council has established a cap of 11 temporary accessible licenses. The City of Saskatoon retains ownership of the temporary licenses, has approved them for the primary purpose of providing accessible service to the community, and currently has a condition that at least 50 percent of all trips provide accessible service. Bylaw No. 6066, The License Bylaw, does not restrict franchise owners from operating an accessible vehicle on a regular taxi plate. Comfort Cabs has stated that it has an accessible vehicle currently operating on a regular plate, and that the company is paying a monthly lease fee to the plate owner.

Ratio of Accessible Taxicab Licenses to Regular Licenses

	<u>Radio</u>	<u>United</u>	<u>Comfort</u>
Temporary Accessible Taxi Licenses	4	5	2
Permanent Taxi Licenses (Aug. 2012)	22	80	63
Total	26	85	65
Ratio of Accessible to Total	15.4%	5.9%	3.1%

Requests for Additional Accessible Taxicab Licenses

In May 2011, the taxi company managers put forward a joint proposal that included a request that each company be allocated three additional temporary accessible licenses.

In August 2012, Comfort Cabs requested two additional taxicab licenses for its company to build to a number of temporary accessible licenses equal to the other companies.

All companies, including Comfort Cabs, agree that additional accessible taxicab licenses are required. They also agree that the data should support this request and they are ready to continue working through the identified issues.

Comfort Cabs considers its recent request to be outside this process and a matter of equity among the three companies that should first be resolved. Comfort Cabs was formed by franchise holders moving from the existing United Cabs and Radio Cabs in August of 2009. In December 2009, City Council approved a recommendation that the cap on accessible taxicab licenses increase from five to eleven, and that two of these new licenses be allocated for the use of each company. Comfort Cabs is requesting that City Council approve two licenses for its use which would make the number of accessible licenses distributed per company equal. It is their belief that their franchise owners contributed to the growth of the taxi industry in Saskatoon and should be treated equally. Furthermore, their sense of urgency for an increase in plates is due to the following two events:

- 1) permanent accessible plates that had been operated by an individual under Comfort Cabs were sold to a competitor; and
- 2) one of their accessible vehicles has required repair and has been off the road.

The perspective of the other two companies is that those franchise owners made a decision to leave their companies and therefore left any benefits of affiliation. They believe it would not be fair for City Council to allocate additional licenses simply to ensure the newest company has an equal number. The question has also been raised that if existing franchise holders made a choice to form a fourth company, would City Council be asked to ensure it has the same number of accessible licenses as do the current companies. All companies state additional accessible taxi licenses will improve the service they are able to provide.

Stakeholder Input

In addition to the discussion with taxi company management, an open meeting was held for taxicab drivers on August 21, 2012. The majority of the 23 drivers in attendance were from Comfort Cabs and provided anecdotal evidence of the need for an increase in accessible vehicles. The opinions regarding allocation ranged from each company having equal numbers to an allocation based on share of overall plates. Most stated any new plates should go to drivers, but several suggested that the licenses be awarded to the companies and that the drivers and companies work together on allocating within the company. One suggested that because of the cost of accessible vehicles, companies would more likely have the funds required to ensure a vehicle is on the road.

With regard to provisions for school children, your Administration spoke with representatives of the school boards. The Saskatoon Public School Board has entered into contracts for the accessible and regular taxicab needs of its students. The Greater Saskatoon Catholic School Board does not have contracts, but rather works with all three companies with the large majority of all trips being prearranged. Students using accessible and regular taxi service have been as much as 20 minutes late for school, but it is recognized that the 8:00 a.m. to 9:00 a.m. time period is a very high demand period for all taxis. They observe that winter weather is also often a factor, and believe more available taxis would be of benefit.

To summarize feedback from other stakeholders, representatives of some specialized care facilities stated that taxi service as one component of their transportation options is relatively good, as most excursions are preplanned and individuals have learned to call well in advance. Individuals who use the service believe an increase in accessible licenses will improve the responsiveness to their calls and reduce their wait times. One individual stated that he has become accustomed to waiting often in excess of an hour for a taxi at a non-peak demand time of day.

Data

At its meeting of May 30, 2011, City Council adopted the recommendation that the request for additional wheelchair accessible taxi licenses be reviewed in context of current taxi trip data. Although delayed, your Administration and the taxi company managers have made much headway on establishing a credible process.

Data extracted directly from the dispatch systems of these companies has been forthcoming. Current work includes further discussion in refining the data, identifying gaps, and working together to have a shared understanding of what the data tells us. The process has been delayed by factors including turnover in the management of two companies; however, your Administration and the companies support the concept of providing the data that will ultimately assist in proactive decision-making.

The bylaw requires that data from manual logs kept by accessible taxi drivers be submitted quarterly. The following table provides a comparative table of aggregate reported results.

	Accessible	Regular	Total	Percent Accessible
2009	32,505	14,746	47,251	68.8%
2010	35,756	18,958	54,714	65.4%
2011	33,664	35,269	68,933	48.8%

In 2011, the decrease of accessible trips and increase in regular trips provided is likely the result of a change to the taxi fare structure eliminating a different rate for accessible taxis. With a limited number of accessible taxis available, the drive from where the vehicle happens to be to where the pickup is required is often much longer than for a regular fare. Accessible taxi drivers may have been opting for a higher ratio of regular fares in order to

earn the same amount of money as they had in the past. An increase in the numbers of accessible taxis should result in a reduction of drive time to pickup the customer.

Your Administration will continue working with the companies in eliminating the gaps in data and ensuring meaningful results are available for analysis and will report in November 2012. The report will include recommendations regarding all outstanding items from the report of May 2011.

OPTIONS

There are two options available to City Council:

1. Allocate a relatively equal number of temporary accessible taxi licenses to all companies and allocate Comfort Cabs two additional accessible taxi licenses. This allocation will require a change to the bylaw, increasing the cap on temporary accessible taxi licenses from 11 to 13. This option is a change from Council's prior direction that any new license approvals be brought forward in the context of data. Further, it may be viewed as influencing the competitive abilities of the companies in the favour of the newest company.
2. Base the allocation on community consultation, industry consultation, and indicative data. Your Administration will continue with the data analysis and report to City Council before year end with recommendations regarding the number of accessible licenses. One of the fundamental changes brought about by City Council's move to light regulation of the taxi industry has been for the provision of data. Data will provide a further level of information for decision-making with regard to the optimal number of licenses to be approved. Choosing this option may be seen as inequitable by those who believe all taxi companies should be allocated the number of temporary accessible taxicab licenses that other companies have.

POLICY IMPLICATIONS

Option 1 is chosen, an amendment to Bylaw No. 6066, The License Bylaw.

FINANCIAL IMPLICATIONS

The only financial impact will be with regard to the license fees collected from any new temporary licenses issued by the City of Saskatoon.

STAKEHOLDER INVOLVEMENT

Your Administration has received input from a number of accessible taxi users, accessible taxi drivers, and taxi company representatives.

PUBLIC COMMUNICATION PLAN

Your Administration will work on a communication plan to ensure all parties are advised of City Council's decisions.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

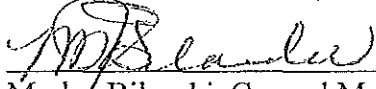
PUBLIC NOTICE

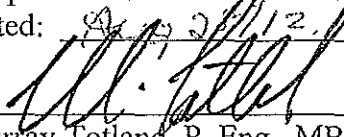
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

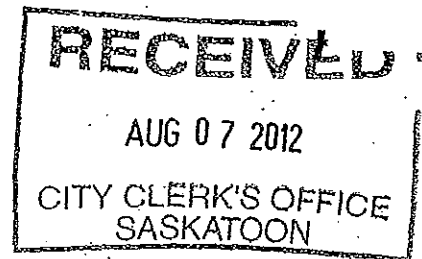
ATTACHMENTS

1. Letter from Comfort Cabs dated August 7, 2012.
2. Taxi License Statistics as at August 24, 2012.

Written by: Shelley Sutherland, City Treasurer

Approved by: 
Marlys Bilanski, General Manager
Corporate Services Department
Dated: Aug 27, 2012

Approved by: 
Murray Totland, P. Eng., MBA
City Manager
Dated: Aug 28/12



1224 Ontario Ave
Saskatoon, SK S7K 1S5
Office 306-664-5244
Fax: 306-664-6477

August 7, 2012

To: Janice Mann (City Clerk)

Honorable Don Atchison and All Members of City Council

We are writing this letter in regard to the issuance of wheel chair accessible plates in the city of Saskatoon to the three taxi companies i.e. United Cabs, Comfort Cabs and Radio Cabs. At present United Cab has four wheel chair plates with approximately 80 taxis and Radio Cabs has four wheel chair plates with approximately 20 taxi plates. On the other hand, Comfort Cabs has only two wheel chair plates with a taxi fleet of approximately 65 vehicles.

This past fall when the city of Saskatoon was issuing seasonal plates, city administration decided that the number of plates issued was going to be four plates for United Cab, four plates for Comfort Cab and two plates for Radio Cab.

However, the manager of Radio Cab approached city Council and argued that each company should be treated the same, regardless of how many taxi plates each company had. Council decided to grant each company four plates. At that time Comfort Cab agreed with the proposal. Unfortunately the same formula was not implemented when Comfort Cabs applied for wheel chair accessible taxi plates in 2009.

The fact of not having the same number of wheel chair plates as the other two companies is not only increasing the waiting time for our wheel chair customers, but we are also risking losing our regular taxi business. As a customer will not use our regular taxi service if their loved ones who are bound to a wheel chair are not served in a timely manner.

We feel that Comfort Cabs did not get their share of the wheel chair plates, and therefore we are requesting that you grant us an additional two wheel chair plates, so all three companies can have an equal number of wheel chair plates. Comfort Cabs is a rapidly expanding and well respected company that has won the consumer choice award three times in a row. We are extremely proud of the reputation we have developed, and hope that council will consider our request and grant us two additional wheel chair plates as soon as possible.

We thank you for your time and kind consideration.

Requesting to Speak

✓ James Frie, Khodr Bardouh and Marwan Bardouh (Owners of Comfort Cabs Ltd)

Ride in Comfort!

Taxi License Statistics

as at August 24, 2012

		<u>Regular Taxis</u>				
		<u>Radio</u>	<u>United</u>	<u>Elegant</u>	<u>Comfort</u>	<u>Total</u>
2006	January	51	109			160
2007	January	50	109	1		160
2008	January	53	106	1		160
2009	January	53	107			160
	September	45	62		53	160
2010	January	44	61		55	160
2011	January	37	64		59	160
2012	January	34	64		62	160
	August	22	75		63	160

		<u>Permanent Accessible Licenses (approved in early 90s)</u>			
		<u>Radio</u>	<u>United</u>	<u>Comfort</u>	<u>Total</u>
2006	January	2	3		5
2007	January	2	3		5
2008	January	2	3		5
2009	January	2	3		5
	September	2	3		5
2010	January	2	3		5
2011	January	2	3		5
2012	January		3	2	5
	August		5		5

		<u>Temporary Accessible Licenses</u>			
		<u>Radio</u>	<u>United</u>	<u>Comfort</u>	<u>Total</u>
2006	January	1	2		3
2007	January	2	3		5
2008	January	2	3		5
2009	January	2	3		5
	September	2	3		5
2010	January	4	5	2	11
2011	January	4	5	2	11
2012	January	4	5	2	11
	August	4	5	2	11

2004 3 approved as per joint request of United & Radio Cabs
2006 2 approved as per joint request of United & Radio Cabs
2009 6 approved as per request of United, Radio & Comfort Cabs

Comparison with Other Jurisdictions**a) Current: 11 temporary and 5 permanent accessible licenses**

<u>City</u>	<u>Regular</u>	<u>Accessible</u>	<u>Seasonal</u>	<u>Total</u>	<u>Accessible to total</u>
Regina	120	5	47	172	2.9%
London	330	18	0	348	5.2%
Edmonton	1235	85	0	1320	6.4%
Winnipeg	410	38	80	528	7.2%
Saskatoon	160	16	12	188	8.5%
Calgary	1311	155	0	1466	10.6%
Ottawa	1001	188		1189	15.8%

b) Proposed: 16 temporary and 5 permanent accessible licenses

<u>City</u>	<u>Regular</u>	<u>Accessible</u>	<u>Seasonal</u>	<u>Total</u>	<u>Accessible to total</u>
Regina	120	5	47	172	2.9%
London	330	18	0	348	5.2%
Edmonton	1235	85	0	1320	6.4%
Winnipeg	410	38	80	528	7.2%
Calgary	1311	155	0	1466	10.6%
Saskatoon	160	21	12	193	10.9%
Ottawa	1001	188		1189	15.8%

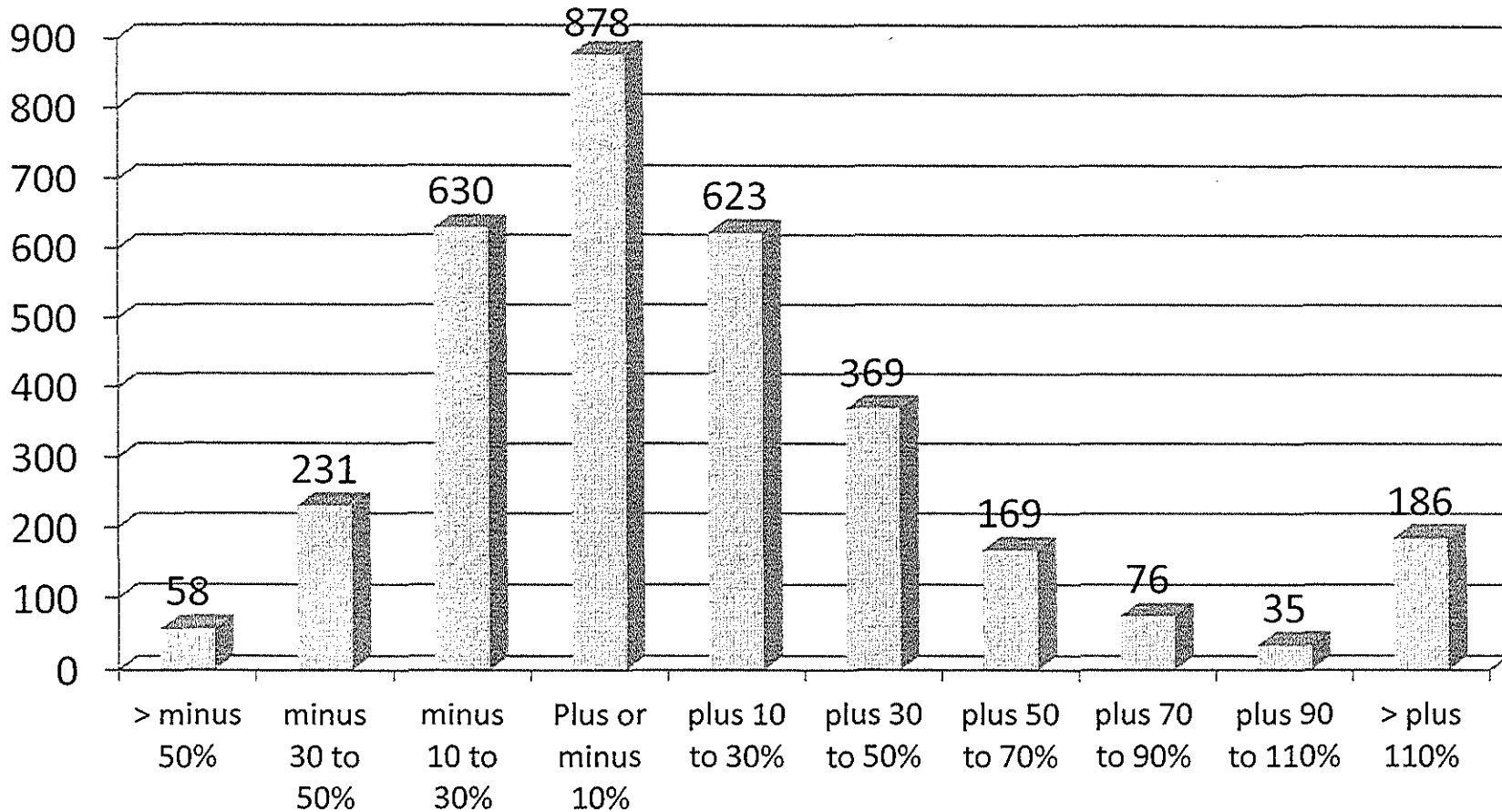
Percentage Distribution of Taxi Licenses

	Radio	United	Comfort	Total
Permanent Taxis (160 regular + five accessible)	22	79	64	165
% of total permanent	13%	48%	39%	
Temporary accessible taxis (current)	4	5	2	11
% of total temporary accessible	36%	45%	18%	

Should Council approve an additional five accessible licenses, an alternative is to have them distributed proportionately, based on affiliation of permanent licenses.

Temporary accessible taxis (proposed)	4	7	5	16
% of total accessible	25%	44%	31%	

Number of Properties in Commercial Groups - Relative to the aggregate shift of 1.92 (92%)

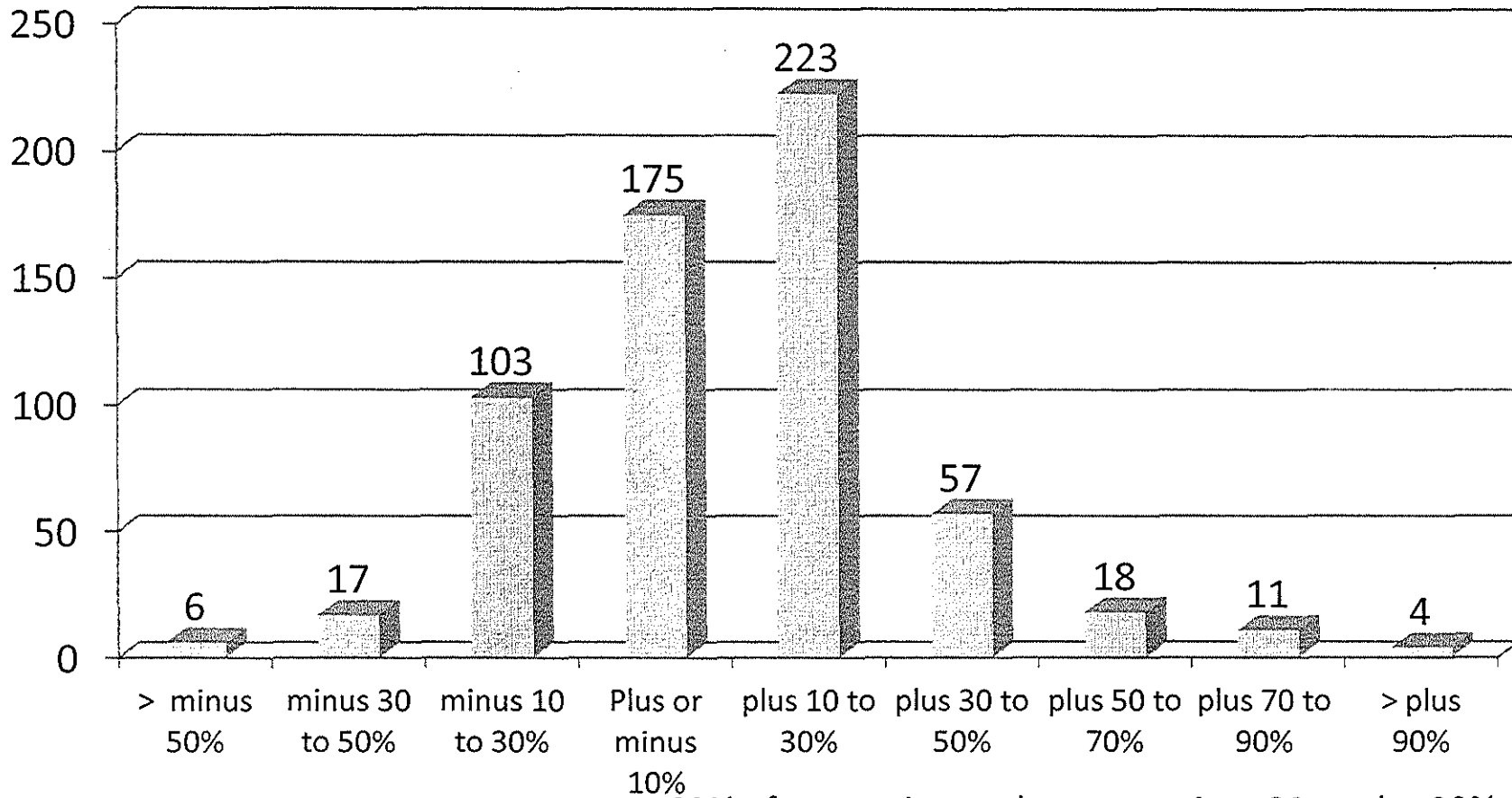


65% of properties are between minus 30 and plus 30%

* 121 properties in the plus 110% group are vacant land

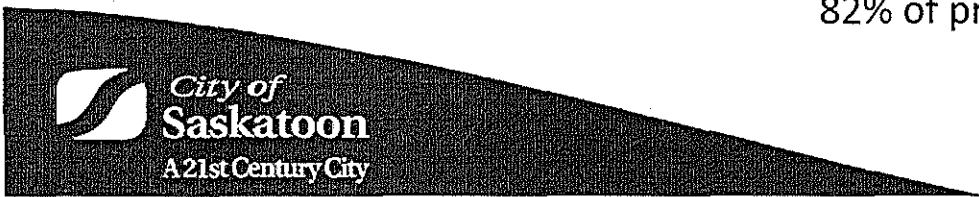
assessment branch

**Number of Properties in Multi-Residential Shift Groups
- Relative to the aggregate shift of 2.02 (102%)**



82% of properties are between minus 30 to plus 30%

assessment branch



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Executive Summary

The City of Saskatoon website is a key communication and business tool for its citizens, City staff, and elected officials. Saskatoon.ca creates an identity for the municipality and provides information and services to more than 107,000 people annually. It has been some time since the last redesign and the website is no longer able to meet the needs of its users. The purpose of this report is to gather and prepare preliminary information through a website audit and focus testing process, provide recommendations, rationale and impact, and to propose an initial concept and project plan that will be the foundation for the website redesign at a future date.

Methodology

The methodology for this study combines multiple evaluation tools to provide a total picture of the user experience of Saskatoon.ca. Here is an overview of activities:

- A comparative analysis was performed, which studied precedents from other municipal websites, prioritizing those that have set benchmarks or are relevant to our city's size and location.
- User interaction and behaviors while using the current website were studied by the team to get a true sense of how citizens of varying skill navigate Saskatoon.ca.
- Focus groups were carried out with members of the public and stakeholders in order to meet in small teams, ask questions, and discuss each member's responses.
- Corporate stakeholders representing each Department and City Council were interviewed.
- Internet surveys were completed by 277 public and 163 corporate users.
- A click-path analysis, which shows how users move through the website, identified inherent challenges and opportunities in organizing the website for the future.
- Finally, content and functionality were measured against standardized principles of good design and interactive strategy. This is called *heuristic analysis*.

High-Level Findings

The key users of Saskatoon.ca are the city's residents, business owners, newcomers, visitors, and civic employees. Some of the issues with Saskatoon.ca revealed by this process are:

- Information is not easy to find due to a poorly organized and overcrowded navigation system that is overwhelming to users.
- eServices, such as the Saskatoon Transit real-time map and schedule, traffic camera information, and potholes reporting tool, are either not available or not functioning as intended.

- Information flow within the website is only from the City to its citizens, but not vice-versa. The website does not enable any social interaction between City employees and the people of Saskatoon and is therefore missing an opportunity for more transparency and dialog.
- The current Content Management System and strategy are insufficient for the needs of City of Saskatoon employees.
- As a result of its out-of-date design, Saskatoon.ca has limited accessibility for citizens with disabilities, through BrowseAloud, but all .pdf documents are not readable by BrowseAloud.
- It is not optimized for access through new devices, such as mobile smart phones and tablets.

Success Criteria

Measures of success for a redesigned Saskatoon.ca are as follows:

- Saskatoon.ca is the authoritative source for civic information.
- Critical information is accessed from anywhere on the website within 3 clicks.¹
- Initial information loads within the browser in 5 seconds or less.²
- Information is readable and legible to all audiences on a wide variety of devices.
- Direct interaction with citizens is increased, resulting in a greater feeling of transparency and responsiveness by the City.
- Citizen web services expand, augmenting traditional customer service representatives and resulting in a measureable perception by citizens of a more responsive government.

General Recommendations

The findings, cross-referenced with success criteria defined by stakeholders and the public, has led to the following recommendations for the redesign:

- Reorganize the Information Architecture according to municipal website best practices to ensure that the website is clearly organized and easy to navigate. This predominantly means making it a more user-centered and task-based organizational structure, as opposed to one that is representative of internal departments or capabilities.
- Consider a dedicated Web Master that can keep the site appropriately maintained and optimized at all times. Once implemented, the website requires daily work to keep it current and fresh. A Web Master will ensure that Saskatoon.ca evolves as needs change, without reliance on outside partners.

¹ 3 clicks are defined based on the use of homepage navigations or search functionality

² Based on the assumption of the presence of Cable, DSL or Satellite Broadband internet connection

- Develop and implement a search engine optimization strategy (SEO) to make it is easier for users to find content when they search on the web for what they need.
- Consider alternative techniques for maintaining subsidiary websites.
- Expand the current eService offerings using existing third-party tools to augment and improve upon the current offerings, for example Bing Translate.
- Integrate stronger elements of social media to have a more real-time and direct connection to citizens. This approach is becoming the predominant way that innovative governments are connecting to a large number of citizens.
- Establish commitments from all internal departments to manage and freshen their content. To be successful the site has to be continually filled with the latest content and functionality.
- Ensure support for accessibility meets international standards.
- Ensure that the new site is built with mobile devices in mind and appears correctly on mobile and smartphone browsers, as well as tablets.
- Ensure that the public face of the website is both functional yet highly pleasing from an aesthetic point of view. This is an opportunity to convey the City as a brand, one that captures the essence of life in Saskatoon and the region.

Technical Recommendations

- Platform: Microsoft SharePoint 2010
- Minimum Screen Resolution: Optimize for 1024 x 768 (minimum resolution). Dynamic.
- User Operating Systems: Windows XP, Windows Vista, Windows 7
- Browsers: Internet Explorer 7 and above, Firefox 3.6 and above, Chrome, Safari
- Support for Multiple Languages
- Separate Intranet and Internet (Saskatoon.ca)

Conceptual Design

The redesign of Saskatoon.ca will include a complete Visual Design phase, in which detailed wireframes and composites representing the new website are created. The details of such a Visual Design phase are discussed in the Visual Design section of this document on page 80.

However, as part of the content audit process, high-level conceptual designs were created in order to showcase how some of the General Recommendations listed above can be addressed. While this is more of a "test-fit", these designs can be found in Conceptual Design section of this document on page 73.

Project Plan Leading to Phase II

Phase II of Saskatoon.ca will include three key parts:

- **Visual Design.** Documentation and designs that detail the flow, style, layout, and visual appearance of the new website.
- **Technical Design.** Creation of a technical design document that describes a detailed plan for the implementation of the new website.
- **Construction.** Implementation of the visual and technical designs to create a new website, as well as all associated testing and deployments.

A full description of each of these project phases and their associated tasks, resources, and effort estimates is in the Phase II Project Plan section on page 79.

A complete project plan (Gantt chart) that shows all proposed design and construction tasks, as well as an approximate timeline for the project, can be found in Appendix G, 132. Time to complete the full scope for Phase 2 would be approximately one year.

Project Consultant Costs – Phase II

Resource	Cost (\$)
Visual Design Phase	96,250
Technical Design Phase	77,400
Construction Phase	382,250
Content Migration	100,000
Total Project Estimate	655,900
Design Contingency 20%	111,180
Construction Contingency 10%	55,590
GST	41,134
Grand Total	863,804

2.1 Major Areas of the Saskatoon.ca Homepage

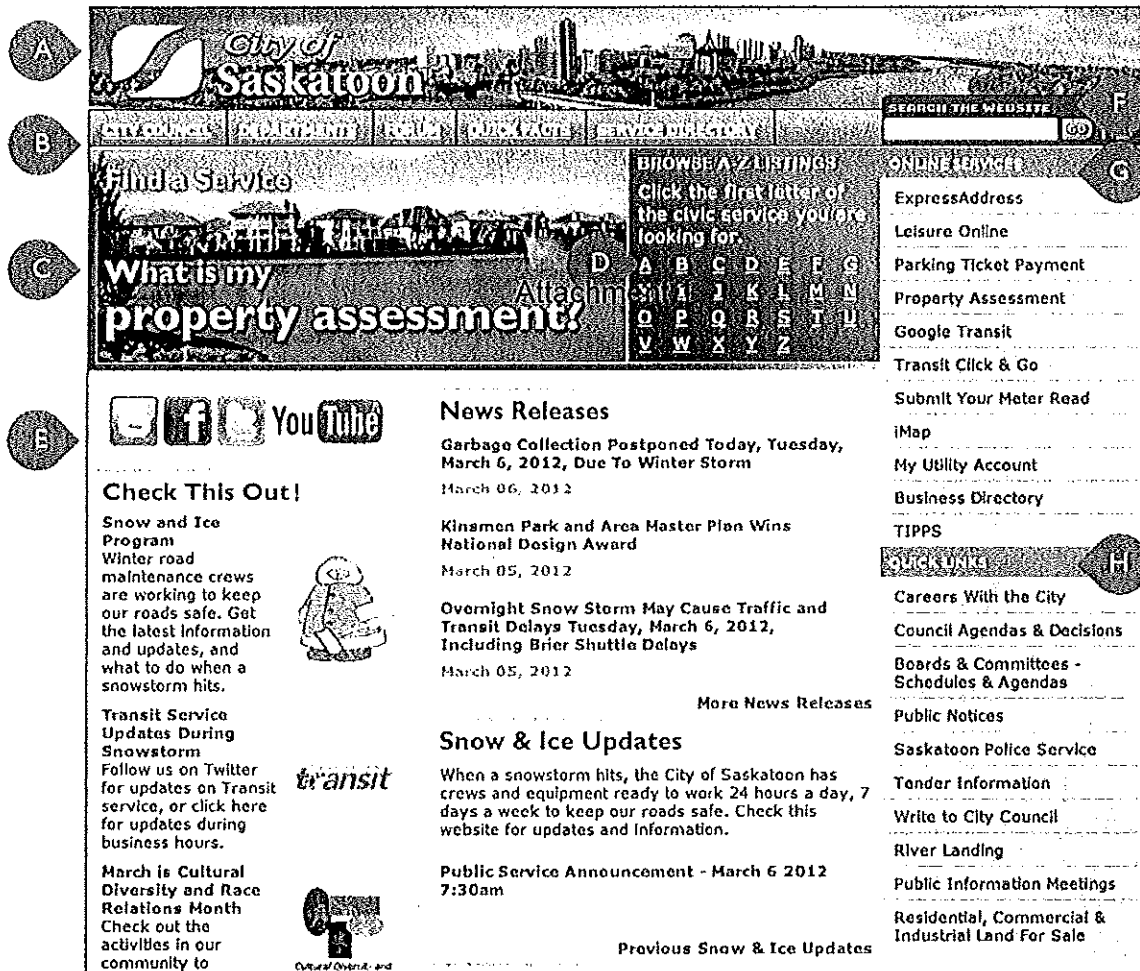


Figure 2 Home page – Saskatoon.ca

Index:

- | | |
|-----------------------------|------------------------------|
| A. Branding Banner | E. Social Media Links |
| B. Global Navigation | F. Search Bar |
| C. Promotional Content Area | G. OnlineServices Navigation |
| D. A-Z Listings Navigation | H. Quick Links Navigation |

Wireframe Draft - Elements

The figure below shows a draft wireframe for a redesigned Saskatoon.ca Homepage, with elements that address many of the recommendations discussed in Chapter 5 of this report.

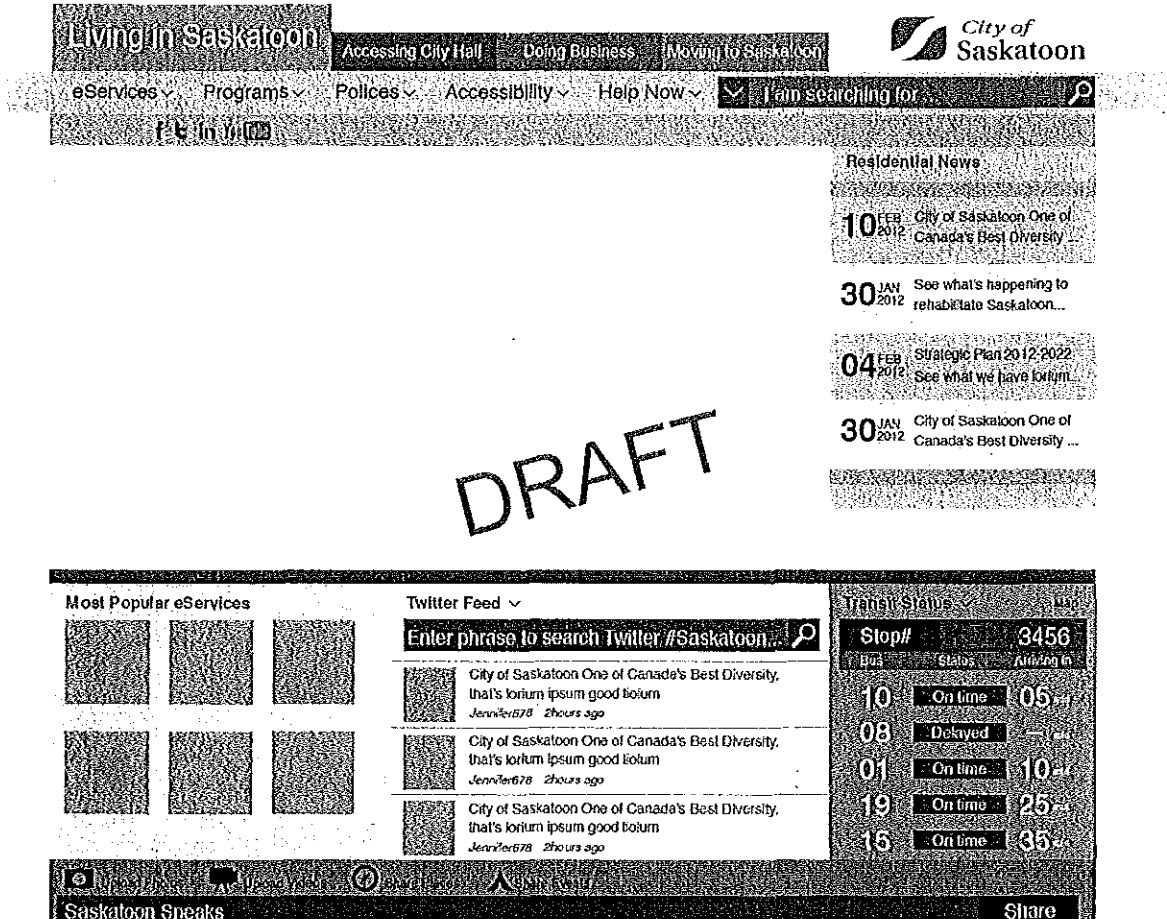


Figure 37 Saskatoon.ca homepage wireframe with index

Legend

- A Audience Channels
- B Audience Navigation
- C Social Media
- D Saskatoon Speaks Community Engagement Forum
- E eService Widgets
- F Advance Search Bar
- G Audience Specific News
- H Images
- I Social Media Channel
- J Real Time Information, i.e., Transit, Traffic, Snow and Ice, Construction

Visual Colour Composite Draft - Summer

Figure 41 shows the same sample of a redesigned Saskatoon.ca home page with a different image to represent a “Summer” theme.

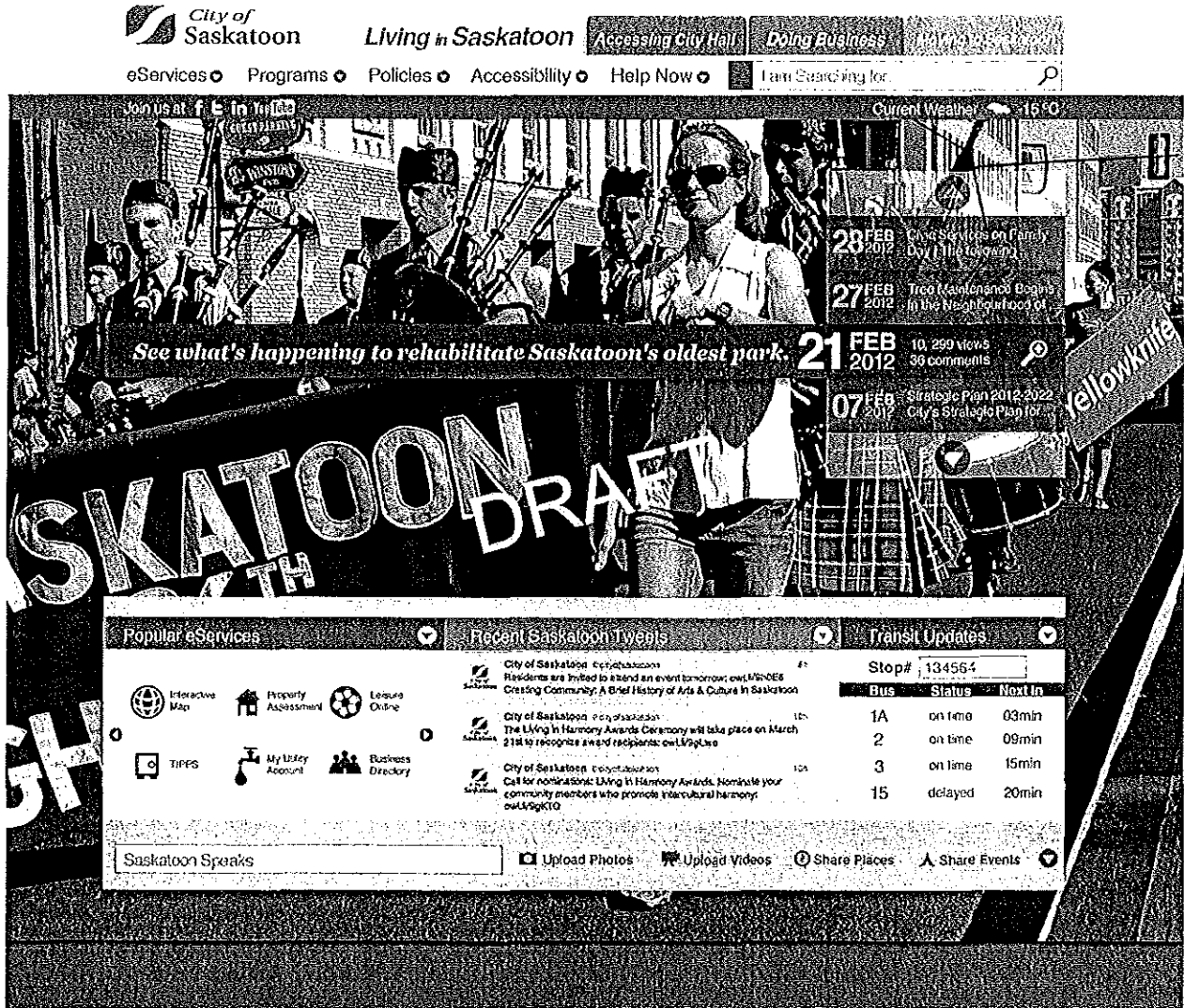


Figure 41 Conceptual Visual Colour Composite of Saskatoon.ca Spring homepage showing how the site can further express the brand by changing imagery.

High-level conceptual designs were created as part of the content audit process in order to show case some of the general recommendations identified in the consultant's report. These concepts are meant to start the discussion around the look and feel of the new web page, but no way are they intended to fully represent the final design.

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

PLANNING AND OPERATIONS COMMITTEE

Composition of Committee

Councillor C. Clark, Chair
Councillor P. Lorje
Councillor R. Donauer
Councillor Z. Jeffries
Councillor T. Davies

**1. Conservation of S.S. City of Medicine Hat Artifacts
(Files CK. 710-1, x1815-1; and PL. 710-26)**

- RECOMMENDATION:**
- 1) that \$42,000 be allocated from the Heritage Reserve Fund for the conservation of the artifacts from the S.S. City of Medicine Hat; and
 - 2) that the October 29, 2012 report of the General Manager, Community Services Department be forwarded to the Municipal Heritage Advisory Committee as information.

Attached is a report of the General Manager, Community Services Department dated October 29, 2012, requesting funding for the conservation of artifacts recently recovered near the southernmost pier of the Traffic Bridge. As outlined in the submitted report, evidence indicates that the artifacts are remnants of the S.S. City of Medicine Hat.

Your Committee has reviewed the report with the Administration and supports the above allocation from the Heritage Reserve for conservation of the artifacts.

Report No. 16-2012
Planning and Operations Committee
Monday, November 26, 2012
Page 2

**2. Use of Engine Retarder Brakes
(Files CK. 6280-1 and IS.375-2)**

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Infrastructure Services Department dated October 26, 2012, responding to a referral from City Council requesting that the Administration review the penalty for using engine retarder brakes in the city.

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

Respectfully submitted,

Councillor C. Clark, Chair

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: October 29, 2012
SUBJECT: Conservation of S.S. City of Medicine Hat Artifacts
FILE NO.: PL 710-26

RECOMMENDATION: that a report be submitted to City Council recommending:

- 1) that \$42,000 be allocated from the Heritage Reserve Fund for the conservation of the artifacts from the S.S. City of Medicine Hat; and
- 2) that a copy of this report be forward to the Municipal Heritage Advisory Committee as information.

TOPIC AND PURPOSE

This report is requesting funding regarding the conservation of artifacts recently recovered near the southernmost pier of the Traffic Bridge. Evidence indicates that the artifacts are remnants of the S.S. City of Medicine Hat.

REPORT HIGHLIGHT

Artifacts from the S.S. City of Medicine were unearthed during pier testing for the Traffic Bridge. The cost to conserve the artifacts is \$42,000, and it is proposed that this be funded from the Heritage Reserve Fund.

STRATEGIC GOAL

This report supports the City of Saskatoon's Strategic Goal of Quality of Life. As a community, we will find new and creative ways to showcase our city's built, natural, and cultural heritage.

BACKGROUND

S.S. City of Medicine Hat

The S.S. City of Medicine Hat was built in 1907 for Captain Horatio Hamilton Ross. The S.S. City of Medicine Hat was a 130 foot paddle steamer. In June 1908, Captain Ross planned to sail from Medicine Hat, Alberta, to Winnipeg, Manitoba. Water levels of the South Saskatchewan River were very high due to spring runoff. While passing through Saskatoon, Captain Ross was unaware of telegraph wires strung across the river, which were concealed by water, near the Grand Truck Railway Bridge. The ship's rudder and paddlewheel became entangled in the telegraph wires and the ship could not be steered. The S.S. City of Medicine Hat struck the southernmost pier of the Traffic Bridge. All of the occupants escaped the wreck, but the ship was ruled a total loss.

Traffic Bridge Pier Testing

Testing of pier one (the southernmost pier) of the Traffic Bridge, which is located within Rotary Park, occurred in August 2012 (see Attachment 1). Piles were drilled at each corner of pier one and were one metre in diameter. Trenches were also dug around the pier. The pier test is necessary for preparation of the design-build request for proposals for the Traffic Bridge.

REPORT

Artifacts were uncovered at all four drill holes and approximately one thousand pieces were retrieved, which included pieces of wood and many intact metal objects. These objects were analyzed by archaeologist Butch Amundson and staff from Stantec Consulting. Stantec Consulting has concluded that the artifacts are from the S.S. City of Medicine Hat.

The story of the S.S. City of Medicine Hat is a key event in the history of Saskatoon. The conservation of the artifacts will ensure that this story is told for future generations. The artifacts will undergo a multi-step process in order for them to be displayed in normal indoor conditions.

Funding is being requested to conserve the artifacts at a cost of \$42,000. This work will be sole-sourced to Stantec Consulting.

Your Administration will work Saskatchewan Parks, Culture, and Sport, the Meewasin Valley Authority, and other stakeholders to determine a permanent location for display and storage for the artifacts. Currently, there are no plans for further excavation of the site.

Attachment 2 provides additional information on the S.S. City of Medicine Hat, as well as additional historical information on the site.

OPTIONS TO THE RECOMMENDATION

City Council has the option of not funding this request. This is not recommended as the artifacts have already been unearthed and if not conserved, they will deteriorate.

POLICY IMPLICATIONS

The recommendation is consistent with Civic Heritage Policy No. C10-020.

FINANCIAL IMPLICATIONS

The source of funding is the Heritage Reserve Fund. Including this expenditure, the balance of the fund is \$162,589.38. The provision of \$42,000 in funding for this project will not impact the ability of the Heritage Reserve to continue funding the existing property tax abatements and other funded items.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$ 0	\$ 42,000	\$ 0	\$ 0	\$ 0	\$ 0

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

No specific public or stakeholder involvement has been undertaken.

COMMUNICATION PLAN

The story of the S.S. City of Medicine Hat is well known and your Administration feels that there will be significant interest from the public in regard to the artifacts. At the time of writing this report, a press conference is scheduled for November 15, 2012.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PRIVACY IMPACT

There is no privacy impact.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no Safety/CPTED implications.

PUBLIC NOTICE

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

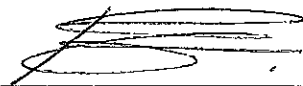
ATTACHMENTS

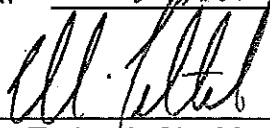
1. Photo and Site Plan of Piers
2. S.S. City of Medicine Hat Information Sheet and Chronology

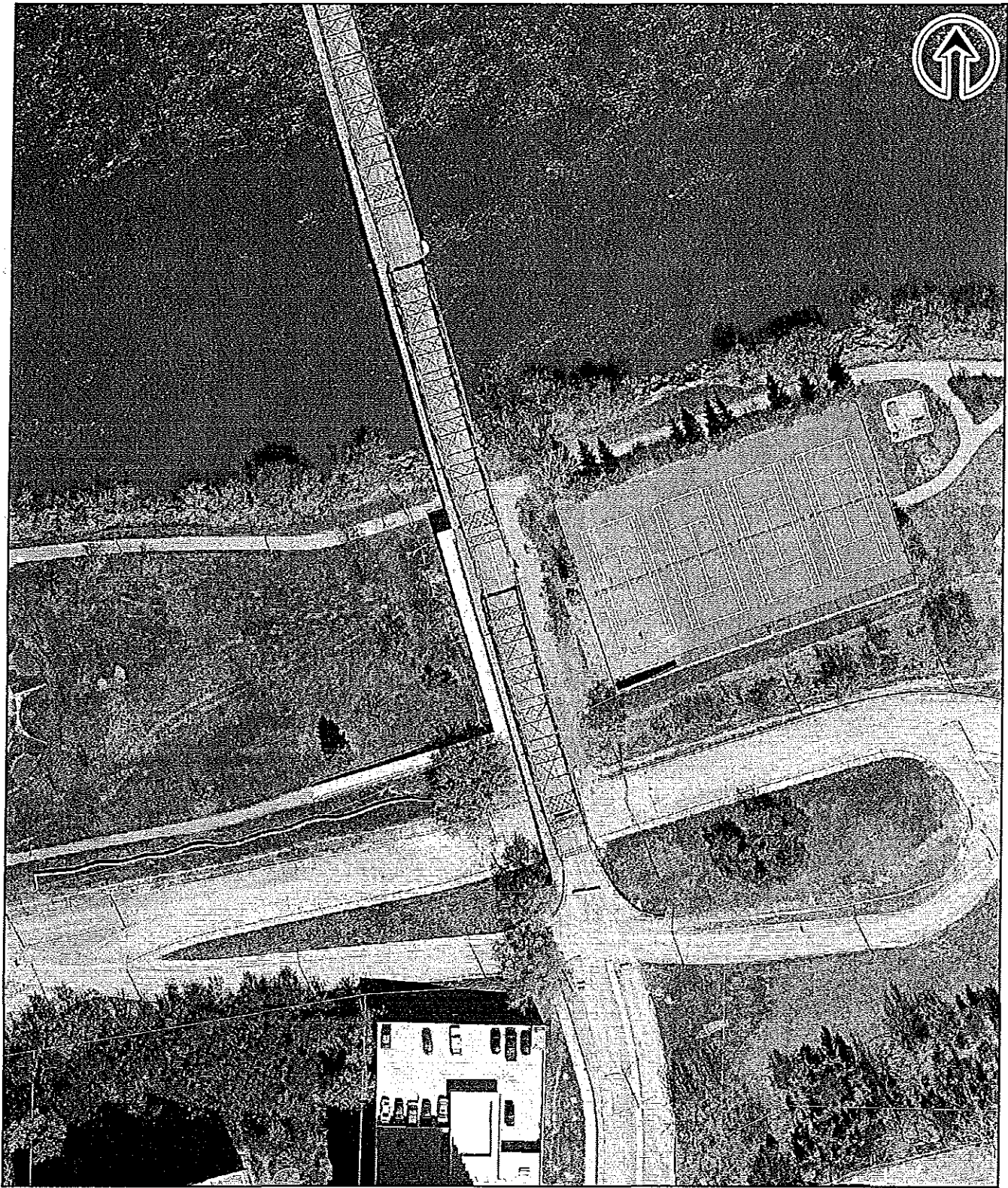
Written by: Paula Kotasek-Toth, Heritage and Design Coordinator

Reviewed by:


 Alan Wallace, Manager
 Planning and Development Branch

Approved by: 
Randy Grauer, General Manager
Community Services Department
Dated: November 2, 2012

Approved by: 
Murray Totland, City Manager
Dated: Nov 6/12



N:\PublicWorks\Capital\Capital - Bridges\Capital Projects - 2012\Traffic Bridge\resource\figs\span_1_site_plan.pdf
2012-04-24 By:d.villems

April 2012
650-104-2

Legend:

Project:
TRAFFIC BRIDGE

Figure No.:

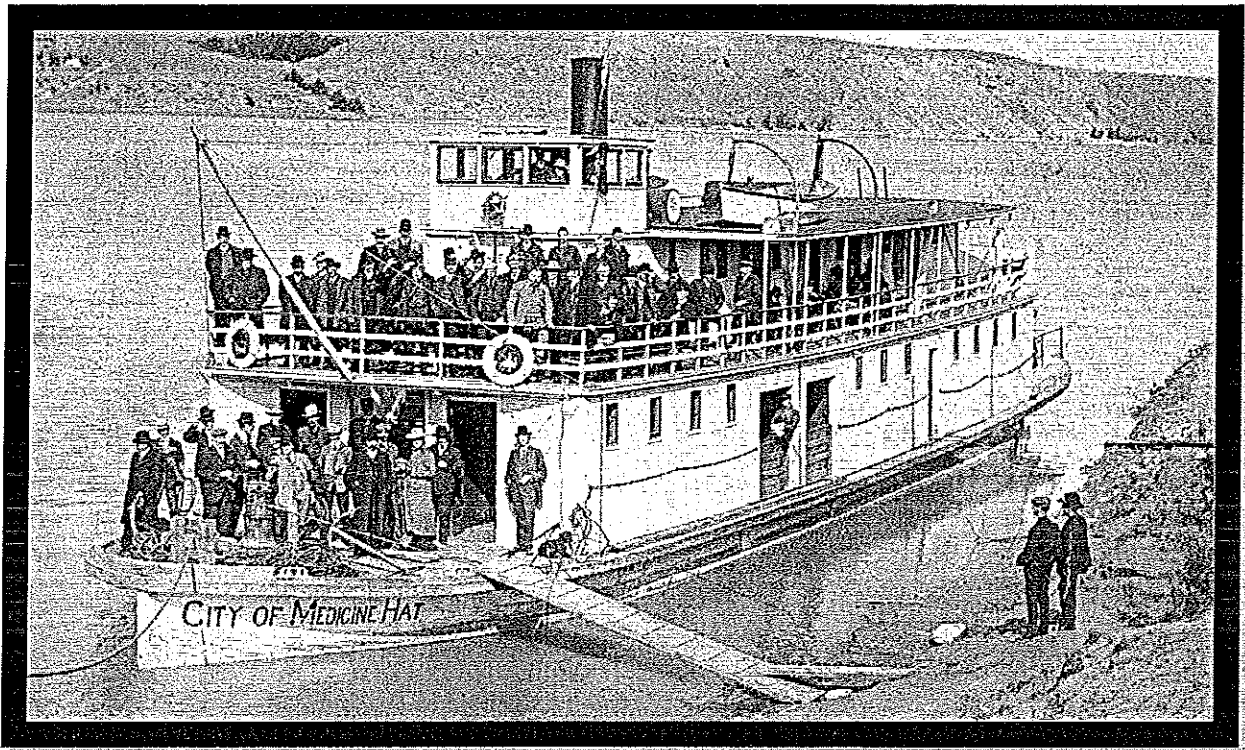
-

Title/Subject:

Span 1 Demolition
Site Plan



Scale: 1:1,000



*The S.S. City of Medicine Hat in the spring of 1907.
(Alberta Provincial Archives)*

S. S. CITY OF MEDICINE HAT
INFORMATION SHEET
AND CHRONOLOGY

The S.S. City of Medicine Hat, a steam-powered sternwheeler, was built in 1906 – 1907 and was designed by its Captain, Horatio Hamilton Ross. The ship cost \$28,000 to build and was 130 feet (39.6 meters) in length. A sternwheeler is vessel that is driven by a single paddle at the rear.

The ship was quite ornate and Ross is said to have spared no expense in its design and construction.

Ross was a Scottish Nobleman who came to Canada in the late 1800's who established a steam-shipping empire in Western Canada.

Ross decided to sail friends and family on the Medicine Hat from Medicine Hat, AB to Winnipeg MB.

The Medicine Hat arrived in Saskatoon the morning of June 7, 1908.

Due to spring run-off the South Saskatchewan River was quite high and navigation through the City would be quite difficult.

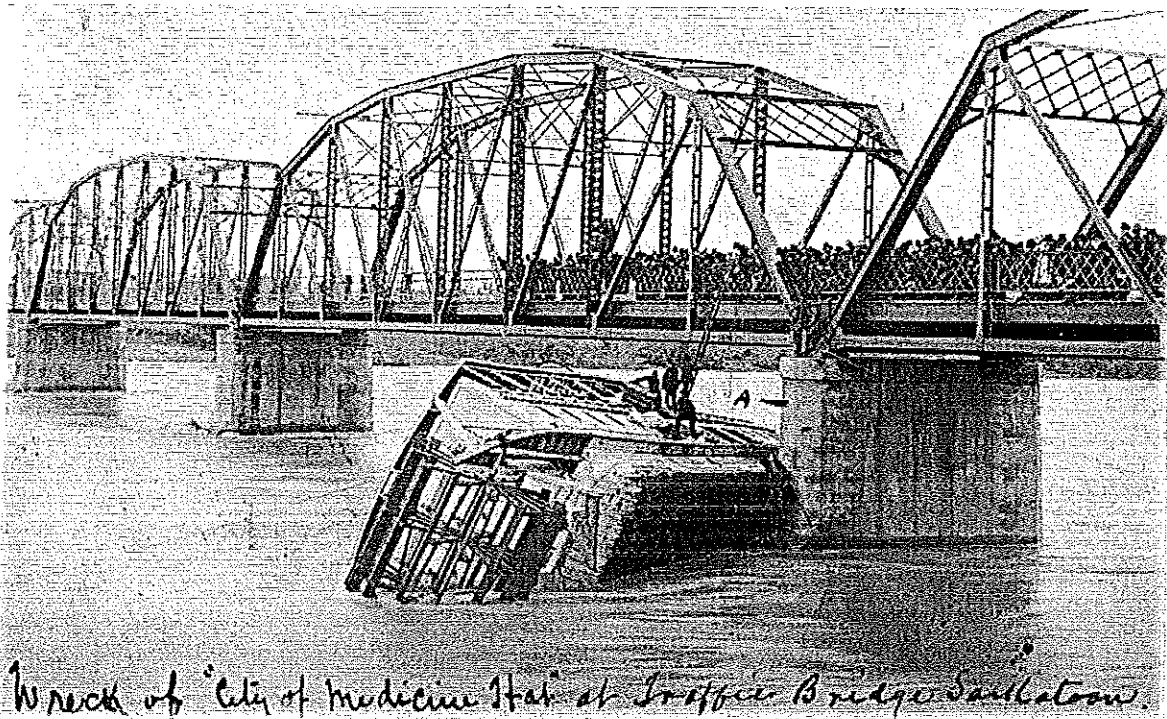
Before the Medicine Hat reached in Grand Truck Railway (GTR) Bridge, Ross let off most of the passengers so that they could spend some time in Saskatoon. Only the crew remained on the ship.

The smokestack was lowered so that the Medicine Hat passed under the GTR Bridge.



Photograph of Horatio Hamilton Ross. He was one of the colourful characters in navigation history. He was founder of The Ross Navigation Company of The Pas and owner of many riverboats in the early days of the town's history. He died February 11, 1925 at the age of 53 years and 10 months.

<http://www.museevirtuel-virtualmuseum.ca/index-eng.jsp>



*Photo Source : LH - 723
Local History Room, Saskatoon Public Library*

The Wreck

As the ship continued its voyage through Saskatoon, the ship's sternwheel and rudder got entangled in a telegraph wire that was strung across the River. The wires were concealed due to the high water level of the River due to spring run-off. Ross lost control of the ship.

In order to stop the ship, one of the crew jumped from the ship and swam to the shore with a rope and tied it to a tree. This caused the ship to drift towards the southernmost pier of the Traffic Bridge. The ship hit the pier it tipped and came to rest.

Ross and those on board scrambled onto the Traffic Bridge for safety. The engineer jumped overboard and swam to shore. There were no casualties.

There were many witnesses as residents had come to view the Medicine Hat make its passage through Saskatoon. At the time of the crash, a small herd of cattle was being driven across the bridge from the east to west to the stockyards.

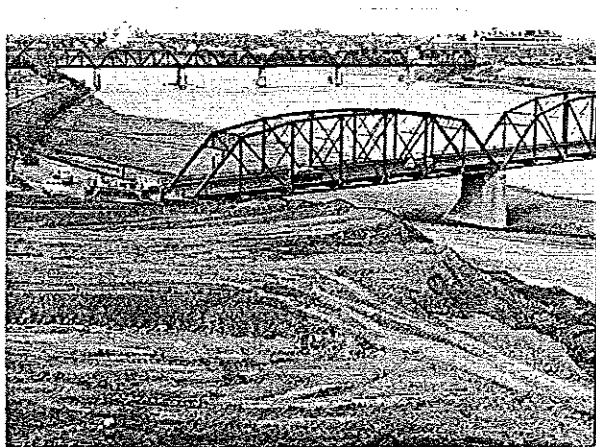
The ship was pried off the bridge and cut into pieces because City Engineers were concerned that it may compromise the structural integrity of the pier.

The ship's boiler was recovered and installed at the Saskatoon Pure Dairy located at Ave B N and 26th St W. The boiler was used for several years and then remained in the building until it was demolished in 1967. The boiler was moved to the Western Development Museum in Moose Jaw, where it remains.

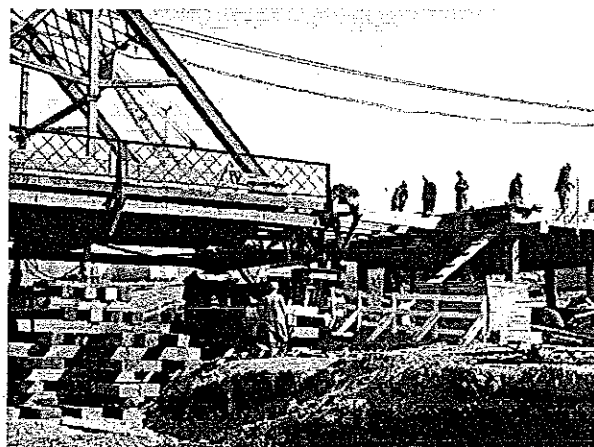
Development of the Riverbank

River sand accumulated on and around the wreck and a sandbar developed, which buried the Medicine Hat.

The land in the area was filled in 1960. City Council decided to develop the south river bank areas between what is now the Senator Sid Buckwold Bridge and the Broadway Bridge. Rotary Park was completed in October 1965.



*South Riverbank Construction, 1960
Photo Source : LH - 2004
Local History Room, Saskatoon Public Library*

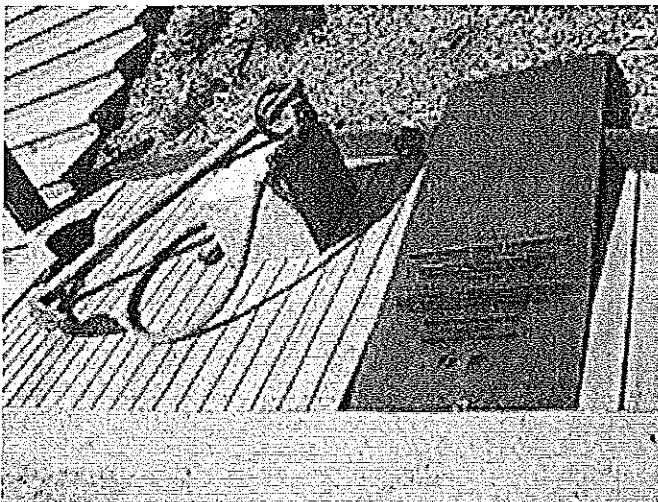


*South Riverbank Construction, 1961
Photo Source : LH - 2005
Local History Room, Saskatoon Public Library*



—SP Photo by Richard Marjan
Firefighters John Fehr (left) and Brent Lucyshyn
with the anchor they found this summer

Saskatoon Star Phoenix, September 15, 2006



*Anchor on display at River Landing
Source: www.wikipedia.com*

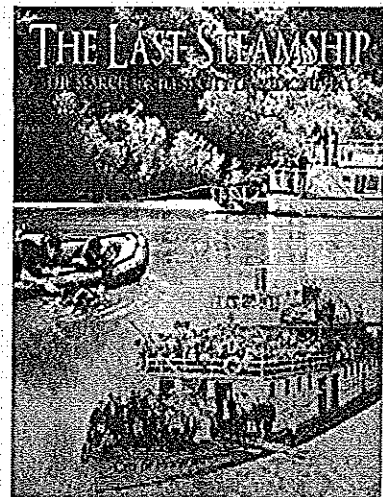
The Anchor

In August 2006, during a routine training exercise, Fire and Protective Services divers recovered a rusted kedge anchor.

Analysis done by a local consulting firm concluded that the anchor belonged to the Medicine Hat based on historical, photographic, artifactual and location evidence.

The discovery of the anchor led to a five day underwater search. This search was filmed and was the topic for a documentary film.

*The discovery of the anchor led to a five day underwater search. This search was filmed and was the topic for a documentary film titled *The Last Steamship: The Search for the SS City of Medicine Hat*. The film premiered at the Broadway Theatre on September 3, 2010.*



The Traffic Bridge

The Traffic Bridge was closed on August 24, 2010 due to public safety.

In 2011, City Council decided to demolish the southernmost span of the bridge, so that traffic on Saskatchewan Crescent could resume and the Meewasin Trail could be re-opened.

Pier testing was necessary for preparation of the design-build request for proposals for the Traffic Bridge and to gather enough information to allow proponents to properly design the new bridge. This commenced in summer 2012 and four holes measuring one metre in diameter were drilled at each corner of pier one to accommodate the apparatus used for the testing.

Archeologists from Stantec were on site during the test. Once drilling began it was apparent that there was a wooden structure buried in the riverbank. Small pieces of wood, metal objects and other articles were recovered

Approximately 1,000 artifacts were recovered and Stantec staff had concluded that the artifacts are most likely from the S.S. City Medicine Hat.

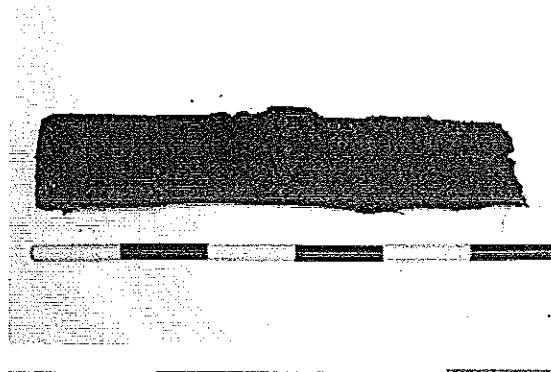


*Photo Source : QC 4593 -1
Aerial view of Riverbank, 1968
Local History Room, Saskatoon Public Library*

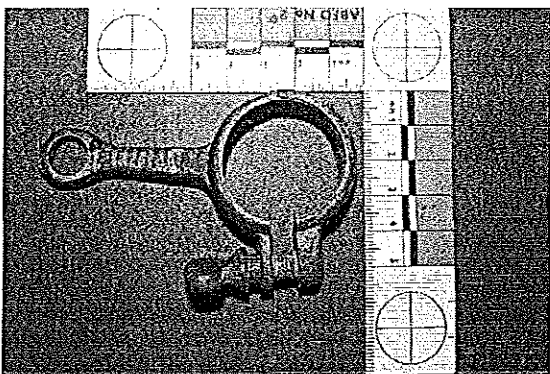
Sample of Artifacts Recovered



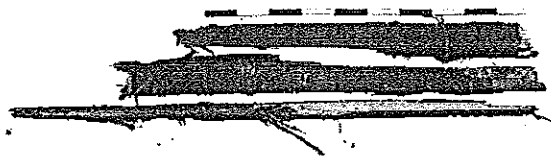
Boot



Plank recovered from wreck



Brass item, patent 1900



Wood pieces recovered from wreck

This document has been compiled from a number of sources including:

- *Delainey, William P. 2007 The South Saskatchewan River and the Development of Early Saskatoon 1881 – 1908 A Historical Narrative*
- *Photographs from the Local History Room, Saskatoon Public Library*
- *Wikipedia.com*
- *Internet Movie Database (www.IMDB.com)*
- *Amundson, L. 2008. Conservation of a Large Kedge Anchor Discovered in the South Saskatchewan River, Saskatoon, Canada. Unpublished Manuscript on file with City of Saskatoon.*
- *Virtual Museum of Canada (VMC) www.museevirtuel-virtualmuseum.ca/index-eng.jsp*

TO: Secretary, Planning & Operations Committee
From: General Manager, Infrastructure Services
DATE: October 26, 2012
SUBJECT: Use of Engine Retarder Brakes
File No: CK. 6290-1

RECOMMENDATION: that the following report be submitted to City Council for its information.

TOPIC AND PURPOSE

This report is in response to a resolution from City Council requesting that the Administration review the penalty for using engine retarder brakes in the city, and report to the Planning and Operations Committee.

REPORT HIGHLIGHTS

1. Bylaw 8244, The Noise Bylaw, strictly prohibits the use of engine retarder brakes within city limits.
2. Enforcement of the use of engine retarder brakes requires that a police officer be physically present to observe the offence.
3. Under the current bylaw, fines for these offenses start at \$250 and increase to \$10,000 for individuals and up to \$25,000 for corporations.
4. Due to the difficult nature of enforcement and because the fines are in line with other municipalities, it is Saskatoon Police Services and the Administration's opinion the current fines are reasonable.
5. To improve awareness, the Administration will modify the existing signage to include the minimum fine amount, and an additional sign will be placed at the city limits on Highway 14, and the sign on Highway 5 will be relocated.

STRATEGIC GOALS

This report is in alignment with the following strategic goal and strategies:

- Quality of Life - Saskatoon is a warm, welcoming people place.
 - Short-Term Strategy:
 - To direct expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

BACKGROUND

City Council, at its meeting held on May 9, 2011, considered a report of the General Manager, Infrastructure Services Department (Attachment 1), in response to the following enquiry from former Councillor Pringle:

"Entering the city from Highway 11 South and Highway 16 East, residents are complaining about the increased noise – especially in the evenings, at

night and even on the weekends from semi-truck retarder brakes. Could the Administration please assess this situation with regards to adequate signage and enforcement.”

City Council resolved that the Administration review the penalty and report back to the Planning and Operations Committee.

REPORT

Bylaw 8244, The Noise Bylaw, strictly prohibits the use of engine retarder brakes within city limits. Enforcement of the use of engine retarder brakes requires that a police officer be physically present to observe the offence. Under the current bylaw, fine per offence starts at \$250 and increases to \$10,000 for individuals and up to \$25,000 for corporations.

The Administration, in consultation with Saskatoon Police Services, has determined that given the difficult nature of enforcement, increasing fines would not have a significant impact on the number of offences. In addition, the current fines are in line with those of other municipalities (the fines in both the City of Calgary and the City of Edmonton start at \$250).

It is the opinion of Saskatoon Police Services and the Administration that increased awareness of the fines may help deter potential offenders. Therefore, the signs will be modified to include the minimum fine amount of \$250. In addition, an additional sign will be installed at the city limits on Highway 14; and the location of the sign located on Highway 5 will be relocated further east, near the intersection of Highway 5 and Highway 41.

PUBLIC NOTICE

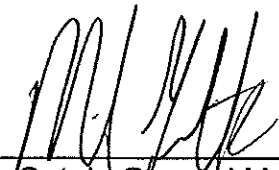
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

ATTACHMENT

1. Excerpt from the minutes of meeting of City Council held on May 9, 2011.

Written by: Gord Hundebly, Right-of-way Mangement Engineer
Transportation Branch

Approved by: Angela Gardiner, Manager
Transportation Branch

Approved by: 
Mike Gutek, General Manager,
Infrastructure Services Department
Dated: Nov 9, 12

Copy to: Murray Totland
City Manager

PO GH Engine Retarder Brakes

The following is a copy of **Clause E3, Administrative Report No. 8-2011** which was **DEALT WITH AS STATED** by City Council at its meeting held on **May 9, 2011**:

E3) Enquiry – Former Councillor B. Pringle (April 21, 2008)
Use of Engine Retarder Brakes
(File No. CK. 6280-1)

RECOMMENDATION: that the information be received.

Background

The following enquiry was made by former Councillor B. Pringle at the meeting of City Council held on April 21, 2008:

“Entering the city from Highway 11 South and Highway 16 East, residents are complaining about the increased noise – especially in evenings, at night and even on weekends from semi-truck retarder brakes. Could the Administration please assess this situation with regards to adequate signage and enforcement.”

Report

Bylaw 8244, The Noise Bylaw, strictly prohibits the use of engine retarder breaks within city limits. In response to former Councillor Pringle’s enquiry, a review was conducted and additional signage was installed along Highway 11 South and Highway 16 East, to ensure awareness of the prohibition.

Enforcement of the use of engine retarder brakes requires that a police officer be physically present to observe the offence. Saskatoon Police Services addressed this concern in the fall of 2010, and spent considerable time monitoring the situation at the location. Their findings were that the problem was intermittent. They will continue to monitor and enforce the bylaw as infractions are observed.

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.

IT WAS RESOLVED: that the Administration review the penalty and report back to the Planning and Operations Committee.

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

ADMINISTRATION AND FINANCE COMMITTEE

Composition of Committee

Councillor T. Paulsen, Chair
Councillor D. Hill
Councillor A. Iwanchuk
Councillor M. Loewen
Councillor E. Olauson

1. Neighbourhood Land Development Fund Financial Information
(File No. CK. 1815-1 and LA. 1815-7)

RECOMMENDATION: that an additional \$2.45 million allocation be declared from the Neighbourhood Land Development Fund.

Attached is a report of the General Manager, Community Services Department dated October 29, 2012, providing information on the Neighbourhood Land Development Fund, including updates relating to the Willowgrove and Hampton Village Neighbourhoods, and additional allocation from the fund.

Your Committee has reviewed the report with the Administration and is supporting allocation from the fund as outlined above.

**2. District Energy Systems Feasibility Study
- AND -
Enquiry – Councillor C. Clark (February 8, 2010)
Recreational Use of the River
(File No. CK. 7550-1 x 4130-13 x 5520-1)**

- RECOMMENDATION:**
- 1) that a focused analysis of the potential of district energy in the North Downtown development area, including existing buildings, be conducted;
 - 2) that the scope of work with the consultant, FVB, be expanded as a sole source up to an upset limit of \$100,000 in order to perform this work; and
 - 3) that the results of the district energy analysis and implications for the Master Plan for the North Downtown redevelopment be reported to City Council upon conclusion.

Attached is a report of the General Manager, Utility Services Department dated October 23, 2012, providing an update on the city-wide study of the feasibility of district energy systems and recommending a more focused study for the North Downtown development area.

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

**3. Unified Communications Reserve
(Files CK. 231-1 x 1815-1 and CS. 231-1)**

- RECOMMENDATION:**
- 1) that the information be received;
 - 2) that a Unified Communications Reserve be established; and
 - 3) that Policy C03-003, Reserves for Future Expenditures, be updated as identified in the October 31, 2012 report of the General Manager, Corporate Services Department.

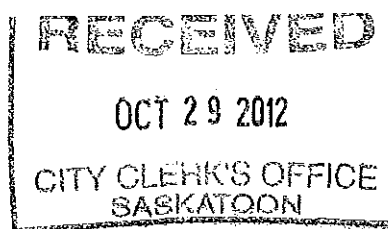
Report No. 9-2012
Monday, November 26, 2012
Administration and Finance Committee
Page 3

Attached is a report of the General Manager, Corporate Services Department dated October 31, 2012, providing an update on the new telephone system and requesting approval for the establishment of a Unified Communications Reserve.

Your Committee has reviewed the report with the Administration and is supportive of the creation of the proposed reserve.

Respectfully submitted,

Councillor T. Paulsen, Chair



TO: Secretary, Administration and Finance Committee
FROM: General Manager, Community Services Department
DATE: October 29, 2012
SUBJECT: Neighbourhood Land Development Fund Financial Information
FILE NO: LA 1815-7

RECOMMENDATION: that a report be submitted to City Council recommending:

- 1) that an additional \$2.45 million allocation be declared from the Neighbourhood Land Development Fund.

TOPIC AND PURPOSE

The purpose of this report is to outline financial performance to date and identify projected Return on Investment (ROI) for the Willowgrove and Hampton Village Neighbourhood Land Development Funds.

REPORT HIGHLIGHTS

1. Recommending a \$2.45 million allocation bringing the total allocation from the Neighbourhood Land Development Fund to \$66.55 million.
2. Saskatoon continues to experience increased demand for new housing.
3. The Hampton Village and Willowgrove Developments are nearing completion.

STRATEGIC GOAL

This report supports the City of Saskatoon's Strategic Goal of:

1. Asset and Financial Sustainability – Saskatoon invests in what matters.
 - Long-Term Strategy – Increase revenue sources and reduce reliance on residential property taxes.
 - Long-Term Priority – Develop funding strategies for expenses related to new capital expenditures including core services, such as fire halls, roadways and underground services.

BACKGROUND

To date, City Council has allocated \$64.1 million dollars from the Neighbourhood Land Development Fund to various Capital Projects and Operating Programs.

REPORT

\$2.45 Million Allocation Recommended

The most recent projected ROI from the Neighbourhood Land Development Fund is estimated to be \$66.55 million, a \$2.45 million increase from the previous forecast. Various factors have contributed to the increase, including market value increase and lower than expected carrying costs. This is the result of favourable economic conditions during the development time, realizing land value increases and overall projected expenses declining slightly.

City of Saskatoon New Housing

The City of Saskatoon continues to see an increase in demand for new single-family and multi-family residences. With the City's strong economy and continuing positive net migration, the neighbourhoods of Hampton Village and Willowgrove have benefited and have become two of the City's preferred living destinations. Sales and development activity in the areas have exceeded expectations of the initial vision and helped the Neighbourhood Land Development Fund project higher ROI than originally forecast.

Willowgrove and Hampton Village Update

The Willowgrove and Hampton Village neighbourhoods are both nearing completion of sales. Willowgrove is completely sold out of single-family and multi-family residential lots. One commercial site remains and will be made available for sale in the near future. The sale of this site will bring the sales phase to a close for this development in a period of nine years, well ahead of its projected 17-year sell-out period.

The last phase of single-family residential lots in Hampton Village was recently released. Less than 25 lots remain in inventory. Two multi-family sites have yet to be serviced and released for sale. These sites will be serviced this year and brought up for sale late in the fall or early in 2013. This will close the sales phase of the Hampton Village development within eight years which is nine years ahead of its originally projected 17-year sell-out period.

The Neighbourhood Pro-formas for these developments are prepared using the best known current information, but are based on present day cost estimates and require certain judgements. While most costs are now fixed in completed areas, some enhancement costs will remain beyond the sell-out periods until the neighbourhood vision is fulfilled. Lots currently identified as sold remain at risk of being returned to City inventory causing increased carrying costs. Experience has shown that quick swings in housing demand can occur thereby increasing carrying, marketing, and administrative costs.

OPTIONS TO THE RECOMMENDATION

City Council may choose to delay allocation of the \$2.45 million Neighbourhood Land Development Fund surplus for a future release which would result in the funding not being available for distribution by City Council during the 2013 budget cycle.

POLICY IMPLICATIONS

There are no policy implications

FINANCIAL IMPLICATIONS

Allocation of the funds will be determined in a future report to City Council

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

At this point there has been no public and/or stakeholder involvement.

COMMUNICATION PLAN

There is no communication plan required.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

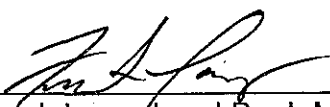
There are no safety/crime implications with this report.

PUBLIC NOTICE

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

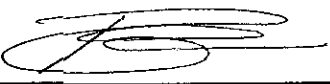
Written by: Jeremy Meinema, Finance and Sales Manager

Reviewed by:




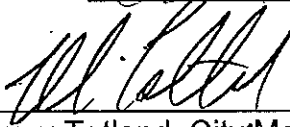
Frank Long, Land Bank Manager
Dated: Oct 29/2012

Approved by:

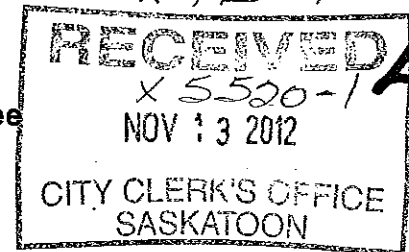


Randy Grauer, General Manager,
Community Services Department
Dated: Oct 29, 2012

Approved by: 
Marlys Bilanski, General Manager,
Corporate Services Department
Dated: Oct 24/12.

Approved by: 
Murray Totland, City Manager
Dated: Oct. 29/12

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utility Services Department
DATE: October 23, 2012
SUBJECT: District Energy Systems Feasibility Study
- AND -
Enquiry - Councillor C. Clark (February 8, 2010)
Recreational Use of the River
FILE NO: CK 375-4 and WT 7550-16-2



RECOMMENDATION: that a report be submitted to City Council, recommending:

- 1) that a focused analysis of the potential of district energy in the North Downtown development area, including existing buildings, be conducted;
- 2) that the scope of work with the consultant, FVB, be expanded as a sole source up to an upset limit of \$100,000 in order to perform this work; and
- 3) that the results of the district energy analysis and implications for the Master Plan for the North Downtown redevelopment be reported to City Council upon conclusion.

TOPIC AND PURPOSE

The Environmental Services Branch has completed a city-wide study of the feasibility of district energy systems and is now recommending that a more focused study for the North Downtown development area be completed.

REPORT HIGHLIGHTS

1. Recreational use of the river in winter is not recommended.
2. A district energy system developed in Saskatoon would be profitable.
3. A District Energy Centre with combined heat and power could significantly reduce greenhouse gas emissions and add value to the North Downtown redevelopment process.
4. A business plan and system concept could proceed with the North Downtown Master Planning process.

STRATEGIC GOALS

The recommendations support the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability. The recommendations also supports the long-term strategy to create new sources of green energy where feasible, become a recognized leader in

cold climate energy efficiency, and find alternate ways of generating capacity to support operations under the Strategic Goal of Environmental Leadership.

BACKGROUND

The City of Saskatoon's Energy and Greenhouse Gas (GHG) Management Plan (2009) recommended studying the feasibility of district energy systems in Saskatoon. On February 8, 2010, City Council approved an award of contract to Fjärrvärmebyrån ab (FVB) to perform this work. The feasibility study received 50% funding from the Federation of Canadian Municipalities Green Municipal Fund.

The objectives of the District Energy Systems Feasibility Study were two-fold:

1. To determine the financial feasibility and environmental benefits of a system using waste heat energy (e.g. Queen Elizabeth Power Station), natural gas, renewable energy (e.g. solar), alternative energy (e.g. fuel cells or bio-energy), or combined heat and power (CHP or co-generation).
2. To identify appropriate locations for the installation of district energy based on calculations of energy densities for new neighbourhoods, proposed redevelopment areas, and the downtown.

Related to the district energy issue, the following enquiry was made by Councillor Clark at the meeting of City Council held on February 8, 2010:

"In conjunction with the District Heating Feasibility Study, would the Administration please investigate and report on the implications of allowing the river to freeze solidly to be used for winter recreation, skating, skiing, sledding, etc., on a preliminary basis."

The Feasibility Study was expected to report on the potential to utilize waste heat from the Queen Elizabeth Power Station for heating of buildings in Saskatoon's downtown. At the time, significant waste heat was put into the river by the Station.

At the meeting held on July 18, 2012, City Council approved a report recommending that the Corporate Projects Team proceed with the procurement of consultant services for the North Downtown Master Plan. With a central location within the city, redevelopment of the North Downtown could potentially support densities and a mix of uses that are conducive to the development of a district energy system. The Master Plan is scheduled to commence in December 2012. Among the environmental goals of the project, the Master Plan seeks to be a regenerative development and include options for being a net contributor of energy into the local grid. Further analysis to determine whether district heating or combined heat and power (CHP) should be pursued in this area would ideally be completed prior to the Master Plan process.

REPORT

Recreational use of the river in winter is not recommended

The FVB study explored a number of opportunities for the development of district energy systems in Saskatoon. Use of waste heat from the Queen Elizabeth Power Station was determined infeasible very early in the feasibility assessment process due to the prohibitive cost of construction for the piping between the Station and downtown Saskatoon. FVB estimated that over six kilometres of underground piping would be required and this pipe would have a cost of approximately \$12 million. Further, SaskPower has also begun upgrades to the Station that make internal use of waste heat as a resource in power production. Although there will be less heat put back into the river, Administration's discussions with SaskPower indicate it is unlikely that the river characteristics will change substantially, and open water in winter will continue in the long term. Because of this and other safety factors previously reported, winter recreational use of the river will remain infeasible.

A district energy system developed in Saskatoon would be profitable

With waste heat ruled out, FVB investigated other readily-available energy sources. Natural gas boilers and reciprocating combined heat and power (CHP) engines as the heat and electricity generating equipment were used in the feasibility analysis. One of the primary benefits of a district energy system is that the fuel source can be changed at a future date (e.g. to renewable biogas). In contrast, the current practice is to construct a heating system for each building in a development. This approach significantly limits the feasibility of fuel switching or utilizing future technologies if they become more viable.

The financial return from a district energy system increases as the heating density and heating load increases. FVB was provided with build-out projections for the major development areas in Saskatoon over the next five years. The heating loads and densities were calculated for the Evergreen District Village, East Sector (Holmwood), North Downtown redevelopment area, and a set of existing buildings.

The most important factor in the business case for a district energy system is securing long term contracts (e.g. 20 years) with an energy-dense customer base. The feasibility study found that the proposed North Downtown redevelopment is well-suited to a district energy application. A district energy system was modeled based on the land absorption or growth rate anticipated for the development. The total cost over all phases is \$39.6 million. The electrical power output of the proposed CHP plant is 7 megawatts, enough power for 4,200 homes.

The forecasted internal rate of return for district energy system ranges from 10% to 14%. Factors that were not investigated in detail but are expected have a positive impact on the project return, generating even stronger returns, include the potential to

switch to lower cost bio-fuels, the impact of initiating the CHP project earlier by connecting the district energy system to existing buildings, and the impact of upcoming Provincial carbon legislation.

A summary of the results of the feasibility study conducted by Fjärrvärmebyrån ab (FVB) is included in Attachment One.

District Energy adds value to North Downtown Redevelopment

The higher efficiency (and resulting greenhouse gas savings) of a district energy system, combined with the potential to switch fuels at a future date, results in the City being able to construct the North Downtown in a way that is clearly distinguishable from other development areas in the City. The current financial model of the project also indicates that there is the potential for an acceptable rate of return for the City. It is recommended that continued work is conducted for the North Downtown redevelopment combined with existing buildings.

Administration recommends that FVB be engaged to perform this work by expanding the scope of their previous study. Sole sourcing the work to FVB enables the district energy business case and design concept to proceed in collaboration with the work of the selected consultant for the North Downtown Master Plan. It would be very challenging to meet the North Downtown Master Plan schedule (December 2012) if an alternate consultant was engaged through a process such as an RFP. The extra time required for a new consultant to become familiar with the project would add cost and delay the schedule that the NDMP project team is proposing. The selection process for consulting services is now complete and the process to undertake the Master Plan is scheduled to start in December 2012. The sole source work with FVB would not exceed \$100,000.

This next phase of the feasibility work will give the City a good understanding of the financial viability of District Energy including both heat and power in the North Downtown Area. Once this is known, the City can decide on the most appropriate course of action. At this time, the Administration is of the opinion that a private sector partner would be sought for this project. In addition to sharing the capital costs of construction, the financial and operational expertise of an experienced business partner would help ensure success for the project. Administration will bring forward further reports regarding outcomes and options once the next phase of feasibility work is complete.

OPTIONS TO THE RECOMMENDATION

Council may choose to not continue investigating district energy. Council may also choose to study district energy systems at locations having a lower return on investment than the North Downtown.

Council may instruct Environmental Services to issue an RFP for the focused study on the North Downtown instead of expanding the scope of work of FVB. Administration feels there are significant efficiencies of time and money to be achieved by proceeding with the next stage of planning and design in conjunction with the master planning process for the North Downtown.

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

The total cost, including consulting fees, required to complete a more refined analysis of district energy in Saskatoon is expected to be approximately \$100,000. Funding would be provided from Capital Project #2183 – Greenhouse Gas Reduction (66%), and 1409 – Land Development – North Downtown (33%). There are sufficient funds available in this budget.

PUBLIC/STAKEHOLDER COMMUNICATION PLAN

Stakeholders in the North Downtown Master Planning process include owners of adjacent properties. One-on-one meetings will be held with these stakeholders.

No public communication plan is required at this time.

ENVIRONMENTAL IMPLICATIONS

According to the feasibility study, a district energy system constructed in the North Downtown redevelopment area has the potential to reduce the greenhouse gas emissions of the development by 1,880 tonnes CO₂e per year if only heating was provided and 11,520 tonnes CO₂e per year if electricity was also generated. On an annual basis, this is equivalent to 368 passenger vehicles removed from the roads for the heating only scenario and 2258 passenger vehicles removed from the roads for the scenario where heat and electricity are produced.

The Energy Centre can also serve as a public learning centre focusing on energy efficiency, district energy, and other environmental benefits incorporated into the development site.

PRIVACY IMPACT

There are no anticipated privacy implications arising from this initiative.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

CPTED Review is not required at this time.

PUBLIC NOTICE

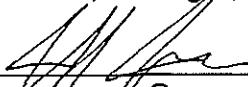
Public Notice, pursuant to Section 3 of Policy No.C01-021, Public Notice Policy, is not required.

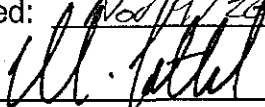
ATTACHMENTS

1. Results of the District Energy Feasibility Study

Written by: Chris Richards, Project Engineer, Environmental Services Branch
Ian Loughran, Energy and Sustainability Engineering Manager,
Environmental Services Branch

Reviewed by: Brenda Wallace, Manager, Environmental Services Branch
Rick Howse, Manager, Corporate Projects

Approved by: 
Jeff Jorgenson, General Manager
Utility Services Department
Dated: Nov 9, 2012

Approved by: 
Murray Totland, City Manager
Dated: Nov 12/12

District Energy North Downtown Study

Results of the District Energy Feasibility Study

This appendix explains in more detail the methodology, assumptions, and results of the feasibility study conducted by Fjärrvärmebyrån ab (FVB).

Study Areas:

The report focused on quantifying the potential for District Energy Systems (DES) in the City's upcoming major development sites. After several meetings with COS staff, including Environmental Services Branch, the Planning and Development Branch Future Growth Section and Saskatoon Light and Power, it was decided that FVB would investigate seven potential areas of Saskatoon that may contain opportunities for a DES:

1. Existing downtown buildings;
2. Evergreen East development (includes District Village);
3. East Sector development;
4. North Downtown development;
5. University Lands development;
6. University of Saskatchewan; and
7. Innovation Place

The financial return from a DES increases as the heating density and heating load increases. Areas without sufficient heating density and total heating load will not be financial viable investments. FVB was provided with development growth assumptions to quantify the heating load and heating density for the following sites:

1. Evergreen East development (includes District Village);
2. University lands development
3. East Sector development
4. North Downtown development
5. Existing Downtown buildings

The total heating loads were found to be 64 MWt for the Evergreen East development, 36 MWt for the North Downtown, and 47 MWt for existing downtown buildings that could connect to a DES. The consultant found that the North Downtown development had the highest heating load density. As a comparison, the residential developments (Evergreen East, University Lands, and East Sector) had heating load densities of less than 40 W/m² whereas the North Downtown had a heating density of over 140 W/m². It was also determined that Saskatoon does not have enough hours of cooling in the year to support a financially viable district cooling system.

Based on the analysis of potential heating load density it was decided that FVB would do a detailed study of the Evergreen East Development and the proposed North

Downtown development. The district energy feasibility study assumed the North Downtown development would contain approximately 5.3 M ft² of gross building floor area. They also agreed to provide a conceptual map of a scenario where the North Downtown system was fully built and then expanded to include buildings in the existing Downtown but did not study this scenario in detail.

Fuel Source and Energy Systems:

FVB investigated several different technologies for heating sources and distribution methods. The report discusses the potential to use:

1. Rejected heat from the Queen Elizabeth Power Plant;
2. Wasted industrial energy;
3. Geo-exchange and sewer heat exchange resources;
4. City of Saskatoon Water and Wastewater Treatment Plants;
5. High efficiency natural gas boilers;
6. Natural gas combined heat and power (CHP) co-generation;
7. Geothermal resources;
8. Ground heat exchange systems;
9. Existing systems at the University of Saskatchewan, Innovation Place, City Hospital, and Saint Paul's Hospital;
10. Solar thermal; and
11. Bio-energy and energy from waste.

After touring the facilities and interviewing staff at the University of Saskatchewan and Innovation Place FVB determined that it was not feasible to connect to their existing DES systems during the initial phases of the creation of a new DES. The potential of using the rejected heat from the Queen Elizabeth (QE) Power Station (which keeps the South Saskatchewan River open all winter) was also determined to be unfeasible during the initial phases of a project. While the QE Power Station could potentially provide the base heating load for the North Downtown development (16 Mwt) the consultant determined that the source of the waste heat was too far from a potential load for it to be a viable source of heating energy. FVB estimated that over 6 kilometers of underground piping would be required to transport the heat to a viable load and this pipe would have a cost of approximately \$12 million. The high capital cost and risk of such a project cannot be justified without a substantial customer base already signed into long term contracts to purchase the heat. Signing a sufficient number of customers up to purchase heat before such a project was completed is unlikely and therefore the QE Power Plant was stated to be a potential future source of heat once a large existing district energy business was established.

The majority of the other technologies/approaches in the previous list were also rejected as likely unfeasible at this time and the consultant recommended and studied a hot water distribution system provided by a natural gas boiler plant with the option of adding natural gas combined heat and power (CHP) cogeneration in future phases of the project. The consultant felt, however, that bio-energy and energy from waste may be a

viable option for the district energy system at some point in time. The major challenge with these technologies is that they have complicated fuel supply logistics, regulatory issues, uncertain economics and uncertain acceptance by communities. The consultant recommended that the DES start with a natural gas system with the expectation that at a future point in time it may be very economically and environmentally advantageous to retrofit the facility to use some form of bio-energy or energy from waste at a future phase. Bio-energy and waste energy fuel sources could include wood waste, agricultural byproducts/waste, livestock waste, biogas, and landfill resources. This study focuses on outlining the business case for a reliable and proven technology, natural gas boilers, for building up a customer base to pay for the initial capital costs of the DES infrastructure and converting to lower cost fuel sources at a future date.

After deciding on the location and technologies for a DES the feasibility explored four possible scenarios in detail:

- Natural gas boiler district heating for the Evergreen East development;
- Natural gas boiler district heating for the proposed North Downtown development;
- Natural gas boiler and natural gas fired reciprocating engine combined heat and power (CHP or cogeneration) district heating and electricity generation in the North Downtown development; and
- A North Downtown scenario where a portion of the capital cost of the DES was incorporated into the land price as opposed to recuperating the costs solely through district energy utility rates.

District Energy Components:

There are four main components to a DES:

1. Energy centre;
2. Distribution piping;
3. Energy transfer stations (heat exchangers); and
4. Buildings of the customers.

The Energy Centre (EC) produces hot water and circulates it through the distribution piping system to the individual buildings connected to the DES. The EC contains the natural gas boilers and reciprocating engines and is designed such that the equipment can be added in phases, as the heating load requires. The building shell is therefore constructed with space allocated for future boilers or other technologies required to meet the future heating loads that will be needed as new buildings are constructed or existing buildings are connected. The EC would be fully automated and have a monitoring system with alarms to notify operators when equipment is not operating as designed. The operators of the DES would not be expected to be on site full time and would be on-call responding to problems as they arise. The EC for the North Downtown is estimated to have a building footprint that is of the order of 10,000 - 20,000 ft²

depending on the size of the development and technologies used. The expected life of the boilers and heat exchangers is 30 years.

The recommended distribution system is welded steel pipe that comes pre-manufactured with polyurethane insulation, leak detection wires, and a high density polyethylene outer casing. The piping system would be required to meet existing European standards for district energy distribution systems. The recommended maximum trench width is 1,280 mm and piping should be installed with on average 900 – 1,200 mm of cover and a minimum of 600 mm of cover. The expected life of the distribution piping is 50 years.

In order to fully maximize the customer base the DES business would need to work with building developers to ensure the buildings they construct are compatible with the district energy system. Each building connected to the DES would require an energy transfer station (a plate heat exchanger that transfers heat from the DES distribution system to the systems in the building). The space required is typically much less than what would be required if the building were to have its own heating plant. The buildings connected to the DES would also be required to have properly designed distributed hot water heating systems in order to effectively utilize the circulating hot water from the DES. Building owners would not be able to install low cost options such that may be typical in some construction types (e.g. individual room heat pumps in a hotel or some condominium developments).

FVB assumed that all new buildings in the North Downtown would have energy efficient construction that is compliant with the minimum requirements of the Leadership in Energy and Environmental Design (LEED) requirements (25% better than the Canadian Model National Energy Code for Buildings). If the buildings were not constructed to this level of efficiency this would increase the load and therefore revenue of the DES.

Pricing Structure:

Customer contracts are recommended to be long term and consistent with amortization periods of the capital costs which are on the order of 20 years. In Saskatoon the current billing method for purchasing heating energy, such as natural gas, is to pay a modest fixed monthly cost and a larger amount that is directly proportional to the volume of fuel consumed. The consultant's experience is that this approach typically does not work well as a pricing structure for the start up of a DES. If the rate structure is limited to a single rate per energy delivered (e.g. dollars per megawatt-hour) there will be a poor match of monthly cash flow to monthly cost and risk of inadequate revenue from events such as mild weather or energy conservation. Instead, it is recommended that a two-part rate with a fixed monthly charge and a variable rate be used. This will require the DES to undertake an education and communications campaign with potential customers but is the lowest risk scenario for the DES owner.

Over the 20 year life of a contract with a customer the fuel costs is both the largest and the most unpredictable operating cost. Therefore FVB recommends that the contract

with the customer "passes through" the input energy costs. Customers will pay a fair rate that adjusts when the market price of the fuel adjusts. This approach protects the owner of the DES from commodity price risk. The consultants recommend that DES should be marketed as a value added service at a competitive price. The value added is that customers are no longer burdened with installing, operating, maintaining, and replacing heating plants. The following is a list of some of the benefits of a DES for a building developer or owner:

- Capital cost of development may be reduced;
 - Less space in the building is required for mechanical equipment;
 - Simplification and greater flexibility in building design due to absence of a heating plant and no longer requiring chimney's or requirement to consider location of air intake in relation to chimney exhaust;
 - Removal of risk associated with future replacement and repair costs associated for heating equipment;
- The inherently hazardous process of combusting fuel to produce heat is removed from the building and the general public;
- Building occupants no longer have to deal with noise, emissions, vibration, repair and maintenance issues that may accompany large commercial equipment;
- Buildings are free from combustible fuels and water treatment chemicals;
- Gas service may not be required;
- Training level required for building maintenance staff is reduced;
- Building maintenance staff have more time to focus on other issues in the building;
- Efficiency of the central plant is constantly monitored and maintained whereas a typical private building may have reduced energy efficiency over time;
- Increased system efficiency reduces the impact of volatility in utility costs due to factors such as weather and commodity rate fluctuations;
- Increased reliability of heating system; and
- Contributes to the marketing of the building as being 'green'.

In the feasibility study the customer pays approximately the same price to satisfy their heating needs but with reduced effort and risk. The consultants created a rate structure based on their assumptions of a business as usual (BAU) scenario in Saskatoon and the avoided cost of installing a central plant with natural gas boilers in each building. If the owner of the DES wishes to provide the customers with a service that has a lower cost than their BAU costs they must do this at the expense of their ROI. Rather than build the business case around BAU equivalent costs a DES owner could decide to offer the service based on a required ROI target. As an example, according to FVB the rates for the DES in North Vancouver are regulated by the City and aim to recover all costs over 20 years and target a rate of return of 5%. This rate is the same amount the City of Vancouver would earn in the money market if they were to invest the same amount.

A deviation from this pricing structure was also explored by allocating a portion of the capital costs for the DES into the land sale price. In this scenario a building developer

pays the cost of a heating system for the building by buying land that is pre-serviced with a DES. The result is that the fixed monthly costs for the owner of the building are lower. This approach may be more appealing to building owners and easier to market. It also reduces risk and borrowing costs for the DES.

Ownership and Operating Structures:

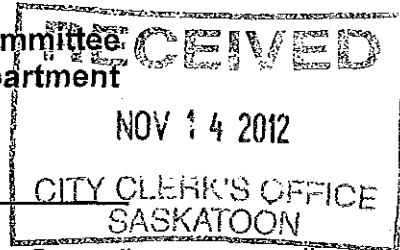
The possible ownership options explored in the feasibility study were:

1. Private;
2. Provincial;
3. Municipal; and
4. Joint Venture of two or three of the above.

Under the Municipalities Act of Saskatchewan (the Act) a system that provides heat would be regarded as a public utility and a municipality may provide a public utility directly or through a controlled corporation. The Act provides powers and obligations to a municipality that make private ownership of a DES more challenging than municipal ownership. The report recommends 100% municipal ownership through a corporation with the operation contracted out to a private firm. The reasons for the benefits of ownership by the COS are discussed at length in the report and include tax rebates, lower interest rates, access to grants, regulatory approvals, existing billing systems, existing meter reading staff and procedures, and willingness to accept a lower return on investment compared to the private sector. In the situation of the North Downtown and Evergreen developments there is also an added synergy of the City being the developer and therefore has significant influence on the servicing of the site and requirements for building developers.

231-1
x1815-1
3.

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Corporate Services Department
DATE: October 31, 2012
SUBJECT: Unified Communications Reserve
FILE NO.: CS.231-1



RECOMMENDATION: that a report be submitted to City Council recommending:

- 1) that the information be received;
- 2) that a Unified Communications Reserve be established; and
- 3) that Policy C03-003 - Reserve for Future Expenditures, be updated as identified within this report.

TOPIC AND PURPOSE

Providing an update on the new telephone system and requesting approval for the establishment of a Unified Communications Reserve.

REPORT HIGHLIGHTS

1. Status of the implementation of the new telephone system.
2. Establishment of a Unified Communications Reserve.

STRATEGIC GOAL

This report supports the long-term strategy of increasing staff productivity by being more efficient and leveraging new technology to improve operational efficiency under the Strategic Goal of A Culture of Continuous Improvement.

BACKGROUND

In December 2007, the City entered into a new five-year contract with SaskTel for telephone and voicemail services. During the negotiations for this contract, your Administration negotiated a reduction in the rental cost for telephone handsets which resulted in annual savings of approximately \$206,000. In March 2008, City Council approved a project that would result in the migration of the majority of the Centrex telephone system lines to a Voice Over Internet Protocol (VOIP) based telephone system.

REPORT

Implementation of the New Telephone System

The majority of the City's telephone lines, including Boards and Commissions, will be migrated to the new Microsoft Lync unified communications platform by January 1, 2013. Approximately 1,900 phone lines will be migrated in Phase One. There will be a number of phones that will not initially be converted to unified communications. These include fax lines, phones in the Police and Fire Computer-Aided Dispatch Centres, the Revenue Branch Call Center and areas where there is no network connectivity. These phones will, in all likelihood, remain with SaskTel until they can be migrated to the new unified communications environment.

Implementing the Microsoft unified communications environment includes benefits resulting from the following features: Presence, Instant Messaging, Video Conferencing, WEB meetings and collaboration using the Microsoft Office Suite. The potential staff productivity improvements of these additional features have not been factored into the projected annual savings that the City will realize by moving to a unified communications environment.

Full implementation of this project will result in annual operating costs of \$480,000 and approximately \$500,000 in annual savings. The 2012 budget reflected \$206,000 in savings, with the remainder of approximately \$300,000 to be realized in 2013. Operating costs includes licensing, network bandwidth improvements, two full-time equivalents (FTE's), connecting to the Public Telephone Switched Network and funding the new Unified Communications Reserve.

Establishment of a Unified Communications Reserve

With the City now responsible for running and maintaining its own telephone environment, your Administration recommends the establishment of a reserve. This reserve will be used to fund improvements and upgrades to the Microsoft Lync unified communications environment and for the addition and/or replacement of telephone handsets. Starting in 2013 the annual contribution will be \$50,000.

OPTIONS TO THE RECOMMENDATION

If a reserve is not established, all required infrastructure replacement/additions/upgrades will need to be expensed against the operating budget or funded by an alternate reserve, such as the Reserve for Capital Expenditures.

POLICY IMPLICATIONS

Policy C03-003 - Reserves for Future Expenditures, sets out the utilization of funds in reserves and includes the purpose, source of funds, applications of funds and responsibilities for each reserve. This policy will require an update to include the Unified Communications Reserve.

FINANCIAL IMPLICATIONS

Starting in 2013, the annual costs for operating and maintaining the new Microsoft Lync unified communications environment will be \$480,000. This total includes \$152,000, including payroll costs, for two FTE's, \$98,000 for Microsoft voice licensing, \$115,000 for Public Telephone Switched Network (PTSN) connectivity (allows receiving and making external telephone calls), \$65,000 for network bandwidth improvements and \$50,000 for the Unified Communications Reserve. The operating costs will be funded from the savings realized by moving to this environment and will not have an impact on the mill rate.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

The Corporate Information Services Branch and the Communications Branch are engaged in the development of the internal communications and education component of this rollout. The communications plan will include a number of messages to all staff in advance of significant milestones. Other tools, including an online training portal with how-to videos, an online (with option to print) features manual, and dedicated staff on hand for personal support will be available as staff are switched over to the new telephone system and MS Lync desktop client application.

ENVIRONMENTAL IMPLICATIONS

The 1900 telephones that are no longer required as a result of this initiative will be returned to SaskTel for recycling or refurbished for reuse. The convergence of voice, data, and other media provides opportunities for employees to collaborate in ways other than face-to-face meetings. It is anticipated this may lead to a reduction in trips between buildings that will generate a positive greenhouse gas outcome.

PRIVACY IMPACT

With the implementation of the new VOIP telephone system, the City will have the ability to display an employee's ID photograph on the Microsoft Lync desktop client application. In order to address privacy concerns, your Administration has made the decision to allow employees the choice of whether or not their ID photograph will be displayed internally on the Microsoft Lync client. A second decision has been made that no employee ID photographs will be displayed externally. Also, the call display feature will show the entity that the call is being made from and will not display the employee's name. For example: City of Saskatoon, Saskatoon Police Services, TCU Place.

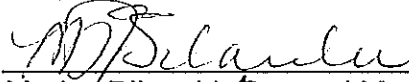
SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

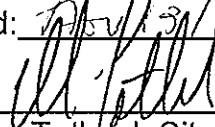
A CPTED review is not required.

PUBLIC NOTICE

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

Written by: Kevin Peacock, Manager,
Corporate Information Services

Approved by: 
Marlys Bilanski, General Manager
Corporate Services Department
Dated: Nov 30/12

Approved by: 
Murray Totland, City Manager
Dated: Nov 14/12

His Worship the Mayor and City Council
The City of Saskatoon

REPORT
of the
LAND BANK COMMITTEE

Composition of Committee

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

1. Lot Supply – Builder and Developer
(File No. CK. 4110-1)

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 forwarding information on builder and developer inventory levels for residential and industrial land in the City of Saskatoon.

Your Committee has reviewed this report with Administration, and notes that the Builder and Developer inventory available at the end of the 2012 construction season will be sufficient to meet demand for new lots in 2013 if similar absorption levels for 2012 were to be realized again next year.

**2. Request to Issue a Request for Proposal for the Sale of City-Owned Property
- Willowgrove Commercial Site – 415 Willowgrove Square
(File No. CK. 4215-1)**

- RECOMMENDATION:**
- 1) that the Land Branch Manager be authorized to sell Parcel D Block 520, in Plan 101884215 (415 Willowgrove Square) in the City of Saskatoon through a Request for Proposal process for a mixed-use development using a price and selection criteria as identified in the attached report;
 - 2) that if the parcel is not sold through the Request for Proposal process, it be offered for sale by public tender;
 - 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by Request for Proposals; and
 - 4) that the Land Branch Manager be authorized to administer architectural controls as a condition of sale for the parcel in accordance with the criteria outlined in the attached report.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 regarding the sale of a property at 415 Willowgrove Square for mixed use development, as outlined in the report.

Your Committee has reviewed this proposal, and supports the sale of this property by Request for Proposals.

3. Request to Sell City-Owned Property
Parcel BB (Plan to be Registered) 1509 Richardson Road
Parcel CC (Plan to be Registered) 1615 Richardson Road
Hampton Village Neighbourhood
(File No. CK. 4215-1)

- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell multi-family Parcel BB, Plan to be Registered and Parcel CC, Plan to be Registered, to the highest bidder through a public tender process with reserve bid prices as outlined in the attached report;
 - 2) that if the parcels are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-served basis;
 - 3) that the Land Bank Manager be authorized to administer development controls for Parcels BB and CC in accordance with the criteria outlined in the attached report; and
 - 4) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sales.

Attached is a report of the General Manager, Community Services Department dated October 31, 2012 regarding the sale of multi-family properties on Richardson Road in the Hampton Village Neighbourhood, through a public tender process.

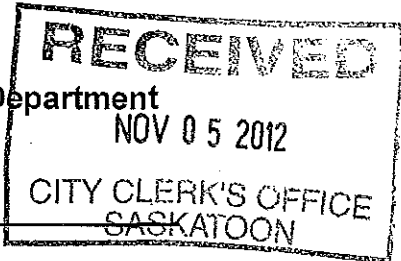
Your Committee has reviewed this report with the Administration, and supports the proposal regarding the sale of these properties.

Respectfully submitted,

Councillor D. Hill, Chair

4110-1 7.

TO: Secretary, Land Bank Committee
FROM: General Manager, Community Services Department
DATE: October 31, 2012
SUBJECT: Lot Supply – Builder and Developer
FILE NO: LA 4138-4



RECOMMENDATION: that a copy of this report be forwarded to City Council for information.

TOPIC AND PURPOSE

This report provides the Land Bank Committee and City Council with information on builder and developer inventory levels for residential and industrial land in the City of Saskatoon.

REPORT HIGHLIGHTS

- 1) Land developers in Saskatoon have inventory of 300 residential lots. There is a high builder inventory of 1,066 residential lots;
- 2) Land developers and builders have approximately 130 acres of multi-family land in inventory, which can potentially accommodate approximately 3,800 multi-family dwelling units; and
- 3) While the City of Saskatoon, Land Branch currently has minimal industrial land in inventory, there is a healthy supply of vacant industrial land held by recent purchasers.

STRATEGIC GOALS

This report supports the following City of Saskatoon Strategic Goals:

- Asset and Financial Sustainability – Saskatoon invests in what matters.
 - The sale of the land noted in this in the City's ownership areas, will continue to provide financial returns at competitive rates of return on investment to the City for allocation towards civic projects and programs.
- Economic Diversity and Prosperity – Saskatoon thrives thanks to a diverse local economy.
 - The land development industry is a significant part of the supply chain to facilitate economic growth, as well as an integral part of the demand side for economic growth. It responds to the needs of a variety of customers in the housing, commercial, institutional and industrial sectors.

BACKGROUND

The Land Bank Committee at its In Camera meeting held on March 18, 2011, resolved, in part:

“that the Administration be requested to provide a quarterly update on the Builder and Developer Inventory report.”

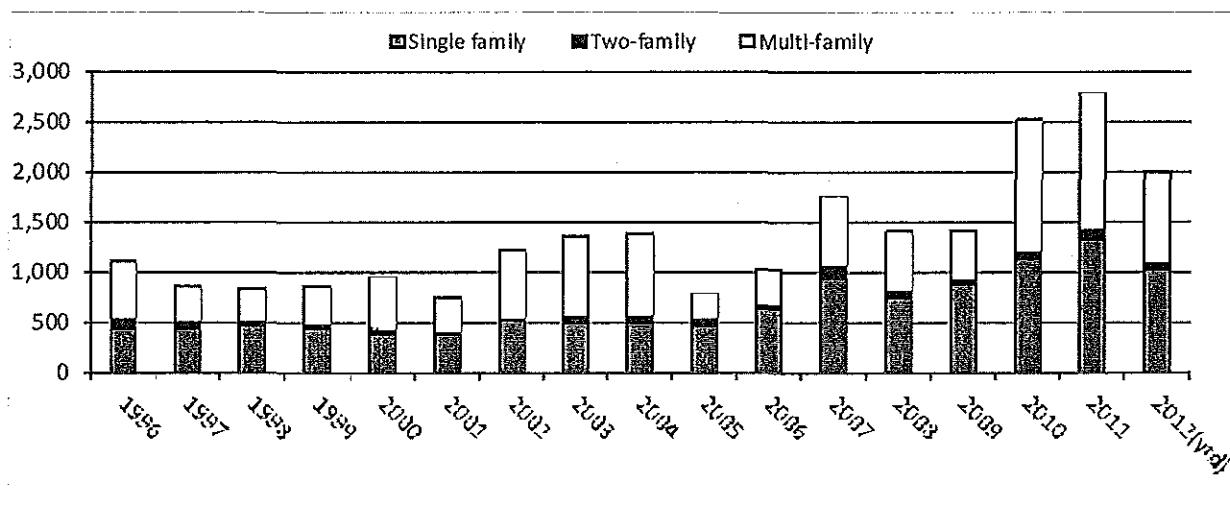
REPORT

This report identifies the single-family and multi-family inventory held by homebuilders and land developers, as well as the projected single-family lot availability by neighbourhood for 2012 from major land developers in Saskatoon. In addition, this report also identifies the industrial inventory held by the City of Saskatoon, Land Branch and recent purchasers with vacant industrial land holdings in the City's industrial growth areas.

This report is produced quarterly by the City of Saskatoon, Land Branch. As a result of the civic election, consideration of this report was delayed due to cancelled committee meetings. Given this, the information included in this report is as of August 22, 2012. A report, highlighting the year-end builder and developer inventories, will follow in early 2013.

Figure 1 identifies historic new single-family, two-family and multi-family dwellings units per year from 1996 to August 22, 2012.

Figure 1: New Dwelling Units by Building Classification in Saskatoon, 1996 to August 22, 2012



Source: City of Saskatoon, Building Standards Branch, Monthly Building Permit Report

Single-Family

Table 1 identifies the single-family lot inventory held by homebuilders and land developers as of August 22, 2012. All lots held by developers are ready for home construction and are available for purchase immediately.

Table 1: Single-family Inventory, August 22, 2012

Neighbourhood	Builder inventory	Developer inventory		Totals
		City	Private	
Stonebridge	213	0	0	213
Hampton Village	240	28	0	268
Evergreen	411	1	0	412
Rosewood	124	9	251	384
Willowgrove	25	0	0	25
Willows	20	0	5	20
Briarwood	6	0	6	12
Parkridge	6	0	0	6
Arbor Creek	21	0	0	21
Totals	1,066	38	262	1,361

Table 2 identifies the new single-family lot availability projected for 2012.

Table 2: Residential Lot Availability, 2012

Neighbourhood	City		Dundee		Boychuk & Arbutus		Totals	
	April-June	July-December	April-June	July-December	April-June	July-December	April-June	July-December
Stonebridge	0	0	0	300	0	0	0	300
Hampton Village	156	0	0	131	0	0	156	131
Rosewood	0	165	0	0	152	99	152	264
Evergreen	196	132	0	0	0	0	196	132
Totals	352	297	0	431	152	99	504	827
								1,331

In the fall of 2012, the City of Saskatoon Land Branch anticipates holding a lot draw, resulting in a total of 297 single-family residential lots. This includes 165 lots in the Rosewood neighbourhood and 132 lots in the Evergreen neighbourhood.

The Monthly Building Permit Report indicates that as of August 22, 2012, there have been building permits taken out for 1,011 single-family dwelling units and 80 two-family dwelling units. By comparison, at the same time in 2011, building permits for 775 single-family dwelling units and 48 two-family dwelling units had been issued. This is an increase of approximately 33 percent over last year's year-to-date numbers of new single-family dwelling units and two-family dwelling units in the City.

Multi-family

Table 3 identifies the multi-family inventory held by homebuilders and land developers as of August 22, 2012.

Table 3: Multi-family Inventory, August 22, 2012

Neighbourhood	Builder inventory		Developer inventory				Totals	
	Acres	Possible dwelling units	City		Private		Acres	Possible dwelling units
			Acres	Possible dwelling units	Acres	Possible dwelling units		
Stonebridge	16.62	514	0.0	0	24	1200	40.62	1,714
Willowgrove	15.4	283	1.5	30	0.0	0	16.9	313
Hampton Village	3.99	65	0.0	0	1.49	59	5.48	124
Blairmore Suburban Centre	10.42	416	0.0	0	0.0	0	10.42	416
Lakewood Suburban Centre	9.2	447	0.0	0	0.0	0	9.2	447
Rosewood	3.0	45	0.0	0	17.5	263	20.5	308
Evergreen	15.5	352	11.0	170	0.0	0	26.5	522
Totals	74.13	2,122	12.5	200	42.99	1,522	129.62	3,844

Note: The average density of development indicated in the above table is approximately 29 units per acre. This ranges from 15 units per acre for most group townhouse sites to 40 units per acre for 3 storey buildings to 60 units per acre for M3 lands in the Blairmore Suburban Centre and Stonebridge.

According to the Monthly Building Permit Report, as of August 22, 2012, building permits were taken out for a total of 910 residential units on multi-family sites. By comparison, at the same time in 2011, building permits for 1,247 residential units on multi-family sites had been issued. This is a decrease of approximately 27 percent over last year's year to date number of new multi-family units in the city.

Industrial Land

Table 4 identifies the industrial land inventory held by the City of Saskatoon, Land Branch and vacant industrial land holdings held by recent purchasers in the Marquis Industrial and Southwest Industrial areas as of August 22, 2012.

Table 4: Industrial Inventory, August 22, 2012

Neighbourhood		Vacant Sites (sold)		Vacant Sites Optioned		Unsold Sites (Inventory)		Total
		IL	IH	IL	IH	IL	IH	
Marquis Industrial	# of sites	45	20	7	0	2	0	74
	Area (ac)	96.27	40.9	23.08	0	9.8	0	170.05
Southwest Industrial	# of sites	9	0	0	0	0	0	9
	Area (ac)	9.71	0	0	0	0	0	9.71
Total # of Vacant Sites								83
Total Area (ac)								179.05

As indicated in Table 4, while the City of Saskatoon, Land Branch currently has minimal industrial land in inventory, there is a healthy supply of vacant industrial land held by recent purchasers.

In addition, the City of Saskatoon, Land Branch anticipates tendering approximately 72 acres of industrial land in the Marquis Industrial area in early 2013.

OPTIONS

There are no options.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There is no financial impact.

ENVIRONMENTAL IMPLICATIONS

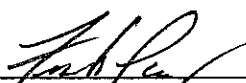
There are no environmental implications and/or greenhouse gas implications.

PUBLIC NOTICE

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

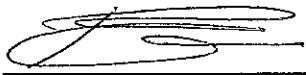
Written by: Matt Grazier, Planner 16

Reviewed by:



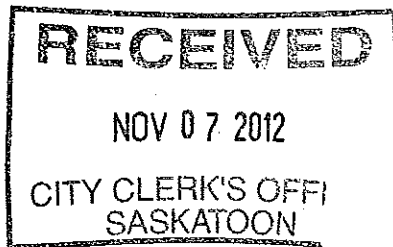
Frank Long, Land Bank Manager
Dated: October 31, 2012

Approved by:



Randy Grauer, General Manager
Community Services Department
Dated: October 31, 2012

CC: Murray Totland, City Manager



TO: Secretary, Land Bank Committee
FROM: General Manager, Community Services Department
DATE: October 31, 2012
SUBJECT: Request to Issue a Request for Proposals for the Sale of City-Owned Property – Willowgrove Commercial Site at 415 Willowgrove Square
FILE NO: LA 4125-001

RECOMMENDATIONS: that a report be submitted to City Council recommending:

- 1) that the Land Branch Manager be authorized to sell Parcel D, Block 520, in Plan 101884215 (415 Willowgrove Square) in the City of Saskatoon through a Request for Proposal process for a mixed use development using a price and selection criteria as identified in this report;
- 2) that if the parcel is not sold through the Request for Proposal process it be offered for sale by public tender;
- 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by Request for Proposals; and
- 4) that the Land Branch Manager be authorized to administer architectural controls as a condition of sale for the parcel in accordance with the criteria outlined in this report.

TOPIC AND PURPOSE

The purpose of this report is to obtain approval to sell Parcel D, Block 520 (415 Willowgrove Square) in the Willowgrove neighbourhood through a Request for Proposals (RFP) process and to administer architectural controls on the site.

REPORT HIGHLIGHTS

1. 415 Willowgrove Square is the only remaining unsold land in Willowgrove;
2. The urban village concept supports the strategic goal of Sustainable Growth through the provision of employment and retail opportunities within the neighbourhood, as well as supporting diverse housing options;
3. The subject site is zoned B1B – Neighbourhood Commercial – Mixed Use District and is envisioned to have main floor commercial or office space, with up to two floors of office or residential above;

4. Proposals will be required to conform to the standards set out in the document, "Willowgrove Architectural Controls for B1B Commercial Zone", approved by City Council on December 12, 2005; and.
5. It is recommended that the price for this parcel be fixed at \$999,000.

STRATEGIC GOAL(S)

This report supports the City of Saskatoon's Strategic Goal of:

- Quality of Life – Saskatoon is a welcoming place.
 - Long-Term Strategy – Encourage a mix of housing types across the city.
- Sustainable Growth – Saskatoon is known for smart, sustainable growth.
 - Long-Term Strategy – Develop an integrated approach to growth related to transportation, servicing, transit and land use.
 - Long-Term Priority - Create "complete community" neighbourhoods that feature employment opportunities, main streets, suburban centres and greater connectivity, both internally and externally.

BACKGROUND

On September 22, 2002, the Willowgrove Neighbourhood Concept Plan was approved by City Council. Since the approval of the Concept Plan, the Willowgrove neighbourhood experienced rapid development. As of September 14, 2012, the build-out figures (building permits issued) for the neighbourhood are as follows:

- Single Family – 99 percent built-out which represents 1743 out of 1763 total dwelling units;
- Multi Family – 79 percent built-out which represents 760 out of an estimated total of 963 dwelling units.

In total, with both single-family and multi-family units, Willowgrove is 92 percent built-out and houses approximately 6,083 residents. At complete build-out, it is estimated that Willowgrove will house approximately 7,000 people. All of the single-family lots and multi-family parcels in Willowgrove have been sold, with the exception of 415 Willowgrove Square, herein referred to as the subject site.

Construction for a new joint-use education facility located along Stensrud Road, across from the Village Square and two mixed-use sites, began earlier this fall. At this time, the facility is anticipated to open in the fall of 2013. This development will serve to enhance the viability of the commercial aspect of the two mixed-use sites.

The two sites flanking the Village Square, 412 Willowgrove Square and the subject site, were specifically envisioned and marketed as containing a mixture of neighbourhood convenience commercial and medium density residential development. The RFP for 412 Willowgrove Square was adopted by City Council June 13, 2011. The site was

acquired by Baydo Development Corporation in late 2011, and construction has recently begun at this site.

REPORT

The Urban Village

The urban village concept, with the design and function of its village centre, including the village square and two mixed use sites, is integral to the concept and vision of Willowgrove. The urban village concept supports the strategic goal of Sustainable Growth through the provision of employment and retail opportunities within the neighbourhood, as well as supporting diverse housing options.

Central to the Willowgrove urban village design, are the two mixed use commercial sites, 415 Willowgrove Square and 412 Willowgrove Square. After significant consideration it has been determined that selling these sites through an RFP process is the best way to ensure development that fulfils the vision for the area and meets the expectations of Land Branch customers and residents of the neighbourhood.

412 Willowgrove Square

412 Willowgrove Square was successfully tendered by RFP late in 2011. The successful proposal for this site contained the following:

- 24,700 square feet of commercial or institutional in 15 bays on the main floor with one unit reserved specifically for a convenience store; and
- 48 residential one- and two-bedroom units on the upper two floors.

Construction has recently begun at the site.

415 Willowgrove Square – The Subject Site

The subject site is envisioned to have main floor commercial and office space, with up to two floors of office or residential above. Potential commercial uses at this site could include, but are not limited to, the following small scale neighbourhood services:

- Convenience: coffee shop, bakery, and deli;
- Retail: boutique and art gallery;
- Professional Services: law office, accounting firm, medical office, and dental office;
- Personal Services: health club, dry cleaner, and hair salon; and,
- Child care centre or pre-school.

The combination of residential or office space above the commercial serves to enhance the uniqueness and the viability of the residential neighbourhood and its commercial services.

Should the request to issue a RFP for the subject site be approved, the Administration would release the RFP the first week of January 2013, with a closing date of June 3, 2013.

Parking Credit

A portion of the streets surrounding the two mixed use sites have been designed with an extra wide right-of-way to accommodate 53 angle parking spaces. As such, the City's Administration is applying a 53 stall parking credit in total to both mixed use sites which results in a credit of 26 parking spaces for the subject site.

To create an attractive streetscape, there will be no parking permitted in the front yard of the B1B zoning district.

Zoning District

The site is zoned B1B, Neighbourhood Commercial Mixed Use District (Attachment 2). The purpose of the B1B District is to facilitate mixed use development which may include a limited range of commercial and institutional uses, as well as medium density residential uses, that are generally compatible with residential land uses and are intended to serve the needs of residents within a neighbourhood.

Architectural Controls

Proposals will be required to conform to the standards set out in the document, "Willowgrove Architectural Controls for B1B Commercial Zone", approved by City Council on December 12, 2005. The architectural controls were put in place to ensure the development that occurs on these sites fits with the overall vision for the neighbourhood as an Urban Village, with the subject site as a key component of the village square. The controls concern the position of the buildings on the site, the proportion, scale and massing of building forms, the application of materials and colours to exterior walls and roofs, and the choice and location of windows and doors.

Once the successful proposal has been selected through the RFP process, a period of eight weeks will be granted to provide more detailed plans for architectural review. The proponent will then have a total of 10 additional weeks to make any necessary changes to the plans in order to gain architectural plan approval. Once this review has satisfactorily been completed, the sale process will commence.

Pricing

It is recommended that this parcel be sold by Request for Proposal with a fixed price instead of a Public Tender process with a reserve bid price. Fixing the price will ensure that the City of Saskatoon receives fair compensation for the land, while allowing the City to review proposals and award the site to a builder based on the quality of their proposal and how well it fits with the overall vision for the area.

The administration recommends that the price for this site be based on a unit price of \$675,000 per acre. Pricing for the site has been established based on comparable sales of similar land in the Saskatoon market and takes into account the size and configuration of the site, the amenities in the area, proximity of the site to the village square and the zoning. Based on the site area of 1.48 acres, the recommended price for this parcel is \$999,000. The fixed purchase price allows for greater certainty for both the City and the potential builder, and focuses effort and capital toward the development proposal.

To ensure the site is developed within a reasonable time frame, the Land Branch is requesting approval to obtain a \$100,000 Letter of Credit from the selected proponent. The Letter of Credit will be used to encourage the proponent to complete the project within three years of taking possession.

Evaluation Criteria

To ensure development proposals fit with the vision for this site and the neighbourhood, they will be evaluated according to the following criteria:

<u>Factor</u>	<u>Maximum Score</u>
Architectural Merit	50
Residential	20
Sustainable Building	20
Qualifications	10

Proposals will be reviewed and awarded by Administration based on the above criteria and whether they meet all the requirements of the Zoning Bylaw without the need for special appeals or waivers. Further details on the evaluation criteria can be found in Attachment 3. The section on Sustainable Building will be reviewed by the City of Saskatoon's Environmental Services Branch according to the criteria laid out in Attachment 4.

OPTIONS TO THE RECOMMENDATION

1. Proceed to issue a Request for Proposals as laid out in this report.
2. Decline to proceed with a Request for Proposals and sell the property through the typical Public Tender Process with a reserve bid.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proceeds from the sale of this parcel will be deposited into Willowgrove Neighbourhood Land Development Fund.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The developer of the other mixed use site, 412 Willowgrove Square, has been notified that this neighbouring site is proposed to be tendered by RFP early in 2013.

COMMUNICATION PLAN

Notice of the request for proposals will be advertised in The Star Phoenix and Western Investor. It will also be posted on the City of Saskatoon Land Branch website and a copy will be sent to the Saskatoon and Region Homebuilders Association for circulation.

ENVIRONMENTAL IMPLICATIONS

The development of this site as envisioned in the Request for Proposals and in the Willowgrove Neighbourhood Concept Plan contributes to creating a more sustainable, compact city by providing for a mix of uses and housing options in the neighbourhood, giving residents local options for services and employment. Development will be associated with increased consumption of resources, energy use and greenhouse gas emissions; however, overall impacts will be mitigated through inclusion of a 'sustainability matrix' in the RFP with points awarded to proposals that commit to following a recognized standard, code, or green building rating system. The impacts on resources and greenhouse gas emissions are unknown at this time, and will be included in future reports where applicable.

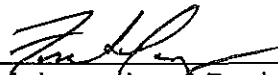
PUBLIC NOTICE

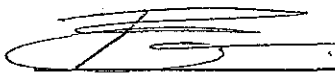
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

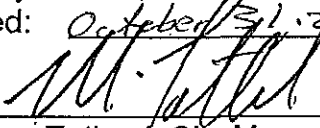
ATTACHMENTS

- 1. Location map
- 2. B1B Zoning
- 3. Evaluation Criteria
- 4. Sustainability Matrix
- 5. Willowgrove Commercial/Mixed Use RFP

Written by: Danae Balogun, Planner 16

Reviewed by: 
 Frank Long, Land Bank
 Dated: October 31, 2012

Approved by: 
 Randy Grauer, General Manager, Community Services Department
 Dated: October 31, 2012

Approved by: 
 Murray Totland, City Manager
 Dated: Nov 6/12

10.2 B1B – Neighbourhood Commercial – Mixed Use District

10.2.1 Purpose

The purpose of the B1B District is to facilitate mixed use development which may include a limited range of commercial and institutional uses, as well as medium density residential uses, that are generally compatible with residential land uses and which are intended to serve the needs of residents within a neighbourhood.

10.2.2 Permitted Uses

The Permitted Uses and Minimum Development Standards in a B1B District are set out in the following chart:

B1B District	Minimum Development Standards (in Metres)					
	Site Width	Site Area (m ²)	Front Yard	Side Yard	Rear Yard	Building Height (Max.)
10.2.2 Permitted Uses						
(1) Restaurants ₂	7.5	225	0	0 ₄	7.5	14 ₅
(2) Dwelling units or multiple unit dwellings in conjunction with and attached to any other permitted use ₁	7.5	225	0	0 ₄	7.5	14 ₅
(3) Retail stores ₂	7.5	225	0	0 ₄	7.5	14 ₅
(4) Personal service trades and health clubs	7.5	225	0	0 ₄	7.5	14 ₅
(5) Offices and office buildings	7.5	225	0	0 ₄	7.5	14 ₅
(6) Financial Institutions	7.5	225	0	0 ₄	7.5	14 ₅
(7) Bakeries	7.5	225	0	0 ₄	7.5	14 ₅
(8) Shopping centres	7.5	225	0	0 ₄	7.5	14 ₅
(9) Medical clinics	7.5	225	0	0 ₄	7.5	14 ₅
(10) Dry cleaners	7.5	225	0	0 ₄	7.5	14 ₅
(11) Art Galleries	7.5	225	0	0 ₄	7.5	14 ₅
(12) Adult day care centres – Type I or II	7.5	225	0	0 ₄	7.5	14 ₅
(13) Photography studios	7.5	225	0	0 ₄	7.5	14 ₅
(14) Veterinary clinics	7.5	225	0	0 ₄	7.5	14 ₅
(15) Small animal grooming	7.5	225	0	0 ₄	7.5	14 ₅

10.2.3 Discretionary Uses

The Discretionary Uses and Minimum Development Standards in a B1B District are set out in the following chart:

B1B District	Minimum Development Standards (in Metres)					
	Site Width	Site Area (m ²)	Front Yard	Side Yard	Rear Yard	Building Height (Max.)
10.2.3 Discretionary Uses						
(1) Child care centres and pre-schools	7.5	225	0	0.4	7.5	14.5
(2) Lounges in conjunction with and attached to a restaurant ₃	7.5	225	0	0.4	7.5	14.5
(3) Private schools	7.5	225	0	0.4	7.5	14.5

10.2.4 Notes to Development Standards

- 1 Dwelling units or multiple unit dwellings shall not be located at grade.
- 2 The maximum building floor area of each restaurant or retail store on a site shall not exceed 325 square metres.
- 3 The floor area of a lounge shall not exceed 50% of the public assembly floor area of the adjoining restaurant or 100 square metres, whichever is less.
- 4 Where a B1B District abuts any R District without the intervention of a street or lane, a side yard shall be provided of a width of not less than 1.5 metres for the side yard abutting the R District.
- 5 The maximum building height shall not exceed 14 metres, and shall not exceed 3 storeys.

10.2.5 Signs

- (1) Except as provided in subsection (2), the regulations governing signs in the B1B District shall be those contained in Signage Group No. 2 of **Appendix A - Sign Regulations**.
- (2) Overhanging signs shall be permitted on the front face of a building in the B1B District.

10.2.6 Parking

- (1) The regulations governing parking and loading in a B1B District are contained in **Section 6.0**.
- (2) Notwithstanding any other provision of this bylaw respecting parking in a front yard, where a site has access to a lane, no parking shall be permitted in the front yard.
- (3) The number of parking spaces required in the B1B District may be reduced by the number of parking spaces provided on the street which will primarily serve the subject property. The determination of the number of on-street parking spaces to be credited to the subject property shall be at the discretion of the Development Officer.

10.2.7 Gross Floor Space Ratio

- (1) The gross floor space ratio shall not exceed 2.5:1.

10.2.8 Landscaping

- (1) Where parking is provided in a front yard, a landscaped strip of not less than 3 metres in width throughout lying parallel to and abutting the front site line shall be provided.
- (2) On corner lots a landscaped strip of not less than 1.5 metres in width throughout lying parallel to and abutting the flanking street shall be provided for that portion of the lot not covered by a building.
- (3) Where a site abuts any R District without an intervening lane, there shall be a strip of land adjacent to the abutting site line of not less than 1.5 metres throughout, which shall not be used for any purpose except landscaping.

10.2.9 Garbage Pickup Area

- (1) A space to be used exclusively for garbage storage and pickup, having minimum dimensions of 2.7 metres by 6.0 metres, shall be provided on each site to the satisfaction of the General Manager, Utility Services Department. The required loading and

garbage pick up spaces may be combined where considered appropriate by the Development Officer.

10.2.10 Outdoor Storage

- (1) No goods, commodities or other form of materials shall be stored outdoors.

10.2.11 Grade Level Corner Building Cuts

- (1) On corner sites or where sites flank a registered lane, buildings with a front yard setback of 3.0 metres or less shall provide a corner cut at grade level so as to provide an unobstructed corner site triangle of not less than 3 metres.

Willowgrove Commercial Site – Evaluation Criteria

The proposals will be evaluated on the following basis:

Factor	Maximum Score	Score	Comments
Architectural Merit	50		
Residential	20		
Sustainable Building	20		
Qualifications.	10		
Total Score	100		

Evaluation Criteria – Detailed Descriptions

Architectural Merit – 50 points

Willowgrove was designed as an Urban Village. The Village Centre, where these sites are located, is the focal point of the Urban Village neighbourhood design and is therefore integral to the ongoing success of the investment within Willowgrove. To ensure that the development on these sites strengthens this neighbourhood focal point, including the Village Square, these developments are subject to architectural review based on the document “Willowgrove Architectural Controls for B1B Commercial Zone”. Architectural Merit is the most weighted factor in the evaluation of proposals. All multi-family sites within Willowgrove have been subject to similar Architectural Review.

If the proposal meets the minimum Architectural Controls, the score is 0. Additional points will be awarded based on the architectural significance of the proposal and its sensitivity to nearby developments and public spaces.

Residential – 20 points

Points will be awarded if the project includes a residential component above on the 2nd or 3rd floors:

- One floor of residential – 10 points
- One floor of residential and one floor of office space – 20 points
- Two floors of residential – 20 points

Sustainable Building – 20 points

The Sustainable Building section of the evaluation criteria will be evaluated by the City of Saskatoon's Environmental Services Branch. Please see Attachment 5 for details on the evaluation criteria that will be used.

Qualifications – 10 points

Points will be awarded based on the proponent's relative experience.

- If the proponent has completed a mixed commercial/residential building – 10 points
- Lesser points will be awarded to proponents who have completed projects with relevance to the vision for this site.

Sustainability Matrix for Willowgrove RFP

The following matrix provides guidelines for how proposals will be scored. The matrix attempts to accommodate residential, commercial, and mixed use developments. It therefore provides multiple examples of what would be looked for when evaluating the proposals as opposed to a list of specific requirements. Not all of the examples are achievable in each section as some are for commercial buildings and some are for residential.

The matrix shows that:

1. More points will be awarded to proposals that commit to following a recognized standard, code, or green building rating system.
2. More points will be awarded if the proposal commits to having the sustainability performance verified by a third party or certified to be compliant by design professionals.

Alternate standards, codes or ratings systems not listed in the matrix may be proposed but they must be recognized by, or based upon, a qualified source such as (but not limited to) the U.S. Environmental Protection Agency's TRACI environmental impact categories, the BRE Environmental Assessment Method, Canadian Standards Association (CSA) or American National Standards Institute (ANSI).

In the matrix the impact of energy efficiency on scoring is explained in detail both because:

1. Energy efficiency can have a wide range in terms of performance; and
2. Achievement of energy efficiency should be one of the primary goals to achieve when building a sustainable building in a Northern climate.

When it is stated that the score will be based on listing "Additional non-energy sustainability practices incorporated" the Leadership in Energy and Environmental Design (LEED) 2009 Rating system will be used as a benchmark for deciding on a score to assign. Further to this, a proposal that states "will use water efficient fixtures" will not receive as high of a score as a proposal that states it will comply with a recognized performance level such as "LEED Prerequisite for Water Use Reduction". Claims for sustainability practices incorporated into the design must be measurable and easily comparable to recognized performance levels.

Score	Standard, Code, or Rating System Followed	Examples of Requirements to Achieve Score
0 to 2	No reference standard or rating system.	No focus on resource efficiency or sustainability. Construction is built to national building code with no additional sustainability features.
3 to 5	No reference standard or rating system.	Many good practices implemented (e.g. efficient heating equipment, low flow water fixtures, energy star appliances, recycling areas, etc.) but no standard or other recognized qualifications are followed.
5 to 8	MNECB compliance, ASHRAE 90.1 (1999) Compliance, EnerGuide for Houses or R2000 Performance	Model National Energy Code (MNECB) for Commercial or Residential Buildings is followed and certified by design professionals. ASHRAE Standard 90.1 (1999) is followed and certified by design professionals. Achievement of Energuide for Houses score of 75 or higher based on computer simulation by a qualified professional. Equivalent to R2000 construction. Additional non-energy sustainability practices incorporated.
9 to 13	Proven improvement over ASHRAE 90.1 or MNECB, compliance with ASHRAE Advanced Energy Design Guides, EnerGuide for Houses Performance	Proven achievement of 12% better than ASHRAE 90.1 (2007) Proven achievement of 25% better than MNECB (1997) Compliance with ASHRAE Design Guidelines for applicable buildings (e.g. ASHRAE Advanced Energy Design Guide for Small Retail Buildings). Achievement of Energuide for Houses score of 82 or higher based on computer simulation by a qualified professional. Commitment to following the National Energy Code for Buildings (NECB) 2011. Commitment to follow the University of British Columbia Residential Environmental Assessment Program (REAP). Additional non-energy sustainability practices incorporated. Performance verified by a third party or certified to be compliant by design professionals
14 to 19	LEED Certified, Green Globes, ASHRAE 189.1	LEED certification. Green Globes certification. Achievement of a significant percentage of the requirements in ASHRAE Standard 189.1 (2009). Performance verified by a third party or certified to be compliant by design professionals
20	LEED Platinum, ASHRAE 189.1	High level of LEED certification. ASHRAE Standard 189.1 compliance.

Request for Proposals

Willowgrove Commercial/Residential Mixed Use Site



January 2, 2013

Willowgrove – Commercial/Residential Mixed Use Site

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1.0 Purpose

The intent of this request for proposals (RFP) is to solicit detailed proposals for a Commercial/Residential Mixed Use site located at the village square in the Willowgrove neighbourhood to be sold at a fixed price to a builder willing to construct a mixed commercial/residential development that corresponds with the Land Branch's mixed use vision for the site.

2.0 Background

2.1 Civic Address

415 Willowgrove Square, Saskatoon

2.2 Legal Description

Parcel D, Block 520, Plan 101884215

2.3 Site Description

The site is located at 415 Willowgrove Square and has an area of approximately 1.48 acres (0.60 hectares) as shown on the site map (attachment 1).

The site is zoned B1B – Neighbourhood Commercial – Mixed Use District (attachment 3) which allows for mixed use development and may include a limited range of commercial and institutional uses, as well as medium density residential uses, that are generally compatible with residential land uses and which are intended to serve the needs of residents within a neighbourhood.

Highlights of this zoning district are:

1. This district may include a limited range of commercial and institutional uses that are generally compatible with residential land uses and which are intended to primarily serve the needs of residents within the neighbourhood.
2. This district facilitates up to two storeys of residential development above, and in conjunction with the commercial and institutional uses – there is an allowable maximum of three storeys of development. Dwelling units are not permitted on the first floor – at grade.
3. No parking is permitted in the front yard due to the provision of a rear lane.
4. The gross floor space ratio may be as much as 2.5:1.

neighbourhood residents a destination located at the relative centre of the neighbourhood near the core neighbourhood park. Linear park systems with multi-use trails connect to the village centre from the edges of the neighbourhood.

Willowgrove Square - The Village Square

Located in the Village Centre, the Village Square is approximately 1 acre in size. Unlike most open space areas, the Village Square is a more urban landscaped space with significant "hard landscape" such as paving stones, concrete, and fixed planters. A prominent "place maker", a clock, has been constructed in the centre of the Village Square. The village square is designed to be an informal meeting place or pedestrian destination point which is adjacent to the subject commercial and residential mixed use site. The Village Square may be used for a variety of informal or formal neighbourhood events including, but not limited to, public meetings; children, adult, and family activities; or simply as a place to sit and have a cup of coffee on a nice day. The Village Square is maintained by the City of Saskatoon as part of their park maintenance program.



Figure 3. Example image of the Village Square & potential surrounding development

Willowgrove Boulevard - the Neighbourhood's Grand Boulevard

Willowgrove Boulevard is a wide showcase collector street with a high degree of streetscaping including extensively landscaped centre medians. The grand boulevard terminates at the Village Square, its clock tower, and two commercial and residential mixed use sites, including the subject site. This provides a "terminating vista" which helps to reinforce the idea that the Village Centre is a special place - a focal point of the neighbourhood.

The Village Centre Neighbourhood Commercial and Residential Mixed Use Area

Two commercial and residential mixed use sites are located in the Village Centre. These sites partially surround the village Square and are envisioned as containing commercial and institutional uses that serve the needs of the residents within Willowgrove. The sites are envisioned as having up to two floors of residential development above the commercial. These buildings will have no minimum setback requirement and will front onto a wide specially landscaped sidewalk. Parking to serve the businesses is available on both the angle parking on the extra wide street that surrounds the Village Square, and the required onsite parking which is accessible by rear lanes. For illustration purposes, and at

a much smaller scale, the neighbourhood commercial development will be more reminiscent of an urban village area like the Broadway Commercial District than of a more vehicle oriented commercial district like the 8th Street commercial corridor.

415 Willowgrove Square – The Subject Site

In addition to the design elements noted above, the subject site is envisioned as containing, but not limited to, the following commercial and institutional uses: coffee shop, bakery, and deli; small scale retail such

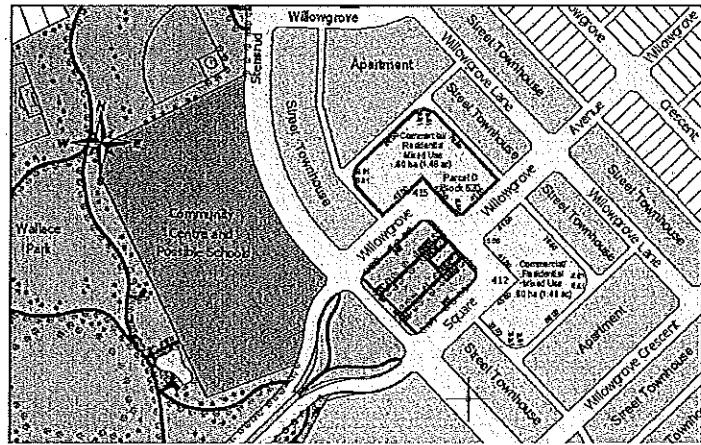


Figure 4. Village Square

as a boutique and art gallery; small scale professional services such as a law office and accounting firm; small scale medical services such as medical office and dental office; small scale personal services such as a health club, dry cleaning services, and hair salon; and a child care centre or pre-school.

Willowgrove's Residential Character

The design of Willowgrove facilitates a broad range of housing forms including the following: single-family detached houses with attached garages and no rear lanes, single-family detached houses with garages accessed from rear lanes, single-family style Type II Residential Care Homes, street townhouses, dwelling group townhouses, 3-storey apartment style buildings, and up to 2-storeys of residential above the neighbourhood commercial. To date, every housing form has been constructed or is currently under construction. One of the sites for the housing above the neighbourhood commercial is the subject of this RFP.

The variety of housing forms in this neighbourhood is fulfilling the demand for a wide range of lifestyle choices and price points. This offers investors the ability to capture a wide range of market possibilities.

2.5 Pricing

The selling price for the land is fixed at \$999,000 plus applicable taxes. This price is non-negotiable.

2.6 Servicing

Servicing and grading of the site is complete and this site is ready to build on.

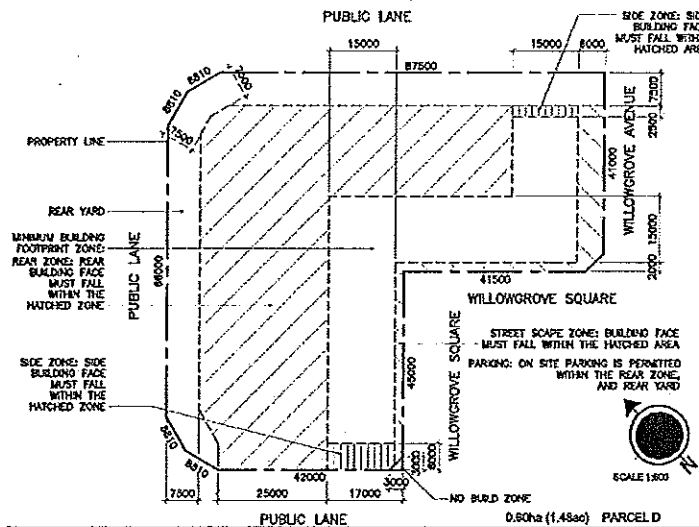
The selling price includes the following services, which are at the perimeter of the site only, and include curb or sidewalk, boulevard, street paving, street lighting, street signing, watermains, sanitary sewer mains, and storm sewer mains.

In addition, natural gas, electrical power and phone service will be provided to the property line to a point to be determined by the respective utility agencies. Any costs associated with service connections or private crossings are not included in the selling price and are the responsibility of the buyer.

Final site grading is the responsibility of the purchaser and must be approved by the City of Saskatoon Infrastructure Services Department.

2.7 Architectural and Development Controls

Proposals will be required to conform to the standards set out in the document, "Willowgrove Architectural Controls for B1B Commercial Zone", approved by City Council at its meeting held on December 12, 2005. An updated version of the above noted document is included as attachment 2 in this RFP. The architectural controls were put in place to ensure the development that occurs on this site fits with the overall vision for the neighbourhood as an Urban Village and with this site as a key component of the Village Square. The controls concern the position of the buildings on the site, the proportion, scale and massing of building forms, the application of materials and colours to exterior walls and roofs, and the choice and location of windows and doors. In addition, the application of red clay brick to match the entrance gates to the Willowgrove Neighbourhood and elements of the Willowgrove Square is being established as a unifying theme. Included in the architectural controls are requirements for the building on this site to include some red brick to fit this theme.



2.8 Parking Credit

The first block of Willowgrove Avenue and the street named Willowgrove Square, which surrounds the Willowgrove Square, has been designed with an extra wide right-of-way in order to accommodate angle parking on both sides. It has been determined that the angle parking has facilitated 53 extra street parking stalls that may be directly attributed to both of the Willowgrove commercial and residential mixed-use sites.

In light of the extra parking that has been facilitated on the street, the City's Administration is applying a 53 stall parking credit in total to both of the Willowgrove commercial and residential mixed-use sites – therefore the subject

site will receive a parking credit of 26 stalls.

As mentioned in "Site Description" section above, there will be no parking permitted in the front yard this site which is zoned B1B. The intent is to create a more attractive neighbourhood commercial streetscape. All of the required onsite parking will need to be accessed from the rear lane whether it is surface or underground parking or any combination thereof.

2.9 Amenities and Locational Advantages

- 1) The subject site is located in the Willowgrove neighbourhood which is within the popular University Heights Suburban Development Area.
- 2) The subject site is located in the "Village Centre", the heart of the neighbourhood, directly adjacent to the Willowgrove Square.
- 3) The Willowgrove Square is the neighbourhood village square which is intensively landscaped. It is designed and built to provide an attractive central meeting place for the residents of Willowgrove and the surrounding area.
- 4) The linear park system containing multi-use trails has been carefully designed to lead from the extents of the neighbourhood to the village centre and the subject sites.
- 5) Willowgrove Boulevard, a heavily landscaped showcase collector street, leads to and terminates at the village square and the subject site. This boulevard begins at the edge of the neighbourhood – at the intersection where the major arterial roadway, Attridge Drive ends at the major arterial roadway, McOrmond Drive – Attridge Drive ends and Willowgrove Boulevard begins.
- 6) The heart of the village centre, which includes the subject site, has been carefully designed at the confluence of the major collector streets - Willowgrove Boulevard and Stensrud Road - and the multi-use trail network. At this location the village square is a placemaker that has been carefully designed as a special place to draw people to the area.
- 7) The 10 foot plus large "bulbed" boulevard areas adjacent to the subject site will be extensively streetscaped with a sidewalk, a paver-stone amenity corridor, street trees with tree grates, and street furniture including, but not limited to, benches, planters, directory, and bicycle stands.
- 8) The elementary schools/community centre site is across Stensrud Road from the subject site.
- 9) The main neighbourhood park – Wallace Park – is adjacent to the Community Centre and elementary schools site.

- 10) The village centre area, where the subject site located, is the most densely populated area in Willowgrove as it contains most of the neighbourhood multi-family sites in addition to smaller lot single-family development.

2.10 Intentions for the Property

The neighbourhood of Willowgrove is a comprehensively planned development. The urban village concept, with the design and function of its village centre, village square, the subject site, and the other mixed-use site are integral to the concept and vision of Willowgrove. Willowgrove's urban village design, including the integrity of the subject site, has been used as a marketing tool and the existing residents, City Councilors, and other stakeholders have strong expectations for the design and function of the subject site and the other mixed-use site. As the land developer, the City of Saskatoon Land Branch is committed to ensuring that this neighbourhood commercial mixed-use development fulfills reasonable expectations. It may be argued that the two Commercial/Mixed Use sites are the two most important sites within the Willowgrove urban village neighbourhood.

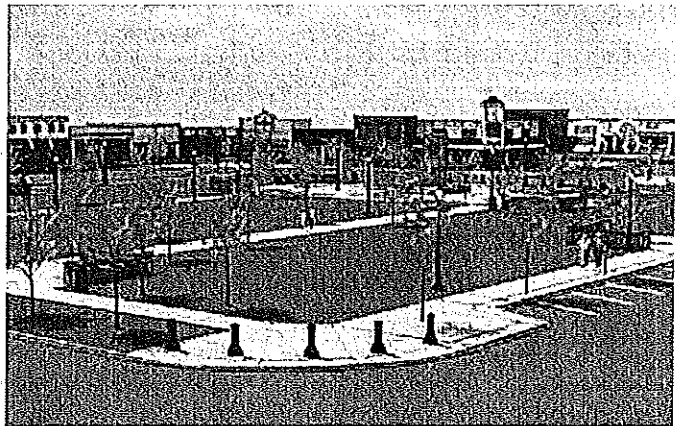


Figure 6. Example image of the Village Square & potential surrounding development

In evaluating the proposals, the City of Saskatoon Land Branch has the following expectations for the subject sites:

- 1) **Mandatory B1B Zoning:** The B1B zone does not permit residential development on the first floor. The Land Branch will not support the rezoning of the site to any other commercial, institutional, or residential zone.
- 2) **Residential:** any B1B site should have at least one floor of residential above the mandatory first floor commercial/office space. The B1B zone allows for up to 2 floors of residential above the first floor commercial/office space.
- 3) **Architecture:** at minimum, a proposal needs to present architecture that conforms to the standards as set out in the document, "Willowgrove Architectural Controls for B1B Commercial Zone". The document is available in pdf format on the City of Saskatoon's website – *Saskatoon.ca*.

An alternative method of locating the document is by performing an internet search – type in *wgcomarchcontrols.pdf*. If required, a hard copy can be made available by contacting the Land Branch.

- 4) **Sustainable Building Design and Construction:** any development proposal scenario should highlight information regarding environmentally sustainable building practices to be used and any green building standards that are proposed to be met in the building of the project.
- 5) **Vision Statement:** the proposal should include a general explanation regarding the proponents vision for the project including the following:
How would the development contribute to the overall urban village model as envisioned for the Willowgrove neighbourhood.

3.0 Scope of the Work

3.1 Qualifications

The proposal should include the firm's qualifications and references demonstrating the firm's capacity to complete a mixed use project of this size.

3.2 Project Objectives

3.2.1 General

The City of Saskatoon is soliciting detailed proposals for a Commercial/Residential Mixed Use site located at the village square in the Willowgrove neighbourhood to be sold at a fixed price to a developer willing to construct a mixed commercial/residential development that fits with the vision laid out of the site in the Willowgrove Concept Plan. Proposals will be ranked according to the criteria listed in attachment 5A.

3.2.2 Zoning Requirements

Proposals must meet all requirements of the zoning bylaw (B1B zoning district) and the architectural controls without the need for development appeals or variances.

3.3 *Proposal Content*

Proposals should contain the following items demonstrating how the project objectives will be met:

- a) Letter of interest that includes a statement of intention to meet the objectives of this project (section 3.2) and to meet the project delivery timeline (section 3.4).
- b) Information about the firm and the team to be employed on this project including qualifications, references and information on other related development work completed.
- c) Plans showing proposed designs:
 - i) Site plan:
 - building(s) footprint showing dimensions to property lines;
 - location and number of parking spots.
 - designated outdoor spaces;
 - conceptual landscape plan;
 - ii) Conceptual building design:
 - all building façade elevations including proposed materials;
 - ground floor plan, including proposed uses;
 - typical upper floor plans including proposed uses;
 - number and sizes of units;
 - energy saving features and other green building strategies.

3.4 *Project Delivery Timeline*

- The successful proponent will receive a 6 month option to purchase the subject site at the fixed price. A non-refundable option fee in the amount of 2% plus GST will be due within 30 days of the award. The option to purchase document will contain performance clauses to ensure that the development is constructed as proposed.
- During the option period, access to the site will not be permitted without prior written approval of the City of Saskatoon Land Branch.
- The successful proponent will be required to make a further non-refundable deposit in the amount of 8% of the purchase price plus GST before the 6 month option expires. The successful proponent will have 8 weeks from the date of submitting this second deposit to provide a complete submission for architectural review and an additional 10 weeks to receive final approval of the architectural drawings by the City.
- Upon written notification that the architectural review is complete and the architectural drawings are acceptable to the City, the successful proponent will have 30 days to exercise the option to purchase agreement and pay the full purchase price less the option fee and deposit already paid.
- Building permit approvals are contingent upon the architectural review process. A building permit will only be issued for designs which been

approved through the architectural review process.

- At the time of purchase, in addition to completing the full payment of the purchase price, a letter of credit representing 10% of the full purchase price is required. If the units are not built and available for occupancy within 30 months of signing the sale agreement, the letter of credit will be forfeited. If the units are built and available for occupancy within 30 months, the letter of credit will be returned upon the completion of the units.

3.5 Specific Tasks

3.5.1 Proponents

The successful proponent will:

- appoint a project manager;
- enter into an option to purchase agreement with the City of Saskatoon for the specified lands;
- ensure that all provincial requirements for the appropriate professional registration of the project team are met and provide proof of public, property, and professional liability coverage.

3.5.2 City

The City of Saskatoon will provide:

- a designated Project Coordinator to facilitate contact with key civic departments for this project;
- available digital line work for the site, subject to any applicable licensing required with the City;
- specified land at fixed cost provided in a fully serviced state, in a timely and efficient manner to support the construction of the project, based on submission of appropriate documentation by proponent.

4.0 Process

4.1 Invitation

This Request for Proposals will be distributed directly to known residential and commercial builders; will be advertised in the Saskatoon Star Phoenix and Western Investor for two Saturdays; and will be available on the City of Saskatoon's website. The Saskatoon and Region Home Builders Association will receive a copy of this proposal for information and distribution among their membership. All interested proponents may submit a proposal as outlined below.

4.2 Submission

Proposals must be submitted to the City of Saskatoon, Community Services Department on or before 2:00 pm, Monday June 3, 2013.

Payment terms are as defined within the Request for Proposal (section 4.4).

Submit five hard copies and one digital copy (pdf) of the proposal to:

Land Branch,
201– 3rd Avenue North,
Saskatoon, SK S7K 2H7
Attention: Danae Balogun

4.3 Selection

Proposals will be reviewed by the General Manager of Community Services or his designates, and assessed using the attached Evaluation Criteria (Attachment 4). Final selection of the winning proponent will be made on or before July 5, 2013. All proponents submitting a proposal will be notified of the City's decision after that date.

The successful proponent as selected by the City of Saskatoon will receive an option to purchase the subject site at the fixed price. If the successful proponent fails to meet any of the deadlines described in Section 3.4 the City may, at its discretion, refuse to complete the option to purchase and either negotiate with other proponents on the short list or launch another call for proposals.

4.4 Possession

Upon final approval of the architectural drawings by the City, the successful proponent will have 30 days to exercise the option to purchase agreement and remit payment in full. Possession of the property will be granted after payment in full has been received.

The following outlines the conditions for possession:

On or before the possession date, the successful proponent will deliver to the City of Saskatoon Land Branch the following:

1. Written notification of exercise of the option to purchase agreement,
2. A certified cheque, bank draft or solicitor's trust cheque for the complete purchase price (standard Law Society of Saskatchewan trust conditions will apply to the closing); and
3. A written statement acknowledging acceptance of the environmental condition of the property.

The City of Saskatoon will provide a Transfer Authorization to the purchaser's solicitor upon receipt of the balance of the purchase price.

Property taxes will be adjusted as per the possession date.

5.0 Standard Conditions

5.1 Right to refuse any submission

The Corporation of the City of Saskatoon (The City) reserves the right to reject any or all proposals or to accept any proposal received in response to this Request should they deem it in their interests to do so. No fee shall be payable by the City to proponents for the preparation of or presentation in response to the Request for Proposals. The City may, in its own discretion, waive any irregularity or insufficiency in any proposal selected.

5.2 Responsibility for accuracy of information

The information contained within this document, and any plans or drawings or supporting documentation that may be provided by The City are for the assistance of the proponent. The City takes no responsibility for the accuracy of information in this document or in any accompanying documentation. In the event of any discrepancies or omissions appearing, differences of opinion, misunderstanding, or dispute arising between the proponents and the City of Saskatoon relative to the intent or meaning of the terms set out in this Request for Proposals or in any accompanying documents, the decision and interpretation of The City shall be final and binding upon all parties, and from which there shall be no appeal.

5.3 Waiver of rights in proposals

All proposals and any accompanying information submitted by proponents will become the property of The City and may not be returned to the proponents. Each proponent acknowledges and agrees that The City is likely to receive and be required to deal with a number of competing proposals, each of which may contain or disclose information considered by the proponent to be of special, unique or proprietary nature. Details of all proposals will be kept confidential until the final selection of the proponent; however, all proposals are subject to the "Freedom of Information and Protection of Privacy Act". In addition, as part of the selection of the successful proponent, summaries of all proposals received, and details of the agreements to be entered into with the successful proponent may constitute part of a public report to City Council.

5.4 Indemnity of Corporation by proponents

Each proponent shall indemnify and save harmless The City, and their respective staff and consultants from and against all claims, actions, suits and

proceedings, including all costs and expenses of every nature whatsoever incurred directly and indirectly by The City in connection with such claims and actions in respect to the infringement or alleged infringement of any patent, copyright, trademark or industrial design or the use or misuse in connection with the proposal.

5.5 Conflicts of interest

No member of City Council nor any employee or official of The City shall submit or be directly involved in the submission of a proposal.

5.6 Condition of site

5.6.1 A Phase 1 Environmental Site Assessment report as completed for the entire neighbourhood of Willowgrove will be supplied to the successful applicant. Any further subsurface environmental investigations to evaluate for soil conditions on the site will be at the applicants own expense.

5.6.2 The City makes no other representations or warranties of any kind, either expressed or implied, as to the condition of the pre-designated site, the soils conditions or the use to which it may be put. The successful proponent must accept the site in an "as is" condition.

5.7 Proponents costs

The City shall not be responsible for any costs or expenses incurred by the proponents in the preparation or presentation of proposals.

Attachment 1	Location Map
Attachment 2	Willowgrove Architectural Controls for B1B Commercial Zone
Attachment 3	B1B Zoning District
Attachment 4	Evaluation Criteria
Attachment 5	Evaluation Criteria – Sustainability Matrix

RECEIVED

4515-1
3.

TO: Secretary, Land Bank Committee
FROM: General Manager, Community Services Department
DATE: October 31, 2012
SUBJECT: Request to Sell City-Owned Property
Parcel BB (Plan to be Registered) 1509 Richardson Road
Parcel CC (Plan to be Registered) 1615 Richardson Road
Hampton Village Neighbourhood
FILE NO.: LA 4217-012-005

RECOMMENDATION: that a report be submitted to City Council recommending:

- 1) that the Land Bank Manager be authorized to sell multi-family Parcel BB, Plan to be Registered and Parcel CC, Plan to be Registered, to the highest bidder through a public tender process with reserve bid prices as outlined in this report;
- 2) that if the parcels are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-served basis;
- 3) that the Land Bank Manager be authorized to administer development controls for Parcels BB and CC in accordance with the criteria outlined in this report; and,
- 4) that his Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sales.

TOPIC AND PURPOSE

The purpose of this report is to obtain approval to price and sell two multi-family parcels by public tender, and to administer development controls for these parcels.

REPORT HIGHLIGHTS

1. The two subject parcels are zoned for the development of ground-oriented group townhouses;
2. Parcel BB is 1.48 ha. (3.65 acres) in area, with a reserve bid of \$2,795,000;
3. Parcel CC is 1.56 ha. (3.87 acres) in area, with a reserve bid of \$2,903,000;

4. Both parcels BB and CC are subject to an architectural review process based on the document Architectural Controls for Multi-family Dwelling Districts; and
5. Both Parcels BB and CC will accommodate walk-out basement units on the easterly sides of the sites.

STRATEGIC GOAL(S)

The sale of these parcels supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by increasing revenue sources and reducing reliance on residential property taxes, and by providing revenue to fund new capital expenditures, including core services such as fire halls, roadways, and underground services.

BACKGROUND

The Land Branch is requesting approval to set prices and sell by public tender, two multi-family sites in the Hampton Village. The Hampton Village neighbourhood has been developed by the Land Branch in partnership with Dundee Realty Corporation. These are the last multi-family parcels remaining within the Land Branch's ownership area.

Attachment 1 shows the location of the parcels on Richardson Road in the Hampton Village Neighborhood.

REPORT

Land Use

These multi-family parcels are zoned RMTN - Residential Townhouse District, and will accommodate the development of ground- oriented group townhouses. These parcels have been graded to accommodate walk-out basement lots on the eastern areas of the sites. The parcels back on to a dry pond area to the east, and Parcel BB shares part of its northern boundary with a Municipal Reserve (parkspace) parcel. Parcel CC has a registered lane along the southern boundary, and an existing row of trees within the site north of the lane. Potential purchasers of this site will be made aware of these trees and encouraged to consider the possibility of retaining them as a site amenity.

Pricing

Reserve prices for these sites have been determined using a comparable analysis of pricing for similar group townhouse parcels in the Saskatoon market. Consideration of the particular development characteristics on these sites includes: the accommodation of walk-out units, retention of trees (Parcel CC), and lane access considerations (Parcel CC). The recommended pricing for these sites is as follows:

Parcel BB	\$765,000/acre	3.65 acres	Reserve Bid \$2,795,000
Parcel CC	\$750,000/acre	3.87 acres	Reserve Bid \$2,903,000

Architectural Controls

As with other multi-family parcels developed by the Land Branch in the Hampton Village neighbourhood, these sites will be subject to an architectural review process based on the document Architectural Controls for Multi-family Dwelling Districts.

Development Controls

A number of development controls are proposed for the four group townhouse residential parcels considered in this report:

- 1) The development shall consist of ground-oriented housing units only. No dwelling units shall be located above or below another;
- 2) All buildings shall have a maximum of two storeys in elevation;
- 3) No dwelling units shall be constructed with an above-grade floor area (excluding attached decks, patios and garages) less than 1,000 square feet; and
- 5) All dwelling units must be constructed with a minimum single-wide garage. The garage must be constructed at the same time the dwelling is built.

OPTIONS TO THE RECOMMENDATION

The only option would be to not proceed with the sale of these sites at this time.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proceeds from the sale of this land will be deposited into the Hampton Village Neighbourhood Land Development Fund.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

These sites are consistent with the approved neighbourhood concept plan. No public and or/stakeholder involvement is required.

COMMUNICATION PLAN

Notice of the RFP and the Public Tender will be advertised in The StarPhoenix a minimum of two Saturdays prior to the closing date and will be posted on the City's Land Branch website.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PRIVACY IMPACT

There are no privacy implications

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The subdivision and sale of these parcels is in conformance with the approved Hampton Village Neighbourhood Concept Plan. A CPTED review is not required.


PUBLIC NOTICE

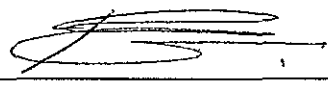
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

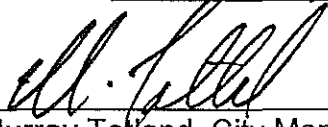
ATTACHMENT(S)

- 1. Plan Showing the Location of the Subject Parcels in the Hampton Village Neighbourhood

Written by: Brad Murray, Land Development Project Manager

Reviewed by: 
 Frank Long, Land Bank Manager
 Dated: October 31st 2012

Approved by: 
 Randy Grauer, General Manager
 Community Services Department
 Dated: October 31, 2012

Approved by: 
 Murray Tottand, City Manager
 Dated: Nov 7/12.

His Worship the Mayor and City Council
The City of Saskatoon

REPORT
of the
EXECUTIVE COMMITTEE

Composition of Committee

His Worship Mayor D. Atchison, Chair
Councillor C. Clark
Councillor T. Davies
Councillor R. Donauer
Councillor D. Hill
Councillor A. Iwanchuk
Councillor Z. Jeffries
Councillor M. Loewen
Councillor P. Lorje
Councillor E. Olauson
Councillor T. Paulsen

1. Snow Dump Services – User Fees
(File No. CK. 6290-1)

- RECOMMENDATION:**
- 1) that snow dump facilities and services provided by the City of Saskatoon be funded from a user pay system; and
 - 2) that the Administration consult with industry and users and report on a timely basis on a permit or ticket-per-dump system commencing in the 2013/2014 season.

Attached is a report of the General Manager, Infrastructure Services Department dated November 5, 2012, dealing with user fees for snow dump services. Your Committee has considered this matter and supports the above recommendations.

Respectfully submitted,

His Worship Mayor D. Atchison, Chair

6290-1
x 1720-1

To: Secretary, Executive Committee
From: General Manager, Infrastructure Services Department
Date: November 5, 2012
Subject: Snow Dump Services - User Fees
File No. CK. 6290-1 and 116-1



RECOMMENDATION: that the following report be submitted to City Council recommending:

- 1) that snow dump facilities and services provided by the City of Saskatoon be funded from a user pay system;
- 2) that the direction of Council issue with respect to the percentage of cost recovery from users; and
- 3) that the Administration consult with industry and users and report on a permit or ticket-per-dump system commencing in the 2013/2014 season.

TOPIC AND PURPOSE

This report is intended to provide information regarding user fees for snow dump services, which the Executive Committee requested at its meeting held on August 16, 2011, and to request that the report be submitted to City Council recommending that a permit system be implemented, beginning in the 2013/2014 season.

REPORT HIGHLIGHTS

1. The City has provided, maintained and operated, at the City's expense, snow dumps that have been open for public use.
2. Snow dump site maintenance costs have increased from approximately \$50,000 per year to \$300,000 per year during the last decade.
3. Other municipalities, such as Sudbury, Ontario and Red Deer, Alberta have successfully implemented fees to offset operational costs.
4. There are other Saskatchewan municipalities, such as Regina and Yorkton, who are determining if user fees should be applied to recover some or all of their operating costs.

STRATEGIC GOALS

The recommendations in this report are supported by the City of Saskatoon's Asset and Financial Sustainability Strategic Goal, as they will reduce reliance on residential property taxes and provide an alternate source of revenue to pay for ongoing operations.

BACKGROUND

The Executive Committee, at its special service-review meeting held on the August 16, 2011, considered the matter of Snow Dump Services - User Fees (Attachment 1) and resolved, in part, that the Administration submit a report prior to the 2012/13 winter regarding a phased-in approach to introducing user fees.

REPORT

Snow Dump Maintenance Costs

For the past several years, the City of Saskatoon has offered the use of snow dumps to the public as a free service. The City prepares the snow dump in the fall, maintains it by pushing the snow piles to maximize storage capacity and efficient spring thaw, and cleans the site each spring.

Over the last decade, the average maintenance costs have increased from approximately \$50,000 per season to an average of approximately \$300,000. These operating costs will continue to increase as the city experiences population growth.

Other Municipalities and Their Operations

Research conducted on how other municipalities operate their snow storage sites revealed that there is no general consensus as to whether user fees are charged for the use of snow storage facilities. The following chart provides a general overview of how the Canadian municipalities which were surveyed operate their facilities:

Municipality	Open to the Public	User Fees Charged	% of Operating Costs Recovered
Yorkton	Yes	TBD	TBD
Regina	Yes	TBD	TBD
Winnipeg	Yes	No	0%
Edmonton	Yes	No	0%
Prince Albert	Yes	No	0%
Calgary	No	N/A	0%
Whitehorse	Yes	\$100 permit	5%
Sudbury	Yes	\$5-\$20/load	50%
Red Deer	Yes	\$12-\$22/load	100%

Of the nine cities surveyed:

- Two charge a fee per load;
- One charges a permit fee at the beginning of the season;
- One requires all non-city haulers to source their own locations;

- Two (Regina and Yorkton) are currently conducting studies regarding permanent sites and whether or not fees will be associated with them;
- One (Prince Albert) shares the cost of pushing the snow with the contractors that use the snow storage site; and
- Two incur the entire cost of the snow dump operations.

The following table provides a more detailed explanation of each of the cities' snow storage facility operations:

Comparison of Other Centers

City	Number of Sites	Size (acres)	Combined City and Contract Use	Fee Structure	Maintenance Cost	Planned Permanent
Red Deer	2	8 and 12	yes	Note below*	232,000	all engineered
Sudbury	1		yes	Note below**	n/a	not yet
Whitehorse	13	all under 10	12 city use only sites, 1 site open to public use	\$100 permit	60,000	not yet
Calgary	3	n/a	city use only	n/a	n/a	not yet
Prince Albert	3	2-10, 1-20	large site shared	shared pushing	n/a	not yet
Edmonton	4	30	yes	No fee	280,000	all engineered
Winnipeg	6	n/a	yes	No fee	n/a	not yet
Regina	1	74	yes	under review	290,000	under review
Yorkton	1	80	yes	part of study	1,000 ***	study under way
Saskatoon	4	Average 25	1 City, 3 shared	No fee	300,000	under review

*Red Deer fees are structured as follows: \$22/semi trailer, \$11/tandem, Fees cover dump site operations only

**Sudbury fees are structured as follows: \$20/semi trailer, \$11/ tri-axle, \$9/tandem, \$5/single axle.

This recovers about half of the site operation costs.

***Yorkton maintenance is low because they do not push the snow into piles.

- The City of Red Deer utilizes a fee per load structure to recover all operating costs, but it is not intended to recover any of the costs of construction or development of the site.
- The City of Sudbury derived its charges from the same formula and arrived at similar costs to Red Deer.
- The City of Sudbury recovers only approximately half of their costs with their fee schedule. (The City contributes almost as much snow to the dump sites as contract haulers, therefore, they felt it was not fair to recover 100% of the costs.)
- The City of Calgary does not permit public use of their sites. Private contractors, the general public and trucks hauling under contract for the City of Calgary are required to source their own snow storage locations.

Of the three municipalities that charge for access, compliance is all monitored differently, and ranges from an honour system with random inspections, to staff tracking the work, to a card lock system that tracks every truck in and out.

It is the Administration's opinion that, with the long-term goal of having permanent snow storage sites in place to replace the temporary sites, a phased in system to charging for snow dump storage site usage is the best approach.

Permit Fee Per Truck

Currently, the City of Saskatoon contributes approximately 20% of the volume of snow in the snow dump sites, with private contractors and the public contributing the remaining 80%.

To comply with the Executive Committee's request for user fee implementation, commencing in the 2013/2014 winter, a tiered permit fee for different vehicle classes could be implemented. Because there has never been a fee schedule in the past, it is recommended that this be phased in to allow contractors and their customers ample time to prepare and budget for the additional costs.

The following table shows a possible increasing permit fee structure, as per size of vehicle loads, which would be phased in over three seasons.

Proposed Permit Fee Schedule

Truck Class	Estimated Number of Annual Permits	Permit Cost for 2013-14 (\$)	Permit Cost for 2014-15 (\$)	Permit Cost for 2015-16 (\$)
1/2 ton	10	\$ 100	\$ 150	\$ 200
1 ton	15	\$ 200	\$ 250	\$ 300
Single Axle	25	\$ 300	\$ 350	\$ 400
Tandem	25	\$ 400	\$ 450	\$ 500
Tandem Semi	20	\$ 800	\$ 900	\$1,000
Tri-axle Semi	20	\$1,300	\$1,400	\$1,500

Based on the estimated number of permits that would be issued, this would generate approximately \$63,500 in the first year of operations and \$79,000 in the third year, representing 21% to 26% of the approximate \$300,000 annual operating costs.

Tickets Per Dump

The Administration is also recommending that, as soon as practicable, a similar system to that used by Red Deer and Sudbury, which charge a ticket-per-load system be re-evaluated for possible implementation.

This system would charge users according to the volume of snow by vehicle class. Based on \$0.30 per cubic metre, this could generate approximately \$240,000 of the total average operating costs of \$300,000.

If this system were to be implemented, staffing or electrical gate keeping infrastructure would be required 24 hours a day, 7 days a week for the five months that the site is open. Using Commissionaires, this would equate to 3,600 hours per site, or \$72,000 per season per site.

The following table reflects what the charge rate for the ticket-per-load would be, based on approximately \$0.30 per m³ without gate keeping, and \$0.60 per m³ with gate keeping:

Truck Size	Truck Volume (m³)	Ticket Cost Without Attendant (\$)	Ticket Cost With Attendant (\$)
1/2 ton	0.5	\$0.15	\$ 0.31
1 ton	1	\$0.30	\$ 0.62
Single Axle	5	\$1.50	\$ 3.10
Tandem	10	\$3.00	\$ 6.20
Tandem Semi	20	\$6.00	\$12.40
Tri-axle Semi	30	\$9.00	\$18.60

Adding a capital cost recovery to the ticket price is also an option.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

It is estimated that a permit fee system, as outlined in this report, would generate approximately \$63,500 in the first year of operations and \$79,000 in the third year, representing 21% to 26% of the approximate \$300,000 annual operating costs. Ticket revenue could be designed to completely cover operating and capital costs.

Revenue received would be applied to the Operating Budget.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Administration will consult with industry and users.

COMMUNICATION PLAN

A communications plan will be developed to invite providers and users to provide their input on a permit or ticket-per-dump system.

ENVIRONMENTAL IMPLICATIONS

No environmental and/or greenhouse gas implications have been identified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

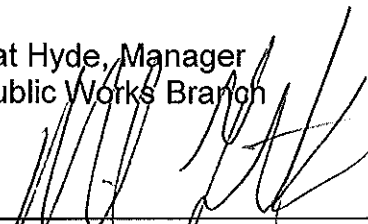
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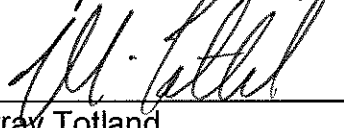
ATTACHMENT

1. Business Plan and Budget Decision Item – Snow and Ice Management – Snow Dump Services – User Fees.

Written by: Paul Bracken, Manager, Roadways Section
Public Works Branch

Approved by: Pat Hyde, Manager
Public Works Branch

Approved by: 
Mike Gutek, General Manager
Infrastructure Services Department
Dated: Nov 13, 12

Approved by: 
Murray Totland
City Manager
Dated: Nov 13/12

BUSINESS PLAN AND BUDGET DECISION ITEM

Business/Service Line: Snow and Ice Management

Revenue Opportunity: Snow Dump Services – User Fees

1. Recommendation

That a user fee be established for the provision of snow dump locations and services.

2. Problem or Opportunity (Issue Statement)

Budget pressures from a broad scope of community expressed needs are pushing the mill rate increases above what many citizens consider as acceptable, and there is an opportunity to reduce the 2012 Operating Budget.

3. Background

The practice in Saskatoon has been to provide mill rate supported snow dump locations, staffing and equipment to provide snow dump management and pushing services for any load of snow delivered to a dump. Currently Edmonton, Calgary, Winnipeg and Regina do not charge user fees for snow dumping at their snow facilities.

4. Rationale

This program is being brought forward for service level reduction within the context of Point 2 above.

5. Implications of the Recommendation

A ticket system would be implemented whereby dump tickets would be purchased and used to gain entry to snow dumps.

Net savings to the mill rate approximately \$125,000 in normal weather years for snowfall and elimination of higher liability in heavy snowfall years.

6. Alternatives to the Recommendation

This is a standalone option increasing the cost of snow management of all private entities in Saskatoon.

7. Communications Approach

The extent to which the business and contracting communities should be consulted on this change would be at the discretion of City Council. In order for businesses to budget for the increased costs it is recommended that the decision of City Council be well communicated.

COMMUNICATIONS TO COUNCIL

MEETING OF CITY COUNCIL – MONDAY, NOVEMBER 26, 2012

A. REQUESTS TO SPEAK TO COUNCIL

1) Alan Thomarat, Saskatoon Home Builders Association, dated November 7

Requesting permission to address City Council with respect to future housing and renewing a five-year housing plan. (File No. CK. 750-1)

RECOMMENDATION: that Alan Thomarat be heard.

2) Adam Pollock, dated November 20

Requesting permission to address City Council with respect to bridges.
(File No. CK. 6050-8)

RECOMMENDATION: that Adam Pollock be heard.

B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL

1) Fred Baran, Councillor, RM of Dundurn #314, dated October 30

Commenting on negotiations over a proposal for Blackstrap Park. (File No. CK. 277-1)

RECOMMENDATION: that the direction of Council issue.

2) Drew Preston, dated November 7

Commenting on funding for road repairs. (File No. CK. 6315-1)

RECOMMENDATION: that the information be received.

3) Dan Norton, dated November 9

Commenting on construction on Circle Drive. (File No. CK. 6050-9)

RECOMMENDATION: that the information be received.

4) Karen Leibovici, FCM President, dated October 24

Submitting invoice in the amount of \$30,115.54 for annual membership.
(File No. CK. 155-2)

RECOMMENDATION: that the invoice in the amount of \$30,115.54 for 2013-2014 membership in FCM be paid.

5) Frank Regier, dated November 15

Commenting on possible property tax increase. (File No. CK. 1905-5)

RECOMMENDATION: that the information be received.

6) Raissa Graumans, dated November 15

Commenting on mobile food vendors. (File No. CK. 300-11)

RECOMMENDATION: that the direction of Council issue.

Items Which Require the Direction of City Council
Monday, November 26, 2012
Page 2

7) Connie Boyko, dated November 15

Commenting on salary of councillors. (File No. CK. 4670-5)

RECOMMENDATION: that the information be received.

8) Byron Shaw, dated November 15

Commenting on salary of councillors. (File No. CK. 4670-5)

RECOMMENDATION: that the information be received.

9) Susan Mak, dated November 16

Commenting on salary of councillors. (File No. CK. 4670-5)

RECOMMENDATION: that the information be received.

10) Terry Yaskowich, dated November 15

Commenting on toll bridges. (File No. CK. 6050-1)

RECOMMENDATION: that the information be received.

11) Clayton Leach, dated November 16

Commenting on toll bridges. (File No. CK. 6050-1)

RECOMMENDATION: that the information be received.

12) Blair Wooff, undated

Commenting on limited residential parking permit program. (File No. CK. 6120-4-2)

RECOMMENDATION: that the direction of Council issue.

Items Which Require the Direction of City Council
Monday, November 26, 2012
Page 3

13) Shellie Bryant, Secretary, Development Appeals Board, dated November 7

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 1109 Avenue Q South. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

14) Shellie Bryant, Secretary, Development Appeals Board, dated November 16

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 1803 Idylwyld Drive North. (File No. CK. 4352-1)

15) Shellie Bryant, Secretary, Development Appeals Board, dated November 19

Submitting copy of Notice of Hearing of the Development Appeals Board regarding the property located at 90 33rd Street East. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION

1) Amanda Randall, dated November 8

Commenting on fluoride. (File No. CK. 7920-1) (Referred to Administration to respond to the writer.)

2) Shannan McKay, dated November 8

Commenting on transit in the north end of the city. (File No. CK. 7310-1) (Referred to Administration to respond to the writer.)

3) Tammy Hrycan, dated November 12

Commenting on deer in developing neighbourhoods. (File No. CK. 151-14) (Referred to Administration to respond to the writer.)

4) Juan Serrano, dated November 13

Commenting on recycling. (File No. CK. 7830-5) (Referred to Administration to respond to the writer.)

5) Jean Hein, dated November 13

Commenting on Transit Route 80. (File No. CK. 7310-1) (Referred to Administration to respond to the writer.)

6) Renita Lefebvre, dated November 13

Commenting on snow removal from sidewalks. (File No. CK. 6290-1) (Referred to Administration to respond to the writer.)

7) Grace Kuhn, dated November 14

Commenting on snow accumulation and civic matters. (File No. CK. 6290-1) (Referred to Administration for further handling and response to the writer.)

Items Which Have Been Referred for Appropriate Action
November 26, 2012
Page 2

8) Trevor Daviduke, dated November 15

Commenting on snow dump location updates on the City's website. (File No. C. 6290-1)
(Referred to Administration for further handling.)

9) Paul Hamilton, dated November 17

Commenting on communications. (File No. CK. 7820-5) **(Referred to Administration for appropriate action.)**

10) Anda Ciurezu, dated November 19

Requesting information about keeping foxes as pets. (File No. CK. 151-15) **(Referred to Administration to respond to the writer.)**

11) Danielle White, dated November 20

Suggesting a leisure pass for seniors. (File No. CK. 1720-3) **(Referred to Administration to respond to the writer.)**

12) Casey Cherry, dated November 20

Commenting on indoor ice surfaces available. (File No. CK. 5500-1) **(Referred to Administration to respond to the writer.)**

13) Gerry Little, dated November 20

Commenting on the future of the train from Kinsmen Park. (File No. CK. 4205-9)
(Referred to Administration to respond to the writer.)

14) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 859 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-6) **(Referred to Administration for further handling.)**

15) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 59 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-4) **(Referred to Administration for further handling.)**

16) Rhonda Heisler, National Representative, CUPE, dated November 15

Submitting notice on behalf of CUPE Local 47 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-3) **(Referred to Administration for further handling.)**

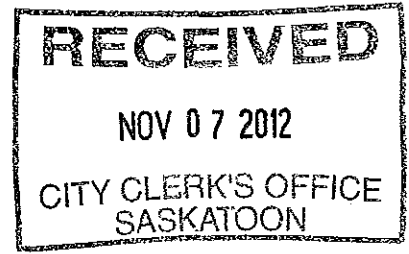
17) Jim Yakubowski, Amalgamated Transit Union Local 615, dated November 16

Submitting notice on behalf of Amalgamated Transit Union Local 615 to enter into negotiations for revisions and additions to the Collective Bargaining Agreement. (File No. CK. 4720-2) **(Referred to Administration for further handling.)**

RECOMMENDATION: that the information be received.

AI

From: CityCouncilWebForm
Sent: November 07, 2012 10:57 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Alan Thomarat
11-3012 Louise Street
Saskatoon
Saskatchewan
S7J 3L8

EMAIL ADDRESS:

schapman@saskatoonhomebuilders.com

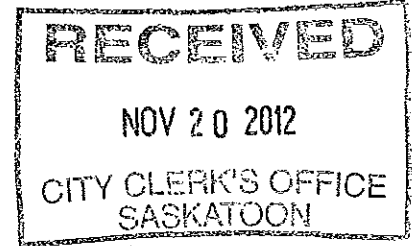
COMMENTS:

Please accept this as a formal request to address City Council regarding future housing and renewing a five-year housing plan on November 13th, 26th

Any assistance you can provide in confirming with our Association office that I will have an opportunity to address Council on this matter next week would be greatly appreciated.

A2

From: CityCouncilWebForm
Sent: November 20, 2012 10:09 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Adam Pollock
1706 17th Street W.
Saskatoon
Saskatchewan
s7m 1e6

EMAIL ADDRESS:

cabynspace@hotmail.com

COMMENTS:

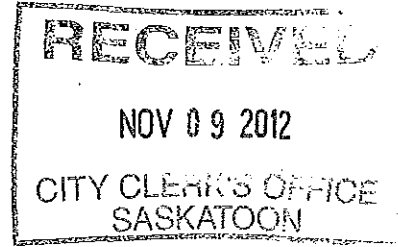
Dear Leaders,

I wish to speak in regards to the Traffic Bridge Pedestrian and Bicycle river crossing. As you all know 5 minutes isn't enough time to express all facets of an idea, or enough time for even a brief discussion. I would like to revisit this idea and discuss the growing desire for this important linkage in our city.

Thank You.
adam

0277-1
BID

RURAL MUNICIPALITY OF DUNDURN NO. 314
BOX 159 DUNDURN, SASKATCHEWAN S0K 1K0
Phone 492-2132 Fax 492-4758
email rm314@sasktel.net



October 30, 2012

City of Saskatoon
222-3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Sir:

I am sorry that it has taken so long to let you know about the status of negotiations over the proposal for Blackstrap Park.

In August a meeting with Minister Hutchinson led us to believe that the department would be interested in further discussions with his staff about Blackstrap Provincial Park becoming a regional park. At a follow up meeting with the senior park planner we were advised that the department intended to retain the park. Plans were being made to hire a new park manager and that Blackstrap would be a priority. A request for cooperation with our committee was made so that Blackstrap Provincial Park would prosper and develop. Shortly after this meeting CTV contacted myself about what was happening. They also interviewed the new Minister, Honorable Kevin Doherty. He stated that they wished to retain Blackstrap and that a new ten year plan would be developed for the park.

This is the same rhetoric we have heard since our interests were made seven years ago, and ironically I believe that the rhetoric will continue. While Blackstrap has a tremendous potential I am convinced that very little will be done to improve it.

I would like to get your opinion as to what action our committee should pursue.

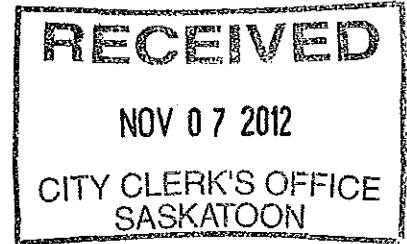
A meeting is being scheduled for November 22, 2012 at 7:00 pm at the Dundurn Town Hall. Your attendance is requested.

Yours truly,

Fred Baran, Councillor
RM of Dundurn #314

6315-1
Ba

From: CityCouncilWebForm
Sent: November 07, 2012 12:00 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Drew Preston
705-145 Sandy Court
Saskatoon
Saskatchewan
S7K 6P7

EMAIL ADDRESS:

drewpreston@shaw.ca

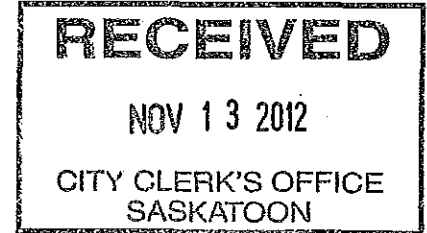
COMMENTS:

re: Tax Hike for Road Repair. I would like this council to consider other funding alternatives to our road repair problems.

The problem with a tax hike on property owners is that THEY carry the burden of improving our roads. A good percentage of people who live just outside our city in the bedroom communities use our roads every day and do not have to pay a dime to improve them. Person who live in rental units would benefit but do not contribute to fixing the problem but yet they use the roads too. Could this council look at funding road repairs through a local city sales tax or a gas tax that would be in effect until the roads are brought back to the standard everyone wants, then kill the temporary tax and go back to a traditional funding model.

6050 B3

From: CityCouncilWebForm
Sent: November 09, 2012 6:22 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Dan Norton
3721 john a macdonald rd
saskatoon
Saskatchewan
s7l 5j6

EMAIL ADDRESS:

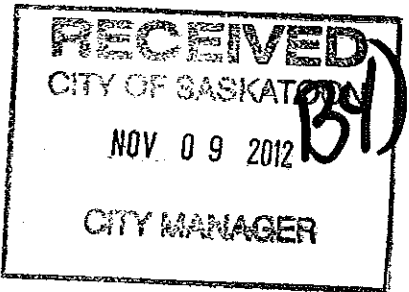
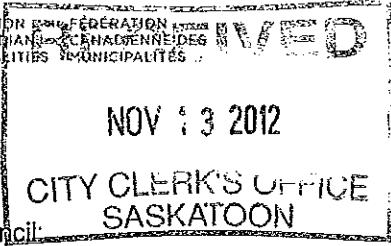
angusbeef101@hotmail.com

COMMENTS:

I am addressing the circle drive construction. As an ex-landscaper of 15 yrs. My wife and I travel thru out the city, parking and drinking our coffee from Tim's. We park in a dozen places. Just sitting and watching the construction. Pretty much at least 5 out of 7 days a week. Half the time downtown [river front area] but as the circle drive. We had found that there was a lot of days that no construction was happening at all. During those days of bad weather. We sit and can count, a few trucks moving. But overall, there were days they could have been working. Downtown is very nice, and we just sit and look at the beauty the city has become. But that's just my opinion on the construction of circle drive.



FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION DES VILLES ET MUNICIPALITÉS



October 24, 2012

Dear Members of Council:

It's time to renew your annual membership with the Federation of Canadian Municipalities (FCM).

The past year has been very productive for FCM and our members, as we have worked together to influence federal policies and pave the way for a new long-term infrastructure plan. This all-important plan for municipalities will replace nearly \$2 billion in federal funding due to expire in 2014.

Working alongside our provincial/territorial association partners, FCM is advocating strongly for a formal announcement of the new long-term infrastructure plan in Budget 2013. This will ensure the federal government meets its commitment to have the plan and related programs in place for the 2014 construction season.

We hope you keep FCM's vital work on long-term infrastructure funding in mind as you prepare to renew your membership. We are also dedicating time and resources to focus on other key areas of interest for your community over the coming year. These include:

- Policing and public safety – reforming the national policing system to establish a fairer distribution of responsibilities and resources.
- Rural, remote and northern – improving life in these communities through dedicated federal programs that address economic and social issues.
- Transit and transportation – addressing transportation, commuting and public transit issues in the long-term infrastructure plan.

The City of Saskatoon will benefit from FCM-driven programs by receiving about \$18,058,845* in revenue from GST rebates and the Gas Tax Fund this year. Your 2013–2014 FCM membership renewal is only \$41,225. Your renewal fee is based on 2011 Census data.

Your membership in FCM makes a difference. As our member base has doubled over the past decade, we have become more influential in Ottawa. The result: federal investments in municipalities grew from \$125 million to \$4.75 billion annually, and this doesn't include the \$12 billion from the recent Economic Action Plan.

As we work with the federal government on long-term, sustained infrastructure funding and other priorities, we need your support to ensure our continued success in advocating for programs that directly benefit your community.

FCM gives your municipality the strength of close to 2,000 communities across the country to overcome the challenges you face. **Keep our voice strong – renew your membership today.**

Yours sincerely,

Karen Leibovici
FCM President
Councillor,
City of Edmonton

* This amount is an estimate based on an average national allocation of federal funds.

President
Présidente
Karen Leibovici
Councillor,
City of Edmonton, AB

First Vice-President
Premier vice-président
Claude Dauphin
Maire,
arrondissement de Lachine
Ville de Montréal, QC

Second Vice-President
Deuxième vice-président
Brad Woodside
Mayor,
City of Fredericton, NB

Third Vice-President
Troisième vice-président
Raymond Louie
Councillor,
City of Vancouver, BC

Past President
Président sortant
Berry Urbanovic
Councillor,
City of Kitchener, ON

Chief Executive Officer
Chef de la direction
Brock Carlton
Ottawa, ON

24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2013-2014
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Mr. Murray Totland
City of Saskatoon
222-3rd Avenue North
Saskatoon, SK S7K 0J5
Canada

INVOICE/FACTURE: 24675
DATE: 10/11/2012
ACCOUNT/COMPTE: 92
DUE DATE/DATE LIMITE: 03/31/2013

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/13 to March 31/14 / Frais de cotisation du 1 ^{er} avril 2013 au 31 mars 2014 Municipal Dues Calculated with a base fee of \$320.00 plus per capita fees of \$29,795.54 (fee population of 222,189 x 13.41 cents).	\$30,115.54
Optional contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors (fee population of 222,189 x 5.00 cents).	\$11,109.45
TOTAL:	\$41,224.99
PAID AMOUNT/MONTANT PAYÉ:	\$0.00
BALANCE DU/MONTANT DÛ:	\$41,224.99

Please include a copy of this invoice with your payment.
Veuillez retourner une copie de la facture avec votre paiement.
Thank You/Merci

19055) B5)

From: CityCouncilWebForm
Sent: November 15, 2012 10:27 AM
To: City Council
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

frank regier
1415 ave.f.north
saskatoon
Saskatchewan
s7l-1x6

EMAIL ADDRESS:

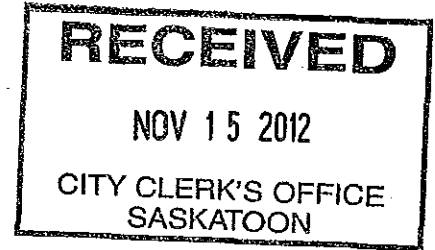
frangreyhound@yahoo.ca

COMMENTS:

I have concerns about possible property tax hikes in 2013. Roads in my area are in bad shape with buses, dumptrucks, garbage trucks, emergency vehicles, semi's, and cars racing in my area. I feel that council is spending too much money on riverland, mental which could have been spent on roads. I think car allowance for council and mayor should be frozen until the roads are fixed. Taxpayers are on fixed income with the high rents people could not afford a hike in rents. No pay hikes either for mayor or council. Taxpayers have been paying increases each year. And this council has to take financial responsibility. Recycle garbage cans mandatory isn't fair for low-income people who recycle stuff at sarscan depots. Most homes don't have room to put the extra can since their properties were not built to store these. I hope that council will think very deeply when making these decisions. The hardship on people with fixed income this would affect. Please think this over please..... the economy is fragile here and think of the homeless this could risk if people lose their homes or apartments/suites. If they can't pay rent. Thank you for reading this and I pray that you would take this in your considerations at budget time.

30 (B6)

From: CityCouncilWebForm
Sent: November 15, 2012 2:02 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Raissa Graumans
914 Ave 'J' South
Saskatoon
Saskatchewan
S7M2B7

EMAIL ADDRESS:

raissa.graumans@gmail.com

COMMENTS:

This letter pertains to the current city policies regarding mobile food vendors/food trucks. I would like to implore the council to reconsider the current policies and relevant by-laws, which are prohibitive to these types of businesses, and move towards policies that encourage rather than restrict the economic and social contributions that mobile food vendors stand to make in the city of Saskatoon.

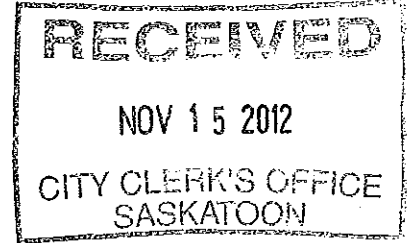
A number of Canadian cities (including Regina, here in our own province) have recently amended or restructured their local bylaws to support this growing economic service sector. Please take into consideration the local enthusiasm and demand for mobile food options and enable Saskatoon entrepreneurs to diversify and grow the cultural appeal of our city through this popular new medium.

Thank you kindly,

Raissa Graumans

4-670-5
B7

From: CityCouncilWebForm
Sent: November 15, 2012 6:18 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Connie Berko
#72 501 3rd Ave N
Saskatoon
Saskatchewan
S7K2J5

EMAIL ADDRESS:

connie.j.berko@gmail.com

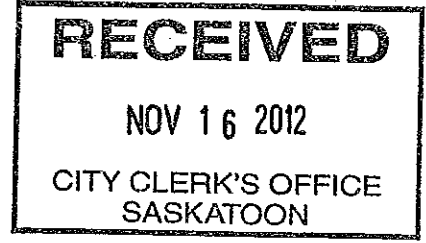
COMMENTS:

I'm responding to Pat Lorje's news release.
I have heard your comments about the amount of pay you receive.
If you are getting \$52,000 a year for being a city counsellor and claiming poverty,
then I too, live in poverty. I did not know how bad off I was till you claimed this
condition. I work as a postal clerk, and on a good year, I make that amount.
I always thought I had a good job with good pay because there are others, quite
a few in fact, that make a whole lot less.
DO YOU REALLY BELIEVE THAT YOUR PAY IS A POVERTY LEVEL INCOME!

38)

4670-5.

From: CityCouncilWebForm
Sent: November 16, 2012 10:32 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Byron Shaw
509 Avenue G South
Saskatoon
Saskatchewan
S7M 1V7

EMAIL ADDRESS:

byronrshaw@gmail.com

COMMENTS:

To Pat Lorje and other City Councilors:

I am writing to let you know how dissapointed I am to read that a salary of 50K is not sufficient. I was most upset to read this quote:

"People should not have to live in poverty because they choose to be an elected representative."
I make under \$50,000 and I'd be willing to bet that most of my neighbors living in ward 2 do as well. I'm not living in poverty, and I don't need \$90,000 a year to get by. You knew before you ran for re-election as city councilor what to expect for a salary, and you knew what was involved and expected of you. This whole city is becoming overrun with greed, and I think city council should lead by example, and spend money smartly.

Here's my suggestion/rant:

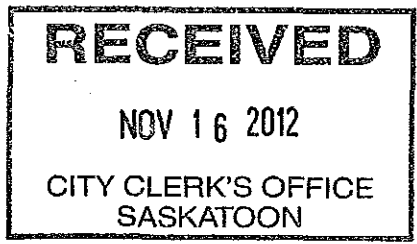
Maybe the mayor should take a salary cut, and share some of his huge paycheck with his councilors. Really, how stressful is a job of running around to various ceremonies, and golfing. It sounds to me like its the councilors that get the work done anyway.

Thanks for your time,

Byron

4670-39)

From: CityCouncilWebForm
Sent: November 16, 2012 1:17 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Susan Mak
707 Candle Court
Saskatoon
Saskatchewan
S7K 4Z9

EMAIL ADDRESS:

smmak@shaw.ca

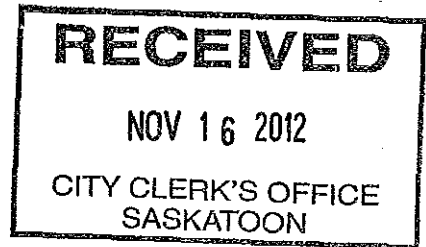
COMMENTS:

RE: Salary Review

A reality check is needed before entertaining any notion of a salary review. Firstly, every jurisdiction is looking at ways to manage the budget and cut spending. Please refer to the situation in Greece, Spain, USA and our federal government. Secondly, it is disingenuous for a city councilor to raise this issue so soon after the recent substantial increase and so soon after the election without having made this an election issue. Thirdly, we have a number of pressing financial issues facing our city. Is this really the proper time for city council to occupy its energy and spend much sought after resources by engaging an independent review? In the recent election, there were a number of well qualified candidates who fought hard for the opportunity to represent the citizens. If love and money is now insufficient for a councilor to perform the duties, the option to resign is always open. Before any resources are applied towards the salary issue, the tax payers' input is required.

B10)
6050-1)

From: CityCouncilWebForm
Sent: November 15, 2012 6:31 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Terry Yaskowich
510 Swan Court
Saskatoon
Saskatchewan
S7J 5B8

EMAIL ADDRESS:

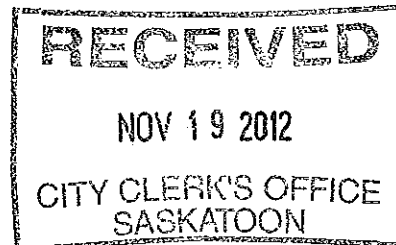
t.yaskowich@sasktel.net

COMMENTS:

There is a lot of talk lately about possible tolls for our roads and bridges. I want to inform you that I am in agreement with the toll philosophy especially if it will quickly get us more bridges and roadways. It is a very good point that the roads and bridges are used by many, many people who do not pay taxes to the City of Saskatoon. Could you look into how the Coquihalla Highway in B.C. was done. I think they had a predetermined amount of time (or money) that they were shooting for and when the time came they lifted the toll and they don't charge anymore. I think something along those lines would be a really good idea. I think people would accept it more readily if they knew that it wouldn't last forever. Thank you.

6050-9
Bill

From: CityCouncilWebForm
Sent: November 16, 2012 4:53 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

clayton leach
10-102-104th st.
saskatoon
Saskatchewan
s7n1m8

EMAIL ADDRESS:

clay_111@msn.com

COMMENTS:

i was watching the ctv news from tuesday the 15 of nov, and seen the possibility of a toll for the north end bridge, which actually is not a big deal for the average motorist. but as it stands i am a commercial driver and sub contract for quick delivery, we actually have a big contract with city hall, if there was to be a toll for service vehicles as well, there would be no way id use the bridge im driving to make money and if i use the bridge 10 times in a day im sure that it would adversely effect my income . i would just like to know if the commercial drivers would be affected and have to pay the toll as well, because it seems pretty unfair for someone who puts up to 200 kms on in the city a day.

thx for your time;
Clayton Leach

6120-4-2
B12

To The Mayor and Councillors,

Summary:

I write today to request that the Planning and Operations Committee review of the criteria relating to the designation of a Limited Residential Parking Permit (LRPP) area in the city. Residential streets adjacent to north downtown developments are experiencing frustrating parking conditions but apparently cannot qualify for the LRPP designation due to specific wording in the program criteria.

Background:

My name is Blair Wooff and I live on the 200 block of 25th Street West. In the past year we have experienced a dramatic increase in daytime parking on our block and neighbouring blocks. Much of this is due to the 25th street extension. This removed many de facto parking spots that were used by the health region employees who work at 25th and Idylwyld. Also contributing to this issue is the development of the north downtown and the construction of the new police headquarters. Our street is now completely full from 8:30-5:30, monday-friday. People who work downtown are using 25th W as free parking. Most houses on these short lots do not have garages or driveways and street parking is the only option.

I undertook to petition the city for a "limited residential parking permit" (LRPP) for our block and the 300 and 400 blocks of 25thW. I received the information and petition sheets from Phil Haughn, a parking manager. Notably, Mr. Haughn was very sympathetic to the situation and told me that the designation would have to be approved, but that he had never yet seen one that was not approved if it was supported by the residents. I was left with the impression that if we had the support of the residents, it would be approved.

My partner and I distributed some information about LRPP and gathered signatures a couple of months ago and we had great support from frustrated neighbours. We submitted our petition to Mr. Haughn and a month later we were informed that we did not qualify for the designation because we were not within 150 meters of an "institution" as is required in the LRPP criteria. This was deemed to be the case by Angela Gardiner. Mr. Haughn seemed to believe that both the Health Region Building and the Police station qualified as "institutions", but Ms. Gardiner disagreed.

The rejection was a disappointment to us. Not only had we been refused the designation, but we were never eligible in the first place. Our personal efforts in petitioning our neighbours were substantial. Then we were told that the left and right hands of civic bureaucracy read the criteria differently.

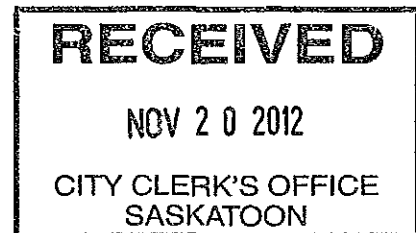
My Request:

I request that the Planning and Operations Committee review the criteria for an LRPP designation with the north downtown development in mind. This development means that residential areas adjacent to it will continue to deal with unreasonable street parking conditions. As a city, we understand that constant external pressure on limited parking spaces in residential settings should be mitigated. That is why we have the RPP and LRPP programs. If there is justification for restrictions around other institutions based on constantly full residential street parking, then there is justification for some restriction on 25th Street West.

It should be noted that LRPP designation will be a net revenue generator, both from the permit sales and the ticketing revenue. The LRPP areas are designated as complaint-based patrolling only and so no real increase in enforcement costs can be expected.

Thank you for your attention to this matter.

Sincerely,
Blair Wooff
212 25th St.W.
Saskatoon
306-845-7252
blairwooff@gmail.com





City of
Saskatoon

Saskatoon Development
Appeals Board

B13)

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

November 7, 2012

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Proposed Addition to Auto Body Shop
 (With Front Yard Setback, Landscaping, and
 Parking Space (6 Spaces) Deficiencies)
 1109 Avenue Q South - IL1 Zoning District
 Monty Heiser
 (Appeal No. 38-2012)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

Shellie Bryant
Secretary, Development Appeals Board

SB:ks

Attachment

Templates\DABs\Mayor.dot



City of
Saskatoon

Saskatoon Development
Appeals Board

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD

DATE:	Monday, December 3, 2012	TIME:	4:00 p.m.
PLACE:	Committee Room E, Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Development Permit Proposed Addition to Auto Body Shop (With Front Yard Setback, Landscaping, and Parking Space (6 Spaces) Deficiencies) 1109 Avenue Q South - IL1 Zoning District Monty Heiser (Appeal No. 38-2012)		

TAKE NOTICE that Monty Heiser has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Building Permit for a proposed one-storey addition to the side (North) and to the front (East) of Superior Auto Body located at 1109 Avenue Q South.

The property is zoned IL1. Based on the information provided, the following deficiencies are noted:

Front Yard Setback

Section 11.1.2(1) requires a front yard setback of 6.0 metres (19.685 feet). The front yard (East) setback of the proposed addition is 0.333 metres (1.09 feet), resulting in a front yard setback deficiency of 5.667 metres (18.595 feet).

Landscaping

Section 7.1(5) of the Zoning Bylaw states that the provision of landscaping shall be a condition of the issuance of a development permit wherever the existing use of a building or structure is significantly enlarged, undergoes a significant increase in capacity or is changed to a new use.

Further, Section 11.1.8(1) states that a landscape strip of not less than 4.5 metres (14.764 feet) in depth throughout lying parallel to and abutting the front site line shall be provided on every site and shall be used for no purpose except landscaping and necessary driveway access to the site. The proposed addition will extend to within 0.333 metres

Development Appeals Board

Appeal 38-2012

Page 2

(1.09 feet) of the front property and landscaping is not practical, resulting in a landscape deficiency of approximately 4.5 metres (14. 764 feet).

Parking

Section 6.3.4(4) requires parking be provided at a rate of one (1) space per 93m² of gross floor area. The existing building requires five (5) parking spaces. The proposed building addition area is 260.44m² which requires an additional three (3) parking spaces for a total of eight (8) parking spaces. There is only one location on the site where two (2) suitable spaces can be provided immediately off the lane, resulting in a parking deficiency of six (6) spaces.

The Appellant is seeking the Board's approval to allow the proposed addition.

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at 975-2783.

Dated at SASKATOON, SASKATCHEWAN, this 7th day of November, 2012.

Shellie Bryant, Secretary
Development Appeals Board



City of
Saskatoon

Saskatoon Development
Appeals Board

B14)

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

November 16, 2012

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Refusal to Issue Development Permit
 Future Mezzanine Addition
 (With Discrepancy in Required Number of Parking Spaces)
 1803 Idylwyld Drive North - IL1 Zoning District
 Stantec Architecture Ltd. (Clayton Petrich)
 (Appeal No. 40-2012)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

Shellie Bryant
Secretary, Development Appeals Board

SB:ks

Attachment

Templates\DABs\Mayor.dot



City of
Saskatoon

Saskatoon Development
Appeals Board

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD

DATE:	Monday, December 3, 2012	TIME: 4:00 p.m.
PLACE:	Committee Room E, Ground Floor, South Wing, City Hall	
RE:	Refusal to Issue Development Permit Future Mezzanine Addition (With Discrepancy in Required Number of Parking Spaces) 1803 Idylwyld Drive North - IL1 Zoning District Stantec Architecture Ltd. (Clayton Petrich) (Appeal No. 40-2012)	

TAKE NOTICE that Stantec Architecture Ltd. (Clayton Petrich) has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Development Permit to allow the revised building plans relating to a future mezzanine addition.

The property is located in an IL1 Zoning District. Section 6.3.4(4) requires one parking space per 30m² of gross leasable floor area for a restaurant in an IL1 district.

Based on the information provided, the gross leasable floor area of the proposed restaurant after the mezzanine addition will be approximately 512 m² and requires a total of 17 parking spaces. Only 12 parking spaces are shown on the plans including two barrier free spaces resulting in a deficiency of five parking spaces.

It is noted that a previous Development Appeal 22-2012 granted relief for a four parking space deficiency for the restaurant.

The Appellant is seeking the Board's approval to allow the parking deficiency.

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at 975-2783.

Dated at SASKATOON, SASKATCHEWAN, this 16th day of November, 2012.

Shellie Bryant, Secretary
Development Appeals Board



City of
Saskatoon

Saskatoon Development
Appeals Board

B15)

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

November 19, 2012

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
Refusal to Issue Building Permit
Proposed Hotel
(With Front Yard Setback Deficiency)
90 - 33rd Street East - IL1 Zoning District
West Canadian Hospitality Ltd./West Canadian Development Corp.
(Appeal No. 39-2012)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

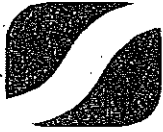
Yours truly,

Shellie Bryant
Secretary, Development Appeals Board

SB:ks

Attachment

Templates\DABs\Mayor.dot



City of
Saskatoon

Saskatoon Development
Appeals Board

c/o City Clerk's Office ph 306•975•8002
222 - 3rd Avenue North fx 306•975•7892
Saskatoon, SK S7K 0J5

NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD

DATE:	Thursday, December 3, 3012	TIME:	4:00 p.m.
PLACE:	Committee Room E, Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Building Permit Proposed Hotel (With Front Yard Setback Deficiency) 90 - 33 rd Street East - IL1 Zoning District West Canadian Hospitality Ltd./West Canadian Development Corp. (Appeal No. 39-2012)		

TAKE NOTICE that West Canadian Hospitality Ltd./West Canadian Development Corp. has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Building Permit to construct a hotel at 90 – 33rd Street East.

The property is located in an IL1 Zoning District. Section 11.1.2(1) of the Zoning Bylaw requires that a front yard setback be provided of not less than 6.0 metres (19.69 feet).

Based on the information provided, the front yard has a setback of 3.89 metres (12.76 feet), resulting in an encroachment of 2.11 metres (6.93 feet).

The Appellant is seeking the Board's approval to allow the encroachment.

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at 975-2783.

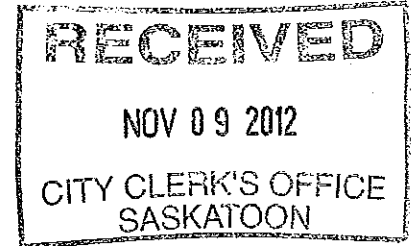
Dated at SASKATOON, SASKATCHEWAN, this 16th day of November, 2012.

Shellie Bryant, Secretary
Development Appeals Board

Templates\DABs\Dab-A

7920-1
CI

From: CityCouncilWebForm
Sent: November 08, 2012 8:54 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Amanda Randall
214 Fleming Cres
Saskatoon
Saskatchewan
S7w0e7

EMAIL ADDRESS:

a.jayne.randall@gmail.com

COMMENTS:

I am writing to petition the use of fluoride in Saskatoon's public water system. I am against the use of a substance that has not been well tested and could very well be harming myself, and more importantly, my children. There have been numerous studies done concluding that fluoride in water systems is not beneficial. I feel that individual citizens of Saskatoon should be able to decide whether or not they use fluoride or not. If someone would like to use fluoride let them use a toothpaste or mouthwash, but please do not poison our water system!

Thank you!

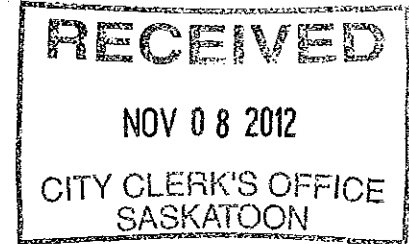
Sincerely,

Amanda Randall

7310-1
ca

Jenkins, Sandy (Clerks)

From: CityCouncilWebForm
Sent: November 08, 2012 10:16 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Shannan McKay
202 Albany Crescent
Saskatoon
Saskatchewan
S7K 3X8

EMAIL ADDRESS:

randsmckay@hotmail.com

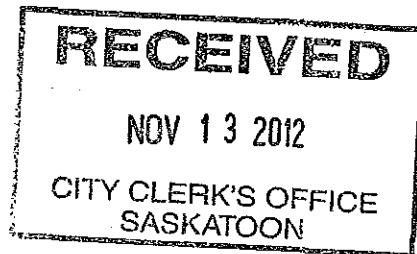
COMMENTS:

Bus Service in the North end (Route 70/80) of Saskatoon is pathetic. This week so far, on Monday I was picked up 10 minutes late, Tuesday, almost on time, and today I stood at the bus stop until 24 minutes after 8 (I was there for the 8:15ish Bus) and then run across Warman Road and down the street to catch the number 12 bus service which I think is around 8:25. When I went past the stop I was originally at ... across from 7-11 going downtown, I looked down Warman Road and still could not see a bus coming and people had arrived already for the next bus (the 8:30ish). This is this week so far; every week is like this ... not one bit reliable. Going home, after work, the ongoing joke at work is I'm leaving and I going to catch whatever bus is there to pick us up ... could be the 70 or 80 at no punctual time. Yesterday, I went for the 4:45 bus and my bus left the bus mall at 4:41 (I would say 10 minutes late ... but I was lucky this time I arrived and jumped on). This is ongoing and I and alot of people are at wits end. I am looking at handing out a FLYER at the bus stop How to Contact City Council for the bus service for Route 70/80 and how to contact the Transit Manager. Back in the day before the revamping of the service; the service was perfect (service downtown to the north end; North end to downtown) ... no complaints ... I encouraged people to use transit ... now it is a JOKE. Hopefully things can be addressed; my bus pass keeps going up and the service went from every 10 minutes to every 15 minutes and then at no time has it been punctual for the last 5+ years.

Hopefully our service will improve SOON.

151-14 C3)

From: CityCouncilWebForm
Sent: November 12, 2012 1:30 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Tammy Hrycan
1310 Elevator Road
Saskatoon
Saskatchewan
s7m3x4

EMAIL ADDRESS:

tjh_64@hotmail.com

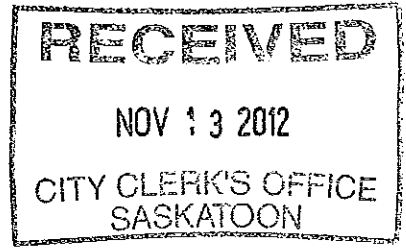
COMMENTS:

I have been a resident in Montgomery for 24 years. The area by the Vitara grain elevator has undergone some major changes. With that being said, there was at one time a large area of bush/trees in the field which is now being developed into residences. The majority of trees have been removed but there is still alot of deer that exist in that area, They can be seen daily and caution needs to taken when driving the road that now runs through what use to be the field. My concern is obviously for the family of deer and the risk of accidents due to the deer crossing. The traffic flow is heavy and at times fast. I was wondering if there could be some resolution to this concern? The deer have existed in this area for years and the sadness that I have with developement occuring is ongoing. People need to made aware of their existance in this area(signs) or in some humane way relocate the deer? Something needs to be done or the results will speak for themselves. Your prompt attention to this matter would be greatly appreciated.

Sincerely,
Tammy Hrycan

7830-5
(C4)

From: CityCouncilWebForm
Sent: November 13, 2012 11:33 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Juan Serrano
Briarvale Cres
Saskatoon
Saskatchewan
S7V0B2

EMAIL ADDRESS:

COMMENTS:

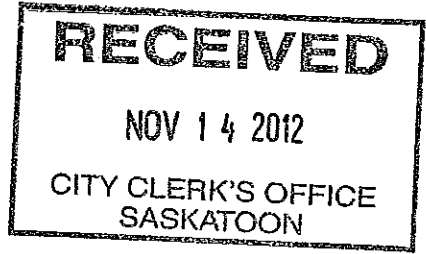
Dear Councilor,

What would be the necessary steps to take to remove the mandatory recycling program? It seems to be a little excessive in forcing this on our community. There are a large number of people i have spoken too that do not like this program.

Thanks,

7310 - (C5)

From: CityCouncilWebForm
Sent: November 13, 2012 6:06 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Jean Hein
327 Adilman Dr.
Saskatoon
Saskatchewan
S7K 2H7

EMAIL ADDRESS:

jeanhein56@yahoo.ca

COMMENTS:

Dear Council:

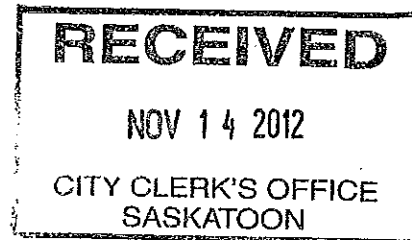
I am a user of the Transit System and use Route 80 to commute to my work which in the downtown core.

I finish work at 4:00 PM so therefore I would take the 4:16 PM bus home. This route is never on time and is at a minimum 15 minutes late. Today this bus did not arrive until 4:50 PM. This is not acceptable service. We all have schedules to meet. There are many people that rely on public transportation and must make it to their employ on time. I would like an explanation as why this route can not be on time.

I have spoken with many riders on this route and they are very fed up as well.

6290-16)

From: CityCouncilWebForm
Sent: November 13, 2012 6:40 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Renita Lefebvre
207-102-110th Street
Saskatoon
Saskatchewan
S7N 1R9

EMAIL ADDRESS:

renitask@yahoo.com

COMMENTS:

Hello City Councillors and Mayor,

I am writing this letter to talk about No one shovel snow on the sidewalk (bus stop) 1000 Central Avenue near the train's track. Who is responsible to clean shovel snow from the sidewalk on 1000 Central Avenue because I use my walker then I cannot push my walker because walker is stuck because no one shovel snow sidewalk. Because 70/80 buses stopped spot parking bus stop that is too far from 1000 Central Avenue plus 110th Street.. Buses should stop very close to 110th Street (like across Insurance Agency's building) (not to close to 7-11 store's building and selling cars 's building across the bus stop near the train's track...too far away for me to push walker from train track's bus stop across the selling cars's building and 7-11 store's building....thanks.. I already warned to transit about that last fall but they did not listen me what I tried to explain to transit managers about that... okay thanks please address this very important...thanks. I use regular buses when I use my walker. ok.. Renita Lefebvre

6290-7 C1)

From: CityCouncilWebForm
Sent: November 14, 2012 4:38 PM
To: City Council
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Grace Kuhn
1318 Avenue i North
Saskatoon
Saskatchewan
S7L 2J3

EMAIL ADDRESS:

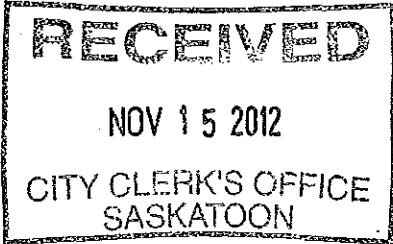
gracekuhn@sasktel.net

COMMENTS:

To City Council; First of all I would like to say that on Saturday, November 10th, 2012 I E-mailed my Councillor Darren Hill about the snow piled up around all the bus stops & the snow piled up at the crosswalk at 33rd Street & Avenue H. The snow is piled up to my knees & is a safety hazard to anyone. I have a partial disability, & if I should slip & fall or any other person who does a person hold accountable for this safety issue? Also 34th Street & Avenue H is a skating rink, & is an adventure to cross. There are 2 School buses which use this street. hildren walk t the Mayfair Community School is the City not concerned about the students welfare as they walk to school? Darren Hill has not contacted me about whether or not anything will be done about these situations. Also my taxes went up by \$200.00 dollars earlier tis year, this area gets the minimum services as possible, so what are we getting for our increase in property taxes? Yet again City Council wants to increase property taxes to repair our streets which are an eye sore. Its interesting to hear Pat Lorje wants a pay hike as a City Councillor. My question to Pat Lorje is Why did you run as a City Councillor, was it formoney to benefit yourself, or for the City of Saskatoon & its resients? Im beginning to get the impression that City Council doesnt payto much attention to what the residents of this City have to say. I would appreciate to hear from council on what they are going to do about the unsafe snow build up on 33rd Street. Yours Grace Kuhn

6290-1
C8

From: CityCouncilWebForm
Sent: November 15, 2012 4:19 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Trevor Daviduke
206-105th street
saskatoon
Saskatchewan
s7n1z3

EMAIL ADDRESS:

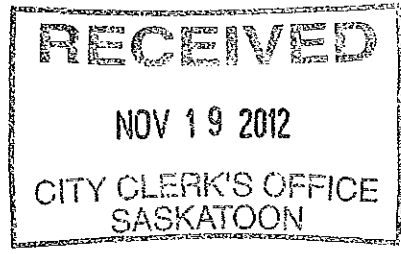
globeex@sasktel.net

COMMENTS:

Please update the web site for the snow dump opening's. I was told to check the website for new snow dump openings and there still is no update although the central dump was open 2 days ago. Not a good way to run a buisness. What do we tell our customers? Very bad for my buisness when a customer phones and asks why trucks are hauling out to a site(central ave snow dump) when i told them it was closed because i dont want to plug up the phone lines and check your website.

7820-5
(C9)

From: CityCouncilWebForm
Sent: November 17, 2012 6:13 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Paul C. Hamilton
1037 13th St E
Saaskatoon
Saskatchewan
S7H 0B8

EMAIL ADDRESS:

hampaul.1@gmail.com

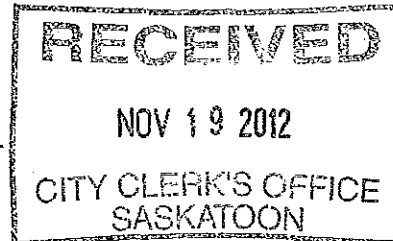
COMMENTS:

No information seemed to be available on the City's main web page (<http://www.saskatoon.ca/Pages/default.aspx>) about the water outage caused by main breaks on Saturday morning of November 17th. The only source of information was the CSI line at 975-2476, where, after waiting about 15 minutes, the water main damage was confirmed by the live receptionist and information given that potable water was available in special trucks on each of the affected blocks. Every request from the hundreds of people wanting information or an update necessitated waiting many minutes for the phone line to be free.

May I suggest that the NEWS RELEASES section of the City web page contain public news about breakdowns of gas, water, and electricity so that citizens with computers might conveniently find appropriate information and how to meet the challenge. An additional benefit would accrue to those who do not use computers, as their waiting time for City's phone line would be considerably shortened.

In case of real catastrophe (aeroplane crash, etc.), making information quickly available by both Internet and telephone might save lives and inform citizens how to meet the threat.

From: CityCouncilWebForm
Sent: November 17, 2012 4:32 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Anda Ciurezu
5045 rue Langevin
Pierrefonds
Quebec
H8Z 2C1

EMAIL ADDRESS:

anda.ciurezu@gmail.com

COMMENTS:

Hello,

I was wondering if it's legal to keep foxes (*vulpes vulpes*) and arctics (*alopex lagopus*) as pets, in a house. I'm not talking about wild foxes that live in the forests, I'm talking about domestic ones that have been bred in captivity for many years. are less aggressive than the average dog and come in a big variety of 53 colors.

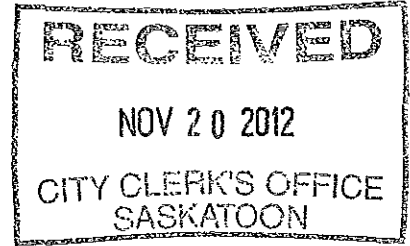
If *v. vulpes* foxes, swift, greys and arctic are not legal, are NON-NATIVE foxes legal (such as fennecs, hoary, bat-eared, etc...)?

(if there are legal, is a license needed to own one?)

Thank you,
Anda

1720-3
C11

From: CityCouncilWebForm
Sent: November 20, 2012 9:09 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Danielle White
210 Emerald Terrace
saskatoon
Saskatchewan
s7j4j1

EMAIL ADDRESS:

daw365@mail.usask.ca

COMMENTS:

To His Worship the Mayor and Members of City Council,

I am writing to ask you to consider creating a Seniors Leisure Pass to specifically encourage physical activity among the older adult population residing within Saskatoon.

Currently, the City of Saskatoon Leisure Centres offer Adult, Youth, and Family pass options for entrance in to the civic facilities throughout Saskatoon, yet does not offer a specific senior pass for the older adult population residing in the city. As Saskatchewan has the greatest percentage of older adults over 65 years of age, who currently make up 13.5% of the city's population and climbing, it is important to consider a specific pass for this growing demographic within the city of Saskatoon. Presently there is a discounted leisure access program which is available to eligible low-income residents within the city, providing unlimited admission to drop-in programs and the facilities throughout the year. According to the qualifications of the discounted leisure pass, older adults must make less than \$20,065 individually or \$24,978 as a couple in the household. At a nearby residence to the one of the civic centers, individuals qualifying for a subsidized rental suite must earn less than \$19,500 individually or \$23,500 per couple. Though this portion of the older adult population may qualify for this leisure pass, the application process for the discounted leisure access pass proves too complicated. In addition, large portions of this population are not familiar with the internet, nor would they know enough about the program initially to seek out additional information in person or over the phone as it is poorly advertised.

Currently, the Saskatoon Health Region's "In Motion", the Public Health Services Older Adult Wellness Program, and the Saskatoon Council on Aging have developed a Forever In Motion initiative which implements exercise programs in various settings, including community leisure centers. This program has the vision of improving health of older adults (50 years and over) through physical activity, which in turn benefits the healthcare system by decreasing the inevitable cost burden occurring as a result of a fall. Physical activity is valued among the older adult population, and

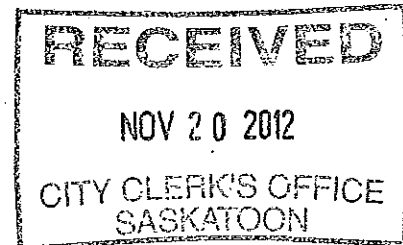
if the city wishes for the older adults of Saskatoon to fit into the vision of a healthy older adult population, a senior pass specifically discounted for seniors is a valuable asset to consider.

The choice to create a seniors pass for the leisure center with a discounted price is a positive and valued choice for the older adult population and the city of Saskatoon, and worthy of consideration.

Respectfully submitted,
Danielle White

5500-1
C12

From: CityCouncilWebForm
Sent: November 20, 2012 10:31 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Casey Cherry
58 Moxon Cres.
Saskatoon
Saskatchewan
S7H3B9

EMAIL ADDRESS:

tccherry@shaw.ca

COMMENTS:

I just have a comment about the shortage of indoor ice surfaces in Saskatoon. I brought this up to Councillor Olauson, but thought I should send this out anyway. With this city growing as fast as it has been and the number of kids/adults playing hockey and ringette increasing every year, I feel the city needs to look at building more facilities to accomodate this problem. Maybe the city can offer some sort of incentive to private individuals who may be interested in taking on this type of project. Right now for example, Pee Wee teams recieve 12 ice times for practice for the year, Bantams 10 and Midgets 6. It is nearly impossible to find ice in Saskatoon unless you book it in the summer. Even the rinks out of town are almost full all year as well. My son's team practices at 7am on Tuesdays because there is nothing else available to rent. I would hope that this issue would at least be discussed so that in the future, we don't have to turn kids away because of a lack of facilities available. Thank you for your time!

Casey Cherry

FDU (Fax 975-2784) 11/20/12

I hope that Saskatoon City Council sees what I do.

This train could still be moving happy kids for a few more years before it is retired to the storage yard. Wabaus is a tourist town because of the lake. There would be kids at the lake begging mums and dads to take them to town to ride the train.

Wabaus is sitting in the middle of every where. one hr to Saskatoon approx 1 hr to Melfort and P.A. also Humboldt

The train doesn't ride Saskatoon anything any more. Let some other kids enjoy what Saskatoon has had for many years

Please see it in your hearts to donate the train to the Wabaus

Superior and the Wabaus Museum

Genev Siddle
Box 33 Wabaus

Mayor Don Atchison and city council of Saskatoon

I recently wrote the Kusamen with regards to saving the train from Kusamen Park

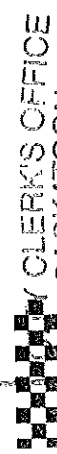
I am writing in hopes of saving the Kusamen Train. I moved to Saskatoon in the early 1970's. Both my kids and numerous neighbours kids note that train and for so many times over the years. I lived and worked in the city of Saskatoon for over 40 years

I am now living in the small town of Wabaus, which has a nice museum, with a miniature town in the basement.

It would be a very nice spot for the train to be used again, going around John Diefenbacher's law office. He would be smiling all the way from heaven

← over

(13)



NOV 20 2012

CLERK'S OFFICE
SASKATOON

NOV 20 2012 4:00PM
WAKAW RECORDER

CUPE-SCFP

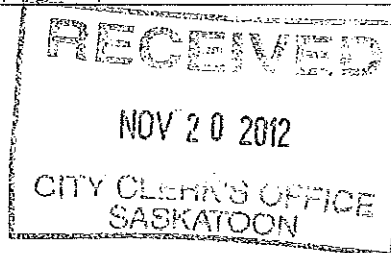
Canadian Union of Public Employees
Syndicat canadien de la fonction publique

4720-6
C14)

SASKATOON AREA OFFICE

250 Cardinal Crescent, Saskatoon, SK S7L 6H8 (306) 382-8262, Fax: (306) 382-8188 cupe.ca scfp.ca

November 15, 2012



REGISTERED

City Clerk
City of Saskatoon
222 - 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Sir/Madam:

RE: Collective Agreement between The City of Saskatoon and The Canadian Union of Public Employees, Local #859 (Outside Workers)

This is notice that the Union wishes to continue negotiations for a revision to the Collective Bargaining Agreement between the parties.

Yours truly,

A large, stylized handwritten signature in black ink, appearing to read "Rhonda Heisler".

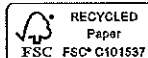
Rhonda Heisler
National Representative

RHLhdl@cupe491

cc: President, CUPE Local #859

PAUL MOIST - National President / Président national. CHARLES FLEURY - National Secretary-Treasurer / Secrétaire-trésorier national

TOM GRAHAM - FRED HAHN - DANIEL LÉGÈRE - LUCIE LEVASSEUR - BARRY O'NEILL - General Vice-Presidents / Vice-présidents généraux

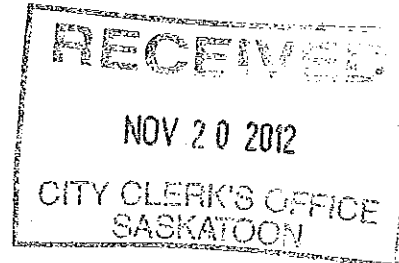


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SASKATOON AREA OFFICE

250 Cardinal Crescent, Saskatoon, SK S7L 6H8 (306) 382-8262, Fax: (306) 382-8188 cupe.ca scfp.ca

November 15, 2012



REGISTERED

City Clerk
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Sir/Madam:

**RE: Collective Agreement between the City of Saskatoon and
The Canadian Union of Public Employees, Local #59
(Saskatoon Civic Employees, Inside Workers)**

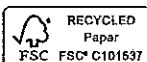
This is notice that the Union wishes to continue negotiations for a revision to the Collective Bargaining Agreement between the parties.

Yours truly,

A large, stylized handwritten signature in black ink, consisting of several sweeping, overlapping strokes.

Rhonda Heisler
National Representative
RH:hld/cope491

cc: President, CUPE Local #59



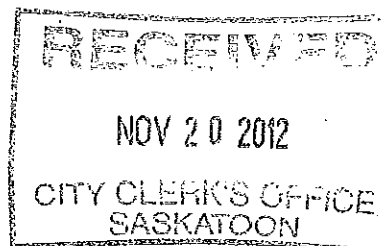
SASKATOON AREA OFFICE

250 Cardinal Crescent, Saskatoon, SK S7L 6H8 (306) 382-8262, Fax: (306) 382-8188 cupe.ca scfp.ca

November 15, 2012

REGISTERED

City Clerk
City of Saskatoon
222 - 3rd Avenue North
Saskatoon, SK S7K 0J5



Dear Sir/Madam:

**RE: Collective Agreement between the City of Saskatoon and
The Canadian Union of Public Employees, Local #47**

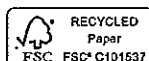
This is notice that the Union wishes to continue negotiations for a revision to the Collective Bargaining Agreement between the parties.

Yours truly,

A large, stylized handwritten signature in black ink, appearing to read "Rhonda Heisler".

Rhonda Heisler
National Representative
RH:hldd/cope491

cc: President, CUPE Local #47



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(C17)

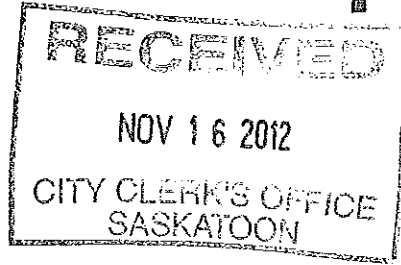


AMALGAMATED TRANSIT UNION

LOCAL 615
SASKATOON, SASKATCHEWAN



Attention:
Office of the City Clerk,
Saskatoon City Hall,
Saskatoon, Sask.



November 16, 2012.

Please forward to the next City Council meeting.

Dear Mayor and City Councilors,

The Amalgamated Transit Union Local 615 is hereby giving notice to the city of Saskatoon, in accordance with the Saskatchewan Trade Union Act under section 33 (4):

We wish to negotiate revisions and additions to the collective agreement between the City of Saskatoon and our union as the Collective Agreement referred to above is due to expire December 31, 2012.

Sincerely, 

Jim Yakubowski
President Business Agent
Amalgamated Transit Union Local 615

Cc
Murray Totland, City Manager
Chelsey Mack, Labor Relations
Bob Howe, Transit Manager