



ORDER OF BUSINESS

REGULAR MEETING OF CITY COUNCIL

MAY 21, 2013, AT 6:00 P.M.

1. **Approval of Minutes** of regular meeting held on May 6, 2013.

2. **Public Acknowledgements**

Catherine Gryba, Strategic and Business Planning Manager, City of Saskatoon:
Planning Canadian Communities Textbook - Reference to Saskatoon Speaks

3. **Hearings**

a) **Discretionary Use Application**
Private School – 1801 Lorne Avenue
Buena Vista Neighbourhood
Applicant: Saskatoon Pilates Centre
(File No. CK 4355-013-001)

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

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

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated April 22, 2013 recommending that the application submitted by Saskatoon Pilates Centre

requesting permission to use the property located at 1801 Lorne Avenue for the purpose of a private school be approved subject to the following conditions:

- a) four on-site parking spaces are required to be hard surfaced;
 - b) the applicant obtains a Building Permit for the conversion of the basement to a school;
 - c) the applicant obtains a Development Permit and all other relevant permits and licenses; and
 - d) the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application; and
- Letter dated May 13, 2013, from the Deputy City Clerk, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Community Services Department.

**b) Proposed Zoning Bylaw No. 8770 Text Amendment
Reduced Parking Requirements for
Small Dwelling Units in Multiple-Unit Dwellings
Applicant: North Prairie Developments Ltd.
Proposed Bylaw No. 9098
(File No. CK 4350-013-001)**

The purpose of this hearing is to consider proposed Bylaw No. 9098.

Attached is a copy of the following material:

- Proposed Bylaw No. 9098;
- Report of the General Manager, Community Services Department dated April 8, 2013, recommending that City Council consider Administration's recommendation that the proposal to amend Section 6.3.1 of Zoning Bylaw No. 8770 – Parking and Loading Requirement for Residential Districts, as indicated in the report, be approved;
- Letter dated April 25, 2013, from the Deputy City Clerk, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Community Services Department; and

- Notice which appeared in the local press on May 4, 2013.

4. Matters Requiring Public Notice

5. Unfinished Business

6. Reports of Administration and Committees:

- a) Report No. 3-2013 of the Municipal Planning Commission;
- b) Administrative Report No. 9-2013;
- c) Legislative Report No. 6-2013;
- d) Report No. 8-2013 of the Planning and Operations Committee;
- e) Report No. 8-2013 of the Administration and Finance Committee;
- f) Report No. 3-2013 of the Audit Committee; and
- g) Report No. 10-2013 of the Executive Committee.

7. Communications to Council – (Requests to speak to Council regarding reports of Administration and Committees)

8. Communications to Council (Sections B, C, and D only)

9. Question and Answer Period

10. Matters of Particular Interest

11. Enquiries

12. Motions

Councillor D. Hill gave the following notice of motion at the regular meeting of City Council held on May 6, 2013:

“TAKE NOTICE that at the next regular meeting of City Council, I will move the following motion:

‘That the use of the City of Saskatoon banner be allowed at any event that has a formal City of Saskatoon Proclamation recognizing it.’”

13. Giving Notice

14. Introduction and Consideration of Bylaws

Bylaw No. 9098 - The Zoning Amendment Bylaw, 2013 (No. 10)

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

4355-013-001
RECEIVED 3.a)
APR 29 2013
CITY CLERK'S OFFICE
SASKATOON

TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: April 22, 2013
SUBJECT: Discretionary Use Application – Private School – 1801 Lorne Avenue
FILE NO.: PL 4355 – D1/13

- RECOMMENDATION:**
- 1) that a report be forwarded to City Council, at the time of the public hearing, recommending that the application submitted by Saskatoon Pilates Centre requesting permission to use the property located at 1801 Lorne Avenue for the purpose of a private school be approved subject to the following conditions:
 - a) four on-site parking spaces are required to be hard surfaced;
 - b) the applicant obtains a Building Permit for the conversion of the basement to a school;
 - c) the applicant obtains a Development Permit and all other relevant permits and licenses; and
 - d) the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

TOPIC AND PURPOSE

The purpose of this report is to consider the application from Saskatoon Pilates Centre to operate a private school at 1801 Lorne Avenue.

REPORT HIGHLIGHTS

- 1. Saskatoon Pilates Centre is proposing to operate a Pilates studio and training centre in the basement of the All Saints Anglican Church at 1801 Lorne Avenue.
- 2. As conditions of this discretionary use approval, the applicant will be required to hard surface the required parking spaces and obtain a Building Permit.
- 3. This proposal meets all relevant provisions of Zoning Bylaw No. 8770, and is not expected to impact surrounding land uses.

STRATEGIC GOAL

This application supports the City of Saskatoon's (City) Strategic Goal of Quality of Life as the proposal offers recreational opportunities within a neighbourhood setting.

BACKGROUND

An application has been submitted by Saskatoon Pilates Centre (Kathy Bond) requesting City Council's approval to operate a Pilates studio and training centre in the basement of All Saints Anglican Church, located at 1801 Lorne Avenue in the Buena Vista neighbourhood. This property is zoned R2 District in Zoning Bylaw No. 8770. In this district, a private school is a discretionary use.

REPORT

Introduction

A "private school" means a facility which meets provincial requirements for elementary, secondary, post-secondary, or other forms of education or training, and which does not secure the majority of its funding from taxation or any governmental agency, and may include vocational and commercial schools, music or dance schools and other similar schools.

Parking

The off-street parking requirement for a private school is 1.2 spaces per classroom plus one space per four students at design capacity. The applicant has indicated that no more than one class will be operating at a time, with a maximum of 12 students, resulting in an off-street parking requirement of four spaces.

In total, 11 off-street gravel parking spaces are provided off the rear lane. Of these 11 parking spaces, 4 are required to be hard surfaced.

Roadway Access

The property is located on the southeast corner of Lorne Avenue and 1st Street East. Access to parking on the site is available via the rear lane.

Compatibility with Adjacent Land Uses

The property is surrounded by low-density residential land use to the north, east, and west. The property immediately to the south is zoned M2 District and contains offices. Further south, at the intersection of Lorne Avenue and Taylor Street, there are several properties zoned B2 District that house a variety of commercial uses.

A private school is compatible with the mix of uses already present in the area. The Administration anticipates that the proposal will have no significant impact on surrounding land uses.

Zoning Bylaw No. 8770 Requirements

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

Comments from Other Branches

The Building Standards Branch requires that a Building Permit be obtained for the conversion of the basement to a school.

No other concerns were noted by other branches with respect to this proposal. Refer to Attachment 4 – Comments from Other Branches for their full remarks.

Conclusion

The proposed private school at 1801 Lorne Avenue meets all relevant Zoning Bylaw No. 8770 provisions and is not expected to impact surrounding land uses.

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 to property owners within a 75 metre radius of the site were mailed out in March 2013 to solicit feedback on the proposal. The Buena Vista Community Association was also advised of the proposal. No comments or concerns were received.

COMMUNICATION PLAN

No further consultation is planned beyond the stakeholder involvement noted above and the required notice for the public hearing.

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 metres of the subject site and to the Buena Vista Community Association. Notification posters will also be placed on the subject site.

ATTACHMENTS


1. Fact Summary Sheet
2. Location Plan – 1801 Lorne Avenue
3. Site Plan
4. Comments from Other Branches

Written by: Brent McAdam, Planner

Reviewed by:


Alan Wallace, Manager
Planning and Development Branch

Approved by:


Randy Grauer, General Manager
Community Services Department
Dated: April 25/13

cc: Murray Totland, City Manager

FACT SUMMARY SHEET

A. Location Facts	
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1.	Municipal Address	1801 Lorne Avenue
2.	Legal Description	Lots 1 to 4, Block 39, Plan No. G229 and Lot 50, Block 39, Plan No. 101413369
3.	Neighbourhood	Buena Vista
4.	Ward	6

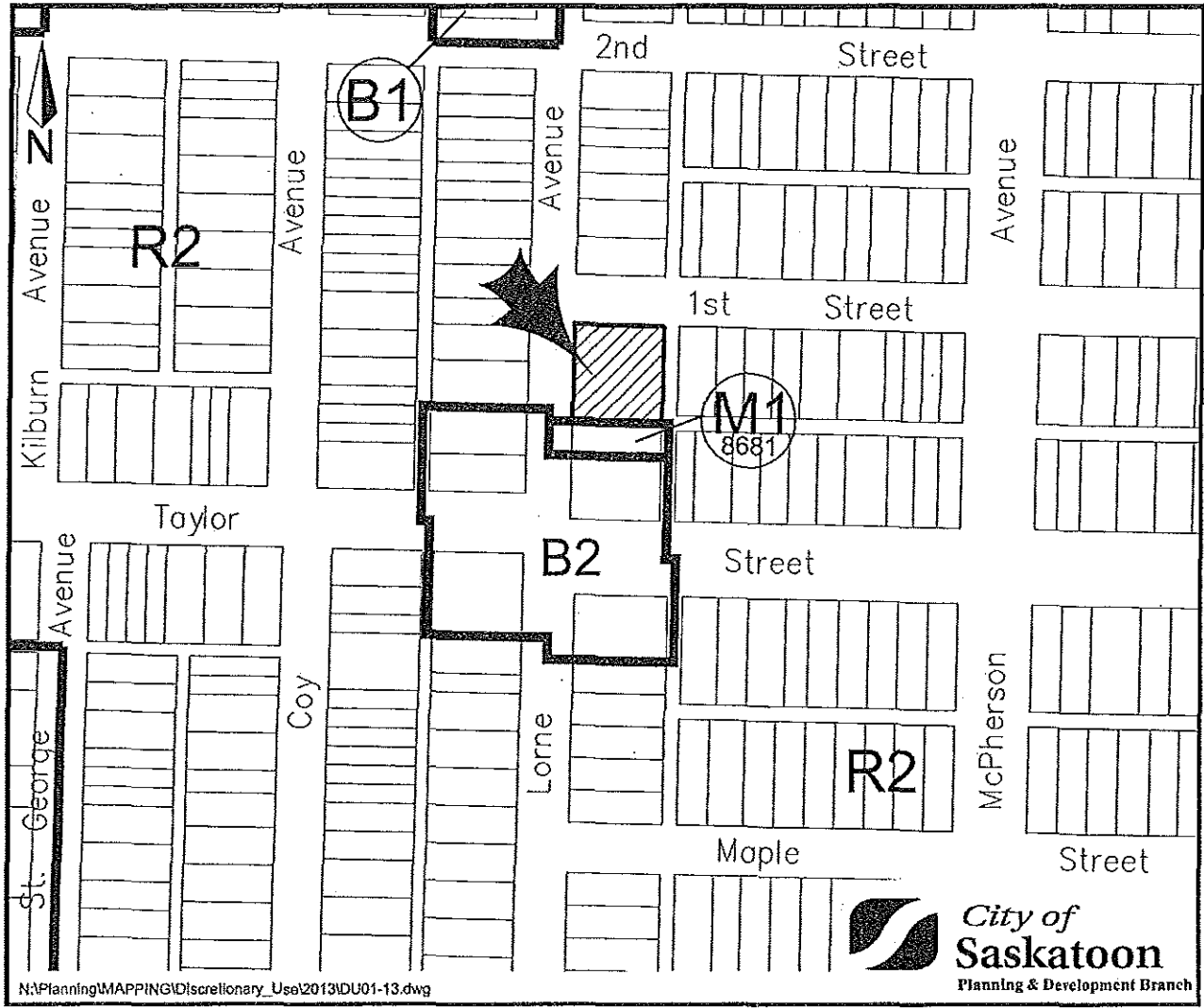
B. Site Characteristics	
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1.	Existing Use of Property	Place of Worship
2.	Proposed Use of Property	Private School
3.	Adjacent Land Uses and Zoning	
	North	One-Unit Dwelling – R2
	South	Offices – M2
	East	One-Unit Dwelling – R2
	West	One-Unit Dwelling – R2
4.	No. of Existing Off-Street Parking Spaces	11
5.	No. of Off-Street Parking Spaces Required	4
6.	No. of Off-Street Parking Spaces Provided	11
7.	Site Frontage	39.56 m
8.	Site Area	1446.12 m ²
9.	Street Classification	Minor Arterial

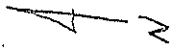
C. Official Community Plan Policy	
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1.	Existing Official Community Plan Designation	Residential
2.	Existing Zoning District	R2

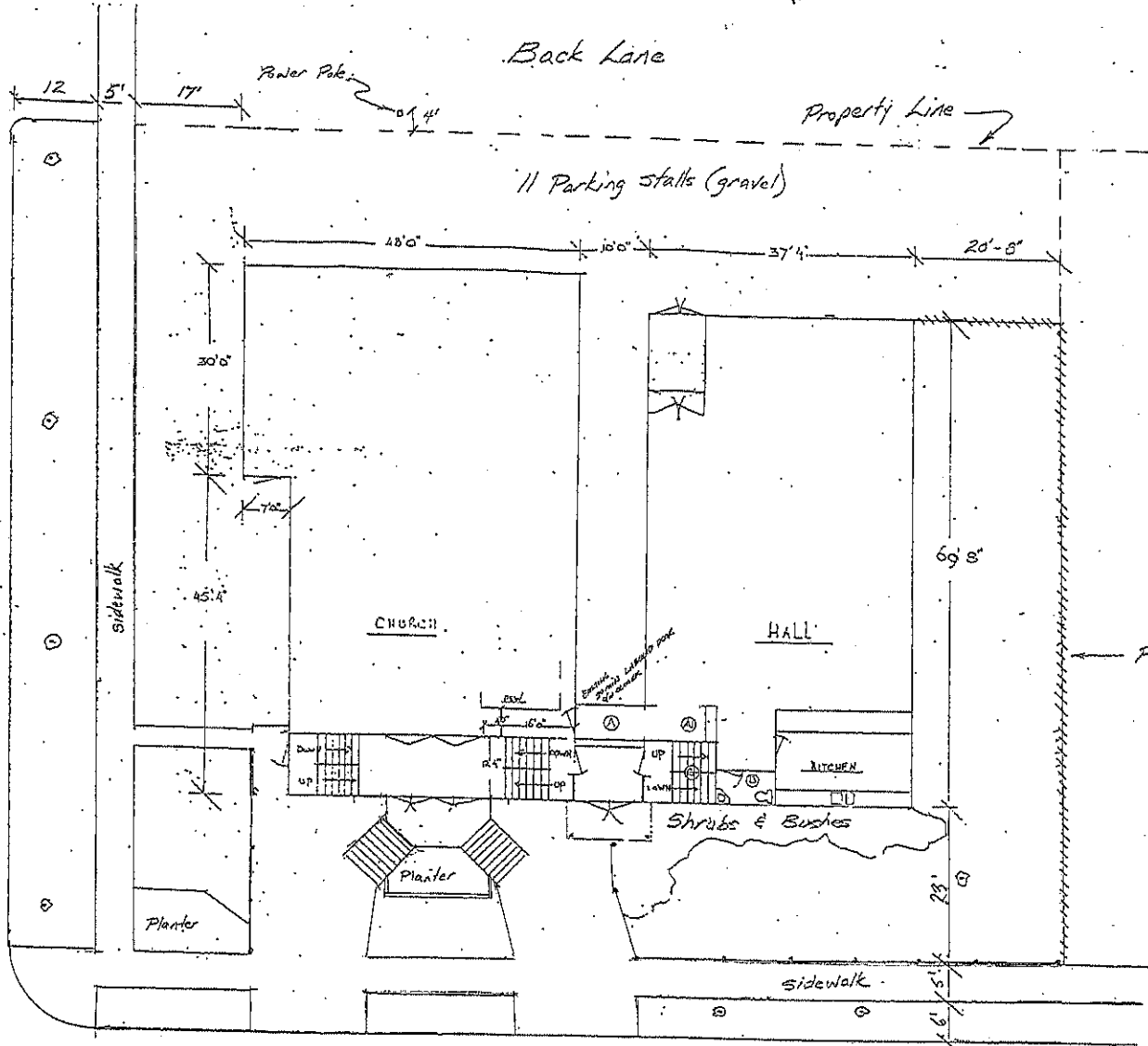
Location Plan – 1801 Lorne Avenue



N:\Planning\MAPPING\Discretionary_Use\2013\DU01-13.dwg



1st Street E



Legend
38" Steel pipe railing
44" Chainlink fence
Tree

Lorne Ave

1/16 = 1ft.

Comments from Other Branches

a) Building Standards Branch, Community Services Department Comments

The Building Standards Branch of the Community Services Department has no objection to the Discretionary Use Application provided that a Building Permit is obtained for the conversion of the basement to a school. A design professional licensed to practice in the Province of Saskatchewan is required to sign and seal all drawings submitted for the Building Permit application.

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) Neighbourhood Planning Section, Community Services Department Comments

The Neighbourhood Planning Section is in support of this Discretionary Use Application to operate a Pilates studio and training centre at 1801 Lorne Avenue in Buena Vista.

Considering the adjacent land uses and available onsite parking, it is unlikely that the operation of a Pilates studio and training centre will adversely affect the neighbouring properties.

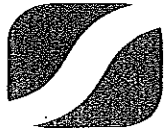
c) Infrastructure Services Department Comments

The proposed Discretionary Use Application is acceptable to the Infrastructure Services Department.

d) Transit Services Branch, Utility Services Department Comments

Transit Services has no concerns with the proposal.

At present, Saskatoon Transit's closest bus stop is located approximately 75 metres from the above referenced property on the west side of Lorne Avenue, north of Taylor Street. Service is at 30 minute intervals Monday to Saturday, and at 60 minute intervals after 18:00 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

May 13, 2013

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
 Discretionary Use Application
 Private School – 1801 Lorne Avenue
 Buena Vista Neighbourhood
 Applicant: Saskatoon Pilates Centre
 (File No. CK. 4355-013-001)**

The Municipal Planning Commission, at its meeting held on May 7, 2013, considered a report of the General Manager, Community Services Department dated April 22, 2013, with respect to an application from Saskatoon Pilates Centre to operate a private school at 1801 Lorne Avenue.

The Commission has reviewed the application with the Administration and the Applicant and is supporting the following recommendation of the Community Services Department:

“that the application submitted by Saskatoon Pilates Centre requesting permission to use the property located at 1801 Lorne Avenue for the purpose of a private school be approved subject to the following conditions:

- 1) four on-site parking spaces are required to be hard surfaced;
- 2) the applicant obtains a Building Permit for the conversion of the basement to a school;
- 3) the applicant obtains a Development Permit and all other relevant permits and licenses; and
- 4) the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.”

The Commission respectfully requests that the above recommendations be considered by City Council at the time of the public hearing with respect to the above Discretionary Use Application.

May 13, 2013
Page 2

Yours truly,

A handwritten signature in black ink that reads "Diane Kanak". The signature is written in a cursive, flowing style.

Diane Kanak, Deputy City Clerk
Municipal Planning Commission

DK:sj

3. b)

BYLAW NO. 9098

The Zoning Amendment Bylaw, 2013 (No. 10)

The Council of The City of Saskatoon enacts:

Short Title

- 1. This Bylaw may be cited as The Zoning Amendment Bylaw, 2013 (No. 10).

Purpose

- 2. The purpose of this Bylaw is to amend the regulation governing parking spaces for small units in multiple-unit dwellings and dwelling groups.

Zoning Bylaw Amended

- 3. Zoning Bylaw No. 8770 is amended in the manner set forth in this Bylaw.

Clause 6.3.1(4) Amended

- 4. The chart contained in clause 6.3.1(4) is amended by striking out "50" in the entry for Multiple-unit dwellings and dwelling groups and substituting "56".

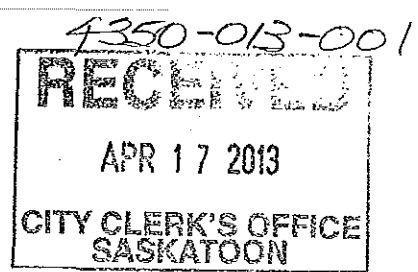
Coming into Force

- 5. This Bylaw shall come into force on the day of its final passing.

Read a first time this	day of	, 2013.
Read a second time this	day of	, 2013.
Read a third time and passed this	day of	, 2013.

Mayor

City Clerk



TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: April 8, 2013
SUBJECT: Proposed Zoning Bylaw No. 8770 Text Amendment – Reduced Parking Requirements for Small Dwelling Units in Multiple-Unit Dwellings
FILE NO.: PL 4350 – Z5/13

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

- 1) that at the time of the public hearing, City Council consider the Administration's recommendation that the proposal to amend Section 6.3.1 of Zoning Bylaw No. 8770 - Parking and Loading Requirement for Residential Districts, as indicated in the attached report, be approved.

TOPIC AND PURPOSE

The purpose of this report is to consider the application from North Prairie Developments Ltd. to amend Section 6.3.1 of Zoning Bylaw No. 8770 – Parking and Loading Requirement for Residential Districts, to allow for a reduced parking requirement for small units within multiple-unit dwellings. If approved, the amendment would permit one parking space for units with a floor area of 56 square metres (600 square feet) or less, amending the current standard of one space for units with a floor area of 50 square metres (540 square feet) or less.

REPORT HIGHLIGHT

1. This report recommends that the parking standard for small dwelling units be reduced by requiring one parking space per 56 square metres, from the current one space per 50 square metres.

STRATEGIC GOAL

This proposal supports the priority of creating incentives to promote and address issues related to housing affordability under the Strategic Goal of Quality of Life and facilitates increased residential density under the Strategic Goal of Sustainable Growth.

BACKGROUND

Section 6.3.1 of Zoning Bylaw No. 8770 – Parking and Loading Requirement for Residential Districts, currently requires a parking rate of one space for units with a floor area of 50 square metres or less within a multiple-unit dwelling. Units larger than this are required to provide parking at a rate of 1.5 spaces per unit in most residential districts. In addition, visitor parking is required for all multiple-unit dwellings at a rate of one space for every eight dwelling units.

REPORT

The provision of on-site parking has been identified as a significant development cost, both in terms of physically providing parking spaces and in terms of limitations on the number of dwelling units which may be developed in a multiple-unit dwelling. In 2009, City Council amended a number of zoning provisions to provide greater flexibility in the provision of on-site parking. One of these amendments reduced required parking from 1.5 spaces per dwelling unit to 1.0 space per dwelling unit for units with a floor area of 50 square metres or less. The rationale for this amendment was that small units typically house single occupants; therefore, small units do not require the same standard of off-street parking that larger units require.

Since this zoning amendment was adopted, there has been very limited construction of these small-dwelling units. In discussions with housing industry representatives, the Administration has been advised that 50 square metres is too small to provide a reasonable level of living space with the amenities expected in today's residential market. As an example, as part of their application, North Prairie Developments Ltd. has provided a sample floor plan for a 56 square metre (600 square foot) dwelling unit (see Attachment 1).

It is the opinion, within the Planning and Development Branch, that this amendment will not change the original intent of the reduced parking requirement for small dwelling units and will enhance the opportunity for the construction of affordable dwelling units.

Comments from Other Branches

No concerns in relation to this proposal were noted.

OPTIONS TO THE RECOMMENDATION

City Council could deny this text amendment.

POLICY IMPLICATIONS

This application will result in an amendment to Zoning Bylaw No. 8770.

FINANCIAL IMPLICATIONS

There are no financial implications related to this application.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The proposed amendment is of a technical nature; therefore, public notices were not distributed.

COMMUNICATION PLAN

If this proposed amendment is recommended for approval by the Municipal Planning

Commission, the Planning and Development Branch will advise the Saskatoon Housing Initiative Partnership, Saskatoon Home Builders Association, the Saskatoon Association of Realtors, and the Developer Liaison Committee of the amended parking requirements prior to the public hearing.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

This application does not have any privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

This application does not require a CPTED review.

PUBLIC NOTICE

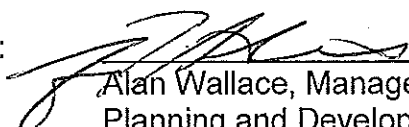
If this application is approved for advertising by City Council, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

ATTACHMENT

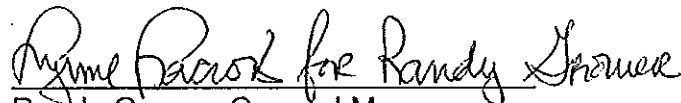
1. Example of a Typical 56 Square Metre Living Unit

Written by: Daniel Gray, Planner

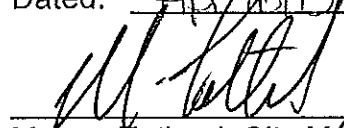
Reviewed by:


Alan Wallace, Manager
Planning and Development Branch

Approved by:

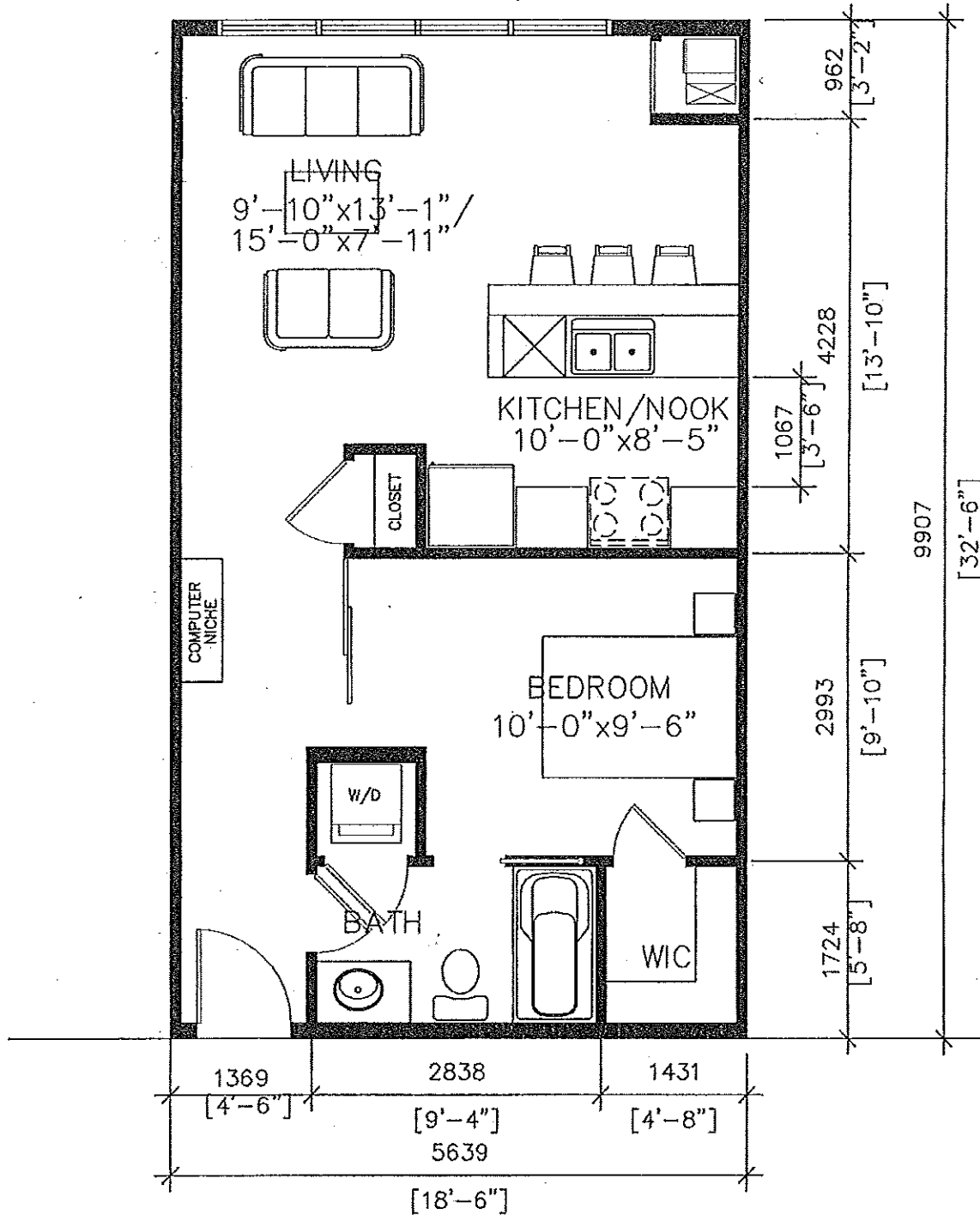

Randy Grauer, General Manager
Community Services Department
Dated: April 16/13

Approved by:


Murray Totland, City Manager
Dated: April 17/13

Example of a Typical 56m² Living Unit

600 SQ.FT



TYP. UNIT LAYOUT



City of
Saskatoon
Office of the City Clerk

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

April 25, 2013

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
 Proposed Zoning Bylaw No. 8770 Text Amendment
 Reduced Parking Requirements for
 Small Dwelling Units in Multiple-Unit Dwellings
 Applicant: North Prairie Developments Ltd.
 (File No. CK. 4350-013-001)**

The Municipal Planning Commission, at its meeting held on April 23, 2013, considered the report of the General Manager, Community Services Department, dated April 8, 2013, regarding an application from North Prairie Developments Ltd. to amend Section 6.3.1 of Zoning Bylaw No. 8770 – Parking and Loading Requirement for Residential Districts, to allow for a reduced parking requirement for small units within multiple-unit dwellings.

The Administration advised the Commission that if approved, the amendment would permit one parking space for units with a floor area of 56 square metres (600 square feet) or less, amending the current standard of one space for units with a floor area of 50 square metres (540 square feet) or less. The Administration also clarified that visitor parking would be required at a rate of one parking space for every 8 dwelling units.

The Commission was advised further that letters would be forwarded to the appropriate stakeholders, including the Saskatoon and Region Home Builders' Association and the Saskatoon Region Association of Realtors and others, regarding this report prior to the public hearing.

Following review of this matter, the Commission is supporting the following recommendation of the Community Services Department:

“that the proposal to amend Section 6.3.1 of Zoning Bylaw No. 8770 – Parking and Loading Requirement for Residential Districts, as indicated in the April 8, 2013, report of the General Manager, Community Services Department, be approved.”

The Commission respectfully requests that the above report be considered by City Council during the public hearing with respect to the above proposed Zoning Bylaw amendment.

April 26, 2013
Page 2

Yours truly,

A handwritten signature in black ink that reads "Diane Kanak". The signature is written in a cursive, slightly slanted style.

Diane Kanak, Deputy City Clerk
Municipal Planning Commission

DK:sj

Attachment

ZONING NOTICE

**PROPOSED ZONING BYLAW TEXT
AMENDMENT - BYLAW NO. 9098**

**Section 6.3.1 (4) Parking and Loading Requirements for
Residential Districts**

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). Through Bylaw No. 9098, the parking rate for multiple unit dwellings will be amended to provide that a minimum of 1.0 parking space shall be provided for each dwelling unit with a floor area of 56 m² or less. The current zoning requirement limits this parking requirement to dwelling units with a floor area of 50 m² or less.

REASON FOR AMENDMENT - This amendment is being proposed in order to facilitate enhanced opportunities for the construction of affordable dwelling units while still ensuring the provision of adequate parking for residents.

INFORMATION - Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:
Community Services Department,
Planning and Development Branch
Phone: 306-975-7723 (Daniel Gray)

PUBLIC HEARING - City Council will hear all submissions on the proposed amendment and all persons who are present at the Council meeting and wish to speak on **Tuesday, May 21, 2013 at 6:00 P.M. in Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:

His Worship the Mayor and Members of City Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5

All submissions received by the City Clerk by **10:00 A.M. on Tuesday, May 21, 2013**, will be forwarded to City Council.

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

MUNICIPAL PLANNING COMMISSION

Composition of Commission

Ms. Janice Braden, Chair
Mr. Andy Yuen, Vice-Chair
Councillor Charlie Clark
Ms. Colleen Christensen
Mr. Al Douma
Mr. Laurier Langlois
Ms. Leanne DeLong
Mr. Karl Martens
Mr. Stan Laba
Ms. Jodi Manastyrski
Ms. Kathy Weber
Mr. James Yachyshen
Mr. Jeff Jackson

- 1. Proposed Evergreen Neighbourhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B, RMTN, RMTN1 and RM3 Ahktar Bend; Baltzan Boulevard; Boykovich Bend, Crescent and Street; Marlatte Crescent, Lane and Street – Evergreen Neighbourhood
Applicant: City of Saskatoon Land Branch
(File No. CK. 4351-013-007)**
-

RECOMMENDATION:

- 1) that City Council approve the advertising respecting the proposal to rezone the properties outlined in the April 22, 2013 report of the General Manager, Community Services Department;
- 2) that the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed amendments;

- 3) that the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770;
- 4) that the proposed Evergreen Neighbourhood Concept Plan, as outlined in Attachment 4 of the April 22, 2013 report of the General Manager, Community Services Department, be approved;
- 5) that at the time of the public hearing, City Council consider the Municipal Planning Commission's recommendation that the proposed amendment to Evergreen Neighbourhood Concept Plan be approved; and
- 6) that at the time of the public hearing, City Council consider the Municipal Planning Commission's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone the properties identified in the Rezoning Location Map (see Attachment 2 of the April 22, 2013 report of the General Manager, Community Services Department) from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District, RMTN – Townhouse Residential District, RMTN1 – Townhouse Residential District 1, and RM3 – Medium Density Multiple-Unit Dwelling District, be approved.

Attached is a report of the General Manager, Community Services Department dated April 22, 2013, with respect to an application to amend the Evergreen Neighbourhood Concept Plan for the area located east of McOrmond Drive and referred to as the "Evergreen District Village".

Your Commission has reviewed the report with the Administration. The Administration has advised that the proposed change reduces potential traffic conflicts on Baltzan Boulevard by removing several single-family lots fronting along the southeast curve of the street and replacing them with multi-family developments with fewer access points to the street. The Administration has advised your Committee further that general traffic concerns in the area were identified in the feedback received but they were not specific to this development. The Administration has also advised that it is supporting the application in that it is consistent with the neighbourhood concept plan and improves traffic flow in the area.

The following is a summary of further issues your Commission has reviewed with the Administration:

- The impact of higher density in outlying residential areas in terms of traffic congestion and provision for traffic improvements as the city develops;
- Proposed change for 54 more units and the goal to provide different housing forms and affordability options in all areas of the city;
- Reference to the curve along Baltzan Crescent and traffic-related issues, including appropriate consideration of roadway configuration and sight lines in terms of reducing traffic congestion in this area, and future consideration of this in planning new neighbourhoods; and
- Identification of Baltzan Boulevard as a future transit route.

Your Commission has reviewed the report with the Administration and supports the proposed amendment and rezoning.

Respectfully submitted,

Ms. Leanne DeLong, A/Chair

TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: April 22, 2013
SUBJECT: Proposed Evergreen Neighborhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B, RMTN, RMTN1, and RM3 Ahktar Bend; Baltzan Boulevard; Boykovich Bend, Crescent, and Street; and Marlatte Crescent, Lane, and Street – Evergreen Neighbourhood
FILE NO.: CK. 4351-013-007, x CK. 4110-41 and PL. 4350 – Z28/12

- RECOMMENDATION:** that a report be submitted to City Council recommending:
- 1) that City Council approve the advertising respecting the proposal to rezone the properties outlined in this report;
 - 2) that the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed amendments;
 - 3) that the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770;
 - 4) that the proposed Evergreen Neighbourhood Concept Plan, as outlined in Attachment 4, be approved;
 - 5) that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Evergreen Neighbourhood Concept Plan be approved; and
 - 6) that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone the properties identified in the attached Rezoning Location Map (see Attachment 2) from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District, RMTN – Townhouse Residential District, RMTN1 – Townhouse Residential District 1, and RM3 – Medium Density Multiple-Unit Dwelling District, be approved.

TOPIC AND PURPOSE

The purpose of this report is to consider the application from the City of Saskatoon (City), Land Branch to amend the Evergreen Neighbourhood Concept Plan (Concept Plan) for the area located east of McOrmond Drive and referred to as the "Evergreen District Village."

This application also requires a number of properties located in the Evergreen District Village to be rezoned from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District, RMTN – Townhouse Residential Development District, RMTN1 – Townhouse Residential District 1, and RM3 – Medium Density Multiple-Unit Dwelling District (see Attachment 2).

REPORT HIGHLIGHTS

1. The Land Branch has identified a market for additional narrow lot homes and multi-family style dwelling units within the Evergreen neighbourhood and is proposing a modified street and block pattern to meet this demand.
2. This application is generally consistent with the original Concept Plan as the amendment accommodates a variety of housing forms.
3. The amendment results in a modest increase in density and will provide an additional 28 one-unit dwellings and 26 multi-family style dwelling units over the original Concept Plan.

STRATEGIC GOAL

Under the Strategic Goal of Quality of Life, this report supports the long-term strategy to encourage a mix of housing types within neighbourhoods.

BACKGROUND

During its June 1, 2009 meeting, City Council approved the Concept Plan. This Concept Plan accommodates a wide range of housing options, as well as neighbourhood commercial services to serve the area.

REPORT

Evergreen Neighbourhood Concept Plan

The proposal modifies the street pattern by creating shorter block lengths and increasing the number of lots with rear lane access. This modified pattern reduces potential traffic conflicts on Baltzan Boulevard by removing several single-family lots fronting along the southeast curve of the street and replacing them with multi-family developments with fewer access points to the street.

This proposed amendment results in a modest increase in density and will provide for an additional 28 one-unit dwellings and 26 multi-family style dwelling units. Based on an identified market demand, this amendment provides for a range of housing options in the Evergreen neighbourhood and is generally consistent with the approved Concept Plan.

Pedestrian access to the proposed Green Bridge over McOrmond Drive is also improved through the revised plan with the inclusion of a pedestrian access along Boykovich Crescent (see Attachments 3 and 4).

The following table shows the density changes between the original Concept Plan and the proposed Concept Plan:

Table 1: District Village South - Density Changes For The Area Being Revised

Land Use	Acres	Units per acre (UPA)	Number of Units	People per Unit	Population	Elementary Student Population 0.19 MU .48 SU
Original						
Single Family (lane)			95	2.8	266	46
Single Family(no lane)			191	2.8	535	92
Low-Density Street or Group Townhouses	13.23	15	198	2.8	554	38
Medium Density Multi-Unit Dwellings	10.11	40	404	1.6	646	77
Total	23.34		888		2,001	253
Revised						
Single Family (lane)			149	2.8	417	72
Single Family (no lane)			165	2.8	462	79
Low-Density Street or Group Townhouses	7.97	15	120	2.8	336	25
Low-Density Street or Group Townhouses (RMTN1)	4.86	20	97	2.8	272	13
Medium Density Multi-Unit Dwellings	10.27	40	411	1.6	658	83
Total	23.10		942		2,145	272

Official Community Plan Bylaw No. 8769

This area is identified as “Residential” on the Official Community Plan (OCP) – Land Use Map, which remains unchanged through this application.

This application remains consistent with the objective and policies of Section 5.1 – Neighbourhood Design and Development of the OCP, as this application facilitates sustainable neighbourhood development that offers a quality living environment by providing an improved street layout with an enhanced consideration for traffic safety, and meets the needs of a variety of household types and incomes.

Comments from Other Branches

No concerns were raised with regard to this proposal being approved.

OPTIONS TO THE RECOMMENDATION

City Council could deny this application, which would result in the land being rezoned in accordance with the original Concept Plan.

POLICY IMPLICATIONS

There are no policy implications related to this application.

FINANCIAL IMPLICATIONS

There are no financial implications related to this application.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A public information meeting was held on January 16, 2013, for the residents and property owners within the Evergreen neighbourhood. The open house was attended by four residents. Concerns expressed were primarily regarding traffic issues which are being experienced currently in the University Heights Sector (see Attachment 5).

A Public Notice was mailed out to the University of Saskatchewan as they were the only other property owner, other than the City of Saskatoon, within 75 metres of the proposed site. No concerns have been received.

COMMUNICATION PLAN

Those who attended the public information meeting will be advised by mail of the date and time of the public hearing if advertising is approved.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

This application does not have any privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The proposed Concept Plan amendment was reviewed by the CPTED Committee and found to be acceptable.

PUBLIC NOTICE

If this application is approved for advertising by City Council, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Branch will notify the Community Consultant and the Ward Councillor of the public hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing and notice boards will be placed on the site.

ATTACHMENTS

1. Fact Summary Sheet
2. Rezoning Location Plan
3. Approved Concept Plan for this Area
4. Proposed Concept Plan for this Area
5. Community Engagement Project Summary

Written by: Daniel Gray, Planner

Reviewed by: “Alan Wallace”
Alan Wallace, Manager
Planning and Development Branch

Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “April 25, 2013”

Approved by: “Murray Totland”
Murray Totland, City Manager
Dated: “April 29, 2013”

FACT SUMMARY SHEET

A. Location Facts

1. Municipal Address	Ahktar Bend, Baltzan Boulevard, Boykovich Bend/Crescent/Street, Marlatte Crescent/Lane/Street
2. Legal Description	Various
3. Neighbourhood	Evergreen
4. Ward	10

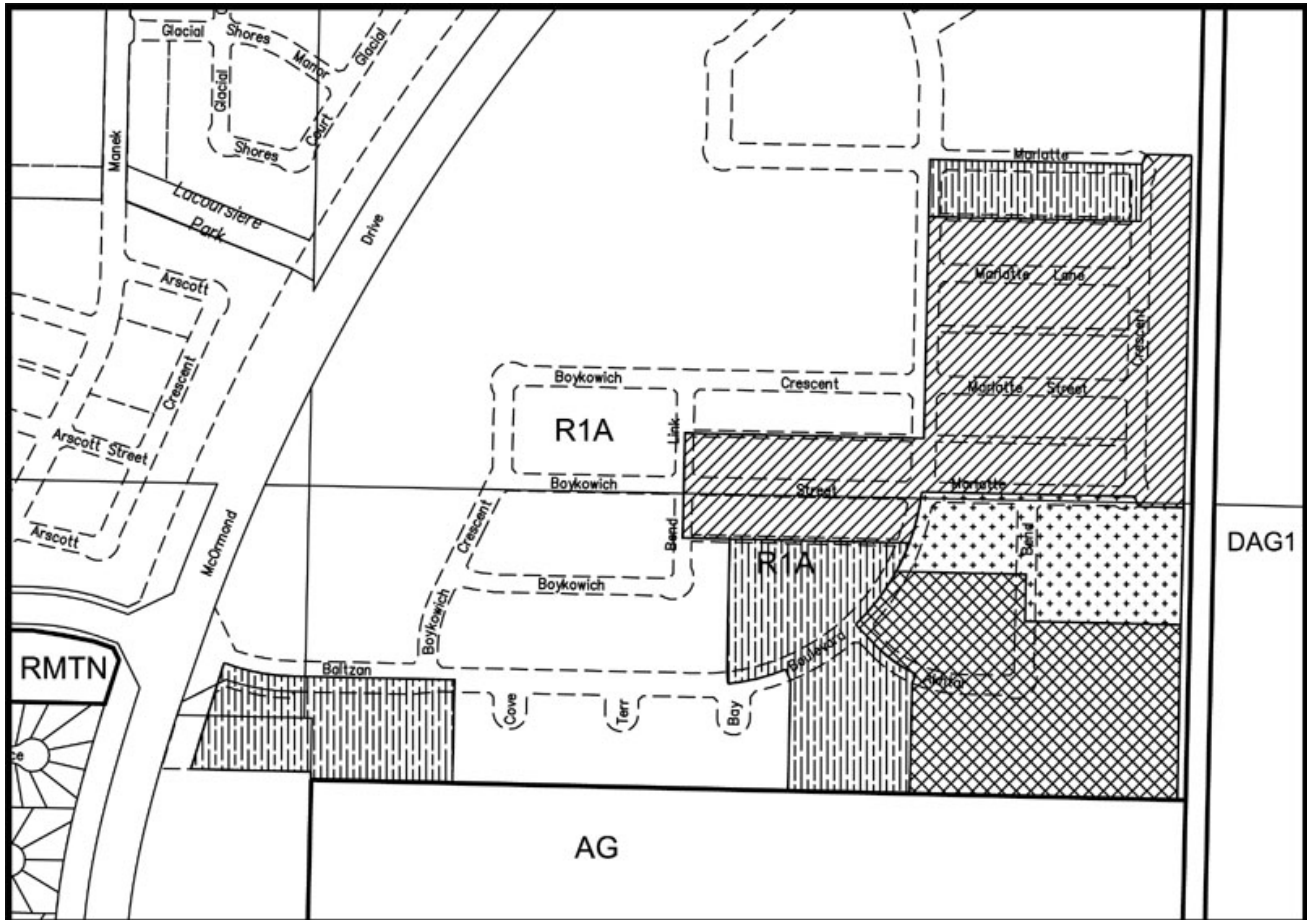
B. Site Characteristics

1. Existing Use of Property	Undeveloped
2. Proposed Use of Property	One-Unit Dwelling, Townhouse and Medium Density Multiple-Unit Dwelling Residential
3. Adjacent Land Uses and Zoning	
North	R1A
South	R1A
East	R1A
West	R1A
4. No. Of Existing Off-Street Parking Spaces	N/A
5. No. of Off-Street Parking Spaces Required	N/A
6. No. of Off-Street Parking Spaces Provided	N/A
7. Site Frontage	N/A
8. Site Area	N/A
9. Street Classification	Evergreen Boulevard and Baltzan Boulevard- Major Collector Remaining Streets - Local Streets

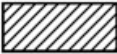
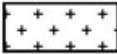


C. Official Community Plan Policy


1. Existing Official Community Plan Designation	Residential
2. Proposed Official Community Plan Designation	Residential
3. Existing Zoning District	R1A
4. Proposed Zoning District	R1B, RMTN, RMTN1 and RM3


Rezoning Location Plan



PROPOSED REZONING

	From R1A to R1B		From R1A to RMTN
	From R1A to RM3		From R1A to RMTN1


N


City of Saskatoon
 Planning & Development Branch

File No. RZ28-2012

Community Engagement Project Summary

Project Name: Public Information Meeting for Proposed Evergreen
Neighborhood Concept Plan Amendment

Applicant: City of Saskatoon Land Branch
File: PL 4350 – Z28/12

Community Engagement Project Summary

Project Description

A public information meeting was held regarding a proposed amendment to the Evergreen Neighbourhood Concept Plan for the area located east of McOrmond Drive. The proposed amendment modifies the street pattern, creating shorter block lengths and lots/blocks with rear lane access.

The proposed amendments will result in an additional 28 single-family housing units and 26 multi-family housing units. The meeting provided property owners within the Evergreen neighbourhood to learn about the proposed amendment and have the opportunity to comment on the proposal and ask any questions that they may have.

The meeting was held at Alice Turner Library Auditorium (110 Nelson Road) on Wednesday, January 16, 2013, at 7:p.m.

Community Engagement Strategy

- Purpose: To inform and consult. Residents were provided with an overview of applicant's proposal and provided the opportunity to ask questions and provide comments. Written comments will be accepted for the next few weeks.
- What form of community engagement was used: Public Information meeting, with an opportunity to listen to a presentation by the applicant and speak directly with the applicant and/or City staff following the presentation. City staff also provided overview of the rezoning process, and the next steps following the meeting.
- Level of input or decision making required from the public – comments and opinions were sought from the public.
- Who was involved
 - Concept Plan Stakeholders: The standard referral process was followed. The following agencies were contacted for comments: Future Growth Section, Neighbourhood Planning Section, Crime Prevention Through Environmental Design Committee, Community Development Branch, Leisure Services Branch, Infrastructure Services Department, Parks Branch, Environmental Services Branch, Transit Services, Saskatoon Light & Power,

SaskPower, SaskEnergy, SaskTel, Shaw Cablesystems, Fire and Protective Services, Saskatoon Police Services, Saskatoon Public School District, Greater Saskatoon Catholic School District, Canada Post.

The property owners within the Evergreen neighbourhood and Ward Councillor Zach Jeffries were notified of the meeting. Four residents and Ward Councillor Zach Jeffries attended the meeting.

Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input.
This community engagement initiative provided interested and concerned individuals with an opportunity to learn more about the proposed use and to provide perspective and comments which will be considered by both the proponent and municipal staff in further analysis of this proposal.
- Timing of notification to the public including dates of mail-outs, PSA's, newspaper advertisements, number of flyers delivered, who was targeted/invited

Notification Processes

Notification Method /Date Issued	Details	Target Audience / Attendance	Attendance / Contact
Public Information Meeting notice January 3, 2013	462 public meeting notices outlining the details of the Concept Plan amendment were sent to registered property owners. The public meeting notice was also sent to the Ward Councillor. There is no Community Association for the Evergreen neighbourhood.	Evergreen neighbourhood residents and property owners. A Public Notice was mailed out to the University of Saskatchewan as they were the only other property owner within 75 metres of the proposed site other than the City of Saskatoon. No concerns have been received.	No phone calls/emails were received regarding the public meeting. Attendees were advised they could write or email any concerns. No follow-up letters or emails were received.

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
 - Feedback and comments received at the public meeting related to traffic concerns within the University Heights Sector, as follows:
 - Retain larger lots. Additional units will add traffic to area;
 - Difficult to travel on Attridge Drive – Central Avenue intersection busy.
 - Where are the future development areas?
 - Traffic on Circle Drive is a problem.

- Impact of community engagement on the project/issue:
 - the feedback at the meeting will provide MPC and Council with opinions and comments of the subject community.
- How will input be used to inform the project/issue:
 - Input received from the community will be used to measure the support of the neighbourhood for this proposal and to highlight any major concerns.
- Any follow up or reporting back to the public/stakeholders
 - Participants at the meeting were advised that they will receive direct notice of the Public Hearing if they provided their name and mailing address on the sign in sheet.

Next Steps

Action	Anticipated Timing
Stakeholder Review completion	January/February 2013
Planning and Development Report prepared and presented to Municipal Planning Commission. MPC reviews proposal and recommends approval or denial to City Council	May 7, 2013
Public Notice - report prepared and Public Hearing date set. Ward Councillor as well as all participants at Public Meeting will be provided with direct notice of Public Hearing. A notification poster sign by applicant will be placed on site.	May 18, 2013 to June 10, 2013
Public Hearing – Public Hearing conducted by City Council, with opportunity provide for interested persons or groups to present. Proposal considered together with the reports of the Planning and Development Branch, Municipal Planning commission, and any written or verbal submissions received by City Council.	June 10, 2013
Council Decision - may approve or deny proposal.	June 10, 2013

Attachments

Notice of Public Information Meeting
Attendance Sheet

Completed by: Dwayne Whiteside, Senior Planner, 306-975-2647

Date: February 11, 2013

Please return a copy of this summary to
Lisa Thibodeau, Community Engagement Consultant
Communications Branch, City Manager's Office
Phone: 975-3690 Fax: 975-3048 Email: lisa.thibodeau@saskatoon.ca

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 April 25, 2013 and May 8, 2013
(For Information Only)
(Files CK. 4000-5, PL. 4132, PL. 4355-D, PL. 4115, and PL. 4300)**
-

RECOMMENDATION: that the information be received.

The following applications have been received and are being processed:

Condominium

- Application No. 11/13: 103 Marquis Court (44 New Units)
Applicant: Meridian Surveys Ltd. for Various Owners
Legal Description: Lot 2, Block 927, Plan No. 101947372
Current Zoning: IL1
Neighbourhood: Marquis Industrial
Date Received: May 7, 2013

Discretionary Use

- Application No. D6/13: 546 Hastings Crescent
Applicant: Shahzad Ahmad
Legal Description: Lot 1, Block 14, Plan No. 102037799
Current Zoning: R1A
Proposed Use: Type II Care Home
Neighbourhood: Rosewood
Date Received: April 26, 2013

Official Community Plan

- Amendment No. OCP 13/13: Queen Street Between 4th and 7th Avenues
City Park LAP
Applicant: City of Saskatoon, Neighbourhood Planning Section
Legal Description: Various
Current Land Use Designation: Various (as shown on attached plan)
Proposed Land Use Designation: Various (as shown on attached plan)
Neighbourhood: City Park
Date Received: April 19, 2013

Rezoning

- Amendment No. Z14/13: Queen Street Between 4th and 7th Avenues
City Park LAP
Applicant: City of Saskatoon, Neighbourhood Planning Section
Legal Description: Various
Current Zoning: Various (as shown on attached plan)
Proposed Zoning: Various (as shown on attached plan)
Neighbourhood: City Park
Date Received: April 19, 2013

Rezoning

- Application No. Z15/13: Labine/Hassard/Childers/Centennial/Palliser
Applicant: Dundee Realty Corporation
Legal Description: Various
Current Zoning: R1A and R2
Proposed Zoning: R1A, R2, R1B, RMTN, RMTN1, RM3 and B1B
Neighbourhood: Kensington
Date Received: April 25, 2013

Subdivision

- Application No. 40/13: Preston Avenue/Melville Street
Applicant: Webb Surveys for Lutheran Sunset Home and
Presidio Holdings c/o Meridian Developments
Legal Description: Parcels C and D, Plan No. 64S04601 and
Parcel A, Plan No. F05667
Current Zoning: M3
Neighbourhood: Stonebridge
Date Received: April 24, 2013

- Application No. 41/13: 735 Avenue J South
Applicant: Webb Surveys for Lyle and Doris Skoretz
Legal Description: Lots 37, 38 and 39, Block 3, Plan No. H2894
Current Zoning: R2
Neighbourhood: King George
Date Received: April 26, 2013
- Application No. 42/13: Labine Crescent/Hassard Close
Applicant: Webster Surveys for Meridian Developments
Legal Description: Parcels A and B, Plan No. 102
Current Zoning: R1A
Neighbourhood: Kensington
Date Received: April 30, 2013
- Application No. 43/13: Proposed Parcel A West of 33rd Street
Applicant: Meridian Surveys for City of Saskatoon
Legal Description: Part of SE ¼ 2-37-6-W3M to create Parcel A
Current Zoning: R1A
Neighbourhood: Blairmore Development Area
Date Received: May 1, 2013
- Application No. 44/13: Willis Crescent/Cornish Road
Applicant: Webb Surveys for 101099047 Saskatchewan Ltd.
c/o Northridge Developments
Legal Description: Part SE ¼ 15-36-5-W3M
Current Zoning: B4 by Agreement
Neighbourhood: Stonebridge
Date Received: May 7, 2013
- Application No. 45/13: 3718 8th Street East
Applicant: Larson Surveys for Providence Developments Ltd.
Legal Description: Parcel AA and Part MB1, Plan No. 101317485
Current Zoning: RM3
Neighbourhood: Wildwood
Date Received: May 7, 2013

PUBLIC NOTICE

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

ATTACHMENTS

1. Plan of Proposed Condominium No. 11/13
2. Plan of Proposed Discretionary Use D6/13
3. Plan of Proposed Official Community Plan Amendment No. OCP13/13
4. Plan of Proposed Rezoning No. Z14/13
5. Plan of Proposed Rezoning No. Z15/13
6. Plan of Proposed Subdivision No. 40/13
7. Plan of Proposed Subdivision No. 41/13
8. Plan of Proposed Subdivision No. 42/13
9. Plan of Proposed Subdivision No. 43/13
10. Plan of Proposed Subdivision No. 44/13
11. Plan of Proposed Subdivision No. 45/13

A2) Request for Encroachment Agreement 117 3rd Avenue South (Files CK. 4090-2 and PL. 4090)

- RECOMMENDATION:**
- 1) that City Council recognize the encroachment at 117 3rd Avenue South (Lot 18 TO 20 INCL, Block 151, Plan No. Q2);
 - 2) that the City Solicitor be instructed to prepare the appropriate Encroachment Agreement making provision to collect the applicable fees; and
 - 3) that His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon under the Corporate Seal and in a form that is satisfactory to the City Solicitor, the Agreement with respect to this encroachment.

TOPIC AND PURPOSE

The purpose of this report is to seek City Council's permission for an encroachment for the portions of the building located at 117 3rd Avenue South.

REPORT HIGHLIGHTS

1. Encroachment area is 2.6 square meters.
2. Portions of the building extend onto 3rd Avenue South by up to 0.61 meters.

STRATEGIC GOALS

This report supports the City of Saskatoon's (City) Strategic Goals of Sustainable Growth and Quality of Life by ensuring that designs of proposed developments are consistent with planning and development criteria and that these designs do not pose a hazard for public safety.

BACKGROUND

Building Bylaw No. 7306 states, in part, that:

"The General Manager of the Community Services Department shall not issue a permit for the erection or alteration of any building or structure the plans of which show construction of any kind on, under, or over the surface of any public place until permission for such construction has been granted by Council."

REPORT

The owner of the property located at 117 3rd Avenue South has requested permission to allow an encroachment (see Attachment 1). As shown on the Site Plan, (see Attachment 2) the proposed new awning will encroach onto 3rd Avenue South by up to 0.61 meters. The total area of encroachment is approximately 2.6 square meters.

OPTIONS TO THE RECOMMENDATION

There are no options to the proposed recommendation.

PUBLIC NOTICE

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

Administrative Report No. 9-2013
Section A – COMMUNITY SERVICES
Tuesday, May 21, 2013
Page 6

ATTACHMENTS

1. A Request for Encroachment Agreement dated April 12, 2013
2. Copy of Proposed Site Plan

Section B – CORPORATE SERVICES

B1) Corporate Inventory Status (Files CK. 1290-1 and CS.1290-1)

RECOMMENDATION: that the information be received.

TOPIC AND PURPOSE

On an annual basis, the Inventory and Disposal Services Section of the Materials Management Branch, Corporate Services Department, submits a report to City Council on the status and performance of the City's inventory.

REPORT HIGHLIGHTS

1. Saskatoon Light and Power holds 78% of the corporate inventory.
2. Inventory held at year-end was \$11,203,437.
3. Overall inventory turnover during 2012 was .84.
4. Department stores are in compliance with the Corporate Inventory Guidelines.

STRATEGIC GOAL(S)

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability through the open, accountable and transparent disclosure of the City's inventory levels.

REPORT

Inventory is held at seven locations throughout the City of Saskatoon. Attachment No. 1 shows the locations and inventory levels throughout the City. As shown in the chart, the majority of inventory value (77%) is held at Saskatoon Light and Power.

To analyze inventory held, the material is classified into groups that identify what will be used, what is kept for safety stock and what is slow moving and inactive. Attachment No. 2 shows the inventory breakdown by store. During 2012, corporate inventory and the percentage of slow moving/inactive inventory increased \$866,316. These increases were primarily due to material being purchased for capital projects at Saskatoon Light and Power. The following are the major factors that affected the inventory level at Saskatoon Light and Power:

1. A significant amount of material associated with the Circle Drive South project was received for jobs now scheduled for the first half of 2013.
2. There has been an incremental increase in the number of transformers and amount of cable required for electrical services due to the increased housing and commercial construction activity.

3. A significant amount of street light capital work and associated inventory from previous years has been carried over.

During 2012, the significant changes in overall corporate inventories are:

- Inventory held at year-end increased 8% to \$11,203,437.
- Material issues increased 0.8% to \$9,368,403.
- Inventory turnover decreased from .87 to .84.
- Slow-moving/inactive inventory increased 16% to \$6,117,474.

It is expected the slow-moving/inactive material will be reduced as the capital projects are completed during 2013 and 2014, although it is recognized that there will always be some amount of this material due to changes/delays of projects, and variances in breakdown and maintenance requirements. Your Administration will continue to identify and write off material that is surplus to operations.

To manage the inventory kept at the decentralized department stores, the Inventory and Disposal Services Section annually reviews the Corporate Guidelines for Management of Inventory with each store. Each department's stores inventory practices are checked and documented. The Inventory and Disposal Services Section confirms that the Corporate Guidelines for Management of Inventory are being followed and any deviations, because of operational requirements, are covered by approved compensating procedures.

The team approach of working with all departmental stores to implement the inventory management improvements and ensuring that corporate guidelines are followed continues to improve inventory controls and improve efficiencies.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Next report will be completed in May 2014.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications 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. Corporate Inventory Levels
2. Corporate Inventory Indicators

**B2) Contract Award Report for
Contracts between \$50,000 and \$75,000
January 1, 2013 to April 30, 2013
(Files CK. 1000-1 and CS. 1000-1)**

RECOMMENDATION: that the information be received.

STRATEGIC GOAL

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability through the open, accountable and transparent disclosure of the award of contracts.

REPORT

In accordance with Policy C02-030, Purchase of Goods, Services and Work, the Administration is required to report three times a year on the award of contracts and requests for proposals between \$50,000 and \$75,000. The attached report has been prepared detailing the contract awards for the period January 1, 2013 to April 30, 2013.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The next report will be forwarded to City Council in September outlining the award of contracts for proposals for the period May 1, 2013 to August 31, 2013.

ENVIRONMENTAL IMPLICATIONS

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

PUBLIC NOTICE

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

ATTACHMENT

1. Contract Award Report January 1, 2013 to April 30, 2013

B3) Business Improvement Districts Financial Statements (Files CK. 1680-1, CS.1680-2, CS.1680-3, CS.1680-4 and CS.1680-5)

RECOMMENDATION: that the 2012 Audited Financial Statements from The Partnership, Broadway Business Improvement District, Riversdale Business Improvement District, and the Sutherland Business Improvement District be received as information.

REPORT HIGHLIGHTS

The Partnership, Riversdale, Broadway and Sutherland Business Improvement Districts have submitted their financial statements for the year ended December 31, 2012 for Council's information.

STRATEGIC GOAL

Being open, accountable and transparent is a key factor in achieving the strategic goals of Asset and Financial Sustainability. The four Business Improvement Districts (BIDs) are organizations created by the City of Saskatoon to create stewardship of a defined business improvement district's identity and to complete projects within these districts to improve, beautify and maintain publicly-owned lands, buildings and structures in the BID, in addition to any improvement, beautification or maintenance that is provided at the expense of the urban municipality at large.

REPORT

The bylaws for each of Business Improvement District state that "on or before the 31st day of March in each year, the Board shall submit its annual report for the preceding year to the Council, and that report shall include a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement."

Attached for City Council's information are copies of the audited financial statements of The Partnership, Riversdale, Broadway and Sutherland BIDs for the year ended December 31, 2012.

COMMUNICATION PLAN

There are no further Communications required as part of this report.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

There is no follow-up required.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications 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. 2012 Financial Statements, The Partnership - Saskatoon Downtown BID
2. 2012 Financial Statements, Broadway BID
3. 2012 Financial Statements, Sutherland BID
4. 2012 Financial Statements, Riversdale BID

Section E – INFRASTRUCTURE SERVICES

**E1) Extension of Agreement
Capital Project 1493 - East Riverbank Slope Stabilization
Award of Engineering Services
Remediation Construction – Slope Instability
17th Street East and Saskatchewan Crescent
(Files CK. 4205-5 and IS. 7821-4)**

- RECOMMENDATION:**
- 1) that an extension to the agreement for engineering services for the remediation construction of the slope instability on Saskatchewan Crescent and 17th Street East with Golder Associates Ltd., at an estimated total cost of \$152,508 (including G.S.T. and applicable P.S.T.) be approved; and
 - 2) that the City Solicitor be instructed to prepare the necessary extension to the Engineering Services Agreement for execution by His Worship the Mayor and the City Clerk, under the corporate seal.

TOPIC AND PURPOSE

The purpose of this report is to seek approval to award an extension to the agreement for engineering services for the remediation construction of the slope instability on Saskatchewan Crescent and 17th Street East (17th Street failure).

REPORT HIGHLIGHTS

1. A slope failure occurred at the intersection of 17th Street East and Saskatchewan Crescent during the weekend of June 17th, 2012, causing part of Saskatchewan Crescent to be closed.
2. The slope requires remediation in order for the street to be reopened to traffic.

STRATEGIC GOAL

An extension to this agreement supports the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as it will ensure that roadway and water and sewer assets along the east riverbank are protected and managed in such a way that they provide a long-term high quality of life to residents at efficient long-term costs.

BACKGROUND

A slope failure occurred at the intersection of 17th Street East and Saskatchewan Crescent during the weekend of June 17, 2012, causing part of Saskatchewan Crescent

to be closed. Riverbank slope stability has been an ongoing issue in Saskatoon since the 1920s and a slope failure occurred in 1950 at the same location.

Golder Associates Ltd. has been contracted in the past for several riverbank slope movements and they have been involved in this specific area since June 2012, when they were contracted to monitor the slope movement.

REPORT

The failure which occurred on June 17, 2012 impacted an area of Saskatchewan Crescent approximately 130 metres long by 20 metres wide. The slide disrupted the stability of the street causing a section of Saskatchewan Crescent to be closed to vehicles and the west sidewalk to be closed to pedestrians. In addition to damage to the street pavement, a broken storm sewer line was found, which was replaced on June 19 and 20, 2012. The slope requires remediation in order for the street to be reopened to traffic.

An agreement was awarded to Golder Associates in November 2012 for engineering services to install instrumentation, perform geotechnical analysis and design and prepare a report on the 17th Street Failure. This report, which includes conceptual designs for several remedial options, has now been completed and the Administration has chosen the preferred option which consists of:

- Excavating approximately 4 metres of roadbed;
- Constructing a groundwater collection trench approximately 10 metres in depth;
- Using expanded polystyrene (EPS) light weight fill to reconstruct an approximately 3 metre depth of the excavated roadbed; and
- Reconstructing the pavement structure.

The slope remediation project limits include remedial work of the roadway on Saskatchewan Crescent East between 16th Street and 18th Street. The estimated value for construction of the slope remediation is \$2.7 million. There is currently \$2.0 million budgeted in Capital Project 1493 to perform the work. An additional \$700,000 in funding will be required from the Infrastructure Reserve for Storm Water to complete this work and will be requested in a future post budget report. There is adequate funding in the Infrastructure Reserve for Storm Water to allow for this post budget requirement.

In order to effectively manage the construction of this project, the Administration is recommending that the agreement with Golder Associates be extended in order to provide engineering services during the public consultation, tendering and construction of the remediation of the slope instability area under construction. The estimated cost of this work is \$143,200, excluding taxes and surcharges.

The extension to the agreement is being recommended because Golder Associates Ltd. has the expertise and data relevant to this slope failure, as they have completed all instrumentation, geotechnical analysis and design options for the slope remediation to date.

OPTIONS TO THE RECOMMENDATION

An option would be to obtain proposals from other geotechnical consultants through a request for proposal process. This option is not recommended because of the significant time delay it would cause, and because it is seen as a prudent extension to the work Golder Associates Ltd. has already completed on this project.

POLICY IMPLICATIONS

City Council approval of the extension of engineering services to Golder Associates Ltd. is required as per Policy C02-030 – Purchase of Goods, Services and Work.

FINANCIAL IMPLICATIONS

The net cost to the City of Saskatoon for the extension to the agreement with Golder Associates Ltd. for engineering services for the remediation construction of the slope instability on Saskatchewan Crescent and 17th Street East is as follows:

Estimated Cost	\$143,200
P.S.T (5% of 30%)	\$ 2,148
G.S.T.	<u>\$ 7,160</u>
Sub-Total	\$152,508
G.S.T. Rebate	<u>\$ (7,160)</u>
Net Cost to City	\$145,348

There are sufficient funds available within approved Capital Project 1493 - East Riverbank Slope Stabilization in the amount of \$150,360.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
X		\$145,348			

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Golder Associates will assist the City with presenting the remediation design to the Meewasin Valley Authority's (MVA's) Development Review Committee.

COMMUNICATION PLAN

The City will host an Open House to provide the public with information on the slope failure, road closures and pedestrian detours.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

It is anticipated that the slope remediation will be completed by October 2013.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time. Environmental issues with the project, such as vegetation removal and animal habitat disruption will be addressed through the application process with the Meewasin Valley Authority.

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.

E2) Request for Change Order
Contract 12-0792 - Snow Dump Site Pushing Contract
(Files CK. 6290-1 and IS. 6000-4)

RECOMMENDATION: that a Change Order in the amount of \$227,848, plus G.S.T. for contract 12-0792 – Snow Dump Site Pushing be approved.

TOPIC AND PURPOSE

This report is to obtain approval for a Change Order for Contract 12-0792 - Snow Dump Pushing, for the resources required to maintain the three snow dump sites during the 2012/13 winter season.

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. Lafarge Aggregates was awarded the snow dump site pushing contract for the 2012/13 winter season.
3. The significant amount of snow received at the snow dump sites hauled by civic operations, private contractors and the public has greatly increased the cost of site maintenance, for a total of \$956,348 versus \$202,608 estimated.

STRATEGIC GOALS

The recommendation in this report 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 operates multiple snow dump sites, and hires private contractors to assist in maintaining them in order to maximize storage capacity. There were three sites operational in the 2012/2013 season, located on Wanuskewin Road, Central Avenue and Valley Road.

REPORT

A Request for Proposal was issued for snow dump site pushing for the 2012/2013 season, and the proposal from Lafarge Aggregates was chosen, at a total estimated cost of \$212,608, including G.S.T. and P.S.T.

The original contract was estimated based on four significant snow events, from November 1 to February 28. To deal with the amount of snow delivered to the dumps, more work was required than was estimated. An extension to Contract 12-0792, in the amount of \$440,000, including G.S.T. and P.S.T., was approved by City Council at its meeting held on February 11, 2013.

The contract extension was intended to cover all snow dump pushing services for the remainder of the winter season. However, due to the extraordinarily prolonged winter season, the snow dump pushing services again surpassed the estimate.

An additional extension to Contract 12-0792, in the amount of \$277,848, is necessary to cover the cost of the resources that were required to maintain the snow dump sites during the remainder of the 2012/13 winter season.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

The requested approval of the Change Order is in accordance with Policy A02-027 – Corporate Purchasing Policy.

FINANCIAL IMPLICATIONS

The net cost to the City for the total contract with Lafarge Aggregates, with the extension of \$277,848, plus G.S.T., is as follows:

Original Base Quotation	\$192,960
Extension #1	\$440,000
Extension #2	\$277,848
G.S.T.	\$ 45,540
Total Contract Price	\$956,348
Less G.S.T. Rebate	\$ 45,540
Net Cost to the City	\$910,808

The Operating Budget for each winter's snow dump site maintenance is allocated from two budget years, in this case, 2012 and 2013. The 2013 Operating Budget will fund the contract extension.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
X	X		\$910,808		

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

The increase to snow dump pushing services 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 eight snow events, the increases are estimated to be 47.116 tonnes CO²e, which is the equivalent of adding 9.238 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.

**E3) Enquiry – Councillor T. Paulsen (March 18, 2013)
Enforcement – Street Sweeping Notices
and
Parking Restrictions for Entire Neighbourhoods Designated for
Street Sweeping
(File No. CK. 6120-6)**

RECOMMENDATION: that the information be received.

TOPIC AND PURPOSE

This report is in response to an enquiry from Councillor Paulsen regarding plans for enforcement action to be taken when cars are not removed in accordance with street sweeping notices. It also provides information regarding what would be required if the City of Saskatoon was to enforce parking restrictions for entire neighbourhoods during the annual street sweeping program.

REPORT HIGHLIGHTS

1. The City of Saskatoon's sweeping program parking notifications that have been in place for more than 40 years have no penalty or recourse for parking on the street during street sweeping operations unless in a posted zone.
2. "No Parking" signs could be posted on every street within a neighbourhood in compliance with the existing Traffic Bylaw at an annual cost of approximately \$250,000 to \$300,000 and 'one time' costs of approximately \$64,000.
3. All vehicles in violation of the signage could be ticketed and impounded with the existing Bylaw tools afforded the City, or the City may tow at its own expense.

STRATEGIC GOALS

The information in this report supports the following City of Saskatoon Strategic Goals:

- Continuous Improvement, as it will provide for a coordinated approach to customer service; and

- Moving Around, as it will help to ensure that roads are in a condition that will allow for the flow of people and goods in and around the city.

BACKGROUND

The following enquiry was made by Councillor Paulsen at the meeting of City Council held on March 18, 2013:

"Could the Administration please report on their plans for enforcement action to be taken when cars are not removed in accordance with the street sweeping notices."

REPORT

The street sweeping program has evolved in Saskatoon as a mostly cooperative program for no parking to accommodate the work. It has typically served Saskatoon reasonably well. Notifications, as shown in Attachment 1, are delivered door-to-door to each residence in a neighbourhood before a sweep, which asks for voluntary compliance to not park on the street. There is no penalty or recourse for not complying with the street sweeping notifications and the area occupied by a "disobedient" vehicle is unable to be swept. Unless the area is large enough to warrant a revisit with a sweeper (when possible, based on the best judgement of the supervisors), the section is not swept.

Portions of the City are posted for no-parking (with signage) as outlined in Attachment 2, which officially prohibits any person from parking during street sweeping. These are streets that historically have had severe non compliance with notices because of non-neighbourhood traffic parking in the area. In those locations, \$50 tickets are issued. In 2013, towing will be employed once a ticket is issued. Each street sweeping crew will have a designated parking enforcement commissioner working with them, issuing tickets where posting occurs.

Two privately owned and operated towing companies have expressed interest in dedicating resources to the City in order to provide this service, with whatever capacity the trucks they have available for towing. The service provided by these companies is essential, as the City does not own and/or operate tow trucks. The cost of the towing and impounding vehicles which are parked in posted No Parking areas in 2013 will be completely recovered by the fees charged to the offenders.

Every non-complying vehicle will be towed to the City of Saskatoon's impound lot. The impound lot is a secured site, capable of receiving vehicles 24-hours per day. The capacity of the lot is 250 vehicles. Arrangements can be made at the towing company's impound yard in the unlikely event that the City's lot fills up. The impound lot is also capable of processing payments, if payments cannot be made at City Hall.

OPTIONS TO THE RECOMMENDATION

As outlined in the report, there are no current penalties or recourse for not complying with the street sweeping notifications. To provide a higher level of service in neighborhoods and to be in compliance with the current Traffic Bylaw, additional work would need to be done as outlined below. All of these costs are currently unfunded.

1. Instituting parking restrictions on entire neighbourhoods

Approximately 8,000 signs and signboards/gates would need to be purchased (1 per 8 houses) to implement the necessary parking restrictions. The average neighbourhood would require 4 crews; each crew consisting of 2 labourers and 1 truck for approximately 8 hours, to install the signage. The same resources could be required to remove the signage once it was no longer needed.

Staff	\$ 123,200
Vehicles	\$ 15,840
Fuel	\$ 11,000
Material (one time cost)	\$ 64,000
Subtotal	\$ 214,040

The Administration is looking at options that would legally allow ticketing or towing by zone similar to the system Winnipeg uses for residential snow removal.

2. Enforcing parking restrictions

Additional commissionaires would be required to enforce the parking restrictions. Each street sweeping crew would have its own dedicated commissionaire. This will ensure that each vehicle is fined and towed in accordance with the City's bylaws. There are 3 street sweeping crews operating during each day of the 55 day street sweeping program.

Staff	\$ 57,750
Vehicles	\$ 8,250
Fuel	<u>\$ 4,125</u>
Subtotal	\$ 70,125

3. Towing vehicles

The cost of the towing and impounding vehicles would be completely recovered by the fees charged to the offenders by the impound lot. There is, however, a cost associated with the supervision of the tow trucks and the associated on-site record keeping. Each street sweeping crew would have its own dedicated staff person who would be responsible for coordinating and directing the tow trucks, as well as recording the vehicles that have been towed. This will ensure that each vehicle is properly fined, removed and accounted for.

Staff	\$ 57,750
Vehicles	\$ 8,250
Fuel	<u>\$ 4,125</u>
Subtotal	\$ 70,125

The total cost for the above listed components totals \$354,290.

POLICY IMPLICATIONS

There are no policy implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

FINANCIAL IMPLICATIONS

The cost of the towing and impounding vehicles which are parked in posted No Parking areas in 2013 will be completely recovered by the fees charged to the offenders by the impound lot as follows:

Towing Fee (per vehicle)	\$ 40
Incoming Impound Fee (per vehicle)	\$ 50
Daily Storage Fee (per vehicle)	<u>\$ 15</u>
Total (per vehicle)	\$105

COMMUNICATIONS PLAN

The City communicates the details of the existing sweeping program, including schedules, on the website. No additional communication is required unless new levels of service are approved by City Council.

ENVIRONMENTAL IMPLICATIONS

The addition of full time parking enforcement and towing services to the Street Sweeping program would have negative greenhouse gas emissions implications due to increased consumption of fuel. The increases are estimated to be 87.666 tonnes CO²e, which is the equivalent of adding 17.188 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

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

A follow-up report is not required.

PUBLIC NOTICE

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

ATTACHMENTS

1. Sample Door Hanger – "We're coming to sweep YOUR street on"
2. 2013 Street Sweeping Schedule of "No Parking" Signage Locations

E4) Communication to Council

From: Robert Daniels
Saskatchewan Indian Institute of Technologies
Date: April 12, 2013
Subject: Request for Temporary Street Closure
4th Avenue, between 20th and 21st Streets
(File No. CK. 205-1)

- RECOMMENDATION:**
- 1) that the temporary lane closures and traffic delineation, as described in the following report, be approved; and
 - 2) that permission be granted for the Saskatchewan Indian Institute of Technologies to extend the time during which the Annual President's Pancake Breakfast may be conducted on 4th Avenue, between 20th Street and 21st Street, from 7:30 a.m. to 10:00 a.m. on Friday, June 7, 2013.

TOPIC AND PURPOSE

This report is to provide clarification regarding the Saskatchewan Indian Institute of Technologies' (SIIT) request for temporary closure of 4th Avenue, for their Annual President's Pancake Breakfast.

REPORT HIGHLIGHTS

1. SIIT has requested full closure of 4th Avenue, between 20th Street and 21st Street for the Annual President's Pancake Breakfast.
2. The Administration has discussed traffic concerns with the event organizers and found a solution which will allow the event to proceed, while minimizing the impact to traffic entering the downtown area during the morning peak hours.
3. Approval is required for an extension to the Noise Bylaw.

STRATEGIC GOAL

This report supports the City of Saskatoon Strategic Goals Moving Around and Quality of Life. The event will promote awareness and a sense of community, and the associated temporary traffic controls and lane closures will ensure that pedestrians and motorists will be able to access the area safely and efficiently.

BACKGROUND

City Council, at its meeting on April 22, 2013, considered a communication from Robert Daniels on behalf of the Saskatchewan Indian Institute of Technologies, requesting full closure of 4th Avenue between 20th Street and 21st Street to accommodate the Annual President's Pancake Breakfast event. Council resolved that the matter be referred to the Administration for clarification and report to Council.

REPORT

The primary concern regarding the request for temporary closure of 4th Avenue between 20th Street and 21st Street is the possible congestion along 4th Avenue from traffic exiting the Broadway Bridge, as well as congestion on the bridge itself. Given the complexities of the intersection at the bottom of the bridge (4th Avenue and 19th Street), closing 4th Avenue at 20th Street would have significant negative implications on traffic flow potentially causing hazardous conditions.

The annual Saskatoon Police Services Community Barbecue, which has in the past completely closed 4th Avenue between 22nd Street and 23rd Street, differs from the request submitted by SIIT as follows:

- Northbound traffic volumes at the 4th Avenue/20th Street intersection are significantly higher than those at the 4th Avenue/22nd Street intersection. The following table illustrates the number of vehicles making various movements through the two intersections during the morning peak period (7:00 a.m. to 9:45 a.m.)

4th Avenue North-bound Traffic Volumes

Intersection	Left Turns	Right Turns	Through Traffic
4 th Ave. / 20 th St.	311	117	572
4 th Ave. / 22 nd St.	234	90	372

- Proximity to the Broadway Bridge. By the time northbound 4th Avenue traffic reaches 22nd Street, a significant portion of the traffic which comes from the Broadway Bridge is reduced.

The Administration has discussed the concerns with the event organizers and found a solution which will allow the event to proceed, while minimizing the impact to traffic entering the downtown area during the morning peak hours.

The Administration is recommending temporary full closure of both southbound traffic lanes and the median northbound traffic lane on 4th Avenue, between 20th Street and 21st Street, from 6:00 to 11:30 a.m., on June 7, 2013. Traffic in the northbound median lane of 4th Avenue, at the intersection of 20th Street and 4th Avenue, will be signed to make a forced left-hand turn, and the northbound curb lane of 4th Avenue will remain a through lane. Traffic signals will also be optimized at the affected intersection(s) during the event.

The event, which will be held from 7:30 a.m. to 10:00 a.m., will be using the City of Saskatoon Community Stage; therefore, approval of an extension to Bylaw 8244, The Noise Bylaw, is also required.

FINANCIAL IMPLICATIONS

The estimated costs of the planning and installation of the traffic controls for the temporary lane closures is \$1,000. The event meets the criteria of the Provision of Civic Services, which will fund the costs associated with this request.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
X		\$1,000			

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

SIIT event organizers have contacted the affected businesses in the area and have obtained their approval to hold the event.

COMMUNICATIONS PLAN

In advance of this event, the public will be notified of the road restrictions on the City's website with a Service Alert and through our social media channels. The event organizers will provide advance notice and an invitation to affected businesses to participate and in order for them to plan for the potential interruption the roadway closure may cause. Traffic signage will be in place to notify drivers of the lane closures during the event. Internal and emergency services are notified of special events that require road closures with our internal calendar of events that is managed by the Transportation Branch.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

PUBLIC NOTICE

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

E5) Communication to Council

From: Blair Wooff

Date: undated

**Subject: Limited Residential Parking Permit Program
(Files CK. 6120-4-2 and IS. 6120-6)**

- RECOMMENDATION:**
- 1) that Policy C07-014 – Residential Parking Permit Program be amended as follows:
 - a) that special care homes be included in the definition of Institutional Property;
 - b) that the definition of publicly owned medical facility be clarified to mean hospital; and
 - c) that the Residential Parking Permit Program be amended to include the residential areas within 150 metres of the boundary of the Central Business District and River Landing; and
 - 2) that the City Clerk’s Office be instructed to amend Policy C07-014 - Residential Parking Permit Program.

TOPIC AND PURPOSE

This report is in response to a referral from City Council to provide further information regarding a review of the Residential Parking Permit Programs and recommendations to expand the criteria and to provide a broader definition of institutional property.

REPORT HIGHLIGHTS

1. In the report of the General Manager, Infrastructure Services, dated April 2, 2013, which was referred back for further information and report in two weeks, the Administration recommended that the criteria for the LRPP be expanded to include the residential areas within 150 metres of the boundary of the Central Business District and River Landing.
2. Visitors and employees of special care homes generate a significant amount of parking demand, therefore, the Administration is also recommending that Policy C07-014 – Residential Parking Permit Program be amended to include special care homes, as defined in the Zoning Bylaw.
3. Policy C07-014 also includes 'publicly owned medical facility' within the definition of Institutional Property which was intended to only include hospitals, not medical clinics, therefore, the Administration is recommending that it be clarified in the Policy.

STRATEGIC GOALS

This report supports the City of Saskatoon Strategic Goal, Quality of Life, as it will help to ensure that Saskatoon is a welcoming people place.

BACKGROUND

City Council, at its meeting held on April 22, 2013, considered a report of the Administration and Finance Committee regarding the General Manager, Infrastructure Services' response to a referral to review the Residential Parking Permit Programs with a view to providing a broader definition of institutional property. Council resolved that the matter be referred back to Administration for further information and report in two weeks.

REPORT

In the report of the General Manager, Infrastructure Services, dated April 2, 2013, the Administration recommended that the criteria for the LRPP be expanded to include the

residential areas within 150 metres of the boundary of the Central Business District and River Landing and cautioned that expanding the criteria any further may create an environment where anyone could restrict parking on their own street. The report also explained that the proposed expansion would not compromise the intent of the LRPP, but would offer some degree of relief to residents in congested parking areas located in the residential areas west of River Landing and west of Idylwyld Drive, along 25th Street West.

Visitors and employees of special care homes generate a significant amount of parking demand. The Administration is, therefore, also recommending that Policy C07-014 – Residential Parking Permit Program be amended to include special care homes, as defined in the Zoning Bylaw. These special care homes include St Joseph's Home, Porteous Lodge, Oliver Lodge, Central Haven, Saskatoon Convalescent Home, Parkridge Centre, Lutheran Sunset Home, Sherbrooke Community Centre, Sunnyside Nursing Home, Stensrud Lodge, St. Ann's Senior Citizens' Village and Circle Drive Special Care Home.

Policy C07-014 also includes 'publicly owned medical facility' within the definition of Institutional Property. The intent was that publicly owned medical facilities would only include hospitals, not medical clinics. The Administration is, therefore, recommending that this be clarified within the Policy. The hospitals that should be included in the policy include Royal University Hospital, City Hospital and St. Paul's Hospital.

The LRPP will continue to be a resident driven process and the expansion of the criteria will provide an opportunity for residents to submit an application for the program.

Attached is a map showing all areas of the city where the Limited Residential Parking Permit Program is or could be implemented (Attachment 1).

OPTIONS TO THE RECOMMENDATION

An option is to maintain the existing criteria. The Administration does not recommend this option as the demand for parking is going to continually increase with the ongoing redevelopment of the Central Business District, specifically the north downtown, and River Landing areas.

POLICY IMPLICATIONS

If approved, an amendment the Residential Parking Permit Program Policy, C07-014, would be required.

FINANCIAL IMPLICATIONS

The LRPP is intended to be a cost-neutral program. Residents within the eligible area must purchase a permit and enforcement is done on a complaint basis. Therefore, there are no financial implications.

COMMUNICATIONS PLAN

Brochures outlining the program will be updated to provide information to residents interested in applying for the program. The City's website will also be updated with the same information.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

There will be no follow up report.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PUBLIC NOTICE

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

ATTACHMENT

1. LRPP Zone Map

Section F – UTILITY SERVICES

**F1) Capital Project #1243
Wastewater Treatment – Lift Station Upgrades
Engineering Services Award
(File No: CK. 7820-3 and WWT. 7990-87)**

- RECOMMENDATION:**
- 1) that the proposal submitted by Catterall & Wright for engineering services for the Spadina Lift Station Refurbishment and Pump Replacement for a total upset fee of \$164,562.00 (including G.S.T and P.ST.), be accepted; and
 - 2) that the City Solicitor be instructed to prepare the necessary Engineering Services Agreement for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

TOPIC AND PURPOSE

That City Council award a proposal from Catterall & Wright, the highest rated respondent to the City's Request for Proposals, for the Spadina Lift Station Refurbishment and Pump Replacement. This lift station is operated and maintained by the staff of the Wastewater Treatment Plant (WWTP).

REPORT HIGHLIGHTS

1. The Spadina Lift Station pumps which are supplied by Flygt have become obsolete. Spare parts for these pumps will be difficult to obtain, and as such, maintaining these pumps will be problematic.
2. A Lift Station condition assessment was conducted in 2003 for all the stations in the city. The Spadina Lift Station report showed that there were various locations within the building that required rehabilitation.
3. The Water and Wastewater Treatment Branch issued a Request for Proposal (RFP) for the Spadina Lift Station project and the Catterall & Wright proposal was determined to be the most favourable to the City.

STRATEGIC GOAL

This project supports the City of Saskatoon Strategic Goal of Asset and Financial Sustainability by ensuring that the reliable operation of the Spadina Lift Station is maintained through the purchase of new pumps and building refurbishment.

BACKGROUND

The Spadina Lift Station was constructed in 1969. The lift station is situated on the Spadina trunk sanitary sewer which has other lift stations contributing flow. The Spadina Lift Station is the most critical component of the City's sanitary sewage collection system as it pumps approximately 60% of the total sanitary sewage.

This project came about due to the fact that the pump manufacturer, Flygt, informed the WWTP about discontinuing the pump series that is installed at the Spadina Lift Station. Pump spare parts will be available for another two years, but thereafter, parts will be difficult to obtain. This will make maintenance on these pumps problematic and will affect the reliability of the Spadina Lift Station to transport sewage to the WWTP.

REPORT

The Spadina Lift Station pumps are obsolete

Flygt had notified the WWTP in 2010 that the pump series installed at the Spadina Lift Station will be obsolete, and as such, will no longer be carrying spare parts for the pumps. The WWTP maintains the sewage lift stations and the unavailability of pump parts will make maintenance of the Spadina pumps difficult and could compromise the operation of the lift station.

Rehabilitation of the lift station building

Although, there have been many changes to the lift station since 1969, many of the original systems are still in use. The building refurbishment aims to update and rehabilitate the inside surfaces of the dry and wet well, demolish all unnecessary piping and update rails and platforms inside the building. These repairs will update the lift station and make it safer and more accessible.

A Request for Proposal (RFP) was issued and a successful proponent selected

In March 2013, a RFP was issued for engineering services for the replacement of the lift station pumps and to refurbish the building. The RFP called for a review of the Spadina Lift Station flow rates with applicable pump design and selection, rehabilitation of the inside surfaces and roof of the lift station, and improvement of access to the equipment such as platforms, railings and lifting beams.

Four proposals were received and evaluated by the WWTP managers. Consequent to a systematic evaluation of the proposals, the proposal from Catterall & Wright was rated as most favourable for the City.

The net cost to the City for the engineering services, as described above and within the proposal submitted by Catterall & Wright, would be as follows:

Preliminary Design	\$ 31,850.00
Detailed Design	47,300.00
Construction Services	53,100.00
Post Construction Services	9,200.00
Contingency (10%)	<u>14,145.00</u>
Total Proposal Price	\$155,585.00
G.S.T. (5%)	7,779.75
P.S.T (30% of design costs)	<u>1,187.25</u>
Total Upset Fee	\$164,562.00
G.S.T. Rebate	<u>(7,779.75)</u>
Net Cost to the City	<u>\$156,782.25</u>

OPTIONS TO THE RECOMMENDATION

Accepting a proposal from a lower rated firm would constitute the option for provision of engineering services for this project.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Capital Project #1243 - WWT – Lift Station Upgrades provides funding for the staged upgrading at the sanitary sewer lift stations throughout the city. The 2013 Capital Budget provides \$1,727,000 for lift station upgrades.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$1,727,000		\$1,727,000			

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Meewasin Valley Authority, City Parks and the Water Security Agency have been engaged to inform them of upcoming work at the Spadina Lift Station.

COMMUNICATION PLAN

Most of the construction work for the Spadina Lift Station will be located inside the building, away from homes and roadways. The large equipment and vacuum trucks required during construction are noisy, and will occasionally have to operate during the very early morning hours when sewage flow is lowest. Before construction begins, flyers will be delivered to households adjacent to the lift station with information on the project, the timeline (this is a one-year project), frequently asked questions and contact information for the project manager. A PSA with information about the project will be distributed and social media messages will be provided to the public.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

It is estimated that project construction completion will occur in the fall of 2014.

ENVIRONMENTAL IMPLICATIONS

The recommendations are associated with activities that will consume resources and energy relating to the planned work including equipment manufacture, installation, operation and maintenance. However, the replacement of existing pumps with more efficient models is associated with lower energy inputs per unit of operation.

A number of safeguards will be put in place during the pump replacement phase to minimize the potential of emergency bypass of raw sewage to the river. The overall GHG emissions associated with the planned work have not been quantified 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.

F2) Lease at 619 Avenue N South and 606 Avenue O South Saskatoon Light & Power Training Centre (Files CK. 520-1, US. 662-8, and LA. 4235-012-17)

- RECOMMENDATION:**
- 1) that a Lease Agreement Renewal between the City of Saskatoon and 101122135 Saskatchewan Ltd. for the property located at 619 Avenue N South and 606 Avenue O South, for a term of five years (June 1, 2013 to May 31, 2018), based on the terms as set out in the following report be approved; and
 - 2) that the City Solicitor be requested to have the appropriate agreements executed by His Worship the Mayor and the City Clerk, under the Corporate Seal.

TOPIC AND PURPOSE

The purpose of this report is to receive approval for a five-year lease renewal of the privately-owned property located at 619 Avenue N South and 606 Avenue O South, which is currently occupied by Saskatoon Light & Power (SL&P).

REPORT HIGHLIGHTS

1. SL&P wishes to renew their existing lease at 619 Avenue N South and 606 Avenue O South, property owned by 101122135 Saskatchewan Ltd.
2. Continued leasing of this external property by SL&P provides adequate space for a training centre as well as storage flex space.

STRATEGIC GOALS

This report supports the long-term Strategic Goal of Continuous Improvement by providing facilities for a training centre in order to accommodate ongoing skills training for apprentices. It also supports the four-year priority to develop a recruitment strategy to attract and train new employees.

BACKGROUND

Saskatoon Light & Power has been leasing the property (building and lands) at 619 Avenue N South and 606 Avenue O South since June 1, 2008. The site has office space and an outdoor compound that is suitable for both classroom and practical training of apprentices. It also has a garage and storage compound that is suitable for storing seasonal decorations during the off-season and trailers during the winter.

The current five-year lease term expires May 31, 2013. The lease agreement includes an option to renew for an additional five years, June 1, 2013 to May 31, 2018.

REPORT

SL&P Wishes to Renew External Lease

The current Lease Agreement includes an option for a five-year renewal at the pre-determined rate of \$4,950 per month. A pre-determined rental rate is financially ideal as it minimizes variances in the lease renewal rates at the time of lease renewal.

Lease Allows for Training Centre and Flex Storage Space

Renewing the lease for this property will ensure that SL&P has adequate accommodations until a permanent space is established. One option being considered for the future is a permanent Training Centre to be built at the new Civic Operations Centre.

Attachment 1 provides information regarding the significant terms of the lease.

OPTIONS TO THE RECOMMENDATION

An option would be to not approve the renewal of this lease and have SL&P vacate the property when their lease expires on May 31, 2013. In this scenario, alternative premises would need to be secured immediately. This option is not recommended as apprenticeship training is an ongoing requirement and the space is required for storage of seasonal decorations. The new lease rate for 2013 to 2018 is also favourable.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The financial implications for the five-year extension would include the rent over the five-year renewal term of \$297,000, or \$59,400 annually along with yearly operating costs. There are adequate funds in the Operating Budget to cover these costs.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public/stakeholder involvement is not required.

COMMUNICATION PLAN

A communications plan is not required.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

If approved, the proposed lease renewal would expire on May 31, 2018. If a further renewal were required at that time, a report would be submitted.

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 C01-021, Public Notice Policy, is not required.

ATTACHMENT

1. Significant Terms of the Lease Renewal – 619 Avenue N South and 606 Avenue O South – Saskatoon Light & Power

Section G – CITY MANAGER

G1) First Quarter Results

**City of Saskatoon's 2013 Corporate Business Plan and Budget –
Investing in a 21st Century City
(Files CK. 1700-1, CK. 430-72 and CC. 100-14)**

RECOMMENDATION: that the information be received.

REPORT

In an effort to be more accountable, transparent, and efficient in the management of the City's key priorities and financial resources, this report presents the first quarter results for the City of Saskatoon's 2013 Corporate Business Plan and Budget – *Investing in a 21st Century City*, as at March 31, 2013.

Quarterly status updates on the City's Corporate Business Plan and Budget and will help to ensure that City Council and your Administration are aware of emerging business plan and budget issues and challenges, so they can react accordingly. By providing these quarterly reports, this will help the City to mitigate any financial or corporate risks that may result from unplanned events or new challenges that may emerge throughout 2013.

The initiatives that are approved in the business plan have been sorted according to the Strategic Goals that were approved as part of the City of Saskatoon Strategic Plan on February 6, 2012. The budget allocations are reported according to Business Lines.

Business Plan Highlights

Attachment 1 provides a summary of the status, as of March 31, 2013, of the key projects outlined in the 2013 Corporate Business Plan and Budget (January 1, 2013 to March 31, 2013).

The following are highlights of these projects:

Continuous Improvement

- The City's purchasing function was reviewed with the intent to reduce waste, create efficiencies, and streamline and standardize processes. To date, approximately 20% of the recommendations have been implemented. A comprehensive review of the City payroll function is scheduled for this fall.

Asset and Financial Sustainability

- A report to City Council identified a deficit of \$11 million in repairs to facility infrastructure such as water/sewer/storm lines, roadways, and parking curbs, with most site infrastructure reaching the end of its life cycle within the next ten years. A report is being prepared for City Council to consider the establishment of a civic facility reserve to begin to address this deficit.

Quality of Life

- An Urban Art Program is underway with mural projects in the King George and City Park neighborhoods as a counter initiative to graffiti.
- A new Housing Business Plan is being developed with targets and a new long-term funding strategy. The Plan will be completed and tabled with City Council in the second quarter of 2013.

Environmental Leadership

- The Residential Recycling Program was implemented. Cart delivery is progressing on a neighborhood-by-neighborhood basis and is now 75% complete.

Sustainable Growth

- The document requesting proposals for the development of the Detailed Integrated Growth Plan and implementation process was prepared. This will include a Core Bridge Study, a Rapid Transit Business Case, and a Plan for Nodes, Corridors, and Infill.
- Public consultation was completed to gather input into the South West Concept Plan and the North Downtown Master Plan.

Moving Around

- A Request for Expression of Interest was released for the replacement of parking meter infrastructure. A report with the results of the EOI has been prepared and the Administration is seeking direction from City Council on the parameters to include in the Request for Proposals.

- Planning is underway for the design of the new Commuter Parkway Project in the City's north east, and construction will begin shortly for the arterial road construction from the 33rd Street Extension to the Dalmeny Road.

Economic Diversity and Prosperity

- A P3 was approved for the construction of the new transit facility and snow management facility as part of the new Civic Operations Centre.
- Building permits issued to the end of March 2013 represent the creation of 405 residential units compared to 466 for the same time period in 2012. Building permit numbers continue to lag the 2012 building permit numbers for the same time period. Value of construction associated with the building permits issued in 2013 YTD is ahead of the value at March 31, 2012, primarily due to a large increase in the Institutional and Assembly categories (Attachment 2).

Year-end Budget Projections

With respect to the 2013 budget projections to year-end, a deficit of just over \$850,000 is being projected (Attachment 3).

The following is a summary of the items contributing to the projected variance:

Transportation

- Snow Removal: an estimated \$2 million deficit is as a result of the heavy and frequent snowfalls in the first quarter of 2013. Just over \$2 million exists in the Snow and Ice Management Reserve that will offset the projected deficit.
- Road Maintenance: projected to be \$475,000 over budget due to increased costs resulting from the spring pothole blitz, both in terms of labour and additional asphalt.

Taxation

- The Grant in Lieu (GIL) of taxation from Saskatoon Light & Power is expected to be \$385,000 lower than budget as a result of decreased revenues. This is slightly offset by additional GIL from provincial and federal government properties.

Corporate Governance & Finance

- There is a favourable variance (\$256,700) as a result of rentals of City-owned properties, many of which are being held for civic use and future development.

Utilities

- Saskatoon Light & Power is projecting a deficit of \$675,000 due to lower sales. The utility's stabilization reserve will cover most of this deficit (\$576,000) while the remainder will be addressed through decreases in expenditures and transfers to reserves.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

DUE DATE FOR FURTHER FOLLOW-UP

A report for the Second Quarter Results will be tabled with City Council at the August 14, 2013 meeting.

COMMUNICATION PLAN

This report will be posted to the City of Saskatoon's website.

A news release will be prepared to highlight the reasons for the projected deficit and to highlight the progress that has been made to date on the projects and initiatives in the 2013 Corporate Business Plan.

PUBLIC NOTICE

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

ATTACHMENTS

1. 2013 Corporate Business Plan – 1st Quarter Report (January 1, 2013 to March 31, 2013).
2. Building Permit Statistics for YTD Mar. 31, 2013 vs. YTD Mar. 31, 2012.
3. 2013 Year-End Projection for Period Ending March 31, 2013.

Administrative Report No. 9-2013
Section G – CITY MANAGER
Tuesday, May 21, 2013
Page 5

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

AI

Mc
3/20/13

SHEET 1 OF 3

PLAN OF SURVEY

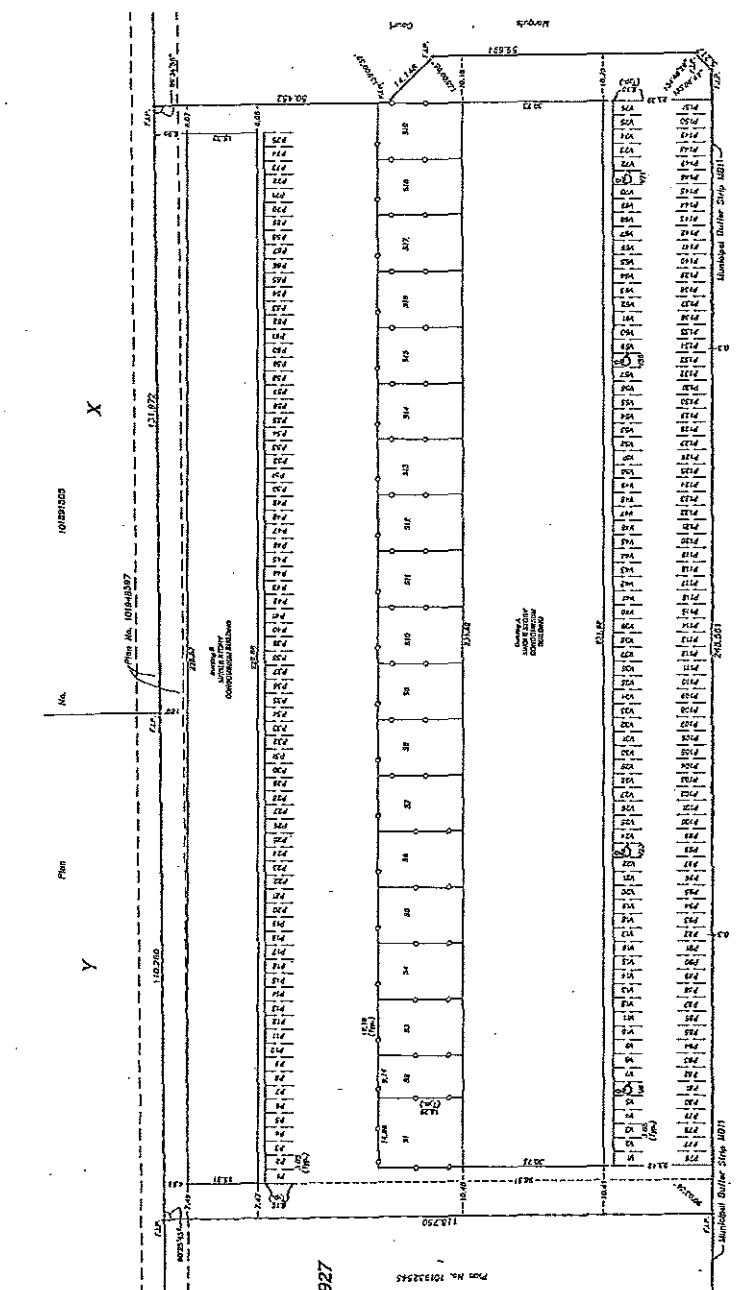
showing
SURFACE BUILDING CONDOMINIUM
Lot 2 - Block 927 - Plan No. 101947872
In N.W. 1/4 Sec. 22-Twp. 37-Rge. 5-W3rdMer.
Saskatoon

SASKATCHEWAN

By: R.J. Harrison, S.L.S.

February, 2013

- NOTES:
- 1) Measurements in ft, inches and decimals thereof.
 - 2) Measurements on this plan are from the center of the building foundation at ground level to the property boundary.
 - 3) Unit numbers are designated as 1, 2, 3, . . . etc. on the plan(s).
 - 4) Unit boundaries are described by reference to floors, walls or ceilings and the elevation thereof across doors, windows and other openings. Unless otherwise stipulated on the condominium plan, the entry portion of a floor, wall or ceiling that forms part of a unit is the finishing material that is in the interior of the unit, including any steps or landings. Windows and other openings are described by their location and elevation. Windows and other openings that are located in, but not attached to, the floor, wall or ceiling are shown within the unit which typically reference the system walls.
 - 5) At structural walls, columns, other supports, building egresses, pillars, etc. that form part of the overall building infrastructure are common property.
 - 6) All areas not designated with a unit number are common property.
 - 7) The area between the exterior walls of adjacent units is common property.
 - 8) The amount which this plan is subject to is set out in section 5.
 - 9) The amount which this plan is subject to is set out in section 5.
 - 10) Permitted areas for the exclusive use of the adjoining units are as identified in section 5.
 - 11) Parking spaces for Building A shown on the plan are outdoor use and are subject to the provisions of the Condominium Act.
 - 12) Visitor parking spaces are located as per Section 5(1)(c) of the Condominium Properties Act (CCPA).
 - 13) Visitor parking spaces for Building A shown on the plan are designated V1 to V76.
 - 14) Encumbrances listed are shown thus: - - - - -

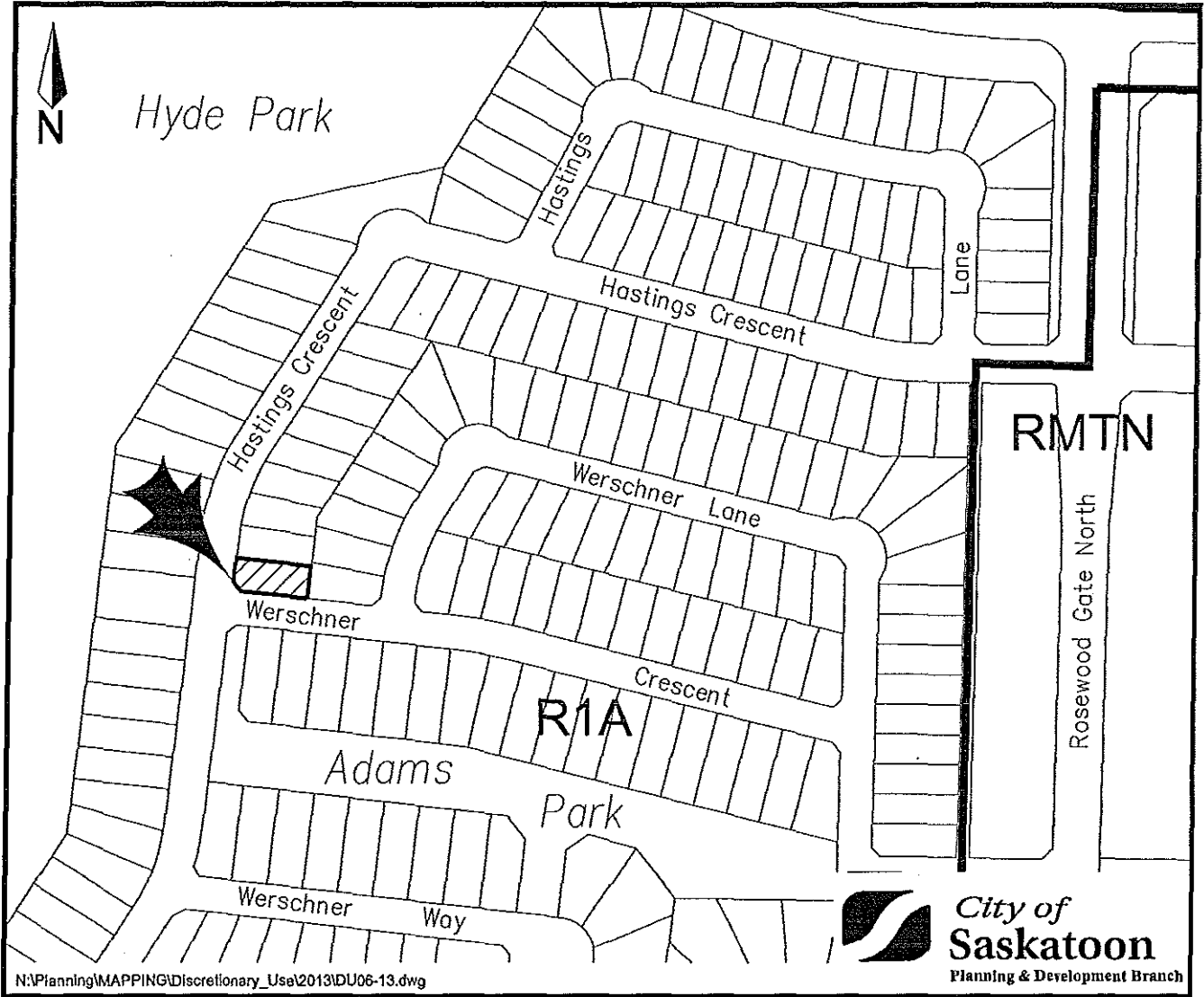


Site Plan
Scale 1:500

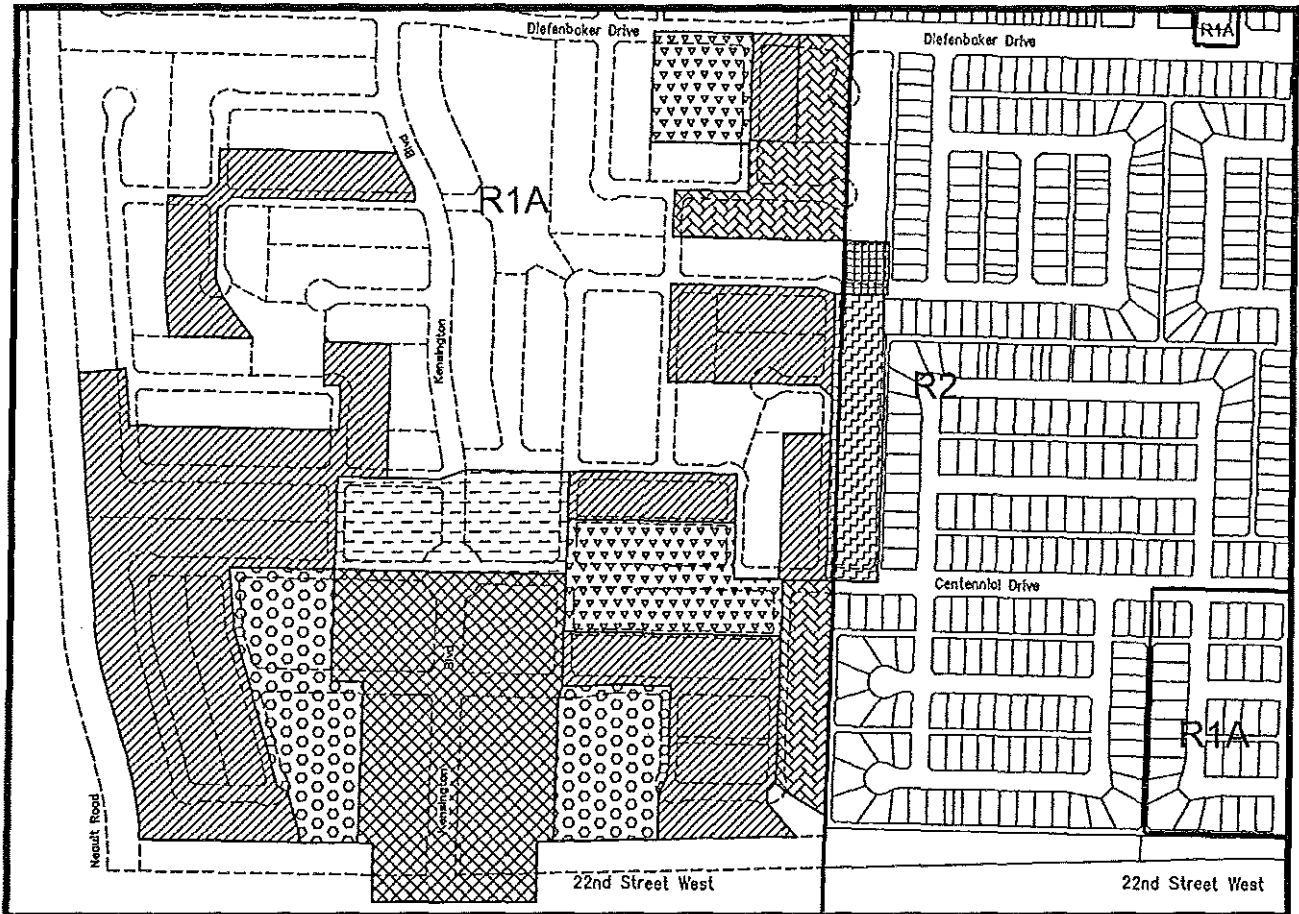
927

Plan No. 101947872

Proposed Discretionary Use No. D6/13



Proposed Rezoning No. Z15/13



PROPOSED REZONING

- | | | | |
|------------------|--|-------------------|--|
| From R1A to R1B | | From R1A to RMTN1 | |
| From R1A to R2 | | From R1A to B1B | |
| From R1A to RM3 | | From R2 to R1A | |
| From R1A to RMTN | | From R2 to R1B | |

File No. RZ15-2013



Reg'd Plan A No 63S01538

Reg'd Plan X No 86S51321

MELVILLE STREET

Road Widening

D

AA

A

CC

C

STREET

Reg'd Plan No 70S05649

Plan No H 101923477

DICKSON
CRESCENT

Plan No 101961828

Prepared by

Webb Surveys
12-2378em CAS

PLAN OF PROPOSED
SUBDIVISION
OF PARCEL A,
REG'D PLAN NO F05667 &
PARCELS C & D,
REG'D PLAN NO 64S04601
NW 1/4 SEC 11-TWP 36-
RGE. 5 - W. 3rd MER.
SASKATOON, SASKATCHEWAN
BY T.R. WEBB, S.L.S.
SCALE 1:1500

Dimensions shown are in metres and decimals thereof.
Portion of this plan to be subdivided is outlined in red
with a bold, dashed line and contains 3.93± ac (9.72± ac),
which includes 0.12± ha (0.30± ac) for road widening.

Distances are approximate and may vary by ±1 metres.

T.R. Webb
T.R. Webb, April 23, 2013
Saskatchewan Land Surveyor

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

Date
Community Services Department


Proposed Subdivision No. 40/13

9
8
Reg'd Plan 7
6
5
No 4
3
2
H2894 1

Reg'd 32
33
Plan 334
Plan No 43 101398237
Plan No 44 101398259
No 36
36.85
46
3
Existing House to be removed
36.85
47
36.85
H2894 40

#735 SOUTH AVENUE J

PLAN OF PROPOSED
 SURFACE SUBDIVISION
 OF LOT 38, BLOCK 3
 REG'D PLAN NO H2894 &
 CONSOLIDATION WITH
 LOT 37 & LOT 39, BLOCK 3
 REG'D PLAN NO H2894
 735 AVENUE J SOUTH
 SW 1/4 SEC 29-36-
 5-W 3RD MER.
 SASKATOON, SK
 SCALE 1:500


 March 18th, 2013
 Saskatchewan Land Surveyor

Seal

Dimensions shown are in metres and decimals thereof.
 Portion of this plan to be registered is outlined in red with a bold, dashed line and contains 0.08± ha (0.21± ac.)
 Dimensions shown are approximate and may differ from the final plan of survey by ±0.5 metres.

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

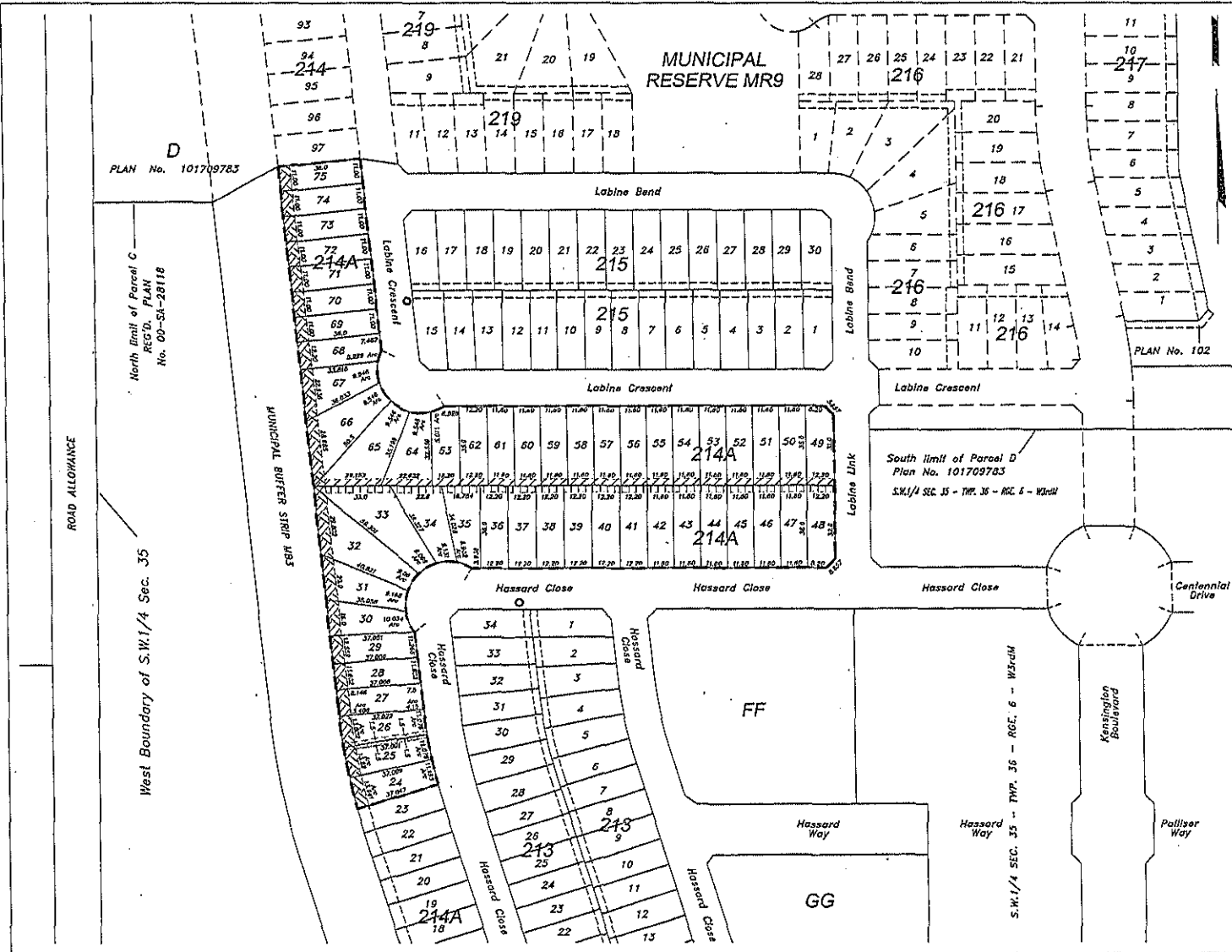
 Date
 Community Services Department

15th STREET WEST

Prepared by

 13-2456cs CAS

Proposed Subdivision No. 41/13



KENSINGTON
 PLAN SHOWING PROPOSED SURFACE
 SUBDIVISION OF ALL OF
 LOT "A" & "B"
 PLAN No. 102
 IN S.W. 1/4 SEC. 35 - TWP. 36 - RGE. 6 - W.3rdMER.
 SASKATOON, SASKATCHEWAN.
 BY: R.A. WEBSTER, S.L.S.
 SCALE 1:1000
 MARCH, 2013

R.A. Webster
 Saskatchewan Land Surveyor
 March 27th, 2013

- LEGEND**
- Distance dimensions shown are in metres and decimals thereof
 - Portions of this plan to be subdivided are outlined with a heavy dashed line and contain 2,3520 ha.±.
 - Proposed Mail Box locations are shown thus
- EASEMENTS**
- Easements shown are 3.0 metres in width for joint use of Sask Power, Sask Tel, Sask Energy, and Shaw Cables.
 - Easements shown at 3.0 metres in width for use of Sask Power, Sask Tel, and Shaw Cable.
 - Easements shown at 3.0 metres in width for use of Sask Energy.
 - Future street extensions adjacent to this development are shown dashed.
 - Sask Power Pedestals @ 2.75 x 2.0
 - Sask Power Transformers @ 2.0 x 2.0

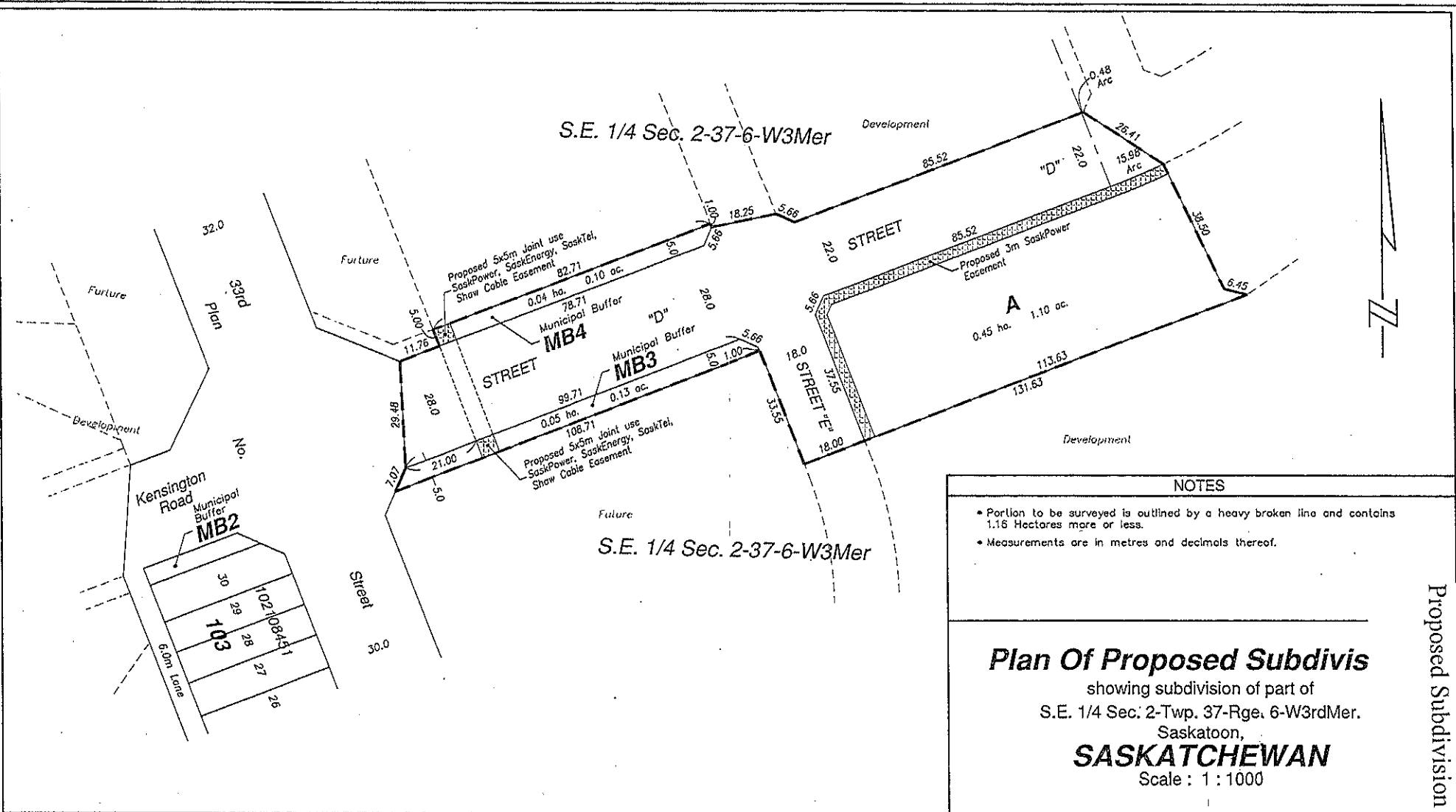
EXAMINED: DEVELOPER: MERIDIAN DEVELOPMENT

 EXAMINED: CITY OF SASKATOON: Approved under the provision
 Bylaw No. 6537 of the City of Saskatoon.
 General Manager of the Community Services Department
 Date: _____ A.D. 2013

WEBSTER
 S.L.S.
 Saskatoon,
 Phone 333-1111
 Fax 333-1111

FILE: KENPHASE40_n

Proposed Subdivision No. 42/13



NOTES

- Portion to be surveyed is outlined by a heavy broken line and contains 1.16 Hectares more or less.
- Measurements are in metres and decimals thereof.

Plan Of Proposed Subdivis
 showing subdivision of part of
 S.E. 1/4 Sec. 2-Twp. 37-Rge. 6-W3rdMer.
 Saskatoon,
SASKATCHEWAN
 Scale : 1 : 1000

Proposed Subdivision No. 43/13

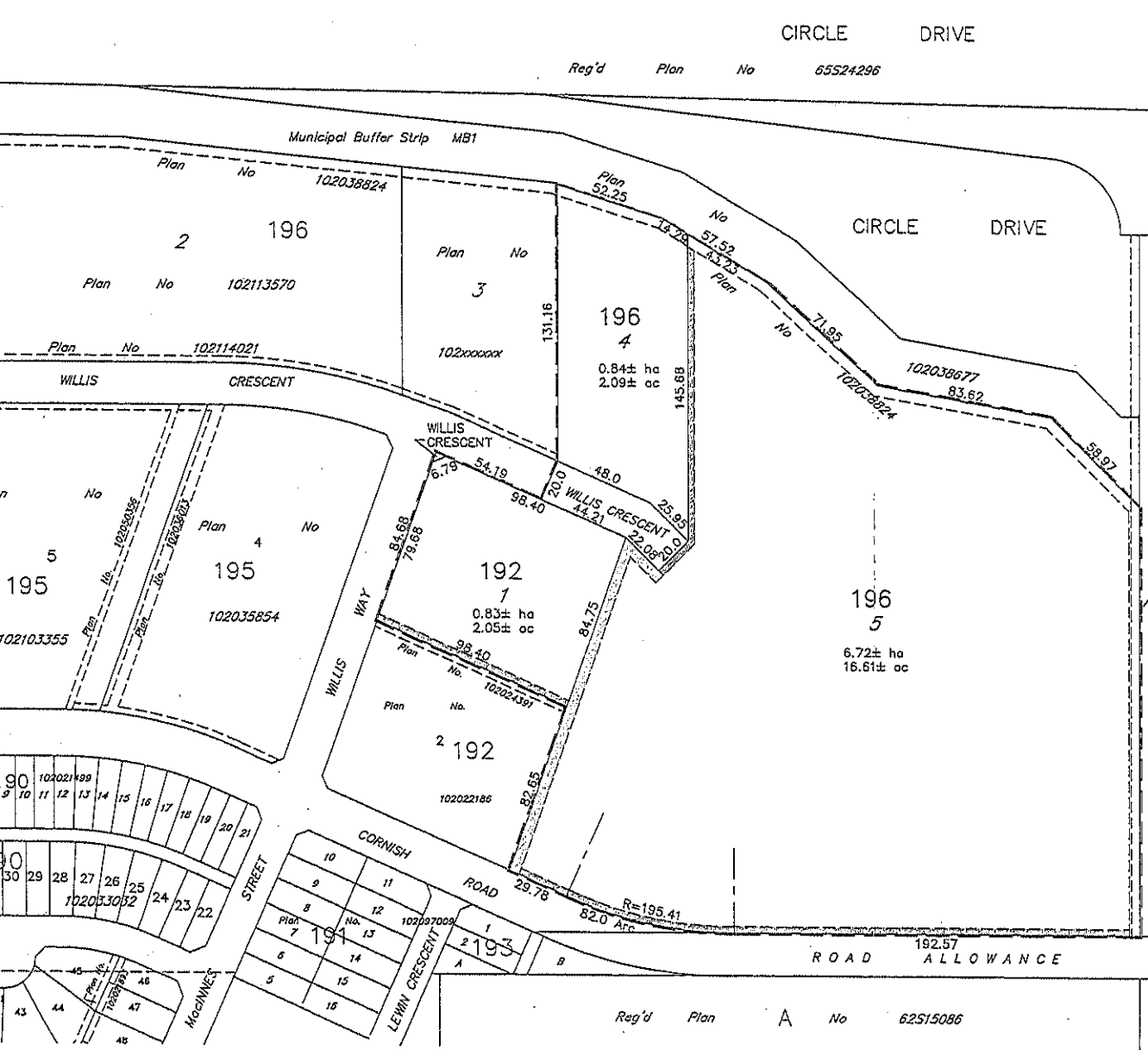
By : *M. Morrison*
 SASKATCHEWAN LAND SURVEYOR

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

Community Services Department _____ Date _____

No.	Date	Revision
1	Apr. 2/13	Added Proposed Joint Use Easements
2	Apr. 30/13	Added Proposed SaskPower Easement

Drawn By:	Checked By:	Date:	File No.	Drawing Name:	Rev.
gar	rjm	January 24, 2013	S13023	S130230ev-R2.dwg	1



CIRCLE DRIVE

Reg'd Plan No 65524296

PLAN OF PROPOSED
SURFACE SUBDIVISION
OF PART OF S.E. 1/4 SEC. 15-
TWP. 36-RGE. 5-W. 3rd MER.
SASKATOON, SASKATCHEWAN
BY T.R. WEBB, S.L.S.
SCALE 1:2000

Dimensions shown are in metres and decimals thereof.
Portion of this plan to be untied is outlined in red
with a bold, dashed line and contains 8.54± ha (21.09± ac.)
which includes 0.14± ha (0.35± ac) for roadway.
Distances are approximate and may vary by ±0.50 metres.

T.R. Webb
T.R. Webb, May 22, 2013
Saskatchewan Land Surveyor

Seal

- Proposed 3.0 m SaskEnergy easement
- Proposed 5.0 m joint-use easement (SaskPower, SaskTel, SaskEnergy, Show Cable)

Approved under the provisions of
Bylaw No. 8537 of the
City of Saskatoon

Date
Community Services Department

Proposed Subdivision No. 44/13

Pre
at
Webb
07-1

Reg'd Plan A No 62515086



COMMUNITY SERVICES DEPARTMENT - BUILDING STANDARDS BRANCH
ENCROACHMENT AGREEMENT APPLICATION

February 20, 2009

Page 1 of 1

A2

REQUEST FOR ENCROACHMENT AGREEMENT

Name of Applicant AFZAL RANA

Applicant Mailing Address ~~#26~~ Unit 4 3401 8th St. E

Applicant Telephone 306 262 5352

Name of Owner(s) Spicy Bite
(Official Name That Will Be On Encroachment Agreement)

Owner's Mailing Address Unit: 4 3401 8th St. E

Owner's Telephone 306 262 - 5352

Site Address 1137- 3rd Avenue S

Legal Description of Site Lot _____ Block _____ Plan _____

Application must include the following documents:

- Existing Encroachments: Current Real Property Report/Surveyor's Certificate that clearly outlines the encroaching areas including detailed dimensions of all areas that encroach onto City of Saskatoon Property.
- Proposed Future Encroachments: Detailed drawings of the proposed encroaching areas including detailed dimensions of all areas that will encroach onto City of Saskatoon Property. (Once construction is complete, an updated Real Property Report/Surveyor's Certificate will be required to confirm the areas of encroachment).
- Cheque for the \$100.00 Application Fee, made payable to the City of Saskatoon (Fee is to prepare Encroachment Agreement).

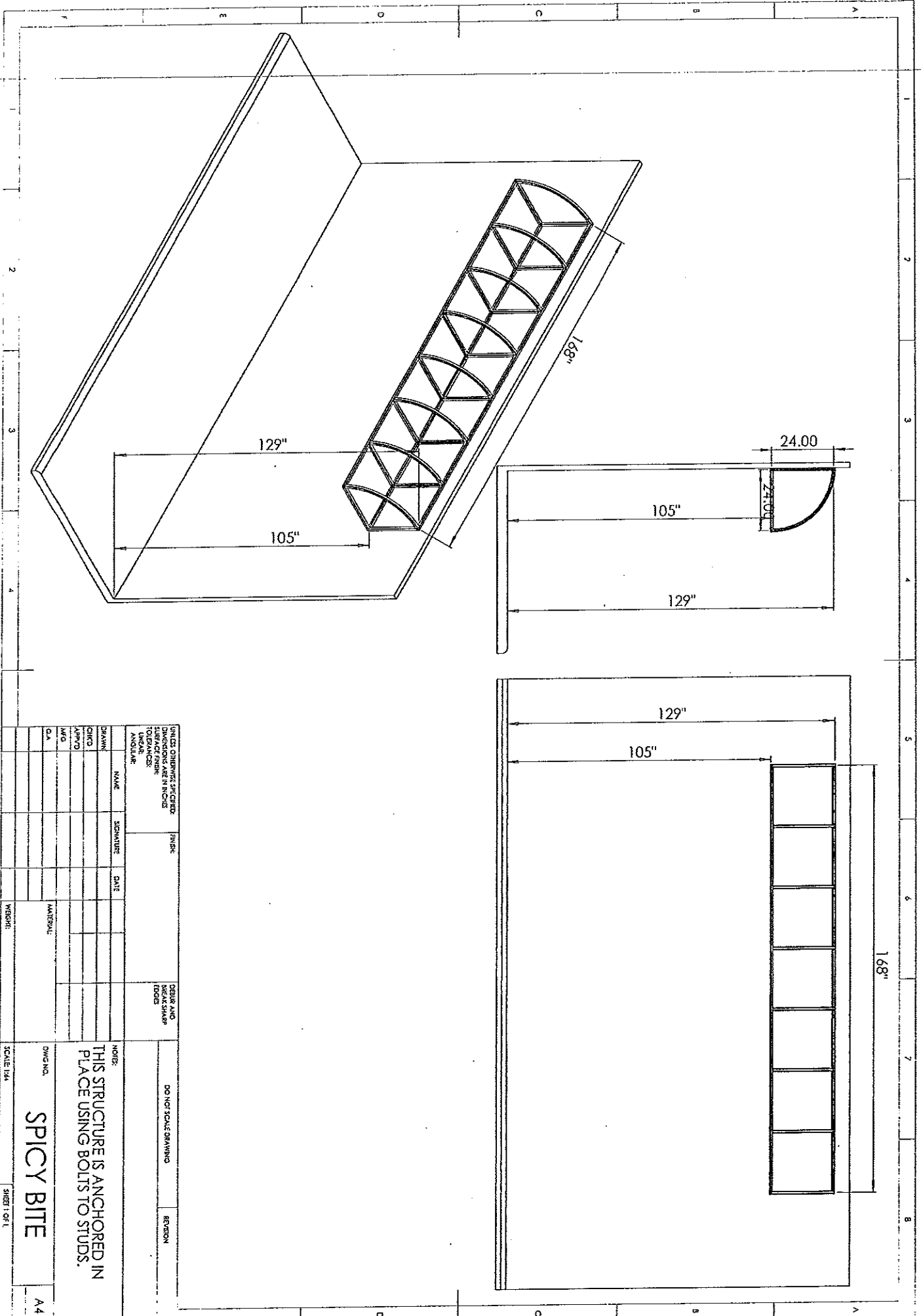
Assuming the encroachment is approved, an annual fee will be applied to the tax notice. This fee is based on the area of encroachment, and is calculated at \$3.25 m². The current minimum fee is \$50.00.

Upon receipt of the request, the *Building Standards Branch* of the *Community Services Department* will request approvals from the necessary Departments and Branches, including the *Development Services Branch*, the *Infrastructure Services Departments* and any other Department or Branch as deemed necessary, depending on the type of encroachment. Upon receipt of the various approvals and that there are no objections to the request the application will be forwarded to next available meeting of City Council for their approval. Once City Council has approved, the City Clerks office will advise the applicant of Council's decision, and will prepare the agreement. Please note that requests encroachment agreements may take 6 to 8 weeks to process.

Applicant Signature

R. Afzal

Application Date 12 APRIL 2013



DATE	BY	REVISION

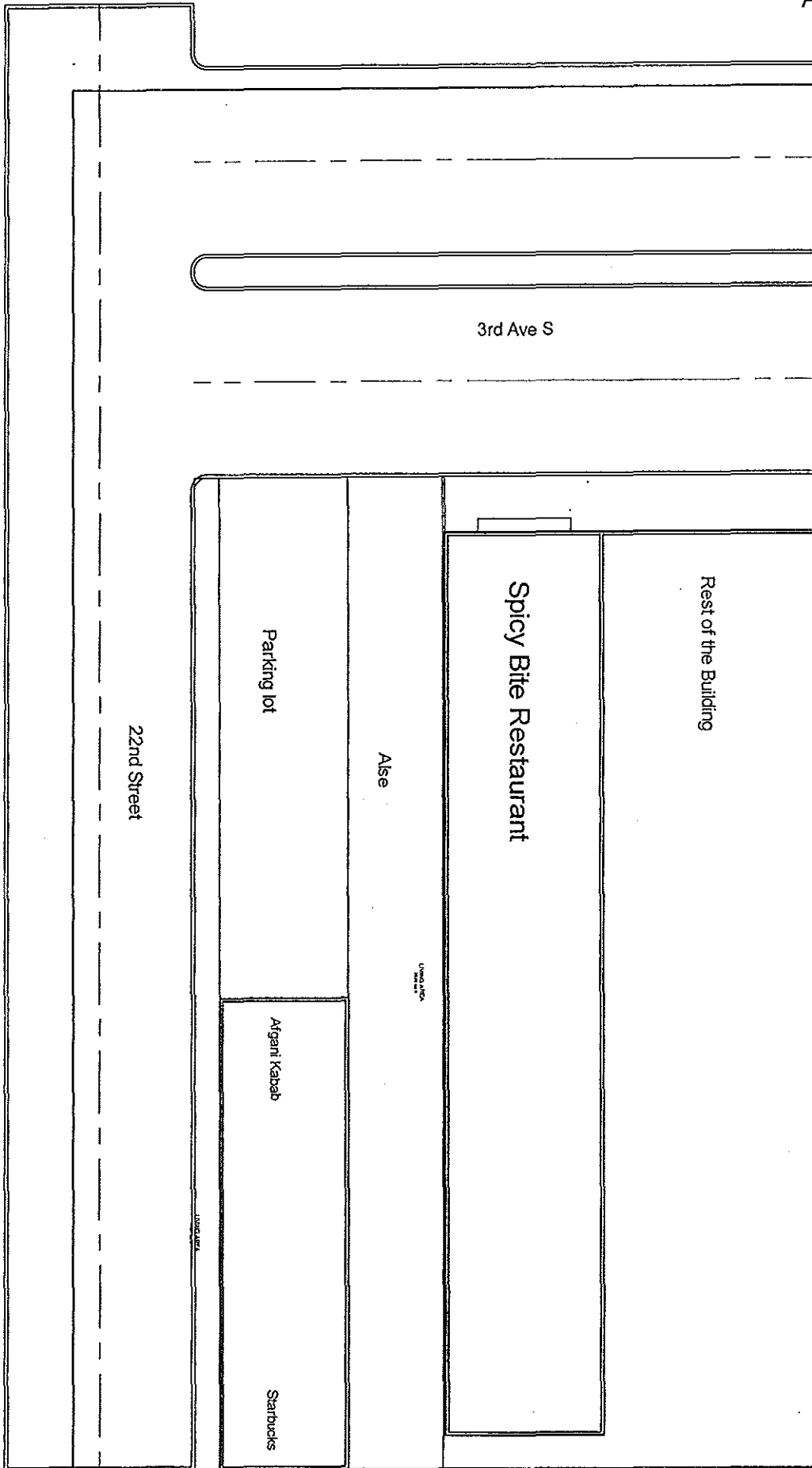
DATE	BY	REVISION

NOTE:
THIS STRUCTURE IS ANCHORED IN
PLACE USING BOLTS TO STUDS.

SPICY BITE

DATE	BY	REVISION

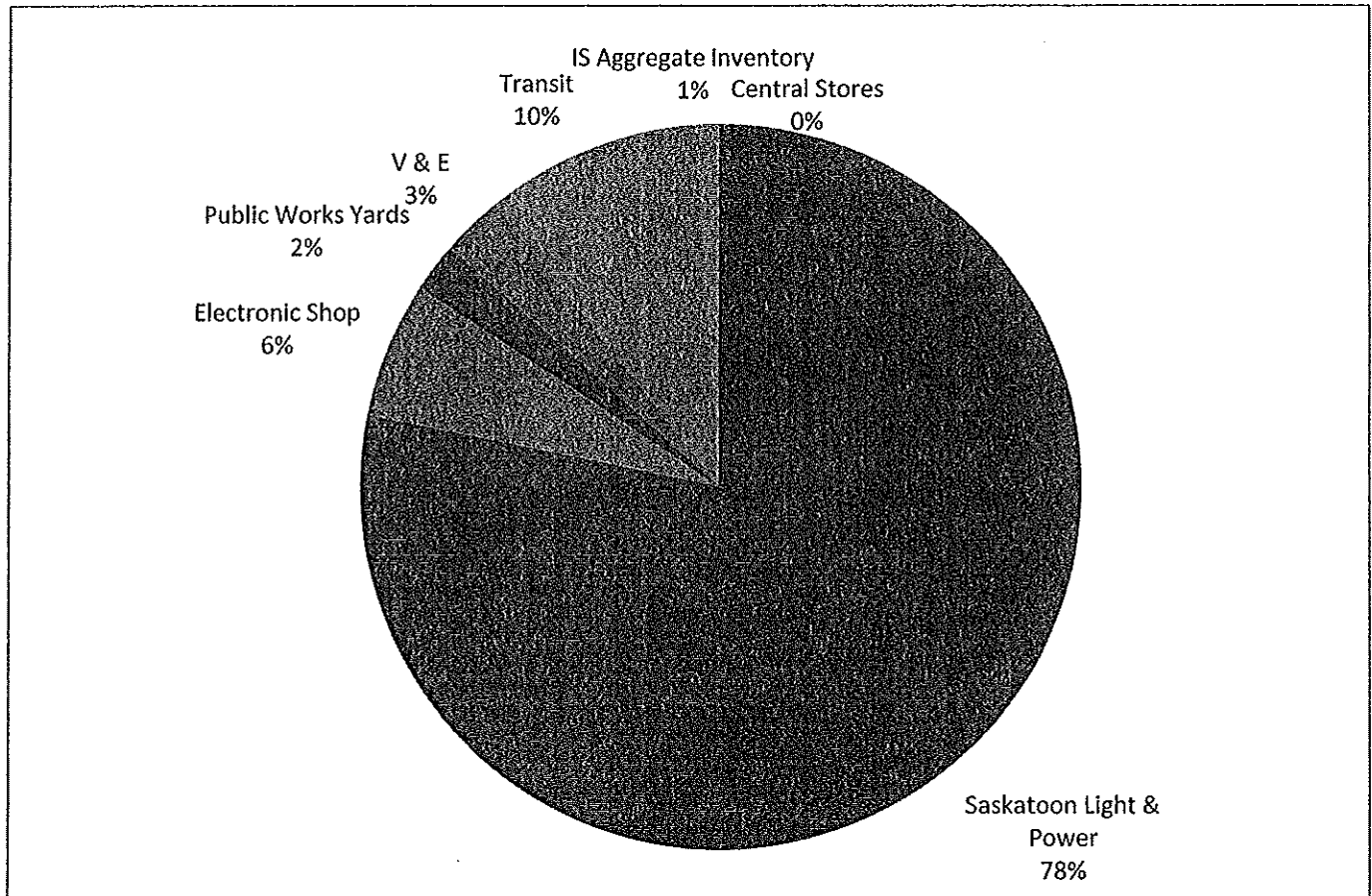
SCALE 1/4" = 1'-0"



<p>A-4</p>	<p>SHEET:</p>	<p>SCALE:</p> <p>1:288</p>	<p>DATE:</p> <p>20/04/2013</p>	<p>DRAWINGS PROVIDED BY:</p>	<p>PROJECT DESCRIPTION:</p> <p style="text-align: center; font-size: 1.2em;">spicy bite</p>	<p>SHEET TITLE:</p> <p style="text-align: center; font-size: 1.2em;">SHEET TITLE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">NO.</th> <th style="font-size: 0.8em;">DESCRIPTION</th> <th style="font-size: 0.8em;">BY</th> <th style="font-size: 0.8em;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DESCRIPTION	BY	DATE																
NO.	DESCRIPTION	BY	DATE																								

**Inventory Management and Disposal Services
Corporate Inventory Levels
December 31, 2012**

B1



December 31, 2012

Central Stores	\$63,736
Saskatoon Light & Power	\$8,692,364
Electronic Shop	\$684,747
Public Works Yards	\$242,467
V & E	\$306,087
Transit	\$1,087,640
IS Aggregate inventory	\$126,396
Total	<u>\$11,203,437</u>

Corporate Services
Inventory and Disposal Services

Corporate Inventory Indicators

Store Location	Inventory Value 2010	Inventory Value 2011	Inventory Value 2012	Yearly Issues 2010	Yearly Issues 2011	Yearly Issues 2012	Slow Moving Inactive 2010	Slow Moving Inactive 2011	Slow Moving Inactive 2012
Central Stores	38,508	57,491	63,736	94,967	98,059	111,923	15,390	17,092	22,365
Saskatoon Light & Power	6,986,893	7,927,316	8,692,364	4,441,500	5,014,950	5,746,402	4,227,062	5,056,586	5,607,043
Electronic Stores	429,060	433,100	684,747	605,502	826,432	808,175	134,397	110,853	409,440
Infrastructure P W Stores	229,623	254,368	242,467	1,120,564	992,499	996,583	44,795	66,628	78,626
Transit	843,668	970,698	306,087	943,997	1,196,774	579,307	n/a	n/a	n/a
Vehicle & Equipment Stores	268,433	306,130	1,087,640	665,795	575,455	1,126,013	n/a	n/a	n/a
I.S. Aggregate	750,046	363,030	126,396	n/a	n/a	n/a	n/a	n/a	n/a
Total	\$9,546,231	\$10,312,133	\$11,203,437	\$7,872,325	\$8,704,169	\$9,368,403	\$4,421,644	\$5,251,158	\$6,117,474

Summary of changes from 2011 to 2012

- Total inventory value increased \$891,304 (8%)
- Inventory issues increased \$664,234 (.8%)
- Slow moving/inactive material increased \$866,316 (16%)
- Overall turnover decreased from .87 to .84

Notes:

- Turnover ratio is calculated by dividing the value of material issues into the year-end inventory value. The turnover rate indicates the amount of the overall value of inventory used during the year.
- Slow moving/inactive includes material that has turned less than once in the year (the amount in stock is greater than the amount used during the year) and stock on hand that has no issues during the year.
- Water Treatment inventory is not shown - inventory limited to safety only new and used parts. Chemical inventory controlled by mechanical process.

CONTRACT AWARD REPORT
Contracts \$50,000 - \$75,000
For the Period January 1, 2013 to April 30, 2013

<u>Date</u>	<u>Project Title</u>	<u>Department</u>	<u>Contractor/Supplier</u>	<u>Contract Amt</u>	<u>Purchase Method</u>
Jan 16/13	Case IH Puma140 Farm Tractor	Infrastructure Services	Redhead Equipment	\$ 70,200.90	Sole Source
Jan 31/13	New Flyer Parts B. O.	Utility Services	New Flyer Industries Canada ULC	\$ 75,000.00	Competitive
Feb 6/13	Autochalk	Infrastructure Services	Tannery Creek Systems Inc.	\$ 61,545.00	Sole Source
Feb 11/13	Cumming Parts B.O.	Utility Services	Cummins Western Canada LP	\$ 50,000.00	Competitive
Feb 13/13	Security For C of S PW Yards	Infrastructure Services	SSG Safe Security Services Canada	\$ 60,000.00	Competitive
Feb 21/13	Nova Bus / Prevost Parts	Transit	Prevost	\$ 50,000.00	Competitive
Feb 26/13	Primary Clarifier Chain with Kevlar	Utility Services	Siemens Industry Inc.	\$ 52,840.00	Sole Source
Feb 26/13	Primary Clarifier Chain with S.S.	Utility Services	Siemens Industry Inc.	\$ 55,015.00	Sole Source
Mar 1/13	Steel Tubing & Aluminum Sheets	Infrastructure Services	Wilkinson Steel Metals	\$ 62,507.50	Competitive
Mar 11/13	Traffic Paint	Infrastructure Services	General Paint Ltd.	\$ 57,973.86	Competitive
Mar 11/13	Haworth Office Furniture	Infrastructure Services	HBI Office Plus Inc.	\$ 75,000.00	Competitive
Mar 13/13	Flow Monitoring Program	Infrastructure Services	Avensys	\$ 57,542.29	Sole Source
Mar 14/13	Surveying Services - Parkridge Extension	Community Services	Compass Geomatics	\$ 68,528.78	Competitive
Mar 18/13	Traffic Paint	Infrastructure Services	Sherwin Williams	\$ 63,910.00	Competitive
Mar 19/13	25K Bagged Fertilizer	Infrastructure Services	Early's Farm & Garden Centre Inc.	\$ 66,000.00	Competitive
Mar 20/13	Vectobac	Infrastructure Services	Nu-Gro Ltd. DBA	\$ 63,344.16	Competitive
Mar 26/13	Digester Sludge Pump	Utility Services	Rotating Right	\$ 66,396.00	Sole Source
Mar 28/13	Rubberized Crackfill	Infrastructure Services	Southwest Paving Ltd.	\$ 66,864.00	Competitive
Apr 16/13	Ammonia Hydroxide	Utility Services	Border Chemical Co. Ltd.	\$ 51,000.00	Competitive
Apr 18/13	University Bridge Repair	Infrastructure Services	Graham Construction & Engineering	\$ 60,690.00	Competitive
Apr 18/13	Handheld Go Pass Readers	Utility Services	Bea Transit Services Inc.	\$ 66,000.00	Sole Source
Apr 22/13	SPCA Roof Shingle Upgrade	Infrastructure Services	Little Rainbow Roofing & Exteriors Inc.	\$ 58,107.00	Competitive
Apr 22/13	Red Shale	Infrastructure Services	Colored Shale Products Inc.	\$ 59,500.00	Competitive
Apr 25/13	2012 GMC Yukon	Infrastructure Services	Wheaton Pontiac Buick Cadillac GMC Ltd.	\$ 50,270.00	Sole Source
Apr 25/13	Custodial Services - Various Pavilions	Infrastructure Services	Erical Cleaning Services	\$ 60,000.00	Competitive
Apr 30/13	Water & Sewer Pipe (PVC)	Infrastructure Services	Flocor Inc.	\$ 67,000.00	Competitive
Apr 30/13	Spadina Valve Chamber Pipe Isolation	Utility Services	MacEwen Constructors Inc.	\$ 73,080.00	Competitive
Apr 30/13	Pothole Patching Services - Precision	Infrastructure Services	Precision Asphalt	\$ 74,592.00	Competitive *
Apr 30/13	Pothole Patching Services - ASL	Infrastructure Services	ASL Paving	\$ 74,592.00	Competitive *
Apr 30/13	Pothole Patching Services - Central	Infrastructure Services	Central Asphalt & Paving	\$ 74,767.72	Competitive *

contractaward2013 attach Jan-April.xls

* Pothole Patching Services were shared between three contractors.

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**SASKATOON DOWNTOWN BUSINESS
IMPROVEMENT DISTRICT
"THE PARTNERSHIP"**

FINANCIAL STATEMENTS

December 31, 2012

G.W. Robinson C.A. Professional Corporation

1003 The Tower at Midtown
Saskatoon, Saskatchewan S7K 1J5
Phone: (306) 933-2222
Fax: (306) 933-2250
Email: gwrobinson@shaw.ca

INDEPENDENT AUDITOR'S REPORT

To the Members of Saskatoon Downtown Business Improvement District (The Partnership)

I have audited the accompanying financial statements of Saskatoon Downtown Business Improvement District (The Partnership), which comprise the statement of financial position as at December 31, 2012 and the statements of excess of expenses over revenues and changes in net assets and cash flows for the years then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations for such internal control as management determines is necessary to enable for preparation of financial statements that are free from material misstatement whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Saskatoon Downtown Business Improvement District (The Partnership) as at December 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

G.W. Robinson C.A. Professional Corporation



Chartered Accountant
Saskatoon, Saskatchewan
March 19, 2013

Saskatoon Downtown Business Improvement District (The Partnership)

Management Responsibility for Financial Reporting

The accompanying financial statements and all other information contained in this annual report are the responsibility of the management of Saskatoon Downtown Business Improvement District (The Partnership). The financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles and have been approved by the Board of Directors.

Preparation of financial information is an integral part of management's broader responsibilities for the ongoing operations of Saskatoon Downtown Business Improvement District (The Partnership), which includes adherence by all employees of Saskatoon Downtown Business Improvement District (The Partnership)'s Code of Conduct. Management maintains a system of internal accounting controls to provide reasonable assurance that transactions are accurately recorded on a timely basis, are properly approved and result in reliable financial information. Such information also includes data based on management's best estimates and judgments.

The Audit committee reviews the annual financial statements and recommends them to the Board of directors for its approval. In addition, the Audit committee meets periodically with financial officers of the organization and the external auditors, and reports to the Board of Directors thereon. The Audit Committee also reviews the annual report in its entirety.

The Accompanying financial statements have been audited by the auditors who are engaged by the board of Directors on the recommendation of the audit committee and whose appointment was ratified at the annual meeting of members. The auditors have access to the Audit committee, without management present, to discuss the results of their work.

Terry Scaddan
Executive Director

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
STATEMENT OF FINANCIAL POSITION
as at December 31, 2012

	December 31		January 1
	2012	2011	2011
CURRENT ASSETS			
Cash	\$ 243,005	\$ 41,331	\$ 15,697
Accounts receivable			
City of Saskatoon	-	60,106	42,581
Other	4,494	8,549	8,829
Short term investments (Note 3)	314,155	102,001	-
Equity in co-operative	428	401	371
Prepaid expenses	8,540	12,243	8,525
Current portion of notes receivable	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	573,622	227,631	79,003
NOTE RECEIVABLE (Note 2)	500	3,500	6,500
INVESTMENTS HELD FOR FUTURE COMMITMENTS (Note 3)	103,029	306,950	400,001
CAPITAL ASSETS, NET (Note 4)	<u>71,072</u>	<u>37,866</u>	<u>53,265</u>
	<u>\$ 748,223</u>	<u>\$ 575,947</u>	<u>\$ 538,769</u>
CURRENT LIABILITIES			
Accounts payable	\$ 19,879	\$ 1,883	\$ 15,078
Deferred revenue (Note 6)	<u>185,642</u>	<u>-</u>	<u>-</u>
	205,521	1,883	15,078
NET ASSETS	<u>542,702</u>	<u>574,064</u>	<u>523,691</u>
	<u>\$ 748,223</u>	<u>\$ 575,947</u>	<u>\$ 538,769</u>

Contingent Liability (Note 11)

Commitments (Note 10)

APPROVED BY THE BOARD

..... Director

..... Director

The accompanying notes form an integral part of the financial statements.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
 "THE PARTNERSHIP"
 STATEMENT OF OPERATIONS
 year ended December 31, 2012

	2012		2011
	Budget Unaudited	Actual	Actual
REVENUE			
Revenue - The Partnership (Schedule 1)	\$ 516,300	\$ 483,106	\$ 536,268
Revenue - Community Support Program (Schedule 2)	<u>360,691</u>	<u>193,773</u>	<u>-</u>
	876,991	676,879	536,268
EXPENDITURES - Schedule			
Expenses - the Partnership (Schedule 1)	516,300	514,468	485,895
Expenses - Community Support Program (Schedule 2)	<u>290,078</u>	<u>193,773</u>	<u>-</u>
	806,378	708,241	485,895
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ 70,613</u>	<u>(31,362)</u>	<u>50,373</u>
NET ASSETS, BEGINNING OF YEAR		<u>574,064</u>	<u>523,691</u>
NET ASSETS, END OF YEAR		<u>\$ 542,702</u>	<u>\$ 574,064</u>

The accompanying notes form an integral part of the financial statements.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
STATEMENT OF CHANGES IN NET ASSETS
year ended December 31, 2012

	2012						2011	
	Internally Restricted				Investment In Capital Assets	Unrestricted Net Assets	Total	Total
	Special Events	Façade Imp. Lns.	Streetscape/ Maintenance	Assessment Appeal				
Balance, beginning of year	\$ 100,000	\$ -	\$ 25,000	\$ 317,500	\$ 37,866	\$ 93,698	\$ 574,064	\$ 523,691
Excess of revenue over expenditures	-	-	-	-	-	(31,362)	(31,362)	50,373
Additions to Capital Assets	-	-	-	-	52,422	(52,422)	-	-
Internal Restrictions (Note 5)	-	-	(25,000)	-	-	25,000	-	-
Capital Assets: Depreciation	-	-	-	-	(19,215)	19,215	-	-
Balance, end of year	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 317,500</u>	<u>\$ 71,073</u>	<u>\$ 54,129</u>	<u>\$ 542,702</u>	<u>\$ 574,064</u>

The accompanying notes form an integral part of the financial statements.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
 "THE PARTNERSHIP"
 STATEMENT OF CASH FLOWS
 year ended December 31, 2012

	2012	2011
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Cash collections in the year	\$ 676,879	\$ 510,042
Cash paid to suppliers and employees	<u>412,697</u>	<u>390,476</u>
	264,182	119,566
Interest received	<u>8,233</u>	<u>5,069</u>
	<u>272,415</u>	<u>124,635</u>
INVESTING ACTIVITIES		
Repayment of notes receivable	3,000	3,000
Acquisition (disposal) of investments	8,193	-
Increase in deferred revenue	185,642	-
Acquisition of capital assets	<u>(55,422)</u>	<u>-</u>
	<u>141,413</u>	<u>3,000</u>
NET CASH INFLOW	413,828	127,635
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>143,332</u>	<u>15,697</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 557,160</u>	<u>\$ 143,332</u>
CASH AND CASH EQUIVALENTS COMPRISED OF:		
Cash	\$ 243,005	\$ 41,331
Short term investments	<u>314,155</u>	<u>102,001</u>
	<u>\$ 557,160</u>	<u>\$ 143,332</u>

The accompanying notes form an integral part of the financial statements.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

PURPOSE OF THE ORGANIZATION

The Saskatoon Downtown Business Improvement District (The Partnership) is a non-profit organization established through a bylaw of the City of Saskatoon. The Partnerships mandate is to make the downtown core a better place to live, work, shop, visit, play and invest.

The organization has also assumed a special project the Community Support Officer (CSO) Program for a period of April 1, 2012 to March 31, 2014. The purpose of the project is to deploy Community Support Officers who will endeavor to address the community issues in the area of the downtown core.

1. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Presentation

Effective January 1, 2012, the organization elected to adopt the Canadian accounting standards for Not-For-Profit organizations as contained in Part III of the CICA Handbook - Accounting as issued by the Canadian Accounting Standard Board. These are the organizations first financial statements prepared in accordance with the provisions set out in Section 1501 of Part III, First-time Adoption by Not-for-Profit Organizations. These standards have been applied consistently and retrospectively as if these policies had always been in effect. There has been no significant impact on the financial statements as a result of these new standards.

b) Capital Assets

Capital assets are initially recorded at cost. Amortization is provided using methods at rates intended to amortize the cost of assets over their estimated useful lives.

	<u>Method</u>	<u>Rate</u>
Equipment, Furniture, fixtures	straight line	20%
Vehicles	straight line	30%
Computerized equipment	straight line	45%
Leasehold improvements	straight line	20%

c) Revenue Recognition

Revenue is recognized when the amount is received or receivable or if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income comprising of interest from fixed income investments is recognized on an accrual basis.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

d) Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of the capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods which they become known.

e) Investment in Capital Assets

The Partnership has adopted the policy of reflecting that portion of its Net Assets that are invested in capital assets separately in the Statement of Financial Position and Statement of Net Assets. Acquisitions of capital assets increase the investment account. Amortization and dispositions decrease the investment account and both are accounted for as transfers from (to) the Unrestricted Net Assets account.

f) Donated Services

The work of The Partnership is dependant on a substantial number of individuals that have made significant contributions of their time to the organization. The value of the contributed time is not reflected in these financial statements.

g) Investments

Investments consist of Canadian fixed income certificates with varying maturity dates. Fixed income investments maturing beyond twelve months from the year end are classified as long term. The investments are internally restricted.

h) Financial Instruments

Financial instruments are initially recognized at fair value and then subsequently at amortized cost with gains and losses recognized in the statement of operations in the period for which the gain or loss occurs. Changes in fair value of the investments are recorded in the statement of operations.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Financial Instruments (continued)

i) Fair value of financial instruments

The fair value of a financial instrument is the estimated amount that The Partnership would receive or pay to settle a financial asset or financial liability as at the reporting date.

The fair values of cash, investments, amounts receivable and accounts payable approximate their carrying values due to their nature or capacity for prompt liquidation.

ii) Risk Management

The Partnership manages its exposure to the risks associated with financial instruments that have a potential to affect its operating and financial performance through the Board of Management.

iii) Credit Risk

Due to the nature of its operations, The Partnership has minimal credit risk.

iv) Interest Rate Risk

The Partnership manages its exposure to interest rate risk by maximizing the interest income earned while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest do not have a significant impact in its results of operations.

v) Currency Risk

The Partnership is not exposed to currency risk since all cash and investments are held in Canadian funds.

vi) Liquidity Risk

The Partnership endeavors to manage liquidity risk by maintaining sufficient cash and investment balances for settlement of its obligations. Liquidity requirements are managed based on expected cash flow to ensure there is significant capital in order to meet short-term obligations.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

2. NOTE RECEIVABLE

The District makes unsecured, zero interest loans under a façade improvement program for businesses located in the district. The loans is repayable in monthly installments of \$250. As of December 31, 2012 payments on all loans outstanding are up to date.

	2012	2011
Note receivable	\$ 3,500	\$ 6,500
Due within one year	<u>(3,000)</u>	<u>(3,000)</u>
Long-term portion	<u>\$ 500</u>	<u>\$ 3,500</u>

3. INVESTMENTS

	2012	2011
Short term investments		
Canadian fixed income (due within twelve months)	<u>\$ 314,155</u>	<u>\$ 102,001</u>
Investments held for future commitments:		
Canadian fixed income	<u>\$ 103,029</u>	<u>\$ 306,950</u>

The Canadian fixed income investments have effective interest rates ranging from 2% to 2.45% with maturity dates ranging from January 2012 to March 2013.

4. CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value 2012	2011
Computer hardware	\$ 8,497	\$ 6,036	\$ -	\$ -
Banner signs	37,510	33,759	3,751	11,253
Equipment	12,195	6,783	5,412	361
Leasehold improvements	43,851	8,416	35,435	12,714
Office furniture and equipment	29,930	16,247	13,683	5,278
Office sign	7,940	7,042	898	2,486
Vehicles	<u>16,903</u>	<u>5,010</u>	<u>11,893</u>	<u>5,774</u>
	<u>\$ 156,826</u>	<u>\$ 83,293</u>	<u>\$ 71,072</u>	<u>\$ 37,866</u>

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

5. INTERNALLY RESTRICTED NET ASSETS

In 1996, The Partnership adopted the policy of segregating and restricting a portion of its net assets (then called surplus) for specific designated purposes. The Board of Management reviews the amounts so restricted and transfers amounts between Unrestricted Net Assets and the various restricted accounts to reflect the changing needs of the Partnership on an annual basis.

The Net Assets reflected as Internally Restricted are not available for other purposes without the authorization of the Board of Management.

During the year the Board of Management approved a transfers within the internally restricted net assets to the unrestricted net assets as follows:

	2012	2011
Façade improvements	\$ -	\$ (67,500)
Assessment appeal		67,500
Streetscape/Maintenance	(25,000)	
Unrestricted net assets	25,000	-
	\$ -	\$ -

The Partnership has allocated funds to provide for potential future obligations and contingencies for the internally restricted fund.

6. DEFERRED REVENUE

The balance of deferred revenue as at December 31, 2012 is comprised of \$35,900 from the City of Saskatoon for the parking grant for 2013. The Community Support Program has an amount of \$149,742 for 2013 for their program.

7. RELATED PARTY TRANSACTIONS

During the year The Partnership was approved for \$474,595 (2010 - \$511,006) in funding from the City of Saskatoon.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

8. ECONOMIC DEPENDENCE

The Partnership receives its funding from the City of Saskatoon through a special levy on property assessments from the businesses located in the downtown district. The Partnership's ability to continue its viable operations is dependent upon maintaining that funding (See Note 11).

9. COMMITMENT

The Partnership entered into a ten year agreement for office space on November 1, 2007. The current lease payments are \$12,000 annually for the next five years. The lease expires on October 31, 2017.

10. CONTINGENT LIABILITY

The Partnership estimates and accrues for the possible repayment of the Levy to the City of Saskatoon in the event of successful municipal tax appeals by one or more the Downtown Business Improvement District property owners. The Partnership's assessment of it's potential liability for such matters could change, with the result that the amounts for this contingent liability recorded in The Partnership's financial statements could increase by a material amount. No liability has been recorded in this regard.

11. COMPARATIVE FIGURES

Certain comparative figures in the statement of operations have been reclassified to conform with the financial statement presentation adopted for the current year.

12. INCOME TAXES

The Saskatoon Downtown Business Improvement District is a not-for-profit organization established through a by-law of the City of Saskatoon. As a result, under the Income Tax Act, it is exempt from income taxes.

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
"THE PARTNERSHIP"
SCHEDULE OF REVENUE AND EXPENSES
year ended December 31, 2012

	2012		2011
	Budget Unaudited	Actual	Actual
REVENUE			
Business tax levy	\$ 453,300	\$ 420,795	\$ 475,106
Parking grants	36,000	35,900	35,900
Street maintenance	18,000	17,900	16,110
Investment and other earnings	<u>9,000</u>	<u>8,511</u>	<u>9,152</u>
	<u>516,300</u>	<u>483,106</u>	<u>536,268</u>
EXPENSES			
ADMINISTRATION			
Amortization	\$ 2,000	13,401	\$ 15,399
Office and administration	78,300	78,751	74,468
Wages and benefits	<u>173,500</u>	<u>181,521</u>	<u>162,529</u>
	<u>253,800</u>	<u>273,673</u>	<u>252,396</u>
MARKETING			
Other	65,200	35,729	38,985
Research and education	<u>25,000</u>	<u>19,907</u>	<u>25,945</u>
	<u>90,200</u>	<u>55,636</u>	<u>64,930</u>
MEETINGS			
Board, committee and other	<u>4,700</u>	<u>1,441</u>	<u>10,664</u>
SPECIAL EVENTS			
Events	<u>30,400</u>	<u>30,703</u>	<u>23,695</u>
STREET CLEANING			
	<u>137,200</u>	<u>153,015</u>	<u>134,210</u>
TOTAL EXPENSES			
	<u>516,300</u>	<u>514,468</u>	<u>485,895</u>
Deficiency (excess) of expenses over revenue	<u>\$ -</u>	<u>\$ (31,362)</u>	<u>\$ 50,373</u>

SASKATOON DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
 "THE PARTNERSHIP"
 COMMUNITY SUPPORT PROGRAM
 SCHEDULE OF REVENUE AND EXPENSES
 year ended December 31, 2012

	2012		2011
	Budget Unaudited	Actual	Actual
REVENUE			
City of Saskatoon grant	\$ 360,691	\$ 193,773	\$ -
EXPENSES			
ADMINISTRATION			
Amortization	-	5,814	-
Office and administration	29,212	16,071	-
Program	61,734	26,337	-
Wages and benefits	181,133	130,224	-
	<u>272,079</u>	<u>178,446</u>	<u>-</u>
MARKETING AND RESEARCH			
Research and education	17,999	15,327	-
	<u>17,999</u>	<u>15,327</u>	<u>-</u>
TOTAL EXPENSES	<u>290,078</u>	<u>193,773</u>	<u>-</u>
Excess of revenue over expenses	<u>\$ 70,613</u>	<u>\$ -</u>	<u>\$ -</u>

Breen
Associates
CHARTERED ACCOUNTANTS

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BROADWAY BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

For the fiscal year ended December 31, 2012

and

Independent Auditors' Report


Management Statement of Responsibility

The financial statements contained in this Annual Report are the responsibility of management. They have been prepared in accordance with Canadian accounting standards for not-for-profit organizations applied and deemed to present fairly the financial position, results of operations and changes in net assets and cash flows of the Association. Where necessary, management has made informed judgments and estimates of the outcome of events and transactions, with due consideration given to materiality.

As a means of fulfilling its responsibility for the integrity of financial information included in this Annual Report, management relies on the Organization's system of internal control. This system has been established to ensure, within reasonable limits, that assets are safeguarded, that transactions are properly recorded and executed in accordance with management's authorization and that the accounting records provide a solid foundation from which to prepare the financial statements. It is recognized that no system of internal control can detect and prevent all errors and irregularities. Nonetheless, management believes that the established system provides an acceptable balance between benefits to be gained and the related costs.

Breen & Associates, Chartered Accountants are responsible for auditing the financial statements and giving an opinion on them. As part of that responsibility, they review and assess the risks of material misstatement of the financial statements, whether due to fraud or error. In making those assessments, they also consider the effectiveness of the selected internal accounting controls to establish a basis for reliance thereon in determining the nature, timing and extent of audit tests to be applied. Management emphasizes the need for constructive recommendations as part of the auditing process and implements a high proportion of their suggestions.

The Organization's management is responsible for the preparation of timely financial statements which are reviewed in detail by the Board at its regular meetings.



Chairperson



Executive Director

April 8, 2013

INDEPENDENT AUDITORS' REPORT

To the Board of Management of
the Broadway Business Improvement District

We have audited the accompanying financial statements of the Broadway Business Improvement District, which comprise the statement of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of financial activity, changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risks assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

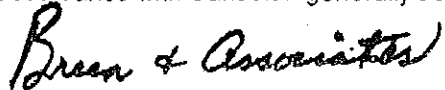
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion

Basis for Qualified Opinion

In common with many non-profit organizations, the Broadway Business Improvement District derives part of its revenues from fundraising activities which are not susceptible to complete audit verification. Accordingly, our verification of fundraising revenue was substantially limited to accounting for amounts recorded in the records of the Broadway Business Improvement District, and we were not able to determine if adjustments might be necessary to revenues, surplus (deficit) for the years ended December 31, 2012 and December 31, 2011, financial assets and net assets as at December 31, 2012, December 31, 2011, and January 1, 2011.

Qualified Opinion

In our opinion, except for the affects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Broadway Business Improvement District as at December 31, 2012, December 31, 2011 and January 1, 2011 and its financial performance and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.



Breen & Associates
Chartered Accountants

April 8, 2013

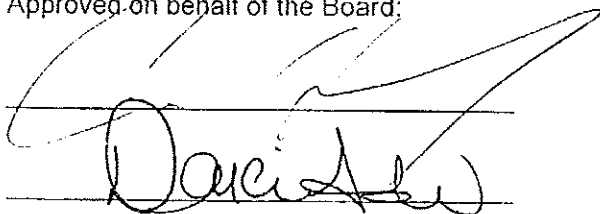
BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2012

	December 31, <u>2012</u>	December 31, <u>2011</u>	January 1, <u>2011</u>
ASSETS			
FINANCIAL ASSETS:			
Cash	\$ 56,715	\$ 4,346	\$ 846
Walk of Stars funds (Note 2)	4,110	4,077	\$ 4,027
Investments (Note 3)	61,066	60,008	\$ 56,000
Accounts receivable	<u>18,448</u>	<u>26,002</u>	<u>\$ 15,045</u>
Total Financial Assets	140,339	94,433	\$ 75,918
CAPITAL ASSETS (Note 4)	<u>5,708</u>	<u>3,949</u>	\$ -
Total Assets	<u>146,047</u>	<u>98,382</u>	<u>\$ 75,918</u>
LIABILITIES:			
Bank indebtedness (Note 5)	\$ -	\$ -	\$ 1,216
Deferred revenue	35,900	-	\$ -
Accounts payable and accrued liabilities	<u>9,385</u>	<u>7,603</u>	<u>\$ 6,767</u>
Total Liabilities	<u>45,285</u>	<u>7,603</u>	<u>\$ 7,983</u>
NET FINANCIAL ASSETS	<u>100,762</u>	<u>90,779</u>	<u>\$ 67,935</u>
NON-FINANCIAL ASSETS:			
Stock and supplies	3,856	1,807	\$ 180
Prepaid expenses	<u>-</u>	<u>251</u>	<u>\$ 476</u>
Total Non-Financial Assets	<u>3,856</u>	<u>2,058</u>	<u>\$ 656</u>
	<u>\$ 104,618</u>	<u>\$ 92,837</u>	<u>\$ 68,591</u>
NET ASSETS:			
Externally restricted fund (Note 2)	4,135	4,102	\$ 4,052
Unrestricted funds	<u>100,483</u>	<u>88,735</u>	<u>\$ 64,539</u>
Total Net Assets	<u>\$ 104,618</u>	<u>\$ 92,837</u>	<u>\$ 68,591</u>

Approved on behalf of the Board:



BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 Actual	2012 Budget (Unaudited)	2011 Actual
REVENUES:			
Business tax levy and parking fees	\$ 194,297	\$ 196,228	\$ 186,803
Summer Employment Grant	-	4,250	4,049
Maintenance revenue	5,600	5,040	5,040
Interest	1,426	750	1,008
Marketing	2,009	-	-
Heritage grant	200	4,250	-
Donation revenue	1,000	-	-
Miscellaneous	877	-	46
	<u>205,409</u>	<u>210,518</u>	<u>196,946</u>
EXPENDITURES:			
Amortization	1,158	-	745
Bad debts	-	-	200
Board expenses	1,721	1,500	1,378
Business development	530	500	92
Insurance	1,511	-	350
Miscellaneous	408	-	444
Office	11,757	14,173	11,050
Professional Development	75	4,750	930
Professional fees	3,150	5,650	2,888
Rent	10,934	12,000	10,290
Repairs and maintenance	2,908	-	2,753
Wages, benefits, and contracted services	144,656	144,696	133,621
	<u>178,808</u>	<u>183,269</u>	<u>164,741</u>
SURPLUS FROM OPERATIONS BEFORE NET PROMOTIONAL ACTIVITY	26,601	27,249	32,205
NET PROMOTIONAL ACTIVITY (Schedule 1)	<u>(14,853)</u>	<u>(24,249)</u>	<u>(8,009)</u>
SURPLUS FOR THE YEAR	<u>\$ 11,748</u>	<u>\$ 3,000</u>	<u>\$ 24,196</u>

The accompanying notes are an integral part of the financial statements.

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2012

	Externally Restricted Fund	Unrestricted	2011 Total	2011 Total
BALANCE AT BEGINNING OF THE YEAR	\$ 4,102	\$ 88,735	\$ 92,837	\$ 68,591
Surplus (deficit) for the year	-	11,748	11,748	24,196
Reserve fund interest	33	-	33	50
Reserve fund expenditures	-	-	-	-
BALANCE AT END OF THE YEAR	<u>\$ 4,135</u>	<u>\$ 100,483</u>	<u>\$ 104,618</u>	<u>\$ 92,837</u>

The accompanying notes are an integral part of the financial statements.

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CHANGES IN CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
CASH RECEIVED (PAID) RELATED TO:		
OPERATING ACTIVITIES:		
Levies and grants	\$ 192,204	\$ 179,979
Interest and dividends received	1,459	1,058
Supplies and employees	<u>(138,162)</u>	<u>(167,569)</u>
	<u>55,501</u>	<u>13,468</u>
INVESTING ACTIVITIES:		
Purchase of capital assets	(2,041)	(4,694)
Purchase of investments, net	<u>(1,058)</u>	<u>(4,008)</u>
	<u>(3,099)</u>	<u>(8,702)</u>
INCREASE IN CASH DURING THE YEAR	52,402	4,766
CASH AT BEGINNING OF THE YEAR	<u>8,423</u>	<u>3,657</u>
CASH AT END OF THE YEAR	<u>\$ 60,825</u>	<u>\$ 8,423</u>
CASH IS COMPRISED OF THE FOLLOWING:		
Cash	\$ 56,715	\$ 4,346
Restricted cash	4,110	4,077
Bank indebtedness	<u>-</u>	<u>-</u>
	<u>\$ 60,825</u>	<u>\$ 8,423</u>

The accompanying notes are an integral part of the financial statements.

BROADWAY BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2012

1. SIGNIFICANT ACCOUNTING POLICIES:

The Broadway Business Improvement District (BBID) has been established to provide for the continued revitalization of the Broadway Business area. Funding for this purpose is derived from a special assessment of taxes from those businesses located in the Broadway district and various fundraising activities. Its significant accounting policies are as follows:

Adoption of Accounting Standards For Not-For-Profit Organizations (ASNFPPO's)

These financial statements have been prepared in accordance with Part III of the CICA Handbook - Accounting ("Part III") Accounting Standards for Not-For-Profit Organizations (ASNFPPO's)

The Broadway Business Improvement District's first reporting period using ASNFPPO's is December 31, 2012. As a result, for financial statement purposes, the date of transition to these standards by the Broadway Business Improvement District is January 1, 2011.

As these financial statements are the first financial statements for which the Broadway Business Improvement District has applied Part III (ASNFPPO's), the financial statements have been prepared in accordance with the provisions set out in Section 1501 of Part III, First-time Adoption by Not-For Profit Organizations. As a result the Broadway Business Improvement District is required to apply Part III effective for periods ending on December 31, 2012 in:

- a) Preparing and presenting its statement of financial position at January 1, 2011; and
- b) Preparing and presenting its statement of financial position for December 31, 2012 (including comparative amounts for 2011), statement of financial activities, statement of changes in net assets, and statement of cash flows for the year ended December 31, 2012 (including comparative information for 2011).

The first time adoption of the above standards by the Broadway Business Improvement District had no impact on the statement of financial position at the date of transition, January 1, 2011, or on the surplus (deficit) and cash flows for the years ended December 31, 2012 and December 31, 2011.

Fund Accounting

The BBID follows the restricted fund method of accounting for contributions.

The Unrestricted Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Restricted Fund reports only restricted resources that are to be used for individual recognition purposes.

BROADWAY BUSINESS IMPROVEMENT DISTRICTNOTES TO THE FINANCIAL STATEMENTSDECEMBER 31, 2012

1. SIGNIFICANT ACCOUNTING POLICIES - continued:

Stock and Supplies

Stock and supplies is recorded at the lower of cost or net realizable value.

Investments

Short-term investments are stated at the lower of cost or net realizable value with market value approximating cost.

Long-term investments are stated at cost unless there is a permanent impairment in the value of the investments, in which case the investment is reflected at net realizable value.

Capital Assets

Capital assets in excess of thresholds established by the BBID are recorded at cost. Donated tangible capital assets received are recorded at their fair market value at the date of contribution. These capital assets are amortized over the asset's estimated useful life using the diminishing balance method of amortization.

Net-Financial Assets:

Net-financial assets at the end of an accounting period are the net amount of financial assets less liabilities outstanding. Financial assets represent items such as cash and those other assets on hand which could provide resources to discharge existing liabilities or finance future operations. These include realizable assets which are convertible to cash and not intended for consumption in the normal course of operations.

Non-Financial Assets

Non-financial assets are accounted for as assets by the BBID because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the BBID unless they are sold.

Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Assumptions underlying deferred cost valuations are limited by the availability of reliable comparable data and the uncertainty concerning future events.

By nature, asset valuations are subjective and do not necessarily result in precise determinations. Should underlying assumptions change, the estimated net recoverable amount could change by a material amount.

BROADWAY BUSINESS IMPROVEMENT DISTRICTNOTES TO THE FINANCIAL STATEMENTSDECEMBER 31, 2012

1. SIGNIFICANT ACCOUNTING POLICIES - continued:

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Donated materials and services

The BBID utilizes the services of many volunteers and at times receives donated materials. The value of these volunteer services and donated materials are not recognized in the financial statements due to the difficulty in determining their extent and related value.

2. WALK OF STARS:

This externally restricted fund consists of donations to be used for the Walk of Stars program. This program is designed to recognize individuals who have made significant contributions to the Broadway District by having a commemorative Star created and placed in areas of the District designated for this purpose.

Only expenses relating to the creation, installation, and maintenance of the Star and relating to the ceremony to unveil the Star can be paid for out of the externally restricted fund.

3. INVESTMENTS

Investments are comprised of the following:

	<u>2012</u>	<u>2011</u>
Term deposits cashable within one year	\$ 40,476	\$ 16,163
Term deposits cashable after one year	<u>20,590</u>	<u>43,845</u>
	<u>\$ 61,066</u>	<u>\$ 60,008</u>

BROADWAY BUSINESS IMPROVEMENT DISTRICTNOTES TO THE FINANCIAL STATEMENTSDECEMBER 31, 2012

4. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>		<u>Rate</u>
			<u>2012</u>	<u>2011</u>	
Computer	\$ 2,362	\$ 817	\$ 1,545	\$ 1,142	25%
Event related assets	1,124	299	824	935	20%
Office equipment	2,046	205	1,841	-	20%
Signage	2,080	582	1,498	1,872	20%
	<u>\$ 7,612</u>	<u>\$ 1,903</u>	<u>\$ 5,708</u>	<u>\$ 3,949</u>	

5. BANK INDEBTEDNESS:

Bank indebtedness is comprised of cheques issued in excess of funds on deposit. The BBID has established a line of credit with a limit of \$10,000 for this purpose.

6. LEASE COMMITMENT:

The BBID is committed to lease arrangements related to its office premises, expiring on September 14, 2014. The monthly lease cost is \$667 plus occupancy. At the expiration of the lease term, the BBID has an option to renew the lease for a further three year term at a rate to be negotiated at that time.

7. FINANCIAL INSTRUMENTS:

The BBID as part of its operations carries a number of financial instruments. It is management's opinion that the BBID is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Fair Value

The carrying value of the BBID's cash and short-term investments, accounts receivable, accrued interest receivable and trade accounts payable approximates their fair value due to their short-term nature.

8. ECONOMIC DEPENDENCE:

The BBID relies on a significant amount of its funding from the City of Saskatoon in order to finance its operations. Without this funding, there would be doubt regarding the BBID's ability to sustain its operating activities.

BROADWAY BUSINESS IMPROVEMENT DISTRICTSCHEDULE OF PROMOTIONAL ACTIVITYFOR THE YEAR ENDED DECEMBER 31, 2012

	2012 Actual	2012 Budget (Unaudited)	2011 Actual
REVENUES:			
Art Fest	\$ 8,674	\$ 8,500	\$ 7,574
AGM and Awards Ceremony	1,279	4,500	1,050
Christmas promotion	8,852	10,000	8,100
Street fair	12,230	15,000	13,862
	<u>31,035</u>	<u>38,000</u>	<u>30,586</u>
EXPENSES:			
Advertising and promotion	11,370	10,000	5,270
AGM and New Marketing Initiatives	1,203	4,500	1,558
Art Fest	6,761	8,500	5,966
Broadway 360	-	-	30
Christmas promotion	8,275	11,500	9,102
New Marketing Initiatives and Memberships	4,066	6,200	459
Other programs and events	-	6,549	2,690
Street fair	14,213	15,000	13,520
	<u>45,888</u>	<u>62,249</u>	<u>38,595</u>
NET PROMOTIONAL ACTIVITY	<u>\$ (14,853)</u>	<u>\$ (24,249)</u>	<u>\$ (8,009)</u>

JAMES H. STINN

Certified General Accountant

Prof. Corp.

SUITE 300 – 820 51ST STREET EAST
SASKATOON, SASKATCHEWAN S7K 0X8
PHONE (306) 955-9977 FAX (306) 955-3633
E-MAIL jstinn@sasktel.net

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

DECEMBER 31, 2012

**SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
INDEX TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2012**

	Page
Independent Auditor's Report	1
Statement of Financial Position	2
Statement of Revenues and Expenditures and Fund Balance	3
Statement of Changes in Financial Position	4
Notes to the Financial Statements	5 - 6

JAMES H. STINN

Certified General Accountant

Prof. Corp.

SUITE 300 – 820 51ST STREET EAST
SASKATOON, SASKATCHEWAN S7K 0X8
PHONE (306) 955-9977 FAX (306) 955-3633

INDEPENDENT AUDITOR'S REPORT E-MAIL jstinn@sasktel.net

To the Members of Sutherland Business Improvement District:

I have audited the accompanying financial statements of Sutherland Business Improvement District which comprise the statement of financial position as at December 31, 2012 and the statements of revenues and expenditures, and fund balance, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Organization's responsibility for the Financial Statements

The Management is responsible for the preparation and fair presentation of these Financial Statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian Auditing Standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

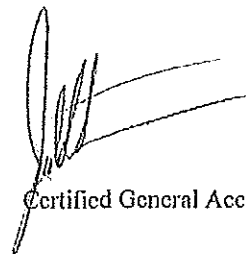
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of Sutherland Business Improvement District as at December 31, 2012 and its financial performance for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Saskatoon, Saskatchewan
January 30, 2013

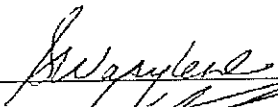


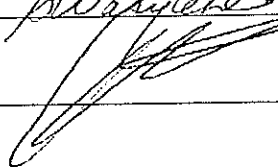
Certified General Accountant, Prof. Corp.

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
ASSETS		
Current assets		
Bank	\$ 79,516	\$ 85,827
Accounts receivable	<u>1,004</u>	<u>1,731</u>
	<u>\$ 80,520</u>	<u>\$ 87,558</u>
LIABILITIES		
Current liabilities		
Accounts payable and accruals	\$ <u>1,271</u>	\$ <u>2,165</u>
FUND BALANCES		
General fund	<u>79,249</u>	<u>85,393</u>
	<u>\$ 80,520</u>	<u>\$ 87,558</u>

APPROVED ON BEHALF OF THE BOARD:


 _____ Director


 _____ Director

The accompanying notes are an integral part of these financial statements.

**SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
STATEMENT OF REVENUE AND EXPENDITURES AND FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>2012</u>	<u>2011</u>
Revenue		
Business assessments	\$ 20,434	\$ 20,381
Interest and other	<u>8</u>	<u>9</u>
	<u>20,442</u>	<u>20,390</u>
Expenditures		
Administrative support	244	0
Audit fees	1,312	1,270
Bank charges	0	28
Central Ave Master Plan Report	2,625	0
Combined Business Group	0	100
Contract Services (Exec Director)	13,600	13,700
Main Street Saskatchewan project	0	682
Membership fees	539	0
Newsletter and advertising	3,584	0
Office	93	1,608
Rent	0	2,118
Strategic planning	642	0
Street Signs	1,089	92
Telephone	604	461
Utilities	649	475
Website	711	704
Welcome train sign project	<u>893</u>	<u>0</u>
	<u>26,585</u>	<u>21,238</u>
Net loss	(6,143)	(848)
Fund balance, beginning of year	<u>85,392</u>	<u>86,241</u>
Fund balance, end of year	<u>\$ 79,249</u>	<u>\$ 85,393</u>

The accompanying notes are an integral part of these financial statements.

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
STATEMENT OF CHANGES IN FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012</u>	<u>2011</u>
Operating activities		
Net loss	\$ (6,143)	\$ (848)
Change in non-cash components of working capital:		
Accounts receivable	727	(83)
Accounts payable and accruals	<u>(895)</u>	<u>955</u>
Decrease in cash	(6,311)	24
Cash, beginning of year	<u>85,827</u>	<u>85,803</u>
Cash, end of year	<u>\$ 79,516</u>	<u>\$ 85,827</u>

The accompanying notes are an integral part of these financial statements.

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2012

1. GENERAL

The Sutherland Business Improvement District was established under the provisions of the Saskatchewan Urban Municipalities Act via a bylaw of the City of Saskatoon. The main function of the Sutherland Business Improvement District is to improve business in the Sutherland area of Saskatoon, Saskatchewan.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the Organization have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The accounts of the Organization are maintained with the principles of "fund accounting" in order that limitations are placed on the use of available resources. Under fund accounting resources are classified for accounting purposes with specific objectives.

The General Fund accounts for the Organization's administrative activities. This fund reports unrestricted resources. This is the only fund that the Organization has.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include allowance for doubtful accounts, estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

Revenue and Expense Recognition

Revenue and expenses are recognized using the accrual basis of accounting. Revenue is recognized in the year of receipt.

Donation of Services

The Organization received a significant amount of volunteer services throughout the year. The monetary value of these services has not been recognized in these financial statements.

Financial instruments

The financial instruments of the Organization consist of cash, receivables, and payables. Unless otherwise noted, it is the Board's opinion that the Organization is not exposed to significant interest or credit risks arising from these financial instruments.

Income Taxes

Due to the nature of the activities as a non-profit organization, the Organization is exempt from income tax.

The accompanying notes are an integral part of these financial statements.

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2012

3. ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

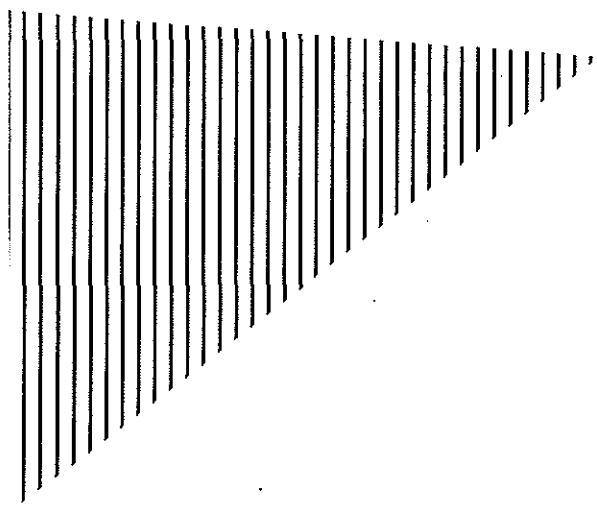
Effective January 1, 2012, the Organization adopted the Canadian accounting standards for not-for-profit organizations (ASNPO). Previously, the financial statements were presented in accordance with Canadian generally accepted accounting principles (GAAP) as issued in the Handbook - Accounting Part V Pre-changeover standards. On adoption of ASNPO, an organization is permitted to selectively elect certain exemptions and choose accounting policies that may differ from the previously presented financial statement information. This can result in adjustments to the opening net assets at the transition date, which is the first day of the period for which comparative information is presented. The Organization made no changes to the previously presented financial statements.

The accompanying notes are an integral part of these financial statements.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

DECEMBER 31, 2012 AND 2011



INDEPENDENT AUDITORS' REPORT

To the Members of
Riversdale Business Improvement District

We have audited the accompanying financial statements of Riversdale Business Improvement District, which comprise the statements of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of operations, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Riversdale Business Improvement District as at December 31, 2012, December 31, 2011 and January 1, 2011, and the results of its operations and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATOON, SASKATCHEWAN

March 28, 2013

Ernst & Young LLP

Chartered Accountants

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

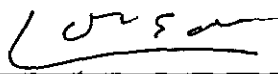
STATEMENTS OF FINANCIAL POSITION

AS AT DECEMBER 31, 2012, DECEMBER 31, 2011 AND JANUARY 1, 2011

	December 31, 2012	December 31, 2011	January 1, 2011 (Note 3)
<u>ASSETS</u>			
Current assets			
Cash	\$ 77,737	\$ 54,196	\$ 31,033
Restricted cash	351	416	471
Short-term investments	58,396	57,488	56,598
GST receivable	-	-	1,372
Accounts receivable	17,769	9,045	26,307
Prepaid expenses	1,070	1,153	721
	<u>155,323</u>	<u>122,298</u>	<u>116,502</u>
Property, plant and equipment (Note 4)	<u>6,834</u>	<u>8,346</u>	<u>9,219</u>
	<u>\$ 162,157</u>	<u>\$ 130,644</u>	<u>\$ 125,721</u>
<u>LIABILITIES</u>			
Current liabilities			
Accounts payable and accrued liabilities	\$ 662	\$ 2,617	\$ 1,575
Deferred contributions	35,900	-	-
	<u>36,562</u>	<u>2,617</u>	<u>1,575</u>
<u>NET ASSETS</u>			
Internally restricted net assets	351	416	471
Unrestricted net assets	<u>125,244</u>	<u>127,611</u>	<u>123,675</u>
	<u>125,595</u>	<u>128,027</u>	<u>124,146</u>
	<u>\$ 162,157</u>	<u>\$ 130,644</u>	<u>\$ 125,721</u>

See accompanying notes to the financial statements

Approved by the Board



Director



Director

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENTS OF OPERATIONS

YEARS ENDED DECEMBER 31, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
Revenues		
City of Saskatoon surtaxes	\$ 138,436	\$ 128,045
Parking grant	35,900	35,900
Other grants	12,797	9,442
Interest income	1,836	892
Silent film festival revenue	<u>1,500</u>	<u>3,377</u>
	<u>190,469</u>	<u>177,656</u>
Expenditures		
Advertising and promotion	12,742	6,270
Amortization	2,200	2,434
Automotive	2,246	2,861
Board Meetings and Education	7,186	3,922
Insurance	2,662	1,702
Interest and bank charges	307	242
Memberships and dues	1,675	1,828
Office	5,991	2,916
Professional fees	6,560	3,479
Projects	278	522
Rent	5,620	8,220
Repairs and maintenance	1,809	734
Salaries and benefits	135,084	118,722
Seminars and conventions	3,393	14,426
Silent film festival expenses	2,574	2,451
Telephone	<u>2,509</u>	<u>2,991</u>
	<u>192,836</u>	<u>173,720</u>
(Deficiency) excess of revenues over expenditures	<u>\$ (2,367)</u>	<u>\$ 3,936</u>

See accompanying notes to the financial statements

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENTS OF CHANGES IN NET ASSETS

YEARS ENDED DECEMBER 31, 2012 AND 2011

	<u>2012</u>		
	<u>Total</u>	<u>Internally restricted net assets</u>	<u>Unrestricted net assets</u>
Net assets, beginning of year	\$ 128,027	\$ 416	\$ 127,611
Deficiency of revenues over expenditures	(2,367)	-	(2,367)
Net interest incurred on restricted cash	<u>(65)</u>	<u>(65)</u>	<u>-</u>
Net assets, end of year	<u>\$ 125,595</u>	<u>\$ 351</u>	<u>\$ 125,244</u>

	<u>2011</u>		
	<u>Total</u>	<u>Internally restricted net assets</u>	<u>Unrestricted net assets</u>
Net assets, beginning of year	\$ 124,146	\$ 471	\$ 123,675
Excess of revenues over expenditures	3,936	-	3,936
Net interest incurred on restricted cash	<u>(55)</u>	<u>(55)</u>	<u>-</u>
Net assets, end of year	<u>\$ 128,027</u>	<u>\$ 416</u>	<u>\$ 127,611</u>

See accompanying notes to the financial statements

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENTS OF CASH FLOWS

YEARS ENDED DECEMBER 31, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
Cash flows from (used in) operating activities		
(Deficiency) excess of revenues over expenditures	\$ (2,367)	\$ 3,936
Net interest incurred on restricted cash	(65)	(55)
Item not affecting cash		
Amortization	2,200	2,434
Net change in non-cash working capital items:		
GST receivable	-	1,372
Accounts receivable	(8,724)	17,262
Prepaid expenses	83	(432)
Accounts payable and accrued liabilities	(1,955)	1,040
Deferred revenue	35,900	-
	<u>25,072</u>	<u>25,557</u>
Cash flows from (used in) investing activities		
Purchase of property, plant and equipment	(688)	(1,559)
Net decrease in short-term investments	(908)	(890)
	<u>(1,596)</u>	<u>(2,449)</u>
Net increase in cash during the year	23,476	23,108
Cash, beginning of year	<u>54,612</u>	<u>31,504</u>
Cash, end of year	<u>\$ 78,088</u>	<u>\$ 54,612</u>
Cash consists of:		
Cash in bank - unrestricted	\$ 77,737	\$ 54,196
Restricted cash	<u>351</u>	<u>416</u>
	<u>\$ 78,088</u>	<u>\$ 54,612</u>

See accompanying notes to the financial statements

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2012 AND 2011

1. Nature of operations

Riversdale Business Improvement District is an unincorporated entity set up to revitalize the business district in the Riversdale area of Saskatoon, Saskatchewan. The organization's mission statement is as follows: to provide a mutually-beneficial business environment for participating members in the Riversdale Business Improvement District by promoting area development and celebrating our uniqueness and cultural diversity. No provision for income taxes has been made in these financial statements as the entity is a non-profit organization. To the extent the organization maintains its non-profit status, no income taxes will be payable.

2. Significant accounting policies

These financial statements are prepared in accordance with Part III of the Canadian Institute of Chartered Accountants' ["CICA"] Handbook – Accounting Standards for Not-for-Profit Organizations, which sets out generally accepted accounting principles for not-for-profit organizations in Canada and includes the significant accounting policies summarized below.

Property, plant and equipment

Property, plant and equipment are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the property, plant and equipment over their estimated useful lives. The annual amortization rates are as follows:

Automotive	30%
Office equipment	20%
Office furniture and fixtures	20%
Computer equipment	45%
Maintenance equipment	20%

Revenue recognition

The organization follows the deferral method of accounting for contributions, which include grants and surtaxes. Contributions are recognized in the accounts when received or receivable if the amount to be received can be reasonably estimated and collection is assured. Unrestricted contributions are recognized as revenue when initially recorded in the accounts. Externally restricted contributions are deferred when initially recorded in the accounts and recognized as revenue in the year in which the related expenditures are recognized. Interest income or expense on restricted cash is recorded as a direct increase or decrease to internally restricted net assets.

Financial instruments

Short-term investments consist of term deposits and are recorded at fair value.

Other financial instruments, including accounts receivable and accounts payable and accrued liabilities, are initially recorded at their fair value and are subsequently measured at amortized cost, net of any provisions for impairment.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2012 AND 2011

2. Significant accounting policies (continued)

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the balance sheet date and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. First-time adoption of Accounting Standards for Not-for-Profit Organizations

These are the first financial statements which the organization has prepared in accordance with Part III of the CICA Handbook – Accounting, which constitutes generally accepted accounting principles for not-for-profit organizations in Canada. First-time adoption of this new basis of accounting had no impact on excess of revenue over expenditures for the year ended December 31, 2011, or net assets as at January 1, 2011, the date of transition.

4. Property, plant and equipment

	<u>December 31,</u> <u>2012</u>	<u>December 31,</u> <u>2011</u>	<u>January 1,</u> <u>2011</u>		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>	<u>Net book value</u>
Automotive	\$ 8,555	\$ 7,700	\$ 855	\$ 1,222	\$ 1,746
Office equipment	14,624	12,385	2,239	2,025	2,531
Office furniture and fixtures	2,931	2,549	382	478	597
Computer equipment	3,604	2,859	745	1,355	263
Maintenance equipment	<u>12,306</u>	<u>9,693</u>	<u>2,613</u>	<u>3,266</u>	<u>4,082</u>
	<u>\$ 42,020</u>	<u>\$ 35,186</u>	<u>\$ 6,834</u>	<u>\$ 8,346</u>	<u>\$ 9,219</u>

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2012 AND 2011

5. Related party transactions

The organization paid rent of \$520 (2011 - \$3,120) to a board member during the year for the use of garage space.

This transaction was in the normal course of operations and has been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

6. Economic dependence

The organization's principal sources of revenue consist of grants and an allocation of property taxes from the City of Saskatoon. The city levies a surtax on property taxes based upon the organization's budget for the following year. The organization is dependent upon the city for the collection and transfer of these revenues.

7. Financial instruments

Fair value

The organization's financial instruments include cash and restricted cash, short-term investments, accounts receivable and accounts payable and accrued liabilities. The carrying value of these instruments approximates their fair value due to their short-term maturities.

Credit risk

The organization is exposed to credit risk in connection with its accounts receivable and short-term investments because of the risk that one party to the financial instrument may cause a financial loss for the other party by failing to discharge an obligation. At year end, accounts receivable is substantially all due from the City of Saskatoon.

Interest rate risk

The organization is exposed to interest rate risk with respect to its short-term investments which bear interest at fixed rates because the fair value will fluctuate due to changes in market interest rates.

Liquidity risk

The organization is exposed to the risk that it will encounter difficulty in meeting obligations associated with its financial liabilities.

E3

**We're coming to sweep
YOUR street on:**

between 6:00 a.m. and 7:00 p.m.

**Here's what you can do
to help us make a "Clean Sweep":**

- ✓ Don't park on your street that day
- ✓ Place any collection containers on the sidewalk
- ✓ Sweep off your sidewalk and driveway before your street is swept

If poor weather delays sweeping, a new date will be set and another door hanger will be delivered advising you of the date.

For more information...
www.saskatoon.ca
(Look under "S"
for Street - Sweeping)
or call **975-2491**.



2013 Street Sweeping Schedule of "No Parking" Signage Locations

DATE	STREET	FROM/TO
June 15	30th Street	Idylwyld Drive to Avenue C
	31st Street	Idylwyld Drive to Avenue C
	32nd Street	Idylwyld Drive to Avenue C
	Willingdon Place	All
	Avenue B North	29th Street to 34th Street
	Avenue C North	29th Street to 34th Street
	Stanley Place	All
	Minto Place	All
	Aberdeen Place	All
	Grey Place	All
	Connaught Place	All
	Arthur Avenue	All
	Hugo Avenue	All
	Luther Place	All
	Chaben Place	All
	Summers Place	All
Tait Crescent	All	
June 15	Summers Place	All
	4000 Blk. Acadia Drive	All
	Chaban Place	All
	Luther Place	All
	Tait Crescent	All
	Wollaston	All
Pawlychenko Lane	All	
June 22	20th Street	Avenue P to Avenue R
	21st Street	Avenue P to Avenue R
	Avenue P	19th Street to 22nd Street
	Avenue Q	19th Street to 22nd Street
	Avenue R	19th Street to 22nd Street
June 22	3rd Avenue	25th Street to Duchess Street
	5th Avenue	25th Street to Duchess Street
	7th Avenue	Queen Street to 33rd Street
	9th Avenue	Queen Street to Duchess Street
	King Crescent	9th Avenue to railway tracks
	Spadina Crescent	25th Street to 33rd Street
June 23	Elliott Street	McKinnon Avenue to Cumberland Avenue

	University Drive	Clarence Avenue to College Drive
	Osler Street	Clarence Avenue to Cumberland Avenue
	Temperance Street	Clarence Avenue to Cumberland Avenue
	Aird Street	Clarence Avenue to Cumberland Avenue
	Colony Street	Clarence Avenue to Cumberland Avenue
	15th Street	Clarence Avenue to Cumberland Avenue
	14th Street	Clarence Avenue to Cumberland Avenue
June 23	Louise Avenue	Main Street to 7th Street
	Campbell Avenue	7th Street to 8th Street
	Emerson Avenue	7th Street to 8th Street
	Walpole Avenue	7th Street to 8th Street
	Goodwin Avenue	7th Street to 8th Street
	Harris Avenue	7th Street to 8th Street
	Arlington Avenue	7th Street to 8th Street
	Sturby Place	All
	Louise Street	Arlington Ave. to Arlington Ave.
	Louise Place	All
June 24	18th Street	Saskatchewan Crescent to University Drive
	17th Street	Temperance Street to Saskatchewan Crescent
	Colony Street	Temperance Street to Clarence Avenue
	16th Street	Saskatchewan Crescent to Temperance Street
	15th Street	Saskatchewan Crescent to Clarence Avenue
	14th Street	Saskatchewan Crescent to Clarence Avenue
	13th Street	Saskatchewan Crescent to Clarence Avenue
	12th Street	Victoria Avenue to Clarence Avenue
	11th Street	Victoria Avenue to Lansdowne Avenue
	10th Street	Victoria Avenue to Lansdowne Avenue
	Main Street	Victoria Avenue to Lansdowne Avenue
	9th Street	Victoria Avenue to Lansdowne Avenue
June 25	26th Street	2nd Avenue to 5th Avenue
	Queen Street	1st Avenue to Spadina Crescent
	King Crescent	2nd Avenue to King Street
	Princess Street	2nd Avenue to King Street
	Duke Street	2nd Avenue to Spadina Crescent
	Duchess Street	2nd Avenue to Spadina Crescent
	Lauriston Street	2nd Avenue to 8th Avenue
	Warburton Street	7th Avenue to 10th Avenue
June 26	McKinnon Avenue	14th Street to University Drive
	Munroe Avenue	14th Street to College Drive

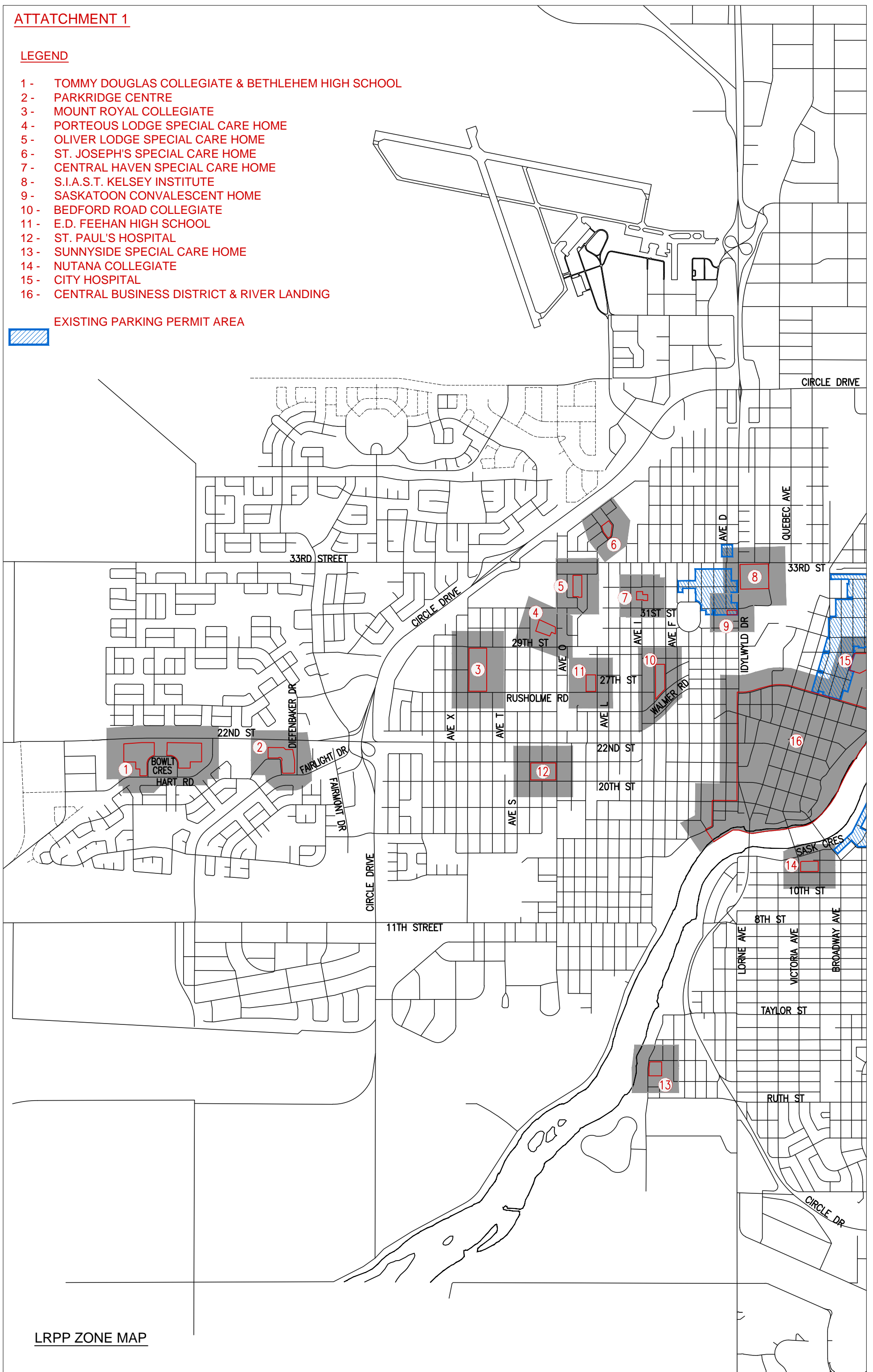
	Wiggins Avenue	14th Street to College Drive
	Bottomley Avenue	14th Street to College Drive
	Cumberland Avenue	14th Street to College Drive
	Arthur Avenue	All
	Hugo Avenue	All
June 27	Saskatchewan Crescent E.	Clarence Avenue to McPherson Ave.
	University Drive	Clarence Avenue to Broadway Avenue
	Temperance Street	13th Street to Clarence Avenue
	Lansdowne Avenue	13th Street to Temperance Street
	Albert Street	13th Street to Temperance Street
	Victoria Avenue	8th Street to Sask. Cres. E.
	Easlake Avenue	8th Street to Sask. Cres. E.
	Dufferin Avenue	8th Street to 13th Street
June 28	4th Avenue	25th Street to Duchess Street
	6th Avenue	Queen Street to Duchess Street
	8th Avenue	Queen Street to Duchess Street
	10th Avenue	Duke Street to Duchess Str

ATTACHMENT 1

LEGEND

- 1 - TOMMY DOUGLAS COLLEGIATE & BETHLEHEM HIGH SCHOOL
- 2 - PARKRIDGE CENTRE
- 3 - MOUNT ROYAL COLLEGIATE
- 4 - PORTEOUS LODGE SPECIAL CARE HOME
- 5 - OLIVER LODGE SPECIAL CARE HOME
- 6 - ST. JOSEPH'S SPECIAL CARE HOME
- 7 - CENTRAL HAVEN SPECIAL CARE HOME
- 8 - S.I.A.S.T. KELSEY INSTITUTE
- 9 - SASKATOON CONVALESCENT HOME
- 10 - BEDFORD ROAD COLLEGIATE
- 11 - E.D. FEEHAN HIGH SCHOOL
- 12 - ST. PAUL'S HOSPITAL
- 13 - SUNNYSIDE SPECIAL CARE HOME
- 14 - NUTANA COLLEGIATE
- 15 - CITY HOSPITAL
- 16 - CENTRAL BUSINESS DISTRICT & RIVER LANDING

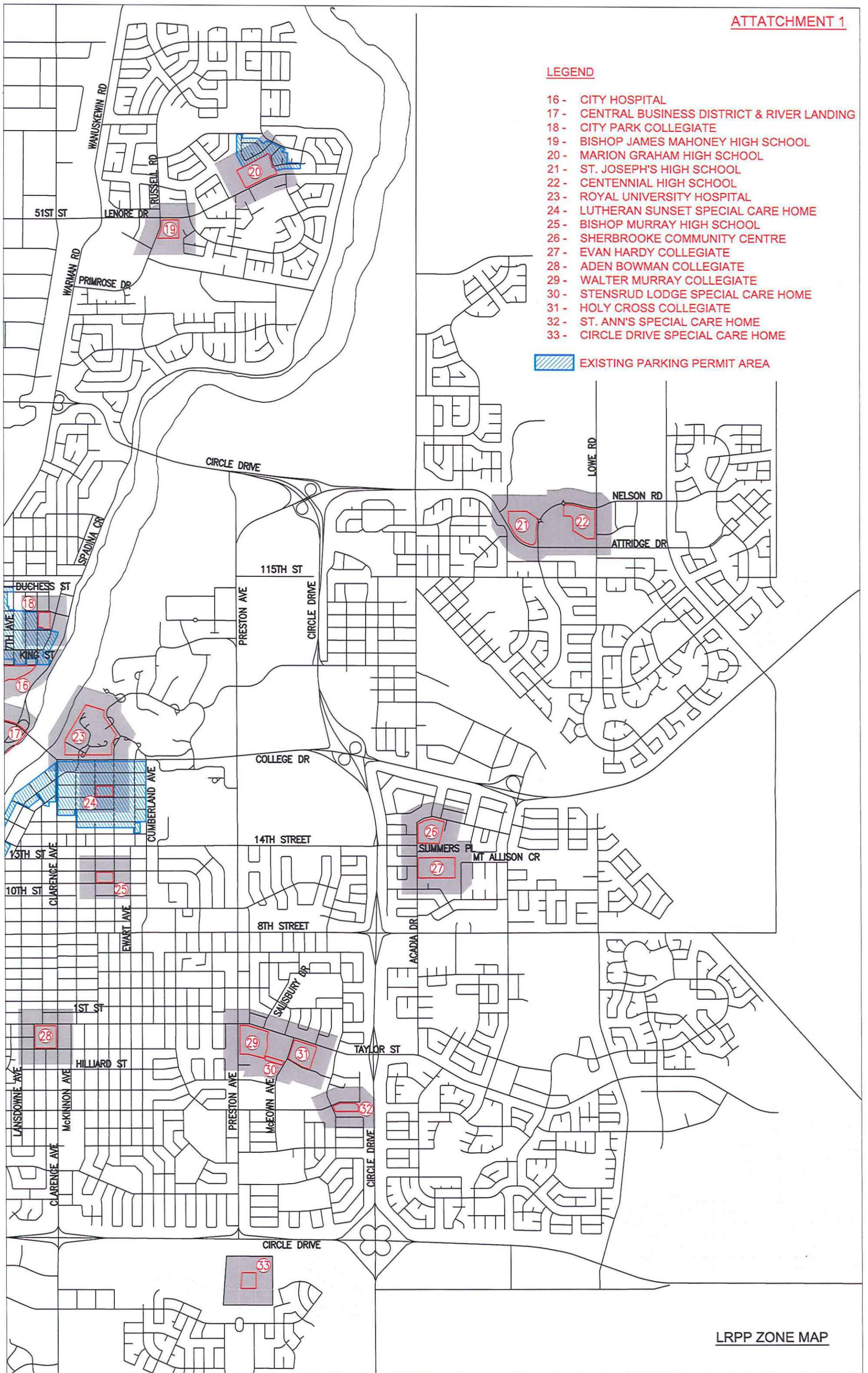
EXISTING PARKING PERMIT AREA



LEGEND

- 16 - CITY HOSPITAL
- 17 - CENTRAL BUSINESS DISTRICT & RIVER LANDING
- 18 - CITY PARK COLLEGIATE
- 19 - BISHOP JAMES MAHONEY HIGH SCHOOL
- 20 - MARION GRAHAM HIGH SCHOOL
- 21 - ST. JOSEPH'S HIGH SCHOOL
- 22 - CENTENNIAL HIGH SCHOOL
- 23 - ROYAL UNIVERSITY HOSPITAL
- 24 - LUTHERAN SUNSET SPECIAL CARE HOME
- 25 - BISHOP MURRAY HIGH SCHOOL
- 26 - SHERBROOKE COMMUNITY CENTRE
- 27 - EVAN HARDY COLLEGIATE
- 28 - ADEN BOWMAN COLLEGIATE
- 29 - WALTER MURRAY COLLEGIATE
- 30 - STENSRUD LODGE SPECIAL CARE HOME
- 31 - HOLY CROSS COLLEGIATE
- 32 - ST. ANN'S SPECIAL CARE HOME
- 33 - CIRCLE DRIVE SPECIAL CARE HOME

 EXISTING PARKING PERMIT AREA



**Significant Terms of the Lease Renewal
619 Ave N South and 606 Avenue O South
Saskatoon Light & Power**

1. Lease Term

Five years. Lease shall commence the 1st day of June, 2013.

2. Lease Area

- 619 Avenue N South and 606 Avenue O South.
- The building on-site is approximately 9,375 square feet and the land site is approximately 45,000 square feet.

3. Net Lease, Occupancy, and Utility Costs

Basic Net Rent:

- June 1, 2013 to May 31, 2014 = \$59,400 per year/ \$4,950 per month
- June 1, 2014 to May 31, 2015 = \$59,400 per year/ \$4,950 per month
- June 1, 2015 to May 31, 2016 = \$59,400 per year/ \$4,950 per month
- June 1, 2016 to May 31, 2017 = \$59,400 per year/ \$4,950 per month
- June 1, 2017 to May 31, 2018 = \$59,400 per year/ \$4,950 per month

Occupancy Costs:

- The Tenant shall pay for property taxes, building insurance, and all other operating expenses.

Utility Costs:

- The Tenant shall be responsible for all utilities (heat, water and electrical), and other maintenance.

4. Option to Renew

The Tenant shall be granted two further options to renew for additional five year terms after the expiration of the lease – the lease rate shall be at an agreed upon market rent.

GI



2013 Corporate Business Plan

1st Quarter Report

January 1, 2013 to March 31, 2013

Goal: Continuous Improvement

Action	Comments	Status
Business Line – Community Support		
GPS Mapping System - implement a GPS mapping system to track locations of memorialized trees and plaques and link grave locations to the GPS mapping system.	A tender has been submitted which will close in mid-May. It is expected that the project will be completed by December 31, 2013.	In Progress
Business Line – Corporate Asset Management		
Asset Management System - develop a service agreement and implement a system to measure, monitor, and report on how service levels are being met.	With the implementation of the new Computer Maintenance Management System, a mechanism will be developed to help measure, monitor and report on how service levels are being met. This is scheduled to begin in 2014.	In Progress
Civic Office Space in City Hall - further examination of the immediate and long-term space requirements and opportunities within the former Police building when it becomes vacant in 2014.	Investigations ongoing.	In Progress
Business Line – Corporate Governance and Finance		
Video Conferencing and Live Meeting - implement through the use of Unified Communication.	Project is scheduled to start July 2013.	Not Started
Video Streaming - pursue video streaming for standing Committee meetings.	Project is scheduled to start later in 2013.	Not Started
Introduce electronic agenda management system which will streamline process, increase staff efficiencies, and result in photocopy savings.	Reviewing scope of project and finalizing RFP.	In Progress
Corporate Website - develop a new website that is more customer and citizen friendly.	A Steering Committee and an Advisory Committee have been established to work on Phase II of the website redesign project. Work has started on drafting a Request for Qualifications document and an outline for a Request for Proposals.	In Progress
Improve Efficiencies, Reduce Costs, and Reduce Waste - pilot projects to focus on ways to improve efficiencies, reduce costs, and reduce waste.	The City's purchasing function was reviewed with the intent to streamline and standardize processes. To date 20% of the recommendations have been implemented. A comprehensive review of the City payroll function is scheduled for this summer/fall.	In Progress
Workforce Culture - build a culture that offers opportunities for career development, work-life balance, and employee recognition.	Currently working on a project plan for a Rewards and Recognition program to identify all the necessary steps to be taken to review appropriate rewards and recognition for staff.	In Progress

Goal: Continuous Improvement

Action	Comments	Status
Business Line – Corporate Governance and Finance - continued		
Disability Assistance Program - undertake a comprehensive review and update of the program.	The Disability Assistance Program (DAP) manual has been reviewed and rewritten to include sections on mental health and addiction. The existing sections on non-occupational and occupational illness and injury have also been updated. The current Duty to Accommodate training session will also be updated in 2013 to ensure the content is consistent with the updated DAP manual.	In Progress
Recruitment and Retention Strategy - develop and monitor a strategy that attracts the best available talent and retains new employees over the long term.	The Recruitment and Retention Strategy falls under the Strategic Priority of Attraction, Selection and Retention within the Workforce Strategy.	In Progress
Leadership Competencies - develop a competency model that will align the different functions such as employment and employee performance.	A Request for Information for appropriate tools/technology is being sent out in May; proposals will then be reviewed. Focus groups to identify competency needs and definitions will be conducted in fall.	In Progress
Workforce Strategy - develop a comprehensive strategy to respond to aging workforce and competitive job market.	The Workforce Strategy has been approved. A list of priorities has also been identified and approved by the Leadership Team and work on these priorities is under way. The Workforce Strategy will be presented to the Executive Committee in May. Work on Succession Planning is scheduled for 2013.	In Progress
On-Line Services - Accounts Receivable - investigate and implement online payment of accounts receivable.	In April, a review of the status of this project was discussed to see what was done previously and where we were. The decision was made to re-visit Revenue's business needs to ensure the right system is brought. This development of the business needs will be done in the second quarter.	In Progress
On-Line Services - Payment of Utility, Tax, and Parking Tickets - investigate online interact for utility, tax, and parking ticket payments.	Very minimal research has been done on this project; will be addressed next quarter.	Not Started
On-line Services - Parking Permit Renewals - investigate and possibly implement option for residential parking permit renewals.	Researched other municipalities in Canada to see what kind of Online Parking Permit Renewal options they offer. Calgary and Edmonton use email, and the City of Toronto uses an automated online version (only city in Canada that provides online renewals). The next step is to gather City of Saskatoon stakeholders to share this update and to hear feedback.	In Progress
Customer Service - coordinate a consistent approach across the corporation including training, developing a framework for customer services and troubleshooting to address complicated customer inquiries and issues.	Carol Maier has been hired as the Customer Service Delivery Coordinator. Carol has been working on preparing an overall framework for Customer Service, and the guidelines for Responsive and Reliable Service have been completed and distributed for implementation.	In Progress

Goal: Continuous Improvement

Action	Comments	Status
Business Line – Corporate Governance and Finance - continued		
Align the Corporate Business Plan and budget to the new Strategic Plan.	A Workbook has been designed to assist supervisors and managers in preparing the Business Plan and Budget. The workbook leads staff to discuss how their work supports the vision, strategic goals, and priorities set by City Council.	In Progress
Business Line – Environmental Health		
Sustainable Procurement Strategy - development a strategy to maximize the economic, social, and environmental benefits of City purchasing practices.	The Environmental Services and Materials Management Branches have joined the Canadian Municipal Collaborative on Sustainable Procurement. Saskatoon practices have been compared to Best Practices and a list of action items has been developed.	In Progress
Business Line – Transportation		
Asset Management System - develop a service agreement and implement a system to measure, monitor, and report on how service levels are being met.	With the implementation of the new Computer Maintenance Management System, a mechanism will be developed to help measure, monitor, and report on how service levels are being met. This is scheduled to begin in 2014.	Not Started

Goal: Asset and Financial Sustainability

Action	Comments	Status
Business Line – Corporate Governance and Finance		
Fundraising Strategy - develop a formalized corporate strategy and/or a philanthropic policy.	Project to start in July 2013.	Not Started
Long-Term Financial Plan - develop a plan which combines financial forecasting with financial strategizing to identify future challenges and opportunities, causes of fiscal imbalances, and strategies to secure financial sustainability.	Terms of Reference are currently being developed.	In Progress
Remote Trunked Radio System - add site to meet civic demand and provincial emergency communication networks.	The project is planned to commence in 2017.	In Progress
Fleet Replacement - develop an alternate business model to address replacement of fleet that has surpassed its useful life.	The Administration continues to utilize two specific alternate vehicle replacement mechanisms - lease to purchase and purchase of "newly used" equipment. These two business models have proven to be the most effective alternative and now form part of the Vehicle and Equipment Replacement strategy. This project is complete.	Completed
Replacement of Assets - develop a reserve to address the replacement of assets in areas directly adjacent to civic facilities.	New facility capital construction has not included cost to maintain, repair, or replace infrastructure such as water/sewer/storm lines, roadway, parking, curbs, or any other ancillary site amenities associated with civic facilities. A Strategic Services report identified \$11 million deficit in repairs, with most site infrastructure reaching the end of its lifecycle within the next 10 years and will need to be replaced. A report is being prepared for City Council to consider the establishment of a civic facility reserve.	In Progress
Business Line – Taxation		
Alternative Revenue Sources - investigate ways and opportunities to help alleviate pressure on the Property Tax Levy.	<p>The provincial revenue sharing formula has been revised to provide a portion of the growth funds to municipalities on a per capita basis. Federal gas tax revenues have been indexed by 2% annually.</p> <p>These revenues reduce pressure on property taxes by assisting with capital project funding.</p>	In Progress

Goal: Quality of Life

Action	Comments	Status
Business Line – Community Support		
<p>Seniors Policy Framework and Action Plan - collaborate with the Saskatoon Council on Aging to develop a seniors policy framework and action plan.</p>	<p>Assisted with planning the logistics for a Community Forum to be held on April 9, 2013. 110 stakeholders are invited to the Forum which will include group discussions focused on identifying priorities, asset mapping, identifying gaps, and identifying some suggested actions.</p>	<p>In Progress</p>
<p>Municipal Immigration Initiatives - complete an assessment to determine what has transpired in Saskatoon over the past five years and prepare a report outlining community wide and City of Saskatoon evaluation/findings with recommendations for future immigration initiatives.</p>	<p>The research for the assessment report has been gathered based on an environmental scan, as well as feedback from a series of focus groups. This report is being completed and will be presented to City Council in June 2013.</p>	<p>In Progress</p>
<p>Inter-cultural Education - promote existing awareness programs and establish new ones aimed at reducing racial prejudice and promoting inter-cultural competencies.</p>	<p>Over the first quarter of 2013, staff were involved in a number of presentations to community groups, as well as the Cultural Diversity and Race Relations Committee on anti-racism education and understanding the impacts of racism and discrimination.</p>	<p>In Progress</p>
<p>Culture Plan - implement recommendations focusing on a review of the Culture Grant program to develop a long-term strategy to invest in and support the cultural sector in Saskatoon.</p>	<p>Received and reviewed stakeholder feedback regarding a Public Art framework for a new policy and program including: temporary art, permanent art, urban art, and community art. The Framework was reviewed with the Visual Arts Placement Jury (VAPJ).</p> <p>Received notification from SaskCulture that the City has been successful in securing a \$10,000 grant to continue cultural mapping work and to fund the City's participation in a 7 city cross-Canada study comparing municipal cultural investment (spending).</p>	<p>In Progress</p>
<p>Corporate Accessibility Plan - implement a collaborative, long-range, ongoing effort to address accessibility of civic facilities, programs, services, and infrastructure including the installation of audible pedestrian signals and curb ramps.</p>	<p>During the first quarter of 2013, met with a web designer to discuss the content and criteria for the establishment of a webpage for Accessibility initiatives. Formalized next steps in reviewing the Facility Accessible Design Standards document to expand it and clarify accessibility standards for both internal and external spaces. Working with Infrastructure Services staff to develop the terms of reference for a consultant to carry out this next phase of work.</p>	<p>In Progress</p>

Goal: Quality of Life

Action	Comments	Status
Business Line – Community Support - continued		
<p>Urban Aboriginal Leadership Program - Enhance and develop new partnerships.</p>	<p>The City of Saskatoon, in partnership with the Saskatoon Health Region, the United Way of Saskatoon, Business and Leadership Programs, the Centre for Continuing and Distance Education, and the University of Saskatchewan is undertaking an environmental scan of community-focused leadership courses and programs in the city of Saskatoon. This scan will create an inventory of existing community leadership development opportunities and identify any gaps or unmet needs in the community, with particular emphasis on under-represented and aspiring individuals in the community who wish to make a difference in the community. To date, the RFP has been developed, a consultant hired, and initial results from the scan have been presented.</p> <p>The City has also expanded the Atoske Aboriginal Leadership Program to include a second February break, week-long camp targeted at post-secondary students. The camp was funded by the federal Cultural Connections for Aboriginal Youth program and offered in partnership with the Saskatoon Tribal Council and the University of Saskatchewan.</p>	<p>In Progress</p>
Business Line – Fire and Protective Services		
<p>Fire Station No 10 - construction of a new fire station in the northwest section in 2014.</p>	<p>Working with the Integrated Growth Team to solidify placement of this station. Projected construction is now 2015. Fire Chief Paulsen will make a presentation to City Council in the near future.</p>	<p>In Progress</p>
<p>Derelict Structures - develop a coordinated approach to address derelict residential structures.</p>	<p>The Administration is currently exploring the feasibility of an incentive for removal of derelict residential structures.</p>	<p>In Progress</p>
<p>Fire Department Office and Training Facilities - develop a plan for future upgrades or replacement.</p>	<p>Discussions exploring possibilities are ongoing.</p>	<p>In Progress</p>
<p>Fire Ground Survival Training Program - implement for all operational staff.</p>	<p>The classroom portion of this training program has been implemented and completion is anticipated by August 2013 with practical sessions to follow.</p>	<p>In Progress</p>
<p>Upgrade self-contained breathing apparatus (SCBA) for fire fighters.</p>	<p>SCBA demos have been conducted by manufacturers showing conformance to the new NFPA standards for 2013. RFP in development and SCBA Committee is finalizing testing procedures as well as picking dates for testing to take place. Testing is anticipated in May or June with the RFP to be out by the end of August.</p>	<p>In Progress</p>
<p>Emergency Management and Fire Safety Office - continue with establishment of a Provincial office as the host for Departmental records management (include programs such as fire inspection, asset management, and training).</p>	<p>Working with the Provincial Government on technical infrastructure.</p>	<p>In Progress</p>

Goal: Quality of Life

Action	Comments	Status
Business Line – Fire and Protective Services - continued		
Neighbourhood Evacuation - develop planning strategies for both civic and community resource deployment (Montgomery and Silverwood) to be applied across the City.	The Everbridge Mass Notification System report will be presented to the Planning and Operations Committee in May 2013.	In Progress
Vacant properties/ buildings - creation of bylaw.	Discussions are ongoing with the City Solicitor's Office.	In Progress
Bring Your Kids to Work Program - enhancement of the program to target less fortunate students.	This program is successful and ongoing.	In Progress
Business Line – Land Development		
New Parks - Development of Parks in Hampton Village.	The development of Hampton Village Neighbourhood Park is on hold until definitive park programming requirements (i.e. type and size of play fields) have been determined.	In Progress
New Parks - Development of Parks in Rosewood.	Final designs for Swick Park are 75% complete. It is anticipated that the tender will be released in May. Final designs for Bitz Park are 90% complete. It is anticipated that the tender will be released in late April.	In Progress
New Parks - Development of Parks in Evergreen.	It is anticipated that, weather permitting, construction of Cannam Park will be completed in June 2013. Due to the onset of winter, construction of Klombies Park and Funk Park were delayed. It is expected that construction will begin in May/June, depending on the weather, with a fall completion date. Design work for Korpan Park is scheduled to begin in May, with the tender being released in late May or early June. The final design for Edward Blain Park is 80% complete. It is anticipated that the tender will be released in May.	In Progress
New Parks - Development of Parks in Kensington.	The Kensington Pathway Master Plan is complete. Parks Branch is coordinating site grading of the open areas with the Construction and Design Branch.	In Progress
New Parks - Development of Parks in Stonebridge.	It is anticipated that Zakereski Park will be completed in late summer. Outstanding work includes rectifying site deficiencies and turf in the outfield areas.	In Progress
Dundonald Neighbourhood Park - upgrade to park.	Determined final layout and phasing of the park upgrade. Tender to be released early in April 2013.	In Progress

Goal: Quality of Life

Action	Comments	Status
Business Line – Recreation and Culture		
Increase Rentals at Leisure Recreation Centres - increase activity space rentals during low usage periods at indoor leisure centers.	Currently reviewing rental capacity reports to identify low usage times and spaces. Upon completion of the review, a strategy will be developed and implemented which is intended to increase activity space rental.	In Progress
Holiday Park Golf Course - develop alternative revenue streams to increase contributions to the Holiday Park Redevelopment Reserve in order to fund golf course improvements.	Investigation of alternative funding model is complete. The City is taking over power cart rental revenues in 2013, as was previously approved by City Council. Administration has negotiated a new contract with the Golf Professional at Holiday Park. A contract has been awarded for a new Golf Professional for Wildwood Golf Course. Exploring other revenue sources for 2014 which will be included in the 2014 operating budget.	In Progress
Remai Art Gallery of Saskatchewan - construction.	In early January, negotiations were underway with EllisDon to reduce the bid price of the project. The report was approved by City Council to award the contract to EllisDon on March 18. EllisDon received a letter of Intent on March 19, 2013, giving them approval to start work. EllisDon will begin site mobilization the week of April 8, 2013 (fence and trailers). Site drilling to commence mid-April. The construction start ceremony is scheduled for early June 2013.	In Progress
Commemorative Art - table a new policy for commemoration and commemorative art.	Commemorations and Monuments Policy is completed and scheduled to be presented to the Planning and Operations Committee on April 30, 2013. A revised Public Art Policy is nearing completion with an anticipated completion date of fall 2013.	In Progress.
Cultural Assessment - develop a process for major infrastructure projects.	Work to start in fall 2013.	Not Started
Point of Sale System - implement new pos at indoor leisure centres and outdoor pools.	Administration continues to work on implementation plan tasks and requirements. Implementation to be completed in 2013.	In Progress
Forestry Farm Park and Zoo entrance and Gift Shop Entrance - design and construction.	Architect consultant preparing detail design documents for review by Administration. Detail design will be completed by May 15, 2013, and the construction tender is planned for release at the end of June or early July. Construction will commence after award of contract.	In Progress
Park Development Guidelines - conduct a review in relation to new neighbourhood development and existing park upgrades so that the parks continue to meet the needs of citizens while providing ongoing maintenance in a cost effective way.	Administration continues work on revisions to the park development guidelines. Currently, Administration is reviewing the allocation of park space and integrating information related to new park classifications of linear wetlands parks, and naturalized parks. Also, synchronizing changes with the proposed changes to the Landscape Development Standards.	In Progress
Urban Art Program - in response to Local Area Plan recommendations, pilot a program as a community development tool to counter graffiti.	Pilot program is underway with mural projects in the King George and City Park neighbourhoods.	In Progress

Goal: Quality of Life

Action	Comments	Status
Business Line – Recreation and Culture - continued		
Cultural Research Project - continue partnership with the University of Saskatchewan.	Cultural and community mapping projects for 2013 have been identified by the U of S and Community Development Branch. SaskCulture granted the City \$10,000 to hire students to conduct interviews in the community, and also map arts and culture in select neighbourhoods throughout the summer.	In Progress
Kinsmen Park and Area Redevelopment and implementation.	Design development is complete. The train and tracks were sold and relocated to Country Fun Farms. Demolition of site furnishings, fencing, tracks, and selected buildings to be completed prior to the end of April. Administration is reviewing 95% detail design construction tender documents. Project to be tendered in May; contract will be awarded in June 2013.	In Progress
Park Maintenance Buildings - develop a funding strategy to address the need for new satellite park maintenance buildings to improve operating efficiencies.	A preliminary analysis has been completed. A report will be submitted in August or September 2013, in preparation for the 2014 budget deliberations.	In Progress
Off-Leash Recreation Area (OLRA) - Hampton Village.	Exploring feasibility to relocate off-leash recreation area from RM of Corman Park into city limits; review will commence in 2014.	Not Started
Off-Leash Recreation Area - development of two new areas.	Leisure Services is planning to coordinate community meetings at the end of May for a proposed off-leash recreation area in the Caswell Hill area. South West off-leash recreation area – The City Solicitor’s Office is preparing a bylaw amendment to allow for proper enforcement of the Animal Control and Dangerous Animal bylaws. Fencing of the new SW OLRA was completed this past winter. Parking lot construction tender will be issued in May.	In Progress
Off-Leash Recreation Area - Chief Whitecap Park RC.	Leisure Services completed a comprehensive report to accompany the Discretionary Use Application for the RM of Corman Park. Administration will submit and present the Chief Whitecap Park Report to the District Planning Commission on June 5, 2013.	In Progress
Recreation Units and Paddling Pool Program - implement modifications.	A Request for Quotation was issued for the supply of services for the Summer Playground Program, specifically to hire a contractor to be on site, at designated sites, to begin filling slow-fill paddling pools, prior to program staff arriving.	Completed
Business Line – Urban Planning and Development		
Housing Business Plan - review to establish renewed targets, support programs, and funding beginning in 2014.	A new Housing Business Plan has been drafted and will be presented to the Planning and Operations Committee in May 2013. The Plan will address targets, funding levels, and a new long-term funding strategy.	In Progress

Goal: Quality of Life

Action	Comments	Status
Business Line – Urban Planning and Development - continued		
<p>Relationships with First Nations - enhance relationships with those that have land development interests in the Saskatoon region and which include partnering to develop educational materials and deliver workshops.</p>	<p>Information on Treaty Land Entitlement, and Saskatoon's experience with Urban Reserves, was distributed in Winnipeg at His Worship the Mayor's speaking engagement in February 2013.</p> <p>Staff are assisting the City Manager's Office in developing a Duty to Consult Policy for Saskatoon.</p>	<p>In Progress</p>
Business Line – Corporate Asset Management		
<p>Graffiti - improve tracking of graffiti and introduce new tools to address graffiti.</p>	<p>The corporate management of graffiti on civic property is coordinated through Community Services, and the Facilities Branch assists with reporting, recording, and removal of graffiti. Saskatoon Police Service, as a stakeholder, is seeking a more effective process in the timely reporting of "tag" identifiable graffiti to aid in prosecution. To date, Community Services has facilitated a stakeholder meeting to address reporting gaps and establish a process to meet SPS requirements for reporting. Integration of this process with the Facilities Branch and SPS is to be undertaken within the next quarter, and the next steps are to measure effectiveness.</p>	<p>In Progress</p>

Goal: Environmental Leadership

Action	Comments	Status
Business Line – Corporate Asset Management		
Permanent Snow Management Facilities and Satellite yards - identify three new sites that demonstrate environmental leadership and allow for future growth.	A report regarding the financing plan for securing land for three permanent sites (in the Northwest, Northeast and Southeast quadrants of the city) was forwarded in March 2013. The Administration is actively pursuing suitable locations.	In Progress
Performance Agreement - sign an agreement with the Province of Saskatchewan based on the energy and Greenhouse Gas Reduction Business Plan to avoid emissions penalties under new legislation.	A draft format for an agreement is being reviewed by staff from the City of Saskatoon and the Province of Saskatchewan. The Saskatchewan Urban Municipalities Association (SUMA) are also reviewing the opportunities a Performance Agreement may provide to other municipalities.	In Progress
Energy Efficiency in City Buildings - implement practices including installing efficient motors and optimizing the operations of equipment through measurement and verification.	The 15 civic facilities using the most energy will have monitoring equipment installed. An RFP to procure the equipment has been issued. Opportunities to undertake energy planning within the Water and Wastewater Treatment Plants are also being reviewed with assistance from SaskPower's Industrial Energy Optimization Program.	In Progress
Energy Efficiency at the Water and Wastewater Treatment Plants - implement practices.	The Water-Wastewater Treatment Branch and Environmental Services Branch are working together with the SaskPower Industrial Energy Optimization Program to improve energy efficiency through projects and energy planning.	In Progress
Energy Efficiency for Operators and Occupants - deliver programs to achieve utility savings.	A new capital project has been created to fund the installation of monitoring equipment for the 15 facilities currently consuming the most energy. Facility operators will be trained on how to use this new information to optimize equipment and identify opportunities for retrofits that deliver utility savings. A special project with the management team at Credit Union Centre has also been established to identify savings opportunities.	In Progress
Clean Energy Technologies - replace conventional energy sources with clean energy technologies at City facilities and within park irrigation systems.	The Automated Irrigation Management System (AIMS) continues with the inclusion of solar panels in parks. Opportunities to install solar panels or utilize waste heat at key civic facilities is also being explored.	In Progress
Clean Energy Project - Complete Turbo Expander Power Generation Facility at the Green Energy Park.	Delays have been experienced with the equipment supplier, and the facility is now expected to be operational in the spring of 2014.	In Progress
Clean Energy Master Plan - develop a plan that identifies options to generate power within Saskatoon that benefits the environment and diversifies civic revenues.	Civic staff engaged in clean energy projects or working with resources from which electricity, heat, or fuel could be generated will work together to develop a list of opportunities. A Request For Qualifications and Terms of Reference have been prepared to procure expert guidance toward the development of a strategy.	In Progress

Goal: Environmental Leadership

Action	Comments	Status
Business Line – Corporate Asset Management - continued		
District Energy - complete a business plan for District Energy in Saskatoon.	Experts in district energy systems are working with the consultants for the North Downtown Master Plan to design a combined heat and power (CHP) system that provides a clean energy option for this exciting new development. Opportunities to connect existing customers in the redevelopment area and City Centre are also being explored.	In Progress
Biomass Gasification and Power Generation - implement a small-scale project using elm wood destined for disposal at the Landfill.	The potential to divert elm wood that can only be disposed at the Landfill facility is being explored. A small-scale gasification unit is available for a pilot project. A partnership with the Saskatchewan Research Council to assess the results is being formed.	In Progress
Solar City - complete a feasibility assessment of a solar city concept including solar electric and hot water panel lease programs, installations on City-owned buildings, and exploring the concept of turning brownfield sites into brightfields.	An Expression of Interest has been issued to procure consulting expertise on the financial mechanisms that could be developed to encourage the installation of solar panels in Saskatoon. Mechanisms include leasing panels, establishing low-interest loan programs, and utilizing local improvement charges, etc.	In Progress
Launch the Residential Recycling Program.	Cart delivery is progressing on a neighbourhood-by-neighbourhood basis and is now 75% complete. A public education campaign was launched and will continue throughout 2013. Utility billing began for neighbourhoods now receiving the new service.	In Progress
Launch a recycling program for multi-unit dwellings.	Stakeholder consultations on a new recycling program for multi-unit dwellings are now complete. A proposal from Cosmopolitan Industries outlining program design and costs is anticipated soon.	In Progress
Corporate Recycling Program - implement a comprehensive program for all civic operations.	All confidential shredding is now organized through a single contract with Cosmopolitan Industries. An expanded recycling program for City Hall is being developed for launch this spring.	In Progress
Organics Processing - report on options for an organics processing facility and program.	Existing programs (compost depots and the Leaves and Grass Subscription program) have resumed for the season. Administration is exploring the potential of 'hot rot' and other composting technologies to complement existing programs and developing options related to the City's role in expanded organics programs, including food waste. There are options to use organic wastes in energy production and these are also being explored.	In Progress

Goal: Environmental Leadership

Action	Comments	Status
Business Line – Environmental Health		
Establish soil protection and remediation policies and procedures for City-owned properties.	A strategy for the efficient and cost-effective handling of environmentally-impacted soils is being developed. Safe work procedures for known sites have been developed and staff and contractor training has begun and is being made a regular part of construction and maintenance routines. Procedures for newly discovered sites and a review of soil handling options with all project staff is proceeding.	In Progress
Watershed Management - define the City of Saskatoon role in integrated watershed management through planning.	In partnership with the South Saskatchewan River Watershed Stewards, the City will participate in an update to the Source Water Protection Plan for the South Saskatchewan River.	In Progress
Watershed Protection and Improvement - participate in South Saskatchewan River Watershed Stewards as a leader in watershed protection and improvement, including studies of water quality.	Councillor and Administrative representatives have been appointed to the Board and are contributing to a water quality benchmarking study and a review of the future demands on the river to ensure water security for Saskatoon into the future. Over \$2 million in watershed improvement projects have been undertaken by area farmers, ranchers, and dairy farmers.	In Progress
Recovery Park - complete construction of a facility to divert residential construction and demolition waste from the landfill for re-use in other construction projects.	A number of local companies are engaged in material recycling and the potential for partnerships is being explored. Recovery Park site development is expected to proceed this construction season.	In Progress
Landfill Optimization Strategy - implement a strategy to indefinitely extend life of the Landfill.	Filling in the newly developed lined waste cell has begun and will be available for the next eight years. Closure of the west-side and reclamation of a cell containing contaminated soil will begin in the fall of 2013. Improvements to roadways and construction of storm water infrastructure continues in the 2013 construction season.	In Progress
Clean Energy Project - complete Landfill Gas Collection project.	Construction is continuing on both the landfill gas collection system and power generation facility, and is estimated to be 65% complete.	In Progress
Deliver feasibility report on district heating opportunities for City.	The pre-feasibility report is complete. There is an opportunity to develop a low emissions neighbourhood incorporating district heat and power. This system would be economically feasible in Saskatoon's North Downtown. A Feasibility Study and concept design for a system within the North Downtown Master Plan area has begun, along with an exploration of energy source options.	In Progress

Goal: Environmental Leadership

Action	Comments	Status
Business Line – Environmental Health - continued		
Environmental Sustainability Reserve - establish a reserve to fund initiatives that reduce greenhouse gas emissions, save costs, and reduce impacts on the environment.	A number of potential sources of revenue to fund the Energy and Greenhouse Gas Reduction Business Plan will be proposed in a report to City Council this spring.	In Progress
Business Line – Urban Planning and Development		
Wetland Policy - adopt a new policy within the City's Official Community Plan which will integrate ecologically significant wetlands in new growth areas of the city and assist in managing storm water and prevent flooding.	Progress to date includes the receipt and administrative review of a Wetland Policy Demonstration Project from the developer of the first neighbourhood in the Holmwood Suburban Development Area. The developer is now working with the Administration to prepare a Wetland Mitigation Plan as a supplement to the demonstration project. The Administration has begun drafting a policy based on best practice research and lessons learned from the demonstration project.	In Progress
Business Line - Utilities		
Flood Control - strategy will be expanded with the installation of additional "super pipes" in Confederation Park, Westview, Early Drive, Erindale, Lakeview, and Dundonald.	AECOM has been contracted to complete the detailed designs of the Brevoort Park and Lakeview Facilities. Detailed modeling has confirmed the design option, and 75% of the design review will be ready by May 1. The release of the tender is scheduled for May 25, with construction to begin in July.	In Progress
Business Line - Environmental Health		
Pest Management - develop an emergency response plan for pest management should an invasive species threaten the urban forest.	Pest Management is currently working to establish a framework for an emergency response, should any invasive species arrive in Saskatoon. Many responses would follow the national response protocols legislated by the Canadian Food Inspection Agency or the Saskatchewan Ministry of Environment.	In Progress
Storm Response Policy - develop a formal policy to address tree related issues as a result of major wind storms.	Urban Forestry is surveying other municipalities across Canada to determine what would be deemed "normal response", based on different levels of storm incidents.	In Progress

Goal: Sustainable Growth

Action	Comments	Status
Business Line – Land Development		
A total of 28 acres of multi-family land will be serviced in 2013.	Two parcels on Richardson Road were offered by public tender in 2013. No bids were received through the tender process; however, both sites were optioned shortly after the tender closed at the reserve bid price.	In Progress
Blairmore Neighbourhood #2 - prepare concept plan for public consultation and submission to City Council.	<p>Preliminary meetings were held with representatives from Fire, CPTED, Leisure, Transportation, and Transit. The RFP for the Transportation Impact Study is being finalized; finalizing Wetland Demonstration Project Report.</p> <p>Wetland Demonstration Project is being finalized after circulation for comments from development partners.</p> <p>RFP for Transportation Impact Study (TIS) issued. Concept Plan draft report will be ready for initial submission after updating with results of TIS; results to be complete June 5, 2013.</p>	In Progress
Primary Water Mains and Fill Mains - Aspen Ridge.	Extension of the primary water main in the McOrmond Drive right-of-way from Fedoruk Drive into the Aspen Ridge neighborhood is currently in the detailed design stage. The tender is scheduled to go out in early June. Construction is scheduled to begin August 1, 2013, and to be completed by October 31, 2013.	In Progress
Primary Water Mains and Fill Mains – Holmwood.	Extension of the primary water main in the McOrmond Drive right-of-way, from Highway 5 into the Holmwood neighborhood, is currently in the detailed design stage. The tender is scheduled to go out in early June. Construction is scheduled to begin August 2013, and to be completed by October 31, 2013.	In Progress
Primary Water Mains and Fill Mains - Marquis Industrial.	No primary water main design or construction is scheduled for 2013.	Not Started
Primary Water Mains and Fill Mains – Rosewood.	No design or construction for primary water mains to service the Rosewood neighborhood is required in 2013.	Not Started
Primary Water Mains and Fill Mains - Hampton Village.	No further construction of primary water mains is required to service the Hampton Village neighborhood.	Not Started
Primary Water Mains and Fill Mains – Evergreen.	Detailed design drawings are complete. The tender which closed on March 20, 2013, will be awarded to Gabriel Construction Ltd. Construction is scheduled to begin on August 1, 2013, with completion scheduled for October 31, 2013.	In Progress

Goal: Sustainable Growth

Action	Comments	Status
Business Line – Land Development - continued		
New Trunk Sewer Extensions - Sanitary/Storm Trunks - Kensington.	Detailed design of the storm and sanitary trunk sewers required to service the north half of the Kensington neighborhood is complete. The tender is scheduled to close May 1, 2013. Construction is scheduled to begin May 6, 2013, and to be completed by October 31, 2013. Detailed design is complete for the storm and sanitary trunk sewers required to service the south half of the Kensington neighborhood. Prices for construction have been submitted to the City for review and approval. Construction is scheduled to be complete by October 31, 2013.	In Progress
Servicing of land and lot sales - Marquis Industrial Area.	Phase 6 public tender is complete; all 26 parcels (47 acres) are sold, leased, or optioned. Remaining Phase 6 lands will be offered after Marquis Drive is extended in 2013 and after topsoil piles have been removed from land on Burron Avenue. Higher than average snow accumulations have created wet subsurface conditions in this area. Continued servicing of Phases 7 and 8b lands will resume in May 2013.	In Progress
Servicing of Land - Holmwood Neighbourhood .	Dundee Developments is the primary developer in the Holmwood neighbourhood 1 area. Engineering design for the initial phases of the development is currently underway.	In Progress
Servicing of Land and Lot Sales - Kensington Neighbourhood.	Titling is complete for Phase I. The RFP was awarded for the subdivision of Phases 3a and 3b. The Land Exchange Agreement is currently being circulated to owners for signatures. Design work is underway for the 33rd Street streetscaping and entrance signage. Design work is underway for the linear park decorative fencing. The cost sharing draft agreement has been completed and is awaiting circulation among neighbourhood developers. Phase I roadway construction will be started when weather and conditions allow. Phase II water and sewer construction will begin when weather and conditions allow.	In Progress
Servicing of Land and Lot Sales - Evergreen.	<p>Various tenders for 2013 water, sewer, and roadway construction have been awarded or will be awarded shortly. Cool spring temperatures have delayed some project start dates until May 2013.</p> <p>The June lot draw is being planned for 113 lots on Kloppenburg that were carried over from 2012 servicing. These lots will be sold with delayed possession dates that are currently being confirmed with the Construction and Design Branch, Infrastructure Services Department.</p> <p>Work is being done with SaskPower on the details to facilitate the relocation of the 138 kV power line from the area. An additional 40 lots could be offered for sale when this utility relocation is completed later this year.</p>	In Progress

Goal: Sustainable Growth

Action	Comments	Status
Business Line – Land Development - continued		
Servicing of Land and Lot Sales - Parkridge.	Lot design is complete. The Concept Plan amendment has been submitted to the Planning and Development Branch, Community Services Department. Detailed servicing design is in progress. Grading and water and sewer construction will commence in 2013. Lot sales will begin in late 2014.	In Progress
Servicing of Land and Lot Sales - Aspen Ridge.	Servicing will commence in late 2013 with stripping and grading.	In Progress
Servicing of Land and Lot Sales - Stonebridge Neighbourhood.	In Stonebridge, Dundee Developments plans to service approximately 335 single family units, 54 attached units, and 4.8 acres of multi-family land. All lots completed in 2012 have been allocated to participating builders.	In Progress
Servicing of Land and Lot Sales - Hampton Industrial Area.	Dundee Developments is leading the development of a draft Concept Plan for all land owners in the area. The first draft of the Plan is being prepared by AECOM for review by the various land owners in May 2013.	In Progress
Business Line – Recreation and Culture		
River Landing - Phase 2 - complete final phase of construction (including accessible walkway from the Spadina Crescent roundabout down to the riverfront).	Work continued through the winter months, including demolition of the lift station, pouring of concrete walls, and installation of some metal work (handrails, etc). Work will pick up once the spring construction season starts. Further construction of the west edge is put on hold while due diligence is done on the proposed outdoor adult fitness equipment proposed for this site. A tender package will be prepared in the winter and issued for spring construction.	In Progress
Business Line – Taxation		
Cost of Growth - undertake a study on the analysis and assessment of the cost of growth.	Steering Committee has been formed. RFP is being drafted for offer in June 2013. Introductory Report - Council Enquiry to be presented to City Council in April 2013.	In Progress
Business Line – Transportation		
IGP - Corridors - identification of corridors for enhanced density and development.	RFP for project is currently being finalized by Administration to be issued to four short-listed consulting groups that were successful in the Request for Qualifications component. Expect to award contract in summer 2013.	In Progress
Transportation Demand Management Strategy - implement to make more efficient use of transportation resources.	There is no funding for this project; a report will be submitted in June to provide an update on the initiative to date. A request for funding will be submitted during 2014 budget deliberations.	In Progress
IGP – Infill Development Strategy - create an intermediate strategy.	Drafting of new zoning districts has begun. Awaiting further direction on IGP implementation.	In Progress

Goal: Sustainable Growth

Action	Comments	Status
Business Line – Transportation - continued		
IGP – New Neighbourhood Design Review - review design standards from a long-term Transit perspective. If changes are desired, the City will then work with developers to update these standards.	Design standards have been reviewed and researched and a report is being prepared.	In Progress
IGP – Transit Demand Study - undertake a transit demand study to understand current travel needs throughout the city.	A firm has been selected to undertake a Household Travel Survey which will form the majority of the data source for the Travel Demand Model.	In Progress
Business Line – Urban Planning and Development		
Regional Planning - create a new framework to accommodate development in the Saskatoon region.	Saskatoon is meeting monthly with the Saskatoon North Partnership for Growth, which includes Warman, Martensville, Osler, the RM of Corman Park, and the Saskatoon Regional Economic Development Authority. A Regional Summit, to lead to a new regional planning framework, is being planned for November 2013.	In Progress
North Downtown Area Master Plan - create a comprehensive vision and plan for the vacant City-owned land resulting from the extension of 25th Street to Idylwyld and the relocation of the City Yards from the city's central business district.	<p>The first public engagement session occurred January 24 – 26, 2013. The Stakeholders and a broad cross-section of the community participated in the start-up meetings for this project. An internal workshop with the consultants occurred on February 28, 2013. The second public engagement session took place March 21 - 23, 2013, when two conceptual options were taken forward for comment and discussion.</p> <p>Over the course of the next month, the design team will continue to develop a plan layout, including options for further discussion with the Steering Committee, for presentation at the next round of public engagement meetings in mid-June. The web survey was launched the week of February 11, 2013.</p>	In Progress
Neighbourhood Level Infill Development Guidelines - complete and submit to City Council for approval.	<p>Neighbourhood Level Infill Development Strategy in progress with anticipated completion of draft document in May 2013.</p> <p>Implementation of recommendations to follow pending approval by City Council.</p>	In Progress
Heritage Policy - implement a policy and support program to better integrate heritage and urban development planning.	Report recommending a new Civic Heritage Policy and changes to the OCP and Zoning Bylaw will be considered at MHAC's May 1, 2013 meeting; the Administration will report back to the Planning and Operations Committee in fall 2013.	In Progress
Local Area Plan for the Meadowgreen neighbourhood.	A new Local Area Plan for Meadowgreen will begin in early 2014.	Not Started
Local Area Plan for the Montgomery neighbourhood.	A new Local Area Plan for Montgomery will begin in mid 2015.	Not Started

Goal: Sustainable Growth

Action	Comments	Status
Business Line – Urban Planning and Development - continued		
Local Area Plan for the Mayfair/Kelsey Woodlawn neighbourhood.	The Mayfair & Kelsey-Woodlawn Local Area Plan was publicly launched in December, and public meetings on visioning, land use and zoning, history, and heritage and culture have been held over the last three months.	In Progress
University Heights Sector Plan - amend to accommodate a new North River Crossing and adoption of updated guidelines for the North East Swale.	Draft amendments to the land use and servicing plans have been prepared. A joint public open house was held on March 6, 2013. This event also covered other projects in the area including the proposed North Commuter Parkway Bridge alignment, and the UH2 Neighbourhood Concept Plan. Feedback from surveys is being gathered.	In Progress
North Industrial Sector Concept Plan - complete the plan as part of the Blairmore Sector.	Draft land use and servicing plans have been prepared. A joint public open house is scheduled for April 2013. This event will also cover the North West Concept Plan, which is being done for adjacent lands in the Corman Park-Saskatoon Planning District.	In Progress
University of Saskatchewan 2057 Master Plan - integrate with current development plans and infrastructure demands.	This project is ongoing and long-term. The University has recently issued an RFP for the next phase of College Quarter. All future developments of land beyond the College Quarter will require application for Concept Plan approval.	In Progress
Holmwood Neighbourhood 1 Concept Plan - prepare concept plan for public consultation and submission to City Council.	The neighbourhood concept plan has been received, is in circulation, and currently under Administrative review.	In Progress
University Heights Sector Plan - amend the MVA conservation zone boundary.	Completed public open house, revised Sector Plan, and now the Sector Plan report is being reviewed by the Administration and external organizations for comment. Meetings are underway with the MVA to revise the conservation zone boundary.	In Progress
Blairmore Neighbourhood #2 - prepare concept plan for public consultation and submission to City Council.	<p>Preliminary meetings were held with representatives from Fire, CPTED, Leisure, Transportation, and Transit. The RFP for the Transportation Impact Study is being finalized; the Wetland Demonstration Project Report is being finalized. The Wetland Demo Report has been circulated for comments from development partners.</p> <p>The RFP for the Transportation Impact Study has been issued. The draft Concept Plan report will be ready for initial submission after updating the results of the Transportation Impact Study; results to be complete by June 5, 2013.</p>	In Progress
South West Concept Plan - complete the plan as part of the Blairmore Sector.	Completed public workshop and now preparing land use options for the study area.	In Progress
City Centre Plan - complete the plan and develop a Master Plan for a new Civic Plaza.	Stantec is drafting the City Centre Plan. The report is behind schedule but work continues. Plan for public Open House in June 2013. The Master Plan for a new Civic Plaza is Phase 4 and will commence in early 2014.	In Progress

Goal: Moving Around

Action	Comments	Status
Business Line – Land Development		
New Arterial Road Construction - 33rd Street Extension to Dalmeny Road.	Hughes to Kensington has been tendered and construction will begin shortly. Kensington to Neault is currently being designed. Construction of the eastbound lanes will proceed in 2013.	In Progress
New Arterial Road Construction - Fedoruk Drive & Central Avenue.	The functional plan is complete. Detailed design and tender documents are being prepared for 2013/2014 construction.	In Progress
New Arterial Road Construction - McOrmond Drive (North of Evergreen and South of Highway 5).	North of Evergreen - the functional plan is being prepared as a part of the North Commuter Parkway Project. South of Highway 5 is not funded for 2013. The developer is preparing concepts for the City to review.	In Progress
Business Line - Transportation		
IGP - River Crossing - evaluation of river crossing capacity in the city.	The Core Bridge Study has been articulated in the Integrated Growth Plan Request for Proposal, which is currently being developed.	In Progress
Road Design Standards - upgrade to make roads last longer.	Proposed design standard changes for local and collector roadways were presented to the Developer Liaison Committee in January 2013. Council approval is required before updates can be made to the Design Standards Manual. It is expected that a report will be submitted in the fall.	In Progress
Transit Service Availability, Frequency, and Reliability - introduce new bus technology and route "right-sizing" and which will feed into future Bus Rapid Transit System.	Route adjustments that support the Integrated Growth Plan will be implemented starting in July 2013.	In Progress
Transit Market Research - implement customer surveys to determine rider perceptions, expectations, demographic data, and usage patterns for current and previous riders.	Consultation with key stakeholders is taking place to ensure that all of our information needs are clearly communicated in the RFP process that is currently in its initial stages.	In Progress
Transit Real-Time Information for Customers - implement a four-year action plan which focuses on customer needs and operational changes, including significant use of customer-supporting technology.	Upon thorough review, Transit will recommend to City Council that the real-time ITS be awarded to Trapeze. The system is expected to be fully operational by May 2014.	In Progress
Transit Signal Priority System - install at five intersections to improve Transit service between downtown and the University of Saskatchewan.	The Traffic Signal Priority System will proceed to the next steps once the ITS real-time component is operational.	In Progress
Parking Meter Infrastructure - replace infrastructure.	A request for Expression of Interest (EOI) was released and closed on March 26, 2013. A report with the results of the EOI is being prepared for April 2013.	In Progress

Goal: Moving Around

Action	Comments	Status
Business Line – Transportation - continued		
IGP - Rapid Transit - investigate options for the city.	The Rapid Transit Business Case is articulated in the Integrated Growth Plan Request for Proposals, which is currently being developed.	In Progress
North Commuter Bridge - design and land acquisition.	The functional plan is being reviewed and the report will be submitted in early May 2013. All preliminary geotechnical and environmental reviews will be complete by June 2013.	In Progress
8th Street and CPR Grade Separation - continue negotiations with the developer for funding.	The need for the grade separation has been articulated in the draft neighborhood concept plan by Dundee Developments. Funding negotiations will commence as part of the development agreement.	In Progress
IGP - Transportation Master Plan - develop a long-range plan integrating all transportation modes including transit, walking, cycling, and driving.	The Transportation Master Plan scope will be prepared following the completion of the Integrated Growth Plan.	Deferred
IGP - Pedestrian Master Plan - develop a pedestrian master plan for the city.	Funding request will be made for 2014.	Not Started
Present a five-year capital plan for the expansion of cycling infrastructure (pathways, bike lanes, sharrows) and expand educational and awareness initiatives.	A renewed network plan is currently under consideration.	In Progress
Yellowhead Gateway - work with the Ministry of Highways and Infrastructure to finalize designs.	Preliminary discussions have occurred between the Ministry of Highways and the City of Saskatoon.	Not Started
Business Line – Urban Planning and Development		
Central Avenue Streetscape - secure funding and complete streetscaping between 108th and 113th Street.	Phase 1 was completed in 2012 with streetscaping of blocks from 109 th Street to 111 th Street. Phase 2 will be determined on consultation with the Sutherland BID for construction in 2014. Additional phases will be constructed once funding is in place.	In Progress
25th Street Streetscape - construction of new section from Idylwyld Drive including the Idylwyld Gateway.	Construction on the roadway will be completed by July 31, 2013. All curbs, walks, sub-base, base, and asphalt concrete from the CN tracks to Idylwyld Drive have been installed.	In Progress

Goal: Economic Diversity and Prosperity

Action	Comments	Status
Business Line – Corporate Asset Management		
New Transit Facility - construction of a new facility in 2015/2016 as part of the new Civic Operations Centre.	P3 approved. RFP for owner's technical consultant to go out in April/May 2013.	In Progress
Business Line - Environmental Health		
West Yellowhead Air Management Zone - participate in the newly-established West Yellowhead Air Management Zone to guide air protection/pollution efforts within the region.	The City has an Administrative representative on this Board, a new entity responsible for air pollution reduction to meet new Federal Regulations in this area. An air quality monitoring network (including 15 air-pointers) is being installed from the South Saskatchewan River near Leader to Meadow Lake Provincial Park, and from the Alberta Border to east of Saskatoon. A website at www.wyamz.ca will publish results.	In Progress
Business Line - Transportation		
IGP – Future Employment Areas - evaluation of potential areas.	This will be covered as part of the IGP – Nodes and Corridors work plan. The Request for Proposals for this project will be released in May 2013.	In Progress
Business Line – Urban Planning and Development		
Online Business Licenses - to be fully implemented in 2013.	Online application process for new business license applications implemented on January 21, 2013. Website application for renewal of exiting business licenses to be developed and implemented by the Administration in the first half of 2013.	In Progress
Business Line – Utilities		
Avenue H Reservoir Expansion, Enhanced Disinfection and High Lift Pumping Station.	Construction in progress. Main floor of the building completed and 50% of major piping is installed. First of six planned utility tie-ins completed. Two generators installed in March 2013.	In Progress
Water Reservoir Located at 42nd Street West - expanded and combined with a new pumping facility to service the industrial and northeast residential areas.	Tender for the construction work closed in December 2012. Construction contract awarded to the lowest bidder, PCL Construction, on February 11, 2013. Contractor currently involved in the preparation work with construction to start on April 22, 2013.	In Progress

Building Permit Statistics for YTD Mar. 31, 2013 vs. YTD Mar. 31, 2012

Category	Number of Permits			Construction Value (\$million)		
	YTD Mar 31/13	YTD Mar 31/12	Change %	YTD Mar 31/13	YTD Mar 31/12	Change %
Residential	635	718	-11.6%	\$82.3	\$98.9	-16.8%
Apartments & Housing Projects	34	52	-34.6%	\$17.3	\$16.1	7.5%
Commercial	70	105	-33.3%	\$51.0	\$50.0	2.0%
Industrial	43	41	4.9%	\$23.2	\$29.1	-20.3%
Institutional & Assembly	21	27	-22.2%	\$52.6	\$4.2	1152.4%
Other (includes demolition permits)	38	29	31.0%	\$11.2	\$4.0	180.0%
TOTAL	841	972	-13.5%	\$237.6	\$202.3	17.4%

Summary of permits over \$10M approved to March 31, 2013

Addition to Office Building - 516 2nd Ave N	\$19.5M	(Included in "Commercial" above)
New Office Building, Shell and Final - 616 Main St.	\$10.8M	(Included in "Commercial" above)
New Art Gallery, Foundation - 102 Spadina Cres.	\$17.0M	(Included in "Institutional and Assembly" above)
Addition to High School - 2115 McEowen Ave.	\$14.5M	(Included in "Institutional and Assembly" above)

City of Saskatoon
2013 Year-End Projection
For Period Ending March 31, 2013

The following table summarizes the 2013 financial results compared to budget projected to year-end. A deficit of \$856,700 is being projected after the adjustments of transferring funds from stabilization reserves.

	2012 Year-End Actuals	2012 Total Budget	2013 Total Budget	2013 Forecasts	2013 Variance Forecast vs Budget	%
Community Support	11,420,569	11,294,893	12,039,200	12,029,600	(9,600)	-0.08%
Corporate Asset Management	6,371,240	7,654,475	8,037,500	8,141,200	103,700	1.29%
Corporate Governance & Finance	(55,357,862)	(52,898,017)	(56,074,000)	(56,330,700)	(256,700)	-0.46%
Environmental Health	11,032,552	9,782,402	10,405,000	10,480,900	75,900	0.73%
Fire & Protective Services	39,893,541	40,118,444	41,625,600	41,625,600	0	0.00%
Land Development	0	0	0	0	0	0.00%
Policing	67,372,566	68,527,096	72,031,200	72,031,200	0	0.00%
Recreation & Culture	27,548,198	28,181,618	29,384,400	29,478,300	93,900	0.32%
Taxation	(178,530,008)	(177,016,036)	(191,124,100)	(190,885,900)	238,200	-0.12%
Transportation	59,138,326	58,882,231	68,634,500	71,241,600	2,607,100	3.80%
Urban Planning & Development	5,603,271	5,472,912	5,040,700	5,044,900	4,200	0.08%
Utilities	0	0	0	0	0	0.00%
TOTAL	(6,507,605)	0	0	2,856,700	2,856,700	
Adjustments					Snow and Ice Stabilization Reserve (2,000,000)	
ADJUSTED TOTAL					856,700	0.22%

His Worship the Mayor and City Council
The City of Saskatoon

LEGISLATIVE REPORT

Section B – OFFICE OF THE CITY SOLICITOR

B1) Establishment of Boxing and Wrestling Commission (File No. CK. 175-24)

RECOMMENDATION: that the direction of City Council issue with respect to:

- 1) contacting the Province to request the establishment of a provincial professional athletics commission; and
- 2) the establishment of a boxing and wrestling commission or combative sports commission by the City.

TOPIC AND PURPOSE

This report is meant to provide background regarding the regulation of combative sports in Canada, and to provide information to City Council to assist it in choosing how to respond to requests for regulation in this area.

REPORT HIGHLIGHTS

1. The combination of proposed changes to the *Criminal Code of Canada* (the "*Criminal Code*") section on prize fights and the increase in interest for combative sports, generally, and mixed martial arts, in particular, has meant that there continues to be an interest by some to hold these events in the City of Saskatoon.
2. The City of Saskatoon (the "City") has asked the Province of Saskatchewan (the "Province") to either assume control over the regulation of such sports through a provincial commission, or provide a local commission with some degree of statutory protection. To date, the Province has replied that it is studying the matter.
3. The proposed changes to the *Criminal Code of Canada* would suggest this area is intended to be regulated by a provincial commission.

4. No participant insurance is available for a commission and if the City were to wade in the area, there is the added problem of assuming the risk with none of the financial reward.
5. If the City were to enter the field and establish a commission, it would take a commitment of time, resources and funds.

STRATEGIC GOALS

The course that City Council may take on this matter ties into the strategic goals of Quality of Life and Economic Diversity and Prosperity.

BACKGROUND

In 2000, City Council of the day made the decision to cease to operate a boxing and wrestling commission. In 2005 and 2006, our Office was asked to report on the establishment of a boxing and wrestling commission in the City of Saskatoon.

In 2005, the Administration report noted that there were troubling liability issues that could not be fully addressed. At that time, City Council confirmed its decision to repeal the bylaw that had established the boxing and wrestling commission. City Council also resolved to ask the Province to establish such a commission. A copy of the August 4, 2005 report from the City Solicitor to Administration and Finance Committee is attached to this report as Attachment No. 1.

In 2006, City Council was asked to review this decision and asked the Administration to comment on a range of issues if the City were to choose to establish a boxing and wrestling commission. At that time, a report was prepared by the City Solicitor's Office outlining how to establish, finance and operate such a boxing and wrestling commission, and noted what is done in other jurisdictions. A copy of the January 9, 2006 report from the City Solicitor to Administration and Finance Committee is attached to this report as Attachment No. 2. Ultimately, the City Solicitor's report was considered by City Council at its meeting on January 23, 2006, at which time, Council resolved that the Provincial Government be requested to amend *The Cities Act* to provide legislative protection for claims made against a commission so long as it acts in good faith and in a reasonable manner. Such an amendment would be similar to existing legislation in Alberta.

To date, the Province has neither established a commission nor made any such amendments to *The Cities Act*.

There has been a request from Tourism Saskatoon to support an initiative to lobby the Province to establish a professional athletics commission. There has also been recent correspondence that asks for the establishment of a boxing and wrestling commission or combative sports commission by the City.

REPORT

The request to revisit this issue again appears to be based on three factors: some amendments to the *Criminal Code* section that bans prize fights is about to be passed, there is a local organization that has offered to assist in establishing a boxing and wrestling commission, and these sports are gaining some popularity, particularly the sport of mixed martial arts.

The purpose of this report is to provide City Council with current information about this issue so that City Council can decide whether to revisit its previous decisions in this area. In particular, we will offer the following:

- explain the pending changes to the *Criminal Code*;
 - identify what is happening in other provinces, in terms of the regulation of these sports;
 - revisit the issue of liability, and, in particular, insurance; and
 - comment, generally, on the type and form of organization that may be required.
1. **What effect would the proposed changes to the *Criminal Code* have on the regulation of combative sports?**

Section 83 of the *Criminal Code* makes it a criminal offence to engage in a prize fight, and then proceeds to list a number of exceptions to this blanket prohibition.

Through Bill S-109, that is nearing the final stage of passage, section 83 would be amended.

The impetus for the proposed language for section 83 was that the current section does not reference mixed martial arts. In the draft legislation, the encounters that would not be 'illegal' prize fights are now described as follows:

- contests that involve amateur athletes and are on the programme of the International Olympic Committee or International Paralympic Committee and held with the permission of the appropriate provincial agency;
- contests that involve amateur athletes and where the sport is designated appropriately and/or held with the permission of the appropriate provincial agency; and/or
- "a boxing contest or mixed martial arts contest held with the permission or under the authority of an athletic board, commission or similar body established by or under the authority of the province's legislature for the control of the sport within the province".

It is the last exception that is of interest.

At present, there is no such provincial athletic board, commission or body in Saskatchewan; therefore, City Council is being asked to establish one.

You will note that the proposed amendments to the *Criminal Code* specifically reference a provincial commission. This is a change to the current legislative framework and there is some question whether the City has authority to establish a commission in light of this amendment.

2. How has the regulatory regime changed in other provinces?

As noted in previous reports, there is no standard approach to this area, but the current trend is for province-level regulation.

Many provinces have chosen to already establish provincial commissions, Ontario being the most recent example, and British Columbia has draft legislation that is being developed and circulated for public comment. Manitoba has for many years had a provincial commission. Quebec regulates the area through the provincial Quebec Athletic Commission. Nova Scotia also has provincial legislation and a provincial athletic commission. Alberta has opted to permit such affairs to be developed at the local municipal level if there is an interest to do so; however, the various commissions have been in existence for many years. Prince Edward Island, Newfoundland and Labrador, and New Brunswick have not established any regulatory body for the control of combative sports.

3. What is the most recent assessment regarding insurance for participants and liability?

We have reported on this matter in the past and not much has changed in the intervening several years. Liability risks are further outlined on page 6, paragraph E in Attachment No. 2.

These sports carry an obvious risk of injury, as all sports do, and because of this there is a need to both prevent injuries so far as one is able, plan for a response to an injury and address legal responsibility for any injury.

Generally, the commissions that operate in Canada will reduce their risk to a legal action through a combination of indemnity from the promoter, participants' waivers, medical inspections before bouts and other administrative steps.

In terms of insurance, there is no problem getting insurance sufficient to cover the event, the spectators and the venue. However, we asked the City's broker to identify what type of insurance may be available for a commission if it faced a legal claim from a participant.

In particular, we posed the following questions to our broker:

- Can the City obtain insurance for a boxing/wrestling/mixed martial arts commission that would include coverage for the participants?
- If so, what would be the premium be for such insurance for various coverage limits?
- What would be the typical deductible be for such coverage?

The City's broker has advised that they have spoken to several insurers and were unable to find any insurers willing to underwrite this type of activity.

The types of injuries for these sports are like any sport where there is contact. The injuries could be slight, serious but curable, or catastrophic. Therefore, the range of insurance requirements or litigation risk is similarly large. Of course, we would look to other parties to satisfy any claim first, but it is our understanding that promoters can be a transient lot. The problem we may encounter is having a serious claim to deal with and being the only party left on the scene. In any event, even if there are all the necessary measures in place it is important to note that simply being drawn into a legal action consumes administrative time, resources and money.

As well, we continue to lack the statutory protection for a commission, similar to what is in Alberta. You will recall that we had asked the Province to ensure that all members of the commission be protected such that no legal action against them personally could succeed unless it could be shown that they exercised the tasks before them in bad faith. Without this protection, it may mean that an individual that serves on the commission could be named in any legal action by a participant and would not have the broad defence available of acting in good faith.

In conclusion, if the City chose to establish a commission for these activities, there are risks that could not be insured against and these would have a clear financial component.

4. **What is required to establish a commission?**

We have reported on this issue in the past.

Attachment No. 2 discusses the organizational schemes of other bodies, and the need to select a version that would be most appropriate.

Regardless of what administrative version is chosen, it is important to note the following:

- it requires administrative resources and funding;
- it takes time to review and select the model of the organization;
- well-run commissions are professional and staffed with dedicated staff that are engaged generally in these sports;
- it requires more than an operational bylaw, it would require the selection of appropriate administrative operational conditions or regulations for each sport; and
- there is no Canadian or North American standard that is accepted by all such commissions as the standard administrative operational conditions.

In Ontario, the provincial commission was given authority to sanction mixed martial arts events, it had to select the appropriate conditions and chose to copy the ones from the state of New Jersey for this particular sport. The regulations for this are detailed and different from the regulations for boxing or kickboxing. What this means is that each of the combative sports is unique and would need a unique regulatory regime as well the administrative regime that might be further and better described in a bylaw. It is important

to note the degree and level of organization that would be required before embarking on this endeavour.

Other commissions in other jurisdictions would provide assistance, at a cost, but to date none are able to assume this role in another jurisdiction.

Regardless of what model is chosen, it would appear that the goal, not always achieved, is for the commission to be self-sustaining.

ATTACHMENTS

1. Report of the City Solicitor to Administration and Finance Committee dated August 4, 2005.
2. Report of the City Solicitor to Administration and Finance Committee dated January 9, 2006.

Respectfully submitted,

Patricia Warwick, City Solicitor

BI

TO: Secretary, Administration and Finance Committee
FROM: Theresa Dust, Q.C., City Solicitor
DATE: August 4, 2005
SUBJECT: Boxing, Wrestling and Combative Arts
FILE NO: CK. 150-1

RECOMMENDATION: that the direction of the Committee issue.

BACKGROUND

On June 27, 2005, City Council received a representation from Mr. St. Louis. Mr. St. Louis requested that City Council establish a boxing, wrestling and combative arts commission to ensure the safety of competitors and to legitimize the sport. City Council resolved that the matter be referred to the Administration for a report to the Administration and Finance Committee. This is that report.

REPORT

The area that could be called combative sports has certainly changed over time. Previously, this area was almost exclusively dealing with professional boxing and wrestling. However, over time new forms of combative sports were added to the mix. For example, in the 1970's there was a spate of amateur 'Tough Man' or 'So You Think You're Tough' competitions. In the 1980's, female mud wrestling was in vogue. It would appear that now the most recent addition to this field is combative arts that include such sports as kick boxing or others which combine boxing with martial arts.

Saskatchewan and the City of Saskatoon have to a certain extent followed the British tradition of regulating these events at the local level. Although the *Urban Municipality Act, 1984*, provided Council with the authority by bylaw to "control, regulate or prohibit sparring exhibitions, boxing matches or wrestling matches", the Act did not go on to define the terms or form of any commission that a city chose to establish.

The *Cities Act* contains no specific reference to boxing or the establishment of any commission. However, the City has the general power and authority to control by bylaw, matters regarding safety, health and welfare, business activities and persons engaged in business. The ability of a city to regulate in this area is also partly based on passing references to the power of boxing commissions in the *Criminal Code of Canada*. It is an offense under the *Criminal Code* to organize, engage in, or assist at a prize fight. However, a boxing contest held with the permission or under the authority of an athletic body or a commission established by or under the authority of a legislature of a province would not be a *Criminal Code* violation.

Past City Councils for the City of Saskatoon have regulated this form of public entertainment by a boxing commission. Bylaw No. 5890, passed in 1979, achieved this goal through the creation of a commission composed of three members appointed by resolution of Council. The commission

had the power to regulate such events and no event was to occur unless it had been authorized to take place. A copy of the relevant Bylaw is attached to this Report.

Bylaw No. 5890 was a response to a series of 'So You Think You're Tough' competitions.

A review of the archived files indicate that in the past number of decades there has been sparse interest in boxing and wrestling matches in the City, and the Boxing Commission only met intermittently when it was active.

In 2000, City Council considered a report from our Office and determined that Bylaw No. 5890 should be repealed. The basis for the decision was the lack of any real demand in this area, liability concerns, and the need for the City to make a choice between becoming more organized or terminating the Boxing Commission.

To get a better sense of the regulating of this field, our Office looked at how it is dealt with in each of the four western provinces. The regulation of boxing and wrestling differs by jurisdiction.

In Manitoba, the province has passed *The Boxing Commission Act*. It creates a unique corporate body that is responsible for controlling and regulating professional boxing in the province.

In British Columbia, the *Vancouver Charter* empowers council to establish the Vancouver Athletic Commission that will be responsible for boxing. The City of Vancouver By-law No. 2875 outlines the mandate and structure of the commission. Interestingly, the Vancouver Commission continues to encourage the province to pass provincial legislation in this area.

Like Saskatchewan, in Alberta, there is no statute creating a boxing commission. Edmonton, like Saskatoon, has a bylaw that creates a commission, but it has also drafted the necessary rules and regulations to accompany the bylaw.

This field raises unique and troubling liability issues.

The case of *Watson v. British Boxing Board of Control ("BBBC")* (2000) serves as a stark example of the liability a commission assumes. In this case, a British Court of Appeal found the non-profit BBBC liable to a boxer injured in a ring and upheld a judgment of £ 1 Million. The Trial Court and Court of Appeal agreed in *Watson* that once a commission assumes the role of protector of the participants health a finding of negligence may follow if that care is found to be inadequate.

The *Watson* case had a certain dampening effect across North America amongst boxing commissions. One of the few boxing commissions that has remained active and current is the Edmonton Boxing and Wrestling Commission.

As you know, Saskatoon frequently relied on the Edmonton Commission to license and regulate past events in our City. It was often an administrative condition imposed on boxing promoters that any Saskatoon event be sanctioned, supervised and conducted under the auspices of the Edmonton Commission. With the *Watson* decision, the ability to do this in the future is unlikely as the Edmonton Commission is reluctant to accept the obligation to control an event outside its jurisdiction.

The Edmonton Commission serves as an example of how one should proceed if a decision is made to proceed. It has not only established the necessary regulatory regime, it has sought to address the significant liability concerns. It continues to obtain releases from the participants, asked for and received from Edmonton City Council an assurance that Edmonton would backstop the commission for any claims, and saw to the passage of an amendment to Alberta's *Municipal Government Act*, Section 535.1, that protected the commission and its employees from liability of any act done in good faith and performance of their functions, duties or powers under the Act or the bylaw.

A complicating factor is that no general liability insurance is available to protect a boxing or wrestling commission from a claim by a participant for an injury.

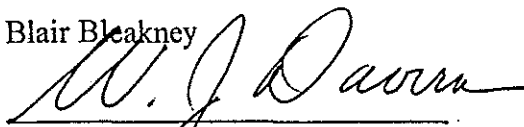
In speaking to the Edmonton Commission counsel, it is clear that operating a boxing commission and preparing for a bout is a detailed exercise. All participants, ring-side assistants, promoters, managers, referees, and judges require licensing. The event needs to be carefully organized in terms of matching participants, attending to the facility, and ensuring medical rules and procedures are in place. In short, it is a field that requires a certain professional expertise. If Saskatoon were to get into the field, it would need to be far more organized than it has in the past. As well, if Saskatoon were to proceed without a suitable organization then it would be fair to assume the liability risk would be increased.

At least two options present themselves for City Council:

- (a) revamp the boxing commission, subject to instituting the changes that had been done in Alberta to address the liability concerns and establishing a proper organization and regulations; or
- (b) confirm the decision of 2000 to repeal the bylaw and stay out of the business.

Written by: Blair Bleakney

Approved by:


for Theresa Dust, Q.C., City Solicitor
Dated: AUGUST 5, 2005

cc: City Manager

102-0252-bpb-2.wpd

TO: Secretary, Administration and Finance Committee
FROM: Theresa Dust, Q.C., City Solicitor
DATE: January 9, 2006
SUBJECT: Establishment of Boxing and Wrestling Commission
FILE NO: 150-1

RECOMMENDATION: that the direction of the Committee issue.

BACKGROUND

Further to the meeting of the Administration and Finance Committee held on November 7, 2005, the Committee resolved that this matter be referred to the Administration for a report which addresses the following concerns relating to the establishment of a Boxing and Wrestling Commission in Saskatoon:

1. Financial Impact - to taxpayers;
2. Process for maintaining required expertise on Commission (volunteers?);
3. How to address Liability issues (lawsuits);
4. Impact on City Administration (extent, time and cost); and
5. Options available - what is done in other centres (ie. Edmonton).

We would propose to answer the questions and provide further information by considering the following issues:

- A. Can the City establish/re-establish a Commission?
- B. How might the Commission be organized?
- C. In choosing an organizational model, what financial impacts and impacts on the City administration should be considered?
- D. What expertise is required of a Commission, and how can this be developed and maintained?
- E. What liability risks exist, and can these be limited or addressed?

REPORT

- A. Can the City establish/re-establish a Commission?

Under *The Cities Act*, the City has the general power and authority to control by bylaw, matters regarding safety, health and welfare, business activities and persons engaged in business.

In short, the City can regulate these sports by establishing a commission.

The ability of a city to regulate in this area is also partly based on passing references to the power of boxing commissions in the *Criminal Code of Canada*. It is an offence under the *Criminal Code* to organize, engage in, or assist at a prize fight. A boxing contest held with the permission or under the authority of an athletic body or a commission established by or under the authority of a legislature of a province or a city council would not be a *Criminal Code* violation.

B. How might the Commission be organized?

The typical features of a commission include the following:

- (a) created by bylaw;
- (b) develop the rules and regulations governing events, whether boxing, wrestling or mixed martial arts;
- (c) report to the City Council on an annual basis;
- (d) license promoters;
- (e) sanction events and matches;
- (f) certifies that fighters are medically fit;
- (g) appoints all judges, timekeepers, medical officers, and other minor officials, or delegates this responsibility;
- (h) coordinates events with City licensing department, police services and event site staff; and
- (i) ensures that each venue has proper security arrangements in place.

There are three basic forms of commissions in western Canada.

1. City Line Department Serves as Foundation

The Calgary Boxing and Wrestling Commission operates with the administrative functions performed by the City's recreation department. The Calgary City Clerk's Office has in the past provided a meeting coordinator and recorder but that is to be discontinued. The prospective promoter contacts the recreation department, the details of the event are collected, and the matter is set before the Commission for

review. The Commission meets on a monthly basis and is composed of nine members; seven are Calgary residents that are not promoters, one member from the recreation department, and one member from the business license department. The Commission operates with direct assistance from the City's legal department and the recreation department.

There was a Commission doctor at one time, but several years ago that person resigned and since that time the Commission relies on the receipt of medical records for each participant from the promoter and insists that appropriate medical personnel are in attendance at the event.

2. City Line Department Provides Support

The Vancouver Athletic Commission operates with support staff assistance from the Vancouver City Clerk's Office. A prospective promoter will contact the Clerk's Office and the staff will in turn provide to the promoter a promoter's package that contains an application and other forms and details. Once an application is received by the Clerk's Office, it is forwarded to the Commission for consideration at its next meeting. The promoter is required to attend the meeting and based on the application and the presentation the event is either approved or not approved. As well, depending on the event certain conditions may be imposed. The Commission will typically meet on a monthly basis and is composed of five members appointed by Council; four are volunteers from the community and the fifth is a councillor.

The Vancouver Athletic Commission is fortunate in that it retains its own doctor that is a specialist in sports medicine. She reviews the medical records of each participant, and examines all participants prior to and after each fight. Their doctor is also recognized as an expert in the field and has served as a ring official in Las Vegas with the Nevada Boxing Commission.

3. Commission Operates Independently

The Edmonton Boxing and Wrestling Commission operates independently from the City of Edmonton administration. It reports to the Edmonton City Council on an annual basis but derives no part of its funding from Edmonton and does not rely on the City's resources for its administrative functions. A prospective promoter contacts the Commission directly and the application is heard and considered by the Commission at a regularly scheduled meeting. The Commission will meet on a monthly basis and is composed of seven members all of whom are appointed by Edmonton City Council, and only one of whom is a Councillor.

The Edmonton Commission has its own administrative staff and Executive Director. The Edmonton City Clerk's office coordinates the recruitment process for citizens wishing to serve, but otherwise the Edmonton Commission is autonomous.

The Commission will not permit an event or bout, as the case may be, to commence or continue unless and until the Commission's medical requirements have been satisfied. The requirements are similar to those imposed by Vancouver.

C. In choosing an organizational model, what financial impacts and impacts on the City administration should be considered?

Essentially, there are two impacts to consider:

- (a) start-up; and
- (b) ongoing administrative costs.

There would be costs incurred to start a commission. For example, it would be likely that commission members would have to receive some training, the City may wish to retain the services of another commission to draw on its expertise for any initial events, a commission may consider retaining outside experts to draft the rules and regulations that would govern events, and there would be costs to register for the national governing bodies that would permit a commission and the City to begin to establish expertise.

As there is no budget or income for such a commission in the initial stages, the administration of a commission and its organization would essentially fall upon the Administration. There would need to be staff involved from the City Clerks Office, Business Licensing, the Saskatoon Police Service and Solicitors.

In terms of training costs for a commission, we can advise that in 2005 the Prince George Athletic Commission asked for \$5,000.00 from the City of Prince George to permit three of its members to attend the Annual General Meeting of the Canadian Professional Boxing Federation. The report suggested that attending the AGM would permit the "city in obtaining the most up to date information on mixed martial arts, boxing and wrestling event operations, liability and medical test requirements." Ultimately, Prince George City Council approved a one-time expenditure of \$3,200.00.

In 2004, Prince George had one sanctioned event, a mixed martial arts show; therefore, it likely did not have the resources to attend the AGM without the assistance of the City of Prince George.

In the past, the Edmonton Boxing and Wrestling Commission has expressed an interest in permitting Saskatoon to draw on its expertise. The costs of this service would be dependent on the time expended but would include funds for travel and meeting expenses. If we asked the Edmonton Commission to assist in events in Saskatoon it would be safe to assume that other expenses would need to be considered. The Edmonton Commission, citing liability concerns, would not agree to perform the role of a commission in Saskatoon, only to assist.

The rules that govern a commission can be quite detailed. For example, the Rules for the Edmonton Boxing and Wrestling Commission are 30 pages in length, not including the rules for a hearing and the Canadian Professional Boxing Safety Code that are referenced as schedules. We do not know whether a Saskatoon commission could simply adopt the Edmonton Rules. It would seem a prudent step to at the very least discuss this issue with the legal counsel for the Edmonton Boxing and Wrestling Commission. It is always difficult to estimate the costs of a legal consultation; however, we would suggest that if this course were followed we should assume that this would require 10 to 20 hours of the Edmonton counsel's time and that there would then be a legal account.

The annual membership fees for the Canadian Professional Boxing Federation are approximately \$300.00. The CBF sets national safety code standards, sanctions all Canadian Championships and maintains the rankings of Canadian boxers.

In terms of on-going administrative costs, the boxing and wrestling commissions in Vancouver, Edmonton and Calgary are organized slightly differently, and the goal is for each one to be self-sustaining. However, each one draws to a greater or lesser degree on some of the resources of the city for its administrative operations.

As already noted, the Vancouver Commission's point of contact is through the City Clerk's Office. One person is designated to provide the administrative support that the commission requires on an as needed basis, and this is not the only work that the designated person performs. The Commission does not reimburse the City of Vancouver for these costs.

The City of Calgary is also fairly typical of a civically established boxing and wrestling commission. It operates on a net zero budget, in that, the fees received cover the expenses. In 2004, the Calgary Boxing and Wrestling Commission had revenues of \$14,000.00. It split these license and gate fees 50% between the Commission and the City of Calgary's Business License Division to offset the administrative costs for accumulating license data and issuing licenses.

In conclusion, a commission would require some modest initial funding with no assurance that an event would reimburse the City for these costs. And, depending on the model chosen the Administration would be called upon to provide some organizational, technical, or legal assistance on an on-going basis.

D. What expertise is required of a Commission, and how can this be developed and maintained?

The members of any commission need to be carefully selected. Ideally, the members would have a working knowledge of the requirements of a review and decision-making body. Experience in the broad field of boxing, wrestling and combative arts at the amateur or professional level would be essential, and an interest in learning more and adapting to the changing nature of this business would be an asset.

The medical personnel that are either appointed to a commission or serve in an advisory role are also very important. This is a specialized field of sports medicine and would call for a doctor or other healthcare professional that has more than a passing interest in the sports that would come under the purview of a commission. A commission would likely have to budget for the hiring, retention, and on-going education of any such professional.

In the initial start-up phase, a commission would have to become familiar with the best practices in this field based on a North American review. To a certain extent, the degree of professionalism of a commission, determines the degree of success for this sports form in the community. Edmonton is viewed as one of two key centres for this sport in Canada, and this is in large part due to the expertise that the Edmonton Boxing and Wrestling Commission has developed and been able to retain.

Finally, to aid in the development of expertise a commission would need to become a member of national bodies such as the CBF. It holds an annual convention and has regular meetings that serve as a form of professional development. The CBF is also a critical resource for the development of safety codes.

E. What liability risks exist, and can these be limited or addressed?

In terms of the financial impact on the City if there is an injury to a participant, this could be serious indeed. As noted in a previous memorandum, the *Watson* case serves as a worst case scenario if a commission is found liable. The court, in that case, ruled that the English Boxing Commission that had responsibility for licensing and setting conditions for boxing matches was liable when, having assumed responsibility for a boxer's care, it set medical standards that were inadequate. The *Watson* award would be equal to \$2,510,094 (Canadian) in 2005.

1. Insurance

Our Office has contacted the City's insurance underwriter in the course of preparing this report. We have confirmed that the City's existing policy will cover the day-to-day operations of any commission but there would be no coverage to any participants. Further, the City's insurer has advised that if a commission was

formed it would amend the City's policy such that there would be an exclusion for all participants in all events not just boxing and wrestling.

Our underwriter contacted two insurers who provide insurance for sporting events but was advised that these two insurers cannot cover participant exposure for boxing events. If such insurance were available, our underwriter advises it would be "cost prohibitive and/or only available excess of a significant retention." In other words, the City would have a deductible of approximately \$1,000,000.00 and there would be a significant premium for coverage. The size of the premium and the deductible would depend on the event for which coverage is sought.

The bottom line is that, as a practical matter, insurance coverage is not available to the City for claims equivalent to the *Watson* award.

The Calgary Boxing & Wrestling Commission demands that a promoter have a \$2,000,000.00 liability insurance policy, and that the City of Calgary be named as an additional insured. However, the policy has a participant exclusion clause, and we are advised that it is prohibitively expensive for a promoter to obtain coverage for participants.

2. Bond

The Edmonton and Vancouver Commissions demand that a promoter post a bond; however, this is only meant to protect the commission's fees for an event, medical and ambulance attendant costs, and purses for the participants.

3. Waiver

Typically, each participant will be asked to sign a waiver. The waiver for the Vancouver Athletic Commission has the participant acknowledge that the sport carries the risk of serious bodily injury, including paralysis or death, and the participant accepts this risk. The waiver is one means to attempt to shield a commission; however, it is always an open question of whether a waiver will survive a challenge or be read narrowly. For example, the participant could be said to waive the right to claim for damages based on being hit and injured but has not waived the right to claim for damages based on negligent medical care or fighter mismatching or poor refereeing.

4. Statutory Declaration

The Vancouver Athletic Commission also has each participant sign a statutory declaration that he or she has had no fighting injuries for the three months preceding the declaration, or any head injuries, and will advise if he or she suffers any such injuries following the signing of the declaration.

5. Statutory Immunity

The Province of Alberta has passed an amendment to *The Municipalities Act* that provides that a claim could not be made against a boxing or wrestling commission so long as the commission performed its work in a reasonable manner and in good faith. A copy of the relevant section is attached to this Report. Saskatchewan has no similar limitation of liability clause.

6. Medical Screening

Finally, all commissions demand that each participant pass a series of medical tests to confirm that they are fit to compete. The nature and extent of these tests vary from one commission to the next. Each one is reviewed by a doctor, usually the doctor is retained by the commission, and at times further information or examinations will be requested. The Edmonton Boxing & Wrestling Commission demands that a participant provide blood work for HIV, HEP B, and HEP C; an ECG; a general medical, including an eye exam, performed by the physician for the Commission; and for boxers, a CT Scan.

In choosing whether or not to establish a commission in Saskatoon it is important to note that the risks exist, these cannot be entirely eliminated, and that to a certain extent the professionalism of a commission is key to managing the risk. However, in the best organized events accidents happen. For example, in September 2005, a professional fighter died of a brain injury sustained in the ring in Las Vegas. The bout was for the International Boxing Federation lightweight title at the MGM Grand arena and was sanctioned by the Nevada Boxing Commission, one of the most reputable of such organizations in North America.

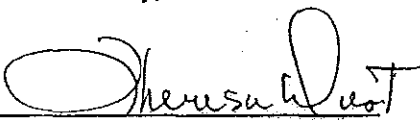
If the City decides to proceed with a commission, we would recommend that, at the very least, the Province be asked to pass an amendment to *The Cities Act* similar to the amendment which was passed in Alberta. The amendment is quite straight forward and could be passed in the 2006 Spring session of the Legislature.

ATTACHMENT

1. A copy of the relevant section of the Province of Alberta's *Municipal Government Act*, regarding Protection of Sporting Commissions.

Written by: Blair P. Bleakney, Solicitor

Approved by: _____



Theresa Dust, Q.C., City Solicitor

Dated: January 9, 2006

cc: City Manager

General Manager, Corporate Services Department

MUNICIPAL GOVERNMENT ACT, RSA 2000, c. M-26

Protection of sporting commissions

535.1(1) In this section, "commission" means a commission established by bylaw for controlling and regulating any of the following:

- (a) boxing;
- (b) wrestling;
- (c) full contact karate;
- (d) kickboxing;
- (e) any other sport that holds contests where opponents strike each other with a hand, foot, knee, elbow or other part of the body.

(2) A commission and its members, officers, employees and any volunteers and officials performing duties under the direction of any of them are not liable for anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under this Act or any other enactment.

(3) Subsection (2) is not a defence if the cause of action is defamation.

2002 c19 s19;2003 c43 s2

His Worship the Mayor and City Council
The City of Saskatoon

REPORT
of the
PLANNING AND OPERATIONS COMMITTEE

Composition of Committee

Councillor R. Donauer, Chair
Councillor C. Clark
Councillor T. Davies
Councillor M. Loewen
Councillor P. Lorje

1. **Application for Funding Under the Heritage Conservation Program
1018 McPherson Avenue – Aden Bowman Residence
(Files CK. 710-54 and PL. 907)**
-

- RECOMMENDATION:**
- 1) that the owners of 1018 McPherson Avenue receive a tax abatement through the Heritage Conservation Program for a maximum of \$17,500 to be paid out over ten years, subject to administrative conditions; and
 - 2) that the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department dated April 15, 2013, with respect to an application for funding under the Heritage Conservation Program for the property located at 1018 McPherson Avenue.

Your Committee has been advised that the Municipal Heritage Advisory Committee has reviewed and supports the recommendations of the Community Services Department for a tax abatement through this program, to a maximum of \$17,500, to be paid out over ten years. Your Committee is also supporting the above recommendations.

**2. Saskatoon Housing Coalition – Innovative Housing Incentives
20 Transitional Housing Units – 319 Camponi Place
(Files CK. 750-4 and PL. 951-44)**

- RECOMMENDATION:**
- 1) that funding of 10 percent of the total capital costs for the construction of 20 transitional rental housing units by the Saskatoon Housing Coalition, to a maximum of \$300,000, be approved;
 - 2) that a five-year tax abatement on the incremental taxes be applied to the subject property commencing the next taxation year following completion of the project;
 - 3) that the approval of the 10 percent capital grant and incremental tax abatement be conditional on Saskatoon Housing Coalition receiving funding approval from the Saskatchewan Housing Corporation and the Government of Canada under the Homeless Partnering Strategy; and
 - 4) that the City Solicitor be requested to prepare the necessary agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department dated April 30, 2013, proposing funding of 10 percent of the total capital costs for the construction of 20 transitional rental housing units by the Saskatoon Housing Coalition at 319 Camponi Place, to a maximum of \$300,000, along with a five-year incremental tax abatement.

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

3. Year End Report – Neighbourhood Planning Section – 2012
(Files CK. 430-41 and PL. 430-10)

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Community Services Department dated April 29, 2013, highlighting work completed in 2012 by the Neighbourhood Planning Section, Planning and Development Branch.

A copy of the annual report has already been provided to City Council members. A copy is available for review on the City's website as part of this report.

Your Committee is forwarding the report to City Council for information.

4. Enquiry – Councillor T. Paulsen (April 26, 2012)
Food Truck Policy
(Files CK. 300-11 and PL. 300-3)

RECOMMENDATION: that the City Council Policy for On-Street Mobile Food Trucks be approved, as outlined in Attachment 1 of the April 30, 2013 report of the General Manager, Community Services Department, with a proposed revision to provide for a 20 metre buffer zone between food service establishments and on-street mobile food trucks in all Districts.

Attached is a report of the General Manager, Community Services Department dated April 30, 2013, [Attachment 4a)] providing further information and options regarding on-street operation of mobile food trucks, as requested by the Planning and Operations Committee at its March 12, 2013 meeting. The report proposes a new On-Street Mobile Food Truck Policy for consideration by City Council.

Also attached is the PowerPoint presentation provided by the Administration, highlighting the options put forward, along with the options recommended by the Administration with respect to an appropriate buffer zone and proposed fees, and further details of the proposed policy [See Attachment 4b)].

The following background information is also being attached, for City Council's information:

- Excerpt from the minutes of the March 12, 2013 Planning and Operations Committee meeting [See Attachment 4c)]; and
- February 21, 2013 report of the General Manager, Community Services Department [See Attachment 4d)]

Your Committee has reviewed the matter further with the Administration and has received a number of presentations with respect to the matter. The following is a summary of the input received regarding the proposal outlined in the April 30, 2013 report:

- Mr. Randy Pshebylo, Executive Director, Riversdale Business Improvement District, expressed support for a 20 metre buffer zone and asked for continued involvement in the process, including the selection of locations within this District, working in co-operation with business owners, restaurants and food truck owners in the planning and managing this initiative.
- Mr. Dan Walker, restaurant owner on Broadway and food truck owner, expressed support for the program, indicating no concerns with the proposed buffer zones or fees; asking for the opportunity to park his truck in front of his own business, as this would provide access to food service facilities and washroom facilities in the restaurant; and stating that this should be provided to anyone in a similar situation. His truck would be operated between approximately 10:00 p.m. and 2:00 a.m. when the restaurant is closed. He expressed the view that the 150 metre separation distance from special events was excessive and this distance should be reduced.
- Mr. Jimmy Oneschuk, owner of a quick food service establishment on Broadway, expressed concern regarding the potential impact on the profit margins for his and other similar businesses, with the prime period of operation of these types of businesses being between April 1 and end of August. This would be the same timeframe as food trucks would operate. He discussed the investment made by his and similar businesses and the expectations on local businesses to provide for washroom facilities, and reviewed clustering of food trucks in other cities, including the provision of washroom facilities onsite. He expressed the view that there already is a lot of vitality in the Broadway area and questioned how trucks with compressors and related noise would add to the ambiance.

- Mr. Terry Scaddan, Executive Director, The Partnership, provided clarification that, in further discussions, the Partnership is supporting a reasonable buffer zone as established by City Council and the Administration, rather than specifying a specific distance, with the intent being that the trucks would not be parked in front of restaurants. He referred to appropriate licensing and parking fees and indicated it is important for food trucks to make sure they are moving along to reduce the impact for other businesses in the downtown with respect to parking availability. He would have liked to have seen this report considered along with the report on the review of the potential for commercial activities in parks as they are related issues.
- Ms. Sarah Marchildon, Executive Director, Broadway Business Improvement District, expressed support for the non-clustered approach, with locations spread out to encourage people to walk throughout the district. They anticipate there will be food trucks wanting to operate for both lunch and supper. She provided clarification that the Broadway BID would like to control where the locations are within the Broadway Business Improvement District rather than approving additional locations.

Your Committee has reviewed the matter further with the Administration and the following further clarification was provided:

- Existing policy does allow for food trucks on vacant lots. This proposed policy provides for locations on streets.
- The proposal regarding the buffer from special events maintains the status quo in terms of existing concession opportunities. Food trucks would not be allowed to operate within 150 metres of a special event or festival. They can operate as part of the event where permission from the event coordinator has been obtained.
- The Administration is recommending that food trucks not be allowed to operate in residential districts with respect to traffic and noise related issues. In commercial or industrial areas, they would be able to operate under the parameters outlined in the proposed policy. While the maps referred specifically to the Business Improvement Districts and they focused on the areas with the greatest demand, the Administration will make sure that operators understand the other areas where they would be allowed to operate.
- They would not be allowed in angle parking spots. This would include the location close to a sidewalk, which would impact pedestrian access. The goal is to maintain as many parking spots as possible.
- With respect to potential concerns relating to appropriate garbage cleanup, if more garbage receptacles and collection are necessary that would be dealt with appropriately. Along with the application form, policy and maps, information on expectations relating to garbage and general cleanup will be provided.

- The standards for food preparation for mobile food trucks would be regulated through the Saskatoon Health Region, with inspections provided through that agency as well. It is the Administration's understanding that they would be treated the same as restaurants.
- The requirement for washroom facilities for employees is a regulation through the Health Region. There would have to be clear expectations and an agreement with adjacent businesses for appropriate access to washrooms facilities or access to public washroom facilities at a public building, such as City Hall.
- If permission was obtained to operate a food truck in front of a restaurant, the Business Improvement District could be approached to determine support regardless of the proposed buffer zone.
- As part of a future review of the policy, the Administration could look at the logistics of allowing a business to operate a food truck in front of its own business.
- Review of the proposed policy is planned for the fall of 2014, which will allow further revisions to the policy after a couple of seasons of operation.

The Administration also provided clarification that it is anticipated that a report on the issue of commercial activities in parks will be submitted to your Committee at its next meeting. Guidelines will be looked at in conjunction with an existing policy and bylaw relating to use of park space and facilities.

Following consideration of this matter, your Committee is recommending the proposed policy be revised to provide for a buffer zone of 20 metres in all districts, rather than 30 metres in the downtown and 20 metres in all other districts. This would provide consistency in all areas while still providing an appropriate separation distance from existing permanent food establishments. The buffer zone could be adjusted further, if necessary, following a review in the fall of 2014. Your Committee is supportive of the proposed policy, with the revisions to the buffer zone, as noted above.

Respectfully submitted,

Councillor Donauer, Chair

TO: Secretary, Municipal Heritage Advisory Committee
FROM: General Manager, Community Services Department
DATE: April 15, 2013
SUBJECT: Application for Funding Under the Heritage Conservation Program
1018 McPherson Avenue – Aden Bowman Residence
FILE NO.: PL 907

RECOMMENDATION: that the Municipal Heritage Advisory Committee review and provide a recommendation to the Planning and Operations Committee for a report to City Council:

- 1) that the owners of 1018 McPherson Avenue receive a tax abatement through the Heritage Conservation Program for a maximum of \$17,500 to be paid out over ten years, subject to administrative conditions; and
- 2) that the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate seal.

TOPIC AND PURPOSE

The purpose of this report is to request funding for 1018 McPherson Avenue under the Heritage Conservation Program.

REPORT HIGHLIGHTS

The Aden Bowman House, located at 1018 McPherson Avenue, is a Designated Municipal Heritage Property; therefore, it qualifies for financial support under the Heritage Conservation Program. This home requires roof replacement that will ensure the long-term conservation of the building.

STRATEGIC GOAL

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

BACKGROUND

In 2006, City Council designated the Aden Bowman House a Municipal Heritage Property. The exterior of the property is designated.

In 2007, \$5,300 was granted under the Heritage Conservation Program for this property for exterior work consisting of repairs to stucco and painting.

REPORT

The property owners are seeking funding under the Heritage Conservation Program for roof replacement, which includes replacement of the roof deck, repairs to flashing and eaves, and the installation of new cedar shingles. The estimated cost of the project is \$35,000. The repair of the roof is integral to conserving the structure of the building; therefore, it is eligible for funding under the Heritage Conservation Program.

Financial assistance under the Heritage Conservation Program includes a property tax abatement of up to 50 percent of the costs related to the restoration of the architectural elements and renovations to meet building code requirements where it affects the heritage elements of the building. The maximum abatement is \$150,000, which can be amortized over a maximum of ten years. The property owner may apply for other funding over the next ten years provided the total abatement does not exceed \$150,000. The property owner is currently receiving an abatement, and the funding for this project will be added to the current abatement in the year following the satisfactory completion of the project (as determined by the Manager of the Planning and Development Branch, Community Services Department).

This private residence was constructed in 1923 and is located on a large corner lot in Buena Vista. The house was designed by RM Thompson. He and his partner designed numerous Saskatoon buildings including the Saskatoon Convalescent Home, the Hazen-Twiss Building, a Royal Bank Building, a Dominion Bank Building, and a Bank of Hamilton Building.

Aden Bowman (1888 to 1957) was the original owner of the house and resided at 1018 McPherson Avenue for 31 years from 1923 to 1954. Best known in western Canada for the company that helped to build from a small cycle shop (purchased in 1907) to one of the biggest automotive supply houses in Canada, Mr. Bowman was also a leader in civic affairs for many years. He served as alderman for 12 years, and for many years was on the school board and served as chair for 14 years.

OPTIONS TO THE RECOMMENDATION

The project qualifies to receive funding under the Civic Heritage Conservation Program; the only option would be for City Council to deny the funding request.

POLICY IMPLICATIONS

This report complies with Civic Heritage Policy No. C10-020 and the Heritage Conservation Program.

FINANCIAL IMPLICATIONS

The rehabilitation work will not increase the property tax amount; thus, the abatement will be funded from the Heritage Reserve Fund. The balance of the fund is \$265,802.91.

Funding for this project will not impact the ability of the Heritage Reserve to continue funding existing property tax abatements and other funded items.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

No specific public or stakeholder involvement has been undertaken.

COMMUNICATION PLAN

A communications plan is not required.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Once it is determined that the roof repairs are complete, the Administration will process the tax abatement.

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 CPTED implications.

PUBLIC NOTICE

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

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

Reviewed by:

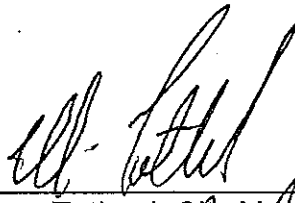

Alan Wallace, Manager
Planning and Development Branch

Approved by:


Randy Grauer, General Manager
Community Services Department

Dated: April 17/13

Approved by:



Murray Totland, City Manager
Dated: April 22/13

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: April 30, 2013
SUBJECT: Saskatoon Housing Coalition – Innovative Housing Incentives –
 20 Transitional Housing Units – 319 Camponi Place
FILE NO.: PL 951-44

- RECOMMENDATION:** that a report be submitted to City Council recommending:
- 1) that funding of 10 percent of the total capital costs for the construction of 20 transitional rental housing units by the Saskatoon Housing Coalition, to a maximum of \$300,000 be approved;
 - 2) that a five-year tax abatement on the incremental taxes be applied to the subject property commencing the next taxation year following completion of the project;
 - 3) that the approval of the 10 percent capital grant and incremental tax abatement be conditional on Saskatoon Housing Coalition receiving funding approval from the Saskatchewan Housing Corporation and the Government of Canada under the Homeless Partnering Strategy; and
 - 4) that the City Solicitor be requested to prepare the necessary agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

TOPIC AND PURPOSE

The purpose of this report is to recommend providing funding for a 10 percent capital grant and a five-year incremental tax abatement for the construction of 20 transitional housing units being built by the Saskatoon Housing Coalition at 319 Camponi Place.

REPORT HIGHLIGHTS

1. The Administration recommends the approval of a 10 percent capital grant and a five-year incremental property tax abatement for 20 transitional housing units being built by the Saskatoon Housing Coalition.
2. The 10 percent capital grant is estimated at \$300,000 and will be funded through the Affordable Housing Reserve.
3. The estimated value of the property tax abatement over five years is \$26,948.
4. The units will be located at 319 Camponi Place and do not contribute to an over-concentration of affordable housing.

STRATEGIC GOAL

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Quality of Life by increasing the supply and range of affordable housing options.

BACKGROUND

During its July 16, 2007 meeting, City Council established an annual target of 500 affordable dwelling units being achieved with the participation and partnership of numerous sectors, including government supported providers, financial institutions, developers, investors, and faith-based groups. As part of the same report, City Council increased funding assistance available to affordable housing projects from 5 percent to 10 percent, under Innovative Housing Incentives Policy No. C09-002.

On October 3, 2007, the Saskatoon Housing Coalition purchased 319 Camponi Place from the City through a direct sale of land for the purpose of building affordable housing on this site.

At its December 4, 2012 meeting, City Council allocated \$250,000 from the Neighbourhood Land Development Fund surplus to be used in support of housing projects receiving funding from the Government of Canada under the Homeless Partnering Strategy (HPS).

REPORT

Saskatoon Housing Coalition's Proposal

An application for assistance under the Innovative Housing Incentives Program from the Saskatoon Housing Coalition was received by the Neighbourhood Planning Section on January 29, 2013.

The Saskatoon Housing Coalition is a non-profit organization that provides transitional housing in Saskatoon for individuals with mental illness. In September 2013, the organization will have been providing supportive services for 30 years. The organization is committed to providing affordable housing options, as well as assistance in daily living skills to those in the community with mental illness.

The Saskatoon Housing Coalition is planning to construct 20 transitional housing units for clients with mental health and addiction challenges as part of an addition to the office building at 319 Camponi Place. The project includes twenty 322 square foot studio suites over three floors, as well as a dining hall for the residents and a rental office. The building addition will have four units on the ground floor and eight units on each of the two floors above (see Attachment 1).

All the units will be constructed as a barrier-free design and there will be chairlift built-in to provide wheelchair access to the upper floors. The four ground-level suites will be

built to a higher standard of accessibility and will feature lower countertops and accessible showers.

The Saskatoon Housing Coalition will be operating supportive services; each resident will be assigned to a community mental health worker who supports the individual to live and work independently. The Saskatoon Housing Coalition is planning to rent the unfurnished suites for \$600 per month.

To ensure that the units available through this project are offered to low-income households, prospective tenants will be required to have an annual income at or below the Maximum Income Limits (MILs) as determined by Saskatchewan Housing Corporation (SHC), which is currently \$44,500 for households without dependents. The Innovative Housing Incentives Policy No. C09-002 is based on these limits.

This specialized housing will not be advertised directly to the public and the units will be filled from the waiting list the Saskatoon Housing Coalition maintains. Currently, there are 51 people waiting for this type of housing. The waiting list is primarily filled on a referral basis from Centralized Intake Saskatoon Mental Health and Addiction Services. Applicants are also referred from the Saskatoon Housing Authority or can apply directly themselves.

Financing the Project

The total cost of this project is estimated at \$3.4 million and the Saskatoon Housing Coalition has applied for a capital grant equal to 10 percent of the total project cost (\$340,000). However, Section 3.3 a) of Innovative Housing Incentives Policy No. C09-002 limits capital grants to a maximum of \$15,000 per unit for one bedroom or studio suites. Therefore, the maximum grant that this project qualifies for is \$300,000.

The Saskatoon Housing Coalition has applied for funding from both Provincial and Federal Governments. The application to the SHC for \$2 million has been prioritized. The Saskatoon Housing Coalition also has applied for \$250,000 from the HPS Fund. The Saskatoon Housing Coalition owns the land and has committed \$268,490 towards the project from within the organization. They have the means to finance the balance of the project if these grant applications are successful.

Concentration of Affordable Housing

The Saskatoon Housing Coalition plans to construct transitional housing at 319 Camponi Place in the Confederation Suburban Centre. Currently, there are no subsidized affordable rental units in the immediate area. There are affordable home ownership units adjacent to this proposed development that have received City funding. It is the opinion of the Administration that this project does not contribute to an over-concentration of affordable housing.

OPTIONS TO THE RECOMMENDATION

The only option is to deny the request to fund these transitional housing units. Choosing this option would represent a departure from Innovative Housing Incentives Policy No. C09-002.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The funding source for the 10 percent capital grant (\$300,000) is the Affordable Housing Reserve and will include \$250,000 allocated by City Council on December 4, 2012, for housing projects with funding from the Government of Canada under the HPS. The remaining \$50,000 will come from unallocated funding in the Affordable Housing Reserve.

If this project is approved, the unallocated balance in the Affordable Housing Reserve will be \$130,502 which is sufficient for contingencies if approved projects go over budget.

The Saskatoon Housing Coalition has also applied for a five-year incremental property tax abatement. The City Assessor's Office has informed the Neighbourhood Planning Section that the estimated increase in property taxes from the addition is \$8,800 annually. Over five years, the incremental property tax abatement for the municipal portion would represent an estimated \$26,948 in forgone revenue.

Budgeted	Affordable Housing Reserve	Forgone Tax Revenue
\$300,000	\$300,000	\$26,948

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There is no public or stakeholder involvement.

COMMUNICATION PLAN

A joint news release will be issued upon completion of the project by the three levels of government.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The completion of this project is estimated to be completed on January 31, 2014.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no anticipated privacy implications arising from this initiative.

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.

ATTACHMENTS

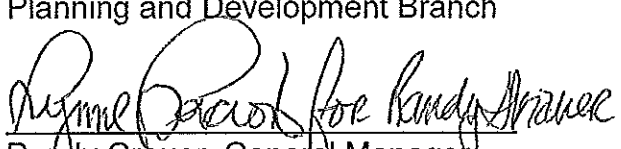
1. Site Plan and Floor Plans
2. Map showing Location of 319 Camponi Place

Written by: Mark Wilson, Planner

Reviewed by:


 Alan Wallace, Manager
 Planning and Development Branch

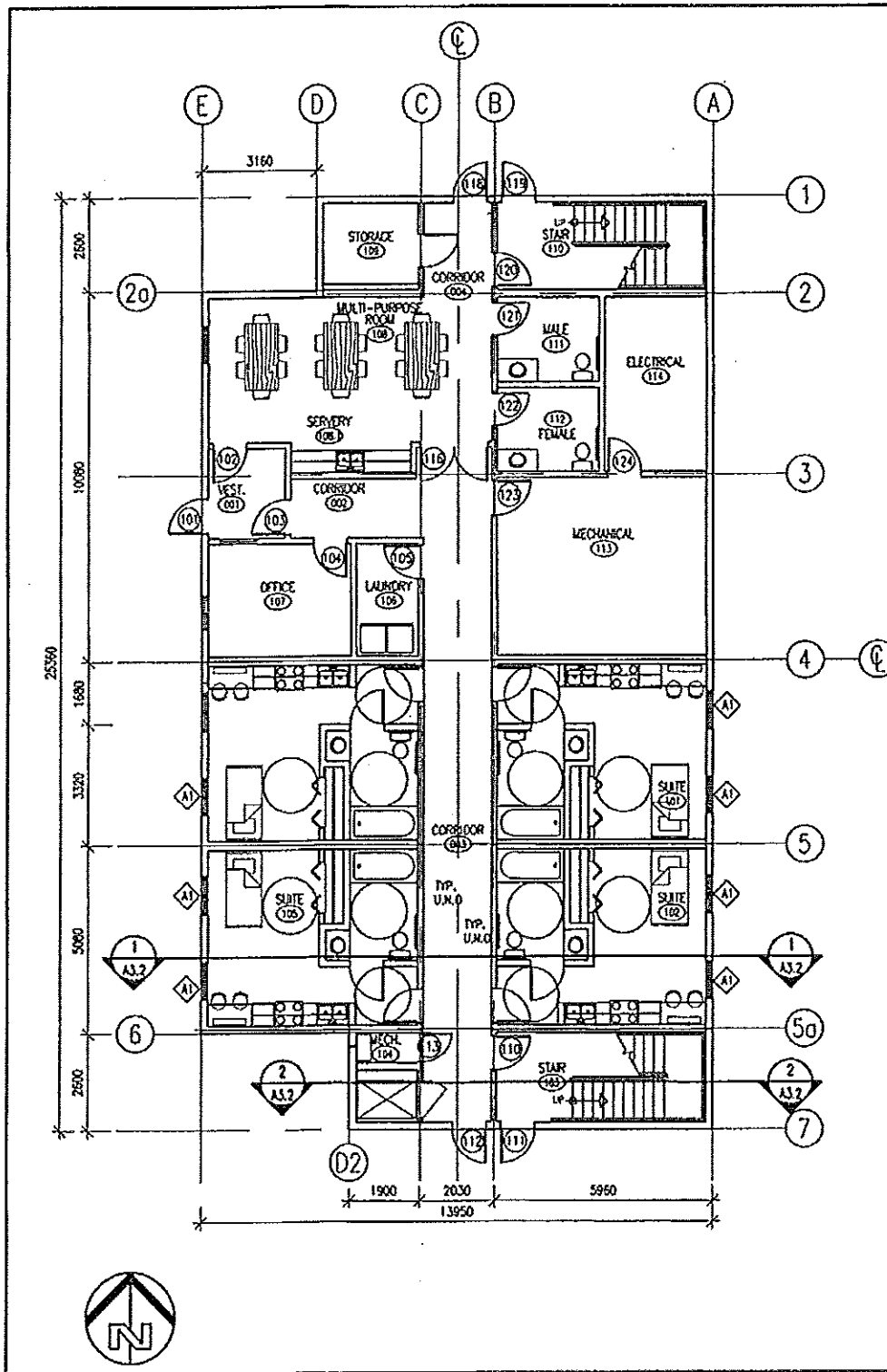
Approved by:



 Randy Grauer, General Manager
 Community Services Department
 Dated: May 7 / 2013

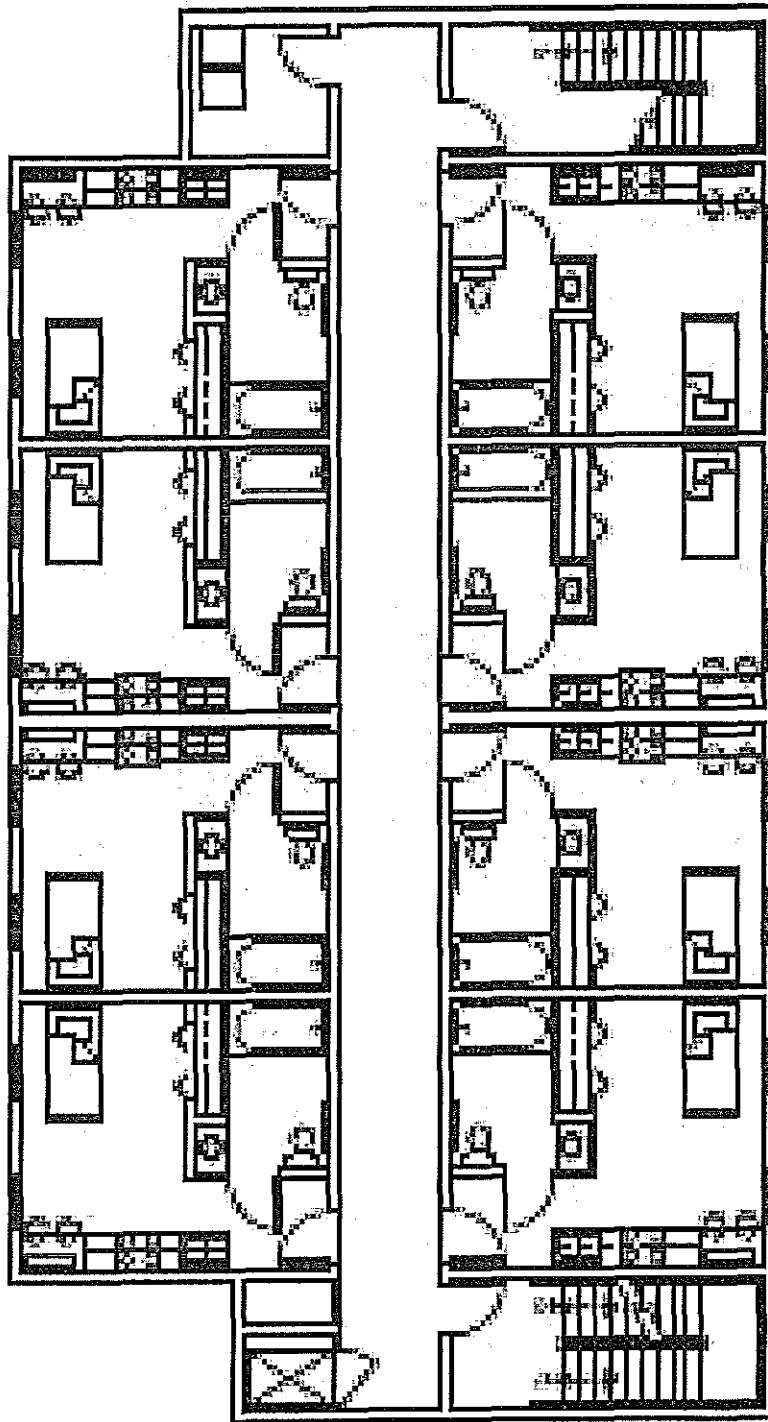
Approved by:


 Murray Totland, City Manager
 Dated: May 6 / 13

Site Plan and Floor Plan



 <p>SEPW Architecture Inc.</p> <p>100 - 3723 Piquet Street, Regina, SK S4S 0A8 ph: 309-344-3333 107 - 3118 Alton Place, Saskatoon SK, S2T 0A4 ph: 309-432-4432</p>	<p>PROJECT TITLE SASKATOON HOUSING COALITION 319 CAMPON PLACE SASKATOON SK</p>	<p>DATE 2012.01.21</p>	<p>PROJECT NO. S-44-2012</p>
	<p>DRAWING TITLE</p>	<p>SCALE AS SHOWN</p>	<p>DRAWING NO.</p>
		<p>DRAWN DC</p>	
		<p>CHECKED JLW</p>	



2 TYP. UPPER FLOOR PLAN
SIA-T 1:200

Map Showing Location of 319 Camponi Place

Printed: April 10, 2013

Scale: 1:3,408



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TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: April 29, 2013
SUBJECT: Year End Report – Neighbourhood Planning Section – 2012
FILE NO.: PL 430-10

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

TOPIC AND PURPOSE

The purpose of this report is to highlight work completed in 2012 by the Neighbourhood Planning Section, Planning and Development Branch. A copy of the Neighbourhood Planning Section – 2012 Annual Report (Annual Report) is included (see Attachment 1).

This report also addresses an enquiry by the Planning and Operations Committee related to the redevelopment of vacant lots.

REPORT HIGHLIGHTS

1. The Construction of Phase 1 of the Central Avenue Streetscape Improvement Project was completed in the fall of 2012.
2. Over 500 new attainable housing starts were recorded in 2012, achieving the Housing Business Plan target.
3. The Mayfair and Kelsey-Woodlawn Local Area Plan (LAP) was launched in December 2012.
4. The Community Support Program Pilot Project was launched in July 2012.
5. Over \$1 million in incentives, through the Vacant Lot and Adaptive Reuse Incentive Program (VLAR), were provided to new developments since the program was initiated in 2011.

STRATEGIC GOALS

The mandate of the Neighbourhood Planning Section relates to the City of Saskatoon's (City) Strategic Goals of Quality of Life, Sustainable Growth, and Economic Diversity and Prosperity. These goals are achieved through a variety of targeted programs, policies, and incentives and involve a wide range of community partners, including housing providers, Business Improvement Districts (BID), Community Associations, Local Area Plan (LAP) Committees, and residents.

BACKGROUND

The Neighbourhood Planning Section, Planning and Development Branch, is a diverse work group and is involved in a wide variety of programming services and supports intended to:

1. revitalize and build capacity in core neighbourhoods;
2. educate the public through various workshops and programs;

3. provide urban design improvements throughout the city;
4. monitor neighbourhood safety and work to reduce crime in neighbourhoods; and
5. facilitate programs and initiatives for safe and affordable housing.

This report will also address the following enquiry by the Planning and Operations Committee, dated November 6, 2012:

“that the Administration be requested to report further to the Planning and Operations Committee on the general matter of the redevelopment of vacant lots.”

REPORT

The Neighbourhood Planning Section achieved a number of significant goals in 2012. The Attainable Housing Program met the target of the City's Housing Business Plan by achieving a total of 2,534 units over five years. This success was the result of numerous partnerships from across a range of sectors in the community including Federal and Provincial governments, non-profit and faith based groups, traditional housing providers, and mortgage and lending institutions.

Neighbourhood Revitalization

The following initiatives were undertaken in 2012:

- The VLAR program surpassed \$1 million in incentives granted since its inception in 2011. This included projects ranging from single-unit dwellings to Downtown office buildings. See Attachment 2 for additional information.
- The Facade Grant Program has continued to be popular with \$52,500 in grants being paid out in 2012. Since this program began in 2003, over \$280,000 in grants have been made available.

LAP initiatives continued in 2012 with the following projects underway:

- The Varsity View LAP completed the public consultation component in 2012.
- The Mayfair and Kelsey-Woodlawn LAP was launched in December 2012.
- The Junction Concept Plan, which is providing a comprehensive approach to an area at the intersection of the Pleasant Hill, Riversdale, and West Industrial LAPs continued to proceed. A charrette was held in the spring, with a report drafted following the meeting.

The Pleasant Hill Village project continued to move ahead with a new 9.99 Percent Sales Incentive Grant, (approved in May 2012) for the remaining units for sale. A major milestone for the project was achieved with the opening of the new St. Mary's Wellness and Education Centre in August for the 2012-2013 school year.

Neighbourhood Safety

In 2012, Neighbourhood Safety continued to operate at full capacity with a total of 22 safety recommendations completed. The Crime Prevention Through Environmental Design (CPTED) Review Committee completed 24 CPTED reviews including a range of projects from sector plans to facilities. The Community Support Program was launched, with uniformed officers operating in the three core BIDs. This program became operational in July.

Urban Design

The Urban Design Program completed Phase I of the Central Avenue Streetscape Improvement Project, from 109th to 111th Street. This is the first major construction project completed in the Urban Design City-Wide Program. The Urban Design BID program continued work on a number of projects in 2012, including furniture and lighting installation on 3rd Avenue, and preparing for construction on 20th Street West in 2013 to continue the implementation of the master plan for that corridor.

2013 Initiatives

The 2013 work program for the Neighbourhood Planning Section will continue to address a range of programs aimed at ensuring the success of established neighbourhoods throughout the city. The following projects are samples of the initiatives underway in 2013:

- 1) Completion of the Ten Year Housing Business Plan;
- 2) Completion of the Varsity View LAP;
- 3) Construction of streetscape improvements on 20th Street between Avenue E and Avenue F;
- 4) Completion of the City Centre Plan (Phase 3);
- 5) Completion of the Neighbourhood Level Infill Development Strategy;
- 6) Completion of the Riversdale Business Development and Revitalization Plan; and
- 7) Support for the Integrated Growth Plan.

COMMUNICATION PLAN

The Annual Report will be available on the City's website, and will be made available to interested community partners and stakeholders via email. Free hard copies will be provided upon request.

This report will be placed on an upcoming Municipal Planning Commission agenda as information.

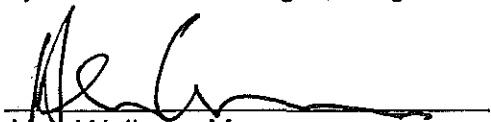
PUBLIC NOTICE

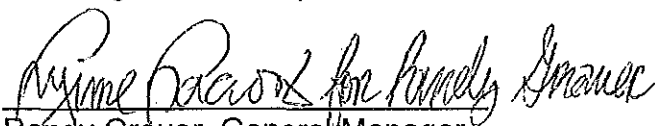
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

ATTACHMENTS

- 1. Neighbourhood Planning Section – 2012 Annual Report
- 2. Vacant Lot and Adaptive Reuse Program

Written by: Lesley Anderson, Manager, Neighbourhood Planning Section

Reviewed by: 
Alan Wallace, Manager
Planning and Development Branch

Approved by: 
Randy Grauer, General Manager
Community Services Department
Dated: May 3/2013

cc: Murray Totland, City Manager

Neighbourhood Planning Section - 2012 Annual Report

NEIGHBOURHOOD PLANNING SECTION 2012 ANNUAL REPORT

Welcome to the 2012 Annual Report of the Neighbourhood Planning Section. The 2012 Annual Report is intended to provide information about the various programs and services offered by the Neighbourhood Planning Section, highlight some of the important initiatives and projects from the year, and look ahead to an ambitious 2013 work program.

The Neighbourhood Planning Section is one of four Sections within the City of Saskatoon's Planning and Development Branch. The Neighbourhood Planning Section manages the City's Urban Design Program, as well as neighbourhood based programs and initiatives, including:

- Affordable Housing;
- Development Incentive Programs;
- Local Area Planning;
- Neighbourhood Revitalization; and
- Neighbourhood Safety and Safe Growth
– Crime Prevention Through Environmental Design (CPTED).

The Neighbourhood Planning Section also provides planning assistance to the Business Improvement Districts, collaborates on major projects with other agencies and Civic Departments, and offers educational opportunities to the public about the planning process.

Highlights of 2012

- *Constructed Phase I of the Central Avenue Streetscape Improvement Project.*
- *Mayfair-Kelsey/Woodlawn Local Area Plan Kick-Off Meeting was held in December.*
- *Achieved Attainable Housing Goals.*
- *The Community Support Program Pilot Project was launched in July.*

Attainable Housing

Housing is a non-traditional role for most municipalities. However, the City of Saskatoon, through the Neighbourhood Planning Section, plays an important role in encouraging and facilitating the creation of attainable housing. While the City does not build housing, it administers a number of programs designed to assist housing providers to increase the supply of attainable housing. The tools used to increase the range and supply of attainable housing includes policy, incentives, research, partnerships, and education. These functions have been significantly enhanced through the implementation of comprehensive housing business plans each year since 2008, when the first Housing Business Plan was adopted.



Housing Business Plan

The Housing Business Plan sets out the City of Saskatoon's role and action plan in the area of housing for the year. The 2012 Housing Business Plan built on the City's housing activities from previous year's and successful new programs that have been implemented since 2008. The many initiatives in the City of Saskatoon's Housing Business Plan have resulted in the creation of approximately 2,500 new attainable housing units since 2008, meeting City Council's target of 500 new units per year. These 2,500 units include affordable rental, affordable ownership, purpose-built rental and entry-level housing in 23 Saskatoon neighbourhoods. The next Housing Business Plan is currently being prepared.

Recent Attainable Projects

Attainable Housing is any housing that adequately meets the needs of a household and costs less than 30 percent of the household's gross monthly income. The initiatives in the City of Saskatoon's Housing Business Plan are targeted at households with low and moderate income for whom the open market is not providing sufficient attainable housing options. In 2012, there were a number of successful attainable housing developments supported by the City of Saskatoon. Some of these developments are highlighted below.

Affordable Rental

The Westgate Attainable Housing project recently opened in the Pacific Heights Neighbourhood. Providing four and five bedroom townhouse units for large families at affordable rental rates, this project fills an important gap in Saskatoon's housing spectrum.

Affordable Ownership

Habitat for Humanity was selected to purchase a townhouse site in Lakewood that City Council pre-designated for affordable housing. Twelve townhomes will be built by volunteers on this site including some units with barrier free access for families with accessibility needs. City support for this project included a discounted purchase price on the land under the Land Cost Reduction Program. The low income families that will purchase these homes will earn their down payments by providing 500 hours of sweat equity.

Looking Ahead

A Ten Year Housing Business Plan will be presented to City Council this spring. The proposed 2013 – 2022 Housing Business Plan will cover the same ten year period as the City of Saskatoon Strategic Plan and will renew the City's commitment to creating 500 new attainable housing units annually.

City Council has approved funding for the construction of two affordable ownership townhouses to be built using barrier free standards. These accessible units are under construction by Innovative Residential Inc. in Hampton Village and are part of their Poplar Grove project. After serving as show homes, these townhouses will be sold under the City's Mortgage Flexibilities Support Program to low or moderate income buyers.

*The United Way of Saskatoon and Area is leading the development of a **Plan to End Homelessness for Saskatoon**. The Plan is expected to employ the 'Housing First' model that has been successfully used to eliminate homelessness in other cities. The plan is expected to be released in June of this year and will take up to ten years to implement.*

Purpose Built Rental

Erhenburg Homes will soon begin building 26 purpose built townhouses on a pre-designated site in the Evergreen neighbourhood. The City provided a small cash grant and a five year incremental abatement to ensure that these units stay on the rental market and are not sold as condominiums. These units are in an area where family-sized rental units have had a zero percent vacancy rate for the past two years.

Entry-Level Ownership

Newrock Developments is currently putting the finishing touches on a sixty unit ownership project in Stonebridge. Forty-eight of these units are being sold in the entry-level market with no financial assistance provided by the City. The remaining twelve units are receiving financial assistance from the City and will be sold as affordable ownership units to low income households. The City sold Newrock Developments the site at fair market value and assisted Newrock Developments in obtaining construction financing from the Government of Saskatchewan under the HeadStart on a Home program. Newrock Developments is providing entry-level buyers with partial down payment assistance and mortgage support from their own resources.

Neighbourhood Revitalization

The Neighbourhood Revitalization programs support growth and development in established neighbourhoods by providing development incentives, undertaking Local Area Plans, and participating in projects intended to enhance the quality of life in these neighbourhoods.

Vacant Lot and Adaptive Reuse Incentive Program

The Vacant Lot and Adaptive Reuse (VLAR) Incentive Program is designed to encourage development on existing vacant or brownfield sites, and the adaptive reuse of vacant buildings in established areas of the city, including the Downtown. This is achieved by providing financial and/or tax based incentives to owners of eligible properties.

The VLAR Incentive Program was developed after reviewing a range of options related to the challenges of vacant lots. Research and monitoring of the issues will continue in order to adapt the program to current challenges and opportunities.

The VLAR Incentive Program has been operational since 2011 and has experienced considerable success. To date, 31 applications have been received under the program, 25 of which have been approved for incentives, with one currently in processing, and five denials. The approved and pending applications represent an investment in Saskatoon's established neighbourhoods of \$48.2 million. The total value of incentives approved for projects to date is \$1,001,838.20. Projects have been diverse, ranging from one- and two-unit dwellings to multiple-unit dwellings and Downtown commercial office buildings.

In 2012, the Neighbourhood Planning Section amended the VLAR Incentive Program to ensure consistency with the intent of the program and its financial viability moving forward. The most significant amendment increased the vacancy criteria from 12 months to 48 months. This amendment will discourage the demolition of buildings in order to access the incentives after one year.

Façade Grants

The Neighbourhood Planning Section administers the Façade Appearance Grant which provides up to \$2,500 for facade improvements on commercial properties. The Façade Appearance Grant is designed to encourage property owners and developers to invest in the renovation or expansion of their property, and to increase consumer and investor confidence in the former Enterprise Zone. This program has been very popular and has provided over \$280,000 in facade grants since 2003, and in 2012 approved \$52,500 in facade grants to properties in the area.

There are currently two municipal façade grants: the "*Façade Appearance Grant*" administered by the Neighbourhood Planning Section; and the "*Façade Rehabilitation and Renovation Grant*" administered by the Development Review Section. Although the goals of both grants are similar in that they encourage property owners and developers to invest in improvements to their building facades, each grant has different program requirements and funding sources.

In 2012, the two Sections determined that combining the programs would improve customer service and simplify the application process. The proposal is to have one contact person for both programs, and that all applications would automatically be reviewed for funding from both programs. Under this program, only one application form would be required, and the application would be considered for both grants. A proposal for a combined facade program will be brought forward in 2013.



Local Area Planning Update

Local Area Planning is a community-based approach to developing comprehensive neighbourhood plans. It provides residents, business owners, property owners and other stakeholders direct input into the future of their community. LAP participants work to develop a vision, identify issues, develop goals, and outline strategies to ensure the long-term success of their neighbourhood. Once completed, a LAP sets out objectives and policies to guide the growth and development of the neighbourhood.

In 2012, the LAP team completed the consultation phase of the Varsity View LAP, and kicked-off the Mayfair & Kelsey-Woodlawn LAP.



Varsity View Local Area Plan

The consultation portion of the Varsity View Local Area Plan was completed in 2012, and the report is currently being prepared. The Varsity View LAP Committee has remained engaged throughout the report-writing process and sections of the report have been reviewed and completed. This review process demonstrates the adaptability of the LAP program as previous LAP Committees waited until the full report was available for review. The Varsity View LAP Committee is a passionate group, with a strong desire to create the best plan possible to guide their neighbourhood into the future. Sharing the individual chapters as they have been written has kept the group engaged in the LAP process. Following final approval by the Varsity View LAP Committee and Administration, the Varsity View LAP is expected to be presented to City Council for consideration in Fall 2013.

Looking Ahead

Looking ahead to 2013, the LAP group will be kept busy. Along with completing "The Junction" plan, the LAP group will complete the Varsity View LAP, and will wrap-up the public consultation portion of the Mayfair & Kelsey-Woodlawn LAP. The Meadowgreen LAP is also planned to begin in early 2014.

Mayfair & Kelsey-Woodlawn Local Area Plan

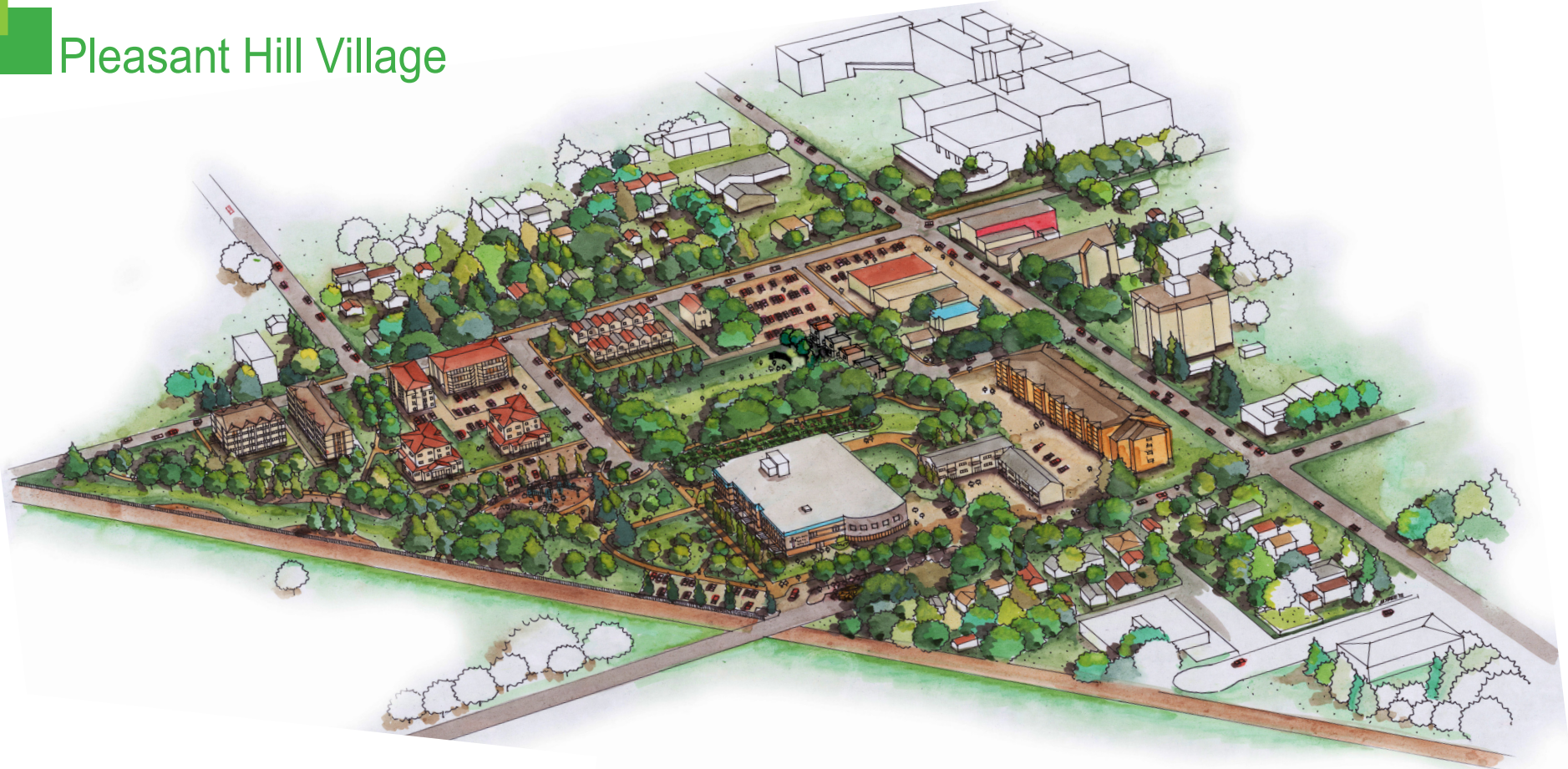
This LAP was launched in December 2012, and consultations will continue through 2013, where we will discuss any topics the neighbourhoods want to address. So far, participation in the LAP has been strong, with over 40 community stakeholders attending the community visioning meeting in mid-January. It is anticipated that the LAP will be presented to City Council in early 2014.

The Junction

The Local Area Planning team is also preparing a concept plan for the "Junction", which is an area located at the cross section of three Saskatoon neighbourhoods, Pleasant Hill, Riversdale, and West Industrial, and separated by the CP Rail line.

The purpose of the Junction Concept Plan is to link together redevelopment projects in the area by recommending public realm improvements, identifying future uses for vacant/contaminated lands, increasing investor confidence, and to collate and prioritize past studies and recommend improvements within the area. The draft Junction recommendations have been circulated internally and to the Steering Committee, and an Open House will be held in the Spring 2013.

Pleasant Hill Village



The Pleasant Hill Village project began in the fall of 2006. One of the fundamental objectives of the Pleasant Hill Village project was to offer home ownership opportunities in a neighbourhood where rental occupancy rates were high. Pleasant Hill Village is intended to attract families who want to live in a new home, in a community with a new school and wellness centre, daycare, and surrounded by new, attractive park space, tot lot, soccer fields, and a new seniors' residence.

Interest in a homeownership project from home builders was very limited at the outset. In order to attract home builders to the project, the City agreed to purchase any unsold units. The City purchased

18 unsold units, four of which were sold prior to May 2012. In May 2012, City Council adopted a new 9.99 percent sales incentive grant, funded from the Affordable Housing Reserve, and five year property tax abatement for units in Pleasant Hill Village. Since the introduction of the sales incentive in May 2012, five more units have been sold.

In 2012, Phase 1 of Grace Adam Park was completed, and the St. Mary's Wellness and Education Centre opened in August, right in time for the 2012-2013 school year.

Looking Ahead

Roadway work, including the cul-de-sacs at Columbian Place (previously Avenue O South) and 19th Street West will be completed in 2013. Phase 2 of the Grace Adam Park development will begin in Spring 2013, and is expected to be usable park space upon maturity in summer 2014.

Neighbourhood Safety

Since the Safe Growth and Crime Prevention Through Environmental Design (CPTED) philosophy was adopted by City Council in 2008, the application of CPTED principles has evolved to become a standard part of community and civic review processes. The purpose of the program is to add value to the existing civic programs and help make our City safer.

The Neighbourhood Safety program consists of five parts:

- Creation of neighbourhood safety plans in conjunction with Local Area Plans;
- Neighbourhood Safety recommendation implementation;
- Safe Growth/CPTED Review Committee;
- Ad hoc requests for assistance from affected neighbourhoods, administration and referrals from City Council; and
- Program support.

The Neighbourhood Safety recommendations are implemented through the Local Area Plan (LAP) Implementation Capital Project. Recommendations are prioritized for implementation and over half of the top 100 recommendations are safety related. 193 neighbourhood safety recommendations have been established through the LAP process. To date, 107 neighbourhood safety recommendations have been implemented, 22 of which were completed in 2012.

Safe Growth and CPTED reviews are an important part of the Neighbourhood Safety program. The core CPTED Review Committee is an interdisciplinary group of trained staff from various civic Departments and Branches. The Review Committee reviews all civic structures, facilities, and developments. In 2012, 24 CPTED reviews were completed; these included two Sector/Neighbourhood Concept Plan, 18 parks, three facilities, and one streetscape Master Plan.

The Neighbourhood Safety program also provides Safegrowth/CPTED training opportunities to civic staff as well as people outside of the corporation. In 2012, there were 23 participants in the training course, of which 15 were civic staff, and 8 were external to the corporation. Since training began, 130 civic staff and 49 external people have completed this training. Tentative dates for 2013 training have been established.

The Neighbourhood Safety Program identifies educational materials and activities that support neighbourhood safety and ensure information is easily accessible by the public. In 2012, the Back Lanes: Maintenance and Safety brochure was developed and distributed to help educate businesses and residents about the importance of back lane maintenance and safety.

The Neighbourhood Safety program also helped establish the Community Support Program and the Street Activity Steering Committee. The Neighbourhood Safety Coordinator participates on the Street Activity Steering Committee. This Committee oversaw the Street Activity Baseline Study, and the proposal and approval of a new program, the Community Support Program, which became operational in July 2012.

Looking Ahead

In 2013, the safety team will support the Mayfair & Kelsey-Woodlawn LAP through a safety and risk assessment process, in partnership with the community. The process includes introducing the principles of CPTED to the community, working with the community group to identify safety concerns, and supporting the community's vision for a safer neighbourhood through the implementation of recommendations.

Saskatoon's 3rd Neighbourhood Safety Fair, in partnership with the Saskatoon Region Association of Realtors, is set for fall 2013. The Fair is a fun way for citizens to find out about crime prevention activities and safety practices and programs currently available in Saskatoon. The goal of the Safety Fair is to give citizens the knowledge they need to help make their neighbourhood a safe place to live, work and play.

Urban Design

The Urban Design Program has two parts which are defined by the two different funding sources; the BID and City-Wide (non-BID) programs. The Urban Design - BID Program delivers programming and capital improvements within the Downtown, Broadway and Riversdale Business Improvement Districts. This program is funded by a portion of parking meter revenues; so money collected is reinvested in these areas. The Urban Design - City-Wide Program extends urban design work throughout the city.



Urban Design BID Program

In 2012, the lighting and remaining furniture was installed on 3rd Avenue, which completed Phase 3 of the major streetscaping project on 3rd Avenue. The original lights from 3rd Avenue were restored and installed in the new landscaped medians. New pedestrian lighting was installed along the sidewalks, as well as benches and newspaper stands.

Also in 2012, the Urban Design team prepared the designs for the next phase of the 20th Street streetscape improvements. The purpose of the proposed streetscape improvement project is to continue enhancement and rejuvenation of the vibrant Riversdale Business Improvement District as recommended in the City's 20th Street Streetscape Improvement Master Plan.

Along with managing major streetscape projects, the Urban Design Program operates a number of programs intended to help create vibrant streets in our historic retail areas. These programs include an ongoing maintenance schedule for the streetscape inventory, as well as the following programs:

Banner Program

The installation of banners creates a welcoming atmosphere and provides a sense of arrival to tourists and other motorists. Banners also enhance the pedestrian environment when installed along retail corridors by providing a festive atmosphere and decorating the street with colour. In addition to initiating its own banner program, the City receives requests from outside agencies to install banners along city streets.

Flower Pot Programs

The Urban Design program funds and directs the implementation of the popular flower pot program. Each year the Parks Branch greenhouse prepares and installs approximately 570 flower pots in the three central BID areas, and in River Landing. The BIDs maintain and water the flower pots in their areas. The planters are installed in late-May and remain in place until mid-September, weather permitting.

Urban Design City-Wide Program

Funding for the City-Wide Program is through a Land Sales Administration Fee collected by the City's Land Branch on the sale of land. In 2012, City Council approved funding for the continuation of the City-Wide Program until 2015. The City-Wide Program will continue to provide urban design treatments throughout the City, including additional city entrance signs, and further enhancements of Central Avenue.

City Entrance Sign

The Urban Design team manages the construction and maintenance of the "Saskatoon Shines" City Entrance signs. In August 2012, the City's sixth primary City Entrance sign was installed on Highway 7 SW near the Cory Potash mine. Due to its location, and to recognize the importance of the potash industry in our Province, the color selected for the sign is a light persimmon red tone, which is the color of potash.

Urban Design City-Wide Program

Central Avenue Streetscape Improvement Plan

In July 2012, construction of Phase I of the Central Avenue Streetscape Improvement Plan began. Phase 1 of the project included the lands within the south block of the 109th Street intersection to the north side of the 110th street intersection along Central Avenue. The streetscape project is aimed at beautifying the area, improving traffic safety and revitalizing the local business area.

Streetscape work included new sidewalks and decorative amenity strips, corner bulbs, the installation of new trees and tree grates, sidewalk furniture, bollards, bike racks, waste receptacles and street banners. Central Avenue itself was resurfaced and infrastructure upgrades were provided while the sidewalks were under construction. The design theme for the streetscape plan highlights local history, which has been incorporated into the banners and tree grates.

As part of the Central Avenue Streetscape Improvement Plan, a 2.0 metre wide multi-modal path was installed along the east side of Central Avenue from 109th Street to 111th Street. This path will provide an off-street transportation option for cyclists, and will eventually link with the bike path on 108th Street to provide convenient access to the University of Saskatchewan. Adjacent to the path is a decorative fence that provides a visual separation from the CP rail property, improving the safety and visual appearance of the area.

Phase 2 was initially planned for construction in 2016. However, significant design efficiencies resulted in cost savings and have enabled Phase 2 to move forward. The anticipated construction date is now 2014.

Looking Ahead

In 2013, the Urban Design Program will be kept busy with a variety of projects in both the BID and City-Wide Programs.

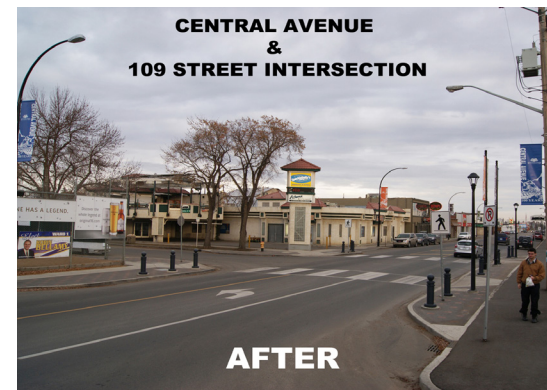
In Summer 2013, the BID Program will begin construction of streetscape improvements on 20th Street West. The purpose of the streetscape improvement project is to continue enhancement and rejuvenation of the vibrant Riversdale Business Improvement District as recommended in the 20th Street Streetscape Improvement Master Plan. Through the creation of street bulbs, paved amenity strips, and new sidewalk furniture, the unique character and diverse cultures of the area will be

celebrated in this project. The first phase in 2013 will involve Avenue E to Avenue F, with the next two blocks being constructed in 2014 and 2015.

In 2013, the BID Program will also examine pedestrian improvements to Broadway Avenue, replacing bollards on 2nd Avenue, reviewing the public art placements through the Placemaker Program in cooperation with the Community Development Branch, and adding an additional 60 flower pots to 3 core BID areas of the City.

In 2013, the Urban Design City-Wide Program will be kept busy by partnering with other Civic Departments. The Urban Design team will

work with the Land Branch to design a streetscape concept plan for the new Kensington neighbourhood. The Urban Design Team will also work with the Infrastructure Services Department to complete the 25th Street extension. The streetscape was designed by the Urban Design team and will be constructed in the summer of 2013. The Urban Design Team also designed the Idylwyld "Gateway", which involves the design of the Idylwyld Drive and 25th Street intersection, and includes landscaping and pedestrian amenities. This streetscape work is expected to be completed by the end of 2013.



Major Projects

Riversdale Business Development and Revitalization Plan

In August 2011, the Riversdale Business Improvement District (RBID) and the Neighbourhood Planning Section hired a consultant to help prepare a plan for the revitalization of the Riversdale Business Improvement District. The "Riversdale Business Development and Revitalization Plan" is intended to develop a vision and strategy to help transform and promote the District as a vibrant place for both new and existing businesses to thrive, and as an exciting destination for local citizens. The first phase of this Plan will be completed in the spring 2013. The Riversdale BID and the Neighbourhood Planning Section will then work together to develop an action plan identifying milestones and targets for the Riversdale BID and the City.

City Centre Plan

In January 2009, the City of Saskatoon initiated the City Centre Plan (CCP) project. The purpose of the four-year project is to develop a new comprehensive Plan for the downtown and adjacent areas situated along important corridors to the City Centre. The Plan is intended to create the vision for the City Centre, and ensure the downtown remains the heart of commercial, office, retail and high density residential uses in Saskatoon. The Plan will also serve as the foundation for a sustainable city as we plan for a population of 500,000. Our City Centre is strong, but we want to ensure it remains strong and maintains its importance into the future.

The first two phases of the CCP involved a comprehensive public consultation program (Saskatoon Speaks) and an examination of the conditions of our urban centre (Public Spaces, Activity and Urban Form). Phase 3 of the CCP, which is currently underway, will integrate recommendations from the previous phases into a comprehensive Plan for the City Centre. The Plan will provide a vision for the City Centre, recommended actions to achieve this goal, direction on policy and legislative amendments, and an implementation and monitoring system.

In February, 2012, the Planning & Development Branch released the RFP for Phase 3 of the CCP. Stantec Consulting Ltd. was awarded the contract. A Steering Committee was then established to oversee the project. The Steering Committee is made up of city staff, representatives from the three core Business Improvement Districts, the Meewasin Valley Authority and the University of Saskatchewan, as well as business people with background and expertise in the development and real estate industry.

Although the first two phases of the CCP involved public consultation, Phase 3 will solicit further input from the public through key stakeholder interviews and a public Open House, which was held in November 2012. Following this community input, the consultants and civic project managers began drafting the new City Centre Plan.

Looking Ahead

It is anticipated that the Draft City Centre Plan will be available in June 2013. Once the draft Plan has been prepared, a city-wide consultation effort will be initiated, including a public Open House in June 2013. Input will be requested about whether the proposed recommendations, policy and actions are consistent with the vision/goals/ideas heard previously during the Saskatoon Speaks program. This consultation will ensure that the proposed CCP will meet the expectations and needs of the residents, businesses, developers, agencies and organizations as it guides the growth and development of the city into the future. Following the consultation program, the draft Plan will be amended according to the direction of the community. The Plan will be revised over the summer months, and the final, comprehensive City Centre Plan will be presented to City Council in Fall 2013.

Neighbourhood Level Infill Development Strategy

In 2012, the Planning & Development Branch developed a strategy for infill development. When complete, the strategy will articulate the values, goals and objectives for sensitive infill development, and will provide the necessary regulations and innovations to support balanced infill in Saskatoon.

The first step to implement this strategy is to undertake a study to address infill challenges and opportunities within established neighbourhoods. The “Neighbourhood Level Infill Development Strategy” is now underway, and will consist of following two components:

- 1 The development of infill guidelines and regulations that will identify relevant design qualities for infill development and a design review process where development approval is involved; and
- 2 A targeted public consultation program, to guide the preparation of Infill Development Guidelines.

A request for proposals was issued, and the consulting firm of Brook McIlroy was selected. They have included the local architecture firm Siemens Koopman Architects on their team for this study. Public consultation efforts have been ongoing, and

included public workshops in December 2012, and March 2013. It is anticipated that the study will be completed in Spring 2013, and Bylaw amendments will be incorporated before the end of the year.

The Development Review Section is leading this project; however, the Neighbourhood Planning Section will provide support to the program by participating on the Steering Committee, assisting with workshops and consultation efforts, and by consulting with established neighbourhoods through the LAP program.

Integrated Growth Plan

In 2012, the City of Saskatoon embarked on a shift in approach regarding how we plan our City. The program, known as the “Integrated Growth Plan” (IGP), involves a re-orientation of community planning and building processes in our city. It will mean a change in focus where outward growth will be balanced with strong infill development in locations and forms that make sense. Transit will have a stronger role in designing communities so that higher-frequency transit can become a reality.

The Neighbourhood Planning Section is currently involved in a number of the IGP task teams, including both Rapid Transit and the Nodes, Corridors and Infill Study. As the IGP progresses, the work plan of the Neighbourhood Planning Section, including Urban Design, will increasingly be brought in line to support the goals of the IGP. The Urban Design Program will play an important role by helping to create a more walkable city, with a high degree of pedestrian amenities and high quality, interesting streetscapes. The Urban Design team are experts in this area, and their expertise will be drawn upon to help design our key public spaces. These public spaces will include sidewalks, corridors, plazas and transit and bus rapid transit stations. This work will begin in 2013, but in time will become a normal and ongoing part of Urban Design’s diverse work program.



Photo Credits: Urban-Advantage.com

The Vacant Lot and Adaptive Reuse Program

The Vacant Lot and Adaptive Reuse Program (VLAR) has been in place since 2011. Twenty-five approvals have been granted under the program, which have ranged from one-unit dwellings to downtown office buildings. The total value of incentives approved for projects to date is \$1,001,838.20.

Despite the success of this new program, challenges remain related to the redevelopment of vacant lots. The background research that led to the creation of the VLAR Program considered these challenges, as well as the City's ability to discourage the creation of new vacant lots or the holding of lots in a chronically vacant state. A variety of options were researched, including:

- 1) the ability to apply a penalty, fee, or surcharge to vacant land or buildings;
- 2) the ability institute a new tax subclass or a permit-based system;
- 3) classifying vacant lots as a discretionary use; and
- 4) implementing zoning restrictions on surface parking.

Each option was evaluated for its ability to meet not only the goal of reducing chronically vacant lots, but also for the ability of the City to implement each option. Rather than pursuing the options above, which require new enabling legislation or the adoption of a new taxation system, the Administration recommended a strategy comprised of four interrelated components: incentives, policy options, vacant lot inventory, and a Brownfield Redevelopment Guidebook. All of these pieces are currently in place within the VLAR program.

Research and monitoring of ongoing challenges and legal options will continue in order to adapt the program to current conditions and opportunities in the community.

In the past year, feedback on the program has highlighted the need to look at incentives targeted at the redevelopment of brownfield sites. The Administration is currently researching options to pursue further.

Ha)

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: April 30, 2013
SUBJECT: Enquiry – Councillor T. Paulsen (April 26, 2012)
Food Truck Policy
FILE NO.: CK 317-1; PL 300-3

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

- 1) that the City Council Policy for On-Street Mobile Food Trucks be approved as outlined in Attachment 1.

TOPIC AND PURPOSE

This report provides further information and options regarding on-street operation of mobile food trucks, as requested by the Planning and Operations Committee at its March 12, 2013 meeting, and proposes a new On-Street Mobile Food Truck Policy (Policy) for City Council's consideration.

REPORT HIGHLIGHTS

1. Should City Council choose to permit mobile food trucks to operate within the public right-of-way, an On-Street Mobile Food Truck Policy is proposed.
2. Business Improvement Districts (BIDs) are provided the option to identify additional locations for mobile food trucks to operate.
3. To allow for greater variability in terms of permitted locations for on-street mobile food trucks, options for City Council's consideration are proposed.
4. Permitting mobile food trucks to cluster in one area could potentially provide better access to washroom facilities, as well as other amenities such as garbage disposal and outdoor seating.
5. After a review of other Canadian cities, proposed fees for on-street mobile food trucks are deemed to be appropriate.

STRATEGIC GOALS

This report supports the City of Saskatoon's (City) Strategic Goals of Economic Diversity and Sustainable Growth. Permitting non-traditional business models, such as mobile food vendors, helps create a business friendly environment and reinforces the city centre as a cultural and entertainment district.

BACKGROUND

At its March 12, 2013 meeting, the Planning and Operations Committee received a report from the General Manager, Community Services Department, dated February 21, 2013, in response to an enquiry from Councillor Paulsen on the possibility of creating a mobile food truck policy (Mobile Food Truck Report). The Mobile Food

Truck Report provided information on the current regulations for the operation of mobile food trucks in Saskatoon and proposed a new one-year On-Street Mobile Food Truck Pilot Program for City Council's consideration.

The Planning and Operations Committee, at its meeting held on March 12, 2013, resolved:

"that the matter be referred back to the Administration for further consultation with the Business Improvement Districts and hotel and restaurant associations, as appropriate, on a number of options and issues brought forward by the Committee, including:

- Bringing this forward as a program rather than a pilot;
- Clarifying the position of the business improvement districts regarding the opportunity to approve, at their discretion, additional locations that do not meet the separation distance requirements;
- Options to consider for reducing the proposed separation distances from permanent food service establishments; and the potential for opening up partial block faces along with full block faces to increase opportunities for locations;
- Looking at different options for smaller business districts, such as fixed locations to provide opportunities in those business districts;
- Consideration of clustering of locations to provide for access to public washrooms; and
- Further review of fee structures and taxation issues in relation to restaurants and with respect to comparison with other cities."

REPORT

Proposed Program

Regulations for a proposed mobile food truck program that would be incorporated into a City Council Policy are included in Attachment 1.

The Planning and Development Branch, Community Services Department, would be responsible for coordinating the licensing of on-street mobile food trucks under the program. Prior to issuance of a business license, mobile food vendors would be responsible for obtaining all proper approvals and documentation.

Enforcement would be complaint based and administered through the Planning and Development Branch, Community Services Department, and through the Transportation Branch, Infrastructure Services Department.

Approval of Additional Locations by the Business Improvement Districts

The BIDs were consulted to clarify their position on the potential to identify additional locations that do not meet the buffer zone requirements between food service

establishments and on-street mobile food trucks. While not all BIDs expressed interest in identifying additional locations where mobile food trucks may operate, there was interest in having this option, particularly by the Broadway BID.

To allow BIDs to define the character of the district, the proposed Policy provides an opportunity for BIDs to identify additional areas where mobile food trucks may operate (in addition to the areas that meet buffer zone restrictions). This would be optional and BIDs would not be required to identify additional locations.

Buffer Zone Options

The Mobile Food Truck Report initially proposed a buffer zone of 30 metres between food service establishments and on-street mobile food trucks. The initial proposal also did not permit mobile food trucks to locate on a block face that was partially within a buffer zone (partial block face).

The Administration has reviewed options for reducing the buffer zones between food service establishments and on-street mobile food trucks. Options for buffer zones in the Central Business District, other BIDs, and other areas of the city are provided below. Maps depicting optional buffer zones are shown in Attachment 2.

A. Central Business District

In recognizing that there is a large concentration of restaurants in the Downtown, in addition to high parking demands, the Administration has identified two options:

Recommended - a 30 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces. This will provide acceptable separation from existing food service establishments and minimize impact on parking.

Upon review and further consultation, including opening up partial blocks in the Central Business District, it is the opinion within the Community Services Department that a 30 metre separation distance creates the greatest amount of consensus amongst stakeholders. City Council has the option of adopting a 20 metre separation distance; however, this may not be supported by the majority of restaurant owners.

Option - a 20 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces.

B. Riversdale, Broadway, and Sutherland BIDs

Due to the unique characteristics of the Riversdale, Broadway and Sutherland BIDs, the initial 30 metre buffer zone outlined in the Mobile Food Truck Report resulted in limited locations for mobile food trucks to operate in the Riversdale BID and no locations in the Broadway and Sutherland BIDs. To ensure that there are opportunities for mobile food trucks to operate in these BIDs, the Administration is proposing the following options:

Recommended - a 20 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces. There is negligible difference between the recommendation and the option in terms of where food trucks can be located and is consistent with the Use of Sidewalks – Vending Policy No. C09-013.

Option - a 25 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces.

C. Other Areas in the City

For all other areas in the city where mobile food trucks are permitted to operate, the Administration is proposing the following options:

Recommended - a 20 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces. This will provide consistency with buffer zones proposed for Riversdale, Broadway, and Sutherland BIDs.

Option - a 25 metre buffer zone between food service establishments and on-street mobile food trucks be maintained and provide for operations on partial block faces.

Clustering of Mobile Food Trucks

Permitting mobile food trucks to cluster in one area could potentially provide better access to washroom facilities, as well as other amenities such as garbage receptacles and outdoor seating. However, to minimize the impact on parking, the Administration is recommending that no more than two mobile food trucks be permitted per block face. In addition, current regulations for parking meter hoods do not allow more than four meters to be hooded per block face. Allowing two mobile food trucks, which may exceed the length of a standard metered parking stall (i.e. require two hoods each), would fit within this maximum.

Fees

A review of other Canadian cities shows that fees charged for a mobile food truck are typically comprised of a licensing/permit fee and a parking fee. A comparison of estimated fees for mobile food truck operations from other Canadian cities is included on Attachment 3. Based on the proposed fees for mobile food trucks, Saskatoon would have one of the highest rates in the country.

As the program does not designate a specific site for a mobile food truck to operate, additional fees for leasing public right-of-way would be complicated to implement.

The hooding fee proposed for mobile food vendors to use metered parking spaces is based on the 12 hour parking meter hood rate of \$25 per day (discounted to \$18 per day after the first 30 days). Should City Council choose to increase this fee, this rate could be increased to the 24 hour parking meter hood rate of \$35 per day (discounted to \$25 per day after the first 30 days), resulting in the fees being an additional \$1,800. As it is proposed that mobile food vendors be limited to five hours of operation at a particular location, it is the opinion of the Administration that the \$25 per day hooding rate is reasonable.

The business license fee for a mobile food vendor, as set out in the Business License Bylaw No. 8075, is currently \$500. Fees for a business license are cost recovery and are associated with the review and issuance of a business license. A review of fees for mobile food trucks will be undertaken in the fall of 2014.

OPTIONS TO THE RECOMMENDATION

The proposed policy in Attachment 1 is written with the recommended options noted on pages 3 and 4 of this report. City Council may request revisions to the proposed policy. Alternatively, City Council may choose to not adopt the policy and maintain the status quo.

POLICY IMPLICATIONS

If City Council approves the recommendation of this report, the On-Street Mobile Food Truck Policy, as outlined in Attachment 1, will be adopted.

FINANCIAL IMPLICATIONS

There is no immediate financial implication. The costs associated with the review and issuance of a business license for on-street mobile food vendors will be covered by the current license fee of \$500. The cost for monitoring operation of on-street mobile food vendors will be funded from existing budgets within the Planning and Development Branch, Community Services Department, and the Transportation Branch, Infrastructure

Services Department. License fees and staffing needs for enforcement will be further evaluated in the fall of 2014.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

During the initial review of on-street mobile food truck operations, a Public Open House was held on January 24, 2013, at the Frances Morrison Library. A summary of comments received at the Public Open House was included in the Mobile Food Truck Report.

In drafting the On-Street Mobile Food Truck Policy, staff from the Transportation Branch, Infrastructure Services Department; Revenue Branch, Corporate Services Department; Environmental Services Branch, Utility Services Department; Leisure Services Branch, Community Services Department; Fire and Protective Services Department; and the City Solicitor's Office were consulted.

Following the March 12, 2013 Planning and Operations Committee meeting, the Administration consulted further with the BIDs, as well as food service establishments. Through the Business Licence Program, an email was sent out to the BIDs, as well as food service establishments with a registered email address, requesting feedback and comments on potential options regarding buffer zones between existing food establishments and on-street mobile food trucks. A summary of responses is shown in Attachment 4.

The same email was circulated to the Canadian Restaurant and Foodservices Association (CRFA), the Saskatchewan Hotel and Hospitality Association, and Tourism Saskatoon. Comments were received from Tourism Saskatoon. At the time of writing of this report, no response was received on behalf of the CRFA or the Saskatchewan Hotel and Hospitality Association. However, the Administration had met previously with the Vice President (Manitoba – Saskatchewan) of the CRFA to provide background on this review.

COMMUNICATION PLAN

If City Council approves the On-Street Mobile Food Truck Policy, guidelines and regulations will be distributed to the BIDs, vendors, and other interested parties. Information will be available on the City's website. It is anticipated that the Administration will begin licensing food trucks in early June 2013.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Pending approval of the On-Street Mobile Food Truck Policy by City Council, a full review of the program would take place in the fall of 2014. A report and recommendation to City Council will follow.

ENVIRONMENTAL IMPLICATIONS

Allowing on-street operation of mobile food trucks has the potential to increase greenhouse gas emissions based on the number of vendors participating in the program.

Lack of appropriate management of fats, oils, and grease also has the potential to contribute to issues with sanitary sewer infrastructure. Providing a discharge management plan that includes a description of how and where grey water, fats, oils, and grease will be disposed should help to mitigate this issue.

To minimize issues regarding refuse, vendors will be required to provide proper trash and recycling receptacles for customers, and clean up within a specified radius after service at a location.

The full impact on resources and greenhouse gas emissions is unknown at this time and will be evaluated in future reports.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no safety or CPTED issues identified at this time.

PUBLIC NOTICE

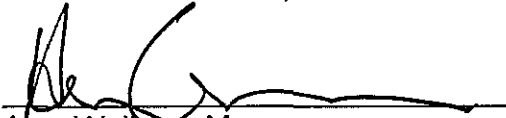
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

ATTACHMENTS

1. Proposed On-Street Mobile Food Truck Policy
2. Buffer Zone Option Maps
3. Estimated Fees in Select Cities
4. Mobile Food Truck Consultation

Written by: Catherine Kambeitz, Senior Planner

Reviewed by:


Alan Wallace, Manager
Planning and Development Branch

Approved by: *Randy Grauer for Randy Grauer*
Randy Grauer, General Manager
Community Services Department
Dated: *May 6 2013*

Approved by: *Murray Totland*
Murray Totland, City Manager
Dated: *May 6 13*

Proposed On-Street Mobile Food Truck Policy

1. PURPOSE

To enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, while ensuring public welfare, fair competition, and nuisance prevention.

2. DEFINITIONS

For the purposes of this Policy, the following definitions are used:

- a) Mobile Food Truck - a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food and does not include trailers or carts.
- b) Vendor – any person(s) who owns and/or operates a mobile food truck on public streets.
- c) Operate – any activity associated with the mobile food truck business, including set-up, clean-up and take-down time.

3. POLICY

- a) Subject to the conditions of this Policy, the sale of food items from a mobile food truck, as approved by the Saskatoon Health Region, is permitted. Sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted under this Policy.
- b) This Policy applies only to on-street operation and does not regulate mobile food trucks on:
 - i) Private property;
 - ii) Special events; or,
 - iii) Festivals.

3.1 Licensing

- a) All mobile food trucks shall be required to obtain a license under The Business License Bylaw No. 8075.
- b) A business license must be obtained for each mobile food truck operating and is valid from one year from the date of issuance.

- c) Mobile food trucks shall not operate if the business license has expired, been suspended, or revoked.
- d) The City of Saskatoon Business License shall be carried on the mobile food truck and visible to the public at all times.
- e) Applications for a mobile food truck operation are subject to the approval of the General Manager, Community Services Department. Proof that the following permissions have been obtained, and regulations met, must be provided prior to the issuance of a business license under The Business License Bylaw No. 8075:
 - i. Saskatoon Health Region Approval;
 - ii. Fire Inspection Approval;
 - iii. Proof of Motor Vehicle Insurance;
 - iv. Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an additional insured;
 - v. Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed; and
 - vi. A commercial or home based business license issued for the base of operations and/or storage of mobile food truck(s).
- f) Periodic inspections may be conducted to ensure compliance.

3.2 Conditions of Operation

- a) The mobile food truck vehicle shall be no more than;
 - i. 8,000 kilograms in weight;
 - ii. 2.5 metres in width; and,
 - iii. 9.75 metres in length.
- b) The mobile food truck vehicle must be clean, well lit, and aesthetically pleasing in appearance.

- c) The mobile food truck vehicle shall supply its own power and water source. Generators are permitted providing that they do not cause a disturbance.
- d) Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- e) Sign boards are to be placed against the mobile food truck vehicle to avoid any obstructions. Only one sign board is permitted per vehicle, and shall comply with the regulations outlined in Temporary Sign Bylaw No. 7491.
- f) Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the mobile food truck operation is not permitted.
- g) Mobile food truck vehicle(s) shall be stored at an approved location when not in operation. Storage of the mobile food truck on-street is prohibited.
- h) All elements associated with the mobile food truck and its operations (including line-ups, signage and trash receptacles) shall not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 metres (5.0 feet) of sidewalk as a passageway for pedestrians is required.
- i) Mobile food truck operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- j) Operations of the mobile food truck shall be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- k) Service windows shall be oriented towards the sidewalk. Service windows that face the street are not permitted.
- l) Vendors shall provide proper trash and recycling receptacles for customers. Vendors shall clean up within a 6.0 metre radius after service at a location.
- m) Vendors shall make arrangements to provide proper access to public washroom facilities for employees.

- n) Vendors shall attend the food truck vehicle at all times.
- o) A location log that tracks the time and duration of the mobile food truck vehicle at each location shall be maintained. This location log must be made available to a bylaw inspector upon request.
- p) Vending at one on-street location shall not exceed a period greater than five consecutive hours. Vendors shall move the mobile food truck vehicle to a different block after the five hour duration has expired.

3.3 Locations

- a) Mobile food trucks may operate in all areas of the city except where noted in this Policy.
- b) Locations are available on a daily first-come, first-served basis. Specific parking spots or stalls are not reserved or assigned.
- c) Mobile food trucks shall not be operated within:
 - i) 30 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in the Central Business District.
 - ii) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in permitted locations outside of the Central Business District.
 - iii) 30 metres of any primary or secondary school.
 - iv) 20 metres of a park concession.
 - v) 150 metres of a special event or festival (except where permission from the event coordinator has been obtained).
 - vi) 10 metres of any intersection or crosswalk, and within 10 metres of any bus stop.
- d) Notwithstanding clauses 3.3c) i) through iv), Business Improvement Districts may submit requests to the City to approve additional locations prior to March 1st of each year. The additional locations

may be approved where the City is of the opinion that the additional locations do not compromise public welfare, fair competition or create a nuisance.

- e) Mobile food trucks shall not operate within residential zoning districts and streets adjacent to residential zoning districts.
- f) Mobile food trucks shall not operate in angle or nose-in parking stalls.
- g) Mobile food trucks shall not block access to alleyways, driveways, fire hydrants or loading zones.
- h) No more than two on-street mobile food trucks shall operate per block face at any given time.

3.4 Parking Meter Hoods

- a) Mobile food truck operations shall only be conducted from a metered parking stall when a parking meter hood is affixed.
- b) A parking meter hood shall only be affixed when the mobile food truck is occupying the parking stall and the parking meter hood shall be removed when business operations conclude.
- c) Mobile food trucks that exceed the length restriction of a metered parking stall shall acquire an additional parking meter hood to cover the parking fees for two parking meter stalls.
- d) Parking meter hooding fees shall be \$25 per day for the first 30 days, followed by \$18 per day after the 30 day period. Parking meter hooding fees shall be paid in advance based on three month increments.
- e) Parking meter hoods remain the property of the City and shall be returned when the business license expires, is cancelled or suspended.
- f) Parking meter hoods will be confiscated by the City if parking is used in an unauthorized manner in accordance with Parking Meter Hooding Regulations and Fees.

3.5 Hours of Operation

A mobile food truck may remain at one on-street location for up to five consecutive hours.

3.6 Legislation

Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and pertaining to traffic and the use of streets.

3.7 Contraventions

Suspension or revocation of the business license may result if the vendor fails to meet one or more of the requirements outlined in this policy, or any other laws, regulations or Bylaws.

4. RESPONSIBILITIES

a) General Manager, Community Services Department

- i) Administer this Policy; and
- ii) Ensure vendors are licensed and operating in accordance with this Policy.

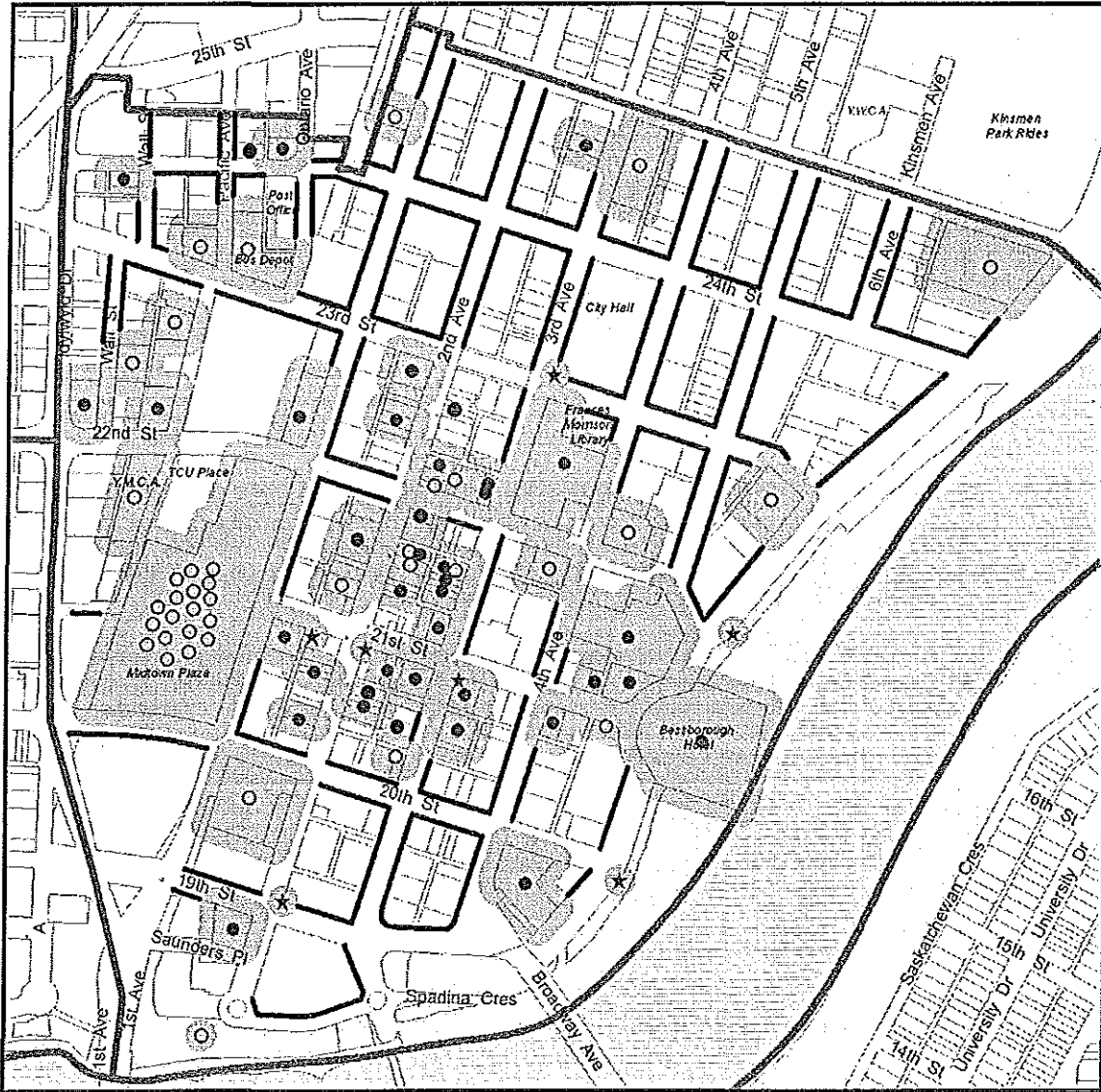
b) General Manager, Infrastructure Services Department

- i) Collect all meter hood and parking related fees; and
- ii) Ensure vendors are operating in accordance with Street Use Bylaw No. 2954 and Traffic Bylaw No. 7200.










c) City Council

- i) Review and approve amendments to this Policy.

Central Business District 20m Buffer Zone - Permitted Locations (Option)



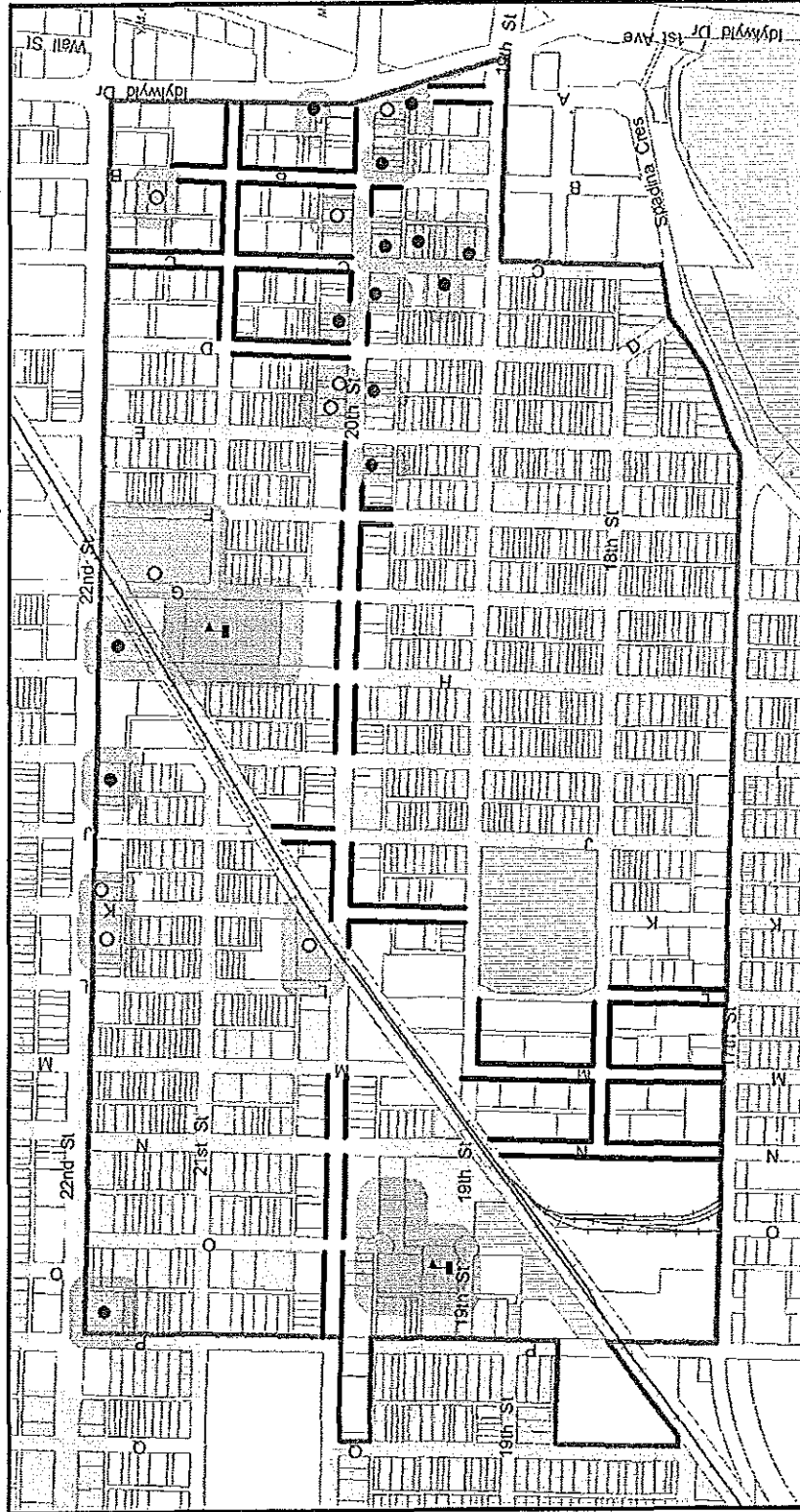
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|--|---|
|  Neighbourhood Area |  Permitted Locations |
|  20m Buffer Zones |  Sidewalk Vendors |
|  Park |  Nightclub/Tavern Locations |
|  River |  Full-Service Restaurants |
| |  Limited-Service Eating Places |



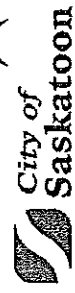
**City of
Saskatoon**
May 1, 2013

Riversdale BID 20m Buffer Zone - Permitted Locations (Recommended)



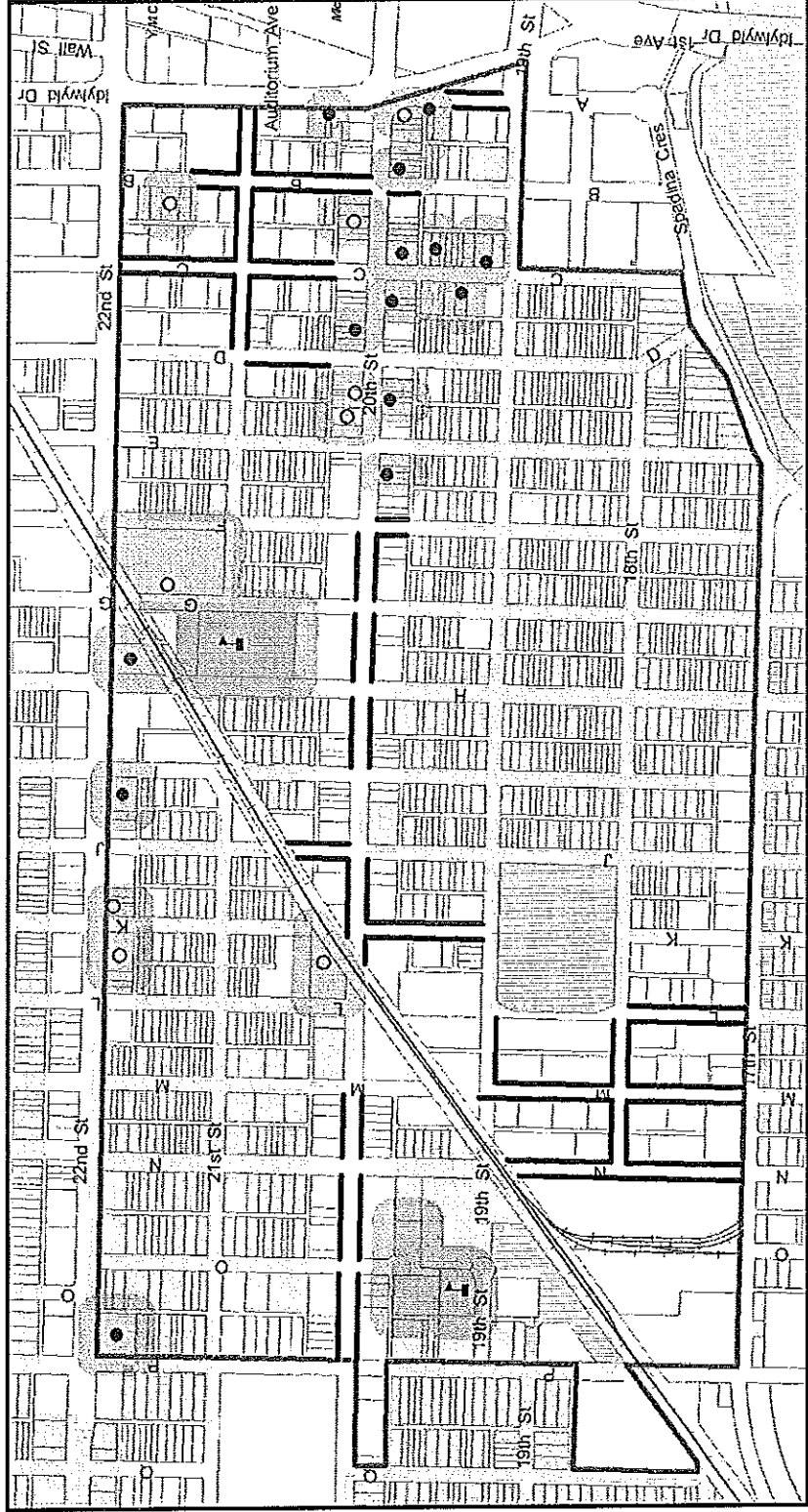
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- Riversdale BID Boundary
- Residential Zoning Districts
- 20m Buffer Zone
- Permitted Locations
- Full-Service Restaurants
- Limited-Service Eating Places
- Park
- River
- School
- Railway



City of Saskatoon
May 1, 2013
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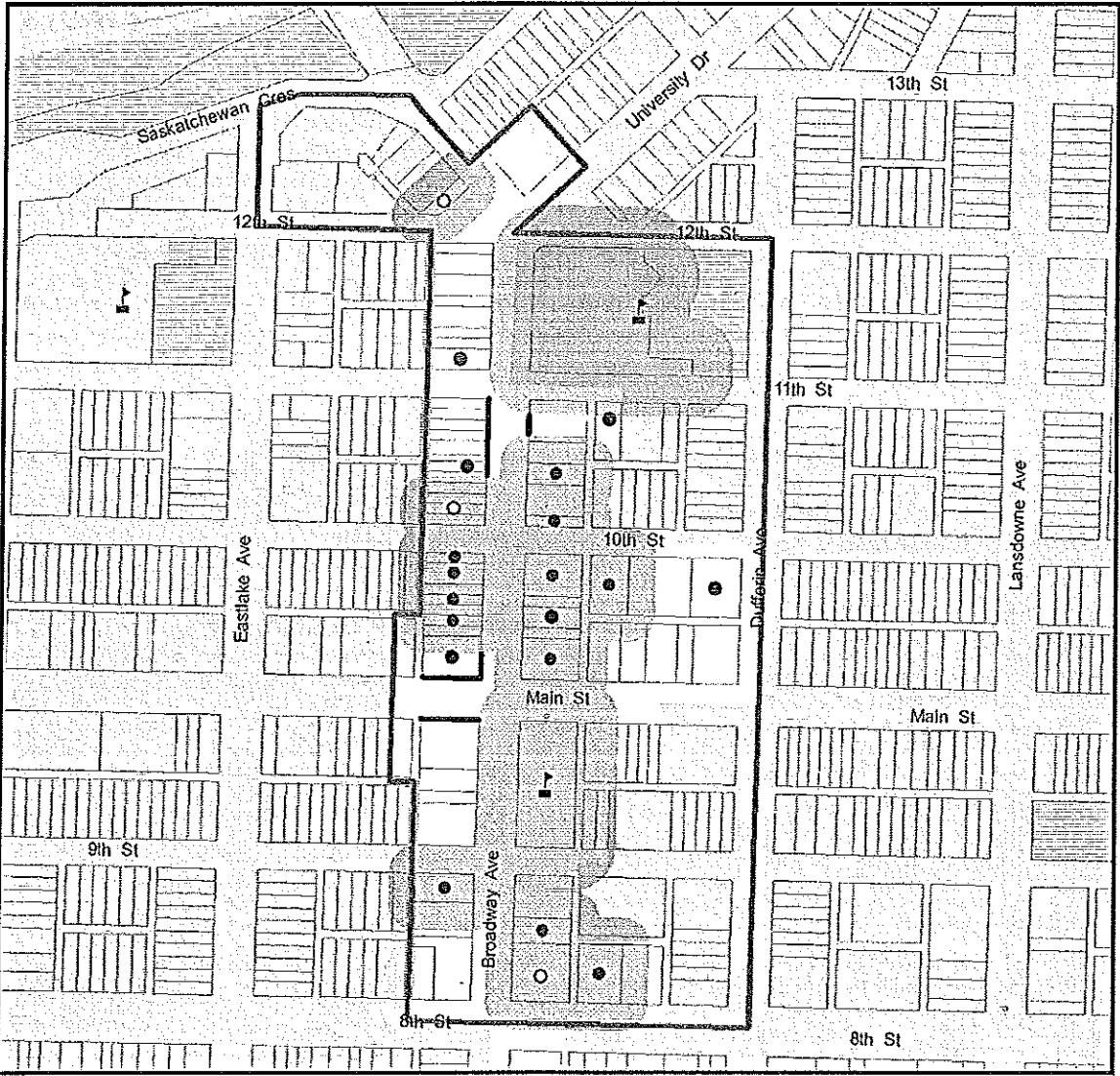
Riversdale BID 25m Buffer Zone - Permitted Locations (Option)












- Legend**
- Riversdale BID Boundary
 - Residential Zoning Districts
 - 25m Buffer Zone
 - Permitted Locations
 - Full-Service Restaurants
 - Limited-Service Eating Places
 - Park
 - School
 - Railway
 - River

Broadway BID

20m Buffer Zone - Permitted Locations (Recommended)



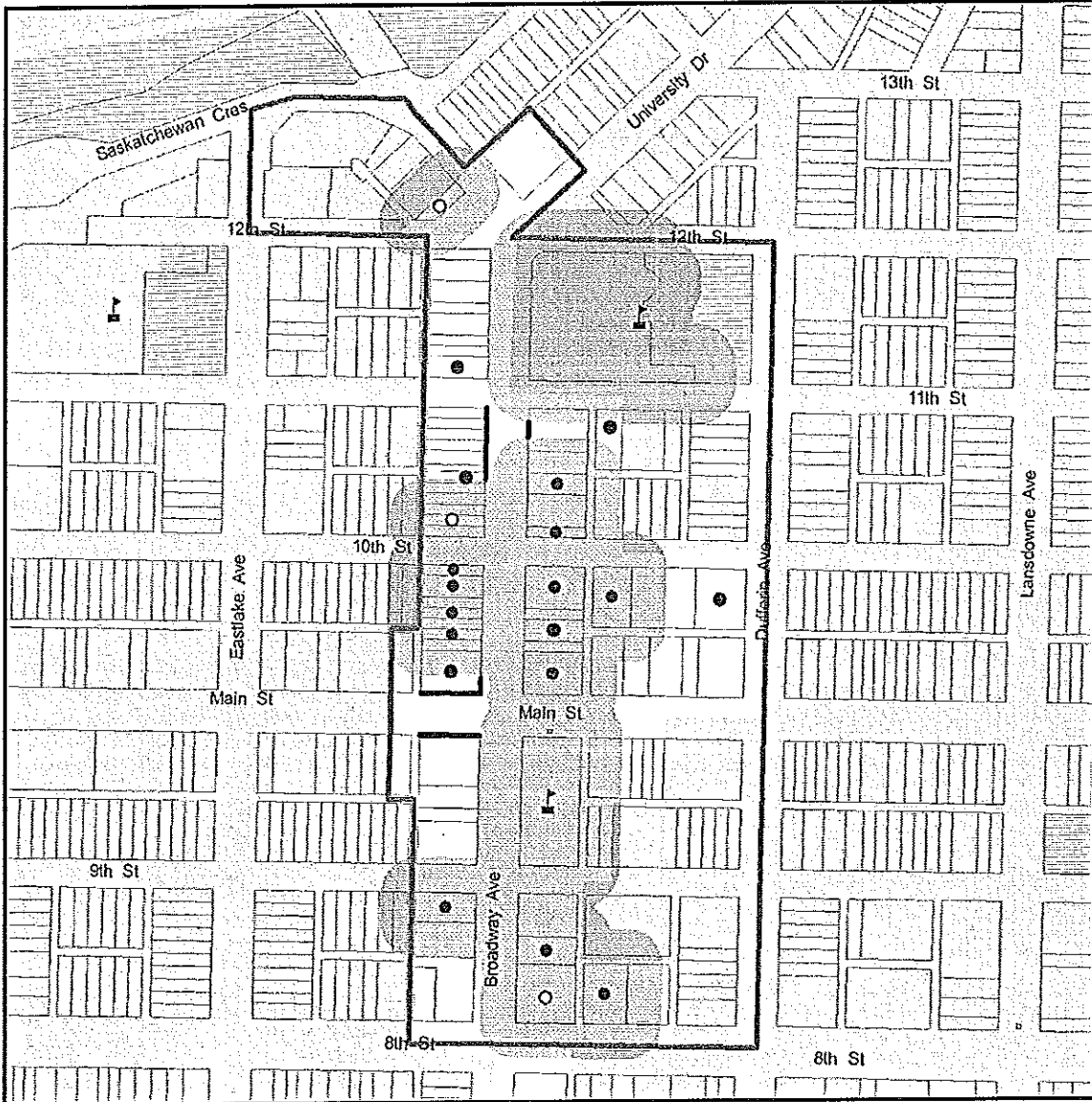
Legend

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|--|---|
|  Broadway BID Boundary |  Permitted Location |
|  Residential Zoning Districts |  Nightclub/Taverns |
|  20m Buffer Zone |  Full-Service Restaurants |
|  Park |  Limited-Service Eating Places |
|  School | |



**City of
Saskatoon**
May 1, 2013

Broadway BID 25m Buffer Zone - Permitted Locations (Option)



Legend










- | | |
|-------------------------------|-----------------------|
| Residential Zoning Districts | Permitted Locations |
| Nightclub/Taverns | Broadway BID Boundary |
| Full-Service Restaurants | 25m Buffer Zone |
| Limited-Service Eating Places | Park |
| School | |



Sutherland BID 20m Buffer Zone - Permitted Locations (Recommended)



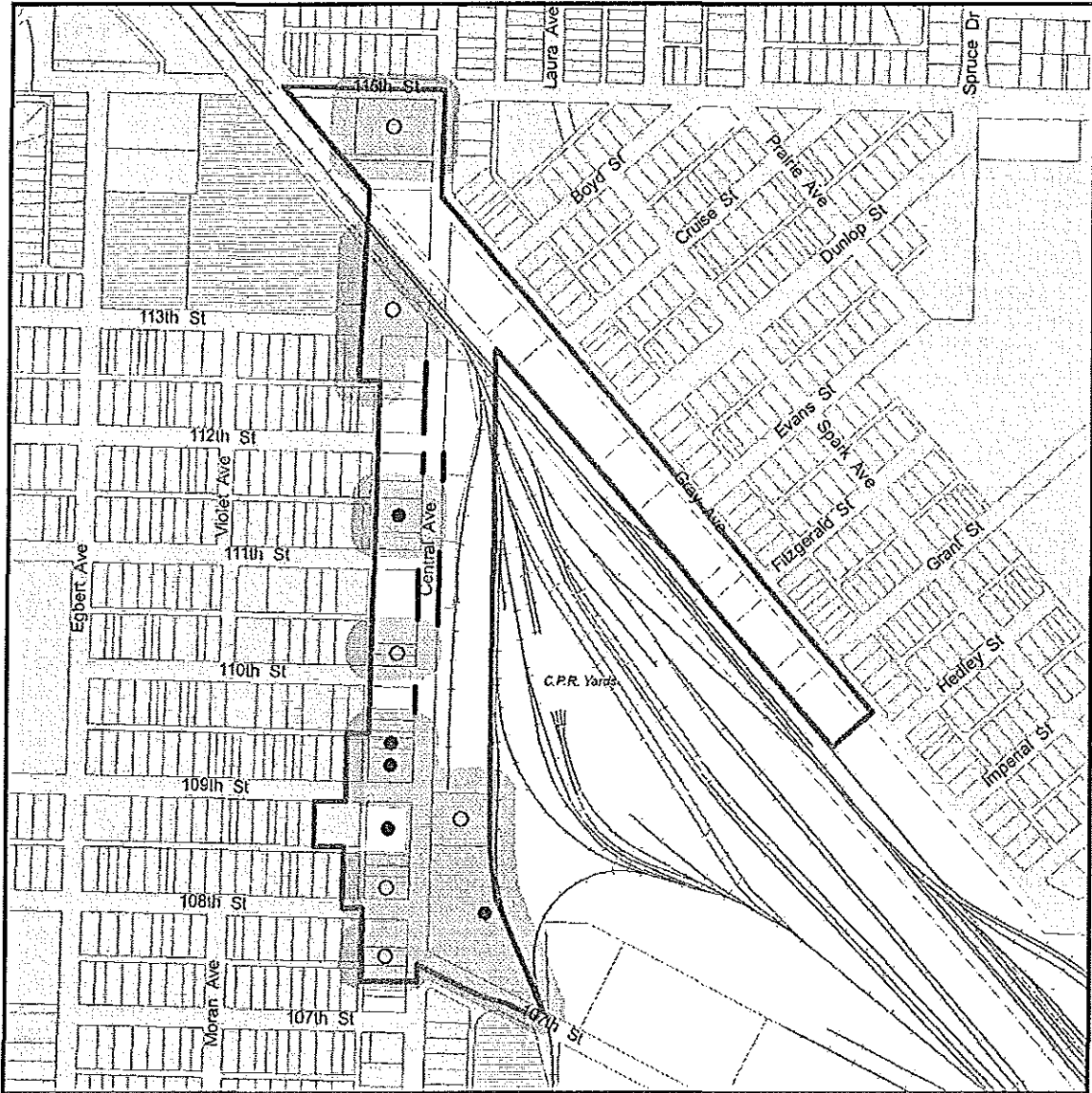
Legend

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|--|---|
|  Sutherland BID Boundary |  Permitted Locations |
|  Residential Zoning Districts |  Nightclub/Tavern |
|  20m Buffer Zone |  Full-Service Restaurants |
|  Park |  Limited-Service Eating Places |
|  Railway | |












Sutherland BID


25m Buffer Zone - Permitted Locations (Option)



Legend

- | | | | |
|---|------------------------------|---|-------------------------------|
|  | Sutherland BID Boundary |  | Permitted Locations |
|  | Residential Zoning Districts |  | Nightclub/Tavern |
|  | 25m Buffer Zone |  | Full-Service Restaurants |
|  | Park |  | Limited-Service Eating Places |
|  | Railway | | |




City of Saskatoon
 May 1, 2013

Estimated Fees for Mobile Food Trucks in Canadian Cities

City	Fixed vs. Mobile Location	Estimated Annual Fees*	Estimated Cost per Month
Winnipeg	Mobile. Food trucks must observe the buffer zone/parking restrictions	\$385	\$32
Hamilton	Mobile. Food trucks must observe buffer zones and parking restrictions	\$408	\$34
Waterloo	Mobile and Fixed	\$2,215	\$185
Ottawa	Fixed - Vendors must apply for and operate at a specified location	\$3,675	\$306
Regina	Mobile. Food trucks must observe the buffer zones and parking restrictions	\$4,608	\$384
Calgary	Mobile. Food trucks must observe the buffer zone/parking restrictions	\$5,040	\$420
Saskatoon (Option 1)	Mobile. Food trucks must observe buffer zones and parking restrictions (proposed)	\$5,385**	\$449
Saskatoon (Option 2)	Mobile. Food trucks must observe buffer zones and parking restrictions (proposed)	\$7,185	\$599
Edmonton	Fixed. Vendors must apply for and operate at a specified location	\$7,657	\$638
Vancouver	Fixed. Vendors must apply for and operate at a specified location	\$7,680	\$640

* With the exception of the City of Hamilton and the City of Winnipeg, these fees include parking fees (in addition to licensing fees and/or permits). These parking fees are estimated based on an average parking rate within each respective City.

** Includes the annual fees for only one parking meter.

Project Name: Mobile Food Truck Regulations

File: PL 300 – 03

Community Engagement Project Summary

Project Description

An email was sent out to the Business Improvement Districts (BIDs), food service establishments, hotel, restaurant and tourism associations regarding mobile food truck regulations. In particular, these stakeholders were asked to comment on appropriate separation distances (or buffer zones) between mobile food trucks and food service establishments.

The email was sent out on April 10, 2013.

Community Engagement Strategy

- Purpose: To consult. Stakeholders were asked to provide feedback and comment regarding buffer zone options via email.
- Level of input or decision making required from the public: Stakeholder comment and opinion.
- Who was involved: Business Improvement Districts (BIDs), Tourism Saskatoon, Canadian Restaurant and Foodservices Association (CRFA), and the Saskatchewan Hotel & Hospitality Association. Approximately 230 emails were sent out to established restaurant owners. The same email was sent out to the BIDs, CRFA, Saskatchewan Hotel & Hospitality Association, and Tourism Saskatoon.

Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input.
This community engagement initiative provided interested & concerned individuals with an opportunity to comment on proposed buffer zone options for mobile food trucks.
- Timing of notification:

Notification Processes:

Notification Method /Date Issued	Details	Target Audience / Attendance	Attendance / Contact
Request for Comments : April 10, 2013	Email sent out to food service establishments, the Business Improvement Districts, Tourism Saskatoon, CRFA, Saskatchewan Hotel & Hospitality Association.	Food Service Establishments and Business Community	14 responses received from food service establishments Response from Tourism Saskatoon. Response from BIDs

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
 - Feedback and comments received from food service establishments indicated that for the most part they are not in favour of having food trucks in close proximity to their establishments due to unfair competition.
 - Many felt that a 30 meter buffer zone (or greater) was appropriate, particularly in the Central Business District.
 - A few food service establishments preferred designated spots that would allow them to cluster in one area in order to avoid any negative impact on their business operations.
 - Concerns were raised in relation to what impact on-street mobile food trucks would have in terms of noise, parking, and garbage.
 - A number of restaurants were also concerned about a lack of access to public washroom facilities.
- Impact of community engagement on the project/issue:
 - The feedback received will provide Council with opinions and comments of affected stakeholders.

- How will input be used to inform the project/issue:
 - Input received from stakeholders will be used to draft a proposed On-Street Mobile Food Truck Pilot Policy.

Next Steps

Action	Anticipated Timing
Planning and Development Report prepared and presented to the Planning and Operations Committee	May 14, 2013
Council Decision - may approve or deny proposal.	May 21, 2013

Completed by: Catherine Kambeitz, Senior Planner, 975-7710

Date: April 23, 2013



101 222 10th Avenue North, Saskatoon, Saskatchewan S7N 2L1
Phone: 306 242-1206 • Toll Free: 1 800 367 3434 • Fax: 306 242-1955

info@tourismsaskatoon.com
www.tourismsaskatoon.com

Catherine Kambeitz
Senior Planner Business License Program
City of Saskatoon
222 – 3rd Avenue N.
Saskatoon, sk. S7K 0J5

Re: Response to Food Truck Regulations Options

Tourism Saskatoon welcomes the opportunity to provide comments on the development of Food truck regulations for Saskatoon. In 2012 Tourism Saskatoon was tasked by its membership to develop a cuisine tourism strategy for Saskatoon and region. An outside agency (Creative Fire) was contracted by Tourism Saskatoon to assist in working with the various sectors that serve, produce and write about food. Surveys and focus group meetings were held that in the end led to a strategy on cuisine tourism for Saskatoon.

One of the areas defined in the cuisine tourism strategy was the potential of food trucks in animating the Saskatoon food scene. This aspect was highlighted by interest by a number of chefs in the restaurant industry and the growth of the food truck scene as witnessed by special television programs dedicated to this industry. Tourism Saskatoon has spent a large number of hours researching and monitoring the growth of the food truck industry in North America and have become acutely aware of the special challenges face by food trucks in our continental climate. These challenges which we will outline can make it particularly difficult to provide an adequate return on the financial and manpower hours investment in a food truck.

The challenges are:

- Capital investment for food truck can be very high. { \$50,000.00 - \$110,000.00}
- Hours of operation can be limited by regulation and weather.
- Season in our continental climate can be short.
- Parking opportunities in high traffic pedestrian areas can be limited by regulation.
- Offsite preparation and warehousing is an additional cost.
- Parking space and licensing fees can be onerous.

The opportunities are:

- Animating Saskatoon's Cultural Crescent. (Riversdale, Downtown and Broadway)
- Providing food offerings for existing Saskatoon Festivals and events.
- Serving a demographic of Saskatoon's population that follow the food scene in our city.
- Providing another product in our attempt to gather convention and meeting business form the rest of Canada.

- Participating in a growing food trend in Canada that the public is very attuned to.
- Our research shows that young entrepreneurs often branch out to permanent restaurant locations. Existing restaurants invest in food trucks to promote their own restaurants.
- The competition for the consumers dollar leads to an increase in unique food offerings that promote locally produced produce.

Tourism Saskatoon understands the challenges in developing regulations that number one protect the consumer, maintains a level playing field for existing restaurants and provides for a return on investment for food truck entrepreneurs. We are confident that civic officials will develop regulations that will hopefully satisfy the concerns of the business community and the interest of the consumer as it relates to food trucks in Saskatoon. Our preference would be a less restrictive policy related to buffer zones as not to hinder investment into a potential positive addition to Saskatoon's vibrant social scene.

Sincerely,

A handwritten signature in cursive script, appearing to read "Randy D. Fernets".

Randy Fernets

Director Industry Development and Sports

Tourism Saskatoon

From: lloyd.moker@sutherlandbid.ca [mailto:lloyd.moker@sutherlandbid.ca]
Sent: April 24, 2013 3:13 PM
To: Kambeltz, Catherine (CY - Planning and Development)
Subject: Re: Mobile Food Truck Email

Good afternoon Catherine...

As per our telephone call from today and from the minutes of our SBID Board meeting held on April 11, 2013:

"It is the feeling of the Sutherland BID that the proposed bylaw should not have a significant (if any) impact in Sutherland."

Lloyd Moker

Executive Director

Sutherland Business Improvement District



April 29, 2013

c/o Catherine Kambeitz | Senior Planner
Business Licensing & Zoning Compliance | City of Saskatoon
222 - 3rd Avenue North | Saskatoon SK S7K0J5

RE: Broadway BID Food Truck Locations

His Worship and Members of City Council,

On behalf of the Broadway Business Improvement District's Board of Directors, I write to detail the preferred outcome of Food Trucks within the Broadway BID. A topic surrounded by enthusiasm, a certain cool-factor, and concern, Broadway BID is a natural fit to host Food Trucks as they become permitted within public spaces in our city.

As has previously been outlined to City Administration, the following continues to hold true of Food Truck locations for the Broadway BID:

- Proposed buffer zones are rendering Broadway BID as a generally unpermitted space for Food Trucks, which the Board sees as a too prohibitive, and a missed opportunity to animate the district. For our district, buffer zones are not preferred.
- Based on member interviews, as performed by our own staff and the City's survey of restaurants, the perceived threat of competition is varied; While one block of merchants may disagree to host Food Trucks outside their doors, some restaurants are encouraging the animation even within close proximity to their establishment. The Broadway BID would like to be able to permit Food Truck locations accordingly.
- With responsibility of ideal animation of our small and tangible district, our Board would like to annually submit to the City number and location of spaces appropriate to Broadway BID marketplace for permitting by the City.
- With a map and description of our ideal locations for 2013 to be submitted to City Administration, a few of these sites will require a City garbage can installation before the location may be accessed by Food Trucks.

Thank kindly for your recognition and permission of our role to animate this vibrant community. The Board and I look forward to continuing to do so.

A handwritten signature in cursive script that reads "Sarah Marchildon".

Sarah Marchildon | Executive Director
Broadway Business Improvement District

CC: Broadway BID Board
CC: Broadway BID Merchants

Get the Goods... on Broadway.

Broadway Business Improvement District 813 Broadway Avenue Saskatoon SK S7N 1B5 306.664.6463



April 30, 2013

Catherine Kambeltz
Senior Planner - Business Licensing & Zoning Compliance
City Of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Catherine:

The Riversdale Business Improvement District (RBID) has consulted with existing 'Brick and Mortar' Restaurants and Cafes within this District and together with the Board of Management determined the following guidelines and information for City Council to consider:

- Of the 23 establishments within the RBID, one was opposed to any type of food truck within the RBID and especially near this restaurant.
- Well over half of these stakeholders responded with some reluctance to permit Food Trucks near their businesses, but felt the initial 30m separation was acceptable and they could work with this buffer zone.
- Approximately one-third said competition was a healthy thing, and the customer would decide what level of service and type of food was to their liking.
- All respondents expressed serious concerns about trash or debris left behind either by patrons or the Food Trucks themselves.
- Restaurants and non-food service businesses are very concerned about the constant droning of electrical generators, and exhaust fumes when running for several hours in front of their businesses.
- Aesthetics and general appearance of the food trucks must be held to a minimum standard; e.g.: not spray painting over "School Bus" for instance.
- Concern was expressed about the short season for Food Trucks and resulting lack of investment in appearance of these trucks.
- Some were excited by the potential to draw more people to the District.
- Several wanted assurances that the food trucks served an exciting or varied menu - that is, not the same thing as existing restaurants or cafes. Parking a food truck serving Chinese food outside a Chinese food restaurant, or Cappuccino truck outside a coffee shop would not be acceptable.

All parties, including the Board of Management, see tremendous value in animating the RBID with more activity such as the Food Truck Vendors in this area, and believe that this can be managed with proper consultation and planning with existing businesses so all can prosper. The Board of Management believes proper coordination within our District can achieve this common goal.

Riversdale Business Improvement District
344 20th Street West, Saskatoon, SK S7M 0X2 Canada
Phone: (306) 242-2711 Fax: (306) 242-3012
www.riversdale.ca



We would therefore recommend the following:

- Keeping the Food Truck separation distance from existing Brick and Mortar establishments, "The Buffer Zone", to 20 Metres to complement the existing bylaw separating mobile food carts and creating consistency for everyone.
 - The sites must be cleaned prior to departure of the Food Truck. Given the unanimous concern voiced by all businesses with or without food service, this should be strictly enforced.
 - That locations of Food Trucks within the RBID be managed by the RBID. This responsibility is seen as an opportunity to create attractions for the public to visit this District and ensure viability for existing businesses to grow. Creating regular Food Truck locations on specific dates is seen as an attractive option for our BID.
- Council will send a balanced message acknowledging the Food Trucks as a growing industry while maintaining a reasonably competitive atmosphere for existing restaurant and cafe owners with substantial investments in their operations.

Thank you for the opportunity for input into this significant business licensing matter.

Sincerely,

A handwritten signature in cursive script that reads 'Randy Pshebylo'. The signature is written in black ink and is positioned above the printed name and title.

Randy Pshebylo, BDM
Executive Director
Riversdale Business Improvement District

Mobile Food Truck Program

**City of Saskatoon
Community Services Department
Planning & Development Branch**

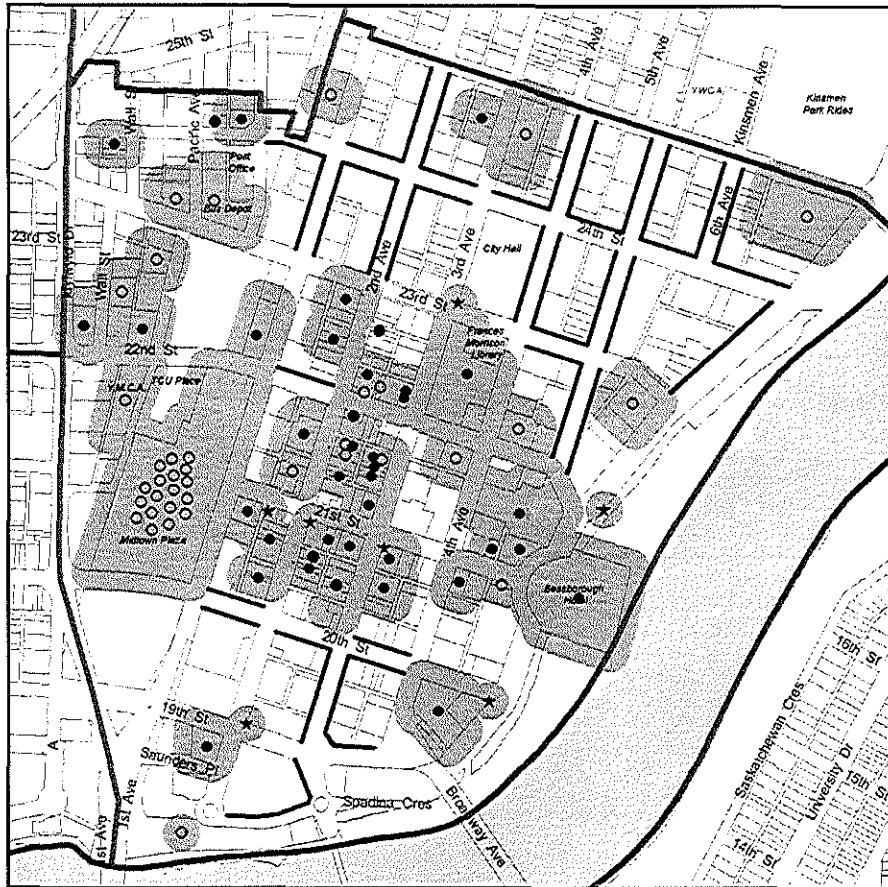
46)

Proposed Policy Summary

Permitted on-street in all areas of the city (excluding locations in or adjacent to residential zoning districts) with the following restrictions:

- 30 metres from a food service establishment in the Downtown
- 20 metres from a food service establishment in all other permitted areas of the city (including Broadway, Riversdale and Sutherland BIDs)
- 30 metres from a primary or secondary school
- 150 metres from any special event or festival
- No more than two food trucks permitted per block face
- BIDs may submit additional locations to the City for approval

Central Business District 30m Buffer Zone - Permitted Locations

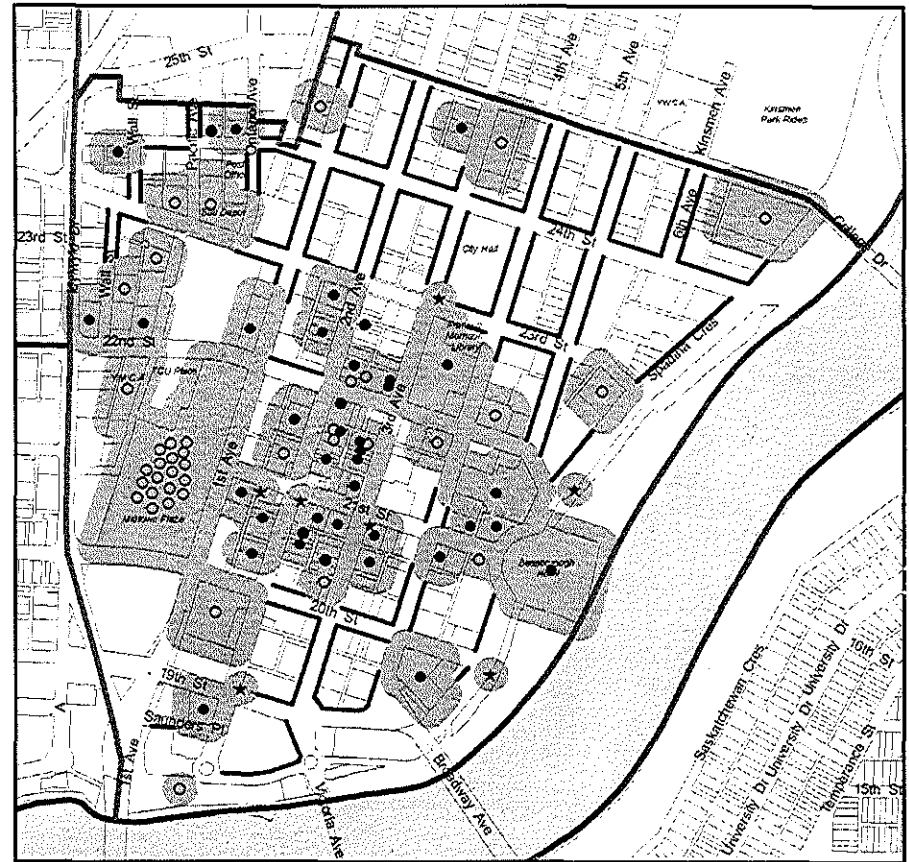


- Legend**
- Neighbourhood Area
 - 30m Buffer Zones
 - Park
 - River
 - Permitted Locations
 - Sidewalk Vendors
 - Nightclub/Tavern Locations
 - Full-Service Restaurants
 - Limited-Service Eating Places

City of
Saskatoon
February 27, 2013

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Central Business District 30m Buffer Zone - Permitted Locations (Recommended)



- Legend**
- Neighbourhood Area
 - 30m Buffer Zones
 - Park
 - River
 - Permitted Locations
 - Sidewalk Vendors
 - Nightclub/Tavern Locations
 - Full-Service Restaurants
 - Limited-Service Eating Places

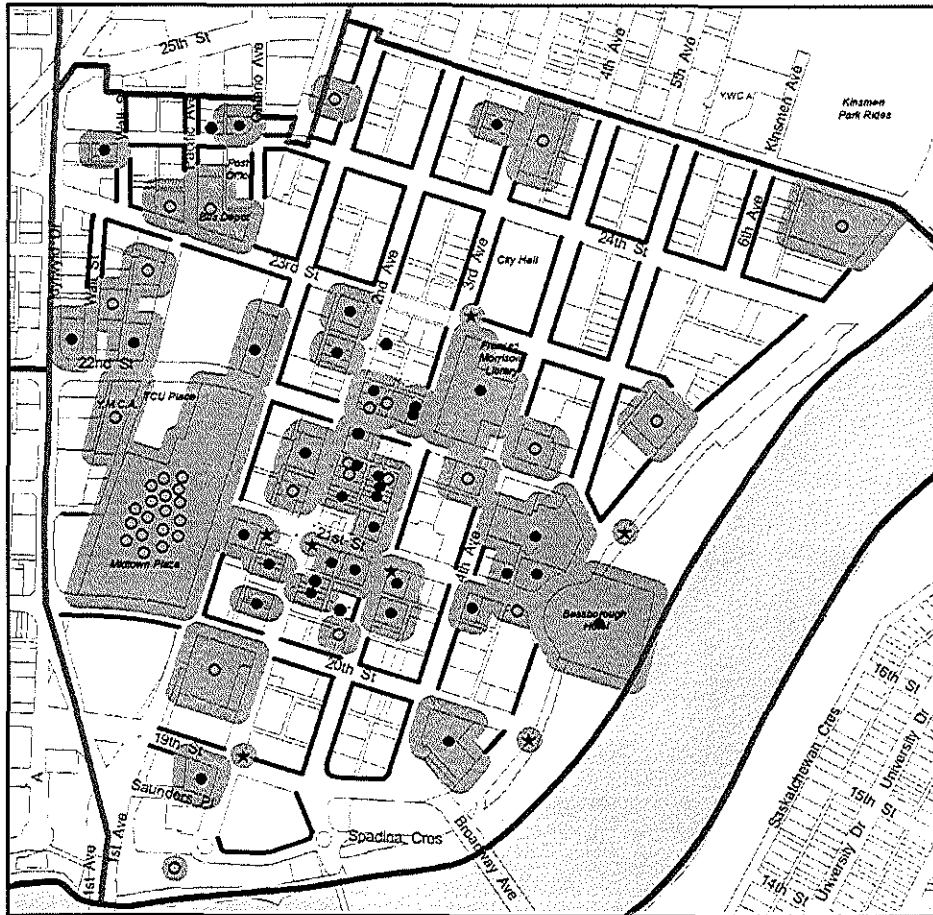
City of
Saskatoon
April 29, 2013

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**Left: Original – 30 Metre Buffer Zone / No
Partial Block Faces**

**Right: Recommended – 30 Metre Buffer
Zone / Partial Block Faces**

Central Business District 20m Buffer Zone - Permitted Locations (Option)



Legend

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|--------------------|-------------------------------|
| Neighbourhood Area | Permitted Locations |
| 20m Buffer Zones | Sidewalk Vendors |
| Park | Nightclub/Tavern Locations |
| River | Full-Service Restaurants |
| | Limited-Service Eating Places |



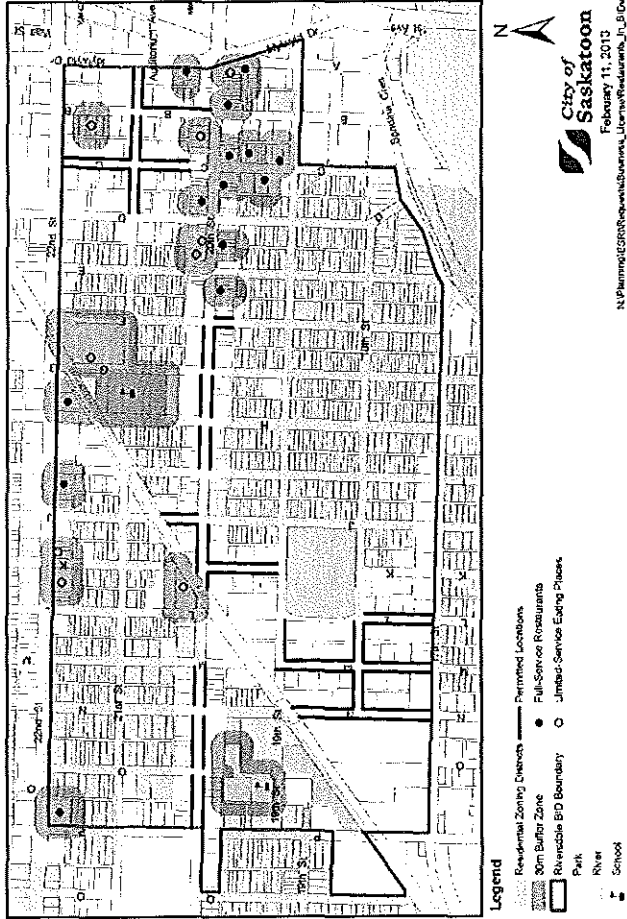
**City of
Saskatoon**
May 1, 2013

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Option for City Council's Consideration:

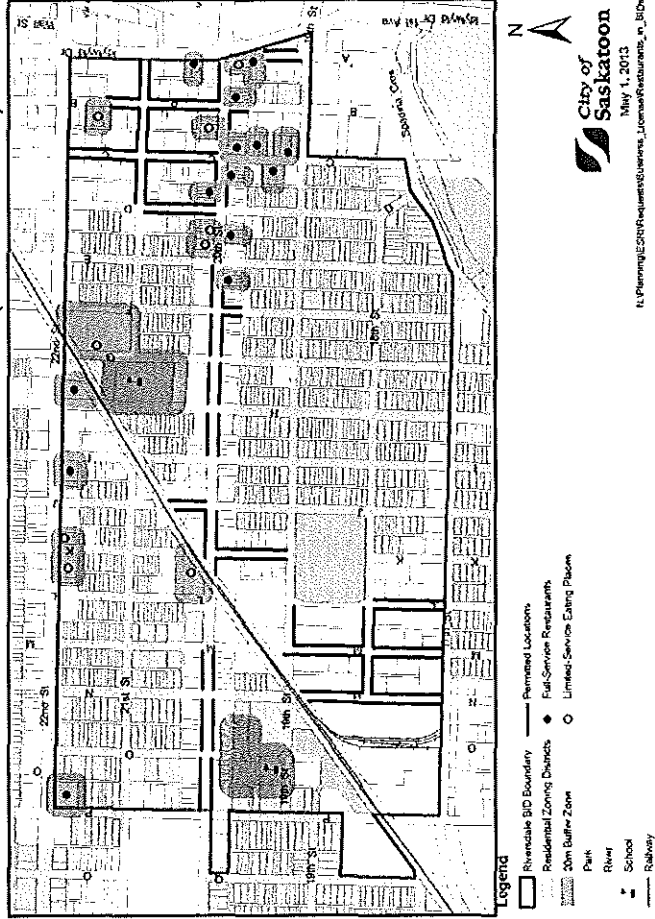
**20 Metre Buffer Zone /
Partial Block Faces**

**Riversdale BID
30m Buffer Zone - Permitted Locations**



Right: Original – 30 Metre Buffer Zone / No Partial Block Faces

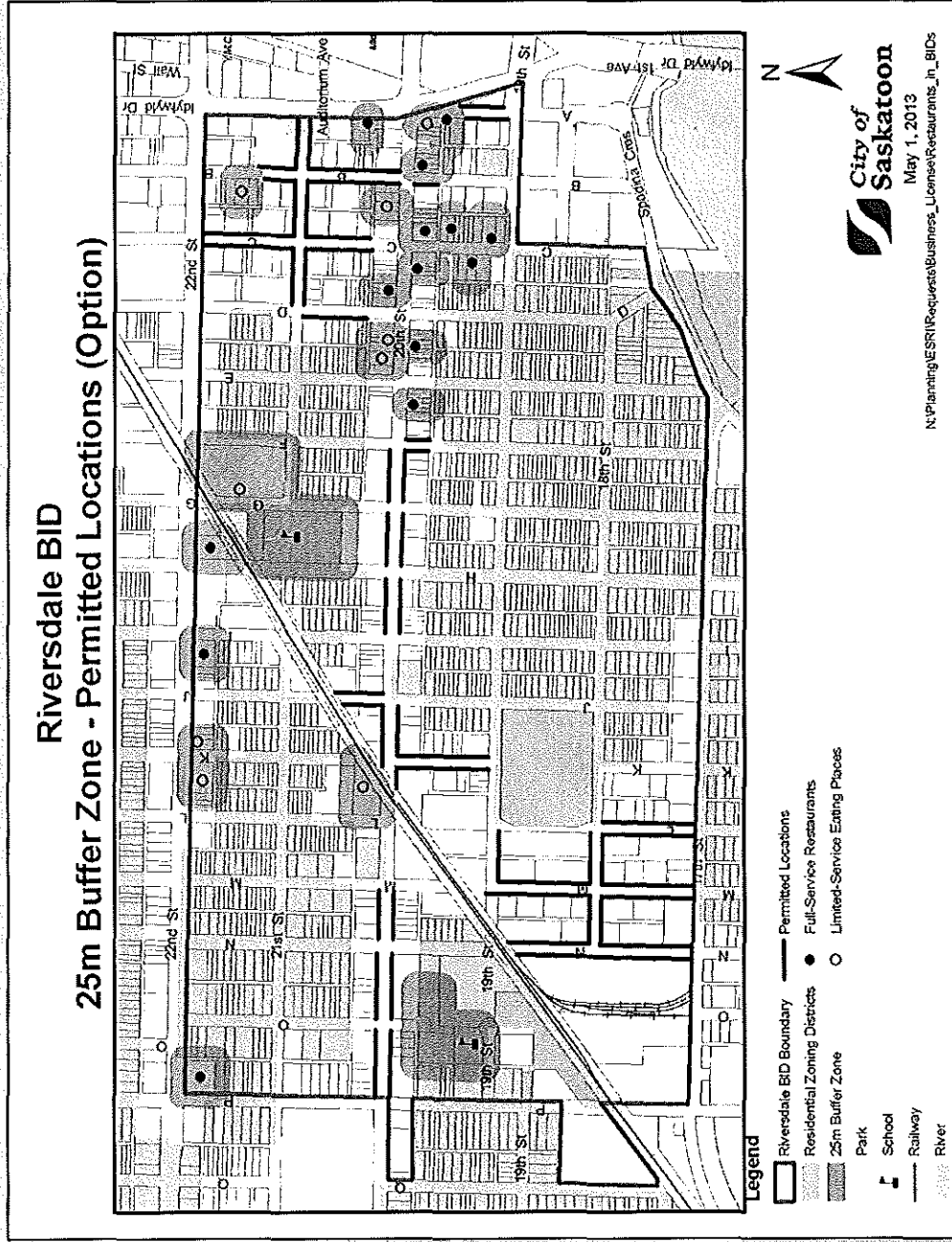
**Riversdale BID
20m Buffer Zone - Permitted Locations (Recommended)**



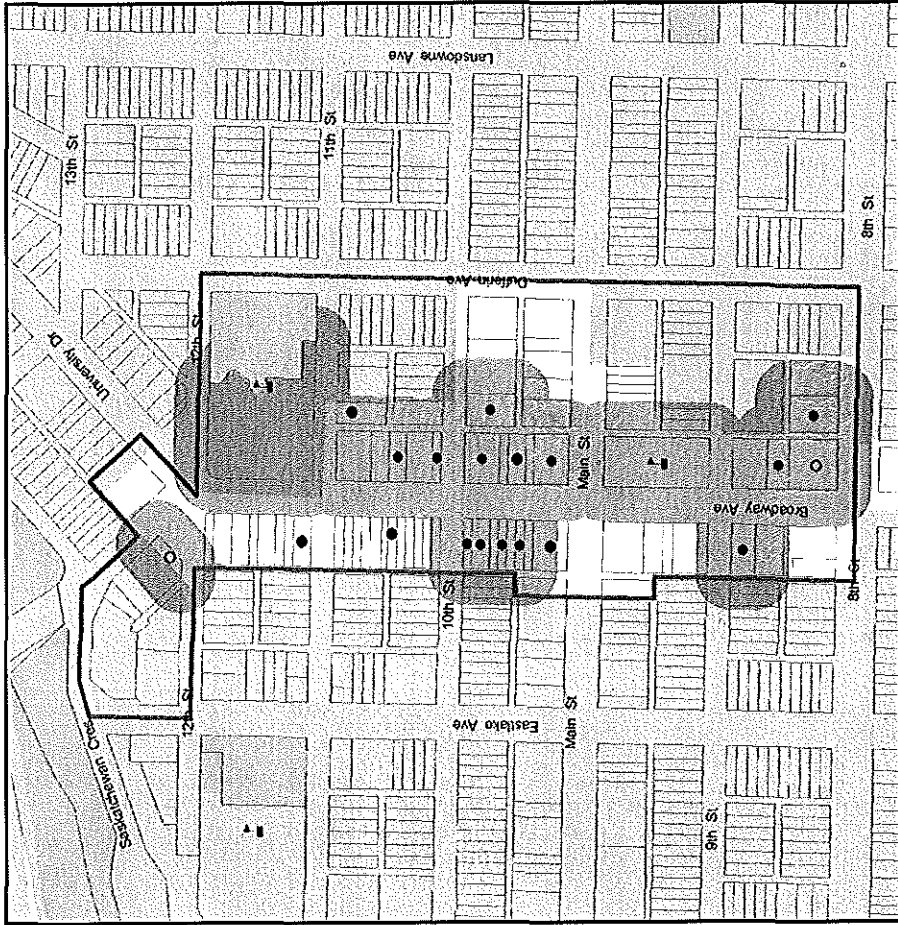
Right: Recommended – 20 Metre Buffer Zone / Partial Block Faces

Option for City Council's Consideration:

25 Metre Buffer Zone / Partial Block Faces



**Broadway BID
30m Buffer Zone - No Permitted Locations**

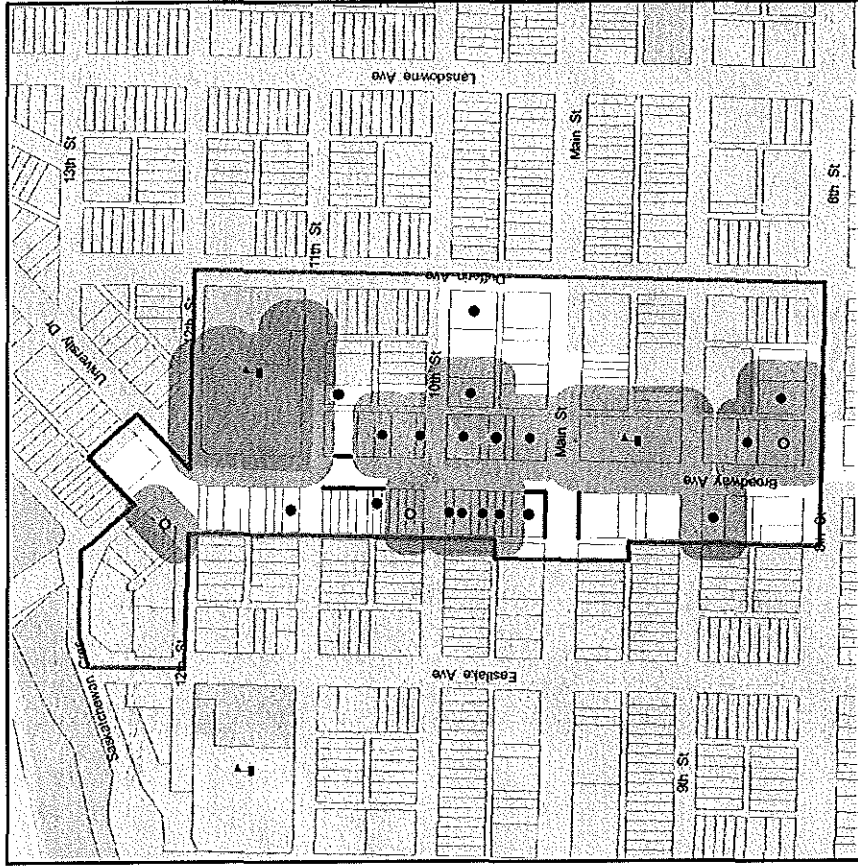


Legend

- Residential Zoning Districts
- Broadway BID Boundary
- 30m Buffer Zone
- Park
- School
- Permitted Locations
- Full-Service Restaurants
- Limited-Service Eating Places
- Nightclub/Taverns

City of Saskatchewan
February 11, 2013
N:\Planning\ESRR\Requests\Business_License Restaurants_in_BIDs

**Broadway BID
20m Buffer Zone - Permitted Locations
(Recommended)**



Legend

- Broadway BID Boundary
- Residential Zoning Districts
- 20m Buffer Zone
- Park
- School
- Permitted Location
- Nightclub/Taverns
- Full-Service Restaurants
- Limited-Service Eating Places

City of Saskatchewan
May 1, 2013
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Left: Original – 30 Metre Buffer Zone / No Partial Block Faces

Right: Recommended – 20 Meter Buffer Zone / Partial Block Faces

Broadway BID 25m Buffer Zone - Permitted Locations (Option)



Legend

- | | |
|-------------------------------|-----------------------|
| Residential Zoning Districts | Permitted Locations |
| Nightclub/Taverns | Broadway BID Boundary |
| Full-Service Restaurants | 25m Buffer Zone |
| Limited-Service Eating Places | Park |
| School | |

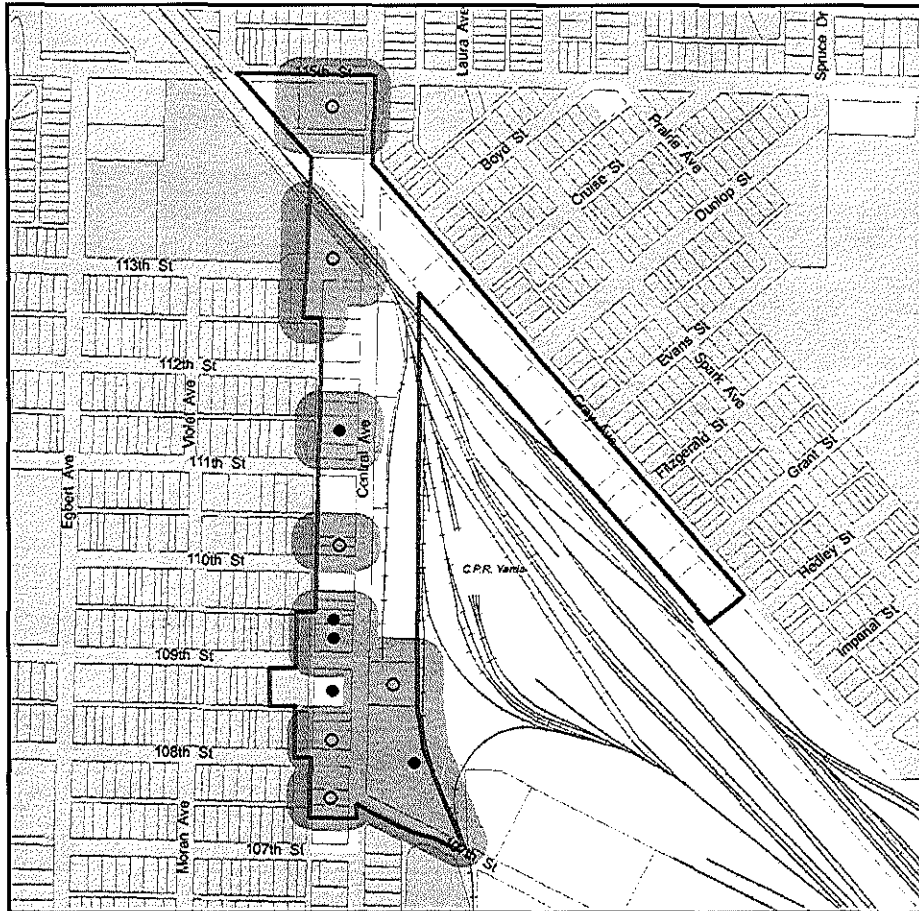


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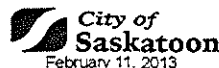
Option for City Council's Consideration:

25 Metre Buffer Zone / Partial Block Faces

Sutherland BID 30m Buffer Zone - No Permitted Locations



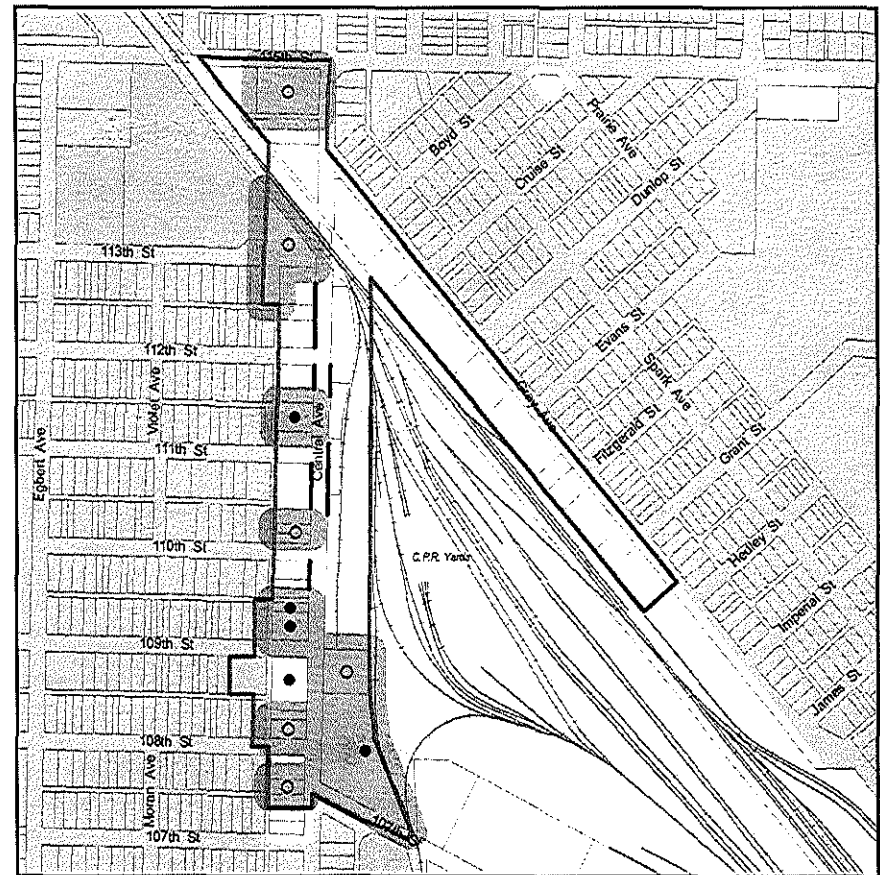
- Legend**
- Residential Zoning Districts
 - Sutherland BID Boundary
 - 30m Buffer Zone
 - Park
 - Railway
 - Permitted Locations
 - Nightclub/Tavern
 - Full-Service Restaurants
 - Limited-Service Eating Places



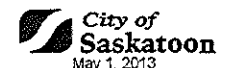
February 11, 2013

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Sutherland BID 20m Buffer Zone - Permitted Locations (Recommended)



- Legend**
- Residential Zoning Districts
 - Sutherland BID Boundary
 - 20m Buffer Zone
 - Park
 - Railway
 - Permitted Locations
 - Nightclub/Tavern
 - Full-Service Restaurants
 - Limited-Service Eating Places



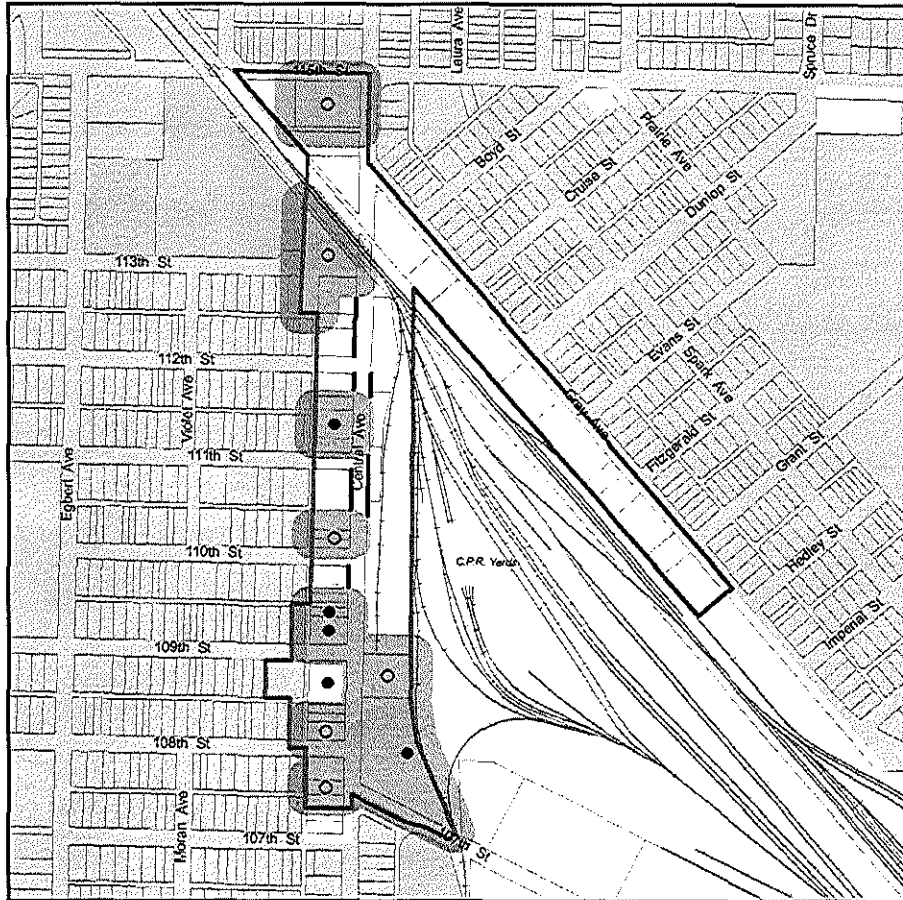
May 1, 2013

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Left: Original – 30 Metre Buffer Zone / No Partial Block Faces

Right: Recommended – 20 Metre Buffer Zone / Partial Block Faces

**Sutherland BID
25m Buffer Zone - Permitted Locations (Option)**



Legend

- Sutherland BID Boundary
- Residential Zoning Districts
- 25m Buffer Zone
- Park
- Railway
- Permitted Locations
- Nightclub/Tavern
- Full-Service Restaurants
- Limited-Service Eating Placos



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Option for City Council's Consideration:

25 Metre Buffer Zone / Partial Block Faces

Clustering of Food Trucks

- May be beneficial in terms of better access to washroom facilities, garbage receptacles and outdoor seating
- Recommended that there be no more than two mobile food trucks per block face to ease impact on parking
- No more than four hoods may be metered per block face



Source: Stoffers

Approval of Additional Locations by the Business Improvement Districts



Source: iStockphoto

- Would allow BIDs to approve additional locations that fall within the buffer zone between food service establishments, park concessions, and schools.
- BIDs would not be required to approve additional locations.
- Locations selected by the BIDs would be submitted and reviewed by the City to ensure that there are no concerns in terms of public welfare, fair competition or nuisances.

Fees

- Proposed fees (12 hour parking meter hood rate) would make Saskatoon one of the highest in the country.
- Should City Council wish to increase this fee, the 24 hour parking meter hood rate is proposed as an option.

Parking Meter Hood Rate	Associated Fee Per Parking Meter Stall (6 months)
12 Hours	\$2,300
24 Hours	\$3,200

- Additional fees for leasing public right-of-way would be complicated to implement, as the program does not designate specific or permanent sites for mobile food trucks

Hc)

The following is an excerpt from the minutes of meeting of the Planning and Operations Committee (Open to the Public) held on March 12, 2013:

4. Enquiry – Councillor T. Paulsen (April 26, 2012)
Food Truck Policy
(File No. CK. 300-11)

The Deputy City Clerk submitted a report of the General Manager, Community Services Department dated February 21, 2013, in response to the above enquiry. The report provided information on the current regulations for the operation of mobile food trucks in Saskatoon and proposed a new one-year On-Street Mobile Food Truck Pilot Program, with revised regulations for City Council's consideration.

Business License and Zoning Compliance Manager Darryl Dawson, Business License Senior Planner Catherine Kambietz, and Planning and Development Branch Manager Alan Wallace, were in attendance for review of the matter with the Committee. A Power Point Presentation was provided highlighting the proposed mobile food truck pilot program.

The Administration addressed questions from the Committee with respect to the proposed regulations.

Councillor Hill was excused from the meeting at 1:00 p.m. during review of this matter.

Ms. Laurel Beumont, owner of a downtown business, addressed the Committee, indicating her opposition and recommending further clarification of the rules prior to considering implementation, including how offenses will be monitored and enforced. She provided a number of suggestions, including encouraging existing restaurants to move outdoors, along with artists and entertainers, to achieve the desired ambience. Copies of her presentation were circulated to Committee members and provided for the file.

Mr. Terry Scaddan, Executive Director, The Partnership, addressed the Committee with respect to the proposal, identifying a number of issues, as summarized below:

- There is general support for food trucks in adding to the ambience of the downtown but there needs to be a balanced approach to protect established businesses and to encourage food trucks to flourish.
- Impact on available parking spaces in the downtown;
- Concern about noise and exhaust from generators, noting they are not allowed for sidewalk sales;
- Significant investments by established restaurants and impact of the requirement for access to restrooms, referring to problems identified in other cities;
- Factors taken into consideration in determining an appropriate separation distance;
- Concern regarding involvement of business improvement districts in approving extra locations in that this might be seen as going against restaurants;

- Impact of opening up spots in the M4 District in terms of other interest expressed in providing food services in those areas if the zoning was changed;
- Support for excluding areas where there is angle or nose-in parking, as service should be from the sidewalk.
- It was suggested that further consideration of this matter should occur to provide for appropriate rules prior to implementation to protect established restaurants as well as those investing in food trucks.

Mr. Randy Pshebylo, Executive Director, Riversdale Business Improvement District, expressed appreciation to the Administration for the opportunity to provide input. Some discussions have occurred with restaurant owners in the area. The following is a summary of feedback received and further issues identified in the business improvement district:

- The need for appropriate garbage removal;
- Logistics of access to washroom facilities;
- Impact on available parking for existing businesses;
- Some opportunity if the variety of foods were different than what restaurants are providing;
- Potential for attracting more people to the area;
- Encouragement for more sites near parks, at special events, and in industrial areas;
- Some are not bothered by competition, while others have concerns regarding the impact on those leasing and owning restaurants;
- The need for a level playing field;
- Existing vacancies in the business improvement district;
- Support for the 30 metre separation distance; and
- Willingness of the Riversdale Business Improvement District to be involved in authorizing locations.

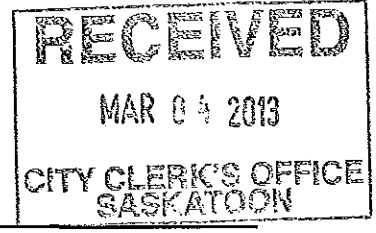
Discussion followed regarding what other cities do in terms of a buffer area and the possibility of looking at something less restrictive for all business improvement districts, which would also open opportunities in the smaller districts; further consultation with the business improvement districts and hotel and restaurant industry; logistics about access to washroom facilities; how the selection from the available locations and hooding of metres would work; whether the pilot program should be longer or perhaps introduced as a program in that mobile food truck vendors would be making a significant investment; financial aspects in terms of fees and taxes to address concerns about a level playing field for restaurants and mobile food trucks; opportunities to cluster locations; enforcement issues; and the need further consultation that should occur regarding the regulations.

- RESOLVED: that the matter be referred back to the Administration for further consultation with the Business Improvement Districts and hotel and restaurant associations, as appropriate, on a number of options and issues brought forward by the Committee, including:
- Bringing this forward as a program rather than a pilot;
 - Clarifying the position of business improvement districts regarding the opportunity to approve, at their discretion, additional locations that do not meet the separation distance requirements;
 - Options to consider for reducing the proposed separation distances from permanent food service establishments; and the potential for opening up partial block faces along with full block faces to increase opportunities for locations;
 - Looking at different options for smaller business districts, such as fixed locations to provide opportunities in those business districts;
 - Consideration of clustering of locations to provide for access to public washrooms; and
 - Further review of fee structures and taxation issues in relation to restaurants and with respect to comparison with other cities.

300-11

Hd)

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: February 21, 2013
SUBJECT: Enquiry – Councillor T. Paulsen (April 26, 2012)
 Food Truck Policy
FILE NO.: CK. 300-11 and PL. 300-3



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

- 1) that the information be received;
- 2) that a one-year On-Street Mobile Food Truck Pilot Program commencing May 1, 2013, be approved as outlined in Attachment 3; and
- 3) that the Administration report back to City Council upon conclusion of the On-Street Mobile Food Truck Pilot Program.

TOPIC AND PURPOSE

This report outlines current regulations for the operation of mobile food trucks in Saskatoon, and proposes a new one year On-Street Mobile Food Truck Pilot Program (Pilot Program) with revised regulations for City Council's consideration.

REPORT HIGHLIGHTS

1. Current regulations permit mobile food trucks to operate on private property and at special events or festivals.
2. Due to increased popularity, many North American cities have adopted policies to permit mobile food trucks to operate within the public right-of-way.
3. Permitting on-street operation can be complex and challenging in terms of regulation and enforcement.
4. Should City Council choose to revise current regulations, a pilot program for on-street operation of food trucks is proposed.
5. The concerns around home-based operations for mobile food trucks are addressed within the City of Saskatoon's Home-Based Business Regulations (see Attachment 4).

STRATEGIC GOALS

This report supports the City of Saskatoon's (City) Strategic Goals of Economic Diversity and Sustainable Growth. Permitting non-traditional business models, such as mobile food vendors, helps create a business friendly environment and reinforces the city centre as a cultural and entertainment district.

BACKGROUND

The Business License Bylaw No. 8075 and Use of Sidewalks – Vending Policy No. C09-013 regulates the operation of mobile vending on private property, public sidewalks, and at special events or festivals. There has been an increased demand from the public and vendors to expand Saskatoon's current regulations to include on-street operation of mobile food trucks.

Councillor Paulsen made the following inquiry at the meeting of City Council on April 16, 2012:

"Could the Administration please report on the possibility of creating a food truck policy. If the Administration is going to create a policy allowing for food trucks please consider, *inter alia*, not allowing trucks to park in residential areas overnight. Learning from previous experience, most cities welcome diversity in food choices in commercial areas; however, residential areas do not welcome these trucks being parked in front of their homes each night creating problems such as:

- returning late at night, being washed and loaded for next day – generating noise/disruptions for neighbours
- being parked on street in front of neighbours' house (some operators have many trucks)
- employees showing up at owner's residence and parking on street
- trucks idling in front of residences (in colder months)
- use of residential waste bins for business related activity
- using residential garages as warehousing of products (generating truck deliveries/loading issues – increased traffic)"

In addition, at its November 26, 2012 meeting, City Council considered a letter dated November 15, 2012, from Raissa Graumans with respect to mobile food vendors (see Attachment 1).

REPORT

Current Policy – Mobile Food Trucks

Mobile food vendors, which includes mobile carts, non-motorized and motorized vehicles, are currently permitted under Business License Bylaw No. 8075. The location of these vendors is limited to private property (subject to zoning approval and permission of the property owner), special events or festivals, and public sidewalks. All vendors are responsible for obtaining approval from the Saskatoon Health Region prior to the issuance of a business license from the City.

Mobile food trucks are currently not permitted to operate on-street as the Street Use Bylaw No. 2954 prohibits the storage or sale of any kind of goods or merchandise from a street without the approval of City Council. Furthermore, Traffic Bylaw No. 7200 restricts the use of metered parking spaces. There are currently three licenses issued to businesses that specifically operate mobile food trucks in the city.

Current Policy – Sidewalk Vendors

Sidewalk vendors are permitted and are regulated through the Use of Sidewalks – Vending Policy No. C09-013. Products sold on public sidewalks are subject to approval from City Council. Use of the sidewalk requires approval from the Infrastructure Services Department, and if a vending site is located in a Business Improvement District (BID), approval from the BID is also required. To avoid unnecessary competition, as stated in Use of Sidewalk – Vending Policy No. C09-013, sidewalk vendors are not permitted to be located within 20 metres of any business that is selling similar products.

Operation of Mobile Food Trucks in Other Cities

Many Canadian cities permit food trucks to operate on-street; examples include Regina, Calgary, Edmonton, Vancouver, and Toronto. Each of these cities has adopted guidelines and regulations to allow for the operation of mobile food trucks, such as (see Attachment 2):

- a) regulation of signage;
- b) hours of operation;
- c) length of time at one location;
- d) number of mobile food trucks permitted per area;
- e) menu types; and
- f) recycling and waste disposal requirements.

Cities that permit mobile food trucks typically restrict the location of food trucks on the public right-of-way by either permitting food trucks to operate in an assigned location, or by applying general regulations that define where mobile food trucks are prohibited from operating. A common regulatory tool used in most Canadian cities is to establish buffer zones between existing land uses, such as:

- i. food service establishments;
- ii. schools;
- iii. nightclubs or taverns;
- iv. special events or festivals;
- v. parks;
- vi. churches;
- vii. hospitals; and
- viii. residential areas.

Issues to be Addressed

Permitting mobile food trucks to operate on-street presents a number of issues which need to be addressed:

- conflict between existing restaurant establishments over perceived unfair competition;
- reduction in availability of on-street parking in high-demand areas;
- unwanted noise (i.e. loud generators) or garbage created by business operations; and
- frustration on the part of the vendors due to perceived over regulation of mobile food trucks.

City Centre Plan

Phase 1 of the City Centre Plan created the "Public Spaces, Activity and Urban Form Strategic Framework." This provided the analytical framework for Phase 3 (the City Centre Plan), which is currently underway. While not addressing mobile food trucks specifically, listed below are some of the opportunities which are recommended to be explored in order to achieve the vision for the future of public life in the City Centre:

- a. Carefully consider how people can be encouraged to stay and enjoy the City Centre;
- b. Create a network of active streets; and
- c. Temporary parking space occupations are occurring all across North America as cities look for social spaces within their streets.

Proposed Pilot Program

To manage unexpected issues, many cities began licensing mobile food trucks by first implementing a trial period or pilot program. This approach provides the opportunity to address issues and concerns, and provides a basis for determining program costs and staffing needs prior to finalizing policies and regulations.

Regulations for a proposed Pilot Program in Saskatoon are included in Attachment 3.

The Planning and Development Branch, Community Services Department, would be responsible for coordinating the licensing of on-street mobile food trucks under the Pilot Program. Prior to issuance of a business license, mobile food vendors would be responsible for obtaining all proper approvals and documentation.

The Pilot Program would be monitored by the Planning and Development Branch, Community Services Department. Enforcement would be complaint based and administered through the Planning and Development Branch, Community Services Department, and the Transportation Branch, Infrastructure Services Department. Should the base of operation for a mobile food truck be located in a residential area, a

home-based business license would be required and all home-based business regulations would apply (see Attachment 4).

OPTIONS TO THE RECOMMENDATION

1. City Council may choose to not adopt the one-year Pilot Program and maintain the status quo.
2. City Council may request revisions to the proposed Pilot Program.
3. City Council may adopt proposed regulations without a Pilot Program.

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

There is no immediate financial implication. The costs associated with the review and issuance of a business license for on-street mobile food vendors will be covered by the current license fee of \$500. The cost for monitoring operation of on-street mobile food vendors will be funded from existing budgets within the Planning and Development Branch, Community Services Department, and the Transportation Branch, Infrastructure Services Department. Upon completion of the one year pilot project, license fees and staffing needs for enforcement will be further evaluated.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A Public Open House was held on January 24, 2013, at the Frances Morrison Library to obtain comments on existing regulations and the proposed Pilot Program. Following the Public Open House, the Administration also received concerns from a number of established restaurants regarding potential unfair competition, increased traffic congestion, and potential safety issues that could result if mobile food trucks were permitted to operate within the public right-of-way.

A summary of comments received at the Public Open House and petition regarding operation of mobile food trucks on-street are included in Attachment 5.

Draft regulations were shared with the BIDs.

In drafting the Pilot Program, staff from the Transportation Branch, Infrastructure Services Department; Revenue Branch, Corporate Services Department; Environmental Services Branch, Utility Services Department; Leisure Services Branch, Community Services Department; Fire and Protective Services Department; and the City Solicitor's Office were consulted.

COMMUNICATION PLAN

If City Council approves the Pilot Program, guidelines and regulations will be distributed to the BIDs, vendors, and other interested parties. Information will be available on the City's website.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Pending approval of the Pilot Program by City Council, a full review of the program would take place in early 2014. A report and recommendation to City Council will follow.

ENVIRONMENTAL IMPLICATIONS

Allowing on-street operation of mobile food trucks has the potential to increase greenhouse gas emissions based on the number of vendors participating in the program.

Lack of appropriate management of fats, oils, and grease also has the potential to contribute to issues with sanitary sewer infrastructure. Providing a discharge management plan that includes a description of how and where grey water, fats, oils, and grease will be disposed should help to mitigate this issue.

To minimize issues regarding refuse, vendors will be required to provide proper trash and recycling receptacles for customers, and clean up within a specified radius after service at a location.

The full impact on resources and greenhouse gas emissions is unknown at this time and will be evaluated during the Pilot Program.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no safety or CPTED issues identified at this time

PUBLIC NOTICE

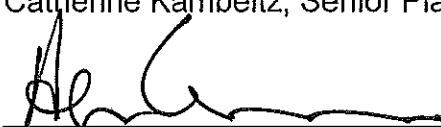
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

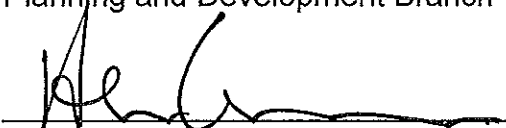
ATTACHMENTS

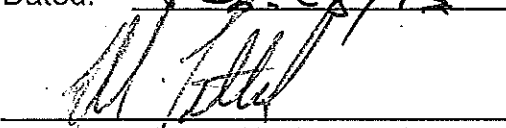
1. Letter to City Council (November 15, 2012)

- 2. Mobile Food Truck Location/Operation Regulations for On-Street Operation in Select Cities
- 3. Proposed On-Street Mobile Food Truck Pilot Program
- 4. Home-Based Business Regulations
- 5. Community Engagement Strategy and Petition

Written by: Catherine Kambeitz, Senior Planner

Reviewed by: 
Alan Wallace, Manager
Planning and Development Branch

Approved by: 
Randy Grauer, General Manager
Community Services Department
Dated: Feb. 28/13

Approved by: 
Murray Totland, City Manager
Dated: Mar 2/13

ATTACHMENT 1

Letter to City Council Dated November 15, 2012

-----Original Message-----

From: CityCouncilWebForm [mailto:CityCouncilWebForm]

Sent: November 15, 2012 2:02 PM

To: City Council

Subject: Write a Letter to City Council File No. CK. 300-11

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

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

Mobile Food Truck Location/Operation Regulations for On-Street Operation in Select Cities

City	City Population (2011 Census)	Buffer Zones between Food Trucks and Restaurants	Buffer Zones between Other Land Uses	Fixed Location vs. Mobile	Separation Distances between Food Trucks	Permitted in Downtown
Regina	193,100	20 metres from any food service establishment or licensed sidewalk vendor	<ul style="list-style-type: none"> - Prohibited on any block of a street abutting school property on a school day -Prohibited after more than 20 minutes on a block that is primarily residential 	Mobile. Food trucks must observe the buffer zones and parking restrictions	Not specified	Yes
Calgary	1,096,833	25 metres (on either side of the road or adjacent roadway) of any restaurant or food service establishment during its operational hours (unless permission is obtained from the business owner/general manager)	<ul style="list-style-type: none"> -25 meters of any park concession or business selling similar products - One block of any city school during school hours - Prohibited on residential streets or directly in front of a residential building - BRZs identify their own "roll" and "no-roll" zones with ability to opt-out entirely 	Mobile. Food trucks must observe the buffer zone/parking restrictions, and the "roll" and "no-roll" zones in the BRZ. Cannot operate for longer than 5 hours at one location	Operation of more than two food trucks in the same place or block is prohibited in the downtown core	Yes – with specific "no roll-zones" identified by the Downtown BRZ
Edmonton	812,201	Permission will not be granted to vendors where a conflict with an existing business is evident.	Not Specified. Vendors apply for locations(s)	Fixed location. Vendors must apply for and operate at a specified location	Not Specified	Yes
Vancouver	603,502	60 metres of an existing business having the same type of food, food concept, or theme	Not Specified. Vendors apply for locations(s)	Fixed location. Vendors must apply for and operate at a specified location	Not Specified	Yes

Mobile Food Truck Location/Operation Regulations for On-Street Operation in Select Cities (Continued)

Ottawa	883,391	Not specified – City pre-designates sites	Not specified – City pre-designates sites	Fixed Location. Vendors must apply for and operate at a specified location (predetermined by the City)	Not Specified	Not Specified
Winnipeg	663,617	20 metres of a food service establishment that has been issued an existing license.	- 3 metres of a public entrance to a building - 20 metres of the vehicular or pedestrian entrance to a park	Mobile. Food trucks must observe the buffer zones and parking restrictions	Not Specified	Yes
Toronto	2,615,060	25 metres of any business which sells similar products	- 25 metres from an entrance or exit of a place of worship - 30 metres from an entrance of a school ground or public park for vending of ice cream confectionaries.	Fixed location. Vendors must apply for and operate at a specified location	25 metres from an existing designated area for a food vending vehicle	Yes
Hamilton	519,949	30 metres of a food service establishment	- 100 metres of any park, school or hospital - 100 metres of a special event	Mobile. Food trucks must observe buffer zones and parking restrictions. Cannot operate longer than 3 hours at one location	Not Specified	Yes
Waterloo	98,780	10 metres of an existing restaurant or licensed hot dog cart	- 100 metres of an elementary or secondary school - Prohibited in residential areas except with written permission from resident	Mobile and Fixed Location. Mobile in the Uptown core. Vendors must apply for and operate at a specified location outside of the core	Not Specified	Yes

Proposed On-Street Mobile Food Truck Pilot Program

Updated: February 9, 2012

1.0 Purpose

To enhance the overall image, improve economic vitality and promote street life in Saskatoon through the provision of food vending on streets, while ensuring public welfare, fair competition and nuisance prevention.

2.0 Scope

2.1 The On-Street Mobile Food Truck Pilot Program is effective May 1, 2013. The Pilot Program will be evaluated prior to May 1, 2014.

2.2 For the purposes of the Pilot Program, Food Truck refers to a motorized, mobile, self-contained vehicle that is equipped to make and serve food. Trailers and carts are not permitted under the Pilot Program.

2.3 Conducting business within the public-right of way is prohibited under Street Use Bylaw No. 2954, except where approved by City Council. Only the sale of food items, as approved by Saskatoon District Health, is permitted under the On-Street Mobile Food Truck Pilot Program. Sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted on-street and is not included under this Pilot Program.

2.4 The On-Street Mobile Food Truck Pilot Program applies only to on-street operation. This Pilot Program does not regulate mobile food trucks on private property or special events/festivals.

3.0 General Regulations

3.1 No person shall operate an on-street mobile food truck business under the Pilot Program without first obtaining a business license under The Business License Bylaw No. 8075.

- 3.2 A business license must be obtained for each mobile food truck operating under the Pilot Program.
- 3.3 The business license is valid from the date of approval to May 1, 2014.
- 3.4 No person shall operate an on-street mobile food truck business under the Pilot Program if the business license has expired, been suspended, or revoked.
- 3.5 Vendors operating under the Pilot Program will be periodically inspected to ensure compliance. No person shall obstruct or interfere with an authorized City personal with respect to inspections and investigations for the purposes of enforcement of the Pilot Program.
- 3.6 It is the vendor's responsibility to ensure that all guidelines and regulations of the Pilot Program are understood and adhered to at all times.

4.0 Business License Approval Process

The following permissions must be obtained, and regulations met, prior to approval of a business license:

- 1) Saskatoon Health Region Approval;
- 2) Fire Inspection Approval;
- 3) Proof of Motor Vehicle Insurance;
- 4) Proof of Liability Insurance with a minimum liability limit of \$2,000,000. The City of Saskatoon must be named as an insured;
- 5) Discharge Management Plan that includes a description of how and where FOG (Fats, Oils, Grease) and grey water will be disposed; and
- 6) A commercial or home based business license issued for the base of operations and/or storage of mobile food truck(s). Note that home based

businesses permit only one business related vehicle (not exceeding 6 metres in length) in conjunction with a licensed business.

Review of the completed application will take approximately 2 to 3 weeks.

5.0 Conditions of Operation

- 5.1 Mobile food truck operations shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
- 5.2 Mobile food trucks must be aesthetically pleasing in appearance, clean, and well lit.
- 5.3 All elements associated with the mobile food truck and its operations (including line-ups, signage and trash receptacles) must not cause any vehicular or pedestrian obstructions or hazards. A minimum of 1.5 metres (5.0 feet) of sidewalk as passage way for pedestrians is required.
- 5.4 Operations of the mobile food truck must be conducted in a manner that does not restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police, or sanitation vehicles.
- 5.5 The mobile food truck can be no more than 8,000 kilograms in weight, 2.5 metres in width, and 9.75 metres in length.
- 5.6 The mobile food truck must display a valid license plate that is visible at all times.
- 5.7 The mobile food truck must be equipped with its own power and water source. Generators are permitted providing that they do not cause a disturbance.

- 5.8 Service windows must be orientated towards the sidewalk. Service windows that face the street are not permitted.
- 5.9 Overhead canopies or doors must not obstruct or hinder pedestrian traffic.
- 5.10 Sign boards must be placed against the mobile food truck to avoid any obstructions. Only one sign board is permitted per vehicle, and must comply with the regulations outlined in Temporary Sign Bylaw No. 7491.
- 5.11 Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with the mobile food truck operation is prohibited.
- 5.12 Vendors must make arrangements to provide proper access to public washroom facilities for employees or large groupings of customers.
- 5.13 The City of Saskatoon Business License must be carried on the mobile food truck and visible to the public at all times.
- 5.14 Proper trash and recycling receptacles for customers and staff must be provided. Vendors shall clean up within a 6.0 metre radius after service at a location.
- 5.15 Mobile food truck vendors must attend the on-street food truck at all times.
- 5.16 A location log that tracks the time and duration of the mobile food truck at each location for the duration of the Pilot Program must be maintained. This location log must be made available to a bylaw inspector upon request.
- 5.17 Mobile food trucks must be stored at an approved location when not in operation. Storage of the mobile food truck on-street is prohibited.

6.0 Permitted On-Street Locations

The On-Street Mobile Food Truck Pilot Program permits operation of mobile food trucks in all areas of the city except where noted in Section 7.0 of these

Regulations. Locations are available on a daily first-come first-served basis. The City does not assign/reserve specific spots or stalls, nor does it cap the number of licenses issued, for mobile food vendors to operate on-street.

7.0 Prohibited On-Street Locations

- 7.1 Operation is prohibited within 30 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations).
- 7.2 Operation is prohibited within 30 metres of a primary or secondary school.
- 7.3 Operation is prohibited within 30 metres of a park concession.
- 7.4 Operation is prohibited within 150 metres of a special event or festival (except where permission from the event coordinator has been obtained).
- 7.5 Operation is prohibited within 6 metres of any intersection or crosswalk, and within 10 metres of a bus stop.
- 7.6 Operation is prohibited in residential zoning districts and streets adjacent to residential zoning districts.
- 7.7 Vendors shall not park or operate in angle or nose-in parking stalls.
- 7.8 On street mobile food trucks are not permitted to block access to alleyways, driveways, fire hydrants or loading zones. All parking restrictions must be obeyed.
- 7.9 Vending at one on-street location is not permitted to exceed a period greater than five consecutive hours. Vendors must move the mobile food truck to a different block after the five hour duration has expired.
- 7.10 No more than one on-street mobile food truck is permitted to operate per block face at any given time.

Permitted locations in the Business Improvement Districts (BIDs) are shown in Attachment 1.

Where applicable, a BID may approve additional locations that do not meet the separation distance requirements.

8.0 Hours of Operation

The City of Saskatoon does not regulate the operational hours of businesses. However, vending at one on-street location is not permitted to exceed a period greater than five consecutive hours.

9.0 Parking Meter Hoods

Upon issuance of a business license under the On-Street Mobile Food Truck Pilot Program, vendors will be provided with a custom parking meter hood.

Meter hoods must be affixed to a parking meter any time a mobile food truck parks in a metered parking stall, and must be removed after business operations conclude.

Mobile food trucks that exceed the length restriction of a typical metered parking stall must purchase an additional parking meter hood to cover both stalls. The parking meter hood remains the property of the City and must be returned should the business license not be renewed, suspended, or cancelled.

10.0 Laws and Regulations

Vendors must abide by all laws and regulations, bylaws, and resolutions governing the mobile food truck operation and must satisfy all levels of government agencies.

11.0 Violations

Failure to follow the guidelines and regulations of the On-Street Mobile Food Truck Pilot Program, or any other laws, regulations or bylaws may result in the suspension or revocation of the business license.

Violation of the regulations outlined in Traffic Bylaw No. 7200 could result in a financial penalty and/or the towing of the mobile food truck.

12.0 Appeals

Appeals regarding the suspension or cancellation of a business license can be made to the Saskatoon Licence Appeal Board, pursuant to the provisions of The Saskatoon Licence Appeal Board Bylaw No. 9036.

13.0 Fees

11.1 As defined in the Business License Bylaw No. 8075, a \$500 licensing fee is required to operate a mobile food truck.

11.2 As defined in the Business License Bylaw No. 8075, a \$95 licensing fee is required for a commercial or home based business for the base of operations and/or storage of the mobile food truck(s).

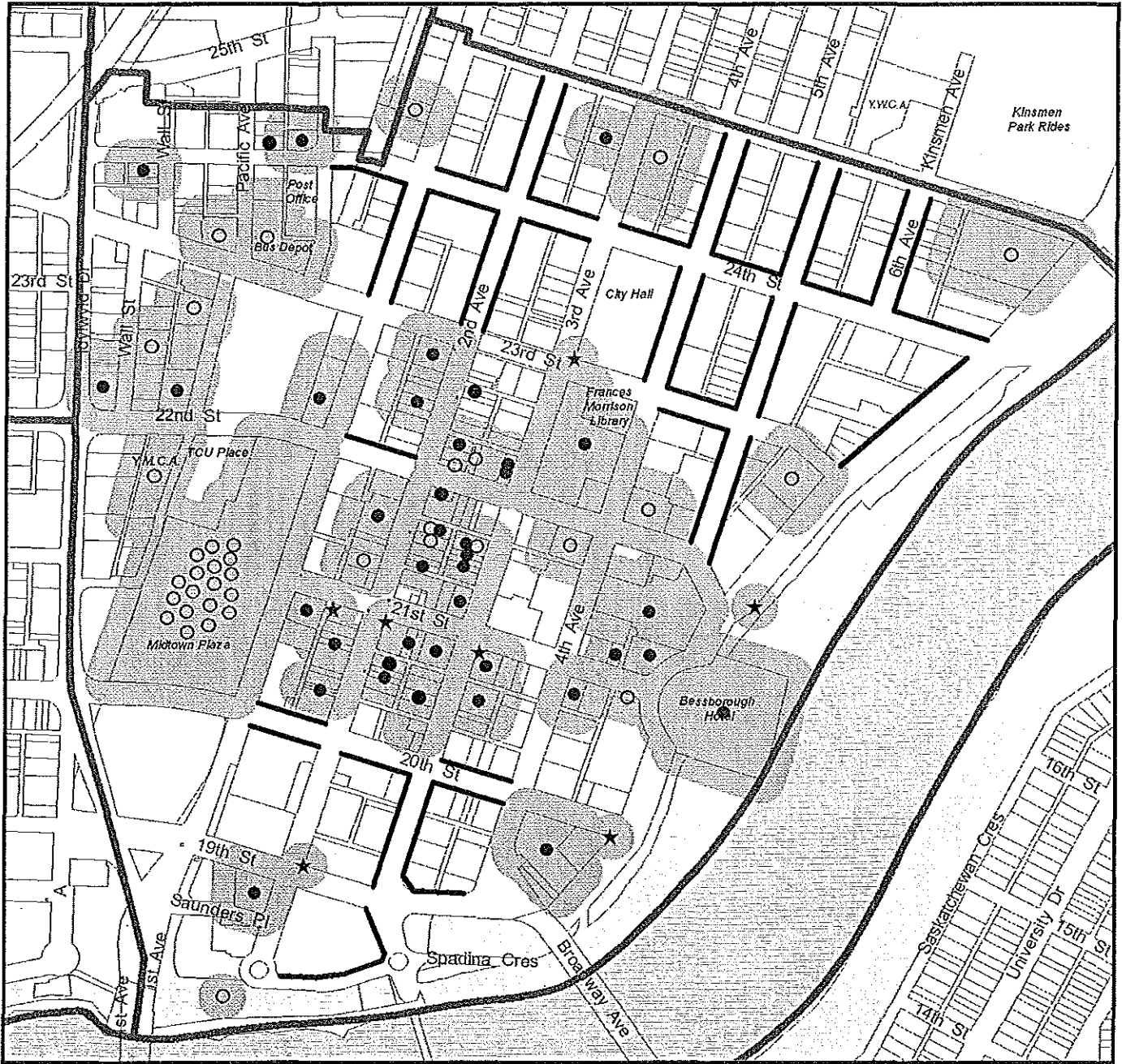
11.3 Parking meter hooding fees are \$25 per day for the first 30 days, followed by \$18 per day after the 30 day period.

11.4 Parking meter hooding fees are required to be paid in advance based on three month increments.

On-Street Mobile Food Truck – Associated Fees for 6 months

Fee Type	Amount
Business License Fee for Mobile Food Truck	\$500
Business License Fee for Commercial or Home Based Operations	\$95
Parking Meter Hooding Fees (\$25 per day for the first 30 days; \$18 per day after 30 days)	\$2,300 per parking meter
Infrastructure Services Administration Fee	\$35 per parking meter
Parking Meter Hood Charge (Refundable)	\$60 per parking meter

Central Business District 30m Buffer Zone - Permitted Locations

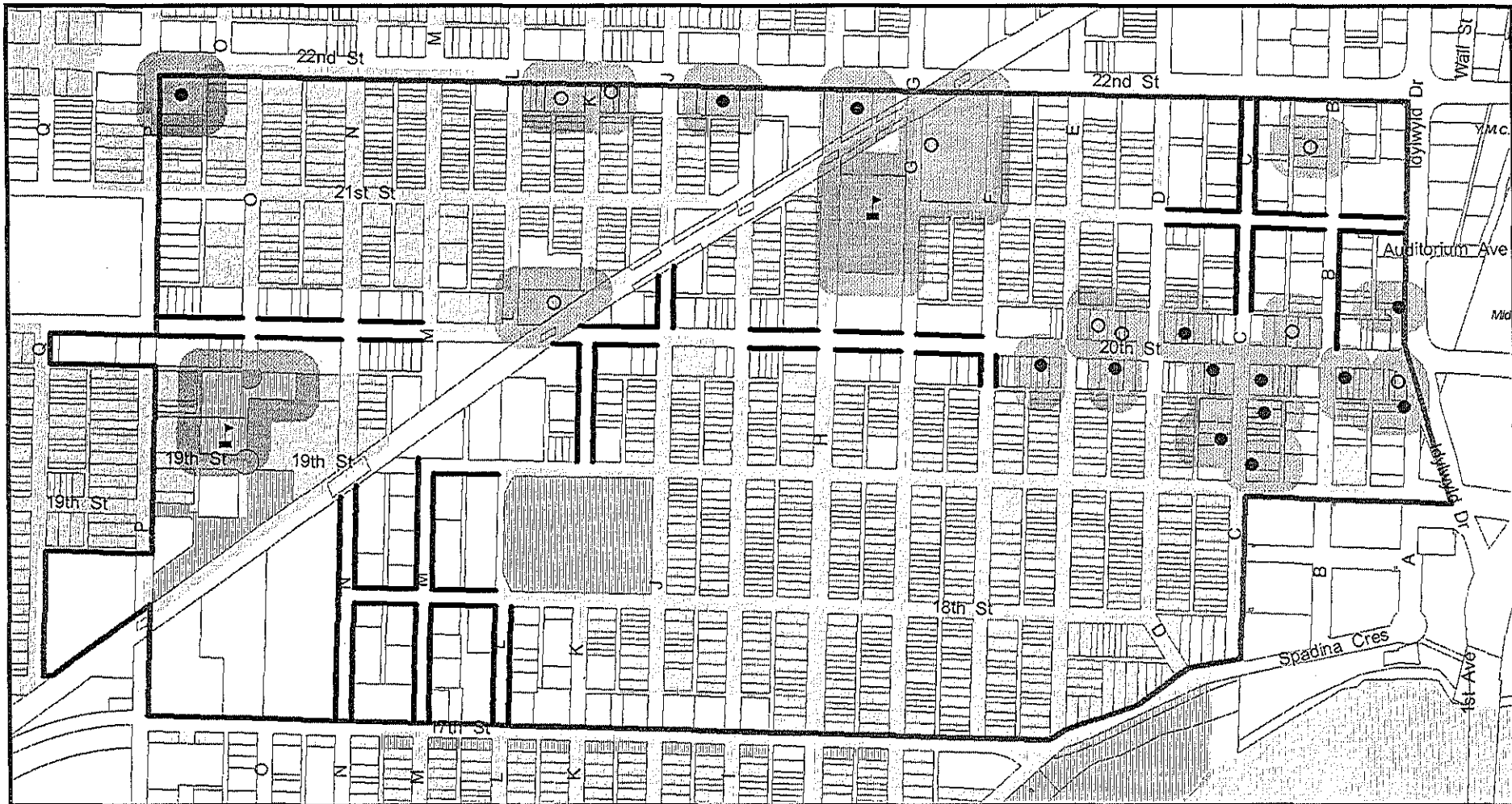


Legend

- Neighbourhood Area
- 30m Buffer Zones
- Park
- River
- Permitted Locations
- Sidewalk Vendors
- Nightclub/Tavern Locations
- Full-Service Restaurants
- Limited-Service Eating Places



Riversdale BID 30m Buffer Zone - Permitted Locations



Legend

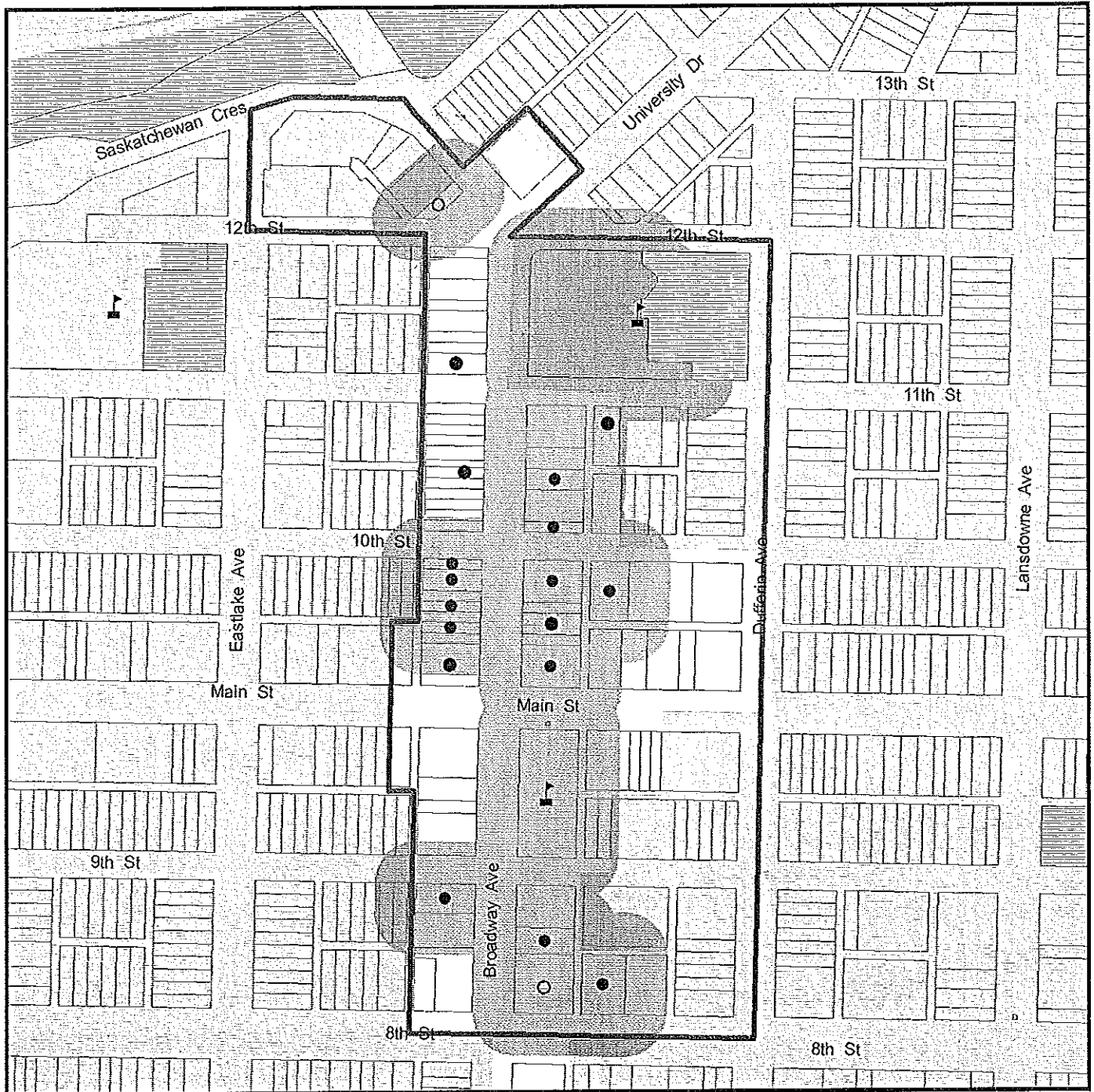
- | | | | |
|--|------------------------------|--|-------------------------------|
| | Residential Zoning Districts | | Permitted Locations |
| | 30m Buffer Zone | | Full-Service Restaurants |
| | Riversdale BID Boundary | | Limited-Service Eating Places |
| | Park | | |
| | River | | |
| | School | | |



February 11, 2013

Broadway BID

30m Buffer Zone - No Permitted Locations



Legend

- | | | | |
|--|------------------------------|--|-------------------------------|
| | Residential Zoning Districts | | Permitted Locations |
| | Broadway BID Boundary | | Full-Service Restaurants |
| | 30m Buffer Zone | | Limited-Service Eating Places |
| | Park | | Nightclub/Taverns |
| | School | | |



Sutherland BID 30m Buffer Zone - No Permitted Locations



Legend

- | | | | |
|--|------------------------------|--|-------------------------------|
| | Residential Zoning Districts | | Permitted Locations |
| | 30m Buffer Zone | | Nightclub/Tavern |
| | Sutherland BID Boundary | | Full-Service Restaurants |
| | Park | | Limited-Service Eating Places |
| | Railway | | |



City of Saskatoon Home-Based Business Regulations

- No more than one non-resident employee is permitted to work on-site.
 - All business activities must be conducted entirely indoors.
 - The business must not occupy more than 20 percent of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 40m².
 - An attached garage or accessory building may be occupied by a home-based business, provided that the total area used does not exceed 40m², and does not interfere with any required parking spaces.
 - No outside storage of materials, goods or equipment related to the home-based business.
 - One paved off-street parking space is required for a non-resident employee. Additional off-street parking spaces may be required.
 - No more than one business related vehicle with a gross vehicle weight of no more than 8,000 kilograms and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site.
 - A total of no more than 8 client or business related visits per day, and no more than 40 client or business related visits per week shall be made to home-based businesses on any one site. This includes delivery of merchandise, goods or equipment to the business residence.
 - Deliveries of merchandise, goods or equipment must not cause a nuisance to other residents of the neighbourhood.
 - A maximum of 2.0 cubic metres of storage may be permitted within a dwelling, and a maximum of 4.0 cubic metres of storage may be permitted within the garage, shed or other accessory building.
 - Storage of hazardous, explosive or flammable materials are not permitted.
 - Signs advertising the home-based business are not permitted on the property.
 - No exterior alterations can be made to the home that is not consistent with the residential character of the buildings and property.
 - An approved home-based business may serve as the administrative headquarters for up to two partners, provided they each obtain a separate home-based business approval, and that they are present at the administrative headquarters no more than two hours in any one week period
-

Project Name: Open House for Mobile Food Truck Regulations

File: PL 300 – 03

Community Engagement Project Summary

Project Description

A public information meeting was held regarding mobile food truck regulations. Current regulations for mobile food trucks were outlined, along with potential options to expand on these regulations and provide for on-street operation.

The meeting was held at the Frances Morrison Library on Thursday, January 24, 2013, at 2 p.m.

Community Engagement Strategy

- Purpose: To inform and consult. The public, as well as other stakeholders, were provided with an overview of existing regulations, current practices in other Canadian cities, and potential options to consider expanding regulations to allow for on-street operation. The public was given the opportunity to ask questions and provide comments. Written comments were accepted until February 1, 2013.
- A Public Open House format was used, providing those in attendance with an opportunity to speak to City staff regarding existing regulations and proposed options for on-street mobile food vending.
- Level of input or decision making required from the public: Public comment and opinion.
- Who was involved: General Public, Business Improvement Districts (BIDs), and Tourism Saskatoon. 57 people signed in at the meeting.

Summary of Community Engagement Input

- Key milestones, significant events, stakeholder input.
This community engagement initiative provided interested & concerned individuals with an opportunity to learn more about existing and proposed options for regulation which was considered by municipal staff in further analysis of the proposed regulations.
- Timing of notification to the public including dates of mail-outs, PSA's, newspaper advertisements, number of flyers delivered, who was targeted.

Notification Processes:

Notification Method /Date Issued	Details	Target Audience / Attendance	Attendance / Contact
<p>Public Open House notice sent:</p> <p>January 10, 2013</p>	<p>Letters were sent to the Business Improvement Districts and Tourism Saskatoon.</p>	<p>General Public and Business Community</p>	<p>57 people were in attendance at the Open House</p>
<p>PSA sent:</p> <p>January 17, 2013</p>	<p>General public was notified through a PSA and advertisements in <u>The StarPhoenix</u></p>		
<p>Newspaper Advertisements published:</p> <p>January 19, 2013</p>			

- Analysis of the feedback received, provide a brief summary of the comments to capture the flavour of the feedback received:
 - Feedback and comments received at the public meeting identified support for permitting mobile food trucks to operate on-street.
 - Many in attendance felt that a proposed option of a 30 metre buffer zone between established restaurants and mobile food trucks was too restrictive.

- A 30 metre buffer zone raised the question over whether mobile food trucks would be able to successfully compete under such a restriction.
 - Concerns were raised over food trucks being able to only locate on the peripherals of the downtown (and not within the Broadway or Sutherland BIDs) with a 30 metre separation distance.
 - Many in attendance also wanted to see mobile food trucks permitted adjacent to City Parks and near the vicinity of nightclubs and taverns.
 - Concerns were raised by a few existing business owners over mobile food trucks being permitted to operate in close proximity to their business and what impact that may have on their operations.
- Impact of community engagement on the project/issue:
 - The feedback at the meeting will provide Council with opinions and comments of the surrounding community.
 - How will input be used to inform the project/issue:
 - Input received from the community will be used to measure the support of expanding mobile food trucks to include for a proposed On-Street Mobile Food Truck Pilot Program.

Next Steps

Action	Anticipated Timing
Planning and Development Report prepared and presented to the Planning and Operations Committee	March 12, 2013
Council Decision - may approve or deny proposal.	March 18, 2013

Completed by: Catherine Kambeitz, Senior Planner, 975-7710

Date: February 8, 2013

Please return a copy of this summary to
 Lisa Thibodeau, Community Engagement Consultant
 Communications Branch, City Manager's Office
 Phone: 975-3690 Fax: 975-3048 Email: lisa.thibodeau@saskatoon.ca

Catherine Kambeitz, Senior Planner
Business License Program
Planning and Development Branch
The City of Saskatoon

February 1st, 2013

After having attempted to meet with all of the Restaurateurs in The Downtown Core of Saskatoon over the past 3 days, I'd like to inform you that it is almost unanimous that the Independent and Corporately owned Food and Beverage Businesses are 100% against allowing Food Trucks to park and conduct business on the streets of downtown Saskatoon.

Some of the issues and concerns that have arisen during our discussions are as follows;
...the matter of unfair competition, Established businesses have made major investment into their locations, leasehold improvements, taxes, utilities and large staff commitments, all of which, for the most part will not apply to the Mobile Food Truck.

...the fact that comparison cities which this proposal is modeled after, have a much larger customer base to service

...the fact that there is already a shortfall of parking in the area.

...that contrary to a Food Truck having the luxury of only incurring expenses while operating at peak times, an established business continues to be responsible for all of their operational day to day expenses during off peak hours, year round.

...a question as to why The City would allow business to be conducted from a parking stall, and if that is to be allowed why would The City not allow an established tax paying business that is already licensed to do the same by setting up an outdoor patio in the stalls adjacent to their business? (a practice that other cities do allow)

...if in fact having Food Trucks operating on the streets of the Downtown Core does end up attracting more people, where will they park?

...if new guidelines were to be set in place, would the city be prepared to hire more staff to enforce the new By-laws and deal with the problems that they would create?

I have seen first hand that a majority of Downtown Restaurants are small, family or independently owned operations that are surviving, by no means getting wealthy. A situation where they have basically created a job for themselves and their employees. If, in our very limited market, the added stress of unfair competition is placed on their businesses, I'm very afraid that they would find it much more difficult or be unable to survive. This would leave a large gap that will not be able to be filled by a Food Truck. (this would be especially evident in the late autumn, winter and early spring, when the Food Trucks would not be on the streets) This does not even begin to speak to the many jobs that would be lost as a result of an established restaurant being forced to shut their doors. Is The City of Saskatoon prepared to lose businesses that employ 10 - 60 full and part-time staff, and pay their property taxes and utilities in exchange for a Food Truck that employs 1 or 2 part-time people and contributes a small fraction to The City's coffers in comparison?

Established Restaurants employ large numbers of people. These staff members have a tendency to favor the area in which they work by spending time there and supporting surrounding businesses. Owners and their staff have a vested interest in the health of their neighborhood. A Mobile Food Truck returns to suburbia or another commercial area for restocking and storage and does not tend to reinvest in the area in which they feed.

If one of the goals of this proposal is to increase the ambiance of Downtown Saskatoon, there are far more positive ways of accomplishing this;

- encouraging more sidewalk, Bistro Style Patios
- providing more outdoor spaces for the Performing Arts and Sidewalk Artists

Please accept this petition of names of those opposed to allowing Food Trucks to operate on the downtown streets of Saskatoon, along with a submission of opinions gathered as a result of personally speaking with the business owners, managers and staff, that would be directly affected by this proposal.

Yours truly,



Laurel Beaumont, owner
Bus Stop Refreshments
(306) 653-0456

In Regard to The Proposal of Mobile Food Truck Operation in the City of Saskatoon:

It is our opinion that the purpose of a Mobile Food Truck is to service an area that does not have a similar service in existence. (ie; construction site, special events)

The proposal to allow Mobile Food Trucks to operate in Saskatoon's Downtown Core presents a number of issues that would be directly detrimental to the wide variety of existing restaurants that are currently operating in this area. It would also indirectly affect all types of business and their customers and clients by creating traffic flow, parking, accessibility and safety issues for them.

Existing Food Service Businesses are subject to a number of expenses that would not be applicable to a mobile concession. These extensive costs include property and/or building lease, property taxes, utilities, licensing, permanent staff and the cost of the upkeep and maintenance of their property and surrounding area. The mobile unit would therefore have a monetary advantage and no interest in the maintenance of a specific area.

The focus market of these Food Trucks would be the lunchtime crowd which is either a substantial portion of the revenue or the mainstay of many of the existing Restaurants downtown. Many of them are only open during the day so allowing Mobile Concessions to operate would essentially be taking away the core of their business.

To address the matter of an appropriate location for a Mobile Concession, the lack of available parking for people that work in the downtown core and support all forms of downtown business already presents a great and highly visible problem. To have on street, or parking lot operation an option for a temporary location for these concessions, would make an already congested area even more so. The disruption of traffic patterns that this would cause could potentially create safety concerns for vehicle, bicycle and pedestrian traffic. To allow these trucks to set up on the street adjacent to Kiwanis Park for instance would block the newly designated Bicycle Lanes and force cyclists into traffic, an obvious hazard.

To determine an appropriate buffer zone a number of factors need to be considered, the width of the street and block length are examples. To put a number of meters as an acceptable distance in one area may not be sufficient in another. I think that in order to protect existing businesses a buffer zone of at least one city block in all directions would be necessary.

An important fact that is being overlooked is the comparison of what is being allowed in other much larger cities. The number of people occupying the downtown cores of Vancouver, Calgary, Edmonton, Winnipeg and Toronto is much greater than that of Saskatoon. Seasonal weather patterns differ which would affect the available operational time and larger centers also have a greater number of visitors to their cities, which must also be considered.

If it is a more vibrant atmosphere that is being sought a more appealing approach would be to provide a boost to this City's Arts Community and promote more outdoor performances. Another option would be to encourage the use of more outdoor patios by existing restaurants thus providing more international flare. This in turn may result in a direct benefit to the city by limiting space available for panhandling and creating an atmosphere that would leave a much better impression with visitors to our city.

List of Businesses who Signed the Petition

Business Name	Location
Bus Stop Refreshments	Central Business District
La Prep Scotia Centre	Central Business District
McDonalds	Central Business District
Mulberrys	Central Business District
Spadina Freehouse	Central Business District
Pacific Billiards	Central Business District
Village Cafe	Central Business District
Jake's on 21 st	Central Business District
Taverna Italian Restaurant	Central Business District
Truffles Bistro	Central Business District
Mediterranno	Central Business District
Thien Vietnam Restaurant	Central Business District
Olympia Family Restaurant	Central Business District
The Sugar Moon Cakery	Central Business District
Flint Bistro	Central Business District
Poached Breakfast Bistro	Central Business District
Starbucks	Central Business District
Earls Restaurant	Central Business District
2 nd Avenue Grill	Central Business District
Strongfield's Coffee	Central Business District
O'Shea's Irish Pub	Central Business District
Caffe Sola	Central Business District
Tim Hortons	Central Business District
Pita Pit	Central Business District
Afghan Kabob & Donair	Central Business District
Robin's	Central Business District
Saskatoon Asian Restaurant	Central Business District
The Saskatoon Club	Central Business District
Taj Mahal Restaurant	Central Business District
St. Tropez Bisto	Central Business District
Magic 98.3 FM	Central Business District
Red Pepper Restaurant	Central Business District
Ding Dong Restaurant	Central Business District
Calories	Nutana
Grandma Lee's	Central Business District
Hudson's Saskatoon Ltd.	Central Business District
Holiday Inn Downtown Saskatoon	Central Business District
Otowa Japan	Central Business District
Subway	Central Business District
Tusq	Central Business District

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 Z. Jeffries
Councillor E. Olauson

1. **Proposed Amendment to the Capital Reserves Bylaw 6774
Funding Sources for the Civic Vehicles and Equipment
Asset Disposition/Acquisition Reserve
(File No. CK. 1815-1)**
-

RECOMMEDATION:

- 1) that Capital Reserves Bylaw 6774 be amended to eliminate the following funding sources for the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve:
 - a) an equipment surcharge of 3% on the rental rates charged on all police vehicles in the civic fleet; and
 - b) an annual provision of \$150,000 to be derived from the rental rates charged for the civic vehicles and equipment fleet;
- 2) that the City Solicitor be requested to prepare the necessary amendment to Capital Reserves Bylaw 6774 for approval by City Council; and
- 3) that a copy of the report of the General Manager, Infrastructure Services dated April 28, 2013, be forwarded to the Board of Police Commissioners.

Attached is a report of the General Manager, Infrastructure Services dated April 28, 2013 requesting approval to eliminate two of the funding sources listed in Capital Reserves Bylaw 6774 for the Civic Vehicles and Equipment Asset Disposition/Reserve.

Your Committee reviewed the report and was made aware that all new additions to fleets are now funded specifically by the user group or department. The Vehicles and Equipment Branch will only be responsible for maintenance and replacement.

Following review of this matter, your Committee puts forward the above recommendation.

2. Property Management Services for White Buffalo Youth Lodge
(File No. CK. 610-9)

- RECOMMENDATION:**
- 1) that the proposal for the three-year contract for property management services for the White Buffalo Youth Lodge submitted by Saskatoon Real Estate Services Inc., at the following costs, excluding G.S.T., be accepted:
 - a) \$104,149 for Year 1;
 - b) \$107,794 for Year 2;
 - c) \$111,567 for year 3; and
 - 2) that the City Solicitor be requested to prepare the contract for execution by the Mayor and City Clerk, under the Corporate Seal.

Your Committee has reviewed and supports the attached report of the General Manager, Infrastructure Services dated April 29, 2013, requesting approval to award the three-year contract for property management services for the White Buffalo Youth Lodge.

**3. Enquiries – Councillor P. Lorje (December 10, 2012)
Composting Facilities
and
City-Wide Green Bin System – Compostable Organic Material
(File No. CK. 7830-5)**

- RECOMMENDATION:**
- 1) that up to \$75,000 be allocated from Capital Project #2187 – Permanent Composting Facility to complete a Clean Energy Options Strategy; and
 - 2) that Administration provide a report on options for expanded organics programs in Saskatoon.

Attached is a report of the General Manager, Utility Services dated April 18, 2013 in response to the above-noted enquiries.

Your Committee expressed interest in expansion of the voluntary leaves and grass program and the feasibility of increasing the pick-up schedule in heavily urban forested areas of the city.

Following review of this matter, your Committee puts forward the above recommendation.

**4. Saskatoon Transit Route Realignment and Service Enhancements for 2013
(File No. CK. 7310-1)**

- RECOMMENDATION:**
- 1) that the information be received; and
 - 2) that the Administration submit a report on the “direct-to-downtown” service communications strategy to the Administration and Finance Committee in a timely manner.

Attached is a report of the General Manager, Utility Services dated May 7, 2013 introducing required transit route realignments and service enhancements to address existing challenges relative to schedule adherence, service demands and capacity limitations. Copies of the Saskatoon Transit Route Realignment and Service Enhancements maps have already been provided to City Council members. A copy is available for viewing on the city’s website www.saskatoon.ca as part of this report, and in the City Clerk’s Office.

Your Committee expressed concerns with the possible move of the Confederation Transit Hub and the negative effects that it may have on accessibility of the terminal and traffic. The Administration advised your Committee that the City is moving away from these types of terminals by replacing the infrastructure on more direct routes. The vision of the Confederation terminal will be a more substantial station.

Your Committee was advised that the trip time on the "direct-to-downtown" service is estimated to be under 30 minutes (same amount of time a vehicle would take to get downtown from the last pick-up stop) and that a communications strategy for this service is in the process of being developed.

Your Committee was further advised that a major transit study will be part of the overall Integrated Growth Plan, with a goal to having more permanent routes.

Following review of this matter, your Committee puts forward the above recommendation.

**5. Sole Source – Trapeze Software Incorporated
Intelligent Transportation System (ITS)
(File No. CK. 1402-1 x7300-1)**

- RECOMMENDATION:**
- 1) that the supply of the Intelligent Transportation System (ITS) for 120 buses be sole sourced to Trapeze Software Incorporated in the amount of \$1,741,686.50 (including P.S.T); and
 - 2) that the City Solicitor be requested to prepare the contract for execution by the Mayor and City Clerk, under the Corporate Seal.

Your Committee has considered the attached report of the General Manager, Utility Services dated May 1, 2013 requesting approval to award a sole-source contract to Intelligent Transportation System (ITS) from Trapeze Software Incorporated to ensure the remaining fleet share the same system and data set as those in the pilot project approved by Council on May 5, 2008.

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Tuesday, May 21, 2013
Administration and Finance Committee
Page 5

Your Committee held discussion regarding terminology and questioned whether this is a sole source contract or an extension of the current contract. The Administration advised that the original pilot program was sole sourced and, although this is essentially an extension of that contract, it is technically a new contract. Accordingly, a request for proposal is not being recommended, as outlined in the report.

Following review of this matter, your Committee puts forward the above recommendation.

Respectfully submitted,

Councillor T. Paulsen, Chair

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Infrastructure Services Department
DATE: April 28, 2013
SUBJECT: Proposed Amendment to the Capital Reserves Bylaw 6774
Funding Sources for the Civic Vehicles and Equipment
Asset Disposition/Acquisition Reserve
FILE NO.: IS. 1815-1

RECOMMENDATION: that the following report be submitted to City Council recommending:

- 1) that Capital Reserves Bylaw 6774 be amended to eliminate the following funding sources for the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve:
 - a) an equipment surcharge of 3% on the rental rates charged on all police vehicles in the civic fleet; and
 - b) an annual provision of \$150,000 to be derived from the rental rates charged for the civic vehicles and equipment fleet; and
- 2) that the City Solicitor be requested to prepare the necessary amendment to Capital Reserves Bylaw 6774 for approval by City Council.

TOPIC AND PURPOSE

This report is to obtain approval to eliminate two of the funding sources listed in Capital Reserves Bylaw 6774 for the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve.

REPORT HIGHLIGHTS

1. The 3% surcharge on the vehicle rental rates charged on all Police vehicles for additions to their fleet has not fulfilled its goal of being able to replenish the reserve because the needs of the Saskatoon Police Service to add to their fleet have far exceeded the amount that has been contributed through the reserve.
2. The annual provision of \$150,000 derived from rental rates for contribution to the acquisition reserve has been ineffective and insufficient.

STRATEGIC GOALS

The actions recommended in this report support the City of Saskatoon Strategic Goal, Asset and Financial Sustainability.

BACKGROUND

Vehicle and Equipment Services is responsible for the acquisition and disposal of the civic fleet of vehicles and equipment. This is accomplished through the Vehicles and Equipment Asset Disposition/Acquisition Reserve, which is included in Capital Reserves Bylaw 6774 as follows:

"The purpose of the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve is to finance the purchase of additional vehicles and equipment for the civic vehicles and equipment fleet. The funds may also be used to finance the purchase or construction of buildings or other capital assets needed to protect, operate and maintain the fleet."

REPORT

The source of funding for the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve, as outlined in Bylaw 6774, is as follows:

- "(a) an initial transfer of \$2,000,000 from the Civic Vehicles and Equipment Replacement Reserve;
- (a) any funds in excess of \$500,000 in the Civic Vehicles and Equipment Stabilization Reserve at year-end;
- (b) any proceeds and accumulated contributions from the sale of vehicles and equipment no longer required in the fleet.
- (c) an equipment surcharge of 3% on the rental rates charged on all Police vehicles in the civic fleet; and
- (d) an annual provision of \$150,000 to be derived from the rental rates charged for the civic vehicles and equipment fleet."

The 3% surcharge on Saskatoon Police Services vehicles was originally established in order to fund additions to the Police fleet. In recent years, this amount has been approximately \$70,000 to \$78,000 per year.

All other City of Saskatoon departments fund the addition of vehicles and equipment that they require. It does not come from the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve.

Since the 3% surcharge has been in place, the needs of Saskatoon Police Services to add to their fleet have far exceeded the amount that has been contributed through the surcharge. Thus, the surcharge is not fulfilling its goal of replenishing the reserve. Therefore, from an administrative standpoint, it is mutually beneficial for both Vehicles and Equipment and Saskatoon Police Services to eliminate the surcharge and have Police fund their own additional units, as required.

The annual provision of \$150,000 from the rental rates charged for civic vehicles and equipment has not been transferred to the reserve for a number of years, due to the

need to replace ageing vehicles. Therefore, the Administration is recommending that this funding source be eliminated from the bylaw as well.

If approved, the vehicle and equipment rental rates will be based on costs of operation, maintenance and replacement of equipment only, and it will remove any premiums associated with additions to the fleet.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

If approved, an amendment to Capital Reserves Bylaw 6774 is required.

FINANCIAL IMPLICATIONS

Eliminating the 3% surcharge will remove funding for fleet additions for Saskatoon Police Services. Saskatoon Police Services will, therefore, fund their own vehicle additions, which is in accordance with other civic departments.

Proceeds from the sale and disposal of vehicles and equipment no longer required in the fleet will continue to be transferred to the reserve.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Saskatoon Police Services have been consulted and are in agreement with the changes recommended.

COMMUNICATIONS PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

If approved, the City Solicitor will submit a report with the appropriate bylaw amendment by the end of September, 2013.

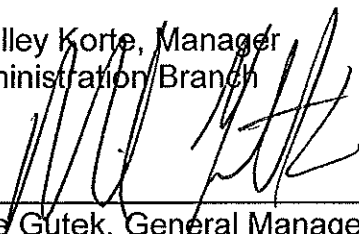
PUBLIC NOTICE

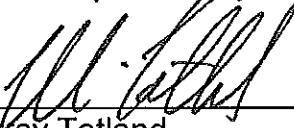
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

Written by: Dean Summach, Accounting Coordinator
Administration Branch

Approved by: Tim Halstead, Manager
Facilities Branch

Approved by: Shelley Korte, Manager
Administration Branch

Approved by: 
Mike Gutek, General Manager
Infrastructure Services Department
Dated: May 2, 2013

Approved by: 
Murray Totland
City Manager
Dated: May 6/13

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Infrastructure Services Department
DATE: April 29, 2013
SUBJECT: Property Management Services for White Buffalo Youth Lodge
FILE: IS. 610-1

RECOMMENDATION: that the following report be submitted to City Council recommending:

- 1) that the proposal for the three-year contract for property management services for the White Buffalo Youth Lodge submitted by Saskatoon Real Estate Services Inc., at the following costs, excluding G.S.T., be accepted:
 - a) \$104,149 for Year 1;
 - b) \$107,794 for Year 2; and
 - c) \$111,567 for year 3; and
- 2) that the City Solicitor be requested to prepare the contract for execution by the Mayor and City Clerk, under the Corporate Seal.

TOPIC AND PURPOSE

This report is to obtain approval to award the three-year contract for property management services for the White Buffalo Youth Lodge.

REPORT HIGHLIGHTS

1. The City of Saskatoon is responsible for the project management, maintenance and operation of the White Buffalo Youth Lodge.
2. The property management services contract expired on March 31, 2013.

STRATEGIC GOALS

This report supports the City of Saskatoon Strategic Goal, Asset and Financial Sustainability, as it will ensure that the City-owned facility is properly maintained.

BACKGROUND

The original partnership agreement for management of the White Buffalo Youth Lodge was instituted on December 1, 1999, between the City of Saskatoon and the Saskatoon Tribal Council Urban First Nations, the Central Urban Métis Federation and the Saskatoon Regional Health Authority. The agreement designates the City of Saskatoon's responsibilities, which includes project management, maintenance and operation of the facility.

REPORT

The three-year contract for property management services expired on March 31, 2013. The current property manager has agreed to continue services until April 30, 2013.

Property management services include the provision of a building operator for basic maintenance and repair; the management of the building's heating, ventilating, air conditioning, etc.; the management of all code and regulatory requirements for building operation; and daily custodial services for the interior and exterior of the building.

A Request for Proposals (RFP) for property management services at White Buffalo Youth Lodge for a three-year term was sent out. Two proposals were received from local property management companies as follows:

- Saskatoon Real Estate Services Inc.; and
- ICR Commercial Real Estate.

After a comprehensive review, the Administration concluded that Saskatoon Real Estate Services Inc., which was the lowest bidder, was the superior proposal.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The total cost to the City of Saskatoon for property management services with Saskatoon Real Estate Services Inc., for the three year period, is as follows:

Property Management Services	\$323,510.00
G.S.T.	<u>\$ 16,175.50</u>
Subtotal	\$339,685.50
Less G.S.T. Rebate	<u>\$ 16,175.50</u>
TOTAL	\$323,510.00

Property management costs are funded from the White Buffalo Youth Lodge Trust Account, which was established in the Partnership Agreement. The City contributes annually to the Trust Account through the Community Services' Department Operating Budget.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

No public or stakeholder involvement is required.

COMMUNICATION PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

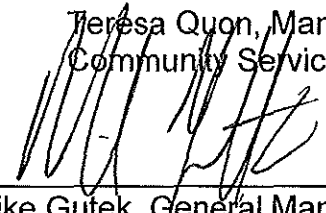
PUBLIC NOTICE

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

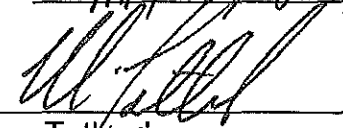
Written by: Tim Halstead, Manager, Facilities Branch
Infrastructure Services Department

Reviewed by: Lynne Lacroix, Manager, Community Development Branch
Community Services Department

Reviewed by: Teresa Quon, Manager, Business Administration Branch
Community Services Department

Approved by: 
Mike Gutek, General Manager,
Infrastructure Services Department

Dated: May 27 2013

Approved by: 
Murray Totland
City Manager

Dated: May 27 2013

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utility Services Department
DATE: April 18, 2013
SUBJECT: Enquiries – Councillor P. Lorje (December 10, 2012)
Composting Facilities
- and -
City-Wide Green Bin System - Compostable Organic Material
FILE NO: WT 7832-24

RECOMMENDATION: that Administration and Finance Committee submit a report to City Council recommending:

- 1) that up to \$75,000 be allocated from Capital Project #2187 – Permanent Composting Facility to complete a Clean Energy Options Strategy; and
- 2) that Administration provide a report on options for expanded organics programs in Saskatoon.

TOPIC AND PURPOSE

Responses to the enquiries made by Councillor Lorje are provided and include a recommendation for advancing to the next phase of consideration.

REPORT HIGHLIGHTS

Existing compost depots collected 19,500 tonnes of leaf and yard-waste in 2012. Modular in-vessel composting systems such as 'Hot Rot' are usually introduced when food and other organic waste streams are introduced. City-wide collection of yard-waste would cost an additional \$1.75million each year. Administration suggests that a Clean Energy Options Strategy be prepared in advance of developing organics program options beyond yard waste to maximize benefits and effectiveness.

STRATEGIC GOALS

The recommendations in this report support the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership.

BACKGROUND

The following enquires were made by Councillor Lorje at the meeting of City Council held on December 10, 2012:

"Will the Administration please report on the two composting facilities in the city, and specifically on the possibility of moving to a 'hot rot' type system that would hasten the composting of organic materials?"

- and -

“Will the Administration please report on the possibility and logistics of implementing a city-wide green bin system for diversion of compostable organic material from the landfill?”

In 2009, Council approved funding in the amount of \$7.2million to Capital Project #2187 – Permanent Composting Facility. The scope of work was to include infrastructure required to service a portion of the City.

REPORT

Update on City of Saskatoon Composting Facilities

Since 2006, the City of Saskatoon Environmental Services Branch has been operating two compost depots where residents can drop off yard waste at no charge. The two depots, one on McOrmond Drive and the other on Highway 7, are temporary locations accepting leaves, grass, non-elm tree and shrub branches, as well as garden waste that would otherwise end up in the landfill. The usage of these sites has increased.

In 2012, the total quantities delivered to both compost depots was estimated at 19,500 tonnes; with approximately 7,900 tonnes delivered to the Highway 7 depot (41%), and 11,600 tonnes to the McOrmond depot (59%). Of the 19,500 tonnes:

- 12,600 tonnes (65%) was delivered by residents;
- 5,300 tonnes (27%) was delivered by contractors/commercial haulers; and
- 1,600 tonnes (8%) delivered by the City of Saskatoon Parks Branch and the Leaves & Grass Subscription Program.

The compost depots were open for 200 days in 2012 from mid-April to early November.

Modular In-vessel Composting Systems

There are a variety of modular, in-vessel composting systems available in the marketplace today, with ‘Hot Rot’ among them. In-vessel systems are typically introduced when organics programs include food waste or other material that is problematic for windrow compost systems such as those found at the two City of Saskatoon depots. These systems are called ‘in-vessel’ because all of the organics are inside a sealed, controlled environment. This allows the user to manipulate the water content, access to air, the retention time of material in the vessel, and maintain ideal conditions for the microbial populations inherent in the composting process. It also reduces the attraction of vermin (a significant barrier to introducing food waste into windrow compost systems).

The ‘Hot Rot’ system is a product that claims to stabilize compostable materials like

food waste in a much shorter time than conventional windrow composting. This system is modular and is also available in varying sizes to accommodate feedstock (organic material) input ranging from 1 to 100 tonnes per day. This means it is possible to add capacity as needed, and to start at a small scale and gradually work up to full capacity if desired.

The 'Hot Rot' system looks like a long tube with a rotating axle that carries waste slowly from one end to the other in approximately two weeks from start to finish. Each unit incorporates a u-shaped hull section with sealed lids. A central fine bearing shaft runs longitudinally through the vessel. This shaft rotates periodically and slowly, providing mixing and assisting with aeration. The system vents the exhausted air through a filter to reduce the potential for odour complaints.

'Hot Rot' offers a product turnaround time that is a fraction of the time that windrow compost systems will require. Experience shared by staff from centres like Halifax suggest the product produced at the end of the 'Hot Rot' cycle always requires additional curing time in a windrow to finish. For this reason, a Hot Rot system may deliver finished compost (soil amendment) only marginally faster, especially in cold weather climates.

'Hot Rot' systems take up a relatively small footprint, but as modules are added so is the need for windrow space. For example, a module may require a land area of 15m by 20m, however the windrow space needed for each module might be six to ten times larger, depending on the curing time required.

Other modular, in-vessel composting systems include the 'Earth Flow' system, 'Little Rotter', and 'Bokashicycle', to name a few. Of note, 'Bokashicycle' differs from other systems by utilizing a fermentation process.

Green Bin Curbside Collection of Compostable Organic Material

An expanded Leaves and Grass Collection Program could be developed for implementation on a city-wide basis. Service would involve bi-weekly, curbside collection of leaves and yard waste from residences through the growing season (typically May through October).

The current Leaves and Grass Subscription Program has capacity for 3,000 subscribers. A city-wide program would likely involve the same 66,000 households that currently receive collections from individual garbage and recycling carts.

Approximately 23,000 tonnes of organic material, or double what is currently delivered to the compost depots from residences, may be collected from a city-wide program. This estimate is based on the past performance of the subscription program where an average of 0.35 tonnes is generated by each participating household. It is important to note, however, that a number of households involved in the black garbage and blue recycling cart programs have small yards, and in some cases no plant material to

compost. There are also some households who undertake backyard composting and/or 'grass-cycle', a process whereby grass clippings are allowed to settle into a lawn to provide additional moisture and mulch for weeds.

The compost depot operations would be stretched in their current configuration to accommodate the additional organic material generated by a city-wide collection program.

Beyond Yard Waste

Many municipalities have introduced expanded organics programs that include the collection of food waste from homes. In Saskatoon, an estimated 50,000 tonnes of organic material could be collected from a program that provides for all residential organics (i.e. food and yard-waste).

Composting yields a valuable soil amendment, but compost programs alone do not recover the costs involved to provide the service.

Energy from organics is a solution that has been evolving in terms of technology options and growing in popularity.

There are almost as many variations to organics program design as there are municipalities involved.

Administration believes there is significant value to be gained in further researching options available to generate electricity, heat energy and/or explore biofuel production as part of a future expansion or change to organics programs in Saskatoon. Organics are present beyond the residential solid waste stream and include the sanitary sewage system, commercial solid waste, and fats, oils, and grease. There is also an opportunity to determine how organics initiatives might compare to other renewable energy options available in Saskatoon including waste heat sources, wind resource development, hydro-power, and solar energy capture.

Administration recommends that a Clean Energy Options Strategy be prepared in advance of developing options to expand organics programs in Saskatoon. The Strategy would be facilitated by experts in clean energy development but largely developed by those within Administration already working on projects with clean energy potential. The Strategy could be prepared by the end of 2013 with a report on options to expand organics programs prepared early in 2014.

OPTIONS

Council may choose not to fund a Clean Energy Options Strategy. Administration is not recommending this option as an individual project may solve the problem of one Branch at the expense of an opportunity to address multiple problems more effectively and to maximize returns for the City.

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

Modular In-vessel Composting Systems

Modular in-vessel systems can be installed on a small scale for approximately \$1.5million or scaled up to service Saskatoon's current population at a cost of \$30million. Land is assumed to be secured through other means (i.e. install at existing, though temporary, compost depots).

Annual operating costs also have a range dependent on scale that would add to current compost depot operations annually. The range is between \$50,000 and \$1million.

Green Bin Curbside Collection of Compostable Organic Material

It is anticipated the green carts and additional collection trucks to service curbside collection of yard waste on a city-wide basis would cost \$4million.

An additional \$1.75million would be required annually to cover the additional operating costs to grow the existing Leaves and Grass Subscription program to 66,000 households.

Beyond Yard Waste

An exploration of options to expand the composting program began in the spring of 2009 when the City was successful in procuring \$3.6million (50%) of Provincial-Territorial grant funding for the development of a full-scale organics processing facility. The proposed scope of work at the time of the proposal included enough trucks and collection containers to service 10,000 homes, and construction of a facility to compost residential organics (food and yard waste), as well as biosolids from the Wastewater Treatment Plant.

In December 2009, Environmental Services Branch issued a public Request for Qualifications to firms interested in working with the City to develop an organics processing facility. Costs at that time ranged between \$33million and \$45million with annual operating costs ranging between \$3million and \$6million. Program planning was paused based on these results.

The \$3.6million grant funding was successfully re-allocated to a fully-funded project at the Water Treatment Plant. An internal transfer of funds was therefore made to ensure that \$7.2million remains available for future options to expand organics programs.

As the organics industry matures in North America, Administration believes that the costs of an organics program can be off-set by significant revenues from energy and fuel and proposes to study this further based on the results of a Clean Energy Options Strategy. There are sufficient funds available in Capital Project #2187 – Permanent Composting Facility to fund the preparation of the Strategy.

PUBLIC/STAKEHOLDER COMMUNICATIONS PLAN

There are no anticipated public or stakeholder communications required at this time.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

If supported, a report outlining a Clean Energy Options Strategy for the City of Saskatoon would be prepared by the end of 2013.

Based on the results of this Strategy, a report on options to expand organics programs would be prepared early in 2014.

ENVIRONMENTAL IMPLICATIONS

Each tonne of organic material diverted from the Landfill and processed into soil amendment substantially reduces greenhouse gas emissions. In 2012, the compost depot program reduced greenhouse gas emissions by approximately 62,634 tonnes CO₂e per year. The potential to further offset emissions through the production of clean energy (whether electricity, heat, or biofuels) is substantial and can be reported further within a Clean Energy Options Strategy.

An additional 23,000 tonnes of organic material diverted from the residential solid waste stream has the potential to save 3% of the airspace each year or 1.8 years of Landfill lifespan. This airspace has a value of \$429,000 in deferred costs.

PRIVACY IMPACT

There are no anticipated privacy implications arising from this initiative.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

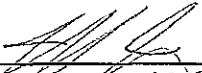
CPTED Review is not required at this time.

PUBLIC NOTICE

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

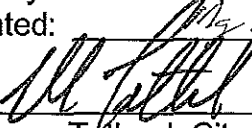
Written by: Brenda Wallace, Manager, Environmental Services Branch

Approved by:



Jeff Jorgenson, General Manager
Utility Services Department
Dated: May 3/2013

Approved by:



Murray Totland, City Manager
Dated: May 6/13

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utility Services Department
DATE: May 7, 2013
SUBJECT: Saskatoon Transit Route Realignment and Service Enhancements for 2013
FILE NO: WT 7300-1

RECOMMENDATION: that the Administration and Finance Committee forward a copy of this report to City Council as information.

TOPIC AND PURPOSE

To introduce required transit route realignments and service enhancements to address existing challenges relative to schedule adherence, service demands and capacity limitations.

REPORT HIGHLIGHTS

1. The route realignments and service enhancements contained in this report do not propose any removal of service.
2. The changes proposed are, overall, budget-neutral for Transit.
3. Administration believes that the changes will result in a higher service level for customers, and relief for tight schedules on some routes which will benefit customers and operators.
4. A new style of express service will be introduced as a pilot in July of 2013. This service will result in a significant reduction in the travel time for customers in areas of the city that have the longest transit commute times. This is the first phase of implementation of the transit system identified in the City's Integrated Growth Plan, and will ultimately complement the future Bus Rapid Transit (BRT) system. The pilot will enable the Administration to test the service, modify as required, and ultimately expand to other areas of the city.

STRATEGIC GOAL

The recommendations in this report support the long term strategy to increase transit ridership by establishing transit as a viable option for transportation under the Strategic Goal of Moving Around.

BACKGROUND

In 2005, City Council approved a complete redesign of transit service to implement a transfer free DART system reflecting the surveyed public opinion and direction. The 2006 unprecedented 17% ridership increase, following reconfiguration and subsequent annual average growth of 4% based on fare sales, has created increased demands on a system challenged with higher consumer demand and the increased traffic congestion associated with Saskatoon's unprecedented rate of growth. These factors have necessitated an annual review of transit service.

REPORT

The recommended changes described below do not eliminate any existing service and will maintain the current service standard of frequency as supported by ridership data.

Route 23 Hampton Village/Montgomery (Attachment 1):

Issue: The Montgomery to Confederation portion of this route is regularly challenged for time.

Resolution: The route will use Circle Drive between Confederation and Montgomery, shortening the distance travelled. The portion of Fairlight Drive currently serviced by the Route 23 is also serviced by the Route 5 therefore no route coverage is lost.

Route 14 North Industrial (Attachment 2):

Issue: This route is negatively impacted by routing along 1st Avenue north of 33rd St. The North Industrial area experiences severe traffic congestion daily along the entire route.

Resolution: This route will be moved from 1st Ave. N. to Quebec Ave. to address neighbourhood safety concerns relative to travel on the narrow residential portion of 1st Ave N. The move to Quebec Ave. will allow more time on the route benefiting the North Industrial portion of the schedule.

Route 40 Airport/Downtown (Attachment 3):

Issue: This route was designed to provide a shuttle service between the downtown hotels and the airport. The airport specific ridership on this route has averaged less than three passengers per hour since its inception; in a meeting in April 2012, Transit administration was advised by the Saskatoon Hotel Association that their group has neither interest in, nor need for, this shuttle service.

Resolution: The Route 40 will be replaced by a redesigned Route 12 to provide service from the Downtown core to the Airport and Airport Industrial area. This route will use 2nd Ave. N. from City Center and Ontario Ave. to 39th St. to avoid the traffic congestion on Idylwyld Dr. N. The downtown loop previously serviced by the Route 40 will be replaced by the Route 1 on 23rd Street and the Route 3 on 24th Street.

Route 11 Exhibition/Mayfair (Attachment 4):

Issue: This route currently services the neighbourhoods of Caswell/Mayfair in the north, and Nutana/Exhibition in the south. The south riverbank area of Nutana adjacent to City Centre does not lend itself to transit service by

full-size equipment and the capacity demands of the entire route can be met with a mid-size bus.

Resolution: This redesigned routing will provide local service through Caswell/Mayfair with a direct connection to City Center at 39th St. and Ave. B. in the north. The southern leg of the route will provide local service to Nutana/Exhibition using Saskatchewan Cres. and Victoria Ave. with a direct connection to City Center at Lorne Ave. and Ruth St.. This service will link the Business and Shopping Districts of Broadway, River Landing, Riversdale and Mayfair and will be provided by a mid-size bus.

Routes 70/80 Lawson Heights/Silverspring & Silverwood Heights/Erindale

Issue: During peak ridership hours these routes are experiencing delays from traffic congestion on the University Bridge inbound which negatively impacts schedule adherence on the northern portion of this route.

Resolution: The interline between the east and north portion of these routes will be discontinued to avoid the constant delays caused by the traffic congestion on the University Bridge. The current routing from Lawson Heights/Silverwood will continue to the Downtown Terminal then returning north via the same routing. The routing from Silverspring and Erindale is proposed to end the first leg at the downtown terminal, and then begin the second leg back to Silverspring and Erindale from this point.

Route 28 Willowgrove Square/Forest Grove/University (Attachment 5):

Issue: No service is currently provided to Evergreen.

Resolution: This route will be expanded to include basic local service to Evergreen.

Confederation Transit Hub:

Issue: Saskatoon Transit has been experiencing operational issues with the current Confederation Hub located along Laurier Drive on the north side of Confederation Mall. The circulation lanes of the Confederation Hub are failing on the Mall side of the transit island. An assessment by the City's Public Works Branch identified that a minimum of \$250,000 would be required to repair the failing road structure.

Saskatoon Transit has received several complaints and concerns regarding the perceived safety of transit patrons at this hub after the Mall operating hours. The Confederation Hub is located behind the Mall and lacks convenient access to surrounding amenities, particularly commercial developments along Confederation Drive.

Resolution: Saskatoon Transit is considering the concepts of the Integrated Growth Plan (IGP) in all forthcoming operational changes. In particular, the potential development of a rapid transit system and subsequent reinvention of the bus transit system to support rapid transit is influencing the current vision of Transit's function in Saskatoon and its patron-services.

In light of IGP recommendations and direction, Transit is proposing to relocate the Confederation Transit Hub to a location on Confederation Drive adjacent to the Laurier Drive.

The anticipated benefits associated with the hub relocation to an on-street station along Confederation Drive include:

- Travel time reduction will result in operational savings which offset service enhancements on other routes and reduced travel time for customers.
- Enhanced perception of patron safety due to higher visibility commercial amenities and higher traffic volumes.
- More direct access to commercial areas and nearby amenities.

Southeast Pilot – “University Direct” and “Downtown Direct” (Attachment 6):

Saskatoon Transit has been asked to develop express services from outlying neighbourhoods (i.e. outside of Circle Drive) to the downtown and the University of Saskatchewan, addressing peak hour needs of the professional commuter. The intent is to create a transit service that is direct and fast, providing a commuter alternative that is competitive with the private vehicle and more attractive to potential riders who do not currently consider Transit to be a viable choice.

In response to this request for service, Saskatoon Transit proposes operating a trial express service to serve the southeast (Lakewood, Lakeview and Lakeridge) area of the City. This area of the city was selected as the initial trial as residents in these neighbourhoods currently experience the longest commute travel times on transit. The proposed travel times will make travel on transit much more competitive with the private vehicle.

The proposed service is a direct-to-downtown route (***Downtown Direct***) beginning July 2, 2013, and a direct-to-University route (***University Direct***) beginning September 2, 2013. Once customers are picked up in the area, the bus will be a closed-door, non-stop express from the neighbourhood via the ideal route for optimum travel time. The schedules will accommodate typical work and school start and end times.

The trial express service will operate for one year to allow time for potential riders to acclimatize and ridership trends to stabilize. After a year of operation, the trial express service will be reviewed to assess the operation, success, feasibility for continued deployment and potential application to other areas of Saskatoon. Although this is considered a pilot, it is expected that the service will be continued long term once it is a

proven success. An intensive marketing and advertising campaign will be key to the success of these new routes.

Route 90:

Issue: Route 90 services, which were introduced in 2011 to address capacity issues in Erindale and Lakewood, will be removed due to inconsistent ridership. Capacity issues will be addressed on the popular routes by the use of articulated buses and extra buses.

Resolution: Route 90 was introduced in 2011 to address capacity deficiencies in the Erindale and Lakewood neighbourhoods (i.e. Routes 80 and 60). Saskatoon Transit has reviewed the Route 90 ridership and has determined that the service is generally underutilized and an alternative solution may be more desirable to address the capacity needs along Route 80 in Erindale and Route 60 through Lakewood.

In an effort to right-size the allocation of transit services to the capacity needs of these routes, Transit proposes that articulated buses and extra buses be used on current routes to provide additional capacity when needed.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proposed route revisions are cost-neutral. The discontinuation of the Route 90 service will provide operational savings to facilitate the new proposed southeast direct services. However, as we are introducing a new service product, which is significantly different from traditional service, Saskatoon Transit will undertake an intensive and targeted marketing campaign to introduce the residents of the coverage area to the new service. This campaign is estimated to cost \$30,000. This amount was not included in the 2013 budget. Transit will continue to identify possible funding opportunities for this campaign, and at this time is not requesting additional operating funding.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and stakeholder engagement is not required.

COMMUNICATION PLAN

To communicate the various route changes for 2013 to riders, Transit will follow a communication campaign similar to 2012, which was well received.

The communication plan will consist of a combination of advertising and community information sessions to reach the widest audience possible. Customers will be informed of the adjustments, before they take effect, through a booklet outlining the changes. Information will also be provided in updated transit route brochures, posters, articles provided to Community Associations, informational open houses, information kiosks at shopping malls, the City Page, the website, news media and social media.

The proposed new southeast express service will require a more intensive and directly targeted campaign within the coverage area, over and above the communications on the regular route changes. While the new service will be included in all route change information, Transit will also use direct marketing to inform residents in the area of the new service. To achieve this, Transit will investigate the options of a flyer mail drop in targeted residential areas and businesses in the downtown area.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

All changes will be implemented effective July 2, 2013, with the exception of the direct-to-University route to be implemented on September 2, 2013.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

PUBLIC NOTICE

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

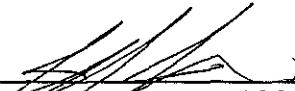
ATTACHMENTS

1. Route 23 – Hampton Village, Montgomery
2. Route 14 – North Industrial
3. Route 40 – Airport, Downtown
4. Route 11 – Exhibition, Mayfair
5. Route 28 – Willowgrove, Forest Grove, University
6. Southeast – Downtown Direct, University Direct

Written by: Harold Matthies, Saskatoon Transit

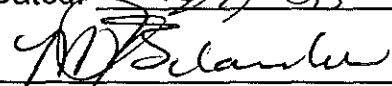
Reviewed by: Bob Howe, Transit Manager

Approved by:



Jeff Jorgenson, General Manager,
Utility Services Department
Dated: May 7/2013

Approved by:



for Murray Totland, City Manager
Dated: May 8/13.

2013 Transit Route changes

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utility Services Department
DATE: May 1, 2013
SUBJECT: Sole Source – Trapeze Software Incorporated
Intelligent Transportation System (ITS)
FILE NO: WT 7305-1

RECOMMENDATION: that the Administration and Finance Committee recommend to Council that the supply of the Intelligent Transportation System (ITS) for 120 buses be sole sourced to Trapeze Software Incorporated in the amount of \$1,741,686.50 (including P.S.T).

TOPIC AND PURPOSE

To obtain City Council approval to award a sole-source contract to Intelligent Transportation System (ITS) from Trapeze Software Incorporated to ensure the remaining fleet share the same system and data set as those in the pilot project approved by Council on May 5, 2008.

REPORT HIGHLIGHTS

- 1. Trapeze supplies Saskatoon Transit with current hardware and software systems.
- 2. The Trapeze ITS system has been installed successfully on 29 buses.
- 3. The Administration is recommending that the remaining fleet be equipped with the same system as the existing 29 buses.

STRATEGIC GOALS

Enhanced Transit features that support ridership and the customer experience support the Strategic Goals of Environmental Leadership, Quality of Life, Continuous Improvement and Moving Around.

BACKGROUND

During its May 5, 2008 meeting, City Council adopted the recommendation that the supply of a Transit Intelligent Transportation System be sole sourced to Trapeze Software Incorporated (Trapeze) in the amount of \$828,000 (tax Included). The system was piloted on the 29 Dart buses beginning in June 2008. The 2008 report (Attachment 1) indicated that once the pilot was complete, the system would be expanded to the remainder of the fleet.

REPORT

Trapeze is the vendor that supplies Saskatoon Transit with Schedule and Planning, Payroll, Dispatch, Yard and Fleet Management software, including the hardware and

software of the ITS pilot. Access Transit also uses Trapeze products for the Booking and Scheduling software and Mobile Data Terminals.

The primary reason that the original ITS project was sole sourced to Trapeze was to ensure that the communication between our existing systems be seamless, as all systems share the same data bases.

The advantages of sole sourcing to Trapeze are:

- Due to the pilot project, all issues that caused the numerous and timely delays have been resolved, and the system is fully operational.
- There will be no need for further testing in the staging environment or additional training which will expedite the successful end result. This is important due in part to the fact that there is a Human Rights Complaint regarding Bus Stop announcement pending by Mr. Robin East.
- The project is being used by several Transit properties across Canada and the United States and has a proven track record.
- By sole sourcing Trapeze, ITS could be fully operational in the entire fleet within one year.
- Saskatoon Transit has gained significant experience and knowledge in working with Trapeze and the City's Corporate Information Services Branch on past and current projects.

OPTIONS TO THE RECOMMENDATION

Transit could issue a Request for Proposals. This option is not being recommended because the system has performed well on the buses so equipped, and as such the remainder of the fleet should be equipped with technology compatible with the existing equipment and systems.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The funding for this project is approved within Capital Project 2320 Transit DART Improvement/ITS.

COMMUNICATION PLAN

A communication plan is not required for this project.

PROJECT COMPLETION DATE

If Transit's request to sole source this project to Trapeze is approved, the project should be completed with one year of commencement.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

PUBLIC NOTICE

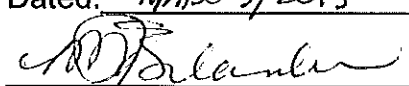
Public Notice, pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

ATTACHMENT

- 1. Report to Administration and Finance Committee dated April 9, 2008.

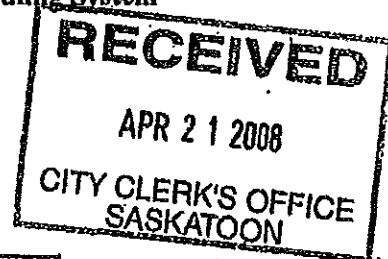
Written by: Bob Howe, Transit Manager

Approved by: 
 Jeff Jorgenson, General Manager
 Utility Services Department
 Dated: April 3/2013

Approved by: 
 Murray Totland, City Manager
 Dated: May 8/13.

Trapeze Software on remaining fleet

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utility Services Department
DATE: April 9, 2008
SUBJECT: Capital Project 2320 - Transit - DART System Improvement/IT
Capital Project 2099 - Transit - Planning and Scheduling System
Post Budget Adjustment
- and -
Communication to City Council
From: Robin East
Date: April 6, 2008
Subject: Calling Out Bus Stops
FILE NO: 1702-1



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

- 1) that the supply of a Transit Intelligent Transportation System be sole sourced to Trapeze Software Incorporated in the amount of \$828,000 (tax included);
- 2) that the supply of a Traffic Signal Priority System be sole sourced to Trafco Canada in the amount of \$148,000 (tax included); and,
- 3) that additional funding of \$456,000 for Capital Project 2320 - Transit - System Improvement/IT be approved and that the funding source be the Federal Transit Funding.

BACKGROUND

Capital Project 2320 - Transit - DART System Improvement/IT involves the acquisition of innovative technologies, products, services and marketing strategies to enhance and improve the Transit Services. Initiatives will focus on increasing ridership through image enhancing marketing strategies and improved operational efficiencies. Projects and services may include intelligent transportation solutions such as transit signal priority and automated vehicle location systems as well as various marketing initiatives. \$200,000 of funding is available in this Capital Project from allocations from previous years as well as an allocation of \$120,000 in 2008, for a total of \$320,000.

Capital Project 2099 - Transit - Planning and Scheduling involves purchasing and implementing software tools and products designed to provide better service, lower costs, and increase productivity. In 2008, capital funding of \$200,000 has been allocated for the acquisition of software that gathers information from other computer systems at Transit to calculate, track, and compare performance metrics. This will enhance reporting and monitor Transit operations based on historical and real-time information, resulting in overall improved productivity.

The Communication to Council from Robin East dated April 8, 2008, requesting the calling out of bus stops, was referred to the Administration for a report. This report address that issue.

REPORT

In 2006, Saskatoon Transit chartered a new course in its history with the launch of a completely new and revised service. This new service was a result of a comprehensive strategic plan study. This planning study lays the framework upon which Saskatoon Transit will grow its business in the future. One of the cornerstones of the new service in 2006 was the introduction of a Bus Rapid Transit (BRT) system. The concept of BRT is to mimic light rail on wheels. The BRT routes have more direct and frequent service with fewer stops. In Saskatoon, the DART (Direct Access Rapid Transit) system was introduced as Saskatoon's BRT. The DART routes immediately became Saskatoon Transit's busiest routes.

The launch of the new transit service in 2006 resulted in the first ridership increase in 17 years for Saskatoon Transit. In 2007, the introduction of a UPass for University of Saskatchewan Students helped push Saskatoon Transit's ridership to the largest single increase in its history at 17.15%. The increase in ridership is also the largest increase among transit properties in Canada in 2007. Year to date in 2008, Saskatoon Transit's ridership is up 12% from 2007, with year end ridership predicted to be approximately up 10%. This phenomenal ridership growth is a strong indication that more and more citizens of Saskatoon are choosing Transit as their transportation choice. Administratively, we believe that this trend will continue with increased economic pressure being exerted with rising fuel costs on vehicle owners, coupled with a denser city, and rising parking costs and more scarce parking. Nevertheless, in order to continue to attract more riders to transit the quality of the service must improve. Among the most common complaints is that of schedule adherence. People are rightfully demanding on-time performance from the transit system.

In order to address this concern, Saskatoon Transit created Capital Project 2320 – Transit - DART System Improvement/IT. This Capital Project provides funding for innovative improvements focused on operational efficiencies and growing transit ridership. These initiatives will be targeted at the DART system initially, with an implementation to the other routes in subsequent years. Saskatoon Transit is proposing an Intelligent Transportation System Project comprised of the following enhancements:

- Automatic Vehicle Location (AVL) system utilizing global positioning systems (GPS) – the location of all DART buses will be known;
- Schedule and Route Adherence System – buses will be monitored for on-time performance;
- Traffic Signal Priority System – equipped buses will activate traffic signals when required to adhere to schedule;
- Bus Stop Annunciation System (both visual and audible) – to assist passengers, particularly visually impaired, with stop locations;
- Bus Head Sign Integration – to ensure correct signage is displayed at all times; and,
- On Board Mobile Data Terminal – an on-bus screen to assist operators with routes, communications, and scheduling.

In 2007, Saskatoon Transit developed a comprehensive business plan, with clearly defined goals, initiatives, and strategies to guide the business on an annual basis. As part of the business plan process it became apparent that Saskatoon Transit lacks a reporting system that provides both historical and real-time key performance indicators (KPIs). As a result, funding of \$200,000 was allocated in Capital Project 2099 – Transit – Planning and Scheduling System for the acquisition of a Business Metric and Performance Tracking System. This is a software package that pulls all of the data generated by the various systems within Saskatoon Transit and then tracks and reports on the (KPIs) developed in the Transit Business Plan.

JUSTIFICATION

The ITS initiatives proposed to be implemented in this report were recommended for implementation in the Saskatoon Transit Strategic Plan Study that was adopted by City Council. The primary objective of this study was to create a comprehensive plan that provides practical and effective transit improvements, and guides the short-term and longer-term development of transit priorities for Saskatoon.

These technologies will allow Saskatoon Transit to achieve the following strategic objectives:

- increase ridership,
- improve service reliability and on time performance,
- increase safety and security,
- help communicate information to passengers,
- improve perception of Transit,
- reduce operating costs,
- maximize fleet usage,
- reduce travel time,
- reduce bus bunching, and
- reduce fuel costs.

The ITS system being recommended for purchase from Trapeze Software Incorporated fulfills all of Transit's core requirements. The product is an off-the-shelf system that has a proven track record with other transit properties. Minimal customization will be required and many new features will be employed to aid in better management and increase efficiencies.

Trapeze Software Incorporated currently is the vendor who supplies Transit with our schedule and planning, payroll, dispatch, access transit, and yard management software systems. By sole sourcing to Trapeze, communication between our existing systems will be seamless, as all systems will share common databases. Given that we have considerable investment with Trapeze already and the need for integration between systems, it is being recommended that the Transit ITS and Business Metric & Performance Tracking Systems be sole sourced.

The distributor of the preferred traffic signal priority system is Trafco Canada. The proposed system was developed by 3M and is the only GPS based signal priority system available. The system has been implemented in numerous properties throughout North America including

installations in Western Canada. The product has a proven track record and integrates well with the proposed Trapeze ITS system. Additionally, Saskatoon's Advanced Traffic Management System (ATMS), the computer system that operates the traffic signals, will integrate with the Trafeo system; whereas, other systems do not have an integrated module with the City's ATMS. Further, the proposed signal priority system is capable of giving signal pre-emption to emergency services such as Police, Fire, and Ambulance. Preliminary discussions have taken place with these agencies.

FINANCIAL IMPACT

The total cost of these two projects is \$976,000; with the allocation between Capital Project 2320 - Transit - DART System Improvement/IT and Capital Project 2099 - Transit - Planning and Scheduling, \$776,000 and \$200,000 respectively. Capital funding will be provided through the Federal Transit Funding Program; therefore, there is no financial impact.

It should also be noted that the start up capital costs of implementation of these ITS systems is higher as initial software package purchases are made, while subsequent expansion of this technology to the remainder of the transit fleet will be less.

COMMUNICATIONS

As part of the scope of this project, a marketing campaign will be launched to introduce the public to the new service enhancements. The ultimate goal of this marketing plan is to demonstrate that Transit is providing a better product to our existing customers, and to grow ridership by attracting new customers.

OPTIONS

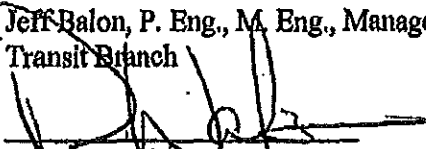
The following options are available for consideration:

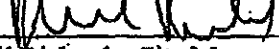
1. Purchase the software and hardware as recommended. This ensures that software will be fully integrated and functional with the existing transit and ATMS systems. As well, the numerous strategic objectives as outlined in the Strategic Plan Study and the Transit Business Plan will be achieved.
2. Procure the required software and hardware through the tendering process. This will jeopardize the integration and ultimately the functionality and usefulness of the products that Transit may purchase.
3. Do nothing. This will not enhance the quality of the product that Saskatoon Transit provides, nor will the strategic objectives be met. The unused federal transit funding would be allocated toward other uses.

PUBLIC NOTICE

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

Written by: Jeff Balon, P. Eng., M. Eng., Manager
Transit Branch

Approved by: 
Dorian Wandzura, General Manager
Utility Services Department
Date: Apr 21/08

Approved by: 
Phil Richards, City Manager
Dated: April 21/08

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

AUDIT COMMITTEE

Composition of Committee

Councillor M. Loewen, Chair
Councillor C. Clark
Councillor R. Donauer
Councillor A. Iwanchuk
Councillor Z. Jeffries

1. Audit Report – Vehicle & Equipment Services Payroll System
(File No. CK. 1600-9)

RECOMMENDATION: that the information be received.

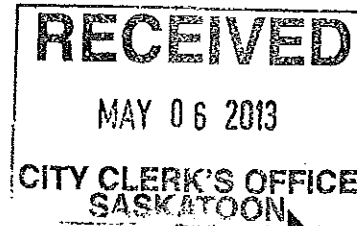
In accordance with the process that was developed for release of summary reports for in-camera audits, which are released once the Audit Committee and the Executive Committee have completed their review of the audit report, attached is a one-page summary of the Audit Report – Vehicle & Equipment Services Payroll System, which is provided for public release following the Committee reviews.

All audit reports that have been reviewed by City Council, including the summary reports, are available for viewing on the City's website under "A" for Audit Reports.

Respectfully submitted,

Councillor M. Loewen, Chair

1600-9



April 30, 2013

City of Saskatoon – City Clerk's Office
Attention: Secretary – Audit Committee
222-3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Audit Report – Vehicle & Equipment Services Payroll System Audit

The 2011-2012 Corporate Audit Plan included provision to conduct a financial system audit of the Vehicle & Equipment Services Payroll System.

The Vehicle & Equipment Services 2012 budgeted compensation for the 48.2 staff years is \$3.855 million. The employees fall within the following collective agreements: CUPE 59, CUPE 859, SCMMA and ESA. Salaried employees receive their base pay on both the fifteenth and last day of the month. Salaried employees who receive exception pay (e.g., overtime, acting pay or standby pay) are paid in the following pay period. Hourly employees receive pay for the hours they work including exception pay seven days after the cutoff period.

The base pay is calculated in the corporate payroll system whereas the exception pay and pay for certain types of leave (e.g., absences from work such as sick, vacation, etc) are entered into the Vehicle & Equipment Services payroll spreadsheet and imported into the corporate payroll system for processing.

The objectives of the audit were to determine whether adequate systems, practices and controls are in place to ensure:

- The accuracy of payroll direct deposits in terms of payee,
- The accuracy of payroll direct deposits in terms of gross pay,
- Complete and accurate accounting for all leave and banked time, and
- Opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "I. Weimer". The signature is fluid and cursive.

Ian E. Weimer, CMA
Garman, Weimer & Associates Ltd.
(306) 652-1852

401 – 333 25th Street East, Saskatoon, SK S7K 0L4

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. North Commuter Parkway Project Functional Plan
(File No. CK. 6050-10)

RECOMMENDATION: that the functional plan for the North Commuter Parkway Project, as outlined in the report of the General Manager, Infrastructure Services Department dated April 29, 2013, be approved.

Attached is a report of the General Manager, Infrastructure Services Department, dated April 29, 2013, regarding a functional plan for the North Commuter Parkway Project, formerly referred to as the North Commuter Bridge.

As noted in the report, discussions within the Integrated Growth Plan regarding river crossings identified that the Perimeter Highway is intended to serve a strategic role as a component of the national highway system, and will serve some commuter traffic demand. The Integrated Growth Plan also identified the desire to provide an additional river

crossing for commuter traffic between east side neighbourhoods and the north end employment area.

Your Committee supports approval of the functional plan as outlined in the report of the General Manager, Infrastructure Services Department dated April 29, 2013, and has requested additional information on how the Functional Planning Study fits into the Integrated Growth Plan, specifically with respect to the transit plan, including buses, cyclists and roadways.

The referenced North Commuter Parkway Project Functional Planning Study has previously been circulated, and is available for viewing on the City of Saskatoon website www.saskatoon.ca, by clicking: "R", Reports to Council, North Commuter Parkway Project Functional Planning Study – 2013.

2. North Commuter Parkway and Traffic Bridge Replacement **(File No. CK. 6050-10 x 6050-8)**

- RECOMMENDATION:**
- 1) that the Administration proceed with the North Commuter Parkway project based on the bridge and arterial roadway configuration recommendations of the Functional Planning Study;
 - 2) that the Traffic Bridge Replacement project be combined with the North Commuter Parkway project; and
 - 3) that the Administration continue to pursue available funding for this project from the Federal and Provincial Governments.

Attached is a report of the General Manager, Infrastructure Services Department dated April 29, 2013, regarding the North Commuter Parkway project and combination of the Traffic Bridge Replacement project with the North Commuter Parkway Project to take advantage of joint financing and competitive pricing by maximizing the overall project value.

Your Committee supports proceeding with the North Commuter Parkway project, including combining the Traffic Bridge Replacement project with the North Commuter Parkway project. Your Committee agrees that combining the two projects allows for an opportunity

to take advantage of joint financing and more competitive pricing, in addition to the requirement for significant partnerships with the federal and provincial governments.

The referenced North Commuter Parkway Project Functional Planning Study has previously been circulated, and is available for viewing on the City of Saskatoon website.

3. Communications to Council

From: Glen Ungar, Saskatoon Wildlife Federation
Date: April 2, 2013
Subject: North Commuter Parkway Project
(File No. CK. 6050-10 x 4020-1)

RECOMMEDATION: that the information be received.

On April 8, 2013, City Council heard a presentation from Mr. Glen Ungar of the Saskatoon Wildlife Federation regarding the future North Commuter Bridge route and the impact of moving the Wildlife Federation. Administration was subsequently requested to hold discussions with the Saskatoon Wildlife Federation and report back in a timely manner.

Your Committee has reviewed and submits the attached report of the General Manager, Infrastructure Services Department dated April 29, 2013 regarding the ongoing discussions. As noted in the report, a concerted effort is being made to address concerns. Next steps include the creation of a matrix of possible options and working with key stakeholders to obtain a solution which best satisfies the impacted parties.

4. Acquisition of Land for Land Bank Program and North Commuter Parkway Bridge Roadway
(File No. CK. 4020-1)

- RECOMMENDATION:**
- 1) that the Real Estate Manager be authorized to purchase the SW ¼ Section of 19-37-04 W3 comprising of approximately 160 acres from the Canadian Conference of the Mennonite Brethren Church of North America, at a purchase price of \$3,800,000;
 - 2) that the City Solicitor's Office administer the required documentation to complete this transaction; and

- 3) that the Property Realized Reserve be used as the funding source for the purchase price, applicable to the future development lands, including legal and administration costs and disbursements; and as an interim source of funding for the purchase price applicable to the lands required for the North Commuter Parkway Bridge roadway.

Your Committee has considered and supports the following report of the General Manager, Community Services Department, dated May 3, 2013:

“TOPIC AND PURPOSE

To receive approval for the purchase of the SW ¼ Section of 19-37-04 W3 comprising of 160 acres of vacant land for the North Commuter Parkway Bridge Roadway and Land Bank Program.

REPORT HIGHLIGHTS

1. The City of Saskatoon requires these strategic lands for the Land Bank Program and to accommodate the future North Commuter Parkway Bridge Roadway.
2. Terms of the Purchase Agreement include payments phased over five years.

STRATEGIC GOAL

The Land Bank Program supports the City's Strategic Goal of Asset and Financial Sustainability by using profits from land development to support alternative ways of financing community projects and services, it also helps to maintain the City's AAA credit rating.

The North Commuter Parkway Bridge and Roadway project supports the City's Strategic Goal of Moving Around by linking the two sides of the river in a location that will provide enhanced traffic flows in the city's northeast and northwest.

BACKGROUND

The City of Saskatoon is in the process of building a roadway network for the future North Commuter Parkway Bridge. As shown on Attachment 1, the proposed location of the North Commuter Parkway Bridge roadway includes a road through the SW ¼ Section of 19-37-04 W3, a parcel that will comprise a significant portion of a future residential neighbourhood in the City's northeast.

To accommodate the proposed alignment of the North Commuter Parkway Bridge roadway, an area of approximately 12 acres is required from the SW ¼ Section of 19-37-04 W3, as shown on Attachment 1. The balance of this parcel will comprise a significant portion of a future residential neighbourhood in the City's northeast, as well as a portion of the future Perimeter Road.

REPORT

Strategic Lands for Land Bank Program and Future North Commuter Parkway Bridge Roadway

The SW ¼ Section of 19-37-04 W3 has been identified as a strategic purchase for the City of Saskatoon's Land Bank Program. Approximately 12 acres of this ¼ section are required to accommodate the proposed alignment of the North Commuter Parkway Bridge roadway, as shown on Attachment 1. The balance of the parcel will be held for future neighbourhood development as part of the City's Land Bank Program, and approximately 27 acres would be required to accommodate the current alignment of the proposed future Perimeter Road.

Terms of the Agreement

The City's Real Estate Services has negotiated a purchase agreement with the property owner. Noteworthy details of the Offer to Purchase Agreement are as follows:

Purchase Price

- \$3,800,000 with an initial deposit of \$50,000.

Conditions Precedent

- City Council approval by May 23, 2013; and
- Satisfactory review by the City Saskatoon of any environmental, geotechnical, and drainage study reports on or before May 15, 2013.

Other Terms and Conditions of the Agreement

- Closing date of the transactions would be May 31, 2013; and
- Adjustments of all taxes against the Lands shall be as of the Closing Date.

OPTIONS TO THE RECOMMENDATION

The only other option would be to not approve the purchase of this parcel of land.

POLICY IMPLICATIONS

There are no identified policy implications.

FINANCIAL IMPLICATIONS

Sufficient funds for this purchase exist in the Property Realized Reserve. The funds in the Property Realize Reserve originated from land development profits.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Real Estate Services has discussed this purchase with both the City's Transportation Department and the Land Branch.

COMMUNICATION PLAN

A communication plan for this aspect of the North Commuter Parkway Bridge project is not required at this time.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:

At this time, no date has been identified for follow-up or project completion.

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 Public Notice Policy No. C01-021, is not required.

ATTACHMENT

1. Drawing Indicating Land for Acquisition”

**5. Special Events Policy No. C03-007
Request for Funding – Skate Canada International 2015
(File No. CK. 1870-15)**

- RECOMMENDATION:**
- 1) that City Council support, in principle, a funding commitment in the amount of \$75,000 to Saskatoon Sport Tourism for their bid to host the Skate Canada International event in Saskatoon in 2015.
 - 2) that should Saskatoon Sport Tourism be successful in its bid to host this event, they will be required to submit a business plan to the Administration that meets the eligibility requirements as outlined in Special Events Policy No. C03-007.

Your Committee has considered and supports the following report of the General Manager, Community Services Department, dated April 29, 2013:

“TOPIC AND PURPOSE

The purpose of this report is to request support, in principle, of a funding commitment of \$75,000 from the Special Event Reserve for the Skate Canada International event to be held in Saskatoon from October 29 to November 1, 2015. Should Saskatoon Sport Tourism’s (SST) bid for this event be successful, the

Administration will present a follow-up report upon its review of the business plan for this event.

REPORT HIGHLIGHTS

1. Skate Canada International is a premiere figure skating event which is known for excellence in event execution. It is a senior level, invitation only, figure skating competition.
2. Skate Canada International will have a significant economic impact on Saskatoon.
3. Skate Canada International will draw significant media attention to Saskatoon given the popularity of figure skating nationally and internationally.
4. Special Event funding will be contingent upon an event business plan being submitted by SST and it meeting eligibility requirements as outlined in Special Events Policy No. C03-007.

STRATEGIC GOAL

This report supports the long-term strategy to support community building through direct investment under the Strategic Goal of Quality of Life.

BACKGROUND

On April 22, 2013, the Administration received a letter from SST indicating that they have submitted a Letter of Intent to bid on Skate Canada International, an International Skating Union Grand Prix event taking place from October 29 to November 1, 2015. The SST has requested a financial commitment of \$75,000 from the City of Saskatoon (City) towards the bid for this event (see Attachment 1).

REPORT

Event Highlights

Skate Canada International is one of six events in the International Skating Union's Grand Prix series and is highly regarded in the international figure skating circuit. The event is a senior level invitation only, figure skating competition with medals awarded in four disciplines: Ladies singles, Men's singles, Pair skating, and Ice Dancing. Saskatoon last hosted this event in 2001.

Economic Impact

SST has indicated that the average total economic impact to the host community over the past several years for this event has been estimated at \$5.5 million based on the Sport Tourism Economic Assessment Model (STEAM).

Media Attention

Skate Canada International is associated with a large television audience and is televised in Canada on the CTV main network and digital platforms. In 2011, the event was broadcasted nationally to an audience that measured over 1.8 million viewers.

Business Plan Submission

SST will be required to submit a complete business plan should it be successful in its bid to host this event in Saskatoon. Special Event funding will be conditional on the business plan submission meeting funding eligibility requirements as outlined in Special Events Policy No. C03-007.

OPTIONS TO THE RECOMMENDATION

The two options City Council may consider are to deny the recommendation outlined in this report, or approve a grant in an amount other than \$75,000 as requested by SST.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Based on annual budgetary provisions and estimated grant funding requests for 2013 through to 2015, the Special Event Reserve will have uncommitted funds available to accommodate this funding request of \$75,000. Attachment 2 outlines the estimated funding and expenditures for the Special Events Reserve for 2013 to 2015.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Administration received a letter from SST on April 22, 2013, outlining its request for a \$75,000 financial commitment from the City for its bid to host the Skate Canada International event in 2015.

DUE DATE FOR FOLLOW UP AND/OR PROJECT COMPLETION

If SST is successful in its bid to host this event, SST will be required to submit a complete business plan to the Administration to ensure this event meets eligibility requirements outlined in policy. At that time, the Administration will submit a report to the Planning and Operations Committee confirming whether this event meets policy criteria.

COMMUNICATION PLAN

The Administration will inform SST of the Executive Committee's consideration of the recommendations outlined in this report.

ENVIRONMENTAL IMPLICATIONS

The recommendation will have resource consumption and waste implications relating to the increased intensity of amenity usage during the event outlined above. The potential impacts on resources have not been quantified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no safety or CPTED implications.

PUBLIC NOTICE

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

ATTACHMENTS

1. Letter from Saskatoon Sports Tourism
2. Special Event Reserve Funding and Expenditures”

**6. Appointments – Saskatoon Gallery and Conservatory Corporation Board of Trustees and Art Gallery of Saskatchewan
(File No. CK. 175-27)**

RECOMMENDATION:

- 1) that the City’s representative be instructed to vote the City’s proxy at the 2013 Annual General Meeting for the appointment of the following to the Art Gallery of Saskatchewan Board of Trustees throughout a term expiring at the conclusion of the 2015 Annual General Meeting:

Ineke Knight
Michelle Wildeman

- 2) that the City’s representative be instructed to vote the City’s proxy at the 2013 Annual General Meeting for the appointment of the following to the Saskatoon Gallery and Conservatory Corporation Board of Trustees and Art Gallery of Saskatchewan Board of Trustees throughout a term expiring at the conclusion of the 2015 Annual General Meeting to replace Herta Barron, John Hampton and Robert Christie:

Dr. Lynda Haverstock
Dr. Ken Smith
Dr. Peter Stoicheff

Your Committee has considered the matter of appointments to the Saskatoon Gallery and Conservatory Corporation Board of Trustees and the Art Gallery of Saskatchewan Board of Trustees. Your Committee is pleased to submit the above recommendations for appointment.

Report No. 10-2013
Executive Committee
Tuesday, May 21, 2013
Page 12

Respectfully submitted,

His Worship Mayor D. Atchison, Chair

TO: Secretary, Executive Committee
FROM: General Manager, Infrastructure Services Department
DATE: April 29, 2013
SUBJECT: North Commuter Parkway Project Functional Plan
FILE: IS. 6050-104-044

RECOMMENDATION: that the following report be submitted to City Council recommending that the functional plan for the North Commuter Parkway Project be approved, as outlined in this report.

TOPIC AND PURPOSE

This report is to obtain approval of the functional plan for the North Commuter Parkway Project, formerly referred to as the North Commuter Bridge.

REPORT HIGHLIGHTS

1. The North Commuter Parkway Project will link the Marquis Industrial area with the University Heights area, providing relief to the existing Circle Drive Bridge.
2. The initial step of planning the North Commuter Parkway Project was the completion of a transportation functional planning study.
3. The preferred alignment for the North Commuter Parkway Project river crossing extends Marquis Drive across the South Saskatchewan River and connects to McOrmond Drive at Fedoruk Drive.
4. The North Commuter Parkway Project, McOrmond Drive and Central Avenue are intended to operate as parts of the arterial road network; they are not intended to operate as designated truck routes nor as freeways.
5. The North Commuter Parkway Project is recommended to be built to its final design, with a six lane cross section to minimize future throwaway costs.
6. The estimated cost of the entire project, including roadways and intersection improvements at Attridge and Central, is \$194,473,500.

STRATEGIC GOALS

The construction of the North Commuter Parkway Project supports the City of Saskatoon Strategic Goal, Moving Around, as it will contribute to improving the flow of people and goods in and around the city.

BACKGROUND

In June 2012, City Council adopted the Integrated Growth Plan (IGP). One strategy within that plan is the need to identify additional infrastructure (new roads and bridges) to address the growing demands throughout the city.

The discussion within the Integrated Growth Plan regarding river crossings identified that the Perimeter Highway is intended to serve a strategic role as a component of the national highway system, and will serve some commuter traffic demand. However, the

IGP also identified the desire to provide an additional river crossing for commuter traffic between east side neighbourhoods and the north end employment area.

The North Commuter Parkway Project will link the Marquis Industrial area with the University Heights area, providing relief to the existing Circle Drive Bridge. It is not intended to function as a designated truck route, nor as a freeway.

REPORT

The initial step of planning the North Commuter Parkway Project was the completion of a river crossing study (or transportation functional planning study) as shown in Attachment 1.

The following is a summary of the recommendations in the functional plan:

1. The preferred alignment extends Marquis Drive across the South Saskatchewan River and connects to McOrmond Drive at Fedoruk Drive.
2. Four-lane divided arterials for McOrmond Drive and Central Avenue.
3. Setting aside additional right-of-way along McOrmond Drive to accommodate the potential expansion of the roadway to six lanes, as needed in the future.
4. The Parkway Bridge, McOrmond Drive and Central Avenue are intended to operate as parts of the arterial road network; they are not intended to operate as designated truck routes nor as freeways. (The Perimeter Highway is expected to serve those functions).

The concept plan initially recommends a four-lane bridge, with the foundations and piers designed to accommodate a later expansion to six lanes. A further analysis of this recommendation has determined that for the following reasons, a six-lane bridge should be built at the outset to minimize future throwaway costs:

1. The incremental cost of a six-lane bridge is relatively low when compared to the throw-away and completion costs of staged construction:
 - The estimated cost of the four-lane bridge, as recommended in the functional planning study, was \$102.5 Million, not including the later expansion to six-lanes. Expansion of the original four-lane bridge to six-lanes would include removal of the existing shoulders, bikeways and sidewalks; then provision of two additional lanes, new shoulders, bikeways and sidewalks for an estimated \$45.6 Million. The total estimate for the bridge, at final build-out would be \$148.1 Million.
 - Construction of a six-lane bridge for opening day is estimated at \$118.2 Million.
2. The current relatively high population growth is likely to advance the expansion of the bridge. If the current population growth rate of 2.5% is sustained, the traffic operations of the four-lane bridge configuration would

likely begin to experience congestion effects within approximately five years of opening day (November 2016).

3. The functional planning study assumes Perimeter Highway will be constructed some time after the opening of the North Commuter Parkway Project and before traffic growth requires expansion of the bridge from four to six lanes. It is unlikely that the Province of Saskatchewan will be able to deliver their proposed Perimeter Highway within the time frame needed to defer the expansion of the bridge from four lanes to six.

The opening day average daily traffic volumes (ADT) for the North Commuter Parkway Project are expected to be between 14,600 and 21,700 vehicles per day, depending on the exact configuration and staging of the connecting arterial roads.

The Administration is recommending that the functional plan be approved as outlined in this report; with the recommendation to construct a six-lane bridge instead of the staged construction of a four and then six-lane bridge.

FINANCIAL IMPLICATIONS

The 2013 Budget identified the cost of the proposed North Commuter Parkway river bridge and associated land costs as \$85.6 million. This was based on a four lane bridge. As noted above, the river bridge has been expanded to a six-lane structure to accommodate ultimate development conditions. The cost of the bridge and associated land costs is now estimated at approximately \$130.9 million. The associated arterial roadwork normally forms part of the urban development; however, it will be required to construct this ahead of schedule to connect the bridge. It is estimated at approximately \$63.6 million. The total cost of the project is \$194,473,500.

PUBLIC AND/OR STAKEHOLDER CONSULTATION

An Open House was held on March 6, 2013 in association with other planning activities in the area. More than 200 people attended. The information presented at the Open House was also available on the City of Saskatoon website. Comment forms were received from 20 people at the Open House, and 5 people commented via the project webpage.

The feedback received was balanced – some in support of the project, others opposing the arterial crossing, preferring a high-speed roadway. Other comments received were from individual property owners regarding the alignment of the roadway in relation to their property.

Consultations with the Meewasin Valley Authority will occur as part of the project delivery.

COMMUNICATIONS PLAN

In addition to regulatory approvals, public consultation and the development of a communications plan will occur as part of the delivery of this project.

ENVIRONMENTAL IMPLICATIONS

Regulatory approvals for the construction of the river crossing will be required from the Saskatchewan Ministry of the Environment, the Saskatchewan Watershed Authority, the *Federal Navigable Waters Act* and *Fisheries Act*.

PRIVACY IMPACT

Discussions with private property owners for the acquisition of right-of-way will require confidentiality.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review of the entire project should occur during the detailed design phase.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The timeline for completion of the North Commuter Parkway Project is November 2016. While this is an aggressive schedule, it is possible, assuming that all planning work, approvals and land acquisitions are completed by the end of 2013 in order to prepare proper documentation to secure a contractor. Additional reports will be provided as the project progresses.

PUBLIC NOTICE

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

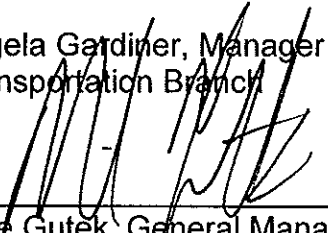
ATTACHMENTS


1. North Commuter Parkway Project Functional Planning Study (Copies are available for viewing in the City Clerk's Office and on the City of Saskatoon webpage); and
2. North Commuter Parkway Project Plan.

Written by: David LeBoutillier, Planning and Design Engineer
Transportation Branch

Reviewed by: Don Cook, Planning and Design Engineer
Transportation Branch

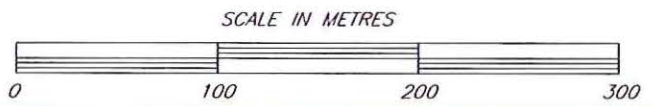
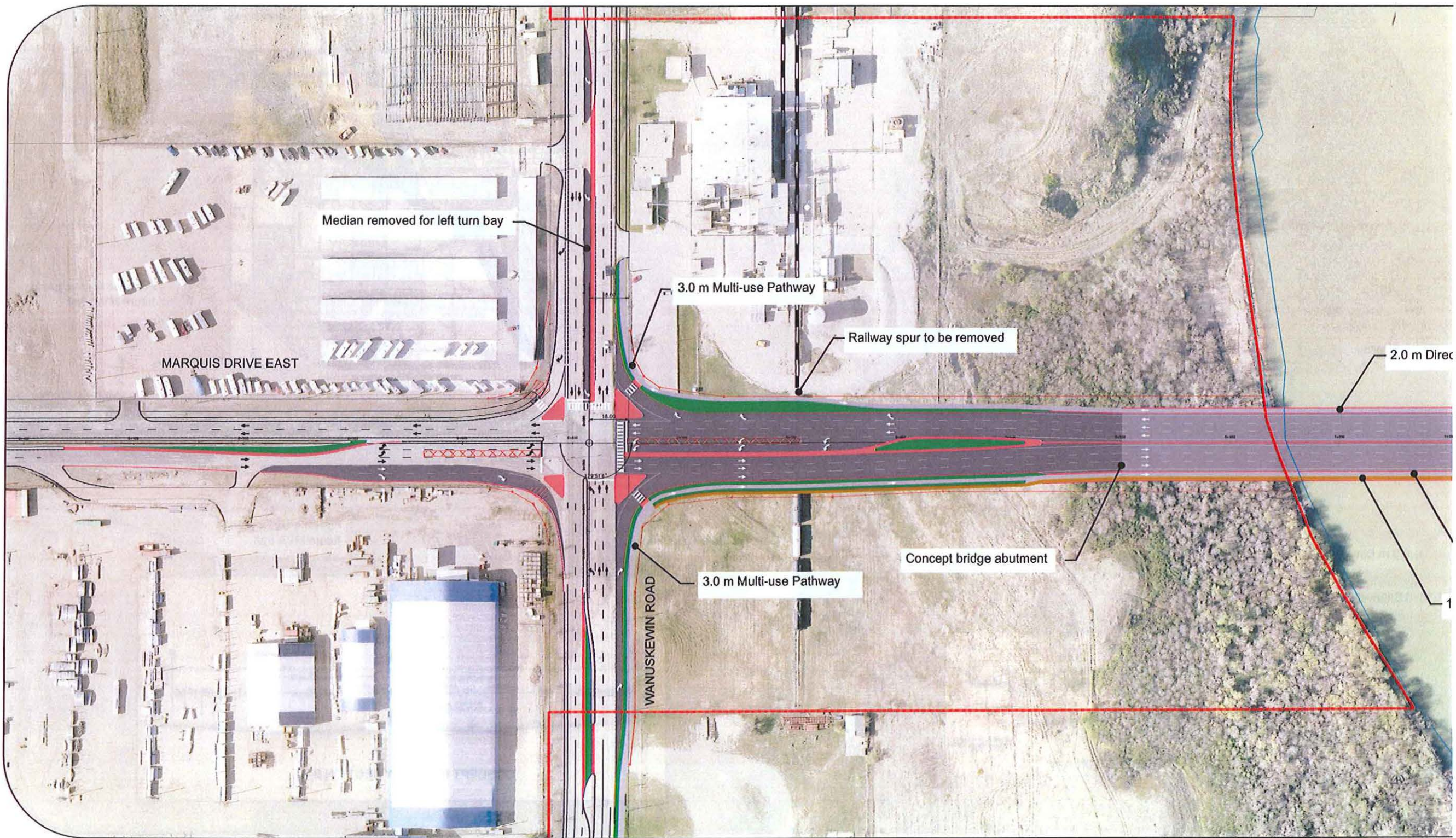
Approved by: Angela Gardiner, Manager
Transportation Branch

Approved by: 
Mike Gutek, General Manager
Infrastructure Services
Dated: May 7, 2013

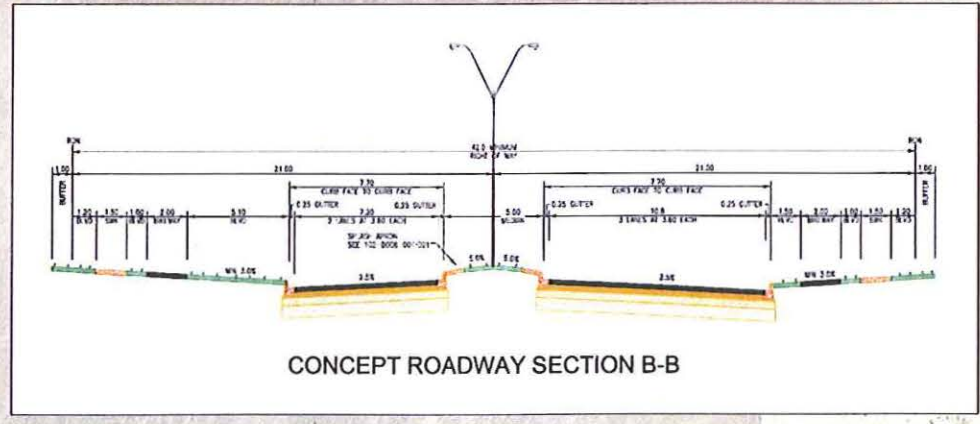
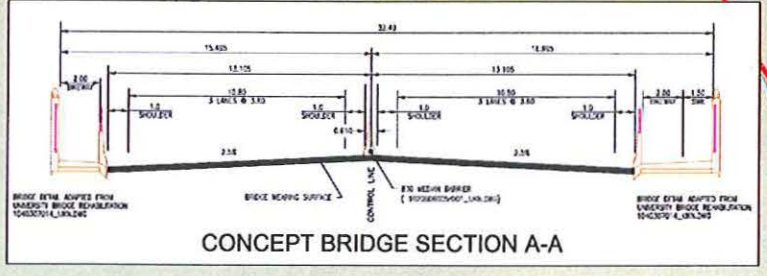
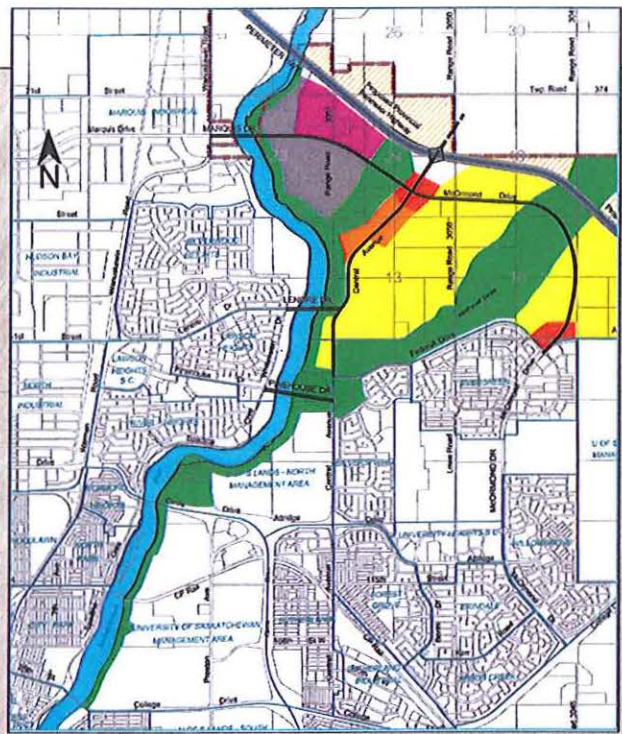
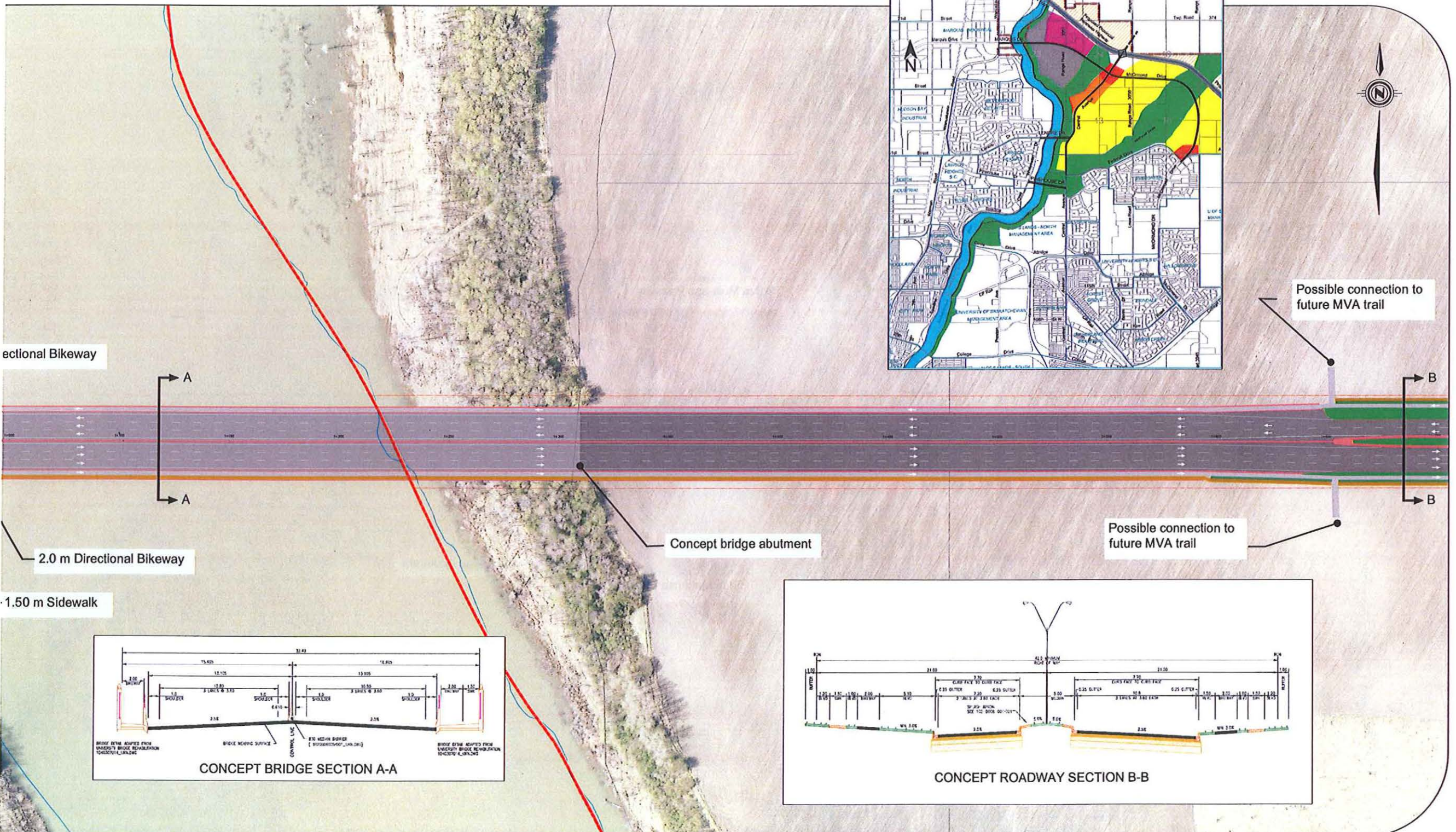
Approved by: 
for Murray Totland
City Manager
Dated: May 8/13

AF DL Parkway Bridge Functional Plan

North Commuter



Parkway Project



TO: Secretary, Executive Committee
FROM: General Manager, Infrastructure Services Department
DATE: April 29, 2013
SUBJECT: North Commuter Parkway and Traffic Bridge Replacement
FILES: Files CK. 6050-10, CK. 6050-8, IS. 6050-104-044, and IS. 6005-104-02

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

- 1) that the Administration proceed with the North Commuter Parkway project based on the bridge and arterial roadway configuration recommendations of the Functional Planning Study;
- 2) that the Traffic Bridge Replacement project be combined with the North Commuter Parkway project; and
- 3) that the Administration continue to pursue available funding for this project from the Federal and Provincial governments.

TOPIC AND PURPOSE

This report is to obtain approval to proceed with the North Commuter Parkway project and combine the Traffic Bridge Replacement project with the North Commuter Parkway project, and to provide a financing strategy.

REPORT HIGHLIGHTS

1. The proposed North Commuter Parkway will link the Marquis Industrial area and the University Heights area, and will function as an arterial bridge, similar to the existing University and Broadway Bridges.
2. Combining the Traffic Bridge Replacement project with the North Commuter Parkway project will take advantage of joint financing and grant both projects an opportunity for more competitive pricing by maximizing the overall project value.
3. Funding options are dependent on significant partnerships with the federal and provincial governments.

STRATEGIC GOALS

The construction of the North Commuter Parkway and the Traffic Bridge Replacement supports the City of Saskatoon Strategic Goal, Moving Around, as it will optimize the flow of people and goods in and around the city.

BACKGROUND

North Commuter Parkway

The proposed North Commuter Parkway will link the Marquis Industrial area with the University Heights area, providing relief to the existing Circle Drive Bridge. The river bridge and associated arterial roadways will function as an arterial bridge similar to the existing University and Broadway Bridges. It will provide for commuter traffic between east side neighbourhoods and the employment area in the north end; and traffic between west side neighbourhoods and the north end employment area.

Traffic Bridge Replacement

At its meeting held December 6, 2010, City Council considered a report of the General Manager, Infrastructure Services Department, dated November 17, 2010, regarding the Traffic Bridge Needs Assessment and Functional Planning Study Final Report and resolved that the existing Traffic Bridge be replaced with a modern steel truss bridge; that the replacement structure be completed through a design-build process; and that as part of the design-build process, efforts be made to incorporate elements that are sympathetic to the heritage and architecture of the existing bridge. At subsequent meetings in 2011, City Council resolved various questions with respect to the conceptual design of the replacement bridge.

On December 22, 2010, a Request for Proposals (RFP) was issued for an Owner's Engineer to assist the City with developing the framework for the design-build process, in order to prepare the Request for Qualifications (RFQ) and RFP for the design-build agreement. Stantec Consulting Ltd. was awarded the contract in February, 2011.

REPORT

Based on the North Commuter Parkway Project Functional Planning Study, the project will consist of the design and construction of approximately 9.3 kilometres (km) of arterial roadways and a river bridge, as shown in Figure 1, (Attachment 1).

The river bridge and portion of arterial roadway located west of the bridge, connecting the bridge to Wanuskewin Road, will be constructed as a six-lane arterial roadway to accommodate ultimate development conditions. East of the river bridge, the arterial roadway will transition to five-lanes to the intersection with Central Avenue. The remainder of the arterial roadways connecting McOrmond Drive and Central Avenue will be constructed as four-lane arterial roadways. Improvements to the intersection of Attridge Drive and Central Avenue are also included.

The Administration has explored the feasibility of alternative procurement options for the North Commuter Parkway project and offers the following options for delivery of the project, the details of which are attached (Attachment 2):

- 1) Design-Build-Finance-Maintain (DBFM)/Public-Private Partnership (PPP);

- 2) Design-Build-Finance (DBF);
- 3) Design-Build (DB); and
- 4) Design-Bid-Build (DBB).

The Administration is considering the project under either a DBFM or a DB delivery model, although the DBFM model will impact the project schedule. The Request for Proposal for a technical advisor for the project closed on April 30, and the submissions are being reviewed.

The Administration is recommending that the Traffic Bridge Replacement project be combined with the North Commuter Parkway project in order to take advantage of joint financing and to grant both projects an opportunity for more competitive pricing by maximizing the overall project value.

The City has an Engineering Services Agreement with Stantec Consulting Ltd. as its Owner's Engineer for DB delivery of the Traffic Bridge project. The DB Request for Quotations and Request for Proposal documents are complete and ready to be issued at any time.

If the Traffic Bridge Replacement project is combined with the North Commuter Parkway project, Stantec Consulting Ltd. would be listed as a designated sub-consultant and would be responsible for providing technical advisory services for the Traffic Bridge component of the project.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The total capital costs for the proposed North Commuter Parkway project is \$194,473,500. A summary of the budget is attached (Attachment 3).

The 2013 Budget identified the cost of the proposed North Commuter Parkway river bridge and associated land costs as \$85.6 million. This was based on a four lane bridge. As noted above, the river bridge has been expanded to a six-lane structure to accommodate ultimate development conditions. The cost of the bridge and associated land costs is now estimated at approximately \$130.9 million. The associated arterial roadwork normally forms part of the urban development; however, it will be required to construct this ahead of schedule to connect the bridge. It is estimated at approximately \$63.6 million. The total cost of the project is \$194,473,500.

At its June 27, 2011 Council meeting it was reported that the replacement of the Traffic Bridge was anticipated to cost between approximately \$27 million and \$34 million. The total project budget for the Traffic Bridge Replacement project is now estimated at \$35 million. This increase represents an inflationary adjustment.

Regardless of how the two projects are delivered, the funding plan assumes significant participation from the federal and provincial governments. The City's funding includes an allocation from the Evergreen land development surplus, with a major portion of the funding including borrowing. Repayment will be from the federal gas tax revenue, potentially committing this revenue from 2014 to 2021, and prepaid levies proportionately.

The Circle Drive South (CDS) project has an operating impact of \$3.7 million (2013 \$). This includes contributions to the Bridge Reserve, Roadways Reserve and maintenance. Given that this project is comparable in length of kilometres to the CDS project, there will likely also be a \$3.7 million operating impact annually. It is recommended that this be phased in, starting in 2014, adjusted for inflation accordingly.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public consultation was completed as part of the functional plan development for the North Commuter Parkway. Stakeholder involvement will be required at various stages of the project. The Administration will coordinate with applicable stakeholders as necessary.

Public consultation for the Traffic Bridge was completed through an online community forum and three separate open houses held in 2010. Approximately 1,000 people shared their views with comments collected through the online forum and open houses. When construction of the project proceeds, the Administration will coordinate with applicable stakeholder groups as necessary.

COMMUNICATIONS PLAN

If approved, the Administration will work with the Communications Branch to issue any necessary notices to the public.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

It is anticipated that the North Commuter Parkway roadways and river bridge will be open to traffic in November 2016. However, this will be subject to constraints from federal and/or provincial funding programs, and the delivery model selected.

If delivered as part of the North Commuter Parkway project, it is anticipated that the Traffic Bridge will be open to traffic in November 2017.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications with the technical advisory services portion of this project. A future report will describe the environmental implications associated with construction of the project.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

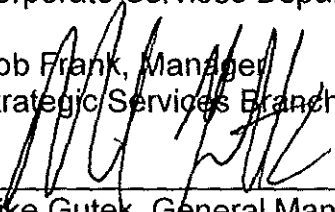
Public Notice, pursuant to Section 3 of Policy C01-021, Public Notice Policy, is not required.

ATTACHMENT


1. North Commuter Parkway – Bridge and Roads Overall Plan;
2. Alternative Procurement Options for the North Commuter Parkway Project; and
3. Summary of Proposed North Commuter Parkway Project Budget.

Written by: Dan Willems, Special Projects Manager
Corporate Projects Team

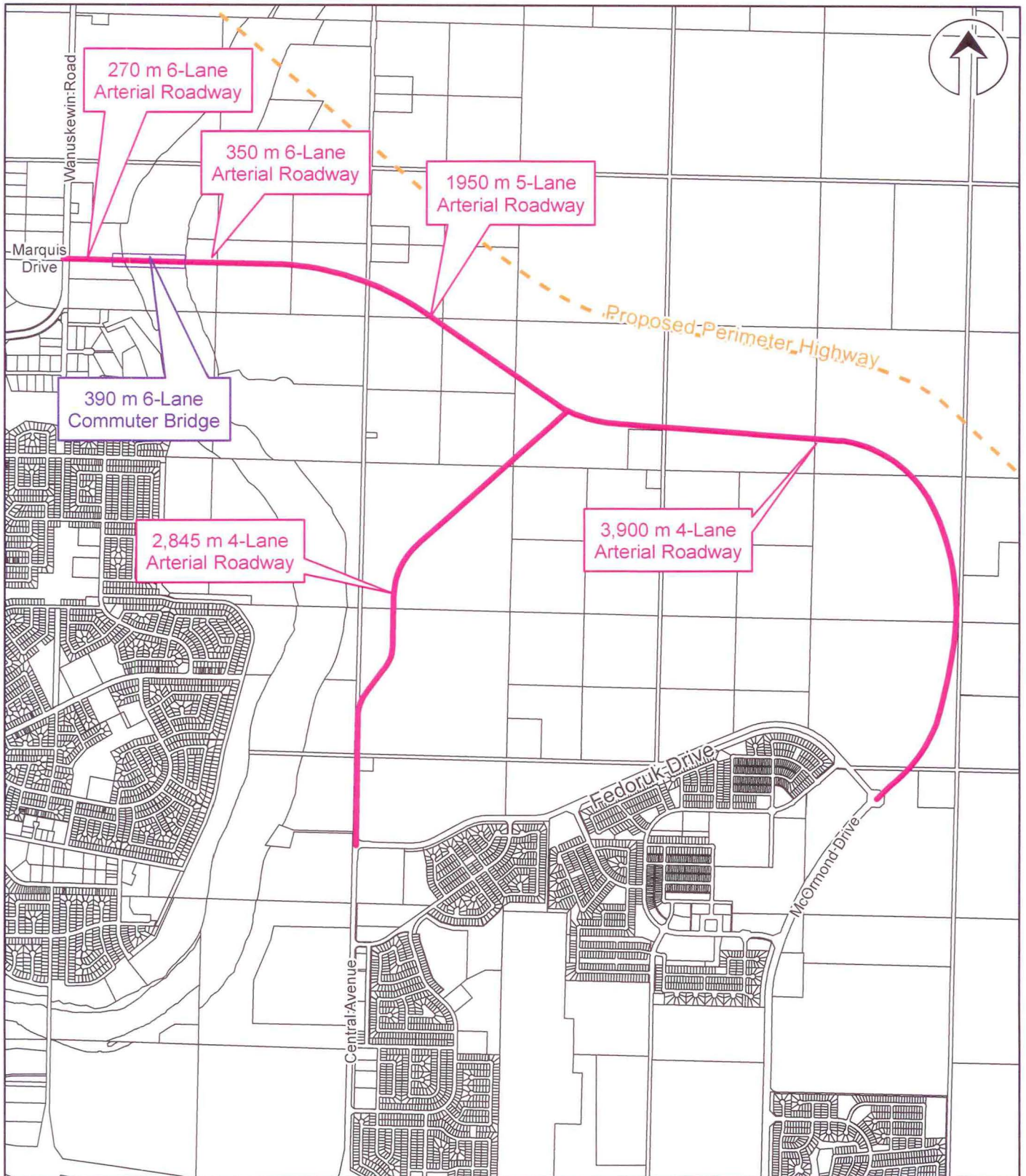
Linda Andal, Financial Policy and Strategy Analyst
Corporate Services Department

Approved by: 
Rob Frank, Manager
Strategic Services Branch

Approved by: _____
Mike Gutek, General Manager,
Infrastructure Services Department
Dated: MAY 7, 2013

Approved by: 
Marlys Bilanski, General Manager,
Corporate Services Department
Dated: May 7/13

Approved by: *M. Blumberg*
for Murray Totland
City Manager
Dated: *May 8/13*
Exec Report – North Commuter Bridge Traffic Bridge



H:\Data\Bridge\Operations\00 - General\North Commuter Bridge\resources\figsixexec_report_plan_20130501
2013-05-01 By dwillems

April 2013
6050-104-44

Legend:

- Proposed North Commuter Roadways
- - - Proposed Perimeter Highway

Project:

NORTH COMMUTER PARKWAY

Figure No.:

-

Title/Subject:

Bridge and Roads
Overall Plan



Scale: 1:30,000

Alternative Procurement Options for the North Commuter Parkway Project

1) Design-Build-Finance-Maintain (DBFM) / Public-Private Partnership (PPP)

The DBFM delivery model is a form of Public-Private Partnership (PPP). Under the DBFM model, the contractor provides design services, construction services, project financing (using private sector debt and equity), and operations/maintenance services for a set term, typically 25 to 30 years. The contract is based on a conceptual design and an output specification, which describes what the contractor is expected to achieve.

A period of 19 to 22 months is typically required for the Request for Qualifications (RFQ), Request for Proposal (RFP), evaluation, negotiation, and award under the DBFM model, which will require extending the project schedule beyond 2016.

If procured as a DBFM, an application to PPP Canada for funding of 25% of the project cost could be made. PPP Canada has just announced the call for Round Five applications, with a deadline of June 14, 2013. Our experience with the Civic Operations Centre project application is that this approval period is very lengthy, and will further affect the project schedule, if the project is delayed until a decision from PPP Canada is made.

An application to the SaskBuilds grant program is also a possibility, however, details of this new program are limited. Assuming projects that have already started would not be eligible, waiting for this grant program to launch will delay the project start date.

2) Design-Build-Finance (DBF)

Similar to the DBFM model, the DBF delivery model eliminates the maintenance component of the contractor's services. Typically, the contractor finances the project until substantial completion, though extended terms can be negotiated under this model.

The DBF model is not preferred for this project as the City of Saskatoon is capable of borrowing funds at more competitive rates than available to the private sector. An application to PPP Canada for funding of 25% of the project cost could be made, however our experience with the Civic Operations Centre project application is that their preference is DBFM projects.

3) Design-Build (DB)

Under the DB model, the contractor provides design and construction services based on a conceptual design and an output specification, which describes what the contractor is expected to achieve.

A funding application to the new 2014 Building Canada program is a possibility, however, details of this new program are limited. Assuming projects that have already started would not be eligible, waiting for this grant program to launch will delay the project start date.

4) Design-Bid-Build (DBB)

Considered the conventional delivery method, under the DBB model, the contractor provides construction services based a fully completed detailed design which is tendered for bids. This delivery method offers the advantage of being widely applicable and well understood, with well-established and clearly defined roles for the parties involved.

To meet a completion date of November 2016 for opening the roadways and river, DBB is not feasible for this project.

Summary of Proposed North Commuter Parkway Project Budget

Item	Budget
Functional Planning Study	\$100,000
Preliminary Environmental, Geotechnical, and Heritage Resources Studies	\$500,000
Land Acquisition	\$7,100,000
Environmental Cleanup (Akzo Nobel Land)	\$5,000,000
River Bridge	\$118,200,000
Arterial Roads:	
McOrmond Dr / Marquis Dr – West Bridge Abutment to Wanuskewin Rd (6-lanes)	\$2,048,000
McOrmond Dr – East Bridge Abutment to Transition (6-lanes)	\$2,625,000
McOrmond Dr – Transition to Central Ave	\$13,317,500
McOrmond Dr – Central Ave to Fedoruk Dr	\$24,106,000
Central Avenue – Fedoruk Drive to McOrmond Drive	\$17,577,000
Attridge Drive / Central Avenue Intersection Improvements	\$3,900,000
Total Project Capital Costs	\$194,473,500

TO: Secretary, Executive Committee
FROM: General Manager, Infrastructure Services Department
DATE: April 29, 2013
SUBJECT: Communications to Council
From: Glen Ungar, Saskatoon Wildlife Federation
Date: April 2, 2013
Subject: North Commuter Parkway Project
FILES: CK. 6050-10 and IS. 6050-104-044)

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

TOPIC AND PURPOSE

This report is to provide information regarding the Administration's discussions with the Saskatoon Wildlife Federation's concerns with respect to the future route of the North Commuter Parkway Bridge project.

REPORT HIGHLIGHTS

1. At its April 8, 2013 meeting, City Council resolved that the Administration hold discussions with the Saskatoon Wildlife Federation and report back in a timely manner.
2. The Administration has had ongoing discussions with the Saskatoon Wildlife Federation since March 2013 and is making a concerted effort to address the organization's concerns in balance with delivering the North Commuter Parkway Bridge project.

STRATEGIC GOALS

The construction of the North Commuter Parkway Project supports the City of Saskatoon Strategic Goal, Moving Around, as it will optimize the flow of people and goods in and around the city.

BACKGROUND

City Council, at its meeting held on April 8, 2013, considered a presentation from Mr. Glen Ungar of the Saskatoon Wildlife Federation regarding the future North Commuter Bridge route and the negative impact moving the Wildlife Federation by 2016 will have on the non-profit corporation.

Council resolved that the matter be referred to the Administration to hold discussions with the Saskatoon Wildlife Federation and report back in a timely manner.

REPORT

The Administration initiated discussions with the Saskatoon Wildlife Federation in March 2013, and has had continuing ongoing discussions with the organization regarding the North Commuter Parkway Project, particularly with respect to the anticipated construction schedule and its potential impacts on their operations.

The Saskatoon Wildlife Federation has expressed concerns regarding the timing of the project and the impact of land development in the area on their current operations. The Administration is making a concerted effort to address the organization's concerns in balance with delivering the North Commuter Parkway project.

Next steps include creating a matrix of possible options and working with key stakeholders to obtain a solution which best satisfies the impacted parties.

OPTIONS TO THE RECOMMENDATION

No other options were considered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATIONS PLAN

A communications plan is being prepared for the North Commuter Parkway Project.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

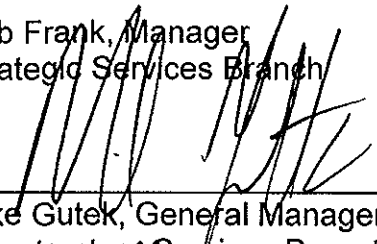
A follow-up report is not required.

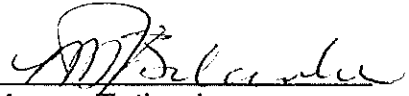
PUBLIC NOTICE

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

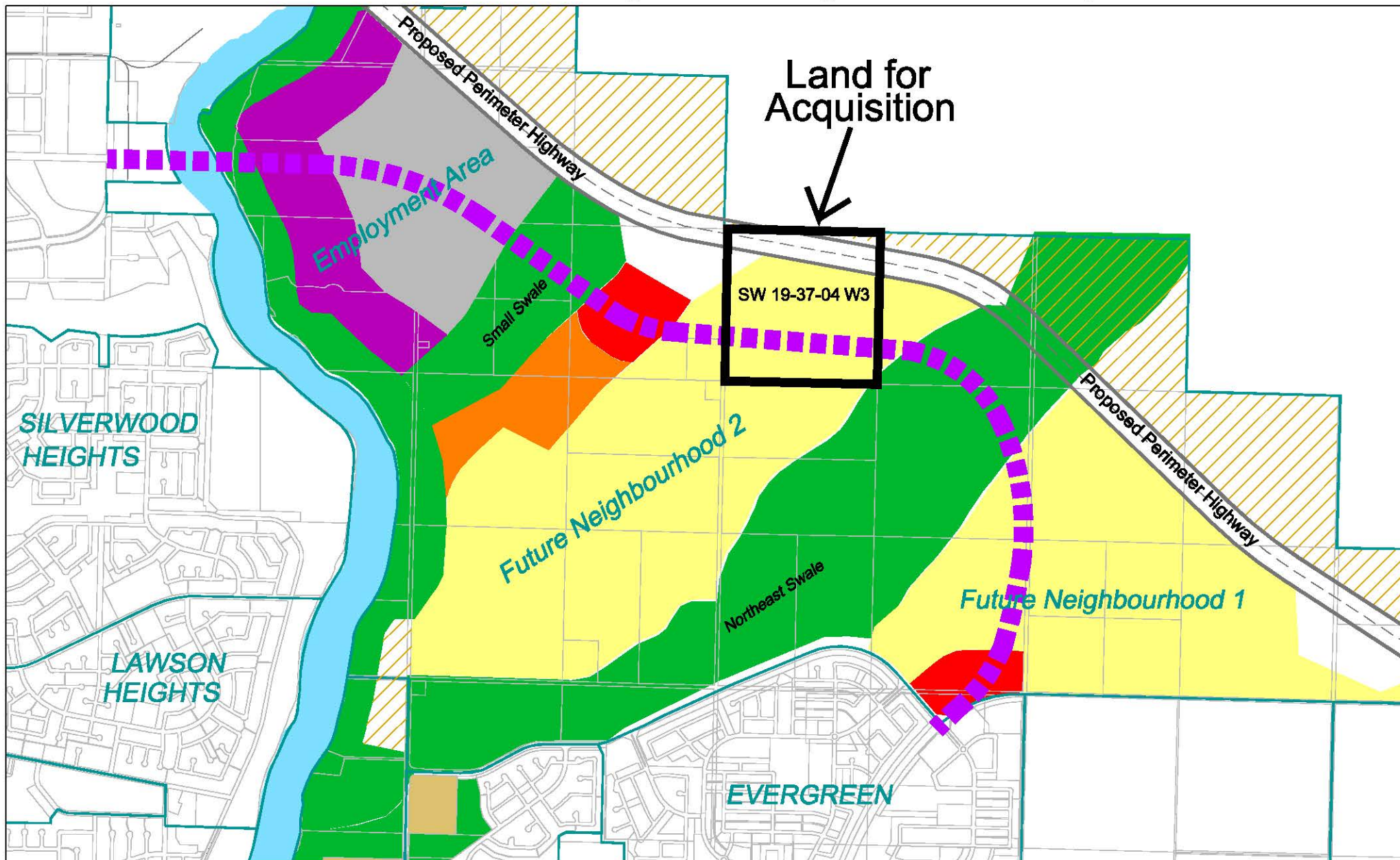
Written by: Dan Willems, Special Projects Manager
Corporate Projects Team

Approved by: Rob Frank, Manager
Strategic Services Branch

Approved by: 
Mike Gutek, General Manager,
Infrastructure Services Department
Dated: MAY 7, 13

Approved by: 
Murray Totland
City Manager
Dated: May 8/13.

Attachment 1, Drawing Indicating Land for Acquisition



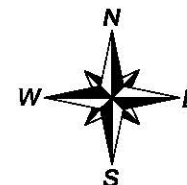
North Commuter Bridge Roadway Route



Proposed Provincial Perimeter Highway



Note: This drawing is based off the unapproved UH Sector Plan - which is subject to change and City Council Approval



City of Saskatoon

Real Estate Services - May 2013

NOTE: The information contained on this map is for reference only and not to be used for legal purposes. This map may not be reproduced without the expressed written consent of Corporate Projects Team - Real Estate Services. Do not Scale.



City of
Saskatoon
Office of the City
Manager

222 - 3rd Avenue North
Saskatoon, SK S7K 0J5 fx 306•975•3048

Phone: (306) 975-3209

April 24, 2013

Mr. Randy Fernets
Managing Director, Saskatoon Sports Tourism
Tourism Saskatoon
101-202-4th Avenue North
Saskatoon SK S7K 0K1

Dear Mr. Fernets:

Re: 2015 International Skating Union Grand Prix Event Bid
(File No. CC 1870-1)

Thank you for your letter dated April 22, 2013, requesting a financial commitment from the City of Saskatoon in the amount of \$75,000 for the bid on the 2015 International Skating Union Grand Prix, scheduled from October 29 to November 1, 2015 at Credit Union Centre.

For your information, I have referred your correspondence to Cary Humphrey, Leisure Services Branch Manager, Community Services Department.

You can expect to hear from Mr. Humphrey in due course.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Totland', written over a white background.

Murray Totland, P.Eng., MBA
City Manager

MT:blm

Gopy Randy Grauer, General Manager, Community Services Department
Cary Humphrey, Branch Manager, Leisure Services,
Community Services Department

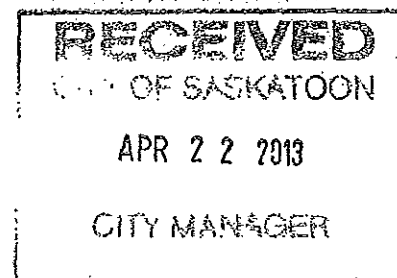


101-202 4th Avenue North, Saskatoon Saskatchewan Canada S7K 0K1
Phone: 306.931.7583 • Toll Free: 1-800-567-2444 • Fax: 306.242.1955

Email: sportstourism@tourismsaskatoon.com
Web: www.saskatoonsportstourism.ca

April 22, 2013

Murray Totland
City Manager
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K 0J5
RE: Skate Canada International 2015



Dear Murray,

Saskatoon Sports Tourism has submitted a Letter of Intent to bid on Skate Canada International, an International Skating Union Grand Prix event, in 2015. Hosted at Credit Union Centre, the event will take place from October 29 – November 1, 2015. Our intention is to request a \$50,000 financial commitment from the Province of Saskatchewan and a \$75,000 financial commitment from the City of Saskatoon.

Skate Canada International is one of six events in the International Skating Union's (ISU) Grand Prix series and the event property of Skate Canada. Skate Canada International is highly regarded in the international figure skating circuit and is known for excellence in event execution. The event is a senior-level invitation only figure skating competition with medals awarded in four disciplines: Ladies' singles, Men's singles, Pair Skating and Ice Dancing. Saskatoon last hosted this event in 2001.

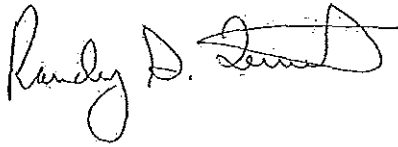
There are numerous benefits to the City of Saskatoon in hosting this event. The tourism industry will see an estimated 1,400 room nights, which are reserved by the Skate Canada Organizing Committee alone. This number does not include accommodations required by spectators and other attending the event. The average total economic impact to the host community over the past several years for this event has been calculated to be approximately \$5.5 million (STEAM model).

Skate Canada International is also associated with a large television audience. Skate Canada International is televised in Canada on CTV on main network and digital platforms. Additionally, the event is streamed on www.ctv.ca. A minimum of four ISU rights holding broadcasters carry the television feed and reach millions of viewers worldwide in a minimum of eight countries. In 2011, the event was broadcasted nationally for 12 hours over three days to an audience that measured over 1.8 million viewers.

We are requesting a financial commitment of \$75,000 from the City of Saskatoon towards bidding on Skate Canada International in 2015. Due to bid timelines, we respectfully request a response no later than **Monday, May 20, 2013**.

I look forward to your response regarding this exciting event for Saskatoon.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy D. Fernets". The signature is written in a cursive style with a large initial "R" and "F".

Randy Fernets
Managing Director
Saskatoon Sports Tourism

Special Event Reserve Funding and Expenditures As At May 1, 2013

	SPECIAL EVENTS	PROFILE SASKATOON	TOTAL RESERVE
Opening Balance at January 1, 2013	(\$230,000)	(\$11,139)	(\$241,139)
2013 Annual Provision	(\$250,000)	(\$300,000)	(\$550,000)
Approved Commitments	\$215,000	\$60,000	\$275,000
2014 Annual Provision	(\$250,000)	(\$300,000)	(\$550,000)
2014 Estimates	\$15,000		\$15,000
2015 Annual Provision	(\$250,000)	(\$300,000)	(\$550,000)
2015 Estimates	\$15,000	\$100,000	\$115,000
Skate Canada International 2015 Funding Request	\$75,000		\$75,000
Closing Balance	(\$660,000)	(\$751,139)	(\$1,411,139)

COMMUNICATIONS TO COUNCIL

MEETING OF CITY COUNCIL – TUESDAY, MAY 21, 2013

A. REQUESTS TO SPEAK TO COUNCIL

1) Frank Regier, dated May 8

Requesting permission to address City Council with respect to blood donation.
(File No. CK. 150-1)

RECOMMENDATION: that Frank Regier be heard.

B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL

1) Dave Gabruch, Chair, 2012 Board of Revision

Submitting 2012 Annual Report – Saskatoon Board of Revision. (File No. CK. 1616-1)

RECOMMENDATION: that the information be received.

2) Judy Koutecky, Administrative Assistant, Mendel Art Gallery, dated May 2

Advising of Special General Meeting of The Art Gallery of Saskatchewan Inc. and The Saskatoon Gallery and Conservatory Corporation, being held Tuesday, May 28, 2013.

RECOMMENDATION: that the City of Saskatoon, being a member of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., appoint Donald Atchison, or in his absence, Charlie Clark or Tiffany Paulsen, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Special Annual General Meeting of the members of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., to be held on May 28, 2013, or at any adjournment or adjournments thereof.

3) Debby Claude and Phyllis Lodeon, Saskatoon Farmers' Market, dated May 3

Requesting permission to temporarily close Sonnenschein Way on Saturdays, from 6:00 a.m. to 3:00 p.m., from May 11 to October 12, 2013, to operate a market.

(File No. CK. 205-7) **(This request was approved administratively, subject to any appropriate conditions, given time constraints.)**

RECOMMENDATION: that the information be received.

Items Which Require the Direction of City Council
Tuesday, May 21, 2013
Page 2

4) Lindsey Robert Love, dated May 6

Requesting permission to extend the time where amplified sound can be heard, under the Noise Bylaw on May 25, 2013, in Diefenbaker Park, for a gathering of performing artists. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension of the time where amplified sound can be heard, under the Noise Bylaw on May 25, 2013, in Diefenbaker Park, for a gathering of performing artists be approved, subject to any administrative conditions.

5) Raeanne Van Beek, dated May 6

Requesting permission to extend the time where amplified sound can be heard, under the Noise Bylaw, on June 9, 2013, from 11:00 a.m. to 5:00 p.m., in Ashworth Holmes Park for the 12th Annual Caswell Arts Festival. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension of the time where amplified sound can be heard, under the Noise Bylaw, on June 9, 2013, from 11:00 a.m. to 5:00 p.m., in Ashworth Holmes Park for the 12th Annual Caswell Arts Festival, be approved subject to any administrative conditions.

**6) Wendy Lizotte, Central Urban Metis Federation Incorporated
dated May 9 (two letters)**

Requesting a temporary street closure on June 27, 2013, from 10:00 a.m. to 4:00 p.m., on the 300 block of Avenue M South, for CUMFI 20th Anniversary Community Carnival. (File No. CK. 205-1)

RECOMMENDATION: that the request for a temporary street closure on June 27, 2013, from 10:00 a.m. to 4:00 p.m., on the 300 block of Avenue M South, for CUMFI 20th Anniversary Community Carnival be approved subject to any administrative conditions.

7) Allison Porter, Logistics Chair, Saskatoon Relay for Life, dated April 30

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, on Friday June 7th at 6:00 p.m. to 6:00 a.m., Saturday, June 8th, 2013 for the 13th Annual Relay for Life event. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension of the time where amplified sound can be heard, under the Noise Bylaw, on Friday June 7th at 6:00 p.m. to 6:00 a.m., Saturday, June 8th, 2013 for the 13th Annual Relay for Life event, be approved subject to any administrative conditions.

8) Einar Haugo, President, Mount Royal Community Association, dated May 9

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, at 9:00 a.m., on Saturday, June 1, 2013, for an outdoor pancake breakfast including local entertainment. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension of the time where amplified sound can be heard, under the Noise Bylaw, at 9:00 a.m., on Saturday, June 1, 2013, for an outdoor pancake breakfast including local entertainment, be approved subject to any administrative conditions.

9) Bob Korol, CEO, TCU Place, dated May 9

Submitting 2012 Centennial Auditorium & Convention Centre Corporation Audited Financial Statements. (File No. CK. 1711-4)

RECOMMENDATION: that the information be received.

10) Peter Hull, dated May 11

Commenting on spray facility. (File No. CK. 613-5) **(Referred to Administration for inclusion in its file for review of this matter. Letter from writer dated March 13, 2013 was referred to Administration for further handling.)**

RECOMMENDATION: that the information be received.

Items Which Require the Direction of City Council
Tuesday, May 21, 2013
Page 4

11) Mandy Pravda, dated May 13

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, on Saturday, June 2, 2013, from 1:00 p.m. to 5:00 p.m. for the Saskatoon Fashion and Design Festival being held at the River Landing Amphitheater.
(File No. CK. 185-9)

RECOMMENDATION: that the request for an extension of the time where amplified sound can be heard, under the Noise Bylaw, on Saturday, June 2, 2013, from 1:00 p.m. to 5:00 p.m. for the Saskatoon Fashion and Design Festival being held at the River Landing Amphitheater, be approved subject to any administrative conditions.

12) Shellie Bryant, Secretary, Development Appeals Board, dated May 14

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 1160 King Crescent. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION

1) Marvin McNabb, dated May 2

Commenting on parking on residential streets. (File No. CK. 6120-6) **(Referred to Administration for any appropriate action.)**

2) Coralie Schick, dated May 2

Commenting on vehicular damage occurring because of a pot hole. (File No. CK. 6315-1) **(Referred to Administration for further handling and to respond to the writer.)**

3) Julie Haines, Prairie North Health Region, dated May 6

Commenting on admission for Forestry Farm Pak and Zoo. (File No. CK. 1720-11) **(Referred to Administration for further handling and to respond to the writer.)**

4) Amanda Titman, Saskatchewan Heart and Stroke Foundation, dated May 6

Requesting support for FMG Saskatoon Dragon Boat Festival. (File No. CK. 1870-1) **(Referred to Administration for further handling and to respond to the writer.)**

5) Kevin Abrey, dated May 7

Commenting on effective snow removal and pot hole repairs. (File No. CK. 6000-1) **(Referred to Administration as information.)**

6) Lloyd Driedger, President, Lupus SK Society Inc., dated May 8

Requesting support for Lupus SK Provincial Medical Symposium. (File No. CK. 1870-1) **(Referred to Administration for further handling and to respond to the writer.)**

7) Ken Brown, dated May 10

Commenting on traffic in north industrial area. (File No. CK. 6000-1) **(Referred to Administration to respond to the writer.)**

Items Which Have Been Referred for Appropriate Action
Tuesday, May 21, 2013
Page 2

8) Alana Zimmerman, dated May 12

Commenting on construction in Evergreen neighbourhood. (File No. CK. 6315-1)
(Referred to Administration for any appropriate action.)

9) Warren Noble, dated May 13

Suggesting water-level indicators be placed on bridge supports for boaters.
(File No. CK. 5520) **(Referred to Administration for any appropriate action.)**

10) Justin Mutch, dated May 13

Commenting on traffic increase with proposed north commuter bridge.
(File No. CK. 6050-1) **(Referred to Administration for any appropriate action.)**

11) Jo (Josephine) Nanson, dated May 13

Suggesting the south bridge be named Yorath Bridge. (File No. CK. 6050-9) **(Referred to Administration for consideration.)**

12) Marg Johnston, dated May 13

Commenting on the condition of Circle Drive West. (File No. CK. 6315-1) **Referred to Administration for appropriate action.)**

13) Christopher Pequin, dated May 13

Commenting on construction in Saskatoon. (File No. CK. 6315-1) **(Referred to Administration for further handling.)**

14) Carmen Bell, Race Director, Subaru Saskatoon Triathlon, dated May 14

Commenting on a road issue for the proposed race route. (File No. CK. 6315-1)
(Referred to Administration for any appropriate action.)

Items Which Have Been Referred for Appropriate Action
Tuesday, May 21, 2013
Page 3

15) Lorraine Rybchynski, dated May 14, 2013

Commenting on a parking ticket received for parking too close to a fire hydrant. (File No. CK. 5301-1) **(Referred to Administration for further handling.)**

16) Heather Hickey, dated May 14

Commenting on traffic issues due to construction. (File No. CK. 6050-9) **(Referred to Administration for further handling.)**

RECOMMENDATION: that the information be received.

D. PROCLAMATIONS

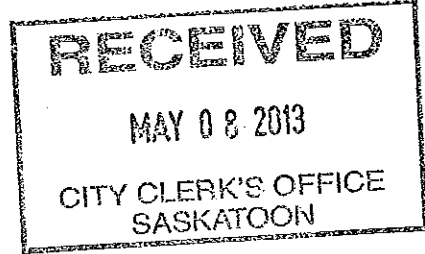
- 1) **Jason Yochim, Executive Officer, Saskatoon Region Association of Realtors
dated May 13**
-

Requesting City Council proclaim September 2 to 6, 2013 as Realtor Safety Week.
(File No. CK. 205-5)

- RECOMMENDATION:**
- 1) that City Council approve the proclamation as set out above; and
 - 2) that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.

150-AL

From: CityCouncilWebForm
Sent: May 08, 2013 10:21 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 would like to speak to city council regarding blood donations and to challange the councilors and administartion to become blood donors . and to report how the awards ceremony went on may 7th/2013



City of
Saskatoon

Board of Revision

c/o City Clerk's Office ph 306•975•3240
222 - 3rd Avenue North fx 306•975•2784
Saskatoon, SK S7K 0J5

B1)

April 15, 2013

His Worship the Mayor
and Members of City Council

Dear Mayor Atchison and Members of City Council:

Re: 2012 Annual Report – Saskatoon Board of Revision

In accordance with the Board of Revision's Policy and Procedures, as Chair of the Board of Revision, I hereby submit the Board's 2012 Annual Report for City Council's information.

Background

Section 192 of *The Cities Act* provides for the establishment of a Board of Revision to deal with appeals arising from assessment procedures. The Board of Revision is set up as an independent administrative tribunal whose main function is to hear complaints (appeals) filed by any person or property owner.

Changes to legislation and decisions from the Court of Appeal have clearly established that the Board of Revision is the tribunal of record in the assessment appeal process. Persons wishing to appeal their assessments must present evidence before the Board of Revision to show that an error has been made. Appellants are precluded from presenting new evidence before the Saskatchewan Municipal Board, Assessment Appeals Committee, except in very minimal circumstances. Appeals before the Saskatchewan Municipal Board are based upon the record of the hearings before the Board of Revision.

Reassessments occur every four years and the year 2012 was the fourth year of reassessment based on rates established for the Province of Saskatchewan as of June 30, 2006.

In 2009, the entire province of Saskatchewan moved to a results based mass appraisal system for most properties. Major changes for commercial, industrial and investment properties took place in the 2009 reassessment in that the Income Approach (Rental Income) to value was allowed. The move to an ends based or results based mass appraisal market system presented new challenges and issues for the Board of Revision, such as:

- Additional training and hearing time was necessary to understand new concepts.
- More postponements and continuances of hearings were required to ensure that all of the necessary information was before the board in a clear and understandable manner.
- Confidentiality matters impacted hearings, decision-writing and record keeping.
- Hearings before the Board of Revision have become more complex.

An assessment appeal history for the years 2006 – 2012 is attached as Appendix D

2012 Composition of the Board

The 2012 Board of Revision consisted of 10 members as follows:

Board Chair	David Gabruch
Panel Chair	Adrian Deschamps
Panel Chair	Raymond Lepage

Regular Members: Marvin Dutton, David Katzman, Ian Oliver, Asit Sarkar, Peter Stroh and Patrick Thomson

Alternate Member: Bernie Rodych

The development of the skills, knowledge and expertise of a Board of Revision requires considerable time, and as such, the Board encourages City Council to continue to consider the extension of appointments of board members beyond the six-year maximum, particularly in reassessment years.

Appeals and Hearings

In 2012, the Board received 81 notices of appeals. The Board commenced hearings on March 15, 2012, considering and rendering decisions on 15 appeals. Appendix "A" is a summary of results of appeals heard by the Board of Revision in 2012.

The Board completed its duties on June 29, 2012. All decisions were rendered in writing by this date. A summary of time put in by Board members for the years 2006 to 2012, is attached as Appendix "B". The comparable year for the year 2012 would be 2008 (being the fourth year of a four-year cycle). It is important to note that the legislation now provides for the parties to an appeal, to file an "agreement to adjust" with the Board of Revision Office thereby reducing the number of appeals that require a hearing.

Decisions of the Board of Revision can be further appealed to the Assessment Appeals Committee, Saskatchewan Municipal Board (SMB). There were 13 decisions of the Board of Revision appealed to the SMB in 2012. The hearings for these appeals are currently being scheduled and it is expected that it will be some time until those decisions are rendered.

Appendix "C" provides a summary of results for the Board of Revision and the Assessment Appeals Committee, Saskatchewan Municipal Board, for the years 2006-2012.

Summary

The year 2012 was the fourth year of the reassessment cycle and was consistent with the fourth year of previous assessment cycles.

The shift to a market value standard in 2009 presented new issues and challenges for the Board. The Board has undertaken to look at ways to improve efficiency and streamline the process. The necessary skills and knowledge of a Board member takes time to develop and the Board supports any consideration for reappointment of board members beyond the six-year maximum term, when necessary, particularly in a reassessment year.

As in past years, the Board wishes to commend the Board of Revision staff for its skill and knowledge. The expertise of the staff greatly contributes to the success experienced by the Board of Revision.

Yours truly,



**David Gabruch, 2012 Chair
Board of Revision**

Appendix A
2012 BOARD OF REVISION - APPEAL SUMMARY

	Total Appeals Received	Dismissed (Fee not Paid) (Insuff. Grounds) (Refusal to Hear)	Withdrawn	Assessment Adjusted (agreement btwn appt & assr.)	Assessment Adjusted Hrg & Dec. by Board	Assessment Sustained Hrg & Dec. by Board
Residential:						
(Sub-Class Condo)	1	0	0	0	0	1
(Sub-Class Res)	7	1	3	1	1	1
Commercial:						
\$150 Fee	2	0	2	0	0	0
\$500 Fee	7	0	2	4	0	1
\$750 Fee	38	0	10	23	2	3
Multi-Res:						
(Sub-Class MRES)						
\$150 Fee	2	0	2	0	0	0
\$500 Fee	0	0	0	0	0	0
\$750 Fee	24	0	18	0	3	3
*Totals	81	1	37	28	6	9

* An agreement to adjust the assessment is a document signed by the Assessor and the Appellant. It does not need to be ratified by the Board. The result is recorded as Adjusted in the City's CIS database.

Updated: Apr 12/13

Appendix B

Board of Revision Members - Summary of Time (breakdown by task) - Year 4 of the Reassessment Cycle

	2000	2004	2008	2012
No. of Appeals Received	37	97	144	81
No. of Appeals Heard	26	57	95	15
No. of Board Members	11	11	8	10
Total Hearing days	36.5	31.5	30	34.5
Avg. Hearing days/person	3.32	2.86	3.75	3.45
Total Deliberation days	15.25	16	13.5	15.5
Avg. Deliberation days/person	1.39	1.45	1.69	1.55
Total Preparation days	16.25	16	15.5	15.5
Avg. Preparation days/person	1.48	1.45	1.94	1.55
Total Decision-writing days	25	21	46	15.5
Avg. Decision-writing days/person	2.27	1.91	5.75	1.55
Total Days for all Tasks	93	84.5	105	81
Avg. of days for all tasks/person	8.45	7.68	13.13	8.1

Appendix C

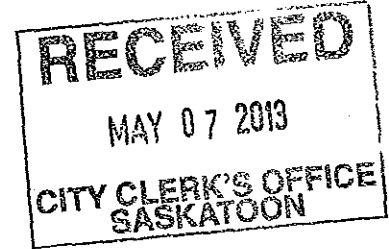
STATISTICS - BOARD OF REVISION & SASK. MUNICIPAL BOARD - 1997-2012

Year	Total #	# Withdrawn	# Dismissed	#Adjusted	# Sustained	# Decisions	#	#
	Appeals Received	By Appellant	(Insufficient Grounds and/or Fees Not Paid)	(*Joint Rec. & Hearing)		Appealed to SMB	Withdrawn at SMB	Assessments Adjusted As Result of SMB Ruling
1997	754	220	33	255	246	39	9	5
1998	306	86	1	107	112	90	15	11
1999	150	87	2	32	29	23	1	9
2000	42	16	0	16	10	3	0	0
2001	833	277	42	288	226	176	16	33
2002	280	148	6	61	65	69	21	19
2003	228	48	3	120	57	57	8	17
2004	97	40	0	43	14	21	14	5
2005	699	224	26	288	160	145	6	87
2006	171	38	2	52	79	108	16	9
2007	245	56	62	79	48	103	31	30
2008	144	32	3	49	60	97	8	77
2009	420	179	13	198	30	74	6	9
2010	109	31	5	50	20	40	8	1
2011	116	25	5	67	19	41	12	0
2012	81	37	1	34	9	13	1	0

*Recent changes to *The Cities Act* allowed for an "Agreement to Adjust..." between the Assessor and the Appellant. The agreement no longer has to be ratified by the Board and the result is recorded as "Adjusted".

Appendix D
Assessment Appeal History - 2005 - 2011 City of Saskatoon Board of Revision

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009*</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Appeals Received - Residential	7	13	11	58	10	7	13
Appeals Received - Condo units	1	4	4	55	2	0	4
Appeals Received - Commercial	47	76	56	241	107	211	137
Appeals Received - Multi-Res	26	23	38	66	25	27	17
Appeals Received - Total	81	116	109	420	144	245	171
Total Appeals Dismissed - as per legislation	1	5	5	13	3	62	2
Total Appeals Withdrawn - no action taken	37	25	32	179	32	56	38
Total with Assessment Adjusted through agreement between Assessor and Appellant	28	35	22	137	14	23	23
Total With Assessment Adjusted through Board hearing	6	32	29	61	35	56	29
Total With Assessment Sustained through Board hearing	9	19	21	30	60	48	79



May 2, 2013

To: His Worship the Mayor and City Council,
c/o Office of the City Clerk
Jason Aebig, Chair
Darrell Bell
Cheryl Carver
Councillor Charlie Clark
Danielle Favreau
Jack Hillson
Keitha McClocklin
Councillor Tiffany Paulsen, Q.C.
Alexander Sokalski
Ineke Knight, Board Member Designate
Michelle Wildeman, Board Member Designate
Gregory Burke, Executive Director & CEO
Angie Larson, Director, Finance & Operations
Sue Williams, Manager, Resource Development

From: Judy Koutecky, Administrative Assistant

**NOTICE OF SPECIAL GENERAL MEETING
THE ART GALLERY OF SASKATCHEWAN INC.**

The Special General Meeting of the Member of The Art Gallery of Saskatchewan Inc. will take place on **Tuesday, May 28, 2013, at approximately 7:15 p.m. (immediately following adjournment of the special general meeting of The Saskatoon Gallery and Conservatory Corporation)**. The meeting will be held at the Saskatoon Club, 417 - 21st Street East, Saskatoon.

The agenda of the meeting will include the appointment of new Trustees to the Saskatoon Gallery and Conservatory Corporation Board of Trustees.

Please confirm your attendance with Judy Koutecky by email jkoutecky@mendel.ca, phone 975-7669 or fax 975-7670.

Thank you.



RECEIVED
MAY 07 2013
CITY CLERK'S OFFICE
SASKATOON

May 2, 2013

To: His Worship the Mayor and City Council,
c/o Office of the City Clerk
Jason Aebig, Chair
Darrell Bell
Cheryl Carver
Councillor Charlie Clark
Danielle Favreau
Jack Hillson
Ineke Knight
Keitha McClocklin
Councillor Tiffany Paulsen, Q.C.
Alexander Sokalski
Michelle Wildeman
Gregory Burke, Executive Director & CEO
Angie Larson, Director, Finance & Operations
Sue Williams, Manager, Resource Development

From: Judy Koutecky, Administrative Assistant

**NOTICE OF SPECIAL GENERAL MEETING
THE SASKATOON GALLERY AND CONSERVATORY CORPORATION**

The Special General Meeting of the Members of The Saskatoon Gallery and Conservatory Corporation will take place on **Tuesday, May 28, 2013, at 7:00 p.m.** The meeting will be held at the Saskatoon Club, 417 - 21st Street East, Saskatoon.

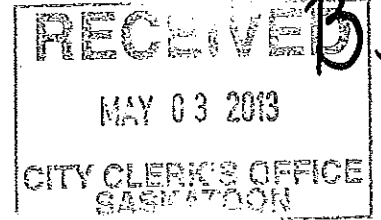
The agenda of the meeting will include the appointment of new Trustees to the Saskatoon Gallery and Conservatory Corporation Board of Trustees.

Please confirm your attendance with Judy Koutecky by email jkoutecky@mendel.ca, phone 975-7669 or fax 975-7670.

Thank you.



414 AVE B SOUTH
SASKATOON SK S7M 1M8 CANADA
PHONE: (306) 384-6262
FAX: (306) 384-4850
STOON.FARMERS.MKT@SASKTEL.NET
WWW.SASKATOONFARMERSMARKET.COM



Phone: (306)653-2002
Fax: (306)653-2013
phyllis@saskatoonideas.com
www.saskatoonideas.com

May 3, 2013

Dear Mayor Atchison and Members of City Council

Re: Closure of Sonnenschein Way

On behalf of the Saskatoon Farmers' Market and Ideas Inc., we are requesting permission to close Sonnenschein Way on Saturdays only from 6 a.m. – 3 p.m. starting May 11 to October 12, 2013 to operate a Market.

If you have any questions or concerns please contact our office. We look forward to your decision.

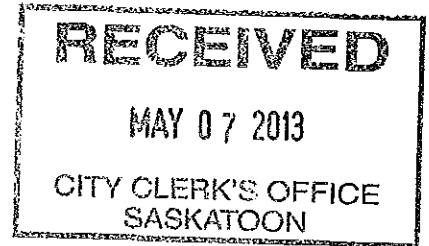
Regards

Debby Claude
SFM Manager of Operations

Phyllis Lodoen
Executive Director, Ideas inc

18 B4)

From: CityCouncilWebForm
Sent: May 06, 2013 5:04 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Lindsey Love
613 6th street east
Saskatoon, Saskatchewan
S7H 1C2

EMAIL ADDRESS:

Acousticstage@gmail.com

COMMENTS:

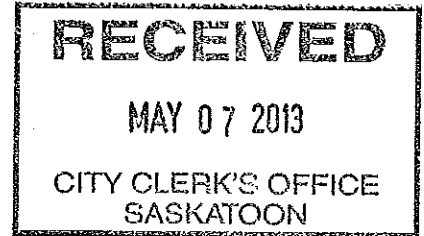
To whom it may concer, I would like to ask permission for a permit to play music on a stereo on the date of May 19th 2013 or May 25th 2013, whichever seems acceptable to the coucil, in Deifenbaker Park. I would like to have a small gathering of friends and play music on a stereo with artists performing throughout the afternoon. We will respect the area and clean up the used area in a condition better than when we arrive, with help from myself and volunteeers that I already have selected.

Thank you and I kindly await your reply.

Lindsey Robert Love

185-935)

From: CityCouncilWebForm
Sent: May 06, 2013 10:07 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Raeanne Van Beek
604 Rusholme Road
Saskatoon, Saskatchewan
S7L 0G7

EMAIL ADDRESS:

info@caswellhill.ca

COMMENTS:

His Worship the Mayor
And Members of City Council
222 Third Avenue North
Saskatoon, SK S7K 0J5

Dear Mayor Atchison and Members of Council:

Re: Noise Guidelines for Park Special Events

The Caswell Community Association will be hosting our 12th annual Caswell arts festival, Art in the Park, June 9, 2013 from noon to 5:00 p.m. in Ashworth Holmes Park. As this event occurs on a Sunday we are requesting permission to perform sound checks at 11:00 a.m. and begin performances at noon, outside of the Noise Bylaw hours.

Thank you for your consideration.

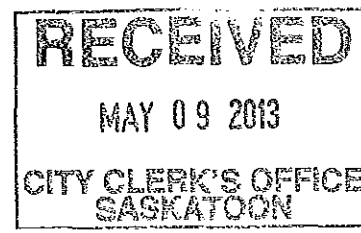
Sincerely,

Raeanne Van Beek

Festival Coordinator
Art in the Park Committee

B6)

From: CityCouncilWebForm
Sent: Thursday, May 09, 2013 10:44 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Central Urban Metis Federation Inc Lizotte
315 Ave. M South
Saskatoon, Saskatchewan
S7M2K5

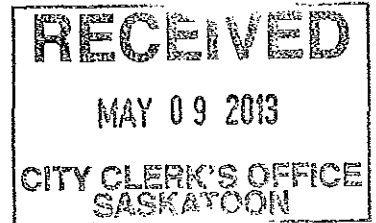
EMAIL ADDRESS:

infinityhouse@sasktel.net

COMMENTS:

I am sorry but I believe I may have not included the date we are requesting for a street closure for CUMFI 20th Anniversary Community Carnival is as follows June 27th from 10 - 4 pm .

From: CityCouncilWebForm
Sent: Thursday, May 09, 2013 10:21 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Central Urban Metis Federation Inc Lizotte
315 Ave. M South
Saskatoon, Saskatchewan
S7M2K5

EMAIL ADDRESS:

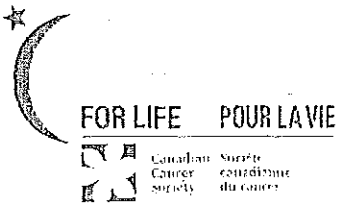
infinityhouse@sasktel.net

COMMENTS:

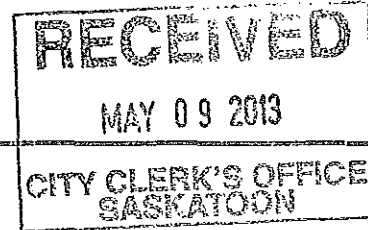
My name is Wendy Lizotte and I am representing Central Urban Metis Federation Incorporated. We are celebrating our 20th Anniversary by having a community carnival that will consist of amusement rides, clowns, dunk tanks, hot dogs and hamburgers, and many other displays and surprises.

Our local police and fire department will also be present for the occasion. And we are inviting you to also attend.

We are asking for a permit for a street closure in front of our building and block. This would be greatly appreciated.



185-9
(B7)



April 30, 2013

His Worship Mayor Don Atchison
Members of City Council
City Clerk's Office - City Hall
222 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Mayor Atchison & Members of Council:

The Canadian Cancer Society is asking for your assistance as we prepare to host our 13th Annual Relay For Life event being held at Diefenbaker Park in Saskatoon. We are requesting an extension of the Noise Bylaw as our event runs from 6 p.m. Friday, June 7th to 6 a.m. Saturday, June 8th, 2013.

Relay for Life is a 12 hour, non-competitive relay that raises awareness and funds for cancer research and support services for cancer patients in our province under the Canadian Cancer Society. Last year's event raised \$375,467.00 and was host to over 950 participants, 164 Survivors and 105 volunteers. This display of philanthropy and community was one of the most successful Relay for Life events in Saskatoon's history.

The event runs from 6 pm until 6 am to show participants that cancer never sleeps. Noteworthy points of the event include the celebration of individuals currently surviving cancer, a heartfelt ceremony to honour and remember those who are currently fighting or who have lost their battle to cancer, and a closing ceremony that encourages participants, their families and their surrounding communities to live healthier lifestyles and to partake in cancer prevention practices. The entire event is host to many local performers from the Saskatoon arts community and showcases the generosity of local businesses. Relay For Life is very well received by members of the Saskatoon and surrounding community, the media, and is undoubtedly a showcase of the community spirit that Saskatoon residents are known for.

Relay For Life has been held at Diefenbaker Park for several years and each year we make an effort to contact the surrounding community associations of the event. We also involve the Saskatoon City Police by using members of the police force for security purposes and to ensure that Relay For Life is a positive experience for all stakeholders.

If you have any questions about the event or require more information please contact Kristen Allen, Special Events Coordinator at 244-2245. Thank you for your consideration. We look forward to hearing from you regarding our application, and continuing a lasting relationship to help build a healthier and more connected Saskatoon.

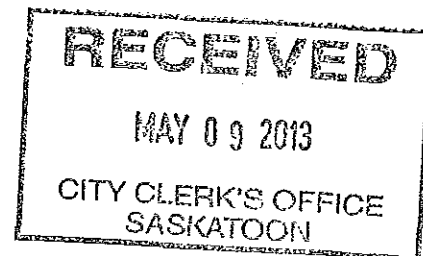
Sincerely,

Allison Porter
Logistics Chair
Saskatoon Relay For Life

celebrate. remember. fight back.

185(B8)

From: CityCouncilWebForm
Sent: May 09, 2013 4:15 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Einar Haugo
234 Ave. U North
Saskatoon, Saskatchewan
S7L 3C5

EMAIL ADDRESS:

e.haugo@sasktel.net

COMMENTS:

Hi,
I am the president of the Mount Royal Community Association.
We have requested the use of Mount Royal park for the morning of Sat. June 1/2013 in order to hold an outdoor (tent) pancake breakfast for the community.
Along with the breakfast we will have local musicians performing for the public who come to the event.
The musicians will be using only low amplification (if any at all) of their music so we do not intend to disturb anyone's peace and quiet. However, we plan to start the music at 9 AM which falls outside the regular noise bylaws. Therefore we are requesting your permission to proceed.
Thank you.
Einar Haugo
president MRCA



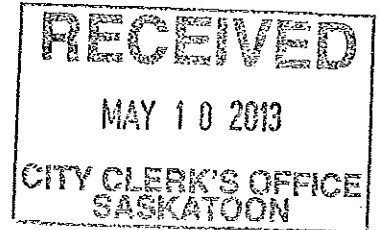
SASKATOON'S
ARTS & CONVENTION
CENTRE

35 - 22nd Street East
Saskatoon, Saskatchewan
Canada S7K 0C8

1711-4
B9)

T 306 975 7777
F 306 975 7804
info@tcuplace.com
www.tcuplace.com

May 9, 2013



Joanne Sproule
Office of the City Clerk
City Hall
222 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 0J5

Re: Centennial Auditorium & Convention Centre Corporation Audited Financial Statements

Enclosed please find a copy of the 2012 Centennial Auditorium & Convention Centre Corporation Audited Financial Statements to be forwarded to City Council.

Sincerely,

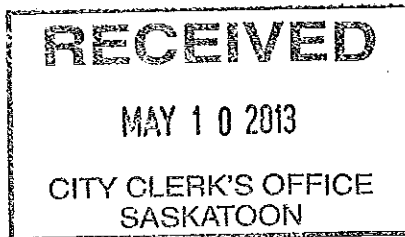
Bob Korol
CEO
TCU Place

**THE CENTENNIAL AUDITORIUM
& CONVENTION CENTRE
CORPORATION**

FINANCIAL STATEMENTS

December 31, 2012

Deloitte.



Deloitte LLP
122 1st Ave. S.
Suite 400, PCS Tower
Saskatoon SK S7K 7E5
Canada

Tel: (306) 343-4400
Fax: (306) 343-4480
www.deloitte.ca

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION

We have audited the accompanying financial statements of The Centennial Auditorium & Convention Centre Corporation, which comprise the statement of financial position as at December 31, 2012, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Centennial Auditorium & Convention Centre Corporation at December 31, 2012, and the results of its operations, changes in its net assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

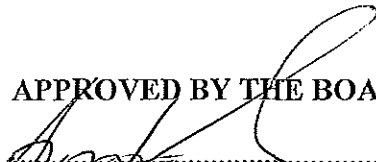
A handwritten signature in cursive script that reads "Deloitte LLP".

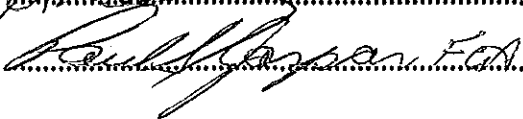
Chartered Accountants
April 18, 2013
Saskatoon, Saskatchewan

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
STATEMENT OF FINANCIAL POSITION
as at December 31, 2012

	2012	2011
FINANCIAL ASSETS		
Cash	\$ 4,174,178	\$ 4,223,410
Investments (Note 3)	1,000,000	7,988
Accounts receivable (Note 10)	998,645	884,995
	<u>6,172,823</u>	<u>5,116,393</u>
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 10)	1,670,934	1,621,966
Rental deposits	219,575	262,643
Advance ticket sales (Note 4)	703,112	1,367,991
Deferred revenue (Note 5)	675,388	505,730
Paul Peters Memorial Fund (Note 6)	-	8,000
	<u>3,269,009</u>	<u>3,766,330</u>
COMMITMENTS TO THE CITY OF SASKATOON (Note 8)		
NET FINANCIAL ASSETS	<u>2,903,814</u>	<u>1,350,063</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 7)	3,425,290	3,385,812
Inventory	108,271	74,588
Prepaid expenses and deferred charges	33,822	59,274
	<u>3,567,383</u>	<u>3,519,674</u>
ACCUMULATED SURPLUS	<u>\$ 6,471,197</u>	<u>\$ 4,869,737</u>

APPROVED BY THE BOARD


..... Director


..... Director

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
STATEMENT OF OPERATIONS
year ended December 31, 2012

	2012	2011
OPERATING REVENUE		
Sales	\$ 12,153,430	\$ 10,984,408
Sponsorships	472,999	262,622
Interest income	76,803	43,716
	<u>12,703,232</u>	<u>11,290,745</u>
OPERATING EXPENDITURES		
Direct (Schedule 1)	6,789,033	6,114,764
Plant maintenance (Schedule 1)	2,041,072	2,031,843
Administration (Schedule 1)	1,241,810	1,208,922
Amortization	369,526	358,975
	<u>10,441,441</u>	<u>9,714,504</u>
OPERATING MARGIN	2,261,791	1,576,241
OTHER REVENUE AND EXPENDITURES		
Funding by the City of Saskatoon	500,000	500,000
Reimbursement to the City of Saskatoon - fire suppression	(400,000)	-
Reimbursement to the City of Saskatoon - productivity improvement and expansion (Note 8)	(760,331)	(760,708)
SURPLUS FOR THE YEAR	1,601,460	1,315,533
ACCUMULATED SURPLUS, BEGINNING OF YEAR	4,869,737	3,554,204
ACCUMULATED SURPLUS, END OF YEAR (Schedule 2)	<u>\$ 6,471,197</u>	<u>\$ 4,869,737</u>

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
year ended December 31, 2012

	2012	2011
Surplus for the year	\$ 1,601,460	\$ 1,315,533
Acquisition of tangible capital assets	(409,004)	(183,874)
Amortization of tangible capital assets	369,526	358,975
	<u>1,561,982</u>	<u>1,490,634</u>
(Acquisition) use of inventory	(33,683)	16,681
Use (acquisition) of prepaid expenses and deferred charges	25,452	(10,944)
CHANGE IN NET FINANCIAL ASSETS	<u>1,553,751</u>	<u>1,496,371</u>
NET FINANCIAL ASSETS (NET DEBT), BEGINNING OF YEAR	<u>1,350,063</u>	<u>(146,308)</u>
NET FINANCIAL ASSETS, END OF YEAR	<u>\$ 2,903,814</u>	<u>\$ 1,350,063</u>

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
STATEMENT OF CASH FLOWS
year ended December 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Surplus for the year	\$ 1,601,460	\$ 1,315,533
Non-cash items included in surplus for the year:		
Amortization	369,526	358,975
Changes in non-cash working capital items relating to operations		
Accounts receivable	(113,650)	731,417
Inventory	(33,683)	16,681
Prepaid expenses and deferred charges	25,452	(10,944)
Accounts payable and accrued liabilities	48,968	48,472
Rental deposits	(43,068)	(14,437)
Advance ticket sales	(664,879)	487,939
Unearned revenue	169,658	(73,161)
	<u>1,359,784</u>	<u>2,860,475</u>
CAPITAL ACTIVITIES		
Purchases of tangible capital assets	<u>(409,004)</u>	<u>(183,874)</u>
INVESTING ACTIVITIES		
Purchase of investments	(1,000,000)	-
Disposal of investments	7,988	12
	<u>(992,012)</u>	<u>12</u>
FINANCING ACTIVITIES		
Return of Paul Peters Memorial Fund	<u>(8,000)</u>	<u>-</u>
NET (DECREASE) INCREASE IN CASH	(49,232)	2,676,613
CASH POSITION, BEGINNING OF YEAR	<u>4,223,410</u>	<u>1,546,797</u>
CASH POSITION, END OF YEAR	<u>\$ 4,174,178</u>	<u>\$ 4,223,410</u>

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

1. AUTHORITY AND PURPOSE

The Centennial Auditorium & Convention Centre Corporation (the "Corporation") operates TCU Place Saskatoon's Arts and Convention Centre on behalf of its sole member, the City of Saskatoon.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Corporation are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board ("PSAB") and as published by the Canadian Institute of Chartered Accountants ("CICA").

Significant aspects of the accounting policies adopted by the Corporation are as follows:

Use of Estimates

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenue and expenditures during the year. Items requiring the use of significant estimates include determination of uncollectible accounts receivable, useful lives of tangible capital assets and related amortization.

Estimates are based on the best information available at the time of preparation of the financial statements and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in these financial statements. Actual results could differ from those estimates.

Investments

Short-term investments consist of highly liquid securities made to obtain a return on a temporary basis with maturity terms between three months and one year. Short-term investments are recorded at the lower of cost or market. Portfolio investments are recorded at cost less any amounts written off to reflect a permanent decline in value. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value. Discounts and premiums on the purchase of these investments are amortized over the term of the investment.

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the asset.

The cost, less residual value, of the tangible capital assets, is amortized on a straight-line basis over their estimated useful lives as follows:

Convention centre contents	4 to 20 years
Theatre contents	
Assistance hearing	20 years
Intercom, sound reinforcement and effects	10 to 20 years
Lift	30 years
Other	20 to 100 years
Pianos	50 to 100 years
Program monitors and paging systems	10 to 20 years
Stage drapery and trace	30 years
Stage lighting systems	13 to 40 years
Stage rigging	15 to 40 years

Inventory

Inventory is stated at the lower of cost and net realizable value. Cost is determined on a first in first out basis.

Revenue Recognition

All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable. Revenue from events is recognized in the period that the event takes place, except for box office service charges that are recognized when tickets are sold. Sponsorship revenue is recognized on a straight line basis over the term of the contract. All other revenues are recognized in the period they are earned.

Transfers (revenues from non-exchange transactions) are recognized as revenues when the transfer is authorized, any eligibility criteria are met, and reasonable estimates of the amounts can be made. Transfers are recognized as deferred revenue when amounts have been received but not all eligibility criteria have been met.

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Employee Pension Plans

Employees of the Corporation participate in a multi-employer defined benefit pension plan. The Corporation follows defined contribution accounting for its participation in the plan whereby the Corporation's contributions are expensed when due.

Reserves

The capital expansion reserve is used to accumulate funds for eligible capital expenditures which will enhance the Corporation's existing range and quality of services.

The equipment replacement reserve is used to accumulate funds for the purpose of equivalent replacement of programming equipment not covered under other reserves.

The kitchen equipment replacement reserve is used to accumulate funds for the purpose of equivalent replacement of kitchen equipment not covered under other reserves.

The theatre equipment restoration reserve is used to accumulate funds for the purpose of equivalent replacement of programming equipment in the Sid Buckwold Theatre that is not covered under other reserves.

The stabilization reserve is used to accumulate funds for the purpose of offsetting any operating deficits of the Corporation.

Future Accounting Policies Changes

PSAB has made a number of changes to public sector standards that are applicable to government organizations for fiscal years beginning on or after April 1, 2012.

The new Section PS 1201, Financial Statement Presentation replaces existing Section PS 1200, Financial Statement Presentation, and includes a new statement of re-measurement gains and losses. The new standard will report unrealized gains and losses associated with financial instruments in the fair value category, exchange gains and losses associated with monetary assets and liabilities denominated in a foreign currency that have not been settled, and amounts reclassified to the statement of operations upon de-recognition or settlement.

The revised Section PS 3410, Government Transfers establishes standards on how governments should account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective.

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Future Accounting Policies Changes (continued)

The new Section PS 3450, Financial Instruments provides comprehensive guidance on the recognition, measurement, presentation and disclosure of financial instruments, including derivatives, by government organizations.

These new and revised standards will be adopted by the Corporation as of January 1, 2013. The Corporation is currently evaluating the effect of these changes on its financial statements.

3. INVESTMENTS

As of December 31, 2012, investments consist of \$1,000,000 term deposits at 1.9% maturing April 28, 2013 (2011 - \$7,988 investment held by the City of Saskatoon). Due to the short-term nature of the investments, market value approximates cost.

4. ADVANCE TICKET SALES

Advance ticket sales represent monies collected on events sold that have not yet taken place. Contracts with promoters do not require the segregation of these monies from the on-going operating funds of the Corporation.

5. DEFERRED REVENUE

Deferred revenues are set aside for specific purposes as required either by legislation, regulation or agreement. Deferred revenue represents funds received in advance for sponsorship contracts which will be recognized over terms of contracts ranging from 1 to 5 years, funds received for naming rights which will be recognized over 10 years and funding by the City of Saskatoon that will be recognized in the next fiscal year.

	2012	2011
Sponsorship contracts	\$ 176,542	\$ 117,229
Naming rights	298,846	388,501
Funding by the City of Saskatoon	200,000	-
	\$ 675,388	\$ 505,730

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

6. PAUL PETERS MEMORIAL FUND

A fund was established in memory of Paul Peters, a former executive of the Corporation. This fund is to provide scholarships, subject to certain criteria, payable from the interest earned on donated funds. In the current year, the fund was returned to the Paul Peters Family to administer.

7. TANGIBLE CAPITAL ASSETS

	2012			2011
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Convention centre contents	\$ 3,180,808	\$ 1,358,666	\$ 1,822,142	\$ 1,928,978
Theatre contents	<u>2,681,317</u>	<u>1,078,169</u>	<u>1,603,148</u>	<u>1,456,834</u>
	<u>\$ 5,862,125</u>	<u>\$ 2,436,835</u>	<u>\$ 3,425,290</u>	<u>\$ 3,385,812</u>

8. COMMITMENTS TO THE CITY OF SASKATOON

In connection with the productivity improvements and expansion done to the facility managed and operated by the Corporation, the Corporation agreed to reimburse the City of Saskatoon for a portion of the incurred costs. The reimbursement for these improvements to the facility, which is owned by the City of Saskatoon, estimated to be due in each of the next five years are as follows:

2013	\$	760,377
2014		726,088
2015		726,043
2016		726,351
2017		725,506
Thereafter		<u>2,990,113</u>
	\$	<u>6,654,478</u>

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

9. PENSION

Employees of the Corporation participate in a retirement plan of the City of Saskatoon (a related party) who is responsible for the plan which is a multi-employer defined benefit plan. The Corporation's obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Pension expense for the year amounted to \$197,910 (2011 - \$192,360) and is included in salaries and benefits.

10. RELATED PARTY TRANSACTIONS

Included in these financial statements are transactions with the City of Saskatoon (the sole member of the Corporation) as well as with Credit Union Centre, which is related to the Corporation by virtue of common control by the City of Saskatoon (collectively referred to as "related parties"). Routine operating transactions with related parties are settled on normal trade terms.

The transactions and amounts outstanding at year-end are as follows:

	<u>2012</u>	<u>2011</u>
Investments held by the City of Saskatoon	\$ -	\$ 7,988
Accounts receivable from the City of Saskatoon	26,518	51,349
Accounts payable and accrued liabilities to the City of Saskatoon	904,640	887,434
Accounts payable to Credit Union Centre	6,496	-
Deferred funding from the City of Saskatoon	200,000	-
Net operating revenue from events held by the City of Saskatoon	176,004	184,861
Operating expenditures charged by the City of Saskatoon	100,875	103,218
Funding from the City of Saskatoon	500,000	500,000
Reimbursement to the City of Saskatoon - productivity improvements and expansion	760,331	760,708
Reimbursement to the City of Saskatoon - fire suppression	400,000	-

11. BUDGET INFORMATION

These financial statements do not include budget information as the Corporation's budgeting process does not directly align with how the Corporation reports the results of its operations.

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
year ended December 31, 2012

12. RESERVES

Reserve balances at December 31 are as follows:

	<u>2012</u>	<u>2011</u>
Capital expansion	\$ 1,626,564	\$ 464,004
Equipment replacement	484,385	376,741
Kitchen equipment replacement	141,104	(497,955)
Theatre equipment restoration	186,182	113,217
Stabilization	607,672	1,027,918
	<u>\$ 3,045,907</u>	<u>\$ 1,483,925</u>

13. COMPARATIVE FIGURES

Certain of the prior year's figures have been re-classed to comply with the current year's presentation.

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
SCHEDULE OF OPERATING EXPENDITURES
year ended December 31, 2012

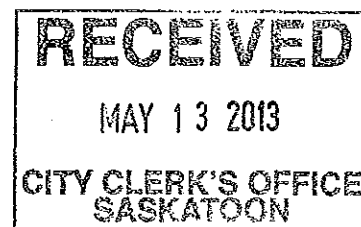
	2012	2011
DIRECT		
Cost of food and beverages	\$ 3,245,843	\$ 2,931,036
Salaries and benefits	2,134,651	2,021,117
Supplies	902,252	685,600
Credit card charges	183,064	167,866
Theatre production costs	150,583	152,985
Advertising and promotion	94,405	84,748
Telephone	43,259	42,642
Other	20,661	19,038
Equipment maintenance	9,711	8,157
Bad debts	4,604	1,575
	<u>\$ 6,789,033</u>	<u>\$ 6,114,764</u>
PLANT MAINTENANCE		
Salaries and benefits	\$ 992,751	\$ 1,080,811
Utilities	626,027	625,899
Maintenance	313,205	220,390
Insurance	76,600	76,862
Service contracts	26,456	23,995
Equipment	6,033	3,886
	<u>\$ 2,041,072</u>	<u>\$ 2,031,843</u>
ADMINISTRATION		
Salaries and benefits	\$ 1,025,726	\$ 1,003,582
Travel	46,237	49,936
Office supplies and equipment	41,296	40,818
IT consultant and support	21,214	17,126
Printing and postage	17,171	24,637
Professional fees	24,463	25,027
Memberships, subscriptions and licenses	20,468	14,433
Training and staff events	23,442	13,537
Bank charges and interest expense	14,797	12,131
Board of directors	6,996	7,695
	<u>\$ 1,241,810</u>	<u>\$ 1,208,922</u>

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION
SCHEDULE OF RESERVES
year ended December 31, 2012

	2012	2011
CAPITAL EXPANSION RESERVE		
Balance, beginning of year	\$ 464,004	\$ 307,466
Allocation from operations	154,267	151,242
Transfer from stabilization reserve	1,000,000	-
Interest earned	8,293	5,296
Balance, end of year	<u>1,626,564</u>	<u>464,004</u>
EQUIPMENT REPLACEMENT RESERVE		
Balance, beginning of year	376,741	234,739
Allocation from operations	242,748	237,989
Interest earned	6,489	4,283
	<u>625,978</u>	<u>477,011</u>
Expenditures	(141,593)	(100,270)
Balance, end of year	<u>484,385</u>	<u>376,741</u>
KITCHEN EQUIPMENT REPLACEMENT RESERVE (DEFICIENCY)		
Balance, beginning of year	(497,955)	(588,906)
Allocation from operations	100,058	98,096
Transfer from stabilization reserve	551,820	-
Interest expense	(6,787)	(7,145)
	<u>147,136</u>	<u>(497,955)</u>
Expenditures	(6,032)	-
Balance, end of year	<u>141,104</u>	<u>(497,955)</u>
THEATRE EQUIPMENT RESTORATION RESERVE		
Balance, beginning of year	113,217	39,992
Allocation from operations	162,502	159,314
Interest earned	2,050	1,399
	<u>277,769</u>	<u>200,705</u>
Expenditures	(91,587)	(87,488)
Balance, end of year	<u>186,182</u>	<u>113,217</u>
STABILIZATION RESERVE		
Balance, beginning of year	1,027,918	-
Allocation from operations	1,131,574	1,027,918
Transfer to Capital Expansion Reserve	(1,000,000)	-
Transfer to Kitchen Equipment replacement reserve	(551,820)	-
Balance, end of year	<u>607,672</u>	<u>1,027,918</u>
TOTAL RESERVES	<u>3,045,907</u>	<u>1,483,925</u>
TANGIBLE CAPITAL ASSETS	<u>3,425,290</u>	<u>3,385,812</u>
ACCUMULATED SURPLUS	<u>\$ 6,471,197</u>	<u>\$ 4,869,737</u>

613-5
BIO

From: CityCouncilWebForm
Sent: Saturday, May 11, 2013 12:16 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Peter Hull
230 Emmeline Road
Saskatoon, Saskatchewan
S7J5B6

EMAIL ADDRESS:

peter.hull@usask.ca

COMMENTS:

As I have not heard back from our City Councillor or the Mayor I would request this correspondence and my request be addressed to the Members of Council.

Peter Hull

Tiffany

I have still not heard back from you. I would appreciate a response to my previous e mails.

Peter Hull

From: Hull, Peter
Sent: Sunday, April 28, 2013 4:39 PM
To: 'Paulsen, Tiffany (City Councillor)'
Subject: FW: Crocus Park Spray Facility

Hi Tiffany

I have not heard whether the City has decided to agree to our request for shortened hours at the Spray facility and to implement a plan for the erection of a noise barrier. The dreaded date is fast approaching when this facility is opened and I do need to know how I am to proceed.

Has the Council considered our very reasonable request?

I would appreciate it if you could bring me up to date.

Regards

Peter Hull

From: Hull, Peter

Sent: Friday, March 15, 2013 7:02 AM
To: 'Paulsen, Tiffany (City Councillor)'
Subject: RE: Crocus Park Spray Facility

Hi Tiffany

I do appreciate you placing this on the agenda. I would be more encouraged knowing we had your support. I am very serious about insisting on effecting meaningful changes. The last response of the Council was insulting and a complete denial of our legal right to a peaceful home. As a lawyer I am sure you understand our frustration when the City's own bylaws are deliberately flouted.

I have no doubt that the "common good" argument for doing nothing would not be upheld in a court of law, particularly when the primary reason for the disturbance was a planning blunder. It is high time that the City Council recognizes this and takes corrective action.

Yours sincerely

Peter Hull

Dr. Peter R. Hull MD. FRCPC PhD
Professor of Medicine,
Dept of Medicine
Royal University Hospital
University of Saskatchewan
Saskatoon
Saskatchewan S7N 0W8
CANADA
Tel: 1-306-966-5157
Fax: 1-306-966-5166
E Mail: peter.hull@usask.ca

From: Paulsen, Tiffany (City Councillor) [mailto:Tiffany.Paulsen@Saskatoon.ca]
Sent: Wednesday, March 13, 2013 8:44 PM
To: Hull, Peter
Subject: RE: Crocus Park Spray Facility

Hi Peter,

I will request that your letter be placed on the next City Council agenda.

thank you,

Tiffany

Tiffany Paulsen
City Councillor - Ward 9
(306) 955-0563 - phone
(306) 955-0567 - fax
222 3rd Avenue North
Saskatoon, SASK
S7K 0J5
tiffany.paulsen@saskatoon.ca

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IMPORTANT NOTICE:

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From: Hull, Peter [peter.hull@usask.ca]

Sent: March 13, 2013 7:12 PM

To: Paulsen, Tiffany (City Councillor)

Subject: Crocus Park Spray Facility

Dear Tiffany

With the warmer weather starting, I dread the opening of the Spray facility immediately across the road from my home. I work a 12 hour day at the University Hospital and when I return in the evening I feel I have a right to a peaceful residential environment. With the city expanding as it has, the usage of this facility has grown dramatically and we are now bombarded with screaming all day long and into the evening.

The placement of this facility so close to residential houses was a planning disaster. The constant disturbance associated with this facility is in direct conflict with the City's Noise Bylaw.

BYLAW NO. 8244

The Noise Bylaw, 2003

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as The Noise Bylaw, 2003.

Purpose

2. This Bylaw is enacted to protect, preserve and promote the safety, health, welfare, peace and quiet of the citizens of The City of Saskatoon through the reduction, control, and prevention of loud and excessive noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity.

I would ask that you approach the new City Council with the request that my rights be respected. I contend that the proximity and noise generated by this facility does impact my health, welfare, peace and quiet. The constant noise bombardment in the summer is having a negative impact and is causing significant pain and suffering. I do consider myself to be of ordinary sensitivity!

We have previously requested that a noise barrier be erected and the hours of operation be reduced and aligned with other city paddling pools. It has been suggested that a noise barrier would obscure a view of the facility from the road and increase the risk of crime. The ice rink behind the school is not visible from the road and there has not been a surge in crime. That argument is fallacious and obstructive.

I have a legal right to be able to come home to a peaceful environment. My wife has a right to a peaceful environment during the day.

I expect the City Council to respect my rights and to implement the necessary changes in order to comply with City Bylaw No. 8244.

I ask you again, as my councilor, to place this urgent request to the council, urging them to protect my rights and to consider the City's legal responsibility.

Yours sincerely

Dr. Peter R. Hull MD. FRCPC. PhD
Professor of Medicine,
Dept of Medicine
Royal University Hospital
University of Saskatchewan
Saskatoon
Saskatchewan S7N 0W8
CANADA
Tel: 1-306-966-5157
Fax: 1-306-966-5166
E Mail: peter.hull@usask.ca

COPY

Sproule, Joanne (Clerks)

From: City Council
Sent: March 14, 2013 10:01 AM
To: Grauer, Randy (Community Services); Gutek, Mike (Infrastructure Services)
Cc: Hillstrom, Debbie (CY - Business Administration); Bast, Barb (Utility Services); Warwick, Patti (Solicitors); Collins, Chris (Solicitors)
Subject: Communications to Council - Peter Hull - March 13, 2013 - Crocus Park Spray Facility - File No. CK. 613-5

Re: Communications to Council
From: Peter Hull
Date: March 13, 2013
Subject: Crocus Park Spray Pool

The following is a communication addressed to City Council, with respect to the above matter.

I am forwarding the communication to you for further handling. Additionally, the communication will be placed on City Council's agenda of April 8, 2013, for its information.

Kathy O'Brien on behalf of
Joanne Sproule, City Clerk

/ko

cc: City Solicitor

Forwarded by Councillor Paulsen.

From: Hull, Peter [peter.hull@usask.ca]
Sent: March 13, 2013 7:12 PM
To: Paulsen, Tiffany (City Councillor)
Subject: Crocus Park Spray Facility

Dear Tiffany

With the warmer weather starting, I dread the opening of the Spray facility immediately across the road from my home. I work a 12 hour day at the University Hospital and when I return in the evening I feel I have a right to a peaceful residential environment. With the city expanding as it has, the usage of this facility has grown dramatically and we are now bombarded with screaming all day long and into the evening.

The placement of this facility so close to residential houses was a planning disaster. The constant disturbance associated with this facility is in direct conflict with the City's Noise Bylaw.

BYLAW NO. 8244

The Noise Bylaw, 2003

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as The Noise Bylaw, 2003.

Purpose

2. This Bylaw is enacted to protect, preserve and promote the safety, health, welfare, peace and quiet of the citizens of The City of Saskatoon through the reduction, control, and prevention of loud and excessive noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity.

I would ask that you approach the new City Council with the request that my rights be respected. I contend that the proximity and noise generated by this facility does impact my health, welfare, peace and quiet. The constant noise bombardment in the summer is having a negative impact and is causing significant pain and suffering. I do consider myself to be of ordinary sensitivity!

We have previously requested that a noise barrier be erected and the hours of operation be reduced and aligned with other city paddling pools. It has been suggested that a noise barrier would obscure a view of the facility from the road and increase the risk of crime. The ice rink behind the school is not visible from the road and there has not been a surge in crime. That argument is fallacious and obstructive.

I have a legal right to be able to come home to a peaceful environment. My wife has a right to a peaceful environment during the day.

I expect the City Council to respect my rights and to implement the necessary changes in order to comply with City Bylaw No. 8244.

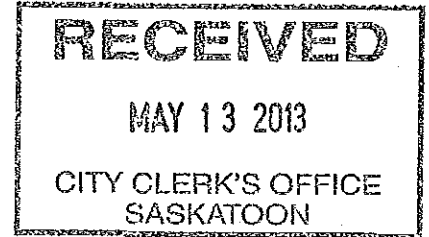
I ask you again, as my councilor, to place this urgent request to the council, urging them to protect my rights and to consider the City's legal responsibility.

Yours sincerely

Dr. Peter R. Hull MD. FRCPC. PhD
Professor of Medicine,
Dept of Medicine
Royal University Hospital
University of Saskatchewan
Saskatoon
Saskatchewan S7N 0W8
CANADA
Tel: 1-306-966-5157
Fax: 1-306-966-5166
E Mail: peter.hull@usask.ca

185-9 (B11)

From: CityCouncilWebForm
Sent: May 13, 2013 3:06 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Mandy Pravda
220 20 th street west
Saskatoon , Saskatchewan
S7M 0W9

EMAIL ADDRESS:

Mandy@maneproductions.ca

COMMENTS:

Hello,

I am planning a 4 day festival called Saskatoon Fashion and Design Festival which promotes local designers from Saskatoon. On Sunday June 2 from 1:00-5:00 we are showing 8 local designers at river landing ampitheather, it's our free community show. I will be having a DJ and a singer song writer preform during our show. I would like to request we can have our DJ sound check and start playing minimal sound during noon and 1:00pm Sunday June 2nd

For any questions please email or call me at 306-717-2187.

Thank you

Mandy Pravda



City of
Saskatoon

Saskatoon Development
Appeals Board

c/o City Clerk's Office
222 - 3rd Avenue North
Saskatoon, SK S7K 0J5

ph 306•975•3240
fx 306•975•2784

B12)

May 1, 2013

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
Refusal to Issue Building Permit
Proposed One-Unit Dwelling
(Exceeding Maximum Allowable Building Height)
1160 King Crescent – R2 Zoning District
(Appeal No. 11-2013)**

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

NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD

DATE:	Monday, May 27, 2013	TIME:	4:00 p.m.
PLACE:	Committee Room E, Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Development Permit Proposed One-Unit Dwelling (Exceeding Maximum Allowable Building Height) 1160 King Crescent – R2 Zoning District Scott Grass (Appeal No. 11-2013)		

TAKE NOTICE that Scott Grass 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 regarding a proposed one-unit dwelling at 1160 King Crescent.

The property is located in an R2 Zoning District. Section 8.4.4(7) of the Zoning Bylaw states that the maximum building height for a one-unit dwelling in an established neighbourhood is 8.5 metres.

Based on the information provided, the proposed building height is calculated to be 10.7986 metres, resulting in a building height encroachment of 2.2986 metres.

The Appellant is seeking the Board's approval to allow the proposed one-unit dwelling.

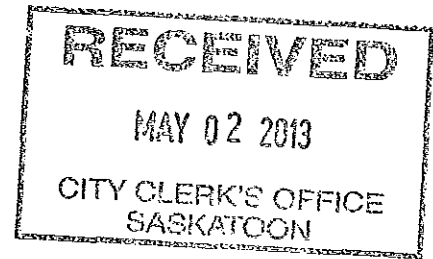
Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2880.

Dated at SASKATOON, SASKATCHEWAN, this 1st day of May, 2013.

Shellie Bryant, Secretary
Development Appeals Board

6120-6 (C1)

From: CityCouncilWebForm
Sent: May 02, 2013 12:41 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Marvin McNabb
1614 Lorne Ave
Saskatoon, Saskatchewan
S7H 1Y1

EMAIL ADDRESS:

marvonlorne@shaw.ca

COMMENTS:

Parking on city streets. Yesterday the street sweepers went in front of my residence. They could not sweep because of cars parked in front of my place. This young man (20 or so) lives close to us but we don't dare to ask him to move his car. We have not had the area in front of my house swept for at least 2 years. When & if signs are put up they are ignored & the operator just go around the car. No ticket -nothing.

We have had these snow route sign on our street for years. The city has not used these. They could clear the street of cars & the grader operator could move faster and cover more area. I think the city has to make people stop parking on streets on route #1 & #2 after a heavy snow fall. If they don't want to listen- give them a ticket.

Make it a bylaw to move cars after a snow fall. After graders complete their job. People can go back to parking.

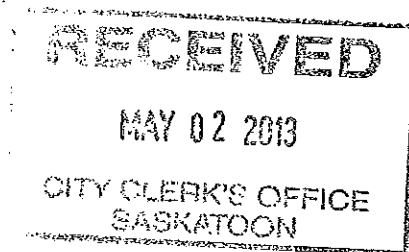
A street is not a parking lot.

I rarely get to park on the street in front of my residence.

thank you

6315-1 (2)

From: CityCouncilWebForm
Sent: Thursday, May 02, 2013 12:08 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Coralie Schick
227 Augusta Drive
Warman, Saskatchewan
S0K 4S1

EMAIL ADDRESS:

cmschick@sasktel.net

COMMENTS:

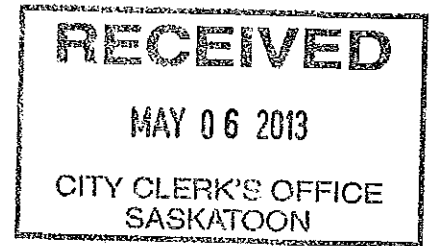
Hi,

In regards to the pot hole issue in the city, as I was driving down Miller towards 51st I hit a huge pot hole. With this brought damage to my vehicle in the amount of \$217.00. I am asking that this be refunded to myself. Please respond to this email as to where I can submit the bill that I had to pay this money from a pothole that was huge. I have reported this pot hole and hope that it has been fixed.

Thanks

1750 C3)

From: CityCouncilWebForm
Sent: May 06, 2013 2:17 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Julie Haines
2915 37th st west
saskatoon, Saskatchewan
s7l 7h8

EMAIL ADDRESS:

j.haines@pnrha.ca

COMMENTS:

I am currently working for Prarie North Helath Region in the capacity of Camp Nurse. I work with persons with mental health issues in a long term hospital setting. We would like to visit your Forestry Farm as a large group. I have reviewed the admmission rates and inquiring about the possibility of a discount over and above the stated one on the website.
Thank-you for your time and consideration on this issue.

1870-C4)

From: Web E-mail - City Manager
Sent: May 07, 2013 11:20 AM
To: 'Amanda Titman'
Cc: Web E-mail - City Clerks
Subject: RE: Your Support

RECEIVED
MAY 07 2013
CITY CLERK'S OFFICE
SASKATOON

Thank you for your request for sponsorship.

By copy of this email, I am forwarding your request to the City Clerk's Office for further handling.

I wish you the best of luck with your event and your fundraising efforts.

*Brandy Morphy, Secretary
City Manager's Office - City of Saskatoon*

From: Amanda Titman [<mailto:titmana@hsf.sk.ca>]
Sent: Monday, May 06, 2013 12:52 PM
To: Amanda Titman
Subject: Your Support

Summer is just around the corner!

The FMG Saskatoon Dragon Boat Festival, July 26 and 27th will be the largest corporate and community fundraising event in Saskatoon this summer. The Heart and Stroke Foundation is the organizing charity and the charity of choice again for this year's Saskatoon Dragon Boat Festival. This years Festival will see 40 teams racing for a great cause This means there will be 1000 participants plus thousands of spectators over the 2 day Festival.

If you would like exposure to this audience – and at the same time support life-saving Heart and Stroke Foundation programs – please consider joining us as a sponsor of this year's Festival. Sponsors will have several opportunities to be visible during the Festival such as verbal acknowledgement throughout practices and event days, opportunity to provide promotional material, your logo on select printed material, complementary booth space and much much more. If you are interested in being part of the FMG 2013 Saskatoon Dragon Boat Festival please let me know and we can work together to build a strong relationship and put together a package that will have the best reach and impact for your company.

Thanks for your support!!”

Amanda

Amanda Titman
Community Fundraising Specialist, Saskatchewan | Heart and Stroke Foundation
T 306 244 2124 | F 306 664 4016 | E titmana@hsf.sk.ca
heartandstroke.sk.ca

Connect with us   

This National Volunteer Week, we want to thank all our dedicated volunteers for the vital work they do. More than 140,000 volunteers act as OUR HEART AND OUR CONNECTION WITHIN COMMUNITIES -- helping to Make Health Last for families across Canada. Thank you! **We couldn't do it without you.**

6000-1 (5)

From: CityCouncilWebForm
Sent: May 07, 2013 3:10 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Kevin Abrey
110 Delayen Crescent
Saskatoon, Saskatchewan
S7N 2V6

EMAIL ADDRESS:

kabrey@sasktel.net

COMMENTS:

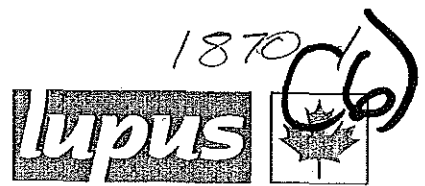
Please accept my gratitude to you and the fine work from City public works (Mike Gutek, etc.) and the contractors who contributed to the following:

1. Snow removal, especially end of March.
2. Timely remedy to the potholes.

They were under considerable pressure, and responded with excellent communication and action.

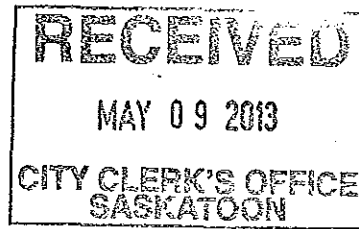
I drive on 100 freshly filled potholes on my way to work every day. What a difference it has made!

Sincerley,
Kevin Abrey



Lupus SK Society Inc.

Box 88
Royal University Hospital
103 - Hospital Drive
Saskatoon, Sask.
S7N 0W8
1-877-566-6123
www.lupus.sk.com
e-mail: lupus@lupus.sk.com



May 8th, 2013

Saskatoon City Council
City Clerks Office
2nd Floor, City Hall
222 3rd Avenue North
Saskatoon, SK S7K 0J5

SUBJECT: Lupus SK Provincial Medical Symposium

Dear Council,

Systemic Lupus Erythematosus (SLE), commonly referred to as Lupus, is a chronic disease characterized by inflammation in one or more parts of the body. This potentially fatal disease is capable of damaging virtually any tissue or organ including the skin, heart, lungs, kidneys and brain.

Lupus SK Society Inc. is a registered charitable organization providing support to those affected by Lupus through advocacy, education, public awareness and research.

Special events organized and presented by Lupus SK include our medical symposiums structured for lupus patients, friends and families at no charge. Not only do these symposiums provide a variety of medical lectures, they also afford individuals with lupus the opportunity to participate in open dialogue about their concerns at our "round table" discussions.

We are honoured and pleased to be hosting our annual "Lupus SK Provincial Medical Symposium" in Saskatoon on October 19th and 20th of this year. Our medical specialists, rheumatologists Dr. Alan Rosenberg and Dr. Bindu Nair, will be presenting to lupus patients, their friends and families travelling from throughout Saskatchewan. We are glad to promote Saskatchewan Tourism as our attendees enjoy Saskatoon hotels, restaurants and shopping.

The financial challenges of hosting this event will include the speakers, meeting rooms, accommodations and meals. Any monetary donation would be greatly appreciated. Your contribution would allow us to proudly feature your name and/or logo in our newsletter and at our symposium. In addition, we are authorized to issue official tax receipts for any monetary donation.

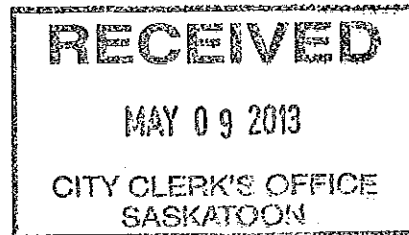
Thank you in advance for your time and consideration.

Sincerely,

Lloyd Driedger
President

6001-1 C1)

From: CityCouncilWebForm
Sent: May 09, 2013 5:45 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

KEN BROWN
618 - 47 ST
SASKATOONB, Alberta
S7K5X3

EMAIL ADDRESS:

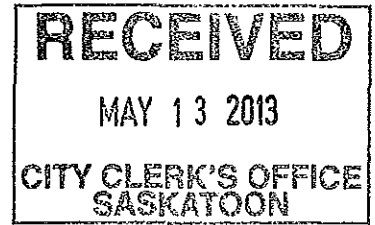
kdbro@hotmail.com

COMMENTS:

maybe the mayor and his council should come to the north industrial area and try to get home at 4:30 to 6:30. the zipper merge is totally useless. but i guess this doesn't matter when you only have to drive from downtown to the willows. i would appreciate a response from the mayor. Thanks

6315-1
C8

From: CityCouncilWebForm
Sent: Sunday, May 12, 2013 8:34 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Alana Zimmerman
910 Sauer Crescent
Saskatoon, Saskatchewan
S7W 0K2

EMAIL ADDRESS:

alana_zimmerman@hotmail.com

COMMENTS:

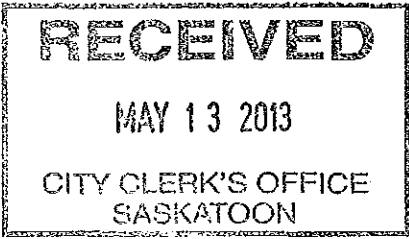
I have a concern with all the construction in the Evergreen area. I understand that it needs to happen but the surrounding area is a mess and there are nails all over the place which is dangerous. I was out biking and biked over a nail by a house that was newly being built. I understand things need to be built here but the streets and sidewalks and road ways should be kept free from nails and debris.

Thanks,

Alana Zimmerman

5520-7 (9)

From: CityCouncilWebForm
Sent: May 13, 2013 3:37 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Warren Noble
74 Mackie Cres
Saskatoon, Saskatchewan
S7L-3V3

EMAIL ADDRESS:

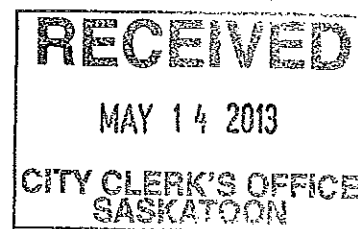
rwnoble@shaw.ca

COMMENTS:

I am a river user during the summer, and with the Local Naval Reserve unit. It would be handy if on one of the bridge supports above and below the weir (ie. north railway bridge by 33rd, and Broadway bridge) had a measuring bar/stick in feet & meters, attached so you could tell the relative depth of the river for boating.

6050-10
C19

From: CityCouncilWebForm
Sent: Tuesday, May 14, 2013 7:05 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Justin Mutch
1022 Pohorecky Bay
Saskatoon, Saskatchewan
S7W 0J4

EMAIL ADDRESS:

notmutch@yahoo.com

COMMENTS:

As residents of Evergreen we are definitely in favour of the north commuter bridge. However, we have concerns about the proposed 6 lane north bridge. The argument where the North bridge is compared to circle drive is ridiculous. Circle drive is supposed to move provincial highway and city traffic at high speeds. McCormond drive is supposed to move city traffic at city speeds. They are not comparable.

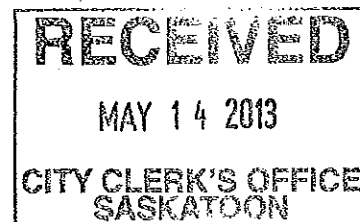
We didn't buy this property to listen to heavy truck traffic at all times of the day and night. We were quite careful before building. We looked at the area structure plans and knew that while McCormond would be a major roadway it would not be a preferred route of travel for heavy truck traffic. This proposed 6-lane bridge does not fit with the advertised intention of Evergreen. Possibly the underlying motto for Evergreen will now have to change from "walkable, sustainable community" to "right by the highway."

Justin and Julie Mutch

931-1268

6050-9
C11

From: CityCouncilWebForm
Sent: Monday, May 13, 2013 5:50 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Jo (Joesphine) Nanson
342 Anderson Cres.
Saskatoon, Saskatchewan
S7H 4A3

EMAIL ADDRESS:

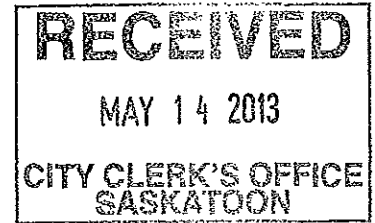
nanson@sasktel.net

COMMENTS:

I wish to request that the City of Saskatoon consider naming the south Circle Drive Bridge the "Yorath Bridge". Yorath was Saskatoon's first city planner. He envisioned a ring road around Saskatoon. With the completion of the new south bridge a major component of his vision has been completed. I feel that Yorath has not be adequately recognized by the city. There is sandbar in the river called Yorath Island, and a very short street in Avalon in his name, but there are no houses on it and most people are unaware of it. The Yorath Plan laid the groundwork for Saskatoon's development and still offers inspiration today. Naming the new bridge in his honour would be fitting recognition of his vision for "Paris on the Prairie". Jo Nanson

6315-1
C12)

From: CityCouncilWebForm
Sent: Monday, May 13, 2013 7:37 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Marg Johnston
222 Whiteshore cres
Saskatoon, Saskatchewan
S7J 3W6

EMAIL ADDRESS:

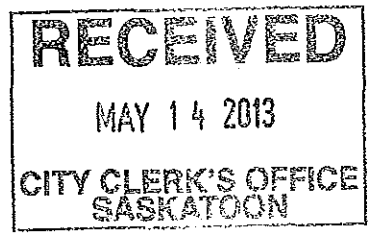
johnston.marg@yahoo.ca

COMMENTS:

I was unfortunate enough to drive Circle Dr W twice today turning south on Preston Ave. PLEASE.....Circle Dr needs to be CLEANED!!! I was driving behind a large truck turning south on Preston Ave and thankfully narrowly missed the stones thrown at my vehicle and windshield. The amount of sand in the middle of Circle Drive is enough to fill numerous sandboxes! Also, there are no line markings so vehicles have no idea which lane is what.

6315-1
C13)

From: CityCouncilWebForm
Sent: Monday, May 13, 2013 10:23 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Christopher Pequin
527 Cochin Way
Saskatoon, Saskatchewan
S7K 4T6

EMAIL ADDRESS:

cpequin@me.com

COMMENTS:

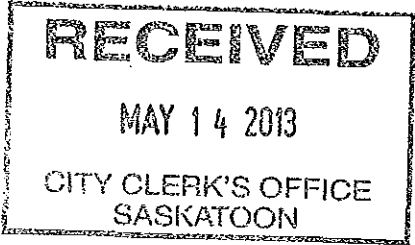
I am writing in order to thank you for implementing the "zipper merge" this spring. It looks like it is working well and I think it was long overdue. I am however disappointed in the lack of urgency to get the road repairs on Circle Drive at the Warman Road overpass done in a timely manner. Construction on a road of this size and importance to our city should be worked on 24 hours per day, 7 days per week! The traffic on that section of road is already congested at the best of times let alone being reduced to two lanes. Every other city I have lived in would not keep work time on such a major artery to just Monday to Friday, daytime hours, but would have the lights up and be working through the night. It's time to step up and become the major city we ought to be.

Sincerely,

Chris Pequin

6315-1 (14)

From: CityCouncilWebForm
Sent: May 14, 2013 3:31 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Carmen Bell
404 Gray Ave
Saskatoon, Saskatchewan
S7N 2H9

EMAIL ADDRESS:

c.bell@triserries.ca

COMMENTS:

RE: Subaru Saskatoon Triathlon Road Issue

Dear His Worship the Mayor and Members of City Council,

I am writing on behalf of the Subaru Saskatoon Triathlon taking place June 30, 2013. This is the first year this event will be held, and we hope to have it as annual staple in the community. The event will attract athletes from around North America, and may locals, and will be broadcast to millions of Canadian homes in a 60 minute National Television program on TSN that showcases the beauty of Saskatoon and the surrounding region.

Planning is going very well for the event, however we still have a serious issue with one section of the course. We are requesting your assistance with this issue.

Should you not be familiar with this event, athletes will swim in Pike Lake, cycle to River Landing via Valley Road and Spadina Crescent, and finally run on the beautiful Meewasin Valley Authority Trail. However, this is more than a triathlon. River Landing will be the location of a Lifestyles and Sports Expo on Saturday June 29 and Sunday June 30. The Danone Kids' Run will take place at River Landing on Saturday June 29 to ensure every member of the family enjoys the weekend.

This event will be spectacular for athletes, volunteers, and spectators alike. Having partnered with the Delta Bessborough Hotel and taking place during the Saskatchewan Jazz Festival, the Subaru Saskatoon Triathlon is sure to establish itself as a Saskatoon summer institution. Registration for this new event has already surpassed expectations and we are still weeks away! A projected registration of 500 athletes in its inaugural year will certainly grow in future years.

When planning the race route, we saw two possibilities to bring the athletes to River Landing: 11th Street or Spadina Crescent. During meetings with City of Saskatoon staff, we were discouraged from pursuing 11th Street owing to several traffic and safety concerns. Spadina Crescent is a scenic,

natural course and is nearly perfect but for one major flaw: an approximately 800 m section is unpaved and in disrepair. As the primary goal of the Subaru Saskatoon Triathlon is to provide athletes a safe race, we do have concerns with this section of roadway. As it stands, the section poses a hazard to the cyclists. Please also note that TSN has committed to film the event, which essentially will broadcast an hour-long advertisement of Saskatoon to a national audience. I think it is all of our wishes for Saskatoon's beauty be showcased and not marred by a small stretch of roadway.

With the creation of the Circle Drive South Bridge and new freeway, the access for cyclists to Valley Road has been removed. With further surface repairs along Spadina Crescent West, this roadway could serve as a recreational corridor providing a fantastic area for cyclists, runners, wheelchair athletes, roller bladers, and the like to enjoy. It has potential to increase outdoor activity and fitness levels of the residents of Saskatoon. We have received letters of support from various user groups and stakeholders including Saskatoon Tourism, Saskatoon Road Runners' Association, Saskatoon Triathlon Club, Horizon 100, Cycledelia, Subaru Western Triathlon Series, and IronWorks Productions.

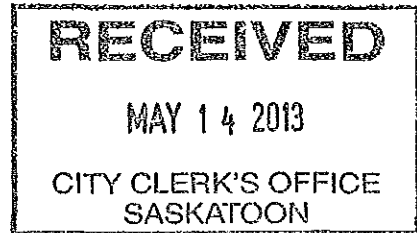
We received a letter of support from the Honorable Don Atchison regarding our event, for which we are most appreciative. We do request that His Worship and Members of City Council consider a partnership to improve the section of Spadina Crescent. We appreciate it is much too late to repave the entire section for this year's race; however we do feel strongly an interim solution is required this year, after which a permanent solution will be pursued. We have approached potential partners who have expressed interest in the project. We are asking the City of Saskatoon to help us find and implement an interim solution this year as well as provide some partnership for a long-term legacy project of creating a recreational corridor on Spadina Crescent West.

Thank you for your consideration and I look forward to your response.

Best regards,
Carmen Bell
Race Director
Subaru Saskatoon Triathlon
c.bell@triserries.ca
(306) 321-7077
triserries.ca/saskatoon

C15)
5307-1

From: CityCouncilWebForm
Sent: May 14, 2013 3:12 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Lorraine Rybchynski
321 Girgulis Cres
Saskatoon, Saskatchewan
S7K 6W8

EMAIL ADDRESS:

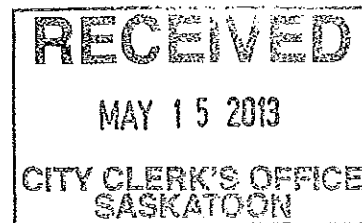
Lorrainekay55@gmail.com

COMMENTS:

I am responding to a parking ticket I rec'd parking near a fire hydrate on Girgulis Cres. I parked late at night near A FIRE HYDRATE in hopes not TO block the view off the hydrate but found out SUNDAY MORN. I just needed to back up just a wee bit, and had a 50.00 ticket. I didn't do it because I have money to throw away because it was a mistake by less then a foot All winter long there ARE cars parked on the street never moved for 3 months. ALL COVERED WITH SNOW .Why were they not towed or ticketed I paid the ticket. I have a clean driving record I DON'T speed but just didn't have my measuring tape on hand to park THE exact WAY.

60-
C16)

From: CityCouncilWebForm
Sent: Tuesday, May 14, 2013 9:25 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Heather Hickey
2704 Clinkskill Drive
Saskatoon, Saskatchewan
S7J2V9

EMAIL ADDRESS:

heathershep@gmail.com

COMMENTS:

For the past 5 years, I have been living in Saskatoon in the area of Fairhaven. A few years ago, my husband and I were given the opportunity to purchase a home in Nutana Park with a possession for Spring 2013.

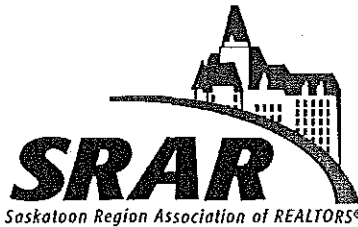
In the spring of 2012, it was time to enroll our oldest of 3 children in kindergarten. Knowing that our time in Fairhaven would end before the 2012/13 school year, we were faced with the dilemma of choosing a school at either end of the city to send our daughter. The decision was made easier when the city presented a September 30th, 2012 Circle Drive bridge opening date. We decided to send our daughter to a school in our current area, knowing that when we moved in Spring 2013, the commute would be relatively short for the remainder of the year.

Well, as you are well aware, the promise of September 30th was replaced with a new date of October 31st - 2 dates that came and went with no sign of completion. Not only was the bridge not completed by either date, but we (the tax paying residents of Saskatoon), were left in the dark with no new completion date promised for several months.

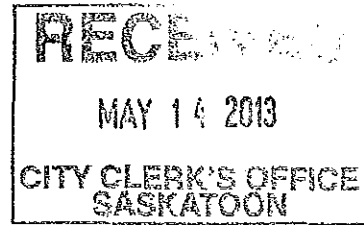
In April 2013, we moved into our home in Nutana Park. Our daughter continues to attend half-day kindergarten in Fairhaven. Rather than a quick commute across the new Circle Drive bridge, I am left driving through a construction ridden Circle Drive and Idwyld and down 22nd Street there and back twice a day, 5 days a week. Not only is this a tremendous financial burden - adding hundreds of dollars in gas to our bills - but also it has also greatly inconvenienced my children and me. Not only do my 3 kids lose 1 and a half hours of valuable daytime stuck in the van, but my younger 2 both miss out on properly napping in the afternoon due to either falling asleep on the way home or having their nap cut down significantly by starting it way later and being woke earlier to go pick up their sister. This may seem insignificant to you, but this is my life - greatly affected by your inability to meet deadlines. I hope that you realize that by failing to complete this project in a timely manner, you have negatively affected our lives.

Every day while I drive past the incomplete construction area of the Circle Drive Bridge, I am reminded of your shortcoming - and I will certainly remember it come next election.

Sincerely,
A Disappointed Citizen



205-5
D1)



May 13, 2013

City of Saskatoon
222 - 3rd Avenue North
Saskatoon SK S7K 0J5

Attention: Mayor Atchison / City Councilors

Dear Your Worship Mayor Atchison and City Councilors;

Re: Declaration of September 2nd - 6th, 2013 as "REALTOR® Safety Week"

The Saskatoon Region Association of REALTORS® asks council's declaration of September 2nd - 6th, 2013 as "REALTOR® Safety Week". REALTOR® and community safety are of greater importance than ever before. Our association thanks you for your support of our REALTOR® Safety Week in previous years. In anticipation of your declaration approval we invite the Mayor to bring city greetings at this year's kick off meeting on September 3rd at 10:00 a.m. at the Saskatoon Golf and Country Club.

REALTOR® Safety Week will draw attention to prevention of unsafe practices while conducting business. Awareness flagged by this week's activity will prove beneficial for other businesses and industries as well as provide public awareness of unsafe practices in our daily lives.

We trust council will find "REALTOR® Safety Week" a worthy cause for declaration.

Thank you for your consideration of our request.

Yours Sincerely,

Jason Yochim,
Executive Officer
Saskatoon Region Association of REALTORS®