

AGENDA
REGULAR BUSINESS MEETING OF CITY COUNCIL

Monday, January 25, 2016, 1:00 p.m.
Council Chamber, City Hall

Pages

1. NATIONAL ANTHEM AND CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of the Regular Business Meeting of City Council held on December 14, 2015, be approved.

5. PUBLIC ACKNOWLEDGMENTS

6. UNFINISHED BUSINESS

6.1 2016 Budget Revisions - Saskatoon Public Library (Files CK. 1711-6)

14 - 20

City Council, at its Preliminary Business Plan and Budget Meeting held on November 30, 2015 considered the Saskatoon Public Library's 2016 Operating and Capital Budget Submission and resolved that the Public Library Board bring back a more detailed explanation on how the proposed FTE's translate into continuous improvement and long-term efficiencies.

Attached is the revised Operating and Capital Budget and attachments as submitted from the Saskatoon Public Library Board.

Recommendation

That the revised 2016 budget submitted by the Saskatoon Public Library Board dated January 25, 2016, be approved.

7. QUESTION PERIOD

8. CONSENT AGENDA

Recommendation

That the Committee recommendations contained in Items 8.1.1 to 8.1.10; 8.2.1 to 8.2.7; 8.3.1 to 8.3.3; and 8.4.1 to 8.4.10; and 8.5.1, be adopted as one motion.

8.1 Standing Policy Committee on Planning, Development & Community Services

- 8.1.1 Vacant Lot and Adaptive Reuse Incentive Program - 504 Avenue G South (Files CK. 4110-45 and PL. 4110-71-56) 21 - 25**

Recommendation

1. That a five-year tax abatement, equivalent to 82% of the incremental taxes, for the development of 504 Avenue G South, be approved;
2. That the five-year tax abatement take effect in the next taxation year following completion of the project; and
3. That the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.1.2 Repeal and Replacement of Building Bylaw No. 7306 (Files CK. 185-1 and PL. 185-13) 26 - 31**

Recommendation

1. That the proposed redraft to Building Bylaw No. 7306, as outlined in the attachment to this report, be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw to repeal and replace existing Building Bylaw No. 7306.

- 8.1.3 The Uniform Building and Accessibility Standards Act - Appointment of Building Officials (Files CK. 4510-1 and PL. 4510-2) 32 - 35**

Recommendation

1. That Kristin Bender, Jason Metheral, Kelten Comrie, Donald Glen McCallum, Tanda Wunder-Buhr, and Rebecca Leland be appointed as Building Officials, pursuant to Section 5 of The Uniform Building and Accessibility Standards Act;
2. That the City Clerk be authorized to issue a Certificate of Appointment, pursuant to Section 5 of The Uniform Building and Accessibility Stands Act, for the persons named in the preceding recommendation; and
3. That the list of all Building Official appointments that are still active as of the date of this report be adopted.

- 8.1.4 Marr Residence Management Board 2015 Annual Report (Files CK. 430-60) 36 - 41**

Recommendation

That the 2015 Annual Report of the Marr Residence Management Board be received as information.

- 8.1.5 Status Report – Graffiti Clean-Up (Files CK. 5000-3 and RS. 5600-1) 42 - 51**

Recommendation

1. That the report of the General Manager, Community Services Department, dated January 4, 2016, be received as information; and
2. That the Administration be requested to report back by June 2016 with respect to the mechanisms that have been put in place for tracking of graffiti cleanup, as well as the statistics for the timing of the completion of graffiti cleanup for the period leading up to reporting in June 2016.

- 8.1.6 Community Grant Program 2015 Results and Request to Update Community Support Grant Reserve Requirements within the Reserves for Future Expenditures Policy No. C03-003 (Files CK. 1860-19 and RS. 1870-2-6) 52 - 56**

Recommendation

1. That the Community Grant Program information be received;
2. That \$11,888.44 in funding from the Community Support Grant Reserve be approved, as an exception to policy, to cover an over allocation of funds to the 2014-2015 Saskatchewan Lotteries Community Grant Program; and
3. That the Reserves for Future Expenditures Policy No. C03-

003 be amended, as outlined in the January 4, 2016 report of the General Manager, Community Services Department.

- 8.1.7 Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project (Files CK. 4205-1 and RS. 0158-SI)** 57 - 63

Recommendation

1. That the installation of a reflexology walking circle and games table in Raoul Wallenberg Park be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and issue appropriate receipts to donors who contribute funds to the project.

- 8.1.8 Permit Rebates for Garden and Garage Suites – Proposed Policy Change (Files CK. 750-4 and PL. 950-28)** 64 - 70

Recommendation

1. That Innovative Housing Incentives Policy No. C09-002 be amended, as outlined in the January 4, 2016 report of the General Manager, Community Services Department, to provide rebates for permit and application fees for the creation of Garden and Garage Suites;
2. That the rate of permit rebates for Garden and Garage Suites be 100% for building and plumbing permits, and 25% for discretionary use application fees; and
3. That the recommendations in this report be retroactive to May 5, 2014.

- 8.1.9 Innovative Housing Incentives – Saskatoon Housing Coalition - 323 Camponi Place (Files CK. 750-4 and PL. 951-19)** 71 - 78

Recommendation

1. That funding of 10% of the total capital cost for the development of 20 rental units at 323 Camponi Place, estimated at \$276,548, be approved;
2. That the cash grant be paid in six installments, as outlined in the January 4, 2016 report of the General Manager, Community Services Department;
3. 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; and
4. That the City Solicitor be requested to prepare the

necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.1.10 Bridge Naming Options and Process (Files CK. 6310-2 and PL. 4001-5-10) 79 - 101**

Recommendation

That the report of the General Manager, Community Services Department, dated January 4, 2016, be received as information.

8.2 Standing Policy Committee on Finance

- 8.2.1 2016 Saskatchewan Urban Municipalities Association (SUMA) Membership Fees (Files CK. 155-3) 102 - 108**

Recommendation

That the 2016 membership fee for the Saskatchewan Urban Municipalities Association in the amount of \$110,244.79 be paid.

- 8.2.2 Saskatoon Regional Economic Development Authority (SREDA) 2015/2016 Report to the City of Saskatoon (Files CK. 1870-10) 109 - 114**

Recommendation

1. That the information be received;
2. That a bonus payment of \$117,500 to the Saskatoon Regional Economic Development Authority Inc. be approved; and
3. That SREDA's 2016 Key Performance Indicators and Targets be approved.

- 8.2.3 Property Realized Reserve Withdrawal (Files CK. 1815-1 and AF. 1815-3) 115 - 117**

Recommendation

That \$674,109.93 be withdrawn from the Property Realized Reserve to fund miscellaneous land development and related sales costs incurred during the period December 1, 2014 to November 30, 2015, be approved.

- 8.2.4 Status Report on the Equity Building Program and Recommended Changes (Files CK. 750-4 and PL. 952-10) 118 - 122**

Recommendation

1. That the income limit for households qualifying for the Equity Building Program be raised to \$84,000;

2. That the target for the Equity Building Program be reduced to 25 units annually;
3. That the City of Saskatoon withdraw \$1.5 million of the investment that supports the Equity Building Program from Affinity Credit Union and return these funds to the City of Saskatoon's investment pool;
4. That the City Solicitor be requested to amend the investment agreement with Affinity Credit Union and that His Worship the Mayor and the City Clerk be authorized to execute the amendment under the Corporate Seal; and
5. That the January 4, 2016 report of the General Manager, Community Services be forwarded to the Saskatoon Region Association of Realtors, the Saskatoon and Region Home Builders' Association, Inc. and the Saskatoon Housing Initiative Partnership Board of Directors for information.

8.2.5 Landfill Waste Compactor - Award of Request for Proposal (Files CK. 1390-1 and AF. 1390-1) 123 - 126

Recommendation

1. That the Request for Proposal for a Landfill Waste Compactor be awarded to Finning (Canada); and
2. That Purchasing Services, Asset & Financial Management Department, be authorized to issue the appropriate Purchase Order to Finning (Canada) for the procurement of the Landfill Waste Compactor.

8.2.6 Circle Drive and Clarence Avenue Interchange Update (Files CK. 6000-1 and AF. 1702-1) 127 - 131

Recommendation

1. That the status of the Circle Drive and Clarence Avenue Interchange incremental tax revenue funding and loan be received as information;
2. That the land costs of \$260,500 be reimbursed to the Property Realized Reserve and be charged to Capital Project 2018; and
3. That the additional cost to Capital Project 2018 be paid through the incremental property taxes from Stonegate development.

8.2.7 Acquisition of Land Owned by Akzo Nobel Chemicals Ltd. for North Commuter Parkway Project (Files CK. 4020-1 x 6050-10, AF. 4020-1 x 6050-1 and LA. 4024-012-001) 132 - 136

Recommendation

1. That the Real Estate Manager be authorized to acquire a portion of Parcel A, Plan 63S09313, Extension 0, comprising approximately 0.98 acres from Akzo Nobel Chemicals Ltd.;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That all costs associated with the land acquisition be charged to the Capital Project Land Acquisition account for the North Commuter Parkway Project.

8.3 Standing Policy Committee Transportation

- 8.3.1 Highway 16 East Operational Jurisdiction (Files CK. 4060-1 and TS. 0290-5) 137 - 140**

Recommendation

1. That an agreement with the Ministry of Highways and Infrastructure be approved, in principle, to take over operational jurisdiction of Highway 16 from the current City limits up to a point in line with the western edge of the projection of Range Road 3044 as per the terms outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.3.2 33rd Street – Boulevard Removal – Parking and Traffic Operations (Files CK. 6320-1 and TS. 6320-1) 141 - 165**

Recommendation

1. That the detailed recommendations for the 33rd Street Corridor be added to the recommendations from the 33rd Street Corridor Study and together be adopted as the framework for future traffic improvements along 33rd Street, to be undertaken as funding is made available through the annual budget process; and
2. That the Administration, in consultation with the two adjoining Community Associations and the 33rd Street Business Improvement District, report back in November

2017 after installation of the bollards.

- 8.3.3 Winter Road Maintenance – 2016 Options for Use of Additional Snow Removal Funds (Files CK. 6290-1 and PW. 6290-1)** 166 - 170

Recommendation

That Option 1 be implemented as outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities.

8.4 Standing Policy Committee on Environment, Utilities & Corporate Services

- 8.4.1 Municipal Greenhouse Gas Emissions Reduction Strategy – Response to Saskatchewan Environmental Society Letter (Files CK. 375-4 and CP. 7540-001)** 171 - 188

Attached is a letter from Rod Strohan dated January 11, 2016.

Recommendation

1. That the Administration consider the scope of the planned review of billboards to include consideration of the energy implications of illuminated billboards and signs;
2. That the Administration report on opportunities to include solar orientation and access in new neighbourhood as part of the Official Community Plan (OCP); and
3. That the letter from Mr. Gary McCallum be referred to the Administration and that the Administration report on the implications of idling bylaw enforcement of private vehicles.

- 8.4.2 Recycling Communication Update (Files CK. 7830-5 and CP. 7837)** 189 - 203

Recommendation

1. That the information be received; and
2. That the agreement between the City of Saskatoon and Loraas be amended in accordance with the terms set out in the January 11, 2016 report of the General Manager, Corporate Performance and that the Mayor and City Clerk be authorized to execute the Amending Agreement as prepared by the Office of the City Solicitor.

- 8.4.3 Agency of Record Request for Proposal – Award of Contract (Files CK. 0365-1 and CP. 0364-11)** 204 - 208

Recommendation

1. That a contract with Creative Fire as the City of Saskatoon

Agency of Record, for a three-year period up to a maximum value to \$600,000, annually not including GST, be approved; and

2. That His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon, under the Corporate Seal, the appropriate contract documents for the Creative Fire proposal, as prepared by the City Solicitor.

8.4.4 Session Initiation Protocol (SIP) Trunking – Request for Proposal Award (Files CK. 231-1 and 15-0861) 209 - 212

Recommendation

1. That a contract with Shaw Business be approved for the provision of voice trunk Session Initiation Protocol services connecting our internal phone service (Lync) to the public phone network for a period of 36 months at an estimated cost of \$259,740, plus applicable taxes; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

8.4.5 Service Saskatoon (Files CK. 374-1 and CP. 372-2) 213 - 236

Recommendation

That the report of the General Manager, Corporate Performance Department dated January 11, 2016, be received as information.

8.4.6 Turboexpander Project Closure (Files CK. 2000-5 and SLP. 2000-10) 237 - 240

Recommendation

1. That the \$124,690.19 be returned from Capital Project #1281 – Sustainable Power Generation Options to the Electrical Distribution Extension Reserve; and
2. That a budget adjustment be made to Capital Project #2311 – Turboexpander in the amount of \$124,690.19 funded from the Electrical Distribution Extension Reserve.

8.4.7 Primary Water Main Repair – 33rd Street East and 5th Avenue North – Change Order Request (Files CK. 7820-6 and PW. 8020-1) 241 - 244

Recommendation

That a change order in the amount of \$105,608.70 (including taxes), for Purchase Order No. 361392 with Hamm Construction

for the Emergency Primary Water Main Repair, be approved.

- 8.4.8 AMI Project Consulting Services Agreement Change Order (Files CK. 261-3 and SLP. 2030-4) 245 - 249**

Recommendation

1. That a change order in the amount of \$102,627.00 (including taxes) for a Consulting Services Agreement with Util-Assist Inc. for the Advanced Metering Infrastructure project be approved; and
2. That the City Solicitor be requested to prepare the appropriate amending agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.4.9 Landfill Lined Lead Cell Redevelopment Project – Award of Consulting Services (Files CK. 7830-4 and PW. 7970-2-1) 250 - 254**

Recommendation

1. That the proposal submitted by PINTER & Associates Ltd. and Dillon Consulting Limited to provide consulting services for the redevelopment of the Lined Lead Cell at the Saskatoon Landfill for a total estimated cost of \$358,462 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.4.10 Bylaw Amendment for Portable Water Meter Charges (Files CK. 7900-2 and WT. 7900-1) 255 - 257**

Recommendation

1. That the request to the rate changes for portable water meter installations and removals be approved as outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities; and
2. That the City Solicitor be requested to prepare the necessary changes to Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule “C”.

8.5 Executive Committee / Governance and Priorities Committee

- 8.5.1 Notice – Councillor Oluson – Unpaid Leave of Absence – Provincial Election (Files CK. 255-1) 258**

Recommendation

That the information be received.

9. REPORTS FROM ADMINISTRATION AND COMMITTEES

9.1 Asset & Financial Management Department

9.2 Community Services Department

9.3 Corporate Performance Department

9.4 Transportation & Utilities Department

9.5 Office of the City Clerk

9.6 Office of the City Solicitor

- 9.6.1 Proposed Amendment to Bylaw No. 6537, The Subdivision Bylaw (Files CK. 4350-015-004 x 1700-1) 259 - 260

Recommendation

That City Council consider Bylaw No. 9351, *The Subdivision Amendment Bylaw, 2016*.

- 9.6.2 Amendments to Bylaw No. 7200, The Traffic Bylaw (Files CK. 6320-1, 317-1 and 1720-1) 261 - 269

Recommendation

That City Council consider Bylaw No. 9345, *The Traffic Amendment Bylaw, 2016*.

9.7 Standing Policy Committee on Environment, Utilities and Corporate Services

- 9.7.1 Award of Request for Proposal Recovery Park Business Case Consultant (Files CK. 7830-4-2 and CP. 7838) 270

Recommendation

1. That the proposal submitted by KPMG LLP to complete a business case study on a waste diversion facility (Recovery Park) for a total estimated cost of \$132,766 (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared

by the City Solicitor under the Corporate Seal.

- 9.8 Standing Policy Committee on Finance**
- 9.9 Standing Policy Committee on Planning, Development and Community Services**
- 9.10 Standing Policy Committee on Transportation**
- 9.11 Executive Committee / Governance and Priorities Committee**
- 9.11.1 Municipal Review Commission Report – Elections Committee (Files CK. 255-18) 271 - 317**
- Response of the Municipal Review Commission dated December 21, 2015 included as Attachment 2.
- Comments from Paul Miazga dated December 17, 2015, attached.
- Recommendation**
- That City Council adopt the recommendations of the former Executive Committee, as outlined in this report.
- 9.11.2 Vacancy - Board of Trustees General Superannuation Plan - City Appointment (Files CK. 255-1) 318**
- Recommendation**
1. That the City Clerk undertake the appropriate advertising for applications to fill a vacancy on the Board of Trustees – General Superannuation Plan; and
2. That the Governance and Priorities Committee report further at the appropriate time.
- 9.11.3 Appointments - Centennial Auditorium and Convention Centre Board of Directors (Files CK. 175-28) 319**
- Recommendation**
- That the City’s representative be instructed to vote the City’s proxy at the February 25, 2016 meeting of Centennial Auditorium and Convention Centre Board of Directors for the immediate appointment of Jennifer Pereira and Bryn Richards throughout a term expiring at the conclusion of the 2018 Annual General Meeting.

9.12 Other Reports

- 10. INQUIRIES**
- 11. MOTIONS (NOTICE PREVIOUSLY GIVEN)**
- 12. GIVING NOTICE**
- 13. URGENT BUSINESS**
- 14. IN CAMERA SESSION (OPTIONAL)**
- 15. ADJOURNMENT**

2016 Budget Revisions-January 25th, 2016

Budget Themes:

- Continuous Improvement
- Building Capacity
- Growth

Background:

On November 30th, 2015 the Saskatoon Public Library Board submitted a budget that addressed our 2016 requirements for continuous improvement, building capacity and growth.

The 2016 proposal included a request for 15 FTE's. 8 FTE's were requested for the new branch in Stonebridge. 7 FTE's were requested for existing operations.

City Council requested that the Library Board return with a more detailed explanation on how the proposed FTE's translate into continuous improvement and long-term efficiencies.

To provide Council with a more detailed explanation requires that we undertake some significant reviews of existing staffing levels and processes. The Library is unable to conduct the work prior to January 25th, 2016.

With this in mind our revised budget is designed to support staffing and process reviews which we expect to yield efficiencies and provide us with a more detailed case for any future requests for FTE's.

The revised 2016 submission budget includes funds to:

1. Operate the new Branch in Stonebridge.
2. Conduct staffing and process reviews in key areas. These reviews will allow us to determine where resources can be re-deployed, where we can achieve efficiencies and where we require the creation of new FTE's. Instead of hiring FTE's to give us the skills and capacity to

conduct these reviews, the Library will hire consultants/contractors to support our efforts.

3. Add one FTE, Manager of Facilities to coordinate the management of our 9 branches and reduce the number of managers involved in this activity.
4. Contribution to the new central library reserve in the amount of \$1,775,000 which is a nil increase from 2015.
5. A \$201,000 capital budget for equipment replacement.
6. The budget reflects projected salary/benefit increases.

Budget Proposal:

Growth: **\$615,000**

8 FTE's for Stonebridge
General Operating Increases Stonebridge

Continuous Improvement/Capacity Building: **\$350,000**

1 FTE-Manager, Facilities
Consultants/Contract Services
General Operating Increases

Net Increase to Revenue from the Property Levy is: **\$965,500**
5.09% increase in the Levy
\$8.37 average annual cost per household
.70 cost per household

Expenditure Summary

2015 Expenditure	\$20,215,700
2016 Expenditure	\$21,881,600
Total Change	\$1,665,900
% Increase	8.24%

Highlights

Total Revenue from Prop. Levy & Supplements	\$20,940,900
Revenue Increase from Prop. Levy & Supplements	\$1,667,700
Increase from Growth	\$672,200
Net Increase to Revenue from Prop. Levy	\$965,500

Growth

Our proposed 2016 budget supports growth and renewal through the inclusion of 8 FTE's.

8 FTE's	Operate new Branch in Stonebridge. Branch will be open 61.5 hours per week in the Winter and 56 hours in the summer. Branch Manager will be responsible for 3 sites in total including Stonebridge.
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Capacity Building & Continuous Improvement

1 FTE – Manager of Facilities.

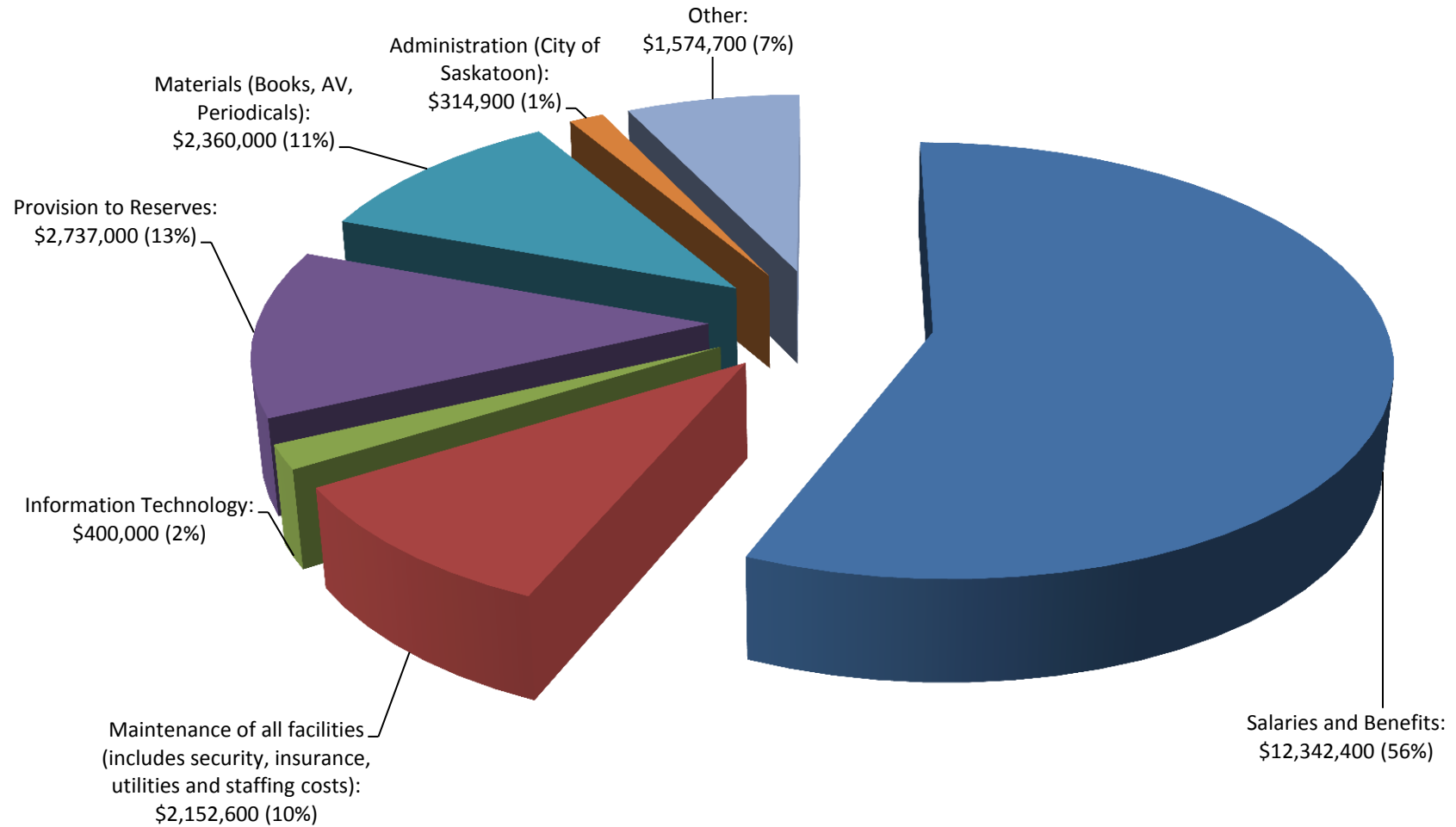
Funds to hire Consultants/ Contractors to advance staffing and process reviews.

Activity	Outcome
Financial Process Review	Streamlined processes. Use technology to gain efficiencies.
Introduce e-Commerce	Improved Service
Technology Review	Opportunities to gain efficiencies and/or improve service are identified and a strategy is put in place for their adoption.
Strategic Plan	Identifies system wide priorities and creates alignment between budget and resource allocation. Provides clear direction to leadership and employees. Responds to issue identified in 2015 Staff Engagement Survey.
Saskatchewan Integrated Library System Program & Policy Review	Ensure Saskatoon is getting value for our contributions.
Infrastructure Renewal Plan	Protects investment in assets; achieves efficiencies through centralization; sets system wide priorities; reduces risk; improves service.
HR Processes	Gain efficiencies with respect to the recruitment, retention and performance management of employees Responds to issue identified in 2015 Staff Engagement

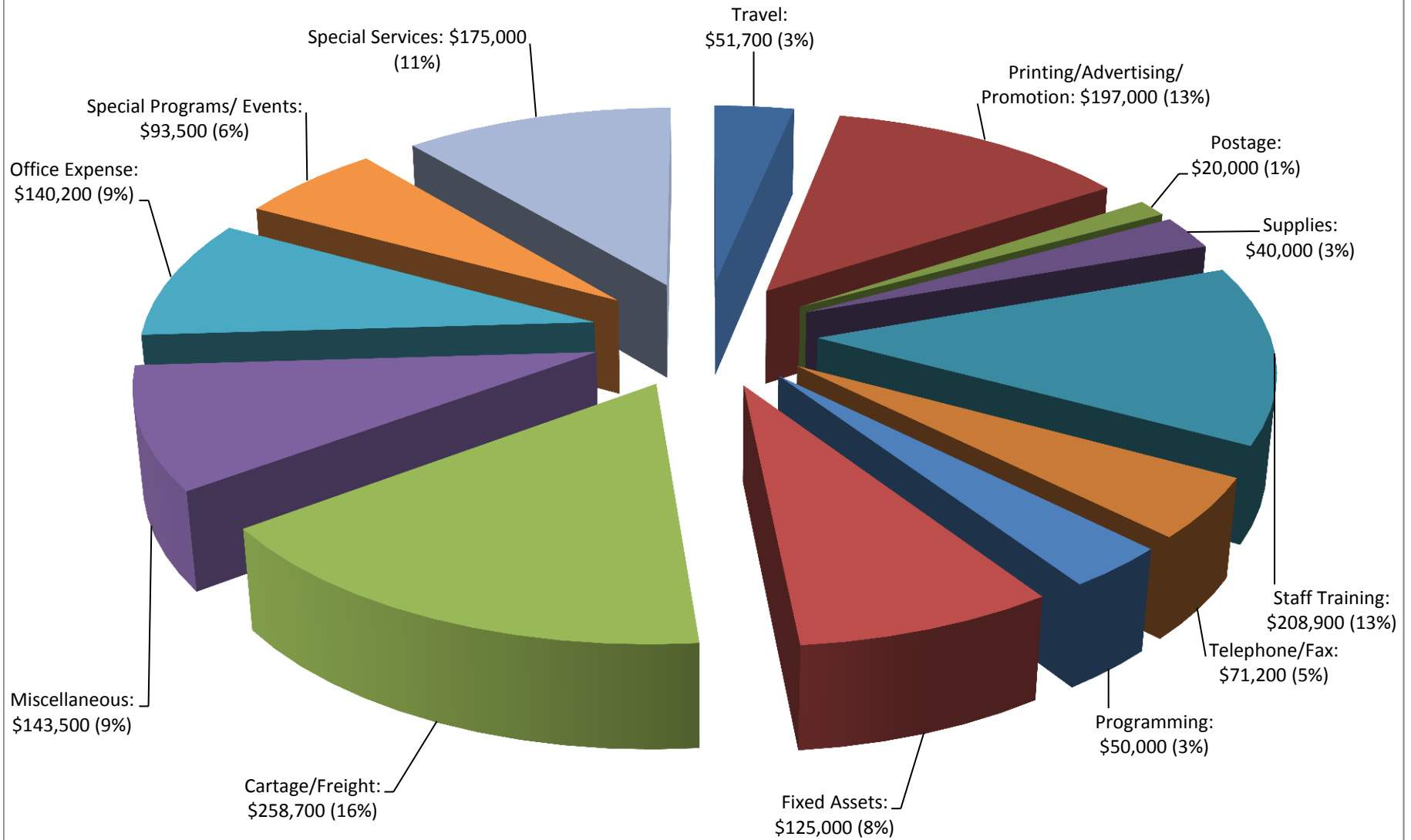
	Survey. The right people with the right skills in the right roles. Improved service to the public.
Staff Training	Competencies are identified; training is targeted. Improved service to the public. Responds to issue identified in 2015 Staff Engagement Survey.
Staffing & Service Model Review	Analyze current service model and workflow; identify future service demands. Align resources and budget with program and service priorities.
Security Strategy	Comprehensive strategy for improved patron and staff safety. Improved service. Mitigates risks.
Leadership Development	Highly functioning leadership team. Aligned with system priorities and able to provide strong leadership to employees. Improved service level and efficiencies. Responds to key issue identified in the 2015 Staff Engagement Survey.
1 FTE-Manager of Facilities	<p>Gain efficiencies by centralizing and coordinating all work related to SPL's 9 Branches.</p> <p>Centralizing these duties removes them from the scope of work assigned to 7 Public Service Managers and the Director of Libraries & CEO.</p> <p>Allows us to develop system wide approaches to facilities related matters.</p> <p>Responsibilities of this position include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Develop & manage an Infrastructure Renewal Plan • Design and manage a security strategy including security contracts • Develop and manage an emergency response & preparedness plan • Provides one point of contact for the City of Saskatoon Asset & Fleet Management, Projects and leaseholders • Manage facility related projects that

	<p>fall outside of our agreements with our leaseholders and the City of Saskatoon</p> <ul style="list-style-type: none">• Co-ordinate standards and purchasing of furnishings and other fixed assets• Manage garbage & recycling• Conduct risk assessments• OH & S• Custodial standards & contracts• Support the work of the New Central Library Project Team.• Develop, recommend and implement standards for new facilities.
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Saskatoon Public Library 2016 Expenditures (\$21,881,600)



Saskatoon Public Library 2016 'Other' Expenditures (\$1,574,700)





STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Vacant Lot and Adaptive Reuse Incentive Program - 504 Avenue G South

Recommendation of the Committee

1. That a five-year tax abatement, equivalent to 82% of the incremental taxes, for the development of 504 Avenue G South, be approved;
2. That the five-year tax abatement take effect in the next taxation year following completion of the project; and
3. That the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Vacant Lot and Adaptive Reuse Incentive Program - 504 Avenue G South

Recommendation

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

1. That a five-year tax abatement, equivalent to 82% of the incremental taxes, for the development of 504 Avenue G South, be approved;
2. That the five-year tax abatement take effect in the next taxation year following completion of the project; and
3. That the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request approval for a five-year tax abatement for the incremental property tax for the development of the property located at 504 Avenue G South under the Vacant Lot and Adaptive Reuse (VLAR) Incentive Program.

Report Highlights

1. The estimated incremental property tax abatement for 504 Avenue G South, based on the 2015 tax value, is \$2,004.24 annually or \$10,021.20 over five years. This development qualifies for 82% of this amount based on the VLAR point system (\$8,217.38).
2. The Administration recommends the approval of a five-year tax abatement of the incremental property taxes for the development of a one-unit dwelling with a secondary suite located at 504 Avenue G South.

Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Sustainable Growth by increasing and encouraging infill development.

Background

During its March 7, 2011 meeting, City Council approved the VLAR Incentive Program. The VLAR Incentive Program is designed to encourage infill development on chronically vacant sites and adaptive reuse of vacant buildings within Saskatoon's established neighbourhoods.

Applicants have the choice of a five-year tax abatement or a grant with the maximum incentive amount calculated based on the increment between the existing municipal taxes and the taxes owing upon completion, multiplied by five years. Applications are

Vacant Lot and Adaptive Reuse Incentive Program – 504 Avenue G South

scored against an evaluation system where points are awarded for features included in a project that meet a defined set of policy objectives. A score out of 100, which the project earns, determines what proportion of the maximum incentive amount it will receive. Any residual portion of the maximum incentive amount on projects that earn less than 100% will be redirected into the VLAR Reserve during the abatement period.

Report

Estimated Incremental Property Tax Abatement

On October 30, 2015, the Neighbourhood Planning Section, Planning and Development Division, received an application under the VLAR Incentive Program from Jonathan and Donna Stockdale for the development of a property located at 504 Avenue G South in Riversdale. The site has been vacant since 2011 and had a previous history of property maintenance orders under the previous ownership. The estimated total project cost is \$320,000.

The application was reviewed using the program's evaluation system. The project at 504 Avenue G South received a total of 82 out of 100 points, for 82% of the maximum incentive amount. The awarding of points was broken down as follows:

- a) 50 base points;
- b) 10 points for a single-unit dwelling;
- c) 5 points for a legal secondary suite;
- d) 7 points for energy-efficient features above industry standards; and
- e) 10 points for locating within 175 metres from an existing transit stop and having a Walk Score of 81.

The applicant is applying for a five-year tax abatement of the incremental property taxes. According to the Assessment and Taxation Section, the incremental increase in annual property taxes for the one-unit dwelling is estimated to be \$2,004.24, based on the 2015 tax year. The maximum incentive amount would be \$10,021.20 over five years. The value of this abatement over the five-year period, based on an earned incentive amount of 82%, is estimated to be \$8,217.38.

Administration Recommendation

After a review of this application, the Administration has concluded that this project is consistent with the intent of VLAR Incentive Program Policy No. C09-035. The Administration is recommending that City Council approve the five-year property tax abatement commencing in the next taxation year after completion of the project.

Options to the Recommendation

City Council could decline support of this project. Choosing this option would represent a departure from VLAR Incentive Program Policy No. C09-035. The Administration is not recommending this option.

Public and/or Stakeholder Involvement

The need for public/stakeholder involvement is not deemed necessary at this time.

Vacant Lot and Adaptive Reuse Incentive Program – 504 Avenue G South

Financial Implications

The incremental property tax abatement for the project at 504 Avenue G South is forgone revenue and will not require funding from the VLAR Reserve. The residual portion of the taxes, in the amount of \$1,803.82 (estimated), will be redirected to the VLAR Reserve. Therefore, the City will forgo an estimated total of \$10,021.20 of tax revenue over five years, of which \$8,217.38 (82%) will be abated to the owner, and the residual of \$1,803.82 (18%) will go to the VLAR Reserve.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The redevelopment of the property located at 504 Avenue G South is expected to be completed by January 2016. The property tax abatement, if approved, will begin the year following project completion and continue for five years.

Public Notice

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

Attachment

1. Location Map - 504 Avenue G South

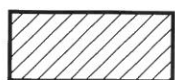
Report Approval

Written by: Ellen Pearson, Planner, Neighbourhood Planning Section
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CP/2016/PDCS – VLAR Incentive Program – 504 Avenue G South/ks



Location Map



504 Avenue G South



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Repeal and Replacement of Building Bylaw No. 7306

Recommendation of the Committee

1. That the proposed redraft to Building Bylaw No. 7306, as outlined in the attachment to this report, be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw to repeal and replace existing Building Bylaw No. 7306.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Repeal and Replacement of Building Bylaw No. 7306

Recommendation

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

1. That the proposed redraft to Building Bylaw No. 7306, as outlined in the attachment to this report, be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw to repeal and replace existing Building Bylaw No. 7306.

Topic and Purpose

Building Standards Division has identified administrative items and proposed redraft areas to Building Bylaw No. 7306 to reflect current practices and to provide tools to ensure the goals of the Building Standards Division are better administered to ensure the health, safety, and welfare of citizens.

Report Highlights

1. Application requirements and revisions to plans will be implemented to clarify and clearly communicate building permit requirements.
2. Permit conditions will be refined to enhance enforcement tools and permit options to mitigate adverse construction impacts.
3. Coordination with other civic bylaws and policies is intended to communicate owners' responsibilities associated with damage to City of Saskatoon (City) property during construction.

Strategic Goals

Redrafts to the Building Bylaw No. 7306 will support the City's Strategic Goals of Sustainable Growth, Continuous Improvement, and Quality of Life by balancing growth with accountability and public safety.

Background

Building Standards submitted an information report to the Standing Policy Committee on Planning, Development and Community Services (Committee) on November 2, 2015, indicating the need and advantages of redrafting the Building Bylaw.

The current language and content in the Building Bylaw does not fully support the activities of Building Standards. As part of the Strategic Goals, it is proposed that the Building Bylaw be redrafted to better support current and future program needs.

Report

The proposed redrafts are intended to improve administration of the Building Bylaw and clarify the requirements and conditions for those applying for building permits. A summary of the proposed redrafts to the Building Bylaw are contained in Attachment 1.

The key areas to be amended are as follows:

Application Requirements and Revisions to Plans

Building permit applications are required to contain all pertinent information before the applications are received by Building Standards. After the building permit has been issued, if changes are made, clarification is given as to whether a separate building permit is required. The Building Bylaw redrafts also support further transparency with respect to building permit application requirements.

Permit Conditions

The redrafts introduce construction timelines for permits issued, as well as outline enforcement provisions if construction does not proceed within the stated timelines. Redrafts to the Building Bylaw are intended to enhance program transparency by clarifying and clearly communicating permitting conditions. As a method to address adverse construction impacts associated with greenfield and infill construction, these new permitting conditions will reinforce and support good neighbour practices.

Coordination with Other Civic Bylaws and Policies

The addressing and numbering of buildings will be redrafted to better align with Fire and Protective Services Bylaw No. 7990. The redrafts also provide better alignment with respect to clarifying owners' responsibilities associated with damage to City property during construction.

Public and/or Stakeholder Involvement

Nearly 300 customers who apply for building permits, such as property owners, members of the Saskatoon and Region Home Builders' Association, architects, engineers, and contractors in the Saskatoon area, were consulted to obtain feedback on current programs and customer needs via online and telephone surveys conducted by Inshtrix Research. Program feedback was considered in the review of proposed bylaw redrafts.

Communication Plan

Current and future customers and industry stakeholders will be advised on the bylaw redrafts through the appropriate direct communication methods, particularly when applying for building permits. A communication plan will be developed and information will be delivered effectively.

Financial Implications

Improvements to the Building Bylaw will assist with the continued financial sustainability of the Building Standards Division and its cost-recovery model and will promote better coordination with other civic bylaws and policies.

The redrafts include stating cancellation and refund procedures in the Building Bylaw so that applicants are aware of requirements and administration fees up front and can make informed decisions.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Separate reports on minimum energy efficiency standards in dwelling units and updates to the Commercial Building Inspection Program will be prepared and presented to the Standing Policy Committee on Planning, Development and Community Services in March 2016.

Public Notice

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

Attachment

1. Summary of Proposed Redrafts to Building Bylaw No. 7306

Report Approval

Written by: Akhil Kumar, Building Inspection Manager, Building Standards
Reviewed by: Kara Fagnou, Director of Building Standards
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S:\Reports\BS\2016\PDCCS – Repeal and Replacement of Building Bylaw No. 7306/lc

Summary of Proposed Redrafts to Building Bylaw No. 7306

Proposed Redrafts	Rationale for Change
<p><u>Building Bylaw No. 7306 Definitions</u></p>	<ul style="list-style-type: none"> To clarify and update existing definitions to provide the reader with a better understanding of the terms in the Building Bylaw
<p><u>Designations and Appointment</u></p>	<ul style="list-style-type: none"> To define positions, rather than individuals, in Building Standards that are appointed as Building Officials to eliminate reports requesting appointments of new hires
<p><u>Permit Application Requirements</u></p> <ul style="list-style-type: none"> Requirements for a building permit Requirements for inspection of life safety systems 	<ul style="list-style-type: none"> To clarify the scope of when a building permit is required To clarify the requirements for submitting a building permit application To provide improvements to the commercial inspection program by requiring technical inspections of life safety systems that are not covered under Building Standards' current commercial inspection program
<p><u>Revisions and Re-Examinations</u></p> <ul style="list-style-type: none"> Clarification on how Building Standards will manage information submitted by the applicant or owner after the building permit is issued 	<ul style="list-style-type: none"> To communicate and clarify when a new building permit is required, versus making additions to an open building permit, to provide customers with an understanding of options available so that they may make choices to best suit their construction needs
<p><u>Permit Fees</u></p> <ul style="list-style-type: none"> Statements directing the reader to the schedule by which fees are calculated and/or refunded Requirement for fee payment 	<ul style="list-style-type: none"> To provide transparency for the reader with respect to building permit fees
<p><u>Permit Fee Refunds</u></p> <ul style="list-style-type: none"> Who can request a refund and how Who can receive a refund Administration charges and conditions 	<ul style="list-style-type: none"> To increase transparency for the reader around the process of refunding building permit fees

Proposed Redrafts	Rationale for Change
<p><u>Permit Conditions</u></p> <ul style="list-style-type: none"> • Permit issuance • Permit term (length of validity) • Refusal, extension, transfer, reinstatement, and/or expiration of a permit • Revocation of a permit by Building Standards • Inspection schedule • Damage to City property 	<ul style="list-style-type: none"> • To provide improved control and enforcement options during the entire building permit process • To define inspection schedules for enforcement purposes • To communicate owners' responsibilities associated with damage to City property during construction
<p><u>Occupancy Permit</u></p> <ul style="list-style-type: none"> • Conditions for owner-requested occupancy approval 	<ul style="list-style-type: none"> • To clarify who can request voluntary occupancy permit approval and the fees associated with owner-requested occupancy permits
<p><u>Encroachments</u></p> <ul style="list-style-type: none"> • Approval of minor encroachments • Encroachment maintenance and removal • Reference to annual fees 	<ul style="list-style-type: none"> • To rewrite the section to improve transparency for the reader
<p><u>Numbering of Buildings</u></p> <ul style="list-style-type: none"> • Alignment with Fire and Protective Services Bylaw No. 7990, Section 25 - Property Identification • Conditions for requests and refunds 	<ul style="list-style-type: none"> • To clarify the alignment of the Building Bylaw with Fire and Protective Services Bylaw No. 7990 • To provide better flexibility for the customer by incorporating customer-focused provisions for instances where the customer is forced to re-address a building(s)
<p><u>Building Moves</u></p> <ul style="list-style-type: none"> • Building permit requirements 	<ul style="list-style-type: none"> • To clarify the requirement for a building permit to be obtained prior to moving a building
<p><u>Other Redrafts</u></p> <ul style="list-style-type: none"> • The National Building Code of Canada (NBC) 	<ul style="list-style-type: none"> • To add an appendix to the Building Bylaw outlining interpretations and clarifications supporting life, health, and fire safety requirements of the NBC



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

The Uniform Building and Accessibility Standards Act - Appointment of Building Officials

Recommendation of the Committee

1. That Kristin Bender, Jason Metheral, Kelten Comrie, Donald Glen McCallum, Tanda Wunder-Buhr, and Rebecca Leland be appointed as Building Officials, pursuant to Section 5 of The Uniform Building and Accessibility Standards Act;
2. That the City Clerk be authorized to issue a Certificate of Appointment, pursuant to Section 5 of The Uniform Building and Accessibility Standards Act, for the persons named in the preceding recommendation; and
3. That the list of all Building Official appointments that are still active as of the date of this report be adopted.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

The Uniform Building and Accessibility Standards Act - Appointment of Building Officials

Recommendation

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

1. That Kristin Bender, Jason Metheral, Kelten Comrie, Donald Glen McCallum, Tanda Wunder-Buhr, and Rebecca Leland be appointed as Building Officials, pursuant to Section 5 of *The Uniform Building and Accessibility Standards Act*,
2. That the City Clerk be authorized to issue a Certificate of Appointment, pursuant to Section 5 of *The Uniform Building and Accessibility Standards Act*, for the persons named in the preceding recommendation; and
3. That the list of all Building Official appointments that are still active as of the date of this report be adopted.

Topic and Purpose

The purpose of this report is to obtain approval for the appointment of Building Officials, pursuant to Section 5 of *The Uniform Building and Accessibility Standards Act (Act)*.

Report Highlights

1. The appointment of Building Officials is required under the *Act*.
2. Once approved, Certificates of Appointment are issued by the City Clerk's Office.

Strategic Goals

The appointment of Building Officials supports the City of Saskatoon's (City) Strategic Goal of Continuous Improvement, as the Building Officials will ensure a coordinated approach to residential and/or commercial building permit reviews, inspections, and occupancy approvals to meet the needs of our citizens. The appointment also supports the City's Strategic Goal of Quality of Life, as Building Officials help to ensure that the minimum standards for safe, healthy, and habitable buildings are consistent from one building to another within the city.

Background

Pursuant to the *Act*, a municipality may appoint persons holding building official's licences as Building Officials. Persons so appointed by the municipal official must subsequently be issued a Certificate of Appointment.

Report

Appointment of Building Officials

Building Officials are appointed by City Council for the purpose of enforcing the *Act*. Since the last appointments were established, staffing changes have been made, and it

is necessary to adjust the list of Building Officials to align with the list maintained by the provincial government.

The Act requires that a municipality appoint Building Officials through City Council resolution. The Administration is recommending that Kristin Bender, Jason Metheral, Kelten Comrie, Donald Glen McCallum, Tanda Wunder-Buhr, and Rebecca Leland, of the Building Standards Division, be appointed as Building Officials, and that the list of all Building Official appointments that are still active as of the date of this report be adopted (see Attachment 1).

Certificate of Appointment

Appointed Building Officials who hold a building official’s licence are to receive a Certificate of Appointment from the municipal official. The Administration is recommending that Kristin Bender, Jason Metheral, Kelten Comrie, Donald Glen McCallum, Tanda Wunder-Buhr, and Rebecca Leland, of the Building Standards Division, receive their Certificate of Appointment, as of the date of this report.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

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

Attachment

1. City of Saskatoon “Building Official” Appointments Pursuant to *The Uniform Building and Accessibility Standards Act*

Report Approval

Written by: Erin Brakefield, Customer Service Manager, Building Standards
Reviewed by: Kara Fagnou, Director of Building Standards
Approved by: Randy Grauer, General Manager, Community Services Department

**City of Saskatoon “Building Official” Appointments
Pursuant to *The Uniform Building and Accessibility Standards Act***

City of Saskatoon Appointments Still Active	Date Appointed by the City of Saskatoon	Provincial List of Building Officials Working with the City of Saskatoon Building Standards Branch
Barry (Lee) Tracksell	February 5, 1990	Barry Lee Tracksell
Ken Clement	October 22, 1990	Kenneth Clement
Gary Martens	March 11, 1996	Gary Martens
Gary Hartell	November 2, 1998	Gary Hartell
Greg Schwalm	September 24, 2001	Greg Allen Schwalm
Blaine Newlove	March 11, 2002	Blaine Allan Newlove
Donald (Ben) Nesbitt	February 13, 2006	Donald A. Nesbitt
David Hartley	February 13, 2006	David Barry Hartley
Kara Fagnou	February 13, 2006	Kara R. Fagnou
Donald (Jamie) Wilson	August 13, 2007	Donald James Wilson
Rashel Gervais	April 7, 2008	Rashel Gervais
Ryan Paquette	April 7, 2008	Ryan Paquette
David Stewart	June 23, 2008	David Stewart
Paul Fortier	October 27, 2008	Paul Fortier
Kim McHarg	February 17, 2009	Kim McHarg
Keqiang Shang	February 8, 2010	Keqiang Shang
Roger Bradley	February 8, 2010	Roger James Bradley
Janelle Siegel	February 8, 2010	Janelle Dawn Siegel
Christine Merkosky	July 21, 2010	Christine M. Merkosky
Dan Cherewyk	July 21, 2010	Dan Michael Cherewyk
Kevin Robertson	July 21, 2010	Kevin Ross Robertson
Akhil Kumar	May 24, 2011	Akhil Kumar
Karly Heatcoat	May 24, 2011	Karly Dawn Heatcoat
Daisy Harington	May 24, 2011	Daisy Rose Harington
Anita Lepard	February 27, 2012	Anita Lynn Lepard
Laurie Afseth	February 27, 2012	Laurie Afseth
Jason Wall	February 27, 2012	Jason Michael Wall
Courtney Bromstad	February 27, 2012	Courtney M. Bromstad
Mario Duret	April 22, 2013	Mario Michel Duret
Kayla Carr	April 22, 2013	Kayla Carr
Kristin Bender		Kristin Bender
Jason Metheral		Jason Metheral
Kelten Comrie		Kelten Comrie
Donald Glen McCallum		Donald Glen McCallum
Tanda Wunder-Buhr		Tanda Wunder-Buhr
Rebecca Leland		Rebecca Leland



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Marr Residence Management Board 2015 Annual Report

Recommendation of the Committee

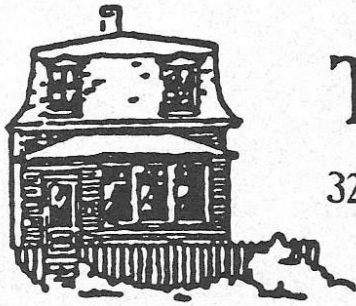
That the 2015 Annual Report of the Marr Residence Management Board be received as information.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the Marr Residence Management Board was considered.

Attachment

2015 Annual Report of the Marr Residence Management Board.



The Marr Residence

326 11th Street East Saskatoon, Saskatchewan S7N 0E7

Marr Residence 2015 Annual Report

Submitted by the Marr Residence Management Board

Councillor Charlie Clark

Della Greer

Garth Cantrill

Andrew Whiting

David Hude

Dustin Crawford

Victoria Neufeldt

Jenny Ryan

Barb Lucas

City Council

Saskatoon Heritage Society

Nutana Community Association

Meewasin Valley Authority

Infrastructure Services Department

Member at Large

Member at Large

Member at Large (till Sept 2015)

Recording Secretary

Introduction

The Marr Management Board respectfully submits to the City of Saskatoon it's Annual Report for 2015

The Marr Board mandate is to :

Maintain and enhance the historical integrity of the site

Provide public access

Develop programing which increases public awareness of Saskatoon's heritage

National Historical Designation

The National Designation of the Marr Residence remains in the hands the Canadian Government. This spring the Assessment Committee was in Saskatoon and visited the Marr. This visit increased our hopes for a positive decision on the designation.

Website

The website is undergoing some changes. We hope they will make the site more interesting and easy to use.

Facebook Page

Has had positive results and will continue to be used.

Our School Tour Program continues to be popular and gives us the opportunity to educate our youth about our history.

Vandalism continues to be a problem. It is unpredictable and costly. Halloween requires a Commissionaire to be on site so that there is a presence. I am glad to say we had no issues this Halloween.

A request was sent to City Council to increase the number of members-at-Large from three to four. This request was approved. I thank City Council for approving this request

A new Marr Brochure is being developed. Fine tuning is being done and a final product will be available in the near future.

A special thanks goes to our gardeners, Jan Robbins and Marianne Amos for their hard work and dedication in keeping the Marr Garden so lovely. We also thank Jan Robbins for her hard work in keeping the snow cleared at the Marr during the winter.

An assessment was done on the house this year and except for some minor repairs the house is in good shape. The roof of the house was stripped of paint and re-stained this summer. The roof will need replacement in the next couple of year's however.

Urban Forestry has trimmed some dead branch's, removed a dead tree and has trimmed branch's touching the roof and around power lines.

The Marr Board would like to acknowledge all the volunteers who give countless hours towards presenting and making the Marr available to the public. I want to personally thank my Board members for their commitment to the Marr Board .

Programing and Special Events for 2015

- January 4 - The Saskatoon Heritage Society New Year's Levy**
- February 1 - Heritage Festival at the Western Development Museum - Our Display depicted some of the toys and games that would have been around in the 1890' .**
- March 22 - Historical Clothing of the Late 19th Century with Taran Meyer**
- May 3 - Historical Clothing of the Late 19th Century with Taran Meyer**
- May 31 - Historical Clothing of the Late 19th Century with Taren Meyer**
- July1 - Dominion Day, Open House and entertainment –The Larsens**
- July 5 - Open House**
- July - 12 Gardening – program presented by the Marr Gardeners – Jan Robbins and Marieann Amos**
- July 19 - Little Stone School presents Pioneer Games - Deifenbaker Centre and a Youth Heritage Fair presentation by Lauren Konok**
- July 26 - Open House**
- August 2 - Rhubarb Festival , entertainment - Chris Lindgren**
- August 9 - Pioneer Crafts**
- August 16 - Marcel Petit did a presentation on Metis History**
- August 23 - Antique Appraisal**
- August 30 - Music in The Garden - Anna Bekolay and The Lost Keys**

September 27 - A Victorian Sewing Circle – with Taren Meyers & Laura Hansen

October 18 - A Victorian Sewing Circle

November 15 - A Victorian Sewing Circle

December 6 - Christmas Glass Ornament craft

On behalf of the Marr Board we would like to express our appreciation to the City of Saskatoon for their commitment and support in maintaining The Marr Residence making it accessible to the public. Because the Marr was open we had 860 people visit the house for our scheduled programming and 258 people visit during the Door's Open for a total of 1118.

Respectfully Submitted by

Della Greer , Board Chair (dellagreer@gmail.com)



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Status Report – Graffiti Clean-Up

Recommendation of the Committee

1. That the report of the General Manager, Community Services Department, dated January 4, 2016, be forwarded to City Council for information; and
2. That the Administration be requested to report back by June 2016 with respect to the mechanisms that have been put in place for tracking of graffiti cleanup, as well as the statistics for the timing of the completion of graffiti cleanup for the period leading up to reporting in June 2016.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Your Committee has requested further reporting on the process for follow up once graffiti is reported. This includes tracking graffiti cleanup and how quickly this has been done, with a view to timely removal of graffiti. The 2016 priorities were reviewed, including identification of those with budget impacts for consideration during 2017 budget and business plan deliberations.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Status Report – Graffiti Clean-Up

Recommendation:

That the report of the General Manager, Community Services Department, dated January 4, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide an update on the City of Saskatoon's (City) Graffiti Management Program.

Report Highlights

1. The City has developed an overall Graffiti Management Program to address the negative impact of graffiti vandalism in Saskatoon. Graffiti vandalism impacts both the actual costs for clean-up and removal, and the community's sense of safety and security.
2. From January 1 to September 30, 2015, the City received a total of 416 reports of graffiti vandalism from community residents through the property maintenance hotline and received an additional 151 reports from civic staff. The target time frame for the removal of graffiti from civic property is within seven days of receiving the report; weather, safety, and resources permitting.
3. The Administration is reviewing the current Graffiti Management Program and processes to identify efficiencies to ensure a coordinated approach, with a focus on customer service. This review has identified a number of areas for improvement.

Strategic Goals

Under the Strategic Goal of Continuous Improvement, this report supports the long-term strategy of providing a coordinated approach to customer service, and under the Strategic Goal of Quality of Life, this report supports the long-term strategy of reducing and preventing crime and providing protective services in our downtown core and neighbourhoods.

Background

At the April 27, 2015 City Council meeting, the following inquiry was made by Councillor T. Paulsen:

“Could the Administration please give a status report on graffiti clean up and the graffiti hotline, including, but not limited to:

Generally

- Number of graffiti incidents reported.
- Length of time to follow up (i.e. cover the graffiti).

Hotline

- Number of calls to the hotline.
- Length of time for follow up to citizens.
- Length of time to resolve issue (i.e. cover the graffiti).”

Report

Overview of Current Graffiti Management Program

The City has developed an overall Graffiti Management Program to address the negative impact of graffiti vandalism on the city. Graffiti vandalism impacts both the actual costs for clean-up and removal, and the community’s sense of safety and security.

The responsibility for implementation and oversight of the City’s Graffiti Management Program currently rests with a number of divisions/departments within the corporation:

1. Saskatoon Fire Department: Enforcement of Property Maintenance and Nuisance Abatement, 2003, Bylaw No. 8175 and operation of the City’s property maintenance hotline, including calls on graffiti vandalism.
2. Saskatoon Police Service: Enforcement of applicable laws pertaining to graffiti.
3. Facilities and Fleet Management Division of the Asset & Financial Management Department: Removal of graffiti from civic buildings and structures, including park furniture and benches in the various business districts.
4. Transportation/Saskatoon Transit/Saskatoon Light & Power/Public Works Divisions of the Transportation and Utilities Department: Removal of graffiti from roadways, overpasses, bridges, sound walls, utility boxes, light standards, and other civic infrastructure within their mandates.
5. Recreation and Community Development Division of the Community Services Department: Leads on engaging business and community partners in the management of graffiti in the community through the Graffiti Reduction Task Force.

Attachment 1 provides an overview of the current Graffiti Management Program.

2015 Graffiti Statistics

The following is a summary of statistics regarding reports to the graffiti hotline from January 1 to September 30, 2015:

- The graffiti hotline received a total of 416 reports of graffiti, 129 of which were for private property and 287 were for public property.
- There were 151 additional reports of graffiti on public property logged into the graffiti tracker database by civic staff.

- The total number of reports of graffiti on public property was 438. Of these 438 reports:
 - 85% were for graffiti on civic property and 15% were for graffiti on other public property, primarily on various utility boxes.
 - 66% were reported by residents and 33% were reported by City staff.
 - Of the reports by residents, 50% were reported anonymously and 25% provided a contact phone number.

The target time frame for removal of graffiti from civic property is within seven days of receiving the report; weather, safety, and resources permitting. The current graffiti tracker database does not provide all of the information/supports required to accurately track length of completion time.

The Administration currently follows up with residents only when specifically requested by the resident. The follow-up is provided as soon as the graffiti removal is complete.

2016 Changes to the Program

The Administration is reviewing the current Graffiti Management Program and processes to identify efficiencies to ensure a coordinated approach with a focus on customer service. This review has identified a number of areas for improvement:

- Identify a single entry point system within the City to coordinate all graffiti removal on civic structures. Currently, there are a number of departments and staff involved in the removal of graffiti from civic structures with no clear coordination and accountability structure.
- Review the existing technology options for receiving and responding to reports of graffiti to enhance reporting and tracking capabilities. The current graffiti tracker database does not provide all information/supports required, including accurate tracking of completion time and follow-up to residents.
- Work closely with community partners to mitigate the impact of graffiti vandalism on the community in a coordinated and collaborative approach.

A more detailed overview of the 2016 Graffiti Management Program can be found in Attachment 2.

Communication Plan

The Administration will work with the Graffiti Reduction Task Force and community partners to mitigate the impact of graffiti vandalism on the community.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will report out in time for the 2017 Business Plan and Budget review on proposed changes and potential impacts to the Graffiti Management Program.

Public Notice

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

Attachments

1. Graffiti Management Program Overview
2. 2016 Graffiti Management Program

Report Approval

Written by: Shannon Hanson, Social Development Manager, Recreation and Community Development

Reviewed by: Tim Halstead, Director of Facilities and Fleet Management
Angela Gardiner, Director of Transportation and Utilities

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S/Reports/CD/2016/PDCS – Status Report – Graffiti Clean-Up/lc
BF 40-15

Graffiti Management Program Overview

The City of Saskatoon (City) has developed a Graffiti Management Program to address the negative impact of graffiti vandalism on the city. Graffiti vandalism impacts both the actual costs for clean-up and removal, and the community's sense of safety and security.

To address these concerns, the Graffiti Management Program is focused on three broad areas: education, eradication, and enforcement. The following is a summary of the current initiatives in each of these three areas:

Education

The City has developed a number of educational/awareness tools to educate the public with respect to the impact of graffiti vandalism in the community and the need to both prevent and remove graffiti. These education initiatives include:

- a) the Graffiti Reduction Task Force includes both internal and external stakeholders and works to better coordinate our combined efforts to address graffiti within the community;
- b) general information on the City website;
- c) informational brochures available at civic facilities; and
- d) utility bill inserts promoting the need to remove graffiti as it appears.

Eradication

The City encourages the timely removal of graffiti from both civic and private property through a number of initiatives including:

Graffiti Tracker Database – This database was developed to streamline the process for receiving reports of graffiti on civic and other public property and forwarding them to the appropriate staff or external agency for follow-up. This ensures the respective property owner is aware of the graffiti vandalism and can address it in a timely manner.

Graffiti Removal from Civic Property - Graffiti removal from civic structures and properties is the responsibility of a number of divisions within the corporation.

Saskatoon Fire Department Bylaw Enforcement - In the spring of 2006, the City's Property Maintenance and Nuisance Abatement, 2003, Bylaw No. 8175 was amended to prohibit persons from permitting graffiti to remain on any building, accessory building, fence, or other structure situated on their property. Where graffiti is identified, the Saskatoon Fire Department issues an Order to Remedy a Contravention to remove the graffiti within 15 days; failing which, the Saskatoon Fire Department has Youth Works paint over the graffiti at the expense of the City. There is \$10,000 allocated annually to the Youth Works program. The City does not prosecute any homeowners for failing to remove graffiti, nor does it add the cost of the removal to the property taxes of any property.

Enforcement

The Saskatoon Police Service is responsible for the enforcement component of the Graffiti Management Program. Victims of graffiti vandalism are encouraged to take pictures of the graffiti prior to removal and to report the incident to the Saskatoon Police Service. These reports aid the police in identifying and prosecuting those individuals committing these offences and may result in monetary restitution for a number of victims.

The Administration chairs the Graffiti Reduction Task Force, which includes internal and external stakeholder representatives from school boards, local utilities, the insurance industry, the Saskatoon Police Service, the Saskatoon Fire Department, and local Business Improvement Districts. The task force provides input into the City's overall Graffiti Management Program.

2016 Graffiti Management Program

Graffiti vandalism impacts include both the actual costs for clean up and removal, as well as the impact of the community's sense of safety and security. A coordinated approach to graffiti, involving both internal and external stakeholders, is key to mitigating the impact of graffiti on the community.

Graffiti vandalism falls under the City of Saskatoon (City) Property Maintenance and Nuisance Abatement, 2003, Bylaw No. 8175, which requires a timely removal of graffiti from all property within the City. The quick removal of graffiti from the time of its occurrence is very important in the overall reduction of graffiti; a timely response to graffiti tends to discourage vandalism over time and provide an environment for enforcement to be more effective. The challenge with timely removal is that the degree of effectiveness depends on the graffiti being removed from the entire area. This is complicated by the fact that the City does not own all infrastructure on which graffiti is found.

In an effort to maximize the effectiveness and success of the Graffiti Management Program, this plan includes the involvement of community partners, agencies, and corporations, as well as the involvement of small businesses and residents, in controlling graffiti to the greatest degree possible.

Program Objectives

The approach is comprised of the following objectives:

1. Graffiti Removal - Use a blend of internal and external resources to manage graffiti, in order to mitigate and control the incidence of graffiti in Saskatoon and to provide an environment for police to make successful apprehensions.
2. Education and Partnerships - Seek alignment and support from community partners to mitigate and control the incidence of graffiti on assets in the public domain through the work of the Graffiti Reduction Task Force.
3. Enforcement – The Saskatoon Police Service will actively enforce applicable laws pertaining to graffiti.
4. Reporting and Communication – Define a process for tracking graffiti reports, reporting back to residents, and reporting out on the overall effectiveness of the Graffiti Management Program.

Priorities

Priority 1 - Graffiti Removal Civic Property	Problem Addressed	Strategic Alignment	Goals	Lead
To create a single entry point system in the corporation for receiving reports of graffiti incidents and coordinating the work. The target is to have all graffiti on City-owned assets removed within seven days of notification, subject to resources, safety considerations, and weather permitting. Graffiti of an offensive nature will be removed within 24 to 48 hours of notification.	<ul style="list-style-type: none"> Increase coordination and accountability Eliminate duplication of efforts 	<ul style="list-style-type: none"> Continuous Improvement Asset and Financial Sustainability 	Manage graffiti in order to mitigate and control the incidence of graffiti in the City of Saskatoon	Facilities and Fleet Management Division

Action Items include:

- Identify existing budgets/resources within the corporation.
- Establish procedures for assigning and tracking work.
- Regular sweeps of known hot spots will be conducted throughout the year to proactively remove graffiti from these locations.
- An annual spring sweep will be conducted to remove graffiti from civic assets.
- Identify ways to mitigate graffiti on new structures or assets, including use of appropriate design and materials.

Priority 2 - Communication and Reporting	Problem Addressed	Strategic Alignment	Goals	Lead
Clarify process for receiving complaints from community and reporting back on these complaints and also for reporting out on the overall effectiveness of the Graffiti Management Program.	Timely communication with residents and City Council	Customer Service		<ul style="list-style-type: none"> Facilities and Fleet Management Division Saskatoon Fire Department

Action Items include:

- Review the existing graffiti tracker database and property maintenance hotline procedures to identify potential technological options for improving or replacing this system to better track and report out on graffiti removal (i.e. a graffiti application similar to the pothole application).
- Identify key indicators of success for program.

Priority 3 - Community Partnerships and Education	Problem Addressed	Strategic Alignment	Goals	Lead
Review the Graffiti Reduction Task Force and work to ensure involvement from all community partners	Not all of the graffiti reported is on City property. A coordinated approach with community residents and partners to address the issues of graffiti is required	Quality of Life	Seek alignment and support from community partners in the mitigation and control of assets in public domain.	Community Development Division

Action Items include:

- Review the membership of the Graffiti Reduction Task Force to ensure appropriate representation from community partners.
- Work with government, agencies, and partners toward alignment on a graffiti removal approach.
- Work with existing utilities to develop a coordinated approach to removing graffiti from utility boxes that minimizes duplication of effort and maximizes use of resources.
- Work with community associations to promote graffiti removal as part of Community Cleanup days.
- Develop and implement an education/awareness plan targeted for residents and schools.
- Work with Business Improvement Districts to encourage removal from their districts.

Priority 4 - Graffiti Removal Private Property	Problem Addressed	Strategic Alignment	Goals	Lead
A single entry point system in the corporation for receiving reports of graffiti on private property and enforcement of the bylaw	Removal of graffiti from private property	<ul style="list-style-type: none"> • Continuous Improvement • Asset and Financial Sustainability 	To encourage the removal of graffiti from private property.	Saskatoon Fire Department

Action Items include:

- Educate the public on options for graffiti prevention and removal, including updating the current graffiti brochure.
- Manage the contract with Youth Works.

Priority 5 - Graffiti Vandalism Enforcement	Problem Addressed	Strategic Alignment	Goals	Lead
To actively enforce applicable laws pertaining to graffiti	Graffiti vandalism in our community	Quality of Life		Saskatoon Police Service

Action Items include:

- Work proactively with Saskatoon Police Service to identify graffiti hot spots.
- Report incidents of graffiti on civic property to Saskatoon Police Service.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Community Grant Program 2015 Results and Request to Update Community Support Grant Reserve Requirements within the Reserves for Future Expenditures Policy No. C03-003

Recommendation of the Committee

1. That the Community Grant Program information be received;
2. That \$11,888.44 in funding from the Community Support Grant Reserve be approved, as an exception to policy, to cover an overallocation of funds to the 2014-2015 Saskatchewan Lotteries Community Grant Program; and
3. That the Reserves for Future Expenditures Policy No. C03-003 be amended, as outlined in the January 4, 2016 report of the General Manager, Community Services Department.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Community Grant Program 2015 Results and Request to Update Community Support Grant Reserve Requirements within the Reserves for Future Expenditures Policy No. C03-003

Recommendation

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

1. That the Community Grant Program information be received;
2. That \$11,888.44 in funding from the Community Support Grant Reserve be approved, as an exception to policy, to cover an overallocation of funds to the 2014-2015 Saskatchewan Lotteries Community Grant Program; and
3. That the Reserves for Future Expenditures Policy No. C03-003 be amended, as outlined in this report.

Topic and Purpose

The purpose of this report is to provide information on the funding support awarded for the period 2014 to 2015 in the Saskatchewan Lotteries Community Grant Program; to request approval to commit \$11,888.44 from the Community Support Grant Reserve, as an exception to policy, in order to fulfill the grant award obligations from the 2014-2015 Saskatchewan Lotteries Community Grant Program; and to amend the Community Support Grant Reserve eligibility requirements, within the Reserves for Future Expenditures Policy No. C03-003, to allow for similar future grant allocations.

Report Highlights

1. The Saskatchewan Lotteries Community Grant Program (Community Grant Program), administered by the Recreation and Community Development Division, in partnership with Saskatchewan Lotteries, provides funding to non-profit groups offering sport, culture, and recreation programs in Saskatoon. An adjudication committee recommended funding for 85 eligible projects, with approximately \$370,000 being allocated to the approved projects.
2. The amount of funding claimed for the 2014-2015 Community Grant Program exceeded the current year's available funds by \$11,888.44, and is recommended to be funded from the Community Support Grant Reserve (Reserve).
3. The criteria for the Reserve expenditures requires updating to allow for any Community Grant Program overallocation of grant funds to be covered by the funds in the Reserve.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by ensuring citizens have access to facilities and programs that promote active living and

bring people together; and by supporting community building through direct investment, community development expertise, support to volunteers on civic boards, committees, and community associations.

Background

The City is accountable to the Saskatchewan Lotteries Trust Fund for the administration of the Community Grant Program. On behalf of the City, the Recreation and Community Development Division ensures the allocated funds are distributed as intended to community organizations registered under *The Saskatchewan Non-profit Corporations Act, 1995*. The Recreation and Community Development Division also ensures that these funds are recognized as providing programs in sport, culture, and recreation.

Successful applicants to the Community Grant Program submit a final report, along with eligible receipts, in order to receive funding. It is not uncommon for an organization to submit eligible receipts that are less than the grant amount awarded. Occasionally programs are unable to proceed, and applicants decline awarded grants. Any funding provided by the Saskatchewan Lotteries Trust Fund that is not required by the applicants for approved project expense must be returned to the Saskatchewan Lotteries Trust Fund. In order to help ensure all available grant funds are fully spent each year, the Community Grant Program Adjudication Committee recommends an overallocation of funds, anticipating any overallocation would be covered by the Reserve. Prior to this current grant year, there has not been a need to access the Reserve to cover any overallocation.

Report

Funding Provisions

For the grant period April 1, 2014, to March 31, 2015, the City received an allocation of \$351,059 from the Saskatchewan Lotteries Trust Fund for sport, culture, and recreation. The amount was augmented by funding allocated from the City's annual operating budget, in the amount of \$9,800 from the recreation component of the Assistance to Community Groups Cash Grant Program, for a total of \$360,859. The Adjudication committee recommended approval of grants to 85 groups in the amount of \$370,000, anticipating any grant amounts claimed over \$360,859 would be funded from the Reserve.

2014-2015 Saskatchewan Lotteries Community Grant Overallocation

In 2014 to 2015, all approved grant projects did proceed as planned and were very successful. The amount of funding claimed for the 2014-2015 Community Grant Program exceeded the available annual grant funds by \$11,888.44. Funding is being requested from the Reserve, in the amount of \$11,888.44, to cover these eligible grant expenditures.

According to the current wording within the Reserves for Future Expenditures Policy No. C03-003 - Community Support Grant Reserve, this request would be an exception to policy. The Reserve currently stipulates that the Reserve will not be used for projects that would normally qualify under the regular Saskatchewan Lotteries Community Grant/Cultural Participation Grant Program. The intent of this clause was to avoid the

situation of late applications requesting funding from this Reserve. It has always been the intent to be able access this Reserve for any overallocation of the annual Community Grant Program; however, the wording has not been clear on this point.

Amendment to the Community Support Grant Reserve Expenditures Criteria

To address this situation on a go-forward basis, the Administration recommends that:

“13.3 Application of Funds

- e) The Reserve will not be used for projects that would normally qualify under the regular Sask. Lotteries Community Grant/Cultural Participation Grant Program”

be removed and be replaced with the following:

- e) Funds may be used to augment the Sask. Lotteries Community Grant/Cultural Participation Program at the discretion of the General Manager of the Community Services Department.

Options to the Recommendation

City Council could direct the Administration to continue under the current grant criteria, which would increase the possibility of each year having to return a portion of the Saskatchewan Lotteries Trust Fund money, as opposed to having the grant funds support more programs and events in the community.

Policy Implications

If the recommendations in this report are approved, the Community Support Grant Reserve criteria in the Reserves for Future Expenditures Policy No. C03-003 will need to be updated to reflect this change.

Public and/or Stakeholder Involvement

Recreation and Community Development Division has consulted with the Business Administration Division of Community Services; they are aware of, and in agreement with, the proposed policy changes.

Financial Implications

The Community Support Grant Reserve has sufficient funds to cover this approximate \$11,900 overallocation amount. The current balance in the Reserve is \$150,508.

If the exception to policy is not approved, the Community Grant Program will have a shortfall for the 2014/2015 funding cycle of \$11,888.44. This amount would be reported as an overexpenditure for the 2015 operating budget.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Should the recommended changes to the Reserves for Future Expenditures Policy No. C03-003 be approved, they will become effective immediately.

Public Notice

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

Report Approval

Written by: Kathy Allen, Arts and Grants Consultant, Recreation and Community Development

Reviewed and

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S/Reports/CD/2016/PDCS – Community Grant Program 2015 Results and Request to Update Community Support Grant Reserve Requirements within the Reserves for Future Expenditures Policy No. C03-003/ks



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project

Recommendation of the Committee

1. That the installation of a reflexology walking circle and games table in Raoul Wallenberg Park be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and issue appropriate receipts to donors who contribute funds to the project.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Your Committee has requested further information regarding the intended design and construction of the reflexology walking circle and what maintenance and operation upkeep it would require. Subsequent to the meeting, the Administration advised that the intent is that the stones will be set in concrete or in strong holding thin-set mortar to prevent removal. The entire pad will be covered with a top coat of sealer to help further secure the stones. The annual operating impact for maintenance and inspections of both amenities will be \$1,200, to be incorporated into the Facilities and Fleet Management Division's 2017 Budget.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project

Recommendation

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

1. That the installation of a reflexology walking circle and games table in Raoul Wallenberg Park be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and issue appropriate receipts to donors who contribute funds to the project.

Topic and Purpose

The Varsity View Community Association (VVCA) is planning to install a reflexology walking circle and games table in Raoul Wallenberg Park (see Attachment 1 for a map of the park indicating the location and Attachment 2 for a description of the reflexology walking circle and games table). This project is in response to feedback from Varsity View residents about the current neighbourhood amenities and what upgrades they would like to see.

Report Highlights

1. To help fund installation of the reflexology walking circle and games table in Raoul Wallenberg Park, the VVCA will be fundraising and seeking private donations. The VVCA has been approved for a City of Saskatoon (City) Park Enhancement Grant.
2. The VVCA is requesting to have the installation of a reflexology walking circle and games table in Raoul Wallenberg Park approved as a municipal project.

Strategic Goal

Under the Strategic Goal of Quality of Life, the recommendations in this report support the long-term strategy to support community building through direct investment, community development expertise, and support of community associations.

Background

This project is similar to other projects approved as municipal projects by City Council over the past several years. Such projects include:

- a) installation of a play structure in Glacier Park;
- b) installation of a play structure in Parc Canada;
- c) lighting project in Sidney L. Buckwold Park;
- d) approval of the Lakeview playground equipment;
- e) approval of the Albert Recreation unit playground; and
- f) approval of outdoor fitness equipment in W.J.L. Harvey North.

Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project

Report

Financial Support

A letter from the President of the VVCA indicates the community association's support and agreement to contribute financially to the installation of the reflexology walking circle and games table in Raoul Wallenberg Park (see Attachment 3). In addition to a grant from the City's Park Enhancement Grant Program, fundraising efforts through private donations will be undertaken. It is recommended that Corporate Revenue be authorized and requested to accept donations and issue receipts to donors who contribute funds to this project.

The Administration supports the VVCA in their efforts to raise the required funds and has approved them to receive \$12,375 through the Park Enhancement Grant Program. The VVCA will also make a financial contribution and look for corporate donations and individual donors to raise the balance of \$11,625 to complete the approximate \$24,000 project.

Approval as a Municipal Project

Sections 110 and 118 of *The Income Tax Act* provide for the same tax receipts to be issued for gifts to a municipality as for gifts to registered charities. In accepting donations where a receipt is to be issued for tax purposes, it is most important to keep in mind the following Revenue Canada definition:

“A gift for which an official donation receipt may be issued can be defined as a voluntary transfer of property without consideration. There must be a donor who freely disposes of the property and there must be a donee who receives the property given. In other words, the transfer must be freely made and no right, privilege, material benefit, or advantage may be conferred on the donor or on the person designated as the donee as a consequence of the gift.”

In order that donors may claim their contribution under *The Income Tax Act*, the VVCA is requesting that City Council declare this project to install a reflexology walking circle and games table in Raoul Wallenberg Park as a municipal project and authorize the City Treasurer to accept donations and issue appropriate receipts.

Options to the Recommendation

The only option would be for City Council to deny the request to have this project declared as a municipal project. This may impact the ability of the VVCA to raise the required money to purchase and install the reflexology walking circle and games table.

Public and/or Stakeholder Involvement

The VVCA received feedback from neighbourhood residents that revealed a desire for improvements to the neighbourhood park. While not a specific recommendation for this park in the approved Varsity View Local Area Plan, the Local Area Plan identified that local residents place a high value on both active and passive recreational opportunities for all ages throughout the neighborhood.

Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project

Civic staff, including the Recreation and Community Development and Parks Divisions, will be involved in various elements of planning and installation of the new structure.

Communication Plan

Information updates on the reflexology walking circle and games table fundraising progress and installation will be provided to residents in the neighbourhood through the VVCA newsletter, website, and other means of communication.

Financial Implications

There will be an annual operating impact of \$1,200 for routine maintenance and inspections that will need to be incorporated within the Facilities and Fleet Management Division 2017 Operating Budget.

Safety/Crime Prevention Through Environmental Design (CPTED)

The reflexology walking circle and games table will be planned with appropriate City and CPTED design safety measures in mind and be subject to a CPTED review.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The project is expected to be completed by December 31, 2016.

Public Notice

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

Attachments

1. Aerial View of Reflexology Walking Circle and Games Table Location
2. Examples of Reflexology Walking Circle and Games Table
3. Letter from Varsity View Community Association President

Report Approval

Written by: Lisa Thibodeau, Community Consultant, Recreation and
Community Development
Mike Libke, Neighbourhood Services Manager, Recreation and
Community Development

Reviewed and
Approved by Lynne Lacroix, Acting General Manager, Community Services
Department

S/Reports/CD/2016/PDCS – Request to Declare Installation of a Reflexology Walking Circle and Games Table in Raoul Wallenberg Park as a Municipal Project/kt

Aerial View of Reflexology Walking Circle and Games Table Location



Examples of Reflexology Walking Circle and Games Table

Example of a Reflexology Foot Path:

A “Reflexology Foot Path” is a path designed to massage and stimulate acupressure points on the soles of the feet, which are connected to various energy meridians of the body. To create the reflexology foot path, soft and smooth river rocks (or cobblestone) are placed in the path to stimulate neurological reflex zones on the foot to create health and well-being.



Image courtesy of

http://4.bp.blogspot.com/E4wf6_rngc8/TbF6J7OiE6I/AAAAAAAAADMk/hyYH2B4c2qA/s320/bigstock_Chinese_Health_Path_2197951.jpg

Example of a Games Table:





December 10, 2015

Saskatoon City Council
City Hall
222 Third Avenue North
Saskatoon SK S7K 0J5

His Worship the Mayor and the members of City Council; Saskatoon

RE: Declaration Request for a Municipal Project

The Varsity View Community Association, which serves residents within the boundaries of the Varsity View and Grosvenor Park neighborhoods, strives to encourage a sense of community by improving the quality of life for the people of these neighbourhoods as well as promoting, developing, and organizing recreational, educational and social programs for our residents.

The Reflexology Walking Circle and Games Table project is in response to feedback from Varsity View residents about the amenities in their neighborhood parks. Residents have identified they would like more opportunities for relaxation and community connectivity. These amenities will encourage residents to utilize the park as a gathering place and participate in unstructured recreational activities.

The Varsity View Community Association is requesting that the Reflexology Walking Circle and Games Table project be considered a Municipal Project. In addition to private fundraising, Varsity View Community Association has been approved for a City of Saskatoon Park Enhancement Grant.

Thank you for your consideration of this request. If you have any questions regarding the Reflexology Walking Circle and Games Table project, please do not hesitate to contact me at (306) 373-9239 or by email at: nic.james@sasktel.net.
Best Regards,

A handwritten signature in black ink that reads 'James Perkins'. The signature is written in a cursive style with a long horizontal stroke at the end.

James Perkins, President
Varsity View Community Association



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Permit Rebates for Garden and Garage Suites – Proposed Policy Change

Recommendation of the Committee

1. That Innovative Housing Incentives Policy No. C09-002 be amended, as outlined in the January 4, 2016 report of the General Manager, Community Services Department, to provide rebates for permit and application fees for the creation of Garden and Garage Suites;
2. That the rate of permit rebates for Garden and Garage Suites be 100% for building and plumbing permits, and 25% for discretionary use application fees; and
3. That the recommendations in this report be retroactive to May 5, 2014.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Permit Rebates for Garden and Garage Suites – Proposed Policy Change

Recommendation

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

1. That Innovative Housing Incentives Policy No. C09-002 be amended, as outlined in this report, to provide rebates for permit and application fees for the creation of Garden and Garage Suites;
2. That the rate of permit rebates for Garden and Garage Suites be 100% for building and plumbing permits, and 25% for discretionary use application fees; and
3. That the recommendations in this report be retroactive to May 5, 2014.

Topic and Purpose

The purpose of this report is to amend Innovative Housing Incentives Policy No. C09-002 (Policy) so that permit and application fees for the development of Garden and Garage Suites can be rebated as attainable housing incentives.

Report Highlights

1. Garden and Garage Suites are new forms of attainable housing in the City of Saskatoon (City) that are expected to grow in popularity.
2. Garden and Garage Suites will provide needed housing, as identified in the City's 2013 – 2022 Housing Business Plan (Housing Plan).
3. Administration is recommending permit and application fee rebates as incentives to encourage the construction of these housing forms.
4. Proposed incentives for Garden and Garage Suites are consistent with incentives currently offered for Secondary Suites.

Strategic Goal

This report supports the City's long-term Strategic Goal of Quality of Life by increasing the supply and range of affordable housing options.

Background

During its December 3, 2007 meeting, City Council approved the 2008 Housing Business Plan that included provisions to rebate 100% of the permit fees for the creation and legalization of Secondary Suites. The legalization fee rebate was reduced from 100% to 25% over time, as the fee was increased to cover costs. The rebate fees are currently 25% of legalizing fees and 100% of the building permit fee. From January 1, 2008, to December 31, 2014, permit fees have been rebated on a total of 335 Secondary Suites.

Permit Rebates for Garden and Garage Suites – Proposed Policy Change

During its May 5, 2014 meeting, City Council approved amendments to Zoning Bylaw No. 8770 to allow for Garden and Garage Suites as an accessory to a one-unit dwelling. The Administration was delegated the authority to approve the suites as a discretionary use in all residential zoning districts.

Report

Interest Is Growing for Garden and Garage Suites

To date, there have been 16 applications for Garden and Garage Suites. Discretionary use approval has been granted for 5 of these applications. It is anticipated that the first Garden and Garage Suites will be ready for occupancy in early 2016, and that interest in the suites will grow as homeowners become more aware of these new housing forms.

Garden and Garage Suites Will Provide Needed Housing

The City's Housing Plan identifies the need for available market-priced and affordable rental units in all areas of the City. Garden and Garage Suites address these needs, and as these suites qualify for funding from the Saskatchewan Housing Corporation under the Secondary Suite Program, they can be offered at below-market rates to low-income tenants.

Permit Fee Rebates Are Recommended for Garden and Garage Suites

The Administration is recommending that the Policy be amended to allow for permit and application fee rebates for the creation of Garden and Garage Suites. This would provide incentives to encourage homeowners to create needed rental housing. The proposed Policy amendments are found in Attachment 1.

The Administration also recommends that the rebate include the full cost of building and plumbing permits, and 25% of the discretionary use fee. Building and plumbing permits cost \$600, on average, for a Garden or Garage Suite. The discretionary use application fee is \$1,500; therefore, the rebate would be \$375. In total, fees averaging \$975 would be rebated for each new suite created.

Proposed Incentives are Consistent with Secondary Suite Incentives

The proposed incentives for Garden and Garage Suites is consistent with the level of rebates offered to homeowners building Secondary Suites. The City currently rebates the full cost of building and plumbing permits for Secondary Suites, and 25% of the cost of a Legalizing an Existing Suite Occupancy Permit. The rates at which permit and application fees are rebated are reviewed annually, along with all housing incentives. Any proposed changes are brought forward in the Annual Status Report on the Housing Plan.

Options to the Recommendation

City Council could choose to not rebate permit and application fees for the creation of Garden and Garage Suites.

Permit Rebates for Garden and Garage Suites – Proposed Policy Change

Public and/or Stakeholder Involvement

No public consultation or stakeholder involvement is required.

Communication Plan

The financial incentives will be advertised on the City's website, and information will be provided directly to all homeowners applying for discretionary use approval to build a Garden or Garage Suite.

Policy Implications

The recommendations in this report propose changes to Innovative Housing Incentives Policy No. C09-002, as described in Attachment 1.

Financial Implications

It is estimated that 12 new Garden and Garage Suite applications will be received in 2016. With an average rebate of \$975, an allocation of \$21,450 will be required in 2016.

The funding source is the Affordable Housing Reserve, which currently has an uncommitted balance of \$61,159; an amount more than sufficient to cover the cost of this proposal in 2016. Going forward, funding will be allocated annually as part of the process of setting targets and funding allocations for the Housing Plan.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The effectiveness of these incentives will be reviewed at the end of 2016, and any future changes will be included in the annual status report on the Housing Plan that will be presented to City Council in March 2017.

Public Notice

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

Attachment

1. Proposed Amendments to Innovative Housing Incentives Policy No. C09-002

Report Approval

Written by: Daryl Sexsmith, Housing Analyst, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CP/2016/PDCS – Permit for Garden and Garage Suites – Proposed Policy Change/lc

Proposed Amendments to Innovative Housing Incentives Policy No. C09-002

The recommended amendments to Innovative Housing Incentives Policy No. C09-002 (Policy) to allow for the rebate of permit and application fees for the creation of new Garden and Garage Suites are shown below. Additional amendments of a housekeeping nature are recommended to the Policy, related to City Council's new committee structure that was adopted on July 1, 2014.

Underlined sections are proposed additions to the Policy.

2. Definitions

2.10 Garden Suite – any dwelling unit that meets the definition of a garden suite, according to the City of Saskatoon Zoning Bylaw.

2.11 Garage Suite – any dwelling unit that meets the definition of a garage suite according to the City of Saskatoon Zoning Bylaw.

3. Eligibility Criteria

3.3 Eligibility Criteria - Garden, Garage, and Secondary Suites

- a) All garden, garage and secondary suites are eligible for this incentive provided they comply with the City of Saskatoon Zoning Bylaw, or are seeking zoning compliance through the Legalizing Existing Suites Program.
- b) The property (i.e. land and building) shall pay full property taxes or an equivalent grant-in-lieu, unless abated or exempted under other programs, policies or legislation.
- c) Section 3.1, "Eligibility Criteria – Affordable Housing", does not apply.

4. Financial Incentives

4.7 Incentives for Secondary, Garden, and Garage Suites

- a) The City will provide rebates or partial rebates of the following fees for the creation of new secondary garden, or garage suites, or the legalizing of existing suites:
 - i) building permit;
 - ii) development permit;

- iii) plumbing permit; ~~and~~
- iv) legalizing an existing suite occupancy permit; and
- v) discretionary use application fee.

5. Releasing Financial Incentives and Holdbacks

5.3 Secondary, Garden, and Garage Suite Incentives

- a) Permit rebates for the creation of secondary, garden, or garage suites or legalizing of ~~secondary~~ suites will not be made until the ~~secondary~~ suite is complete.
- b) A ~~secondary~~ suite will be considered complete when all plumbing and building permits relating to the ~~secondary~~ suite and principal dwelling are paid and closed and a Legalizing an Existing Suite Occupancy Permit has been issued (where applicable).
- c) The payment will be made to the individual(s) or corporation that owned the property on the date that the ~~secondary~~ suite was complete.

6. Responsibilities

6.1 Administration

- a) Receive, review, and approve/reject applications for permit and application fee rebates for the creation of new garden, garage, and secondary suites.
- b) Receive and review applications for ~~assistance~~ the Affordable Housing Capital Contribution, the Affordable Housing Property Tax Abatement, the Waiving of Offsite Levies for Affordable Housing, the Purpose-Built Rental Housing Capital Contribution, the Purpose-Built Rental Housing Property Tax Abatement, and the Mortgage Flexibilities Support Program and provide recommendations to the ~~Planning and Operations Committee Standing Policy Committee on Planning, Development and Community Services.~~
- c) Facilitate awareness of this program to encourage innovative additions to and enhancement and preservation of the City's affordable housing stock.

- d) Facilitate discussions with other public funding agencies to monitor and identify housing needs in the community.
- e) Advise the ~~Planning and Operations Committee~~ Standing Policy Committee on Planning, Development and Community Services on the achievement of the objectives of this Policy.

6.2 ~~Planning and Operations Committee~~ Standing Policy Committee on Planning, Development and Community Services

- a) Review all applications for ~~assistance and provide the Affordable Housing Capital Contribution, the Affordable Housing Property Tax Abatement, the Waiving of Offsite Levies for Affordable Housing, the Purpose-Built Rental Housing Capital Contribution, the Purpose-Built Rental Housing Property Tax Abatement, and the Mortgage Flexibilities Support Program.~~ Approve or reject applications that do not include a property tax abatement, tax redirection, or the waiving of offsite levies. Provide recommendations to City Council- on all applications that include tax abatements, tax redirection, or the waiving of offsite levies.
- b) Review and recommend updates to this policy to City Council, ~~in consultation with the Administration and Finance Committee.~~

6.3 City Council

- a) Review and approve/reject applications for financial assistance that include a tax abatement, tax redirection, or the waiving of offsite levies.
- b) Review and approve amendments to this policy.
- c) Annually review and, when appropriate, direct application of this policy to better serve target populations identified as being in greatest need for housing assistance.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Innovative Housing Incentives – Saskatoon Housing Coalition - 323 Camponi Place

Recommendation of the Committee

1. That funding of 10% of the total capital cost for the development of 20 rental units at 323 Camponi Place, estimated at \$276,548, be approved;
2. That the cash grant be paid in six installments, as outlined in the January 4, 2016 report of the General Manager, Community Services Department;
3. 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; and
4. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Innovative Housing Incentives – Saskatoon Housing Coalition - 323 Camponi Place

Recommendation

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

1. That funding of 10% of the total capital cost for the development of 20 rental units at 323 Camponi Place, estimated at \$276,548, be approved;
2. That the cash grant be paid in six installments, as outlined in this report;
3. 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; and
4. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to recommend that a 10% capital grant be given toward the cost of construction of 20 housing units operated by the Saskatoon Housing Coalition at 323 Camponi Place.

Report Highlights

1. Saskatoon Housing Coalition is building 20 rental units at 323 Camponi Place.
2. The Administration is recommending a 10% capital grant estimated to be \$276,548 and a five-year incremental tax abatement valued at \$35,500.
3. Saskatoon Housing Coalition is working to secure funding from the Saskatchewan Housing Corporation and other sources.

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

In 2007, the Saskatoon Housing Coalition purchased a site on Camponi Place from the City through a direct sale of land for the purpose of building affordable housing on this site.

On May 21, 2013, City Council approved funding for 10% of the total capital cost for the construction of phase one of this project at 319 Camponi Place. Phase One included 20 transitional rental housing units for \$300,000. Additionally, City Council approved a five-year tax abatement on the incremental taxes to the property.

On November 30, 2015, City Council set the 2016 housing target at 400 units across the attainable housing continuum of which 32 units are targeted to be affordable rental units. City Council allocated \$500,000 to the Affordable Housing Reserve in support of this target.

Report

Saskatoon Housing Coalition is Constructing 20 Rental Units at 323 Camponi Place

The Saskatoon Housing Coalition is planning to construct an additional 20-unit rental building for Phase Two of their development at 323 Camponi Place. These units will be used as affordable supportive housing for adults living with severe and persistent mental illnesses.

The Saskatoon Housing Coalition will be offering supportive services; each resident will be assigned to a community 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. Attachment 1 provides a rendering of the proposed building.

Project Evaluation and Capital Grant Amount

The total cost of an additional building of 20 rental units is estimated to be \$2,765,476. The Saskatoon Housing Coalition's application for financial assistance was evaluated by Neighbourhood Planning using the Capital Grant Project Evaluation Matrix and was awarded ten points, which equates to a 10% capital grant estimated to be \$276,548. A copy of the evaluation has been provided in Attachment 2.

On previous projects, the Saskatchewan Housing Corporation would provide cash advances as construction proceeded on both municipal and provincial grants; however, Saskatchewan Housing Corporation is no longer able to advance the municipal portion. Therefore, the Saskatoon Housing Coalition is requesting that the City's grant be paid in six installments of \$46,091.00, with the last installment acting as an adjustment for any differentials in actual cost. These are the stages in which the grant installment will be paid out:

- i) land secured;
- ii) building permit issued;
- iii) foundation complete;
- iv) roof complete and lockable exterior door in place;
- v) occupancy; and
- vi) all deficiencies complete.

The 20 affordable rental units also qualify for a five-year incremental property tax abatement under the provisions of the Policy. The Assessment and Taxation Division estimates the value of the incremental property tax abatement to be \$7,100 per year or \$35,500 over the five-year period.

Funding Commitments from Other Sources

The Saskatoon Housing Coalition is currently working to secure government funding from the Saskatchewan Housing Corporation. The Saskatoon Housing Coalition has also requested a mortgage of \$596,810 from Affinity Credit Union. Currently, the Saskatchewan Housing Coalition owns the land for this project and has committed land in kind of \$212,100 for this project.

Options to the Recommendation

City Council could choose to not provide financial incentives for this project. Choosing this option would represent a departure from Innovative Housing Incentives Policy No. C09-002 (Policy).

Public and/or Stakeholder Involvement

Public consultation is not required for this project.

Communication Plan

A news release and/or media event will be organized upon completion of the project by the Saskatoon Housing Coalition and include other levels of government involved in funding the project.

Financial Implications

The funding source for the \$276,548 capital grant is from the Affordable Housing Reserve. A total of \$689,600 is available for capital grants in 2016. If this project is approved, an allocation of \$413,052 would remain available for grants in 2016, which is sufficient to achieve the 12 remaining units in the 2016 target.

Policy Implications

This request is contrary to Innovative Housing Incentives Policy No. C09-002, which states that grants will be paid in full on completion. The Saskatoon Housing Coalition is requesting an exception to Policy because it will save them significant borrowing costs that would eventually be passed along to their renters. The Saskatoon Housing Coalition already owns the land, having committed the land in kind for this project.

The Administration supports an exception in Policy in this instance due to the Saskatoon Housing Coalition's track record and long-standing service in affordable housing in Saskatoon.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The project is scheduled to be completed by September 1, 2016.

Public Notice

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

Attachments

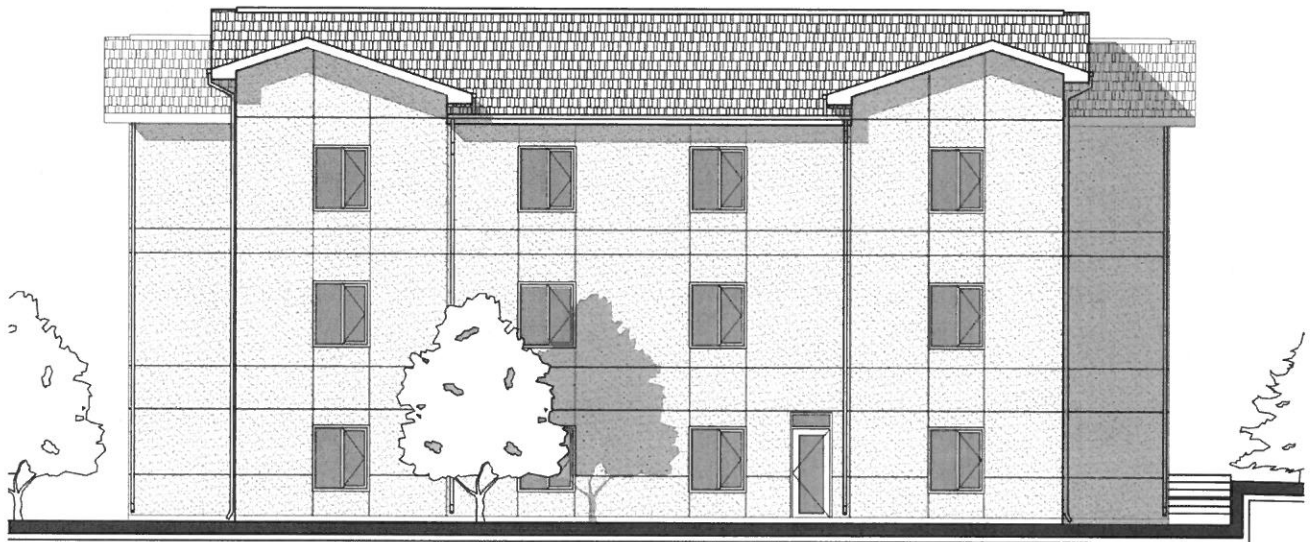
1. Rendering of Completed 323 Camponi Place
2. Point System, Project Evaluation - Innovative Housing Incentive Program – Capital Grant Project Evaluation Matrix

Report Approval

Written by: Michael Kowalchuk, Planner, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S/Reports/CP/2016/PDCS – Innovative Housing Incentives – Saskatoon Housing Coalition – 323 Camponi Place/ks

Rendering of Completed 323 Camponi Place



Point System, Project Evaluation
Innovative Housing Incentive Program – Capital Grant Project Evaluation Matrix

A points system has been developed to achieve various targets within the Housing Business Plan. The Innovative Housing Incentive Program is the City of Saskatoon's (City) main incentive program for affordable and special-needs housing. The program offers a capital grant of up to 10% of the total capital cost of affordable housing projects. Housing created under this incentive must be provided to households within incomes below the Saskatchewan Household Income Maximums (SHIMs) described in Appendix 2 of the Housing Business Plan.

The program offers a base level of municipal support equal to 3% of the total capital costs. The capital grant can be increased to a maximum of up to 10% of the total capital cost of affordable housing projects. Grants are calculated on a points system matrix, with extra points assigned for each housing priority addressed within the City's Housing Business Plan.

Below is the point evaluation score for the project located at 323 Camponi Place and the corresponding capital grant percent.

Proponent	Project Location	Date Application Received	Date Application Evaluated
Saskatoon Housing Coalition	323 Camponi Place	June 25th, 2015	July 30th, 2015
Housing Business Plan Priority	Criteria	Possible Points %	Points Earned
Base Grant	Projects must serve households below provincial SHIMs.	3	3
Leveraging Funding from Senior Levels of Government	Secured funding from federal or provincial government under an eligible grant program.	2	2
Significant Private Partnership	There is a significant donation (at least 10% in-kind or donation) from a private donor, faith group, or service club.	1	0
Accessible Housing	At least 5% of units meet barrier-free standards.	1	1
Neighbourhood Revitalization	Project improves neighbourhood by:		
	a) renovating or removing rundown buildings; and/or b) developing a vacant or brownfield site.	1 1	0 0
Mixed Tenure Development	Project has a mix of affordable/market units or a mix of rental/ownership.	1	0
Safe and Secure Housing	Landlord is committed to:		
	a) obtaining Crime Free Multi-Housing certification for the project, and/or b) incorporating CPTED principles into design.	1 1	1 0

Housing Business Plan Priority	Criteria	Possible Points %	Points Earned
Supportive Housing	The proposal includes ongoing supports for residents for assistance in staying housed such as drug and alcohol free, cultural supports, elements of Housing First.	1	1
Meets Specific Identified Housing Need	Project meets an identified housing need from a recent study such as: a) homelessness; b) large family housing (three bedrooms or more); c) accommodation for students; and d) Aboriginal housing.	2	2
Innovative Housing	Project uses innovative design, construction technique, materials, or energy-saving features.	1	0
Innovative Tenure	Innovative Housing tenures such as Rent to Own, Life Lease, Land Trust, Sweat Equity, Co-op Housing, or Co-Housing.	1	0
Notes:			Total Points and Capital Grant Percent Earned 10% 10 Points = 10% Capital Grant



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Bridge Naming Options and Process

Recommendation of the Committee

That the report of the General Manager, Community Services Department, dated January 4, 2016, be received as information.

History

At the January 4, 2016 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated January 4, 2016, was considered.

A number of options for the naming of bridges and other civic property were presented in the January 4, 2016 report of the General Manager, Community Services. However, following review of this matter, your Committee is not recommending any changes to the Naming Policy at this time.

Attachment

January 4, 2016 report of the General Manager, Community Services Department.

Bridge Naming Options and Process

Recommendation

That the report of the General Manager, Community Services Department, dated January 4, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide information on the options and process for naming bridges and other civic property.

Report Highlights

1. Traffic bridges in Saskatoon are typically given a name that reflect their locational or geographic reference.
2. The Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy) provides the requirement for City Council approval to name or rename specific municipally-controlled property, including bridges.
3. As per the Naming Policy, City Council has the ability to request a name, approve a requested name, or utilize public engagement to name civic infrastructure.
4. Potential amendments to the Naming Policy, for the naming of bridges and other pieces of major civic infrastructure, are attached to this report.

Strategic Goal

This report supports the Strategic Goal of Continuous Improvement through continued monitoring and updating of City of Saskatoon (City) policies, as required.

Background

At the August 17, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, the Committee resolved:

“that the matter [of creating a bridge naming process] be referred to the Administration to create a policy for the naming of bridges and report back on a timely basis.”

Report

Bridge Naming In Saskatoon

Of the pedestrian and traffic bridges in Saskatoon, six have been given official names by City Council:

- i. The Broadway Bridge in 1933;
- ii. The Circle Drive Bridge (commonly referred to as the Circle Drive North Bridge) in 1983;
- iii. The Senator Sid Buckwold Bridge in 2001;

- iv. The University Bridge, formally named in 2006;
- v. The Traffic Bridge, formally named in 2007; and
- vi. The Circle Drive South Bridge in 2013.

As with other Canadian municipalities, the common practice for naming traffic bridges in Saskatoon is to apply a locational reference (i.e. named after the street that connects to it). Attachment 1 outlines how traffic bridges are named in other Canadian municipalities.

Naming Policy In Saskatoon

The Naming Policy outlines guidelines for the naming of civic infrastructure. The primary guideline for naming is for ease of identification and avoidance of confusion for the public. Echoing this guideline, all of Saskatoon's existing bridges are formally or informally named for this purpose, referencing the roadway connecting to the bridge (or a major institution as is the case with the University Bridge). One exception to this naming choice is the Senator Sid Buckwold Bridge, named by City Council to commemorate the former Mayor in 2001. The discretion for City Council to name or rename specific infrastructure, including requesting the use of public engagement, continues as part of the Naming Policy.

Options Available for Bridge Naming

As per the Naming Policy, City Council has the ability to request a name, approve a name requested by an individual or organization, and utilize public engagement (including a naming contest) for the naming of a bridge, as with other specific naming or renaming requests for municipally-owned or controlled facilities. This is consistent with infrastructure naming policies from other municipalities. The renaming of Circle Drive South Bridge would require City Council approval. Previous options presented to this committee for a naming process are attached (see Attachment 2).

Possible Policy Amendment for Major Civic Infrastructure (including Bridges)

If there is a desire for more clarity around the naming of bridges and other pieces of major civic infrastructure, Attachment 3 provides suggested principles around which the policy would be amended. In summary, these principles would add clarity to issues of:

- The proactive naming of major civic infrastructure in advance of opening;
- The definition of "major civic infrastructure";
- Identifying that City Council would have the responsibility for selecting the name for major civic infrastructure; and
- The role of the Naming Advisory Committee.

Options to the Recommendation

City Council has the option to amend the Naming Policy to require a naming process be implemented during the planning stages of large civic projects, such as bridges or civic buildings.

Communication Plan

Appropriate communication strategies and plans would be developed to match any policy direction chosen by Committee.

Policy Implications

Options to apply a name to a traffic bridge exist through the Naming Policy. No amendments are required at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required at this time.

Public Notice

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

Attachments

1. Bridge Naming - Canadian Municipality Review
2. Report of General Manager, Community Services Department, Dated August 17, 2015
3. Council Policy C09-008 – Naming of Civic Property and Development Areas with Prepared Policy Amendments for Specific Naming of Major Civic Infrastructure.

Report Approval

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

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BF 072-15

Bridge Naming – Canadian Municipality Review

Municipality	Bridge Names Primarily Based on...	Names Applied By...
Saskatoon	Locational Reference or as directed by City Council.	<ul style="list-style-type: none"> • Mayor – for general and specific requests where a name is already found on the Names Master List (NML). • City Council – for specific naming requests, including for municipally-owned or controlled facilities, where the name is not already found on the NML and for all renaming requests.
Winnipeg	Unnamed unless directed by City Council.	<ul style="list-style-type: none"> • Community Committee – applies all street and park names that are located within their geographical boundary and adds names to their reserve list. • City Council – applies renaming and honorary names. • Mayor – applies honorary names.
Calgary	After prominent individuals or geographic location.	<ul style="list-style-type: none"> • City Council – applies all names.
Edmonton	Naming committee process for all civic infrastructure.	<ul style="list-style-type: none"> • Naming Committee - (One member of the Edmonton Historical Board; six citizens at large) – applies all names.
Regina	Locational reference.	<ul style="list-style-type: none"> • Civic Naming Committee (Six members of Administration) – applies street and park names. • City Council – renaming only.
Halifax	Locational reference.	<ul style="list-style-type: none"> • Regional Council - applies all asset names with the exception of street names, which are applied by the Administration from a pre-approved list of names (both administrative and commemorative). • Administrative names list includes names that have already been applied or are based on a locational reference to a community. • Commemorative names list includes people, groups of people, historical events, topographic features, and native flora and fauna.
Ottawa	At the direction of City Council, the Commemorative Naming Committee process is used. Otherwise unnamed.	<ul style="list-style-type: none"> • The Director of Building Code Services Branch is responsible for the application of commemorative street names. • City Council - applies all commemorative names for parks and facilities.

**Report of General Manager, Community Services Department,
Dated August 17, 2015**

Name Suggestion for South Bridge (Options for a Possible Naming Process)

Recommendation

That the report of the General Manager, Community Services Department, dated August 17, 2015, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide options for a process to engage the public in the naming of the Circle Drive South Bridge.

Report Highlights

1. There are several options for a naming process that would engage the public.
2. One option includes an internally-led engagement process, drawing on staff resources from Corporate Communications, Community Services Marketing, and Planning and Development.
3. A second option is to issue a Request for Proposals (RFP) to local media groups to develop and lead the initial promotion and administration of a naming engagement process.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by outlining a potential process for engaging citizens in a naming process that would celebrate the city's heritage and culture.

Background

During its June 10, 2013 meeting, City Council adopted the recommendations of the Naming Advisory Committee (NAC) that the new south bridge be named "Circle Drive South Bridge" and that naming options be further reviewed at the appropriate time.

During its November 3, 2014 meeting, the Standing Policy Committee (SPC) on Planning, Development and Community Services (PDCS) considered a report from the General Manager, Community Services Department, providing information on the possibility and process for a naming contest for the Circle Drive South Bridge and resolved:

"That the Administration be requested to report back on a more cost-effective option for proceeding with a possible naming process."

Report

Process Options

This report outlines options for a south bridge naming process that engages citizens, while remaining consistent with Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).

Sample Processes

1. City-Led Process:

This process would include:

- a) a call for public naming submissions;
- b) a preliminary screening by the Administration;
- c) short listing by the NAC;
- d) a public voting process; and
- e) concluding with a final name decision by City Council.

To be cost-effective, while remaining wide reaching, promotional activities would include:

- a) news releases to generate interest from local news outlets;
- b) social media engagement;
- c) media interviews with the Administration and City Council;
- d) a utility bill insert mailed to households; and
- e) posters at all civic facilities.

Name submissions and voting would take place online using the Shaping Saskatoon Community Engagement website (shapingsaskatoon.ca) and would be accepted by mailing in or dropping off ballots for those without Internet access. It is expected that many citizens would have an opportunity to participate.

2. Media-Led Promotion:

A cross section of local media groups was contacted to gauge interest in a potential bridge-naming engagement and advertising campaign. All media groups contacted expressed interest in participating should the opportunity be made available. Preliminary ideas around contest logistics typically involved:

- a) live on-air promotions;
- b) website and social media advertising and promotions; and
- c) online voting.

To ensure a fair selection process and transparency, an RFP would be issued to media group(s) and/or media partnerships (i.e. a combination of radio and television) to develop and lead the initial promotion and administration of a naming engagement process. As required by the Naming Policy, the chosen media group would be required to present submissions to the NAC for name selection.

The media groups expressed interest in a partnership to run the promotion of the naming process and anticipate a reasonable City budget to ensure a successful

Name Suggestion for South Bridge (Options for a Possible Naming Process)

process. The exact amount of the City's contribution would not be known until after proposals are received through a formal request process. A potential risk of this option is that media groups not awarded the RFP may not publicize the engagement, and the promotion may reach a limited audience.

3. Other Options

Other options were identified in the report of the General Manager, Community Services Department, dated October 6, 2014 (see Attachment 1).

Staff Support

For the City-led process, promotional costs would be nominal; however, there would be some draw on internal staff resources from Corporate Communications, Community Services Marketing, and Planning and Development.

For the media-led process, a media group would partner with the City to administer and promote the naming contest. It would be unknown until after the RFP closes what the total cost of this partnership may involve. The media group would have to ensure naming suggestions meet the basic requirements of the Naming Policy.

Options to the Recommendation

The option does exist to permanently apply the existing name, Circle Drive South Bridge.

Public and/or Stakeholder Involvement

A cross section of local media groups was contacted to gauge interest in a potential bridge-naming engagement and advertising campaign. Additionally, naming suggestions for the South Circle Drive Bridge have been received by the Administration on an ad hoc basis. In all cases, these submissions have been added to the corporate file to be considered at a future date. If City Council decides to proceed with an engagement process, these individuals will be contacted directly and invited to submit formally under the naming engagement process.

Communication Plan

If City Council supports the development of a naming engagement process, the Administration would report back with a detailed process and communication plan.

Policy Implications

The naming engagement processes described in this report would be structured in such a way as to be consistent with the Naming Policy.

Financial Implications

If City Council supports proceeding with the development of a naming engagement process, the Administration would report back with a detailed process.

Funds required for the City-led option would be approximately \$5,000 and used mainly

Name Suggestion for South Bridge (Options for a Possible Naming Process)

for the printing of utility bill inserts and posters. Supporting staff and online resources may impact timelines on other projects.

For a media-led process, the cost is unknown and dependant on the RFP results. To encourage competitive applications and ensure the development, promotion, and administration of an adequate process, a reasonable budget would be required.

Should the Circle Drive South Bridge be renamed, there would be additional costs for implementing the chosen name, including mapping and sign changes.

Other Considerations/Implications

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

Due Date for Follow up and/or Project Completion

If the SPC on PDCS recommends, and City Council supports, the development of a naming engagement process, the Administration would report back by January 2016, with a detailed plan that would include a timeframe for delivery.

Public Notice

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

Attachment

1. Report of the General Manager, Community Services Department, dated October 6, 2014 - Name Suggestion for South Bridge (Naming Contest – Evaluation of Possibility and Process)

Report Approval

Written by: Daniel McLaren, Planner, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

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

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BF 132-14

FINAL/APPROVED – R. Grauer – August 4, 2015

Council Policy No. C09-008 – Naming of Civic Property and Development Areas with
Prepared Policy Amendments for Specific Naming of Major Civic Infrastructure

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE <i>Naming of Civic Property and Development Areas</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>November 18, 1991</i>
		UPDATED TO <i>May 5, 2014</i>
ORIGIN/AUTHORITY <i>Planning and Development Committee Report No. 33-1991; Planning and Operations Committee Report No. 17-2000; Administrative Reports No. 9-2002, 1-2005, 10-2008; and Executive Committee Report No. 7-2014</i>	CITY FILE NO. <i>CK. 500-1 & 6310-1 and PL. 4001-5</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

To ensure proper screening of suggested names and consistency with Council naming guidelines, and to avoid duplication in the naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks.

2. DEFINITIONS

- 2.1 Municipally-owned or Controlled Facility - any building, or structure owned by or under the direction and control of the City, including bridges, civic buildings, firehalls, substations, etc. The naming of halls, rooms, or other facilities within a municipally-owned or controlled facility, and libraries are excluded from this policy.
- 2.2 Names Master List – a master list, kept in the Mayor’s Office, containing all screened and approved name suggestions for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks. The Names Master List is divided into two categories: Assigned Names and Unassigned Names.
- 2.3 Neighbourhood - for purposes of this policy, a neighbourhood is any residential development area recognized by the City of Saskatoon Development Plan as a neighbourhood, or a residential section having distinguishing characteristics.
- 2.4 Suburban Development Area - an area consisting of multiple neighbourhoods and includes housing and related facilities for approximately 50,000 persons.

CITY OF SASKATOON COUNCIL POLICY

NUMBER C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>2 of 10</i>

2.5 Street - for the purpose of this policy, a street is any roadway (excluding laneways and unimproved right-of-ways) under the direction and control of the City of Saskatoon.

2.6 Park - for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of City land not suitable for Park development are excluded from this policy. The naming of sports fields, dog parks, or other amenities within a park are excluded from this policy. Leisure Centres and other community centres that may be located in a park are not excluded from this policy.

NEW

2.7 **Major Civic Infrastructure (new)** – for the purpose of this policy, a piece of major civic infrastructure is a large facility, public work, amenity, bridge, or other structure which has a significant city and/or regional use or impact.

3. POLICY

Suburban Development Areas, Neighbourhoods, Streets, Parks and major municipally-owned or controlled facilities, shall be named. Names are to be chosen from a pre-screened Names Master List.

3.1 Names Master List

a) A Names Master List for naming municipally-owned or controlled facilities (excluding libraries), streets, suburban development areas, neighbourhoods and parks, shall be created by the Naming Advisory Committee and approved by City Council. Libraries will be named by the Board of the Saskatoon Public Library.

b) The Names Master List shall be kept in the Mayor’s Office.

3.2 Naming Advisory Committee

a) A Naming Advisory Committee shall be formed to review and screen all suggestions and requests for naming municipally-owned or

CITY OF SASKATOON COUNCIL POLICY

NUMBER
<i>C09-008</i>

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>3 of 10</i>

controlled facilities, streets, suburban development areas, neighbourhoods and parks.

- b) The Naming Advisory Committee shall be comprised of the following members:
 - i) The Mayor;
 - ii) Two (2) City Councillors (appointed by City Council); and
 - iii) Three (3) members from the Administration.

- c) The two City Councillors shall be appointed to serve on the Naming Advisory Committee for a one (1) year term.

- d) The Naming Advisory Committee shall appoint a chair and shall meet at the call of the Chair.

- e) The Naming Advisory Committee shall screen all requests and suggestions for naming, or renaming, municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks to ensure that each suggestion or request meets the Council Guidelines for naming as set out in 3.3 below.
 - i) Deliberations regarding the screening of names may be carried out In-Camera at the Discretion of the Chair; however the outcome of all committee decisions regarding name screening shall be public information.

- f) The Naming Advisory Committee shall report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.

- g) The Naming Advisory Committee may also report and recommend to Council on any other matter related to this policy.

3.3 Guidelines

- a) The screening of new name submissions for the naming or renaming of municipally-owned or controlled facilities, streets, suburban

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>4 of 10</i>

development areas, neighbourhoods and parks, shall be done in consideration of, but not limited to, the following criteria:

- i) Outstanding contribution by any individual from the public at large, in any of the following ways:
 - A person who has demonstrated excellence, courage, or exceptional dedication to service in ways that bring special credit to the City of Saskatoon, Province of Saskatchewan, or Canada;
 - A person who has volunteered significant amounts of time, effort, and/or resources to support community services or humanitarian causes;
 - A person who has risked his or her life to save or protect others; and
 - A person who has achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit to the City of Saskatoon, Province of Saskatchewan, or Canada.
- ii) Former Department Heads, City Managers, Fire Chiefs, or elected officials of the City of Saskatoon;
- iii) Historical names celebrating an historic event or figure;
- iv) Names which recognize the flora and fauna of the local area or the geographical or topographical feature of the local area; and
- v) The name of a person or a name other than a person may be added to the Names Master List when unique or extenuating circumstances warrant.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
<i>C09-008</i>

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>5 of 10</i>

- b) The naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks, shall be done in consideration of, but not limited to, the following guidelines:
- i) Ease of identification and avoidance of confusion for the public;
 - ii) Consistency in the theme of an area;
 - iii) Purpose of facility and logical connection to the name;
 - iv) The suffix ‘Street’ will be reserved for streets that are aligned east to west, and the suffix ‘Avenue’ will be reserved for streets that are aligned north to south;
 - v) Surnames alone will be used for the naming of streets, urban development areas, and neighbourhoods;
 - vi) The surname alone will be used for the naming of municipally-owned or controlled facilities and parks, except in the case of former elected officials of the City of Saskatoon, where given name(s) and surname together may be used;
 - vii) For the naming of fire halls, any former Fire Chief of the City of Saskatoon, serving a minimum of five (5) years;
 - viii) For the naming of electrical substations, any former Electrical Distribution Department Head;
 - ix) An external party may become a title sponsor (namesake) of a future or existing facility in recognition for its funds, goods, and service support, as set out in Council Policy C09-028, “Sponsorship”;
 - x) When a name has been applied, it will be removed from the Unassigned Names category of the Names Master List and placed in the Assigned Names category. Names of former elected officials of the City of Saskatoon will be identified in both categories;

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>6 of 10</i>

- xi) The naming must not result in, or be perceived to confer, any competitive advantage, benefit or preferential treatment to the named party;
- xii) Names applied to extensions of streets should normally be the same as the existing street that is being extended; and
- xiii) The name of an extension of an existing street may be applied administratively where the name being applied is the same as the name of the existing street.

3.3.1 Duplicate Surnames

- a) Subject to the approval of City Council as provided in this policy, where a name submission duplicates a surname that is on the Names Master List or that has been used for naming or renaming:
 - i) in the case of an individual who is not a former elected official of the City of Saskatoon, the individual's history will be acknowledged in the Names Master List without creating a new record or in the City's naming records, as appropriate; and
 - ii) in the case of an individual who is a former elected official of the City of Saskatoon, the name will be added to the Names Master List and given name(s) and surname may be applied together to a municipally-owned or controlled facility, suburban development area, neighbourhood, or park.

3.4 Suggestions for Adding to Names Master List

- a) All suggestions for adding names to the Names Master List for naming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks shall be submitted to the Community Services Department, Planning and Development Division.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
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<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>7 of 10</i>

- b) All suggestions will be screened by the Naming Advisory Committee and forwarded to City Council for approval.

3.5 Requests for Naming Specific Municipally-Controlled Property

- a) All requests for a name to be applied to a specific municipally-owned or controlled facility, street, suburban development area, neighbourhood or park shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Naming Advisory Committee will screen all requests for naming a specific municipally-controlled property and forward a recommendation to Council for approval.

3.6 Requests for Renaming a Specific Civic-Controlled Property

- a) All requests for the specific renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks shall be submitted to the Community Services Department, Planning and Development Division.
- b) The Community Services Department, Planning and Development Division shall notify all property owners, civic departments, agencies, community associations, etc. who may be affected by the proposed renaming and gather comments.
- c) The Naming Advisory Committee will screen all requests for renaming any municipally-controlled property and forward a recommendation to Council for approval.
- d) The City of Saskatoon will not normally provide compensation for any costs associated with a name change.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>8 of 10</i>

3.7 Selection of Names from Names Master List

- a) Upon request from the Community Services Department, the Mayor will select the appropriate name for each municipally-owned or controlled facility, street, suburban development area, neighbourhood or park from the Names Master List.
- b) Upon selection of name(s) by the Mayor, the Community Services Department will forward a brief report to City Council noting the selection(s) for Council's information.

3.8 Naming Contests

- a) Any naming contests to name municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks shall be consistent with the intent of this policy.
- b) Naming contest rules will be approved by the Naming Advisory Committee and City Council.

3.9 Re-use of Names

- a) Names from renamed or decommissioned municipally-owned or controlled facility, streets, and parks will normally be transferred to the Unassigned Names category of the Names Master List and flagged with a high priority for re-use.
- b) In the case of reused street names, a note will be included within the Names Master List that the same suffix cannot be re-used to avoid any confusion.

NEW

3.10 Naming of Major Civic Infrastructure (new)

- a) All requests for a name to be applied to Major Civic Infrastructure shall be submitted to the Community Services Department, Planning and Development Division.

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NUMBER
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
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NEW

- b) The Naming Advisory Committee will collect and screen all requests for naming Major Civic Infrastructure using the guidelines in this policy and forward a recommendation to City Council for approval.
- c) Final approval for the naming of Major Civic Infrastructure shall be the responsibility of City Council.
- d) The naming of Major Civic Infrastructure shall occur prior to the opening of the infrastructure for general use.

4. RESPONSIBILITIES

4.1 City Council

- a) Approves all names to be included on the Names Master List for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.
- b) Receives and approves all requests for naming, or renaming, specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks, including Major Civic Infrastructure (**new**)

NEW

4.2 Office of the Mayor

- a) Selects names for municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks upon request from the Community Services Department.
- b) Keeps the Names Master List on file for use when appropriate.
- c) Notifies the nominator and/or family when a name is selected for use.

4.3 Naming Advisory Committee

- a) Recommends amendments to this policy to City Council.

CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C09-008</i>

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>10 of 10</i>

- b) Screens all suggestions for adding new names to the Names Master List, naming a specific municipally-controlled property and renaming of any municipally-controlled property and recommends support or non-support of suggestion to City Council.

4.4 Community Services Department – Planning and Development Division

- a) Receives all suggestions and requests for naming or renaming of any municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.
- b) Forwards all suggestions and requests for naming or renaming to the Naming Advisory Committee for screening and recommendation.
- c) Notifies applicants of the opportunity to be heard by the Naming Advisory Committee.
- d) Prepares information reports to Council upon selection of names from the Names Master List by the Mayor.
- e) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.
- f) Performs all related administrative duties associated with the effective administration of this policy.
- g) Applies street names to street extensions when appropriate.

4.5 City Clerks Office

- a) Prepares reports to City Council on behalf of the Naming Advisory Committee recommending that new names be added to the Names Master List, and the naming, or renaming, of specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-008

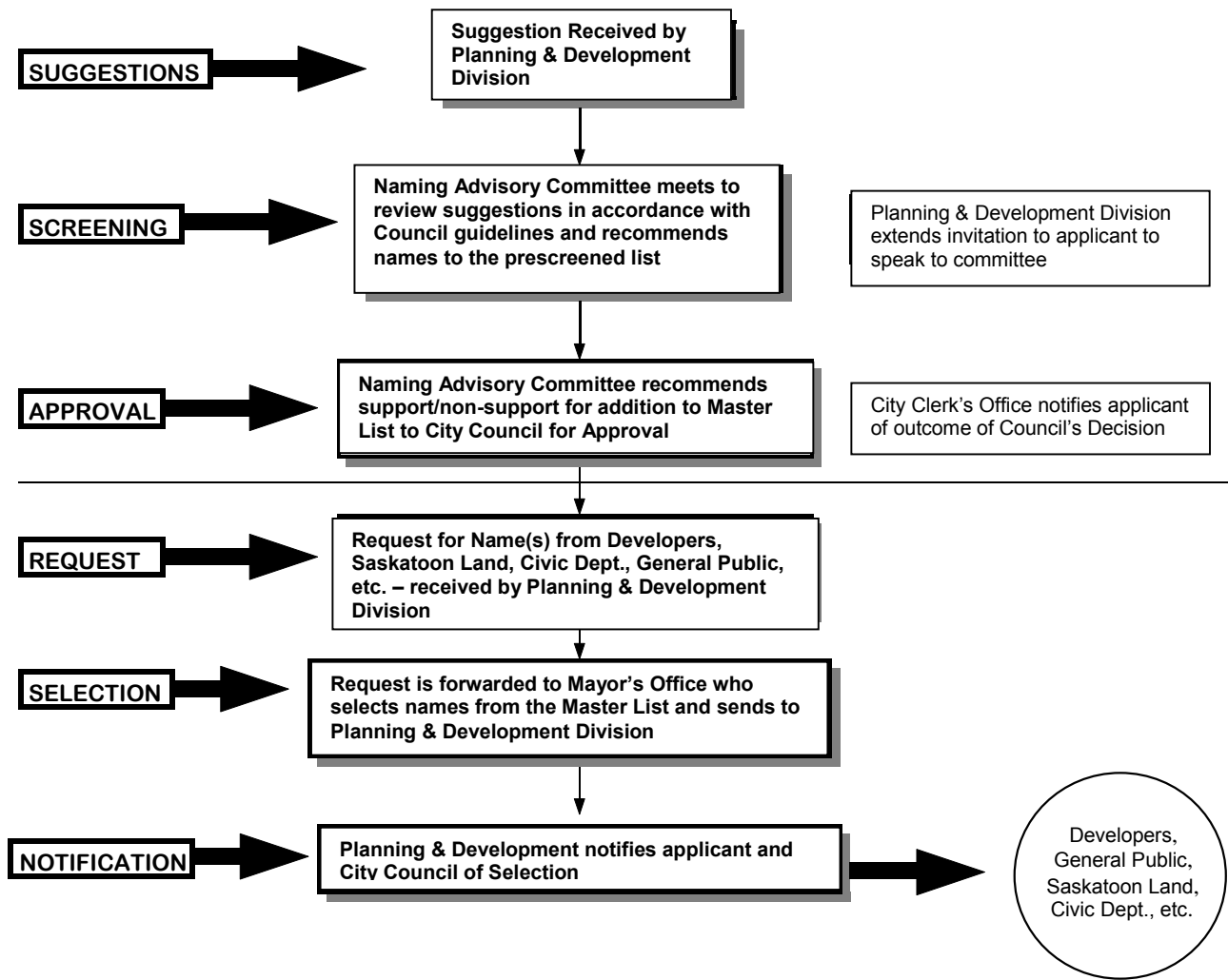
POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>11 of 10</i>

- b) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.

CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

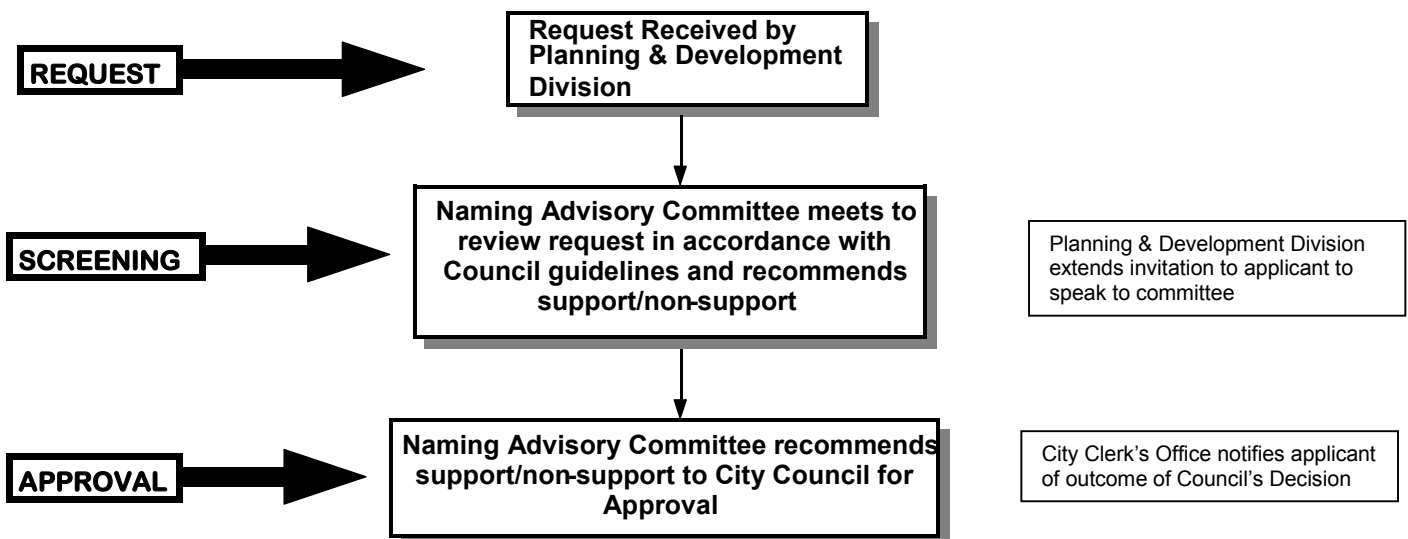
PROCEDURE FOR HANDLING NAME SUGGESTIONS FOR PLACEMENT ON MASTER LIST



CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

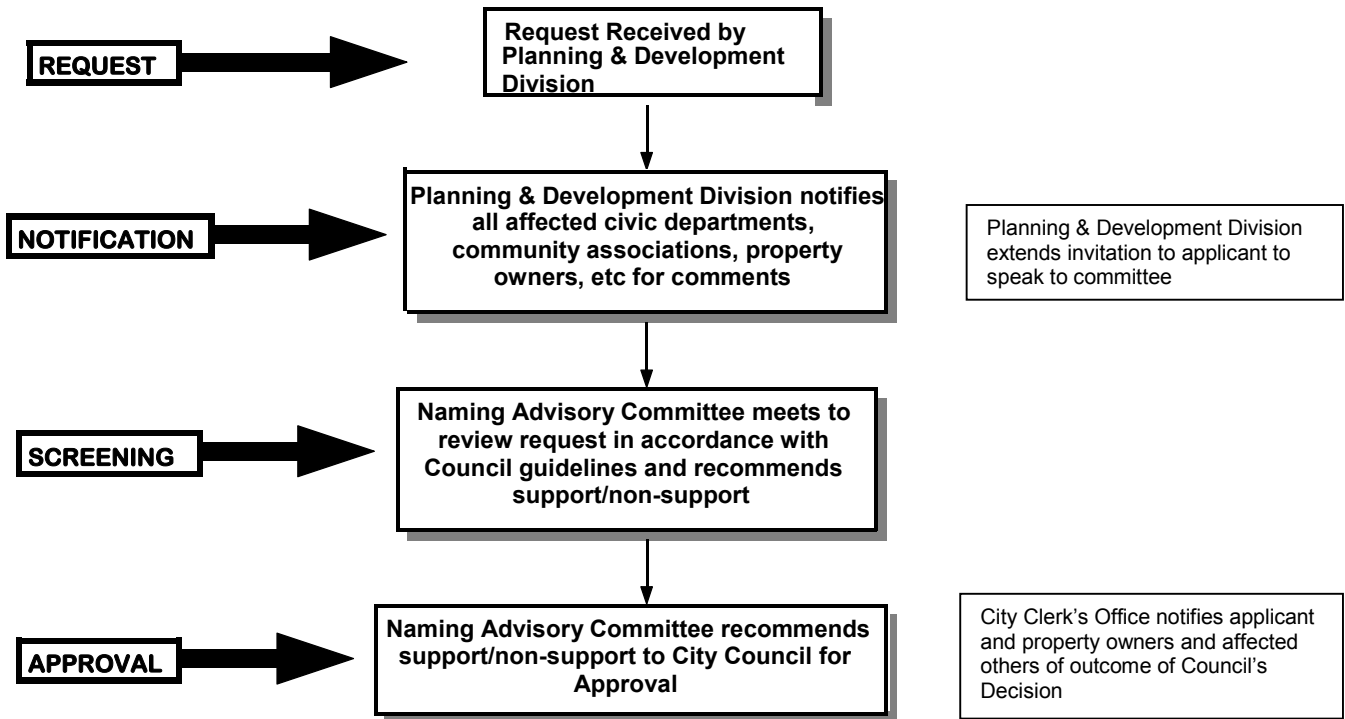
PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC CIVIC-CONTROLLED PROPERTY



CITY OF SASKATOON COUNCIL POLICY C09-008

NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS

PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC CIVIC-CONTROLLED PROPERTY





STANDING POLICY COMMITTEE ON FINANCE

2016 Saskatchewan Urban Municipalities Association (SUMA) Membership Fees

Recommendation of the Committee

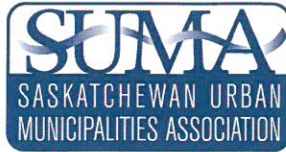
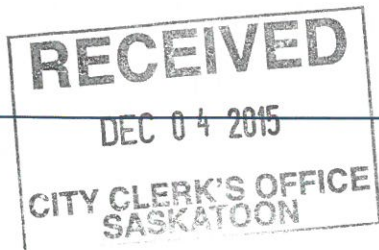
That the 2016 membership fee for the Saskatchewan Urban Municipalities Association in the amount of \$110,244.79 be paid.

History

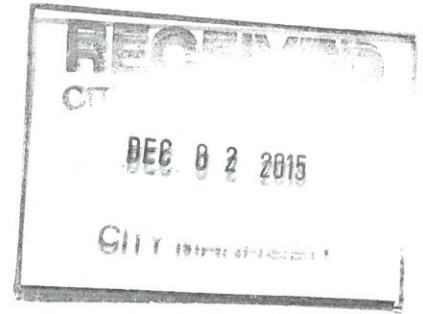
At the January 4, 2016 Standing Policy Committee on Finance meeting, a letter from Mayor Debra Button, President, SUMA, dated November 30, 2015, was considered.

Attachment

January 4, 2016 Letter of Mayor Debra Button, President, SUMA.



155-3



November 30, 2015

To: City Clerk's Office

City of Saskatoon
222 - 3rd Ave. N.
Saskatoon, SK S7K 0J5

Dear Mayor and Council,

SUMA is the Voice of Saskatchewan's Urban Governments, and has been since 1905. Saskatchewan's villages, towns, resort villages, cities, and northern municipalities have stood united and strong through membership in SUMA, and in turn we have promoted and defended your interests. We represent the collective strength of nearly 450 urban governments. Things have changed a lot since our inception more than a century ago, and SUMA's work has continued to evolve. Today, what we do falls into three core functions.

Advocacy – We Represent Your Interests

SUMA serves as the collective unified voice of urban government, ensuring your interests are represented to the provincial and federal governments. In 2015, we saw a major victory after our defense of revenue sharing in the face of a tight provincial budget. SUMA spoke with one voice, as we protected and defended the interests of urban governments. We also coordinated an advocacy campaign for the recent federal election, showing that local issues are federal issues and that all orders of government need to work together.

But our work is certainly not over yet. With a provincial election on the horizon, we are putting the wheels in motion to ensure we continue to be the voice for urban Saskatchewan, and that the next Government of Saskatchewan is prepared to work with urban municipalities.

SUMA staff and Board members also sit on a wide range of boards, committees, and working groups to represent the urban perspective. From the Municipal Employees' Pension Commission (more than half of the pension plan's employers are urban governments) to the Saskatchewan Assessment Management Agency, which determines the way you collect taxes.

As a member of SUMA, you have more than just us working on your behalf. We make partnerships to help serve your interests. SUMA works with like-minded

"The Voice of Saskatchewan Cities, Towns, and Villages"

organizations Urban Municipal Administrators Association of Saskatchewan, and participate in programs like the Municipal Leadership Development Program and the Saskatchewan Municipal Awards.

Group Programs – *We Help You Save Money*

SUMA offers group benefits, insurance services, and purchasing programs that can reduce the costs of municipal government operations. Through the SUMA Advantage purchasing program, you have access to more than 25 pre-screened suppliers with guaranteed price advantages for you and financial support for SUMA. In 2015 we introduced the revamped SUMA Advantage business model which entails a focus on ensuring we follow good public procurement practice to design programs, getting feedback from members on program development, having members participate in evaluating the bids, and lastly providing education to our members on public procurement.

You can also save on group benefits and insurance services when you are a SUMA member. There are health, dental and vision benefits, and an employee and family assistance plan. You have access to insurance programs for your council members, employees, and for your volunteer firefighters, first responders, and ambulance crews. Getting these benefits through SUMA not only saves you money, but also time. We review and renegotiate your rates, manage the administration of your programs, and offer employee support services — leaving your employees free to focus on their many other important duties. Membership with SUMA also gives you access to SUMAssure – you can save money on municipal property and liability insurance, and as part owner of an insurance reciprocal, benefit from the company profits.

Capacity Building – *We Give You Access to Resources*

SUMA provides information, connections, training, and tools to make you more effective. We put on one of the largest conventions in the province, and coordinate regional meetings around the province. We introduced the Town Sector meeting in 2015, and are planning a Village Sector meeting for 2016. We've facilitated a policing forum, and built Canada's first Mayors Summer School. Our quarterly magazine, Urban Voice, and email newsletter, Urban Update, help you stay informed.

We are especially proud of our work on giving you access to resources since we introduced SUMA's Legal Services program. Our Policy and Legal Advisor, Steven Dribnenki, provides resources to help you with legal issues and keep you up to date on decisions and trends in municipal law. You have access to a call-in service, and he covers legal issues in every edition of Urban Voice.

SUMA works hard with your membership dollars, and we appreciate your support. Should you have any questions or concerns about your membership with SUMA, contact our CEO, Laurent Mougeot, at ceo@suma.org or 306-525-3727.

Sincerely,

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

Mayor Debra Button
President

(Invoice and membership statement enclosed)



200 - 2222 13th Avenue
 Regina, SK S4P 3M7
 Phone: (306) 525-3727
 Fax: (306) 525-4373
 E-mail: membership@suma.org

Invoice	
Number:	INV-000068404
Page:	1
Date:	01/01/2016
Customer #:	M SASKATOON

City of Saskatoon 2nd Floor, 222 - 3rd Avenue N. Saskatoon, SK S7K 0J5	FOR: 2016 Membership Fee
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2015 Membership Fee - January 1, 2015 to December 31, 2015

City of Saskatoon	POPULATION - 222189
	VOTING DELEGATES - 11
Description	Total Fee
Membership - \$508.03 per Voting Delegate	5,588.33
Membership - \$0.55 per Capita	55,000.00
Membership - \$0.275 per Capita Over 100,000	33,601.98
Advocacy - \$250.00 per Voting Delegate	2,750.00
Advocacy - \$0.05 per Capita	5,000.00
Advocacy - \$0.025 per Capita	3,054.73

Sub-Total 104,995.04
 GST#10795 6419 5,249.75
Total Membership Fee: \$110,244.79

PAYMENT DUE BY JANUARY 31, 2016

IMPORTANT: Payment not received in full by January 31, 2016, may result in termination of coverage for group benefits, SUMAdvantage, SUMAssure and other programs offered with SUMA membership.

Please return this portion with payment to:

Sk.Urban Municipalities Assoc.
 200 - 2222 13th Ave
 Regina, SK S4P 3M7

City of Saskatoon

Customer ID: M SASKATOON
 Number: INV-000068404
 Date: 01/01/2016
 Amount Due: **110,244.79**

Invoice

2016 SUMA Change of Information Form

PLEASE REVIEW THE INFORMATION

Make corrections, add missing information, and send us the updated form
by **January 31, 2016**.

Email: membership@suma.org, **Fax:** 306-525-4373
Mail: 200, 2222 13th Avenue, Regina, SK S4P 3M7

Name: City of Saskatoon

Phone: 306-975-3200

Fax: 306-975-2784

Email Address*: webmaster@saskatoon.ca

Website Address: www.saskatoon.ca

Address: 222 - 3rd Ave. N., Saskatoon, SK S7K 0J5

Region: CITY

Mayor Name: Donald J. Atchison

Mayor Email*: _____

Administrator/CAO Name: Murray Totland

Administrator/CAO Email*: webmaster@saskatoon.ca

Clerk Name: JoanneSproule

Clerk Email*: _____

Town Foreman/ Public Works Manager Name: _____

Town Foreman/Public Works Manager Email*: _____

Number of Urban Voice Issues Required: 14

***NOTE:** This email address is provided so SUMA can email you updates on SUMA, services, news, important deadlines, events, and announcements. It is very important to include a valid email address as we may need to send time-sensitive information, including grant availability. You can unsubscribe or change your preferences at any time.

If you have questions or concerns, contact us by phone (306-525-3727), email (suma@suma.org), on our website (www.suma.org), or at 200 2222 13th Ave., Regina, SK S4P 3M7.

Membership Benefits as at September 30, 2015

*****FOR INFORMATION PURPOSES ONLY - DO NOT PAY*****

City of Saskatoon

2015 SUMA Member Yes Member Type Municipal

- Urban Voice Subscriber # of Copies 14
- Volunteer Firefighter Insurance
- SUMAssure Subscriber
- Group Benefit Participation
 - Life STD Dental Employee Opt Life
 - ADD Health EFAP Spousal Opt Life
 - LTD Vision Voluntary ADD Child Opt Life

SUMAdvantage Programs

<u>Member Purchases*</u>	<u>Oct 1, 2014</u> <u>to Sep 30, 2015</u>	<u>Oct 1, 2013</u> <u>to Sep 30, 2014</u>	<u>Oct 1, 2012</u> <u>to Sep 30, 2013</u>
Election Materials	\$0.00	\$0.00	\$0.00
Fuel	\$0.00	\$0.00	\$0.00
Pins	\$0.00	\$0.00	\$0.00
Mosquito Control	\$0.00	\$0.00	\$0.00
Municipal World	\$319.90	\$319.90	\$319.90
Tires	\$0.00	\$0.00	\$0.00
Office Products	\$0.00	\$0.00	\$0.00
Identification Products	\$0.00	\$0.00	\$0.00
Shipping Labels	\$0.00	\$0.00	\$0.00
Signs	\$0.00	\$0.00	\$0.00
Totals	\$319.90	\$319.90	\$319.90

*Figures are based on SUMA's records. Estimation may have been used in compiling some of the figures presented.

Member Participation* (purchase details not available)

Building Valuations	N/A	Yes	Yes
Natural Gas	No	Yes	Yes
Office Machines	N/A	No	No
Payment Processing	No	No	No

*Participation is based on third party information. N/A indicates the information is not yet available.

Other SUMAdvantage Programs (participation data not available):

- *Apparel, Promotional Items, and Sporting Goods
- *Borrowing and Financing
- *Equipment Rental
- *Fleet Management and Vehicle Rentals
- *Janitorial Products
- *Long Distance, Cellular, and Internet Services
- *Network and Email Solutions
- *Software
- *Solar Pool Heating

For more information on the programs we offer, please visit the SUMAdvantage section of our website at www.suma.org

*****FOR INFORMATION PURPOSES ONLY - DO NOT PAY*****



STANDING POLICY COMMITTEE ON FINANCE

Saskatoon Regional Economic Development Authority (SREDA) 2015/2016 Report to the City of Saskatoon

Recommendation of the Committee

1. That the information be received;
2. That a bonus payment of \$117,500 to the Saskatoon Regional Economic Development Authority Inc. be approved; and
3. That SREDA's 2016 Key Performance Indicators and Targets be approved.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a letter from Mr. Alex L. Fallon, President & Chief Executive Officer, SREDA, dated December 29, 2015, was considered.

Attachment

January 4, 2016 Report of the President & Chief Executive Officer, SREDA.

SREDA's 2015/2016 Report to the City of Saskatoon

Contents & Executive Summary

1/ 2015 Corporate Performance (KPI's)

- SREDA achieved 94% of its 2015 Key Performance Indicators in 2015
- Per the City of Saskatoon – SREDA Funding Agreement, this result triggers a Performance Related Bonus Payment of \$117,500.00 to SREDA (maximum of \$125,000)

2/ 2015 Economic Impact Reporting

- The total Economic Impact of SREDA's programs and services in 2015 was \$68.6M versus a target of \$64M. This is the first time in SREDA's history that the organization has reported an economic impact figure. MNP was engaged to independently review SREDA's methodology and figures.
- When compared against its 2015 budget, SREDA's economic impact performance means the organisation achieved a Return on Investment of \$39:\$1. For every dollar invested in SREDA, the organization helped generate \$39 of economic impact across the Saskatoon region.

3/ 2016 Operations - Budget

- Total Revenue: \$2,007,009
- Total Expenses: \$1,930,209
- Net Income: \$76,800

4/ 2016 Operations – Key Performance Indicators

- 22 Key Performance Indicators set
- Split across our '6 pillars' of Economic Development:
 - Business Attraction
 - Business Expansion
 - Entrepreneurship
 - Regional Planning
 - Economic Forecasting & Analysis
 - Marketing the Saskatoon Region

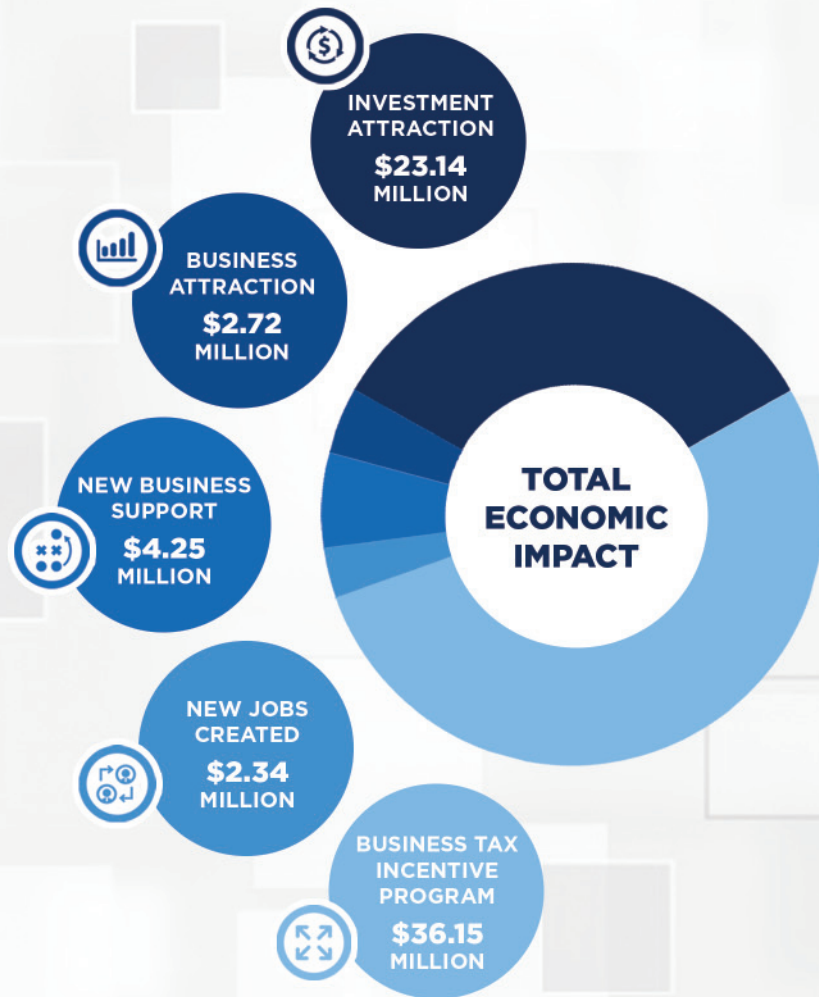
No.	KPI	Target	YTD	Weighting	2015 Claim
1	Qualified Business Attraction Leads	12	27	10%	10%
2	Business Attraction Wins	\$2M	\$1.76M	10%	8%
3	Investment Attraction Clients	80	88	10%	10%
4	Investment Attracted	\$12M	\$17.04M	10%	10%
5	3 Businesses Utilizing the Tax Incentive Program	3	3	5%	5%
6	New jobs created under the Tax Incentive Program	50	28.4	5%	3%
7	Assist Companies with Expansion Strategies	2	2	10%	10%
8	Deliver 2 Breaking Barriers to Growth Events	2	4	3%	3%
9	Host Saskatoon Economic Outlook Forums	2	2	3%	3%
10	Publish SREDA Insights Reports	2	2	3%	3%
11	Host Industry Roundtables	2	2	3%	3%
12	Produce Quarterly & Annual Economic Indicator Reports	4/1	4/1	3%	3%
13	Complete Private Sector Satisfaction Survey and Grow Baseline Results by 10% by End of Year	1/+10%	1/+10%	3%	3%
14	SREDA Overview Presentations to Key Stakeholders	15	16	3%	3%
15	Market Saskatoon & Area (Support Population Growth of 2.5%)	2.5%	Marketing Campaign Completed	3%	3%
16	Coordinate an Economic Impact Study on the Perimeter Highway	1	0.5	4%	2%
17	Chair 3 Regional Economic Development Committees	3	3	3%	3%
18	Maintain our Square One Contract with WED	Maintain	Secured	3%	3%
19	Support SK Entrepreneurs to Establish/Grow Business	4,000	3,852	3%	2.75%
20	Reduce costs by 5%	5%	5%	3%	3%
	TOTAL			100%	94%



SREDA 2015 RESULTS

2015 ECONOMIC IMPACT

\$68.6 MILLION

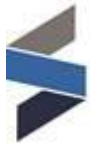


“ 2015 was a milestone year for SREDA. We are proud to announce that for the first-time ever, SREDA is able to report an economic impact of our services and return on investment to our investors.”
Alex Fallon, President and CEO of SREDA

ECONOMIC IMPACT ROI \$39

For every \$1 invested in SREDA, SREDA helped generate \$39 of economic impact in the Saskatoon regional economy.

SREDA PERFORMANCE HIGHLIGHTS	RESULT
Investment Attraction	\$23.14M
Business Attraction	\$2.72M
Businesses Using the Business Development Incentive	3
News Jobs Created Under the Business Development Incentive	28.4
Local Company Expansion Strategy Support	2
Industry Roundtables	2
Economic Updates	5
Assisted Saskatchewan Entrepreneurs	3,852



SREDA 2016 Revenue

City of Saskatoon (Funding)	\$702,000
City of Saskatoon (Bonus)	\$112,500
Private Sector Investors (PSI)	\$195,000
Regional Members	\$65,000
SK Immigrant Nominee Program (SINP)	\$30,000
Fee for Service	\$82,500
S'toon Aboriginal Employment Partnership Mngt (SAEP)	\$19,300
Federal Government	\$30,000
Sponsorship/Misc	\$7,500
SREDA SUB TOTAL	\$1,243,800
Square One	\$566,516
Saskatoon Aboriginal Employment Program	\$196,693
TOTAL SREDA 2016 REVENUE	\$2,007,009

SREDA 2016 Expenses

SREDA Salaries	\$843,000
SREDA Rent	\$102,000
SREDA Administration	\$85,000
Business Attraction	\$33,000
Business Expansion	\$20,000
Economic Forecasting & Analysis	\$35,000
Regional Affairs	\$24,000
Marketing Saskatoon	\$25,000
SREDA SUB TOTAL	\$1,167,000
Square One	\$566,516
Saskatoon Aboriginal Employment Program	\$196,693
TOTAL SREDA 2016 EXPENSES	\$1,930,209

2016 NET INCOME

\$76,800

2016 KPIs

Economic Development Pillar	Key Performance Indicators	%
Business Attraction	<ol style="list-style-type: none"> 12 Qualified Business Attraction Leads \$1M of Business Attraction Wins 80 Investment Attraction Clients \$12M of Investment Attraction Wins 	<p>5</p> <p>5</p> <p>3</p> <p>5</p>
Business Expansion	<ol style="list-style-type: none"> 2 Businesses Utilizing the City of Saskatoon Business Development Incentives Policy 10 New Jobs Created under the City of Saskatoon Business Development Tax Incentives Policy Provide 5 Saskatoon Region Companies with Market Research to Support Business Expansions or Startup Host 2 Industry Roundtables to Identify Barriers to Business Growth in the Saskatoon Region and Produce SREDA Insight Reports to Summarize Findings for Consideration by the City of Saskatoon / Regional Members 	<p>5</p> <p>5</p> <p>5</p> <p>3</p>
Entrepreneurship	<ol style="list-style-type: none"> Maintain Funding from the Federal Government to Provide Square One Services in Saskatchewan Provide 3,500 Saskatchewan Entrepreneurs with Support to Establish or Grow a Business Host 10 Events/Training Sessions to Promote Entrepreneurship in the Saskatoon Region 	<p>5</p> <p>5</p> <p>5</p>
Economic Forecasting & Analysis	<ol style="list-style-type: none"> Host Quarterly Economic Update Forums Produce Quarterly Saskatoon Economic Dashboard Reports Host an Annual State of the Economy Forum Provide Daily Economic Newsflash Bulletin to over 1,000 Professionals in the Saskatoon Region Complete 2 Economic Impact Studies 	<p>5</p> <p>5</p> <p>5</p> <p>3</p> <p>5</p>
Marketing the Region	<ol style="list-style-type: none"> Market Saskatoon Region to 5,000 non SK residents to Support Population Growth Market Saskatoon Region to 1,000 international residents to Support Investment Attraction / Population Growth 	<p>5</p> <p>5</p>
Regional Affairs	<ol style="list-style-type: none"> Develop a Marketing Plan & Regional Profiles to Showcase the Saskatoon Region to Businesses and Investors Lead the Development of Regional Economic Development / Planning Best Practices for Regional Members Provide Funding Application Expertise to all Regional Members to Support Applications to the Federal Government for Financial Support on Infrastructure Projects Share at least 5 Business Attraction Leads with Regional Members 	<p>5</p> <p>3</p> <p>3</p> <p>5</p>





STANDING POLICY COMMITTEE ON FINANCE

Property Realized Reserve Withdrawal

Recommendation of the Committee

That \$674,109.93 be withdrawn from the Property Realized Reserve to fund miscellaneous land development and related sales costs incurred during the period December 1, 2014 to November 30, 2015, be approved.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the CFO/General Manager, Asset & Financial Management Department dated January 4, 2016, was considered.

Attachment

January 4, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Property Realized Reserve Withdrawal

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that \$674,109.93 be withdrawn from the Property Realized Reserve to fund miscellaneous land development and related sales costs incurred during the period December 1, 2014, to November 30, 2015, be approved.

Topic and Purpose

The purpose of this report is to obtain City Council approval for the withdrawal of funds from the Property Realized Reserve (PRR), as required by Capital Bylaw 6774, to fund expenditures from land purchases by the City of Saskatoon (City) and other miscellaneous land development costs for preparing land for resale.

Report Highlights

1. Expenditures totalling \$674,109.93 requires City Council's approval to use funds from the PRR.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability by being open, accountable and transparent, particularly when it comes to the resource allocation and collection decisions the City makes.

Background

The Director of Saskatoon Land, Asset and Financial Management Department, is authorized to make certain expenditures pertaining to lands held by the City for resale. However, part of the authorization process requires that the Finance Division submit a summarized listing of expenditures incurred during the year from the PRR for City Council's approval. This period has been identified from December 1 of the previous fiscal year to the end of November of the current fiscal year.

Report

The expenditures for the period December 1, 2014 to November 30, 2015 requiring City Council's approval to withdraw from the PRR are as follows:

Item	Amount
Commissions	\$521,428.88
Subdivision Costs	51,769.25
Environmental Assessments/Costs	42,048.11
Survey Costs	33,628.41
Miscellaneous	14,797.29
Land Title Registration/Searches Costs	10,437.99
Total	\$674,109.93

Options to the Recommendation

City Council can choose not approve the withdrawal of funds from the PRR which would result in determining another source of funding of the costs identified above.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Financial Implications

The financial implications are addressed in the body of this report.

Other Considerations/Implications

There are no policy, environmental, privacy, or CPTED implications or considerations and a communication plan is not required.

Due Date for Follow-up and/or Project Completion

There is no follow-up required.

Public Notice

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

Report Approval

Written by: Lana Geib, Budget and Financial Analyst
Reviewed by: Clae Hack, Director of Finance
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department



STANDING POLICY COMMITTEE ON FINANCE

Status Report on the Equity Building Program and Recommended Changes

Recommendation of the Committee

1. That the income limit for households qualifying for the Equity Building Program be raised to \$84,000;
2. That the target for the Equity Building Program be reduced to 25 units annually;
3. That the City of Saskatoon withdraw \$1.5 million of the investment that supports the Equity Building Program from Affinity Credit Union and return these funds to the City of Saskatoon's investment pool;
4. That the City Solicitor be requested to amend the investment agreement with Affinity Credit Union and that His Worship the Mayor and the City Clerk be authorized to execute the amendment under the Corporate Seal; and
5. That the January 4, 2016 report of the General Manager, Community Services be forwarded to the Saskatoon Region Association of Realtors, the Saskatoon and Region Home Builders' Association, Inc. and the Saskatoon Housing Initiative Partnership Board of Directors for information.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the General Manager, Community Services Department dated January 4, 2016, was considered.

Your Committee is also recommending that this report be forwarded to a number of agencies in the community, as outlined above.

Attachment

January 4, 2016 Report of the General Manager, Community Services.

Status Report on the Equity Building Program and Recommended Changes

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the income limit for households qualifying for the Equity Building Program be raised to \$84,000;
2. That the target for the Equity Building Program be reduced to 25 units annually;
3. That the City of Saskatoon withdraw \$1.5 million of the investment that supports the Equity Building Program from Affinity Credit Union and return these funds to the City of Saskatoon's investment pool; and
4. That the City Solicitor be requested to amend the investment agreement with Affinity Credit Union and that His Worship the Mayor and the City Clerk be authorized to execute the amendment under the Corporate Seal.

Topic and Purpose

The purpose of this report is to provide a status report on the Equity Building Program (EBP), to reduce the annual targets to meet actual demand, and to withdraw unneeded investment funds from the program.

Report Highlights

1. The EBP is successfully meeting a housing need and enabling moderate income buyers to purchase detached homes in neighbourhoods not available under other attainable ownership programs.
2. The Administration is recommending changes to the income limits and targets for the EBP.
3. Affinity Credit Union has been effectively administering and marketing the EBP.
4. The Administration is recommending that \$1.5 million of unneeded investment funds be withdrawn from the EBP and return these funds to the City of Saskatoon's (City) investment pool.

Strategic Goal

This report supports the City's long-term Strategic Goal of Quality of Life by increasing the supply and range of affordable housing options.

Background

During its February 7, 2011 meeting, City Council instructed the Administration to implement the EBP to assist moderate income households with the purchase of an entry-level home. City Council further instructed the Administration to prepare a Partnership Agreement with Affinity Credit Union to administer the program.

Status Report on the Equity Building Program and Recommended Changes

During its March 7, 2011 meeting, City Council revised Portfolio Management Policy No. C12-009 to approve the EBP as an eligible investment for civic funds. City Council allocated \$3.0 million to the program in the form of a civic long-term investment.

During its November 30, 2015 meeting, City Council directed the Administration to review the EBP and the community's need to continue the program at the same level, and to report back to the Standing Policy Committee on Finance.

Report

The Equity Building Program Has Been Successful

The EBP provides modest income households with a low-interest down payment loan of up to 5% of the purchase price of an entry-level home. Under traditional mortgage rules, a required down payment cannot be borrowed. However, an equity loan, provided through the EBP, is recognized by Genworth Canada and the Canada Mortgage and Housing Corporation (CMHC) as a valid down payment source. Households must currently be renting in Saskatoon, earn less than \$80,000 annually, and be in a position to repay the equity loan within five years to qualify for the EBP.

The EBP has enabled 96 households to purchase an entry-level home in Saskatoon in the first four years of operation, as summarized in Table 1. Homebuyers have purchased homes in 30 different Saskatoon neighbourhoods in all areas of the city. Seventy-eight percent of the homes purchased were older one-unit dwellings in established neighbourhoods; a product that is not available through other attainable ownership programs, which are limited to new multi-unit dwellings.

Table 1: Equity Loans by Year and Area

	2011	2012	2013	2014	Total
East of River	6	4	7	4	21
West of River	24	16	21	14	75
Total	30	20	28	18	96

Recommended Targets and Income Limits for the Equity Building Program

When the EBP was launched in 2011, the target for the program was 50 units per year. The actual demand has been about half the original target, with an average of 24 homebuyers using the program each year. The most likely reason the need for the EBP has been lower than anticipated, is that the following programs are now available to entry level buyers:

- Mortgage Flexibilities Support Program (MFSP) - The income limit for the MFSP has risen since 2011 to \$78,400, and is now similar to that of the EBP;
- HeadStart Equity Builder Program, launched in 2013, is very similar to the EBP and provides equity loans on designated new units; and
- Builder-sponsored programs - Some private builders now provide 3% down payment grants to buyers earning up to \$84,000.

Status Report on the Equity Building Program and Recommended Changes

The Administration is recommending that the target for the EBP be reduced to 25 equity loans per year to match the actual demand for the program. The Administration is further recommending that the maximum household income for the EBP be raised to \$84,000 to match the income limits for builder-sponsored down payment grants (3%).

Affinity Credit Union has Effectively Administered the EBP with No Defaults to Date

Affinity Credit Union was contracted to administer and market the EBP and is responsible to ensure that the requirements of the program are met. Affinity Credit Union also carefully screens all applicants to ensure they are in a position to repay both an equity loan and a mortgage. The City assumes two thirds of the risk of default on equity loans, while Affinity Credit Union agreed to assume one third of the risk. To date, there have been no defaults on the equity loans.

Affinity Credit Union is currently reviewing its marketing program for the EBP and may make changes to ensure that qualified homebuyers are aware of the program.

Recommendation to Reduce the City's Investment in the EBP

In support of the original target of 50 units per year, City Council authorized an investment of \$3.0 million in the EBP, which was deposited to Affinity Credit Union, in 2011. Currently, about \$1.0 million of these funds are loaned out and it is estimated that the amount of outstanding equity loans will peak at about \$1.3 million in mid-2016. After mid-2016, the monthly repayment of equity loans should provide sufficient funds for 25 new equity loans per year.

The Administration is recommending that the City's investment be reduced from \$3.0 million to \$1.5 million, which should be sufficient to support 25 new equity loans per year in perpetuity.

The City has earned approximately 3.5%, annually, in the first four years of the EBP; the rate of return on the equity loans being based on mortgage rates. This is considered a good return on the City's investment, given the small risk of default. However, any excess funds are placed in short-term investments and, typically, have earned approximately 0.5%, which is significantly less than if the funds were pooled with the City's other holdings and managed by the Corporate Revenue Division. If \$1.5 million was withdrawn from the EBP, it is estimated that the City could earn at least 1.05% on these funds, resulting in additional revenue of approximately \$8,250, per year. Therefore, it is recommended that the \$1.5 million, not needed by the EBP, be withdrawn from Affinity Credit Union and returned to the City's investment pool.

Options to the Recommendation

City Council has the option to leave the EBP and the supporting investment in its current state and instruct the Administration to work with Affinity Credit Union to try to achieve the 50-unit target for this program; options for increasing patronage of the EBP are very limited.

Status Report on the Equity Building Program and Recommended Changes

Public and/or Stakeholder Involvement

The Administration consulted with Affinity Credit Union before drafting this report.

Communication Plan

Affinity Credit Union has the primary responsibility of marketing the EBP and will update their communication materials to include the new income limit. The City will update the income limit on the City's website.

Financial Implications

The recommendations in this report have the potential of earning the City approximately \$8,250, per year, in additional investment income.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The annual status report on the Housing Business Plan will be presented to City Council in March 2017 and will include a review of the EBP conducted by the Administration and Affinity Credit Union.

Public Notice

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

Report Approval

Written by: Daryl Sexsmith, Housing Analyst, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CP/2016/FINANCE – Status Report on the Equity Building Program and Recommended Changes/lc
BF pending



STANDING POLICY COMMITTEE ON FINANCE

Landfill Waste Compactor – Award of Request for Proposal

Recommendation of the Committee

1. That the Request for Proposal for a Landfill Waste Compactor be awarded to Finning (Canada); and
2. That Purchasing Services, Asset & Financial Management Department, be authorized to issue the appropriate Purchase Order to Finning (Canada) for the procurement of the Landfill Waste Compactor.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the CFO/General Manager, Asset & Financial Management Department dated January 4, 2016, was considered.

Attachment

January 4, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Landfill Waste Compactor – Award of Request for Proposal

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Request for Proposal for a Landfill Waste Compactor be awarded to Finning (Canada); and
2. That Purchasing Services, Asset and Financial Management Department, be authorized to issue the appropriate Purchase Order to Finning (Canada) for the procurement of the Landfill Waste Compactor.

Topic and Purpose

The purpose of this report is to receive City Council approval to award the Request for Proposal (RFP) for a Landfill Waste Compactor to Finning (Canada) (Finning).

Report Highlights

1. On November 9, 2015, the City of Saskatoon (City) issued an RFP for a Landfill Waste Compactor.
2. The Administration is recommending that Finning be awarded as the successful proponent of the RFP for the Landfill Waste Compactor.

Strategic Goal

The recommendations in this report support the four-year priority of establishing levels of service for rehabilitation of assets and identifying supporting financial strategies, as well as the long-term strategy of adopting and implementing an asset management and rehabilitation philosophy under the Strategic Goal of Asset and Financial Sustainability.

Background

The Administration has established equipment renewal programs for the City's fleet of vehicles and equipment based upon life-cycle, maintenance and operational costs. Included in the 2016 Fleet Replacement program is the replacement for the Landfill Waste Compactor. Specialized fleet equipment such as the Landfill Waste Compactor requires a minimum of six months from order to delivery period.

Report

Request for Proposals Issued

The RFP for a Landfill Waste Compactor was issued on November 9, 2015, with a closing date of November 19, 2015. The RFP was advertised on the SaskTenders website, and emails were sent to major equipment suppliers informing them the RFP was issued.

The equipment specifications and requirements were developed in consultation with the end users and from an internal review of landfill equipment optimization conducted by a consultant.

Landfill Waste Compactor – Award of Request for Proposal

A Review Committee comprised of civic staff from the Solid Waste, Fleet Services and Purchasing Services Divisions reviewed and evaluated submitted proposals based upon the following section criteria:

Criteria	Points
Total cost of ownership	25
Meet or exceed equipment requirements as per specifications	9
On-site support and service	20
References and demonstrated satisfactory performance	8
Equipment design features	15
Equipment maintenance and operational features	15
Delivery time	5
Completeness and quality of proposal and technical information	3
	100

Award of RFP

A total of four submissions were received from the following equipment suppliers:

- Finning
- Tana
- Al-Jon
- Brandt Tractor

The Review Committee reviewed the proposals based upon the selection criteria. Each member of the Review Committee independently evaluated the proposals, and then met to conduct telephone interviews, discuss individual scores, and arrive at a consensus score for each proposal. The Administration is recommending awarding the contract for a Landfill Waste Compactor to Finning as they best met the selection criteria as detailed in the RFP.

The recommended proponent bid is a net cost of \$1,513,181.25, for which there is sufficient funding within the Civic Vehicles and Equipment Reserve for this procurement.

Options to the Recommendation

Option 1: City Council may choose to lease the Landfill Waste Compactor rather than purchase it. Based upon estimates provided by the supplier, the monthly lease charges of the unit would exceed Fleet Services' monthly service rate by 40%, and extra costs would pay for the unit over the course of its life-cycle. The Administration does not recommend this option due to increased end costs.

Option 2: City Council may choose to continue to operate the existing Landfill Waste Compactor beyond its expected life expectancy. Maintenance and repair costs continue to exceed the monthly service costs with existing equipment. The Administration does not recommend this option due to increased operational costs and down-time which would jeopardize operations.

Financial Implications

The net cost to the City for the purchase of the Landfill Waste Compactor based upon Finning's proposal is as follows:

Equipment	Price
2016 Caterpillar 826K	\$1,073,000.00
Service Maintenance Contract	\$ 368,125.00
GST	\$ 72,056.25
PST	\$ 72,056.25
Contract Price	\$1,585,237.50
GST Rebate	(\$72,056.25)
Net Cost to City	\$1,513,181.25

There is sufficient funding within Civic Vehicles and Equipment Reserves for this procurement.

Other Considerations/Implications

There are no environmental, policy, privacy, or CPTED considerations or implications. Neither public and/or stakeholder involvement nor a communication plan is required.

Due Date for Follow-up and/or Project Completion

Upon approval of the RFP award, Finning will be advised and Purchasing Services will complete the necessary documentation.

Public Notice

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

Report Approval

Written by: Jimmy Chan, Specifications Engineer, Fleet Services
Reviewed by: Jason Kennon, Fleet Services Manager
Tim Halstead, Director of Facilities and Fleet Management
Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department
Approved by: Murray Totland, City Manager

Landfill Compactor Replacement.docx



STANDING POLICY COMMITTEE ON FINANCE

Circle Drive and Clarence Avenue Interchange Update

Recommendation of the Committee

1. That the status of the Circle Drive and Clarence Avenue Interchange incremental tax revenue funding and loan be received as information;
2. That the land costs of \$260,500 be reimbursed to the Property Realized Reserve and be charged to Capital Project 2018; and
3. That the additional cost to Capital Project 2018 be paid through the incremental property taxes from Stonegate development.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the CFO/General Manager, Asset & Financial Management Department dated January 4, 2016, was considered.

Attachment

January 4, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Circle Drive and Clarence Avenue Interchange Update

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the status of the Circle Drive and Clarence Avenue Interchange incremental tax revenue funding and loan be received as information.
2. That the land costs of \$260,500 be reimbursed to the Property Realized Reserve and be charged to Capital Project 2018; and
3. That the additional cost to Capital Project 2018 be paid through the incremental property taxes from Stonegate development.

Topic and Purpose

The purpose of this report is to provide an update on the status of Capital Project 2018 - Clarence Avenue and Circle Drive Interchange, and to receive City Council approval to increase the capital budget for the project.

Report Highlights

1. As of June 30, 2015, Capital Project 2018 has an outstanding loan balance of \$2.84 million.
2. Three parcels of Saskatoon Land inventory were required for the completion of the project, totalling \$260,500 which should be repaid to the property realized reserve through incremental taxes as the funding source

Strategic Goal

This report supports the strategic goal of Asset and Financial Sustainability through providing open, accountable and transparent information, particularly when it comes to the resource allocation decisions the City of Saskatoon makes.

Background

Capital Project 2018 was approved in 2006 and completed in 2007. The total approved budget for this project was \$19.88 million and was funded as follows:

Developer Contribution	\$ 3.98
Transportation Infrastructure Expansion Reserve	\$ 1.40
Loan Repaid through Incremental Property Taxes	\$ 5.60
Interchange Levy (Loan and Down Payment)	\$ 2.95
Electrical Distribution Expansion Reserve	\$ 0.30
Municipal Rural Infrastructure Reserve	\$ 0.65
Province of Saskatchewan	\$ 5.00
TOTAL	\$19.88

In millions

In total, an internal loan of \$6.948 million was extended in 2011 at a rate of 4.55% which was to be repaid through incremental taxes (\$5.59 million) and the interchange levy (\$1.354 million).

Report

Clarence Avenue and Circle Drive Interchange Funding Update

The dedicated development area is completed and contributing \$0.930 million of tax revenue annually to the outstanding loan balance. The loan balance for this project as at June 30, 2015, was \$2.484 million and is estimated to be fully repaid on June 30, 2018. The Interchange Levy's planned loan contribution of \$1.354 million was completed in 2014.

Land Purchases Funded through Property Realized Reserve

The following three parcels of land were purchased (Attachment 1) to complete the project:

- Block 427 Lot 4 – SW Corner Circle Drive and Clarence Avenue
- Lot E – NE Corner Circle Drive and Clarence Avenue
- Lot C – NE Corner Circle Drive and Clarence Avenue

The purchase of these lands have not yet been applied to the project and are currently being held in Saskatoon Land's inventory. The purchases, totaling \$162,000 are currently financed through the Property Realized Reserve. According to Council Policy C09-019, Properties (City-Owned) Required For Major Projects, Section 2.1, "City-owned properties (other than Municipal Reserve), required for major right-of-way projects and other capital projects, are to be charged to the projects at the greater of historical cost or fair market value, as determined by City land pricing policies."

The fair market value of the three parcels as at project commencement date is estimated at \$260,500. Therefore, the Administration is recommending that \$260,500 be added to Capital Project 2018 and repaid through an addition to the outstanding loan. This loan will continue to be repaid by the incremental property tax generated within the Stonegate development. Due to the timing of incremental tax receipts this will extend the loan to June 30, 2019.

Options to the Recommendation

City Council could choose to use another source of funding for the land purchase; however, in order to be consistent with the previously approved funding plan to use incremental tax revenue, this option is not recommended.

Public and/or Stakeholder Involvement

Saskatoon Land has been notified of the Administration's recommendation to repay the Property Realized Reserve.

Policy Implications

This report is in accordance with Council Policy C09-019 as stated in this report.

Financial Implications

If approved, the land cost would increase the remaining internal loan balance from \$2.484 million to \$2.745 million, and result in additional interest charges of approximately \$47,100 being charged to the project. Once the loan has been repaid in full, the incremental property taxes are currently planned to flow back to the Bridge Reserve.

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations, and a communication plan is not required.

Due Date for Follow-up and/or Project Completion

The Administration will continue to report periodically on the status of this project and corresponding funding strategy.

Public Notice

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

Attachment

1. Land Purchased for Capital Project 2018

Report Approval

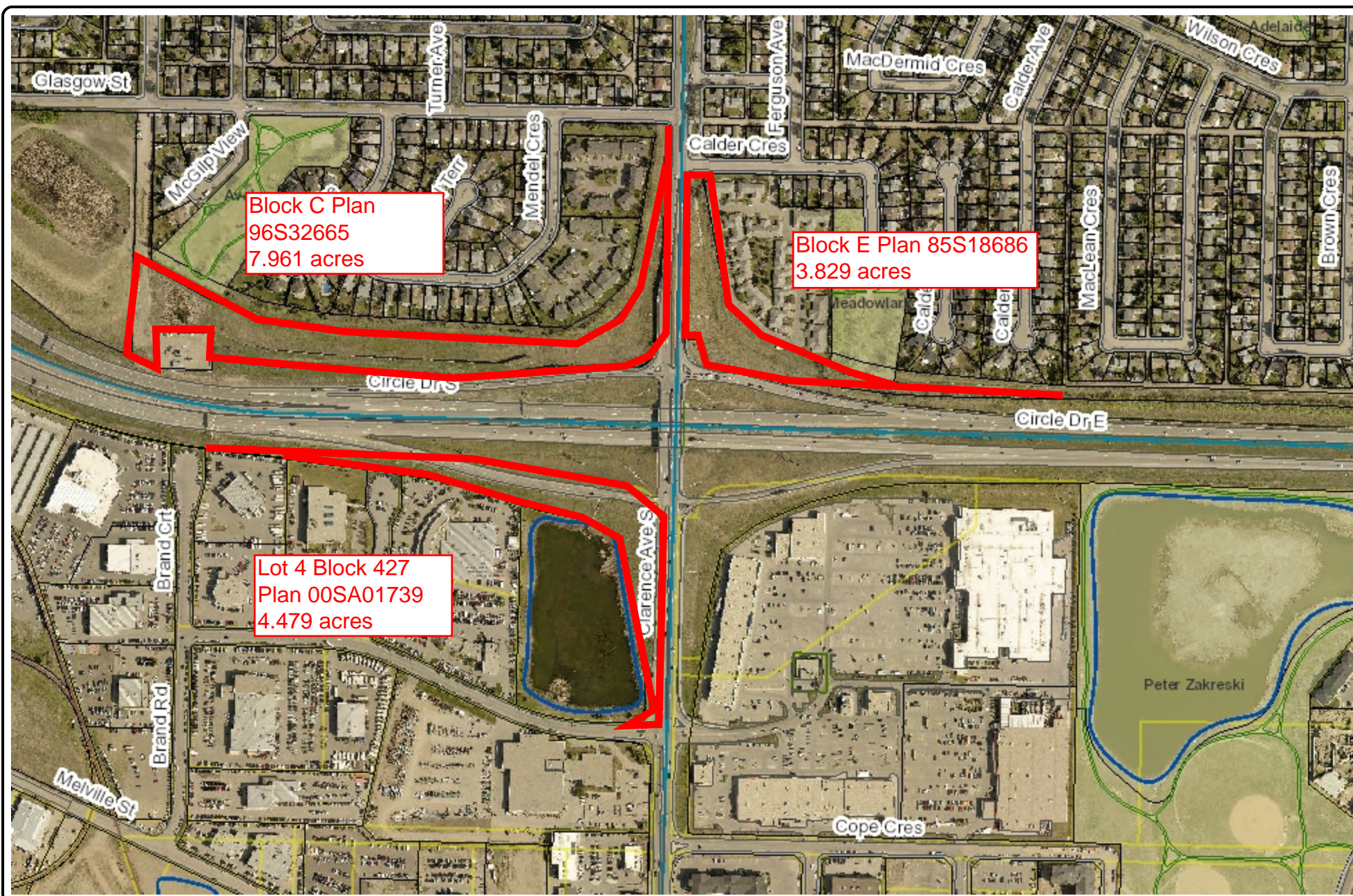
Written by: Clae Hack, Director of Finance
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department
Approved by: Murray Totland, City Manager

Circle Drive and Clarence Avenue Interchange Update.docx

Clarence Avenue S and Circle Drive

Printed: December 17, 2015

Scale: 1:5,928



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ATTACHMENT 1

Land Purchased for Capital Project 2018



STANDING POLICY COMMITTEE ON FINANCE

Acquisition of Land Owned by Akzo Nobel Chemicals Ltd. For North Commuter Parkway Project

Recommendation of the Committee

1. That the Real Estate Manager be authorized to acquire a portion of Parcel A, Plan 63S09313, Extension 0, comprising approximately 0.98 acres from Akzo Nobel Chemicals Ltd.;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That all costs associated with the land acquisition be charged to the Capital Project Land Acquisition account for the North Commuter Parkway Project.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the CFO/General Manager, Asset & Financial Management Department dated January 4, 2016, was considered.

Attachment

January 4, 2016 Report of the CFO/General Manager, Asset & Financial Management.

Acquisition of Land Owned by Akzo Nobel Chemicals Ltd. for North Commuter Parkway Project

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Real Estate Manager be authorized to acquire a portion of Parcel A, Plan 63S09313, Extension 0, comprising approximately 0.98 acres from Akzo Nobel Chemicals Ltd.;
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal; and
3. That all costs associated with the land acquisition be charged to the Capital Project Land Acquisition account for the North Commuter Parkway project.

Topic and Purpose

The purpose of this report is to receive City Council approval for the purchase of a portion of Parcel A, Plan 63S09313, Extension 0, comprising approximately 0.98 acres of land, a portion of which is required for the North Commuter Parkway (NCP) project.

Report Highlights

1. The City of Saskatoon (City) requires an additional portion of land from Akzo Nobel Chemicals Ltd.'s (Akzo Nobel) property at 3910 Wanuskewin Road to accommodate construction of the future NCP project.

Strategic Goals

This report supports the long-term strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around.

This report also supports the long-term strategy of protecting the City's credit rating and the four-year priority of exploring alternate sources of revenue to pay for ongoing operations under the Strategic Goal of Asset and Financial Sustainability.

Background

The Growing Forward! Shaping Saskatoon planning process identified the need for an additional river crossing in the northeast to accommodate increased commuter traffic between east residential neighbourhoods and the north end employment area. The functional plan for a new river crossing and connecting arterial road system as part of the NCP project was approved at the May 21, 2013, meeting of City Council.

At the December 15, 2014 regular meeting of City Council, it was resolved that the Real Estate Manager be authorized to acquire a portion of Parcel A, Plan 63S09313, Extension 0, comprising approximately 11.190 acres from Akzo Nobel Chemicals Ltd." It was later determined additional land was required from Akzo Nobel to accommodate the NCP project.

Report

Land for Future NCP Project

The City previously acquired an 11.19 acre portion of Akzo Nobel's site at the T-intersection of Wanuskewin Road and Marquis Drive to accommodate the alignment of the NCP project. In preparing their submissions for the NCP project, it was identified by all three proponents that an additional piece of the Akzo Nobel site would be required for erosion protection. The additional land encompasses an area of approximately 0.98 acres and is situated along the river bank, immediately north of the 11.19 acres originally purchased by the City.

Phase I and Phase II Environmental Site Assessments were completed on the additional land area. The results indicated the site was within Canadian Council of Ministers of the Environment (CCME) Standards for an industrial zoned site.

The purchase price of \$8,820 is based on an independent market value appraisal completed on the site indicating a value of \$9,000 per acre.

Other Terms and Conditions of the Agreement

Other terms and conditions of the agreement include:

- The land is being purchased on an "as is", "where is" condition "with all faults".
- The vendor is released and indemnified from any claim, demand, suit or action, liability, expense, damages or fine of any kind whatsoever with respect to the environmental condition of the land.
- The City, at its cost, will undertake the survey and subdivision of the land.
- Closing Date shall be 30 business days following notification from the City to the Seller that a Transform Approval Certificate has been received pursuant to the subdivision application.

Options to the Recommendation

There are no options to the recommendation as this land is required to accommodate the approved roadway.

Public and/or Stakeholder Involvement

Real Estate Services has discussed this purchase with the City's Transportation and Utilities Department.

Financial Implications

In December 2012, City Council, through budget deliberations, approved the use of \$10 million currently allocated towards the Traffic Bridge replacement as an interim source of funding to begin the land assembly process for the NCP project. Adequate funding remains from this amount for this purchase.

Environmental Implications

Phase I and Phase II Environmental Site Assessments were completed on the site area, the results of which indicated the site was within CCME Standards for an industrial zoned site.

Other Considerations/Implications

There are no policy, privacy, or CPTED implications or considerations, and a communication plan is not required.

Due Date for Follow-up and/or Project Completion

At this time, no date has been identified for follow-up or project completion.

Public Notice

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

Attachment

1. Drawing Indicating Land for Acquisition

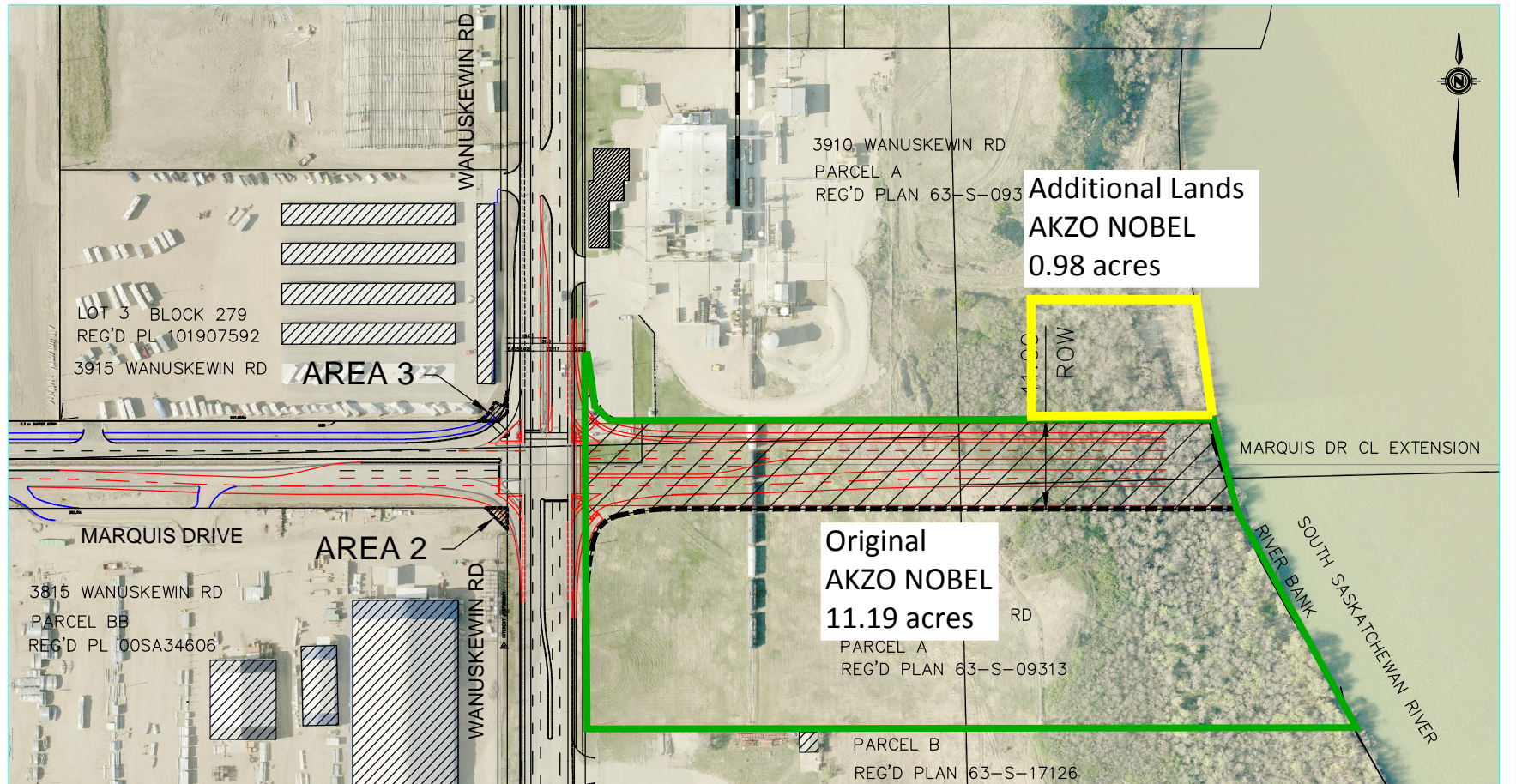
Report Approval

Written by: Keith Pfeil, Manager, Real Estate Services

Reviewed by: Frank Long, Director of Saskatoon Land
Kerry Tarasoff, CFO/General Manager, Asset & Financial Management
Department

Approved by: Murray Totland, City Manager

Akzo Nobel Land Acquisition NCP_2015.docx



FUTURE ROADWAY



PROPERTY ACQUISITION AREA

Highlighted in Yellow

PLAN DESCRIPTION/REVISIONS	
4	XXX XXX
3	
2	
1	
DRAWN BY LCI	
DATE 2012-MAR-07	
SCALE : HOR. 1:3000 VERT. _____	



CONCEPT PROPERTY ACQUISITION
 MARQUIS DRIVE EXTENSION
 Page 136 2011 AERIAL IMAGE SHOWN

APPROVED	
GENERAL MANAGER	_____
ENGINEER	_____
ENGINEER	_____
PLAN NO.	240-0032-003r001



STANDING POLICY COMMITTEE ON TRANSPORTATION

Highway 16 East Operational Jurisdiction

Recommendation of the Committee

1. That an agreement with the Ministry of Highways and Infrastructure be approved, in principle, to take over operational jurisdiction of Highway 16 from the current City limits up to a point in line with the western edge of the projection of Range Road 3044 as per the terms outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the January 11, 2016 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Transportation & Utilities

Highway 16 East Operational Jurisdiction

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:

1. That an agreement with the Ministry of Highways and Infrastructure be approved, in principle, to take over operational jurisdiction of Highway 16 from the current City limits up to a point in line with the western edge of the projection of Range Road 3044 as per the terms outlined in this report; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to take over operational jurisdiction of Highway 16 from the existing City limits to a point in line with the western edge of the projection of Range Road 3044.

Report Highlights

The City will take over operational jurisdiction of Highway 16 from the current City limits up to a point in line with the western edge of the projection of Range Road 3044 effective May 1, 2016.

Strategic Goal

This report supports the City's Strategic Goal of Sustainable Growth. Saskatoon is known for smart, sustainable growth and the long-term strategy is to plan for development collaboratively with regional partners and stakeholders.

Background

City Council, at its meeting held on October 27, 2014, approved the revision to the Rosewood Neighbourhood Concept Plan to include additional land east of Zimmerman Road. Improvements are required to the intersection of Highway 16 and Zimmerman Road to support the development, and the City is better positioned to operate the highway given the improvements and adjacent development.

Report

As development proceeds in the Rosewood neighbourhood, Highway 16 will serve to provide a higher level-of-service to the adjacent roadways resulting in more urban-like traffic conditions. Therefore, the Administration has reached an agreement with the Ministry of Highways (MHI) to annex the Highway 16 right-of-way as shown in Attachment 1.

Under the agreement, the City will be responsible for maintenance, direction, management and control (including legal liability) of the Highway 16 right-of-way.

The agreement is intended as an interim step in advance of formal annexation of the Highway 16 right-of-way, which is planned for 2017. The agreement will allow the City to proceed with improvements to the intersection of Highway 16 and Zimmerman Road to support ongoing development in the Rosewood neighbourhood.

As part of the agreement, the Province will pay an annual Operation and Maintenance grant on the Highway 16 right-of-way under the Urban Highway Connector Program effective May 1, 2016.

Prior to annexation, the Province will fund and complete the routine maintenance of the Highway in 2016. The type and extent of the routine maintenance will be as agreed to by the Province and the City.

In addition, the Province will fund 100% of the rehabilitation (the driving lanes of Highway 16) not including any interchange ramps or other rehabilitation works. The rehabilitation will occur no later than 10 years following annexation of the Highway 16 right-of-way.

Financial Implications

The cost to maintain and operate the Highway 16 right-of-way will be offset by a grant from the Province under the Urban Highway Connector Program. Improvements to the intersection of Highway 16 and Zimmerman Road are funded by the adjacent developers through servicing agreements.

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communications, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The agreement to transfer operational jurisdiction to the City will come into effect on May 1, 2016, with annexation to follow in 2017. The Province will undertake routine maintenance of the highway in 2016, and be responsible for rehabilitation of the highway no later than 10 years following annexation.

Public Notice

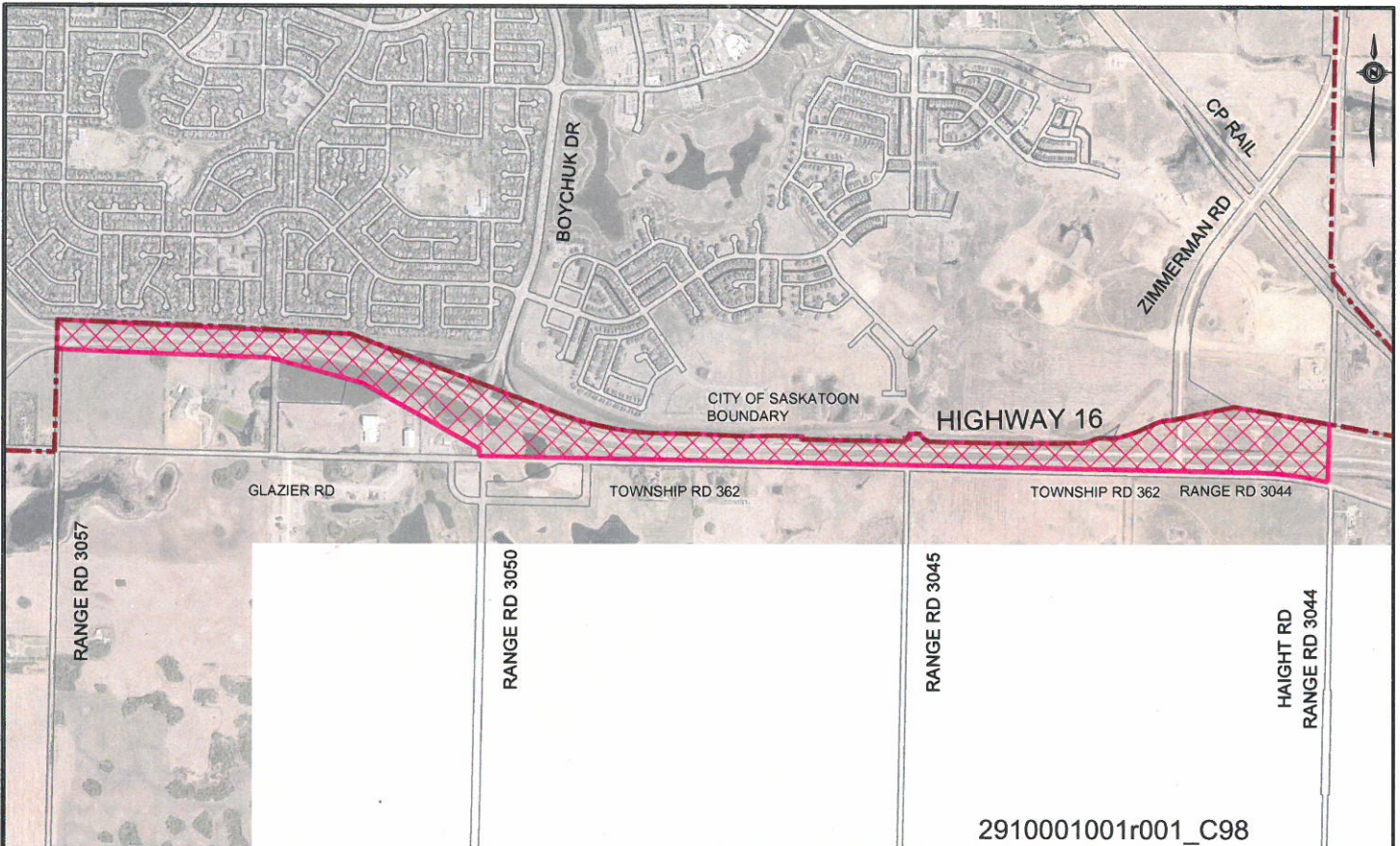
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required for consideration of this report.

Attachment


1. Proposed Operational Agreement and Future Annexation – Highway 16

Report Approval

Written by: Angela Gardiner, Director of Transportation
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department



2910001001r001_C98

<p>NOTES:</p> <p>MAGENTA AREA FOR OPERATIONAL AGREEMENT</p>	<p>PLAN DESCRIPTION/REVISIONS</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>	 <p>City of Saskatoon Transportation & Utilities Department</p> <p>PROPOSED OPERATIONAL AGREEMENT AND FUTURE ANNEXATION HWY 16</p>	<p>APPROVED</p>
	<p>DRAWN BY <u>JMR</u></p> <p>DATE <u>2015-DEC-24</u></p> <p>SCALE : HOR. <u>1:20000</u> VERT. _____</p>		<p>CHIEF ENGINEER _____</p>
			<p>ENGINEER _____</p>
			<p>PLAN NO. <u>FIGURE 1</u></p>



STANDING POLICY COMMITTEE ON TRANSPORTATION

33rd Street – Boulevard Removal – Parking and Traffic Operations

Recommendation of the Committee

1. That the detailed recommendations for the 33rd Street Corridor be added to the recommendations from the 33rd Street Corridor Study and together be adopted as the framework for future traffic improvements along 33rd Street, to be undertaken as funding is made available through the annual budget process; and
2. That the Administration, in consultation with the two adjoining Community Associations and the 33rd Street Business Improvement District, report back in November 2017 after installation of the bollards.

History

At the January 11, 2016 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Transportation & Utilities

33rd Street – Boulevard Removal – Parking and Traffic Operations

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That the detailed recommendations for the 33rd Street Corridor be added to the recommendations from the 33rd Street Corridor Study and together be adopted as the framework for future traffic improvements along 33rd Street, to be undertaken as funding is made available through the annual budget process.

Topic and Purpose

The purpose of this report is to provide information on the future transportation plans for the 33rd Street Corridor between Idylwyld Drive and Confederation Drive.

Report Highlights

A detailed engineering assessment was completed by the Administration based on input from the Transportation, Planning & Development, and Transit divisions, resulting in additional recommendations for improvements.

Strategic Goal

This report supports the Strategic Goal of Moving around by providing a plan to guide the implementation of pedestrian infrastructure and intersection improvements that will improve the safety of pedestrians, motorists, and cyclists.

Background

City Council, at its meeting held on October 26, 2015, resolved, in part:

- “4. That the Administration provide a report regarding implementation of the following:
 - a. Designation of 33rd Street as a minor arterial corridor (not major);
 - b. Single lane traffic from the furthest west corner of Ave B to Ave G;
 - c. Parking limits of two hours from the furthest west corner of Ave B to Ave G, and up to the alleys north and south of 33rd Street; and
 - d. Pedestrian bulbing / curb extensions from the furthest west corner of Ave B to Ave G with each intersection having two bulbs (one on the north and one on the south side of 33rd Street) at designated crossing areas in consultation with the Business Improvement District and the City’s Traffic Division.”

Report

A detailed engineering assessment included input from the Transportation, Planning & Development, and Transit divisions, as well as a meeting held with the Business Improvement District (BID). The outcome was a list of conclusions and additional recommendations as illustrated in Attachment 1.

Public and/or Stakeholder Involvement

Staff from the Transportation and Planning & Development divisions met with BID representatives on December 4, 2015 for an in-person meeting. Meeting notes are as follows:

- The Administration explained the outcomes of the October 26, 2015 Council meeting directing additional work be completed on the 33rd Street Corridor Study.
- The recommendations from the 33rd Street Corridor study were reviewed and details were discussed.
- The Administration outlined their support for reclassifying 33rd Street as a minor arterial.
- The Administration outlined their support for installing parking limits of two hours from the furthest west corner of Avenue B to Avenue G, and up to the alleys north and south of 33rd Street. It was noted, that for the most part, two parking limits currently exist on all side streets.
- The Administration indicated that they did not support curb extensions along 33rd Street in consideration of the following:
 - 33rd Street is different than 22nd Street notably in terms of right-of-width and the inclusion of a raised concrete median along 22nd Street. The raised median allows the development of dedicated left-turn lanes, allowing through traffic to still move through an intersection while vehicles wait to turn left. On 33rd Street, the lack of raised median forces left turning vehicles to mix with through traffic, and with a curb extension in place, a single left turning vehicle could delay a significant amount of through traffic. A remedy to this situation would be to restrict left turns, which both the Administration and BID agreed was not desired.
 - Curb extensions would restrict traffic and promote short-cutting traffic through adjacent residential areas.
 - Saskatoon Transit is not in favour of curb extensions as this would reduce the effectiveness of its service and decrease Transit ridership.
 - In the long-term, during peak hours, four lanes of lane capacity is required.
- In lieu of curb extensions, the BID requested that the Administration review the possibility of adding bollards at key locations throughout the corridor to provide an increased level of safety for pedestrians. The Administration responded that bollards would be added, and the appropriate recommendations have been included in this report.
- The Administration explained that there is no intent to extend parking restrictions further west along 33rd Street, or implement parking prohibitions in the next 20 years.

- The BID requested that the Administration review the feasibility of reducing the physical length of the peak period parking restrictions. The Administration responded that a review would be done, and the appropriate recommendations have been included in this report.

The Administration has provided an update via e-mail to the Mayfair and Caswell Hill Community Associations on the additional proposed recommendations. As of the date of writing this report, there has been no response received from either the Mayfair or Caswell Hill Community Associations.

Communication Plan

If approved, the recommendations contained in this report will be added to the recommendations from the approved 33rd Street Corridor Plan, and shared with the businesses along 33rd Street, residents and the impacted neighbourhoods using several methods: City website, Community Association communication forums (i.e. website, newsletter).

Any construction that impacts businesses, residents or traffic will be communicated via construction letters, Traffic Detour Service Alerts, the Daily Road Report and the Road Restrictions and Construction Projects interactive map.

Environmental Implications

The overall impact of the recommendations on traffic characteristics including the impacts on greenhouse gas emissions has not been quantified at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Implementation of improvements included in this report will proceed as funding becomes available.

Public Notice

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

Attachment

1. 33rd Street Proposed Traffic Restriction

Report Approval

Written by: Jay Magus, Engineering Manager, Transportation
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

Date: December 22, 2015
File: n/a

To: File

From: Jay Magus, P.Eng., Engineering Manager, Transportation

CC: Angela Gardiner, Director, Transportation
Jim McDonald, Director, Transit
Don Cook, Manager, Long Range Planning
Jeff Jorgenson, GM, Transportation and Utilities

Re: 33rd Street Proposed Traffic Restriction

1. Background

At the Regular Business Meeting of City Council held on October 26, 2015, regarding the item '33rd Street – Boulevard Removal – Parking and Traffic Operations', City Council resolved:

- “1. That the 33rd Street Corridor Study be adopted as the framework for future traffic improvements along 33rd Street, to be undertaken as funding is made available through the annual budget process;
2. That the Administration continue consultations with the 33rd Street Business Improvement District and all abutting Community Associations, regarding the future of traffic improvements along 33rd Street; and
3. That the Administration continue discussions with stakeholders regarding pedestrian safety measures (pedestrian bulbing) and the number of lanes of traffic between Avenues B and G,
4. That the Administration provide a report regarding implementation of the following:
 - a. Designation of 33rd Street as a minor arterial corridor (not major);
 - b. Single lane traffic from the furthest west corner of Ave B to Ave G;
 - c. Parking limits of two hours from the furthest west corner of Ave B to Ave G, and up to the alleys north and south of 33rd Street; and
 - d. Pedestrian bulbing / curb extensions from the furthest west corner of Ave B to Ave G with each intersection having 2 bulbs (one on the north and one on the south side of 33rd Street) at designated crossing area in consultation with the Business Improvement District and the City's Traffic Division.”

In preparing a formal response to the request to restrict traffic from four lanes to two lanes along 33rd Street the Administration considered the following aspects:

1. The recently completed 33rd Street Corridor Study
2. The ongoing Growth Plan to Half a Million
3. Traffic Volume Review
4. Operational Impacts
5. Transit Impacts
6. Parking
7. Pedestrian Safety
8. Neighbourhood Short-Cutting
9. Comparison of 33rd Street and 22nd Street
10. Role of 33rd Street in Transportation Network

The following sections present the Administration's findings.

2. 33rd Street Corridor Study

In 2015 the Transportation division completed the **33rd Street Corridor Study**, City of Saskatoon, 2015. The initial intent of the study was to provide recommendations on transportation infrastructure required to improve existing conditions, as well as develop a long-term plan to meet future transportation infrastructure requirements. This scope was revised at the project start to only include a review of the existing conditions as the Growth Plan, currently under development, will influence long-term recommendations for 33rd Street. To avoid conflicting recommendations, and maximize staff utilization, the Transportation division did not proceed with a long-term plan for 33rd Street at this time. Accordingly, the project proceeded on this assumption, including a public consultation component that did not include any proposal of significant physical changes. In other words, the public has not seen and provided feedback on the idea of significant physical changes to 33rd Street.

The recommendations from the 33rd Street Corridor Study included a number of improvements that will increase pedestrian safety, as detailed in **Table 1**.

Table 1: 33rd Street Corridor Recommended Pedestrian Safety Improvements

Recommendation	Location	Cost	Timeframe
Install sidewalk ramps	<ul style="list-style-type: none"> • SE and NE corner of Avenue B • SE and SW corner of Avenue D • SE corner of Avenue E (west Crosswalk location) • SE corner of Idylwyld Drive 	\$20,000	3 – 5 years
Install Sidewalk	South side of 33rd Street between Avenue P and east edge of Vic Rempel Park	\$35,000	5 years
Install Pathway	South side of 33rd Street between east edge Vic Rempel Yards Park and Edmonton Avenue	\$15,000	5 years
Sidewalk protection – replace jersey barriers with bollards	Avenue H (north side)	\$2,000	1 year
Active Pedestrian Corridor	Avenue C east side of south leg	\$35,000	3 – 5 years
Zebra Crosswalk	Avenue E west side of south leg	\$500	1 year
Replace Pedestrian Actuated Signals with Active Pedestrian Corridors	Avenue F (east side of south leg)	\$35,000	3 – 5 years
Upgrade Pedestrian Actuated Signals with Traffic Signals	Northumberland Avenue	\$100,000	5 years
Upgrade Traffic Signals and maintain existing crossings	Avenue D	\$135,000	5 years

Summary: The recommendations from the 33rd Street Corridor Study include a number of improvements that will increase pedestrian safety.

3. Growth Plan to Half a Million

In 2013 the City of Saskatoon (City) published the **Strategic Plan 2013-2023** (Strategic Plan) that identified eight interrelated themes and visions. To support the Strategic Plan, the City moved forward with developing a Growth Plan that focuses on two of the themes and visions, specifically Sustainable Growth and Moving Around.

The Growth Plan is proposing that significant growth occur within Circle Drive, not only by focusing on strategic infill sites like the Downtown, North Downtown and University lands, but also through initiatives to encourage the redevelopment of major corridors in the city. 33rd Street would be well-served by focusing on the objectives for corridor growth:

- support and encourage a variety of building types, densities and forms;
- create public spaces that are inviting, active and memorable to residents and visitors alike;
- improve access to employment opportunities and commercial businesses and services;
- improve mobility options for people along major corridors and across the city;
- enhance connectivity between and within neighbourhoods; and,
- support the efficient provision of infrastructure.

As it relates to overall network connectivity, the Growth Plan focuses on serving the travel needs of this growth by continuing and enhancing the grid street pattern in order to promote the use of alternative travel modes (walking / cycling / transit) and also minimize impact of increasing traffic on neighbourhoods.

As 33rd Street changes over time, as the city grows, collaboration between the 33rd Street Business Improvement District (BID), the adjacent neighbourhood Community Associations and the City, can work to address particular challenges and create new opportunities. Initiatives similar to the **Broadway 360** Development Plan, parking studies, and strategic planning by the BID, can all play a role in determining future expectations for 33rd Street, while it continues to play a role in the overall city connectivity.

Summary: As it relates to overall network connectivity, the Growth Plan focuses on serving the travel needs by continuing and enhancing the grid street pattern in order to promote the use of alternative modes (walking / cycling / transit) and also minimize impact of increasing traffic on neighbourhoods.

4. Traffic Volume Review

A comparison of existing and forecast traffic volumes on 33rd Street is provided in **Table 2**. The existing data is from traffic counts taken in 2014 and 2015. The '400k Population' and '500k Population' traffic forecasts were generated from the City's VISUM transportation model and reflects the estimated traffic at the 400,000 population and 500,000 population horizon for the City of Saskatoon. Within these two population horizons, further scenarios were developed to reflect the business as usual (no Growth Plan), and with the Growth Plan assumptions in place. The Growth Plan assumptions include a bridge connecting 33rd Street to Preston Avenue, and a higher modal split towards transit, walking, and cycling.

Table 2: Daily Traffic Estimates

Scenario Details		Estimated Average Daily Traffic (ADT) on 33 rd Street			
		West of Confederation Drive	West of Avenue P	West of Avenue C	West of Quebec Avenue
Existing		6,650	19,700	12,950	14,750
<ul style="list-style-type: none"> • No Growth Plan assumptions • with Perimeter Highway • with North Commuter Parkway and Traffic Bridge 	400k Population	14,700	22,150	14,050	21,850
	500k Population	24,900	23,350	16,600	19,600
<ul style="list-style-type: none"> • Growth Plan assumptions <ul style="list-style-type: none"> ○ with new core bridge • with Perimeter Highway • with North Commuter Parkway and Traffic Bridge 	400k Population	12,800	21,900	13,700	20,700
	500k Population	not available	23,400	16,000	24,100
New trips resulting from development in the Blairmore sector ¹		6,150	2,650	n/a	n/a

¹ Included in forecasts

A review of the traffic information indicates that the existing lane capacity will be required in the future for 33rd Street as the estimated daily traffic volumes reasonably increase by the 400k and 500k populations for both the 'Non Growth Plan', and 'Growth Plan' scenarios. However, the traffic projections also indicate that there will not be a need to significantly increase the capacity of 33rd Street in the foreseeable future.

According to the ***New Neighbourhood Design and Development Standards Manual***, City of Saskatoon, January 2012:

“Arterial roadways are intended to carry large volumes of all types of traffic moving at medium speeds. They expedite movement of through traffic to major traffic generators and from subdivision to subdivision.

Arterial roadways are subdivided into three categories dependent on service level.

- *Class A: 6 lanes, divided.*
- *Class B: 4 lanes, divided.*
- *Class C: 4 lanes, undivided.”*

The Daily Service Volume for an arterial roadway is 5,000 to 30,000 vehicles per day.

33rd Street today clearly meets this description, as the road begins at the western edge of the City and connects to provide direct access to: Elk Point, Kensington, Dundonald, Confederation Park, Westview, Massey Place, Hudson Bay Park, Caswell Hill, and Mayfair prior to heading east past Idylwyld Drive. The arterial is a Class C with 4 lanes undivided, and accommodates between 6,000 to 20,000 vehicles per day depending on the segment.

The City’s current roadway classification guidelines and design standards include duplication and gaps in the various types of road classifications. Over the near term the Transportation division will revise the guidelines and standards in order to provide clear direction on road classification and applicable standards to road designers and road authorities. Until such time, the Transportation division supports the reclassification of 33rd Street between Idylwyld Drive and Confederation Drive to a minor arterial.

As with several streets in Saskatoon, the description of an arterial does not exactly match what exists today. For example, according to the City design manual “Parking is prohibited on any arterial.” Of course on numerous arterial streets throughout Saskatoon parking is permitted (including segments of 33rd Street), as historically the technical issues have been resolved case by case on these older streets as they appeared over time.

Summary: The existing lane capacity will be required in the future for 33rd Street as the estimated daily traffic volumes reasonably increase by the 400k and 500k populations for both the 'Non Growth Plan', and 'Growth Plan' scenarios.

The Transportation division supports the reclassification of 33rd Street between Idylwyld Drive and Confederation Drive to a minor arterial.

5. Operational Impacts

Installing curb extensions will have negative impacts on the operations of the intersections along the 33rd Street corridor. The street would be effectively reduced to two lanes of through traffic (one in each direction), and will not promote through traffic nor turning off and on the street. A significant operational issue will be the delays caused by left and right turning vehicles. As turning vehicles wait to complete their turn, queuing will form behind this waiting vehicle. Delayed drivers may have the tendency to get frustrated and complete illegal or wrong way manoeuvres. Also, long queues can spillback into upstream intersections, causing delays and blocking commercial driveways between intersections.

Summary: Curb extensions will have negative impacts on the operations of the intersections along 33rd Street.

6. Transit Impacts

Saskatoon Transit provided the following comments on the suggested curb extensions on 33rd Street:

- The reduction to two traffic lanes (one per direction) will negatively impact travel times, reliability and route performance for Saskatoon Transit.
- The proposed lane restrictions will severely alter traffic flow and prevent Transit from providing service with any usable frequency. For example, if curb extensions are installed, delay will occur at intersections when vehicles are waiting to turn left, and there is no room for transit vehicles (or other vehicles) to continue through the intersection.
- 33rd Street is identified as a high frequency corridor in our Growth Plan, Transit must be able to increase service frequency in order to bolster its service and attract ridership. Higher frequency transit for corridors would be an area served by transit approximately every 15 minutes, for up to 15 hours a day, 7 days a week. Some service would feed into the rapid transit corridors while others, like 33rd Street, would form a new attractive transit corridor between destinations.

Saskatoon Transit is unable to endorse the proposed installation of curb extensions along 33rd Street as it would reduce the effectiveness of its service and decrease Transit ridership, contrary to the strategic goal of Moving Around.

Summary: Saskatoon Transit does not support curb extensions along 33rd Street as it would reduce the effectiveness of its service and decrease Transit ridership, contrary to the strategic goal of Moving Around.

7. Parking

Currently parking on 33rd Street is arranged as follows:

- Westbound:
 - No parking between Idylwyld Drive and Avenue B at any time
 - No parking from 16:00 to 18:00 between Avenue B and Avenue F
- Eastbound:
 - No parking from 07:00 to 09:00 between Avenue F and Avenue B
 - No parking between Avenue B and Idylwyld Drive

Currently parking on the intersecting streets between 33rd Street and the alleys to the north and south of is arranged as indicated in **Table 3**.

Table 3: Existing Parking Arrangement

Intersecting Road	South of 33 rd Street	North of 33 rd Street
Avenue B	2hr 09:00 - 18:00, Mon – Sat (both sides)	No Restrictions (both sides)
Avenue C	2hr 09:00 – 18:00, Mon – Sat (both sides)	2hr 09:00 – 18:00, Mon – Sat (both sides)
Avenue D	No Restrictions (east side only 1 stall) 2hr 09:00 – 18:00, Mon – Sat (west side)	No Parking (both sides)
Avenue E	2hr 09:00 – 18:00, Mon – Sat (both sides)	2hr 09:00 – 18:00, Mon – Sat (both sides)
Avenue F	2hr 09:00 – 18:00, Mon – Sat (east side) No Restrictions (west side)	2hr 09:00 – 18:00, Mon – Sat (both sides)
Avenue G	No Restrictions (both sides)	No Restrictions (both sides)

These restrictions enable the intersections near Idylwyld Drive to perform more efficiently and safely by providing multiple lanes during peak hours. The Administration has no intentions of extending the parking restrictions further west along 33rd Street. Furthermore, the traffic projections for the 400K and 500K population horizons indicate that further parking restrictions, or complete prohibitions, are not required in the next 20 years. The existing parking arrangement along 33rd Street is illustrated in **Exhibit 1** (attached).

Implementing 2 hour parking restrictions along 33rd Street between Avenue B and Avenue G would assist in providing parking turnover to the commercial businesses.

Transportation will formally engage the 33rd Street BID to gauge the level of support for implementing 2 hour parking restrictions to address their needs. If the majority of property owners adjacent to 33rd Street are in support of the parking restriction, the Administration will install appropriate signage in 2016.

The Administration met with BID representatives on December 4, 2015 to discuss 33rd Street. The BID requested a review of the peak period parking restrictions, with a preference to reduce the physical length of the restrictions to gain parking. The Administration proceeded to review the adequacy of the peak hour parking restrictions along 33rd Street. Traffic was observed over the peak periods along 33rd Street on December 15th and 16th of 2015, and the following was noted:

- AM Peak Period (7:00 – 9:00 AM) observations: The longest eastbound queue spilled back from Idylwyld Drive to between Avenue C and Avenue D.
- PM Peak Period (4:00 – 6:00 PM) observations: West of Avenue D the outside lane is not heavily used.

In consideration of the above observations it is recommended to maintain peak period parking restrictions along 33rd Street, with modifications / removal of restrictions as follows:

- North side of 33rd Street between Avenue E North (north leg) and Avenue D North (south leg) resulting in a gain of approximately seven parking stalls.
- South side of 33rd Street between Avenue F North (north leg) and Avenue E North (south leg) resulting in a gain of approximately four parking stalls.
- South side of 33rd Street between Avenue E North (north leg) and Avenue D North (south leg) resulting in a gain of approximately nine parking stalls.

The proposed parking arrangement along 33rd Street is illustrated in **Exhibit 2** (attached).

Summary: The traffic projections for the 400K and 500K population horizons indicate that further parking restrictions, or complete prohibitions, are not required in the next 20 years.

If the majority of property owners adjacent to 33rd Street are in support of a two hour parking restriction, the Administration will install appropriate signage in 2016.

The physical length of peak period parking restrictions will be reduced along 33rd Street to provide additional parking.

8. Additional Pedestrian Safety Improvements

As an additional pedestrian safety improvement the Administration is recommending the installation of bollards at key intersections along the 33rd Street corridor between Idylwyld Drive and Avenue G North. For 33rd Street, bollards would be typically placed in the northeast and southwest quadrants of intersections to protect pedestrians from right turning vehicles. The opportunity exists to include an urban design component to the bollards, and the Transportation division will engage the Urban Design section as well as the BID in determining an aesthetic design and finalizing the locations. An example of an existing bollard in Saskatoon is at the intersection of 25th Street and 3rd Avenue as shown in the photograph below.



Photograph of existing bollard providing pedestrian protection

The recommended bollard placement locations are illustrated in **Exhibit 3** (attached).

Summary: At key locations along the 33rd Street corridor bollards will be placed to improve the level of safety for pedestrians.

9. Neighbourhood Short-cutting

One of the main issues raised by the public through the course of the neighbourhood traffic reviews, including the residents of Mayfair and Caswell Hill, is short-cutting traffic. A key strategy in mitigating cut-through traffic is to provide a high level of service on the arterial roads, thus discouraging short-cutting on residential streets to avoid areas where drivers are delayed. In partial response to this issue, the intersection improvement program is being advanced to assist in improving traffic flow on arterial roads.

If traffic is restricted to two lanes via the installation of curb extensions, the risk of increasing short-cutting traffic in the adjacent residential neighbourhoods is high. For example, increased delays along 33rd Street would push more traffic to 29th Street. To mitigate short-cutting a strategy would be to restrict left turns along 33rd Street. Restricting left turns along 33rd Street during the peak hours was previously proposed to the community as a way to improve traffic flows along 33rd Street and did not receive support.

Summary: If traffic is restricted to two lanes via the installation of curb extensions, the risk of short-cutting traffic increasing in adjacent residential neighbourhoods is high.

10. Comparison of 33rd Street and 22nd Street

The Transportation division has received concerns related to the possible conversion of 33rd Street to a roadway like 22nd Street. There are four significant differences between these two roadways:

- Right-of-way width: 22nd Street from Idylwyld Drive to Avenue I has approximately 30 metres of right-of-way (**Exhibit 4**), while 33rd Street from Idylwyld Drive to Avenue G has approximately 20 metres (**Exhibit 5**). To 'match' 22nd Street, 33rd Street would require costly right-of-way widening and would significantly disrupt the adjacent land uses. The Administration has no intention of widening 33rd Street, and this is not an option being explored in the Growth Plan.
- Cross-section: 22nd Street includes 6 through lanes with a raised concrete median. The raised median allows for dedicated left turn lanes at intersections. 33rd Street includes 4 through lanes and is undivided. The undivided condition does not permit dedicated left turn lanes to be developed.
- Adjacent land use: 22nd Street is predominately commercial between Idylwyld Drive and Diefenbaker Drive, while 33rd Street has adjacent commercial land use near Idylwyld Drive, transitioning to residential land use west of Avenue G.
- Average Daily Traffic: On 22nd Street at Avenue H the average daily traffic is 32,000 trips, far exceeding the daily traffic on 33rd Street, which currently varies from 6,650 to 19,700 trips. Future traffic volumes on 33rd Street are projected to peak at 24,900 trips on the portion west of Confederation Drive at the 500k population horizon. The future traffic volumes in the commercial area are projected to peak at 16,660 vehicles per day at the 500k population horizon.

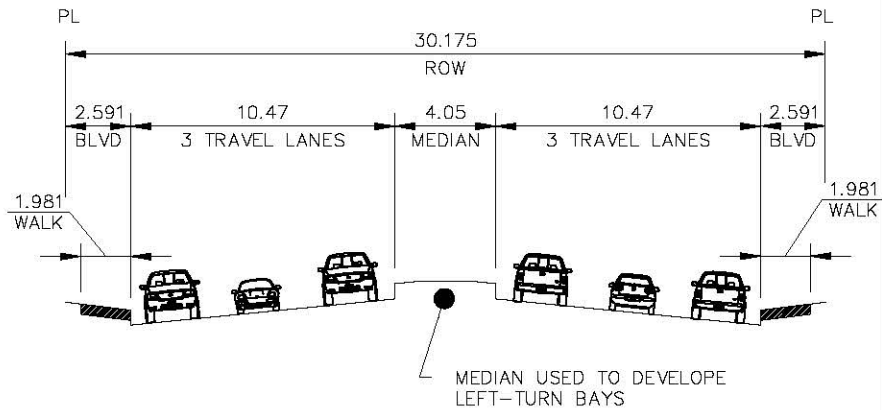


Exhibit 4: 22nd Street between Idylwyld Drive and Avenue I

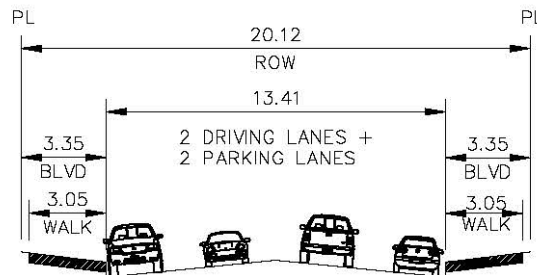


Exhibit 5: 33rd Street between Idylwyld Drive and Avenue G

Summary: There are significant differences between the existing and projected traffic characteristics of 33rd Street and 22nd Street.

11. Role of 33rd Street in Transportation Network

33rd Street plays an important role in the City's transportation network, as a critical east-west arterial link. Reducing the capacity of 33rd Street will have a negative impact on traffic flows on the transportation network west of Idylwyld Drive.

If traffic is restricted on 33rd Street to two lanes the Administration is concerned that a precedent will be set for other similar arterial streets throughout the City, namely Clarence Avenue and Preston Avenue. These streets, together with 33rd Street, are arterial streets that cross sectors of the City and provide connectivity for people to move around by vehicle, transit, bike, or walking. These streets provide a vital function of carrying commuter traffic, and through ongoing work in transit planning through the Growth Plan, and the Active Transportation Plan, are key corridors to enhance transit, walking, and biking usage throughout the City.

Summary: 33rd Street is critical link in the transportation network and reducing capacity would have a negative impact on traffic flows west of Idylwyld Drive.

12. Conclusions

The following conclusions are drawn:

1. The recommendations from the 33rd Street Corridor Study included a number of improvements that will increase pedestrian safety.
2. As it relates to overall network connectivity, the Growth Plan focuses on serving the travel needs by continuing and enhancing the grid street pattern in order to promote the use of alternative travel modes (walking/cycling/transit) and also minimize impact of increasing traffic on neighbourhoods.
3. The existing lane capacity will be required in the future for 33rd Street as the estimated daily traffic volumes reasonably increase by the 400k and 500k populations for both the 'Non Growth Plan', and 'Growth Plan' scenarios.
4. The City's current roadway classification guidelines and design standards include duplication and gaps in the various types of road classifications. Over the near term the Transportation division will revise the guidelines and standards in order to provide clear direction on road classification and applicable standards to road designers and road authorities. Until such time, the Transportation division supports the reclassification of 33rd Street as a minor arterial.
5. Installing curb extensions will have negative impacts on the operations of the intersections along the 33rd Street corridor. The street would be effectively reduced to two lanes of through traffic (one in each direction), and will not promote through traffic nor turning off and on the street.
6. Saskatoon Transit does not support curb extensions along 33rd Street as it would reduce the effectiveness of its service and decrease Transit ridership, contrary to the strategic goal of Moving Around.
7. At this time the Administration has no intentions of extending the parking restrictions further west along 33rd Street, nor implementing parking prohibitions in the next 20 years.
8. If the majority of property owners adjacent to 33rd Street are in support of a two hour parking restriction, the Administration will install appropriate signage in 2016.
9. The physical length of peak period parking restrictions will be reduced along 33rd Street.
10. At key locations along the 33rd Street corridor bollards be placed to improve the level of safety for pedestrians.
11. If traffic is restricted to two lanes via the installation of curb extensions, the risk of short-cutting traffic increasing is high.

12. There are significant differences between the existing and projected traffic characteristics of 33rd Street and 22nd Street.
13. 33rd Street is a critical link in the transportation network and reducing capacity would have a negative impact on traffic flows west of Idylwyld Drive.

13. Recommendations

The recommendations are as follows:

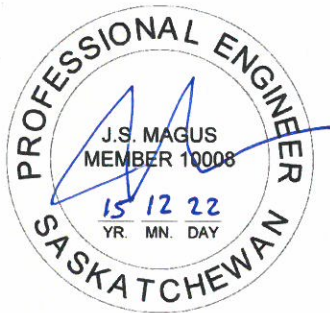
1. Implement approved recommendations from the 2015 33rd Street Corridor Study.
2. Do not reduce the existing traffic capacity by installing curb extensions.
3. Reclassify 33rd Street between Idylwyld Drive and Circle Drive as a Minor Arterial.
4. Maintain existing parking, including two hour restrictions on side streets. Survey the BID to evaluate support for the implementation of two hour restrictions along 33rd Street between Avenue B and Avenue G.
5. Maintain peak period parking restrictions along 33rd Street, with modifications / removal of restrictions as follows:
 - North side of 33rd Street between Avenue E North (north leg) and Avenue D North (south leg) resulting in a gain of approximately seven parking stalls
 - South side of 33rd Street between Avenue F North (north leg) and Avenue E North (south leg) resulting in a gain of approximately four parking stalls
 - South side of 33rd Street between Avenue E North (north leg) and Avenue D North (south leg) resulting in a gain of approximately nine parking stalls
6. At key locations along the 33rd Street corridor bollards be placed to improve the level of safety for pedestrians.

14. Closing

If there are any questions or comments, please contact the undersigned.

Prepared by:

Jay Magus, P.Eng.
Engineering Manager, Transportation
City of Saskatoon

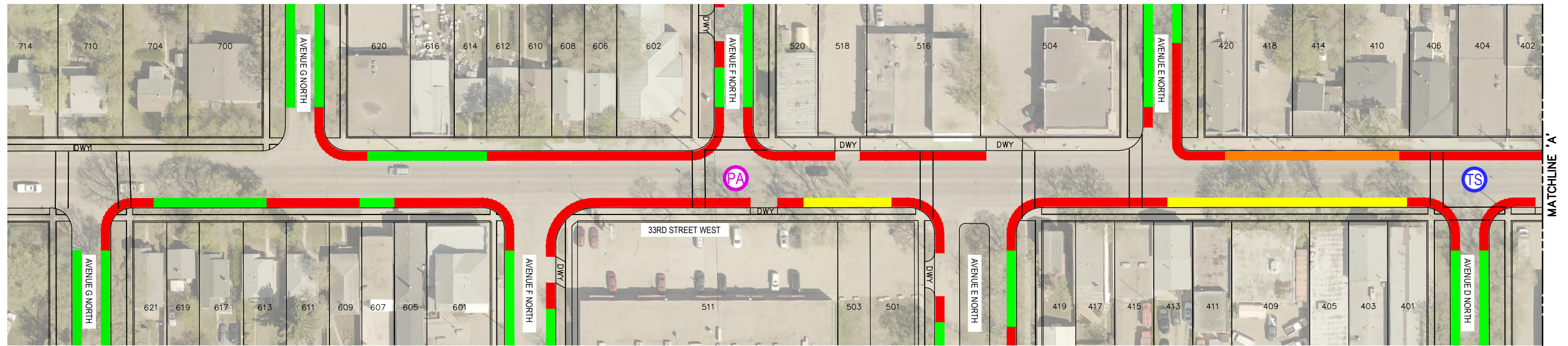
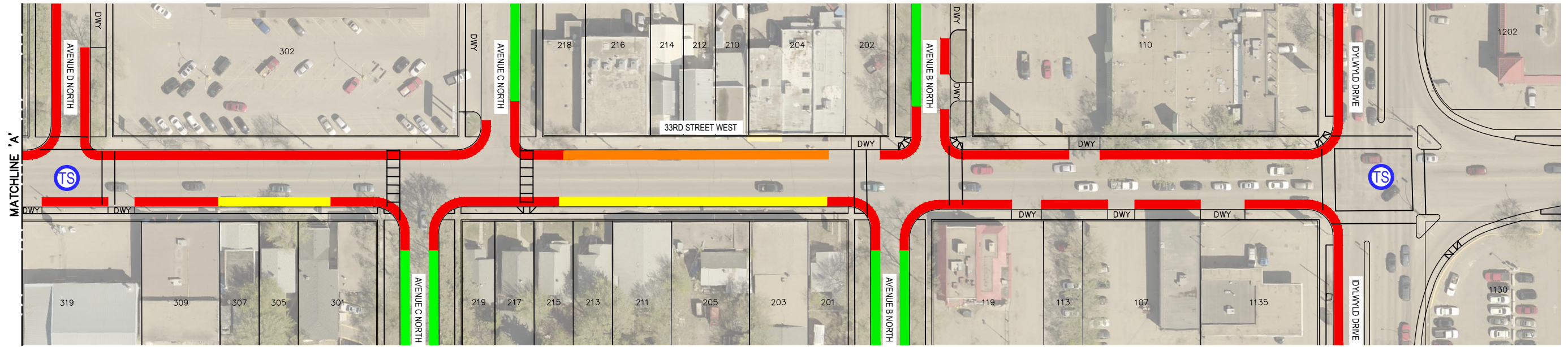


Reviewed by:

David LeBoutillier, P.Eng.
Senior Transportation Engineer, Transportation
City of Saskatoon

Angela Gardiner, P.Eng.
Director of Transportation
City of Saskatoon

Attachments



LEGEND








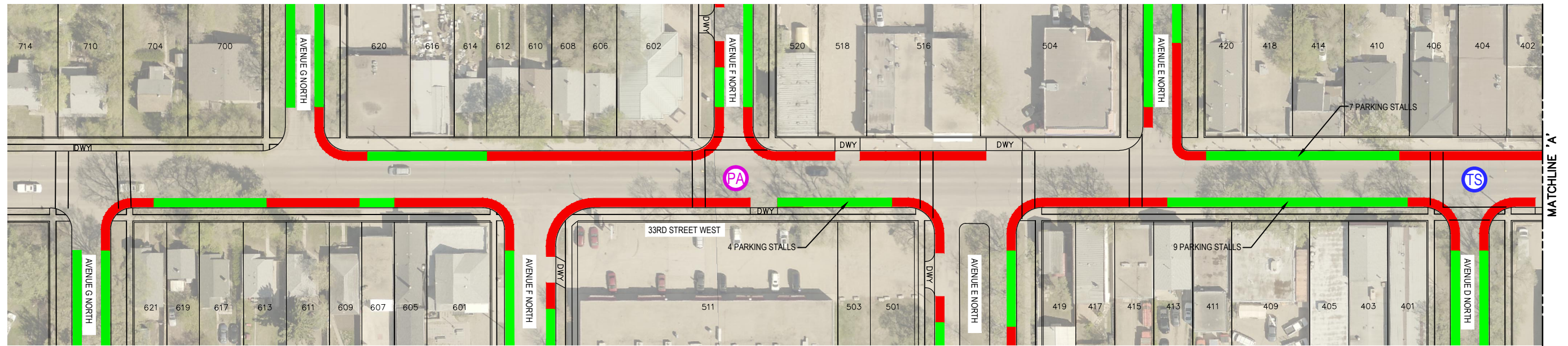
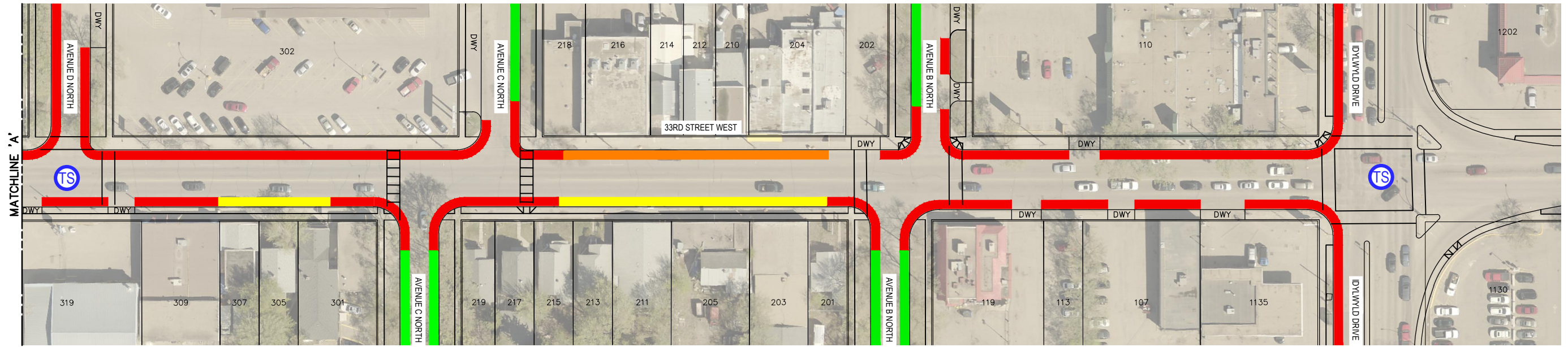
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|---|-------------------------------------|---|-----------------------------------|---|------------|
|  | EXISTING TRAFFIC SIGNAL |  | AVAILABLE PARKING |  | NO PARKING |
|  | EXISTING PEDESTRIAN ACTUATED SIGNAL |  | PM PEAK HOUR PARKING RESTRICTIONS | | |
|  | EXISTING ACTIVE PEDESTRIAN CORRIDOR |  | AM PEAK HOUR PARKING RESTRICTIONS | | |

EXHIBIT 1: 33RD STREET WEST - AVENUE H NORTH TO IDYLWYLD DRIVE (EXISTING PARKING ARRANGEMENT)



LEGEND



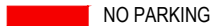




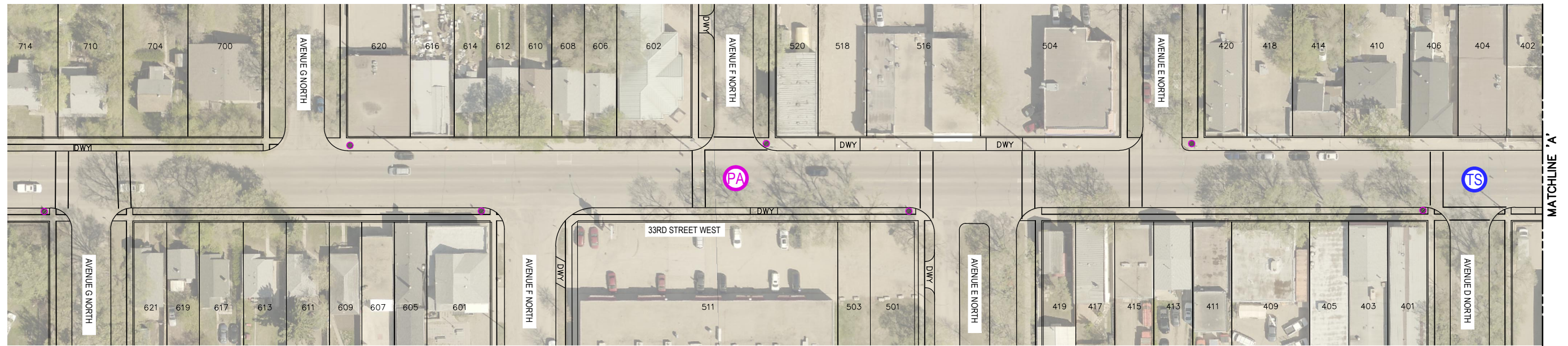
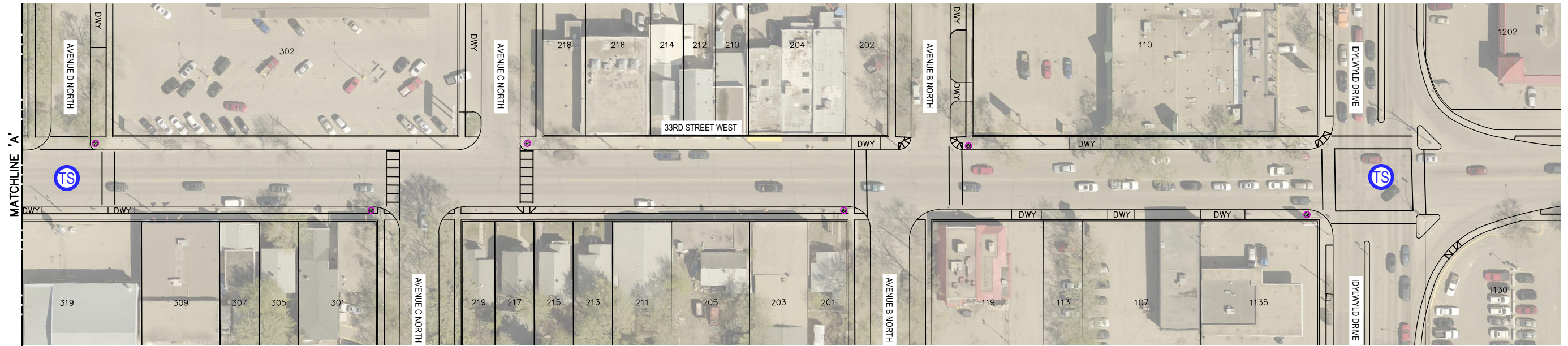




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|  | EXISTING TRAFFIC SIGNAL |  | AVAILABLE PARKING |  | NO PARKING |
|  | EXISTING PEDESTRIAN ACTUATED SIGNAL |  | PM PEAK HOUR PARKING RESTRICTIONS | | |
|  | EXISTING ACTIVE PEDESTRIAN CORRIDOR |  | AM PEAK HOUR PARKING RESTRICTIONS | | |

EXHIBIT 2: 33RD STREET WEST - AVENUE H NORTH TO IDYLWYLD DRIVE (PROPOSED PARKING ARRANGEMENT)



LEGEND

-  EXISTING TRAFFIC SIGNAL
-  EXISTING PEDESTRIAN ACTUATED SIGNAL
-  EXISTING ACTIVE PEDESTRIAN CORRIDOR
-  BOLLARD INSTALLATION



STANDING POLICY COMMITTEE ON TRANSPORTATION

Winter Road Maintenance – 2016 Options for Use of Additional Snow Removal Funds

Recommendation of the Committee

That Option 1 be implemented as outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities.

History

At the January 11, 2016 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Transportation & Utilities

Winter Road Maintenance – 2016 Options for Use of Additional Snow Removal Funds

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That Option 1 be implemented as outlined in this report.

Topic and Purpose

The purpose of this report is to obtain direction on which winter roadway maintenance services will be increased with the funding increase approved in the 2016 Budget.

Report Highlights

Three options are presented in this report to the Standing Policy Committee on Transportation so they can direct the Administration on the priority of activities for Saskatoon and how to allocate this additional funding.

Strategic Goal

This report supports the 4-year priority for the Strategic Goal of Moving Around to establish service levels for the repair and maintenance of our roads, streets, lanes, sidewalks and bridges. It also supports the City's Leadership Commitments to Reliable and Responsive Service; Strong Management and Fiscal Responsibility; and Effective Communications, Openness and Accountability.

Background

In July 2015, the Executive Committee considered a report from the Administration that discussed a possible \$325,000 increase to winter service levels for anti-icing techniques on high-speed roadways and \$120,000 for cleaning sidewalk corner access ramps in Business Improvement Districts. The Executive Committee directed the Administration to include these items in the 2016 budget.

The City of Saskatoon Winter Road Maintenance - Level of Service document was included in the 2016 Budget package and was reviewed by the Standing Policy Committee in December 2015. City Council approved an additional \$1.04 Million for winter snow and ice management in 2016. The additional funds are to be used to build a base for future city-wide snow removal on residential streets, as well as increase the current winter level of service. Discussion occurred at the December 2015 SPC on Transportation meeting and Administration was given the direction required to draft options for Committee and City Council's consideration.

Report

Considering input from the Standing Policy Committee on Transportation and Councillors, three options have been developed as outlined below:

Option 1 - Re-Deploy New Anti-Icing Funding to Priority Street Sanding, and Use the \$1.04 Million to Improve School Zone Removal and Priority Street Removal Frequency and Length (Recommended):

- A. Funding of \$325,000 included in the 2016 Budget to be used to improve sanding frequency on Priority Streets:
- The implementation of new de-icing chemicals (Caliber) and updated techniques for high speed roadways has resulted in significant improvements to the City's freeway conditions during the winter months. These techniques are achieving many of the benefits that a pure liquid-based anti-icing strategy would achieve. As such, the Administration believes that the funding included in the base 2016 Budget earmarked for liquid-based anti-icing, could be largely focused instead to achieve improved sanding and de-icing service levels throughout the city. That funding would allow the service level to be increased, resulting in a reduction in the time between inspections and sanding of Priority 3 streets, from twelve hours to six hours (outside of snow events). The estimated cost is \$240,000, leaving approximately \$85,000 of the 2016 base increase available for improved anti-icing on high speed roadways. The remaining funds will be used to outfit the sander fleet with pre-wet equipment with an estimated one-time cost of \$96,000. The equipment can be used for direct liquid application as well as pre-wet sanding.
- B. Additional funding of \$1.04 Million added at Budget to be used for:
- Enhanced school zone snow removal, including but not limited to an additional 20 metre average (based on natural points) of "no windrow zones" within each school zone; also a reduction in the typical trigger height from windrow removal in school zones from 75 centimetres to 60 centimetres. The estimated cost is \$255,000.
 - Increased priority street snow removal focused on high-density residential facing locations with on-street parking. Approximately 172,000 cubic meters of additional priority street snow removal will occur at an estimated cost of \$545,000 annually. This would translate to approximately 200 lane kilometers of additional snow removal, highly dependent on snow volumes.
 - Improved service level for priority streets with on-street parking already receiving snow removal, where removal would be initiated once snow ridges begin materially impeding parking or narrowing the driving surface. This earlier trigger will not increase the cubic metres removed during the winter, but will increase costs because rather than wait until significant windrows build up and snow is removed all at once, snow will be removed in a more ongoing way through the winter. More work is required to determine service level details and affected street inventories, but the Administration believes that \$240,000 would enable this improvement to occur.

Option 2 - Do Not Re-Deploy New Anti-Icing Funding to Priority Street Sanding, and Use the \$1.04 Million to Improve Priority Street Sanding; Improve School Zone Removal; and Improve Priority Street Removal Frequency and Length:

- A. Do not re-direct the \$325,000 base increase for anti-icing on high speed roadways.
- B. Additional funding of \$1.04 Million added at Budget to be used for:
- Increased sanding service level as outlined in Option 1 for an estimated cost of \$240,000. This would reduce the inspection time on Priority 3 streets from twelve hours to six hours (outside of snow events). If the base is not redirected, a one-time procurement of additional pre-wet equipment is required for \$96,000.
 - Enhanced school zone snow removal, including but not limited to an additional 20 metre average (based on natural points) of “no windrow zones” within each school zone; also a reduction in the trigger height from windrow removal in school zones from 75 centimetres to 60 centimetres. The estimated cost is \$255,000.
 - Increased priority street snow removal focused on high-density residential facing locations with on-street parking. Approximately 146,000 cubic meters of additional priority street snow removal will occur, at a cost of \$449,000 annually. This would translate to approximately 170 lane kilometers of additional snow removal, highly dependent on snow volumes.
 - No change in frequency of windrow removal from narrow streets, current service level remains in effect.

Option 3 – Allocate a portion of the funding added at Budget to a contribution to a city-wide residential snow removal reserve.

Options 1 and 2 outline effectively a menu of items that City Council could fund. If it is desired to earmark some funding for allocation to a reserve, items could be removed and that funding could be allocated to the reserve.

One additional component to consider would be increasing the length of “no windrow zones” within each school zone, but not change the windrow height trigger. This increased length is estimated to cost \$67,000 depending on snow volumes.

Options to the Recommendation

The Standing Policy Committee on Transportation may recommend that City Council direct the Administration to select and cost a different combination of the activities that make up the options above.

Communication Plan

Under the Better Winter Roads brand, a mix of earned news coverage and paid advertising will direct Saskatoon residents and drivers to saskatoon.ca/snow for winter road maintenance information. Schools are provided a summary of the snow grading

and removal activities each winter; and drivers are notified in advance of removal activities with posted No Parking signs. City Council approved changes to services will be updated on the website in the Winter Road Maintenance - Level of Service document.

Financial Implications

Option 1 and Option 2 provide partial funding for the future city-wide snow removal program. Option 3 is the only option that provides dedicated funding to the future city-wide snow removal program reserve. If portions of the additional snow removal funding are used to increase the winter level of services before the reserve is built up, it will result in the city-wide snow removal program being delayed. Contributions to the Snow & Ice Management Reserve for each option are laid out in the below table:

	Option 1	Option 2
Re-deploy \$325,000 base	Yes	No
Increase Sanding Frequency Priority 3	Yes (budget covered)	\$336,000
School Zone Service Level Increase	\$255,000	\$255,000
Increased Snow Removal Length	\$545,000	\$449,000
Increased Snow Removal Frequency	\$240,000	\$0
Contribution to the Snow Reserve	\$0	\$0
Total	\$1.04M	\$1.04M

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

An updated level of service document will be completed based on direction from the Standing Policy Committee on Transportation or City Council. An additional updated Winter Road Maintenance - Level of Service document will be provided in October of 2016 with recommendations based on the lessons learned in 2015 and 2016 from the use of the additional funding.

Public Notice

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

Report Approval

Written by: Russ Munro, Engineering Manager, Logistics and Procurement.
Reviewed by: Eric Quail, Roadways Manager
Reviewed by: Pat Hyde, Director of Public Works
Approved by: Jeff Jorgenson, General Manager of Transportation and Utilities



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Municipal Greenhouse Gas Emissions Reduction Strategy – Response to Saskatchewan Environmental Society Letter

Recommendation of the Committee

1. That the Administration consider the scope of the planned review of billboards to include consideration of the energy implications of illuminated billboards and signs;
2. That the Administration report on opportunities to include solar orientation and access in new neighbourhood as part of the Official Community Plan (OCP); and
3. That the letter from Mr. Gary McCallum be referred to the Administration and that the Administration report on the implications of idling bylaw enforcement of private vehicles.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Your Committee also considered a letter and presentation from Mr. Gary McCallum regarding an anti-idling bylaw.

Following discussion regarding illuminated billboards and signs, inclusion of solar energy in neighbourhood concept plans and idling of private vehicles, your Committee puts forward the above recommendations.

Attachments

January 11, 2016 Report of the General Manager, Corporate Performance.

Letter from Mr. Gary McCallum, dated January 10, 2016.

Municipal Greenhouse Gas Emissions Reduction Strategy – Response to SES Letter

Recommendation

That the report of the General Manager, Corporate Performance Department dated January 11, 2016, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide information on the status of current civic initiatives that respond to the recommendations of the Saskatchewan Environmental Society (SES) for reducing community greenhouse gas emissions.

Report Highlights

1. The SES submitted a letter to City Council encouraging leadership and innovation in reducing community greenhouse gas (GHG) emissions.
2. Twenty-one (21) recommendations were provided to the City as a suggested strategy for reducing emissions today and avoiding future climate change impacts.
3. The letter noted that climate change impacts are already evident and mitigation will help reduce impacts related to future changes.
4. The City of Saskatoon (City) has identified the need to adapt to climate change as a key corporate risk and will be submitting a number of reports outlining strategies for managing this risk.

Strategic Goals

This report responds to the priority to implement the Energy and Greenhouse Gas Reduction Plan under the Strategic Goal of Environmental Leadership.

Background

On November 9, 2015 the Standing Policy Committee on Environment, Utilities and Corporate Services received a letter from the SES (Attachment 1) encouraging the City of Saskatoon to recognize climate change as the most important sustainability challenge and a looming public health threat. The SES acknowledged the City's long history of leadership and innovation and encouraged City Council and various civic departments to focus and prioritize reducing community GHG emissions. A proposed strategy including twenty-one (21) recommendations was submitted with the letter.

Report

Status of Civic Initiatives That Respond to the Recommendations

The Administration has compiled a brief summary of a variety of civic initiatives that directly respond, or are related, to the recommendations made by the SES (Attachment 2).

Options to the Recommendation

The Administration is recommending the information be received at this time and further reporting on the status of current initiatives continue.

Attachment 2 identifies where the City is not currently working on initiatives that directly respond to the following recommendations made by the SES:

- Regulation of solar access and the preservation of sunlight penetration in new home construction
- Financial incentives for solar energy
- Program for installing electricity efficiency technologies
- Wind turbines outside city limits
- Additional restrictions on illuminated signs
- Adoption of a bylaw restricting vehicle idling
- Incentives for ultra-low emission vehicles
- GHG emission reduction in the industrial sector

City Council may direct the Administration to bring forward further reports outlining options for developing new initiatives in these areas.

Financial Implications

The Administration reports financial implications each time an initiative is introduced, changed, or is concluded. A number of initiatives listed in Attachment 2 will be reported on later this year. The Administration can prepare program plans with financial implications for specific recommendations listed in the SES letter where there are no current civic initiatives. Further direction from City Council is requested before such efforts are made.

Other Considerations/Implications

There are no additional environmental, stakeholder, communications, policy or privacy considerations to report at this time.

Due Date for Follow-up and/or Project Completion

Further reports on the status of current civic initiatives will be provided to the Standing Policy Committee on Environment, Utilities and Corporate Services in conjunction with reporting on the Compact of Mayors in July 2016.

Public Notice

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

Attachments

1. Letter from the Saskatchewan Environmental Society
2. Current Status of Civic Initiatives

Report Approval

Written by: Brenda Wallace, Director of Environmental and Corporate Initiatives

Reviewed by: Trevor Bell, Director of Saskatoon Light and Power
Carla Blumers, Director of Communications
Christine Bogad, Office of the City Solicitor
Kara Fagnou, Director of Building Standards
Angela Gardiner, Director of Transportation
Clae Hack, Director of Finance
Frank Long, Director of Saskatoon Land
James McDonald, Director of Saskatoon Transit
Alan Wallace, Director of Planning and Development

Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – Municipal Greenhouse Gas Emissions Reduction Strategy – Response to SES Letter.docx

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info@environmentalsociety.ca

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J.D. Henry, Ph.D.

M. Hidlebaugh, M.Sc.

R. Lepage, CA, CMC

Rev. M. McKechney, M.A., M. Div.

W.J. (Bill) Wardell, Q.C.

Dear Mayor Atchison and Members of City Council,

RE: Greenhouse Gas Reduction Recommendations

Saskatoon is in a period of change as the city is growing. The City of Saskatoon has been active in trying to guide future infrastructure investments in order to provide more choices for residents in how they live and move around the city. The Saskatchewan Environmental Society (SES) recognizes the hard work that the City of Saskatoon and City Council have conducted so far in such initiatives and consultations as the *Growth Plan to Half a Million* and the *2015 Performance Goals*.

SES is a non-profit, registered charity whose mandate is to work towards a world in which all needs can be met in sustainable ways. Sustainability requires healthy ecosystems, livelihoods, and communities. Recently the Board of Directors of the Saskatchewan Environmental Society adopted a recommended strategy on municipal greenhouse gas reduction for Saskatoon. This strategy was prepared with the view to providing suggestions on how Saskatoon could successfully curb its rising greenhouse gas footprint.

The City of Saskatoon has a long history of being leaders and innovators on important sustainability and preventive health initiatives, such as helping found the Meewasin Valley Authority and being the first city in the province to enforce a smoking ban in public places. Climate change is now the most important sustainability challenge we face and a looming public health threat. SES believes the suggestions in the attached greenhouse gas reduction strategy could help the City of Saskatoon play a major leadership role in reducing community-wide greenhouse gas emissions in Saskatoon, and at the same time set an example for the rest of Saskatchewan to follow.

The attached emission reduction strategy contains 21 recommendations. Highlights of these recommendations include establishing an inventory of city-wide greenhouse gas emissions, putting in place a municipal building code for energy efficiency, supporting widespread installation of solar power, encouraging low-emission transport options and adopting an idle-free bylaw.

Achieving greenhouse gas emission reductions at a community level will require City Council leadership and a strong community-wide effort. As such, SES recognizes that leadership will be needed from several civic departments. We would be happy to meet with interested civic department managers to discuss how some of our suggestions in the attached paper might be implemented.



Time is now an important consideration. The damage that has already been done to the global climate from fossil fuel emissions is not reversible over the next several centuries, but there is much we can do in the years ahead to prevent the consequences of climate change from becoming far worse than they are right now. This summer's forest fires in northern Saskatchewan, the 2011 and 2014 intense rainfall and flooding events in southeast Saskatchewan, the spread of Lyme Disease in Canada, and the increasing acidification of coastal waters on every Canadian coastline provide glimpses of what the future holds if local, provincial and national governments do not take the steps necessary to achieve deep greenhouse gas reductions.

With the international negotiations to forge a global climate change treaty scheduled for December of 2015, we suggest this could be an opportune time for the City of Saskatoon to develop a comprehensive community-wide greenhouse gas reduction plan.

We look forward to assisting you in any way we can and to receiving your response in regards to our recommendations when you have had time to consider them.

We would be grateful for the opportunity to make a short presentation on the attached document before the appropriate Standing Policy Committee of Council. Our sincere thanks.

Yours truly,

A handwritten signature in blue ink that reads 'Bert Weichel'.

Bert Weichel, SES Board President

A handwritten signature in black ink that reads 'Sarina Gersher'.

Sarina Gersher, SES Board Member

A handwritten signature in brown ink that reads 'Ann Coxworth'.

Ann Coxworth, SES Board Member

A handwritten signature in black ink that reads 'Allyson Brady'.

Allyson Brady, SES Executive Director

A handwritten signature in brown ink that reads 'Peter Prebble'.

Peter Prebble, SES Director of Environmental Policy

CC. Brenda Wallace, Manager of Environment and Corporate Initiatives

CC. Trevor Bell, Manager of Saskatoon Light and Power



Recommendations for a Municipal Greenhouse Gas Emission Reduction Strategy for the City of Saskatoon Focused On Community-Wide Emissions

October 28, 2015

The board of directors of the Saskatchewan Environmental Society is pleased to offer the following suggestions on important components of a community-wide greenhouse gas reduction strategy that we would like to see the City of Saskatoon move forward with. There are many important policy levers that can be exercised at a municipal level to reduce the City's greenhouse gas footprint.

Monitoring, Assessment and Public Education

1. Community GHG Reduction Target

We hope the City of Saskatoon will adopt an official target for community-wide reduction of greenhouse gases (GHGs). The Saskatchewan Environmental Society (SES) urges the City of Saskatoon to adopt an ambitious reduction target followed by the establishment of clear city policies needed to achieve it. Based on the physical realities of climate science and the threat posed by rising greenhouse gas concentrations in the atmosphere, SES recommends an overall community GHG reduction target of at least 35% below current emission levels by 2025. In the items that follow, we recommend several key policy directions for the City to consider as it works to achieve that goal.

2. An Up-to Date Assessment Of Current Community GHG Emissions

The City of Saskatoon does not have an up-to-date detailed assessment/inventory of current annual community-wide greenhouse gas emissions. This assessment is essential for tracking future emission reduction progress, for setting emission reduction targets for each sector of the Saskatoon economy, and for formulating good public policy for each sector. We urge the City to publish such an assessment in the near future and to update it every two years.

3. Public Education Campaign on Climate Change

Community-wide emissions will only decline if the public supports and actively participates in local initiatives towards that end. To achieve higher levels of public engagement, a local information campaign on the urgency of climate change and the exceptionally long-lived nature of greenhouse gases is needed. Such a campaign could also highlight potential monetary savings from reduced fossil fuel use.

4. Reporting Progress On Emission Reduction

SES recommends that the City take steps to ensure that residents are kept aware of progress being made to reduce greenhouse gas emissions in our community. One option would be to consider updates on signs or billboards - similar to what the United Way does when informing the public how close it is to reaching its annual fund raising goal. A chart could show the reduction of total GHG emissions put out by Saskatoon and our progress towards meeting our 2025 goal.



Buildings and Subdivision Design

5. Energy Efficiency Provisions in the Municipal Building Code

The Saskatchewan government has conducted consultations on introducing energy efficiency provisions into the provincial building code, and received a positive response. Unfortunately, the Province has yet to take action, and may not do so for some time. However, the City of Saskatoon has the authority to adopt its own energy efficiency provisions for new building construction. We recommend that the City do so, and urge City Council to adopt R80 (ENERGY STAR®) as the official standard, and then continually upgrade the standard every 5 years. ENERGY STAR® would represent a significant improvement over current building practice, and offers a good starting point, since many builders have some experience with it. ENERGY STAR® has also been widely promoted by the Saskatchewan Home Builders Association, and is already the requirement for all new home construction in the Province of Ontario.

6. Medium Term Goal for Energy Efficiency: Net Zero Energy Buildings

If Saskatoon is to grow over the medium and long term without significantly adding to its existing level of greenhouse gas emissions, it is important - within a decade - to move to a level of energy efficiency in new building construction that does not rely on fossil fuels for heating or electricity. Net-zero energy house construction is becoming more widely adopted in Canada and costs are declining. The City should work towards the goal of making net-zero energy building construction the municipal standard for energy efficiency by 2025 for both new homes and new commercial buildings. With this in mind, appropriate training sponsored by the City of Saskatoon, SIAST and numerous other partners should get underway as soon as possible for architects, home builders, carpenters, electricians, plumbers and other relevant building trades.

7. Design Standards for New Neighbourhoods To Utilize Solar Energy

The Saskatchewan Environmental Society urges the City of Saskatoon to modify all new subdivision design so as to maximize the ability of homeowners to use solar energy in both passive and active applications. The City should require that future subdivision design and street layout allows all new homes to have good south facing exposure and to be able to make full use of passive solar energy.

8. Solar Provisions In New House Construction And Protection of Solar Access

The City of Saskatoon should require that all new homes be designed and wired for future potential installation of solar photovoltaic systems. The City should also actively encourage builders to install solar hot water as a standard feature in new home construction. The City of Saskatoon should also consider taking steps to ensure that those who have installed solar systems will have their right to access sunlight on their solar installation protected.

9. Financial Incentives for All Forms of Solar Energy

As a way of incenting solar installations, the City of Saskatoon could consider giving a small property tax discount to homeowners that install solar hot water systems, solar heating systems, or solar photovoltaic systems.

10. Model Low GHG Emission Neighbourhood

We suggest the City of Saskatoon consider the development of a model environmentally sustainable neighbourhood. Examples of features that could be built into such a neighbourhood include: (a) well designed walking and cycling paths (b) all homes designed for passive solar energy use (c) all homes super-insulated (d) all homes equipped with solar hot water and solar photovoltaic systems (e) all homes designed to conserve water.



Greenhouse Gas Reduction in the Electricity Generation Sector

11. Use of Saskatoon Light & Power As A Vehicle for GHG Reduction

The City of Saskatoon is fortunate to have its own municipal utility. This provides it with enormous potential to set its own policy path in support of clean, sustainable electricity production. It would be valuable for Council to consider using this potential to incent the use of energy efficiency measures, and to incent the most promising source of renewable power the City has available to it: solar energy.

12. Net Metering As A Policy Initiative for SLP

The Saskatchewan Environmental Society congratulates the City of Saskatoon and Saskatoon Light and Power on the decision to adopt net metering for the SLP area. This is an important element in building a municipal greenhouse gas reduction strategy.

13. Financial Options for Accelerating Installation of Solar Photovoltaic Systems

Here are two options to consider:

a) Facilitating Payment of Capital Costs For Solar Photovoltaic Installations

The City of Saskatoon could follow the lead of several other cities and offer financial assistance to help offset the significant up-front capital investment associated with solar electric installations. This might mean a small subsidy on loans for solar power installations or permitting residents to pay off the cost of their solar installations on their property taxes.

b) The City Could Explore the Option of a Feed-In-Tariff

More than 70 countries in the world now have a feed in tariff to incent renewable electricity installations. A feed-in-tariff is a policy under which customers who install renewable power receive a price for the electricity they produce that reflects actual installation costs plus a modest profit. In the absence of the Province of Saskatchewan having adopted such a policy measure, Saskatoon could follow the lead of several other cities in North America and consider a modest feed in tariff targeted at accelerating the adoption of solar power. Banff, Alberta was the first city in Canada to adopt a feed-in-tariff at the municipal level. Given the good sunlight resource in Saskatchewan and the pace at which solar costs are dropping, the extra incentive would not need to be high.

14. Saskatoon Light and Power Could Consider Direct Installation of Electricity Efficiency Technologies

The City of Saskatoon could ask Saskatoon Light and Power to consider 'direct installation' of electricity saving measures to help customers cut their power bill and reduce their greenhouse gas emissions. SLP could offer to cover the up-front cost of electricity saving measures that pay for themselves within six years, and then allow their customers to pay off the installation costs via their monthly payment on their electricity bill. After each electricity-saving installation was complete, a customer's electricity bill would remain the same (except for regular rate increases charged to all customers) until such time as costs of the installation had been fully paid for. In other words, installation costs and interest charges would be paid in full through energy savings.

15. The City of Saskatoon Could Move into Wind Power and Ask the Province of Saskatchewan for Permission to Build Wind Turbines Outside the City

Saskatoon Light and Power is currently limited to installing renewable power within the SLP district. This places unreasonable limits on the City of Saskatoon being able to pursue wind power. A 20-50 MW wind power installation would be financially attractive for Saskatoon and



would be an important vehicle for reducing GHG emissions, but it naturally needs to be located outside City limits. Saskatoon Light and Power should consider asking permission from SaskPower to be able to build a wind generation station outside Saskatoon city limits and within a 50 km range of Saskatoon.

16. LED Street Lighting for all Neighbourhoods

The City is to be commended for installing 100% LED street lighting in the Evergreen neighbourhood and in all new areas of the city. We recommend converting every neighbourhood in Saskatoon to LED street lighting. The majority of street lights in Saskatoon are still high pressure sodium. A switch to LED lighting would offer a 60% reduction in energy use.

17. A Bylaw To Regulate Over-lighting On Signs

Numerous establishments in Saskatoon are using unnecessary amounts of light on their signs and their outdoor lighting. The City should consider an educational campaign to discourage the unnecessary use of electricity for outdoor lighting purposes, and should also consider the adoption of a bylaw that would have the effect of curbing outdoor over-lighting practices. The initial application of the bylaw should be with respect to signage.

Transportation

18. City Support for Low-Emission Transport Options

Climate change and public health are two important reasons why the City of Saskatoon should encourage local residents to reduce their vehicle use. SES supports many of the improvements the City of Saskatoon is planning for the transit system, but encourages the City to set much higher targets for transit ridership. Increasing transit ridership will require more bus frequency, lower bus fares, better snow maintenance around bus shelters, and a system that gets people to their destination more efficiently. SES also encourages the City of Saskatoon to support a large increase in cycling during the spring, summer and fall months. Saskatoon needs a comprehensive system of bicycle lanes and bicycle paths, with built-in safety features for cyclists when they need to travel along or cross major traffic routes. Such a system will foster higher rates of cycling in Saskatoon.

19. Adoption of an Idle-Free Bylaw

Many cities in eastern Canada have adopted bylaws to limit vehicle idling. Idling is typically not allowed for more than 3 minutes on private property, municipal property, or while parked on the side of the road within city limits. Exemptions are usually provided for police, fire or ambulance vehicles or any other vehicles responding to an emergency situation. There are usually several other categories of exemptions such as armoured vehicles, vehicles that need to preserve cargo on board with heating or refrigeration, and vehicles where idling is required in order to service the engine, conduct repairs or refuel. The Saskatchewan Environmental Society urges the City of Saskatoon to adopt an idle-free bylaw that will apply in the spring, summer and fall months (when temperatures are above freezing), and that will limit vehicle idling to no more than 3 minutes.

20. Incentives For Ultra-Low Emission Vehicles

Ultra-low emission vehicle use needs to be actively encouraged in Saskatoon. The Saskatchewan Environmental Society urges the City to consider incentives/privileges to reward motorists who have purchased a super-energy efficient vehicle or an electric car powered by a renewable energy source.



21. GHG Emission Reduction in the Industrial Sector

The industrial sector is Saskatoon's largest source of greenhouse gas emissions and one that the City of Saskatoon has little direct control over, making it a very challenging sector to manage. We have three suggestions on steps the City may wish to consider. First, we recommend the City of Saskatoon adopt strict standards for space heating and electrical efficiency for all industrial facilities built in Saskatoon in the future. Second, we suggest that the City explore options for tax incentives for major energy efficiency initiatives by industrial companies. Third, we recommend that Saskatoon Light and Power be mandated by Council to negotiate with large industrial facilities on a schedule for energy efficiency improvements.

Conclusion

The recommendations we have made here are our observations about best places to start in reducing community-wide greenhouse gas emissions in Saskatoon. We hope these suggestions are helpful in your deliberations. Thank you very much for considering them.

Current Status of Civic Initiatives

RECOMMENDATIONS FROM THE SASKATCHEWAN ENVIRONMENTAL SOCIETY	CURRENT STATUS
Community GHG Reduction Target of 35% below current emission levels by 2025	<ul style="list-style-type: none"> SEAC is working on a proposed Target and will make recommendation to City Council early in 2016. The City estimates that approximately 5,000,000 tonnes of GHGs may need to be reduced to meet the target. This is equivalent to 7 tonnes per person. Saskatoon is a signatory to the Compact of Mayors and has committed to establishing a Community GHG Reduction Target within two (2) years.
Community GHG Inventory	<ul style="list-style-type: none"> Resources were reallocated as part of the 2016 Business Plan and Budget to ensure that an inventory will be prepared in 2016. Saskatoon is a signatory to the Compact of Mayors and has committed to completing an inventory within one (1) year.
Public Education Campaign on Climate Change <ul style="list-style-type: none"> SES recommended the launch of a local information campaign on the urgency of climate change and exceptionally long-lived nature of GHGs. 	<ul style="list-style-type: none"> No current City-led education campaigns focus on messaging of this kind. A report outlining environmental education initiatives will be provided in the first quarter of 2016 outlining options to redirect resources from current initiatives to meet this recommendation.
Reporting Progress on Emissions Reduction <ul style="list-style-type: none"> SES promoted the idea of posting signs or billboards within the community similar in nature to a United Way campaign goal sign. 	<ul style="list-style-type: none"> Annual reports on GHG emissions were produced in 2012 and 2013 and GHG reductions have been reported in the Service Savings and Sustainability report since 2010. A dashboard highlighting performance against established targets is available on the City website. Currently Corporate GHG Emissions are tracked. Once a Community GHG Target is set these will be added to the dashboard.
Energy Efficiency Provisions in the Municipal Building Code <ul style="list-style-type: none"> SES recommended adoption of R80 (Energy Star®) SES recommended updating the standard every 5 years 	<ul style="list-style-type: none"> Building Standards is currently working with internal and external stakeholders to develop a strategy to promote energy efficiency in buildings in advance of the provincial adoption of the energy standards. The merits of voluntary vs. mandatory labeling for residential construction are being evaluated.
Net Zero Energy Buildings <ul style="list-style-type: none"> SES recommends forming a partnership with SIAST and others to sponsor training on Net Zero Energy Building techniques. 	<ul style="list-style-type: none"> The City is a member in the Sustainable Net Zero Building Energy Research Network facilitated by McGill University. Two research projects are currently underway. The hope is that the research may be applied by the City in its own corporate buildings with lessons learned shared with the community.

RECOMMENDATIONS FROM THE SASKATCHEWAN ENVIRONMENTAL SOCIETY	CURRENT STATUS
Design Standards for New Neighbourhoods to Utilize Solar Energy	<ul style="list-style-type: none"> Solar access is currently encouraged in the design of new neighbourhoods, but is not regulated.
<p>Solar Provisions in New House Construction and Protection of Solar Access</p> <ul style="list-style-type: none"> SES recommends that the City actively encourage builders to install solar hot water as a standard feature in new home construction SES recommends that steps be taken to protect the right of those who have installed solar systems to sunlight access 	<ul style="list-style-type: none"> The preservation of sunlight penetration is referenced in the recently-adopted Neighbourhood Level Infill Strategy; however, specific reference to solar access for power production or passive solar purposes is not included as a priority in the adopted regulations. The current priority is privacy and amenity. A review of the success of the current regulations will be completed at the end of 2016.
<p>Financial Incentives for Solar Energy</p> <ul style="list-style-type: none"> SES recommends property tax discounts to homeowners 	<ul style="list-style-type: none"> While no current incentives exist for solar energy, the City has incentive programs that could be used as a model for a future program.
<p>Use Saskatoon Light & Power as a Vehicle for GHG Reduction</p> <p>SES recommends that the policy of SL&P be to support clean, sustainable electricity production with a focus on solar energy</p>	<ul style="list-style-type: none"> Saskatoon Light & Power have plans for green energy generation projects that include landfill gas, turboexpander, solar project, natural gas fuel cells, organic rankine-cycle heat recovery and hydropower. The generation capacity of these projects could equal 10% of their annual energy sales (i.e. 110 GWhr).
Net Metering as a Policy	<ul style="list-style-type: none"> The Net Metering Program was adopted by City Council on June 22, 2015. Changes to the Power Producer Policy are currently being made and a report to the SPC – Environment, Utilities and Corporate Services will be provided this spring.
<p>Accelerating Installation of Solar Photovoltaic Systems</p> <p>SES suggested Saskatoon explore a Feed-In-Tariff to boost the price paid for solar energy</p>	<ul style="list-style-type: none"> With respect to a Feed-In-Tariff, Saskatoon Light & Power rates are currently set based on SaskPower rates so that all Saskatonians have the same set of rates. Any recommended changes in rates should therefore be proposed to SaskPower.
<p>Saskatoon Light & Power Directly Install Electricity Efficiency Technologies</p> <p>SES recommends that SL&P cover the up-front cost of electricity saving measures that pay for themselves within 6 years, collecting repayment through electricity savings</p>	<ul style="list-style-type: none"> Saskatoon Light & Power customers are able to access efficiency programs available through SaskPower. No additional programs are currently being considered by the City's utility.

RECOMMENDATIONS FROM THE SASKATCHEWAN ENVIRONMENTAL SOCIETY	CURRENT STATUS
<p>City of Saskatoon Build Wind Turbines Outside City Limits</p> <ul style="list-style-type: none"> • SES recommends asking permission from SaskPower to build a wind generation stations within 50 kms of Saskatoon 	<ul style="list-style-type: none"> • This concept was explored with SaskPower in 2013 and a report produced (September 26, 2013) for City Council based on a request from a community entity. • SaskPower requires a study to show how a wind project would affect their electricity grid (interconnection study).
<p>LED Street Lighting for All Neighbourhoods</p> <ul style="list-style-type: none"> • SES recommends converting all streetlights in Saskatoon to LED 	<ul style="list-style-type: none"> • Based on a successful pilot in the Evergreen neighbourhood, LED was adopted by City Council on September 23, 2013 as the standard for all new roadway and pathway lighting and major lighting upgrade projects. • There are no current plans to replace or retrofit existing lighting (unless part of a major upgrade project). However, an update report on LED lighting will be provided later in 2016 with options for City Council to consider.
<p>Bylaw to Regulate Over-Lighting on Signs</p> <ul style="list-style-type: none"> • SES recommends the City launch an education campaign to discourage the unnecessary use of electricity for outdoor lighting <p>SES recommends a bylaw to curb over-lighting practices, starting with signs</p>	<ul style="list-style-type: none"> • City Council adopted a general Dark-Sky Compliant Lighting Policy in 2007. • Restrictions on signs are included in the Zoning Bylaw including a prohibition on illumination of certain signs from 11PM to 7AM. Additional restrictions could be considered.
<p>City Support for Low-Emission Transport Options</p> <ul style="list-style-type: none"> • SES recommends higher targets for transit ridership <p>SES recommends a significant increase in the development of safe cycling infrastructure</p>	<ul style="list-style-type: none"> • Saskatoon Transit’s ridership for 2014 was 32 rides per capita. The current target for Saskatoon Transit, at 500,000 in 2045, is 62 rides per capita. The Canadian Urban Transit Association ridership targets for 2040 for large cities (400,000 to 2 million) is 120 rides per capita; medium cities (150,000 – 400,000) is 85 rides per capita.

RECOMMENDATIONS FROM THE SASKATCHEWAN ENVIRONMENTAL SOCIETY	CURRENT STATUS
<p>Adoption of an Idle-Free Bylaw</p> <ul style="list-style-type: none"> • SES recommends idling for more than 3 minutes not be allowed within city limits, with exceptions for emergency vehicles, vehicles requiring idling for specialized services such as heating/refrigeration, when temperatures are above freezing 	<ul style="list-style-type: none"> • The City of Saskatoon has adopted restrictions on idling of civic vehicles in Administrative Policy #07-20 Civic Vehicles – Operating Protocol. Vehicles are not to idle for longer than 3 minutes at a time unless the temperature is above 27°C or below 5°C. • The idling of private vehicles is not currently regulated and an effective city-wide enforcement plan would have significant associated cost. A bylaw focussing on specific areas or uses (e.g. school zones) may be possible. • The Traffic Bylaw currently prohibits power units (heating/refrigeration) and large trucks in residential areas and the Noise Bylaw applies to idling trucks and power units for more than 20 minutes. • Some anti-idling signs have been installed outside a few civic facilities.
<p>Incentives for Ultra-Low Emission Vehicles</p> <p>SES recommends that the City introduce incentives and privileges to reward motorists who own super-energy efficient vehicles or an electric car powered by a renewable energy source</p>	<ul style="list-style-type: none"> • There are no current City initiatives. • An allocation of funding for this purpose would be required to introduce a new program.
<p>GHG Emission Reduction in the Industrial Sector</p> <ul style="list-style-type: none"> • SES recommends the adoption of strict standards for space heating and electrical efficiency • SES recommends tax incentives for major energy efficiency initiatives • SES recommends SL&P be mandated to negotiate with large industrial facilities on a schedule for energy efficiency improvements 	<ul style="list-style-type: none"> • The City has established programs that provide grants or tax abatement. An allocation of funding would be required to introduce a new program(s).

375-4

Gary McCallum
2014 Main St S7H0L8

City Solicitor-
City of Saskatoon



Regarding city owned laneway blockage of essential services I submit the foregoing brief history:

The multiunit residential corridor on the south side of Main St from Preston to Cumberland was developed and permitted with exterior rear yard parking dependent on rear city owned laneway access. Commercial on 8th St development was subsequent and was supposed to be in a way that did not block access to the multiunit residential units for which hundreds of families/children/seniors depend on for essential services and access. Subsequent to Grosvenor Shopping Center installing 100% vertical to lane parking behind the shopping center for the entire 3 blocks adjacent to the lane, without any provision for offloading, forcing an increasingly large number of service trucks onto the city owned laneway, that recurrently repeatedly block access for everyone especially essential services and laneway transit 7 days a week around the clock.

I would like to emphasize that the process of Grosvenor Shopping Center forcing service vehicles onto the public city owned laneway is not necessary as the shopping Center has acres of their own property to service their businesses. Service vehicles are unnecessarily now blocking essential access to this city owned laneway on a recurrent extended basis 7 days a week night and day. This has created a great deal of anger among the hundreds of residents in the multiunit residential adjacent properties and for good reason. Not only is blockage of access for essential services a disaster waiting to happen, all residents also depend on access to get in and out to go to work and seniors housing blockage of access transit etc.

The second associated issue I submit involves IDLING service diesel trucks forced unnecessarily into the public laneway blocking everyone for hours at a time

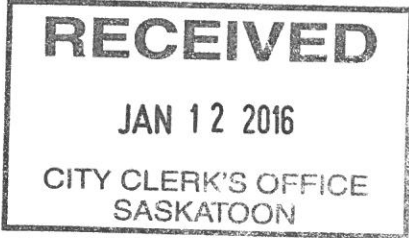
repeatedly during the week around the clock discharging diesel exhaust fumes directly into the adjacent hundreds of families, children, and seniors -- an obvious significant health risk that everyone understands. This issue will be presented to Standing Policy Committee on Environment, Sask Environmental Society, Star Phoenix referring to Jan 9 article idling bylaw and cbcgopublic related to coverage "neighborhoods in Canadian cities increasingly looking to city regarding need to maintain liveability in face of development". Varsity view has seen a gradual increase in posted signs " NO IDLE ZONE " in many parts of U of S- schools and Luther long term care-- for obvious health hazard-The point raised by city administration in star phoenix article Jan 9 that cost of enforcement needs to be addressed is valid, however is not a reason to abandon or ignore the obvious health hazard risk of idling that Saskatoon citizens are increasingly concerned about and asking for something to be done. I agree that the taxpayers who are being abused by idling should not bear the cost of enforcement. This same article lists solutions in many Canadian city jurisdictions where the abusers are required to offset the cost of enforcement through fines and penalties. I am concerned that the article seems to imply that the cost of enforcement our city administration is using as a reason to not deal with the health hazard risk of idling at all. It is increasingly apparent to the citizens and media that there is now a significant demand for the city to take a leadership role in addressing the issue of idling, illustrated by the Grosvenor public laneway example of unnecessary diesel exhaust into families, children, seniors for hours at a time recurrently repeatedly 7 days a week 24 hours a day blocking essential services.

These issues are important to and also copied to VVCA/Grosvenor Park community association, SASK Housing Authority affected senior housing and access transit and other proposed stakeholders in future.

This letter is submitted to City Solicitor City of Saskatoon to immediately address the liability and risk arising from the ongoing recurrent blockage of essential services access in the public laneway behind Grosvenor shopping center as well as ongoing laneway transit access that the hundreds of residents absolutely require and depend on .

Sincerely
Gary McCallum

From: Rod Strohan <rstrohan@icloud.com>
Sent: Monday, January 11, 2016 11:47 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Monday, January 11, 2016 - 23:47
Submitted by anonymous user: 64.110.193.183
Submitted values are:

Date: Monday, January 11, 2016
To: His Worship the Mayor and Members of City Council
First Name: Rod
Last Name: Strohan
Address: 1102-2221 Adelaide Street East
City: saskatoon
Province: Saskatchewan
Postal Code: s7j 5l9
Email: rstrohan@icloud.com

Comments:
Are you really serious, a bylaw for idling vehicles? What about transit buses, police cars, taxi cabs, school buses in a residential neighborhood, city vehicles of all kinds all over the city. I seen 2 half ton trucks, 2 dump trucks and a city backhoe on Sunday by Stonebridge all running with all the guys sitting inside talking and laughing.
You as a council want to target just the residents with yet another stupid inane bylaw, why not put some money into fixing Preston Avenue from College Drive all the way up to South Circle Drive, take a drive on both sides of that street and see what its like.
Better yet maybe pass a bylaw that doesn't allow you to ignore fixing more important issues and infrastructure.
What is next dress codes as we walk around the city, are we going to have to wear a tie!
Give us a break already, we are in a recession there is no more money around to fund city hall fat cats and dumb ideas!

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/59064>



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Recycling Communication Update

Recommendation of the Committee

1. That the information be received; and
2. That the agreement between the City of Saskatoon and Loraas be amended in accordance with the terms set out in the January 11, 2016 report of the General Manager, Corporate Performance and that the Mayor and City Clerk be authorized to execute the Amending Agreement as prepared by the Office of the City Solicitor.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Corporate Performance.

Recycling Communication Update

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the information be received; and
2. That the agreement between the City of Saskatoon and Loraas be amended in accordance with the terms set out in this report and the Mayor and City Clerk be authorized to execute the Amending Agreement as prepared by the Office of the City Solicitor.

Topic and Purpose

This report outlines the current and revised Communication Strategies for both Curbside Residential Recycling and Multi-Unit Residential Recycling (MURR). It also describes recommended changes to the Agreement with Loraas Recycle (Loraas).

Report Highlights

1. Recycling awareness and satisfaction is high among most Saskatoon residents; however, gaps in knowledge and attitude exist and communication programs must be tailored to address these gaps.
2. Curbside residential recycling communications has shifted since program implementation; the new strategy incorporates broad awareness and one-on-one education to better reach target audiences and achieve goals. Loraas has taken a more active role in education delivery.
3. Multi-Unit education efforts will continue with an increasing emphasis on providing information to every resident and exploring specific barriers with property and site managers.

Strategic Goal

The recycling programs respond directly to the four-year priority to promote and facilitate city-wide composting and recycling to reduce the rate and volume of waste sent to the landfill and the long term strategy to eliminate the need for a new Landfill by diverting waste for re-use under the Strategic Goal of Environmental Leadership.

Background

On November 13, 2012, City Council approved the Residential Recycling Program Implementation plan and on August 21, 2014, City Council moved to enter into an Agreement with Cosmo to deliver the MURR Program. City Council receives regular updates on the status of all civic recycling programs, most recently on October 26, 2015 in the Integrated Waste Management Annual Report.

Report

Recycling Awareness and Satisfaction

In the fall of 2015, residents of both the Curbside and Multi-Unit Residential Recycling programs were surveyed to measure recycling knowledge, recycling program

satisfaction, and sources used by residents to gather recycling information. Survey results are used to identify changes or enhancements to communications efforts.

Residents responded that they are satisfied with civic recycling programs, although those living in houses are more satisfied than those in multi-units, particularly with regards to communications. While residents typically know what can and can't be recycled, there are knowledge gaps specifically for hard plastics, plastic grocery bags, Styrofoam, plastic toys, foil paper and foil containers. Residents look to the City first for recycling information, even when inquiries are more suitably directed to Loraas or Cosmo. A summary of survey results can be found in Attachment 1.

Status of Recycling Communications

Curbside recycling was implemented in 2013, and initial communication efforts focused on building support for the new program, program deployment, and how and what to recycle. Throughout 2014, program participation and tonnage remained relatively static; both Loraas and the City Administration recognized that changes were needed to the communications strategy to improve results.

In 2015, the City collaborated with Loraas to deliver two pilot programs: a school-based education program at the Loraas facility and a neighbourhood cart blitz implemented in Mayfair. Recycling education at festivals and events was also expanded in 2015 with improved materials engaging 17,642 individuals. Awareness campaigns were conducted using a more targeted approach. A summary of 2015 program results is provided in Attachment 2.

2014 and 2015 MURR communications focused on getting information to residents and engaging directly with building/property managers. While this was successful in many cases, challenges such as identifying who the appropriate site contact is, posters and brochures not being distributed by building managers, and a high proportion of residents not speaking English as their first language meant that not all residents received the information they required to properly recycle.

2016 Curbside Recycling Communications

The communications strategy for the Curbside Program is provided in Attachment 3 and incorporates the tactics piloted in 2015, specifically including one-on-one engagement in order to identify and reduce specific barriers with individual residents so that residents can recycle confidently and correctly for the long term.

Changes to the Agreement with Loraas will reflect changes in strategy as well as allocate additional responsibility to Loraas. Loraas will now be responsible for neighbourhood cart blitzes, a school-based education program, customer service, and correction notices in front streets. The City will continue to be responsible for media relations, three marketing campaigns per year, social media, the website, the Waste Wizard widget on the website, workshops for newcomers, and targeted education in cul-de-sacs and back lanes.

Financial Implications

The Curbside Residential Recycling Communication budget is \$266,600 (\$0.37/household/month). Loraas will now receive up to 35% of this to deliver specific education programs.

2016 MURR Recycling Communications

The 2016 communication plan incorporates additional strategies to provide targeted feedback and information to areas that need it the most. These include:

- door hangers at each residential unit
- continued one-on-one engagement with building or site manager to identify and reduce barriers to recycling
- increased use of correction notices and follow up for highly contaminated bins and other compliance concerns
- increased use of non-language communications such as icons

Cosmo was allocated responsibility for the production, distribution, and implementation of all communication plans as per their Agreement and this will remain unchanged. The City will continue to be responsible for media relations, communication planning, material design, and approvals.

Financial Implications

The MURR Communication budget is \$133,200 (\$0.37/household/month). Cosmo will continue to receive 75% of this for communications.

Public and/or Stakeholder Involvement

Cosmo and Loraas have both been consulted extensively on the information in this report. Loraas has agreed, through the Recycling Operations Committee, to the proposed changes to their Agreement related to the updated Communication Plans. No major changes are required within the agreement with Cosmo.

Other Considerations/Implications

There are no communications, policy, Privacy, environmental, or CPTED implications or considerations; nor any options to the recommendation.

Due Date for Follow-up and/or Project Completion

Results from both recycling programs are reported annually in the Integrated Waste Management Annual Report, the next one is expected in the spring of 2016.

Public Notice

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

Attachments

1. Recycling Awareness Survey Results
2. Summary of 2015 Curbside Residential Recycling Communication Programs
3. Communications Strategy - Curbside Residential Recycling Program

Recycling Communication Update

Report Approval

Written by: Amber Jones, Manager of Education and Environmental Performance

Reviewed by: Brenda Wallace, Director, Environmental & Corporate Initiatives

Approved by: Catherine Gryba, General Manager, Corporate Performance Department

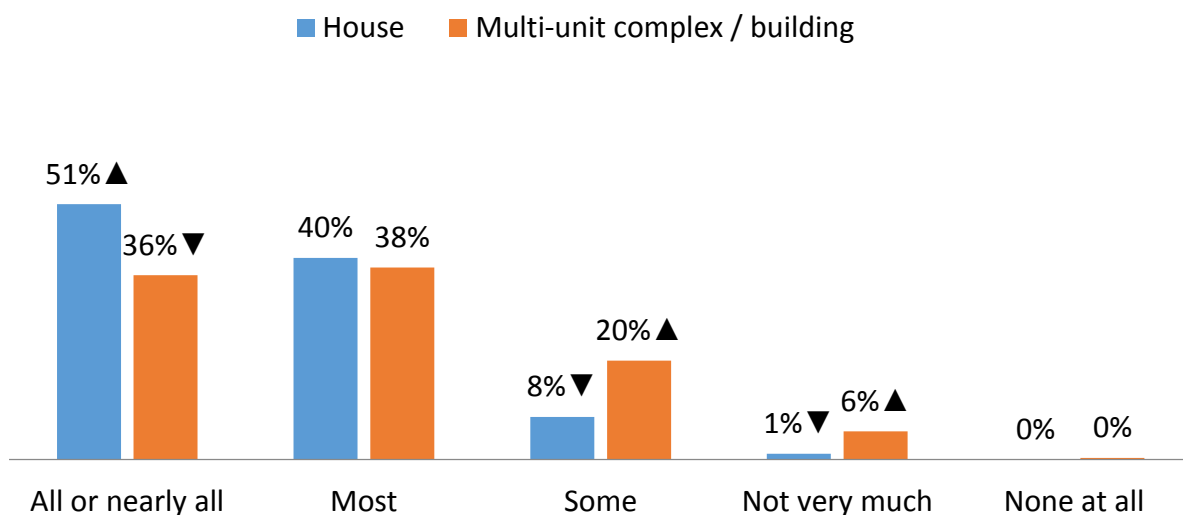
Administrative Report - Recycling Communication Update.docx

Recycling Awareness Survey Results

The City commissioned a quantitative study about recycling for Saskatoon residents to measure recycling knowledge and program satisfaction, identify where residents go for information about recycling, and to look at ways to enhance the programs. The survey was conducted between October 21st and November 20th, 2015 asking a mix of 1000 single-family and multi-unit residents by Inshtrix Research Inc.

Overall, program participation was reported as being fairly high with most Saskatoon residents claiming that they recycle all or most of their household’s recyclable items. Self-reported barriers to household recycling include situation (e.g. capacity issues, pick-up frequency), knowledge, and behaviour (e.g. cleaning items, laziness).

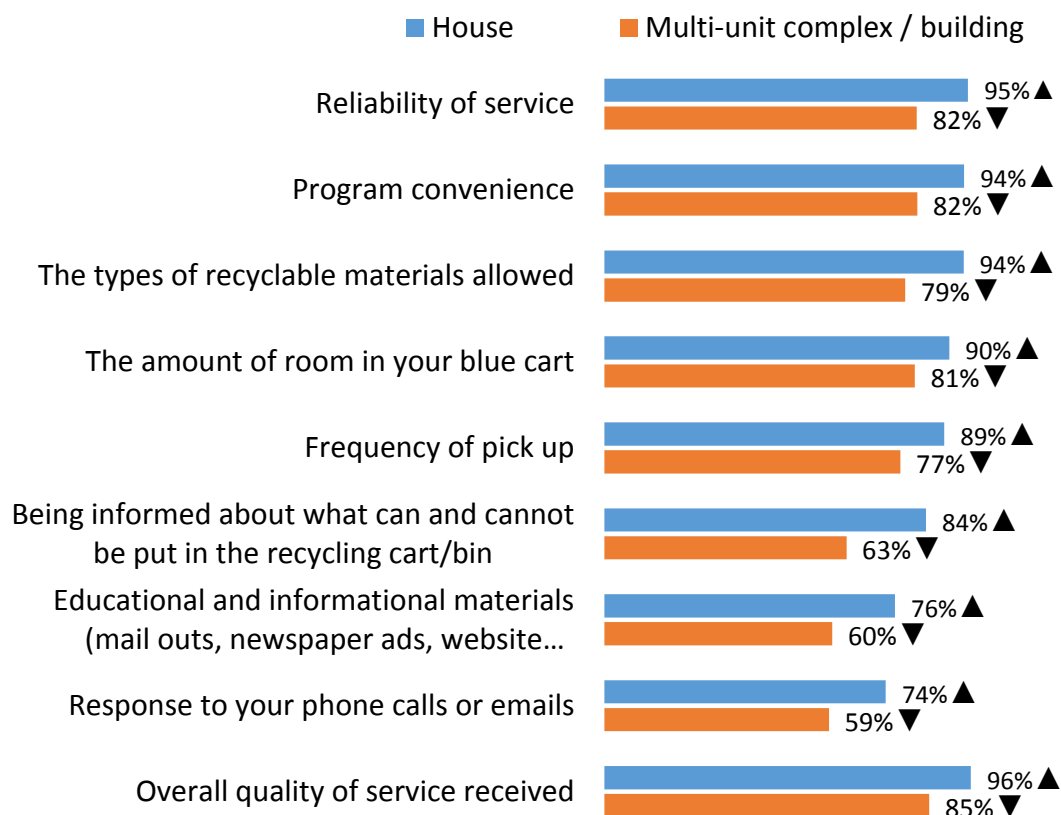
Proportion of Recyclable Items Recycled by Type of Household



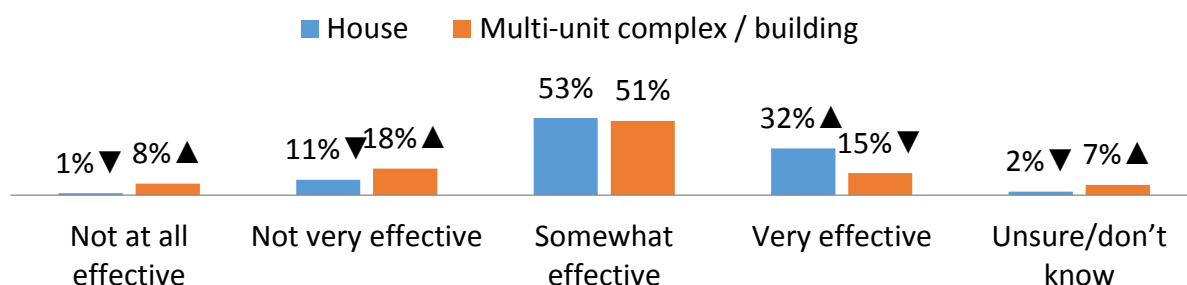
Residents who live in a house are more likely to feel constrained by collection schedules and types of acceptable items when it comes to household recycling. Those who live in a multi-unit building are more likely to cite inconvenience and lack of knowledge as barriers to recycling household items.

Those with curbside pick-up tend to be more satisfied with the City’s recycling service compared to those who live in multi-unit buildings, particularly in the areas of communications, responses to inquiries and satisfaction with items allowed in the program.

Satisfaction with Recycling Program by Type of Household % Very/somewhat satisfied



Perceived Effectiveness of Communications by Type of Household



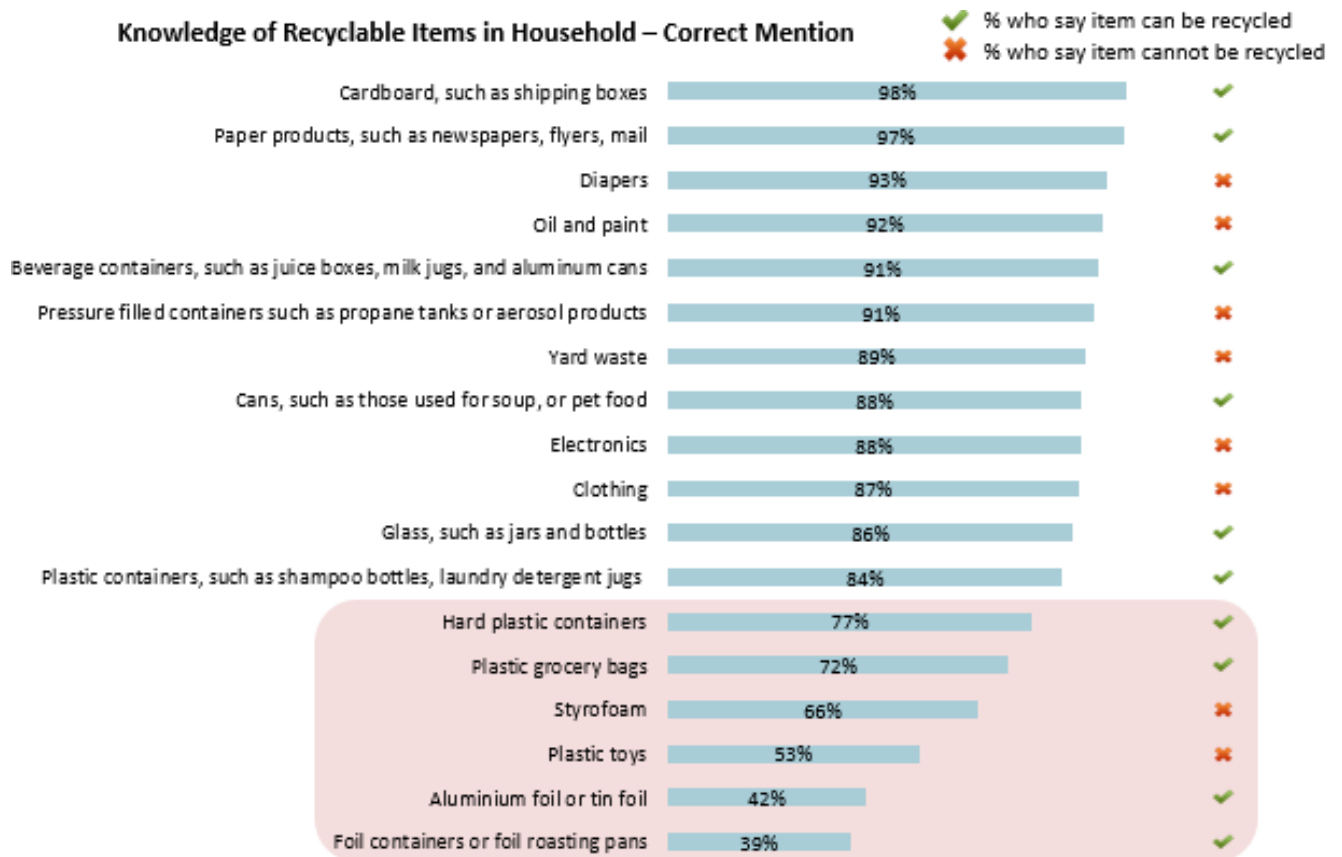
Despite Loraas and Cosmo being the proper contact points for curbside and multi-unit dwelling recycling program inquiries, most say they would still contact the City if they needed to speak with someone. The City’s website is the most commonly referenced source for program information.

More than three quarters of Saskatoon residents claim to recall receiving a printed copy of the Waste & Recycling Collection Calendar, most of whom say they have it available

Recycling Communication Update

at home for easy reference. Roughly one half are aware that the Waste & Recycling Collections Calendar is available on the City’s website yet few are aware that they can sign up for collection reminders.

Over eight in ten Saskatoon residents correctly identified which items can or cannot be recycled in curbside carts or multi-unit bins. Areas of weaker knowledge included hard plastics, plastic grocery bags, Styrofoam, plastic toys, foil paper and foil containers.



Summary of 2015 Curbside Residential Recycling Communication Programs

Program	Reach or # Views	Cost to Curbside Recycling Utility	Total Program Cost
<p>Rolling Education Unit Staff provided one-on-one interaction to increase awareness on the City’s Waste and Recycling programs, and to educate residents on proper recycling practices through engaging activities at 24 community events and festivals throughout the City.</p>	<p>13,392 interactions</p>	<p>\$72,900</p>	<p>\$72,900</p>
<p>School based education program (Loraas delivered) Elementary students are brought to the Education room at the Loraas facility to learn how material is processed at the MRF, to increase awareness on how and why to recycle, and emphasize the importance of waste diversion and environmental stewardship.</p>	<p>3,000 participants</p>	<p>\$60,000</p>	<p>\$60,000</p>
<p>Collection Calendar (print) The waste and recycling collection calendar is direct-mailed 69,000 households providing information on their schedules and how and what to recycle.</p>	<p>69,000 calendars</p>	<p>\$50,000</p>	<p>\$124,000 (co-funded by Garbage Collections and Environmental Awareness Operating Programs)</p>
<p>Awareness Campaign: 'Blue Approved' Used a variety of tactics including billboards, online, print, and social media advertising directing people to the “what to recycle” webpage to raise awareness about what can be recycled with a focus on laundry jugs, foil plates, and clamshells.</p>	<p>>3 million online impressions, StarPhoenix readers, billboards</p>	<p>\$35,000</p>	<p>\$35,000</p>
<p>EPO's, including Education Blitzes Environmental Protection Officers enforce the waste bylaw for all waste and recycling programs including delivery of notices alerting residents that carts must be placed back on their property within 24 hours of collection.</p>	<p>3,416 notices</p>	<p>\$11,700</p>	<p>\$170,000 (majority of funding from Public Works Waste Minimization Operations)</p>

Recycling Communication Update

Program	Reach or # Views	Cost to Curbside Recycling Utility	Total Program Cost
<p>Collection Reminders & Campaigns Using the online service Recollect, residents can sign up for collection reminders by e-mail, phone, twitter, or through a digital calendar. Campaigns on what and how to recycle and other waste-related information is delivered in conjunction with the reminders.</p>	<p>37,345 unique address searches, 8,996 Active reminders, 9504 PDF downloads, 304,668 Campaign e-mails</p>	<p>\$5,500</p>	<p>\$11,000 (co-funded by Garbage Collections Operating Program)</p>
<p>Mayfair Neighbourhood Cart Blitz (Loraas directed) Staff inspected recycling carts on 3 consecutive collection days in Mayfair and provided an education notice highlighting incorrect items or providing positive feedback. A material audit was performed before and after the cart inspections to measure changes to contamination. Contamination was reduced by 12%.</p>	<p>1,250 residents</p>	<p>\$4,500</p>	<p>\$4,500</p>
<p>Videos Informational videos describing what to recycle and proper cart placement were distributed through the website and social media.</p>	<p>913 views</p>	<p>\$3,900</p>	<p>\$3,900</p>
<p>Ongoing Social and City Page Campaigns Provide information and raise awareness about City waste and recycling programs, how to use them, what can and can't be recycled, collection days, and why to recycle.</p>	<p>3 million impressions and City Page readers</p>	<p>\$2,800</p>	<p>\$2,800</p>
<p>Earned Media (reports, PSAs, morning shows, etc.) Through Council Report, PSA's, appearances on morning or lunch shows, and other media interviews increase awareness about recycling programs.</p>	<p>16 news releases, 6 interviews</p>	<p>\$0</p>	<p>\$0</p>
<p>ESL Workshops Using recycling awareness as the subject for English as a Second Language training, new Canadians were provided both language training and information about their recycling program during two pilot workshops.</p>	<p>33 participants</p>	<p>\$250</p>	<p>\$250</p>

Recycling Communication Update

Program	Reach or # Views	Cost to Curbside Recycling Utility	Total Program Cost
Website The primary source where residents can access information about the City's waste and recycling programs.	106,785	\$220	\$220
Utility Bill Stuffer A pamphlet showing what can and can't be recycled was distributed with utility bills.	5,000 flyers	\$0	\$0
Correction Notices (Oops' Tags) A notice is placed on front-street carts that could not be collected due to incorrect placement (inaccessible to truck), open lid, or containing hazardous waste or other significant contamination.	8,669 notices	Not paid by utility	-
Collection Calendar Supporting Campaign A variety of media tactics including print, online, billboards, and news media to promote the calendar and the changes to routes for the 2016 collection schedule.	2,999,934	\$11,500	\$23,000 (co-funded by Garbage Collections Operating Program)

Communication Strategy - Curbside Residential Recycling Program

The following Communication Strategy outlines the tools and tactics that will be used in support of the Curbside Residential Recycling program for the duration of the contract.

Strategic objectives:

The residential curbside recycling program is an important step toward achieving Environmental Leadership, one of the key goals in the City of Saskatoon 2013-2023 Strategic Plan, and the City's target of diverting 70% of waste by 2023. Effectively promoting and facilitating city-wide recycling will reduce the rate and volume of waste sent to the landfill.

Communication objectives:

The core objective of the communication program is to build awareness of, generate enthusiasm for, and ensure that participants have the information they need to confidently and correctly participate in the City's Curbside Recycling Program.

Target Audiences:

- Saskatoon residents in single-family dwellings
- Newcomers
- Students
- Mayor and City Councillors
- Local news media
- Loraas Recycles and City of Saskatoon Customer Service Staff
- City of Saskatoon Employees

Key Messages:

- Communicate to make recycling as visible as possible
- Provide tools to make it easier for residents to use recycling service
- Ensure residents know how to recycle using blue carts (i.e. avoiding missed collections)
- Ensure residents know what to recycle
- Provide timely reminders to residents
- Create community ownership through targeted activities
- Collaborate to achieve shared goals
- Measure impact and evaluate

Success of the Program will be measured against the following goals:

Awareness

- As measured by a Recycling Awareness Survey, residents are aware of and understand how the Curbside Recycling Program works, particularly:
 - >90% of residents are aware that all #1-7 Plastics are recyclable
 - >90% of residents are aware that foil and foil products are recyclable.

Recycling Communication Update

Satisfaction

- # of enquiries decreases by 50% from 2015
- # of complaint-related calls decreases by 60% from 2015
- 90% of residents satisfied with the Curbside Recycling Program
- 90% of residents report ease of use and convenience of the Curbside Recycling Program

Behaviour

- Residents actively sort and comply with the Curbside Recycling Program
 - See a measured decrease in the amount of foil, foil products, and #1-7 Plastics found in the residential garbage stream as measured through the biennial city-wide Waste Characterization.
 - >154 tonnes/capita recycled in 2016
 - Decrease (below 5%) contamination levels with less prevalence of hazardous materials
 - Decrease (below 10%) the number of missed collections due to overfilled or incorrectly placed carts.

Communication Tactics:

The City Will Be Responsible For:

Waste and Recycling Collection Calendar (Print, online, and Reminders)

Create and mail a personalized Waste & Recycling Guide & Calendar to each household receiving curbside recycling service. Include information on why and how to recycle, their collection schedule, cart placement information, how to divert other waste from the landfill, and where to find more information:

- Develop and place advertising to support delivery of the Calendar
- Reminders
- Waste Wizard

Broad Awareness Campaigns

Develop and implement three marketing campaigns/year that are highly visual with clear messages focusing on priority materials and using multiple channels to effectively reach a broad public audience.

News Media

Capitalize on program milestones to build opportunities to engage the media in communicating about the program. Tactics include quarterly reporting of program milestones including diversion rate, amount recycled and participation rate.

- Coordinate News Releases and media events to distribute information on milestones; identify behavior corrections; promote live twitter chats and the Facebook contests
- Coordinate appearances on morning and noon media shows

Recycling Communication Update

Website pages

Everything about the recycling program will reside on saskatoon.ca/recycle. Brand positioning messaging will be featured upfront, backed by in depth informational messaging and robust content addressing every anticipated informational need, links to relevant content and Loraas site at loraas.ca.

The online collection calendar and Waste Wizard widget are prominent tools that can assist residents in properly using the recycling program.

Loraas Will Be Responsible For:

Education Programs

Using community based social marketing, these education programs will use staff resources to engage with target audience members one-on-one using educational and engaging tactics with the goal to reduce barriers to recycling and to create social norms. Programs include:

- Loraas Education Room and School Program: Students and teachers go to the Loraas Material Recovery Facility (MRF) to learn how material is processed, to increase awareness on how and why to recycle, and emphasize the importance of waste diversion and environmental stewardship.
- Recycling Education Unit: Using interactive games and activities, staff engage one-on-one to increase awareness on the City's Waste and Recycling programs, and to educate residents on proper recycling practices at community events and festivals.
- Newcomer Workshops: Using recycling awareness as the subject for English as a Second Language training, new Canadians will learn both language training and receive information about their recycling program.
- Neighbourhood Cart Blitzes: Staff will inspect recycling carts in order to place a visual reminder of incorrect or correct recycling behaviour, providing both immediate feedback to the resident and establishing social norms. Material audits will be performed in conjunction with the blitzes to measure program success.

Collection Cart(s)

As a very visual representation of the program itself, blue recycling carts may be employed to deliver messaging. Logos identifying Loraas Recycle will appear on the carts along with guidance information pertaining to the materials allowable in the program. All visual messages and identifiers shall be approved by the City prior to distribution. Provided, however, that the City approves all messages and identifiers on Carts that Loraas delivered to Service Addresses prior to the Program coming into existence, including the logo "All Green Recycling".

Recycling Communication Update

Recycling Collection Vehicles

As a very visual representation of the program itself, and being visible throughout the city, recycling collection vehicles may be utilized to deliver messaging via logos, advertising, or other displays on the exterior of the vehicles. All vehicles used by the program must be identified as belonging to Loraas Recycle. All visual messages and identifiers related to the Program shall be approved by the City prior to implementation in the field.

The City and Loraas Are Responsible For:

Compliance Notices and Blitzes

Compliance includes ensuring carts are placed correctly, returned to the property after 24 hours after collection, and only appropriate items are placed in the carts. Tactics include:

- Correction “Oops” Notices: Notices will be placed on front street carts that cannot be collected due to incorrect placement, overfilled (lid open), or contamination.
- Compliance Blitzes, warnings, and tickets (with fines in some cases) are issued by Environmental Protection Officers.
- Direct Mail to Cul-de-Sacs and lanes: to address specific challenges associated with cart placement in lanes and cul-de-sacs, residents will be mailed directly reminding them of how to properly use the program.

Service Alerts

An electronic communication mechanism that allows for the timely communication of unplanned service disruptions through a City of Saskatoon newsfeed. The City is responsible for issuing Service Alerts with content provided by Loraas.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Agency of Record Request for Proposal – Award of Contract

Recommendation of the Committee

1. That a contract with Creative Fire as the City of Saskatoon Agency of Record, for a three-year period up to a maximum value to \$600,000, annually not including GST, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon, under the Corporate Seal, the appropriate contract documents for the Creative Fire proposal, as prepared by the City Solicitor.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Your Committee expressed interest in quantifying the savings after a year.

Attachment

January 11, 2016 Report of the General Manager, Corporate Performance.

Agency of Record Request for Proposal – Award of Contract

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a contract with Creative Fire as the City of Saskatoon Agency of Record, for a three-year period up to a maximum value to \$600,000, annually not including GST, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute, on behalf of the City of Saskatoon, under the Corporate Seal, the appropriate contract documents for the Creative Fire proposal, as prepared by the City Solicitor.

Topic and Purpose

For consistency, cost savings and overall enhancement of communications and marketing contract services, the Administration is requesting that City Council approve the awarding of a contract for Agency of Record services for a period of three (3) years.

Report Highlights

1. Strategic communications from the City of Saskatoon is vital to both internal and external audiences.
2. This agreement will consolidate already existing funds for communications for a variety of projects, resulting in a more efficient use of resources and better coordination.
3. The Project Evaluation Committee recommends that Creative Fire, the preferred proponent, be awarded the contract to provide Agency of Record services for a period of three (3) years, with an annual performance review.

Strategic Goals

The recommendation in this report supports the four-year priority to identify targeted opportunities to implement specific continuous improvement tools within the department under the Strategic Goal of Continuous Improvement. Moving towards an Agency of Record will reduce the amount of administrative time related to preparing and issuing individual Request for Quotations (RFQ) or Request for Proposals (RFP), help build a consistent brand reputation and provide the Administration with the ability to efficiently and effectively manage issues management situations.

Report

Strategic communications from the City of Saskatoon (City) is vital to both internal and external audiences. The Corporation, including its various offices and departments, rely on communications and marketing staff to inform residents and employees about programs and services offered by the City.

The City's Communications and Media Relations Divisions currently work with and rely on the expertise of a multitude of outside full service agencies and freelance graphic designers for matters of an urgent nature and for graphic design, branding, packaging, corporate reports, crisis communications, etc.

Benefits of an Agency of Record

As part of our continuous improvement efforts, the Administration has identified a number of benefits related to entering into an agreement for an Agency of Record.

- a) A Corporate Agency of Record will lead to efficiencies among communications and marketing staff. It will eliminate the need for each individual project to undergo a full RFQ or RFP process. For example, it can take several months to conclude an RFP, which includes the assessment and evaluation of received proposals and the necessary paperwork to enter into a contractual agreement. The time saved by avoiding this process can be reallocated to providing better communications consulting services to our various business lines.
- b) A Corporate Agency of Record will help build a consistent brand reputation. It will offer opportunities to plan, which could leverage from a more collaborative approach to communications through developing umbrella campaigns.
- c) A credible Agency is able to efficiently and effectively assist with crisis and issues management situations that are time sensitive.

The City is not exclusively bound to the contracted Agency of Record for all communication and marketing needs, and will continue to award individual projects to other agencies at its discretion.

Project Evaluation Committee

A Project Evaluation Committee was established in February 2015 with seven communications and marketing staff representing various departments.

Throughout the process, the Evaluation Committee consulted with Materials Management and Solicitors to ensure all purchasing policies were followed.

Process used to Secure a Qualified Agency of Record

Due to the estimated contract value up to a maximum value of \$600,000 annually, not including GST, the Administration took a two-staged approach to the procurement process. The results of each stage are summarized below:

1. Request for Qualifications
On June 9, 2015, a Request for Qualifications was issued through SaskTender. The Request for Qualifications closed on June 30, 2015.

2. Request for Proposals (RFP)

On September 18, 2015, an RFP was issued to the four short listed proponents, including:

- Creative Fire
- McKim Communications
- MGM Communications
- The Marketing Den

Initial review and scoring of submissions were completed individually by the Project Evaluation Committee members. Individual scores assigned by each committee member were consolidated and averaged to determine the total score of submissions. Proposals were ranked from highest to lowest score.

Preferred Proponent

Upon completion of the evaluation, the Project Evaluation Committee determined that the proposal submitted by Creative Fire best met the requirements of the RFP and achieved the highest score. The proposal submitted by Creative Fire demonstrated the following:

- Proven skilled team personnel;
- Provided a structured support team that included account manager;
- Company experience with similar projects;
- Price comparable to industry average;
- Feedback from references were positive; and
- Demonstrated knowledge of the City’s business and scope of the contract.

As a result, it is the recommendation of the Administration to enter into a contract with Creative Fire as an Agency of Record to provide a wide range of communication and marketing services, at hourly rates defined in the final contract for a period of three (3) years starting February 1, 2016 with 30 days’ notice provided for early contract termination.

Public and/or Stakeholder Involvement

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

Financial Implications

The approximate contract value will be set at an upset of \$600,000 annually, excluding taxes, for the planning, developing, executing and evaluating various communications and marketing projects. The costs for these services are paid for within the approved annual Capital and Operating budgets for the divisions supported by the Communications Division. There are currently funds allocated for communications within these respective budgets. The Agency of Record contract will not increase the amount of dollars spent on communications; rather, it will consolidate the resource resulting in efficiencies and better coordination. The estimated contract value excludes booking and placement fees for paid advertising.

Privacy Implications

System access and permission for the external contractor will be limited to ensure that there is no access to confidential, sensitive, or personal information.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The project will be considered completed at the end of the three year contract term if approved by City Council.

Public Notice

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

Report Approval

Written by: Maeghan Carstairs, Communications Consultant II
Reviewed by: Carla Blumers, Director, Communications
Catherine Gryba, General Manager, Corporate Performance
Department
Approved by: Murray Totland, City Manager

Administrative Report - Agency of Record – Request for Proposal Award.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Session Initiation Protocol (SIP) Trunking – Request for Proposal Award

Recommendation of the Committee

1. That a contract with Shaw Business be approved for the provision of voice trunk Session Initiation Protocol services connecting our internal phone service (Lync) to the public phone network for a period of 36 months at an estimated cost of \$259,740, plus applicable taxes; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Corporate Performance.

Session Initiation Protocol (SIP) Trunking– Request for Proposal Award

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a contract with Shaw Business be approved for the provision of voice trunk Session Initiation Protocol services connecting our internal phone service (Lync) to the public phone network. The contract would run for 36 months at an estimated fee of \$259,740, plus applicable taxes; and
2. That Purchasing Services be authorized to issue the necessary Purchase Order.

Topic and Purpose

The purpose of this report is to request approval to proceed with a contract with Shaw Business for the supply of voice trunk service for a thirty six (36) month period.

Report Highlights

1. Shaw Business will provide the voice trunk Session Initiation Protocol service to the City's internal voice network supporting up to 400 simultaneous calls and 3,500 phone numbers.
2. On October 8, 2015, the City issued a Request for Proposal (RFP) for a Session Initiation Protocol (SIP) Trunking (RFP #15-0861).
3. The recommendation is that Shaw Business, the Preferred Proponent, be awarded the contract for the supply of support services.

Strategic Goal

This report supports the long term strategies of Continuous Improvement by continuing to support the cost saving realized by bring the voice communication system in house.

Background

The City significantly reduced its operating cost 3 years ago by moving away from the traditional phone service and implementing a VoIP (Lync) internal system. This system (Lync) has not only reduced direct operating costs but also has improved communication within the corporation through instant messaging, video conferencing and screen sharing.

Report

At present, this service is part of a 3 year contract that expires at the end of 2015. The goal of the RFP was to put in place a new contract for the next 3 years that would provide the same or better capability at no increase in cost. We are recommending to continue with the existing vendor which guarantees the same service level and results in a \$60,226 savings over the next 3 years.

Session Initiation Protocol Trunking – Request for Proposal Award

RFP for Session Initiation Protocol (SIP) Trunking

An RFP for a Session Initiation Protocol (SIP) Trunking was issued on October 8, 2015, with a closing date of October 30, 2015.

Responses were received from:

- Frontier Networks
- Shaw Business
- SaskTel Business Solutions
- Radiant Communication
- Connex Telecommunication

The RFP Review Team is composed of the Manager, IT Operations, and IT Coordinators from the Systems and Networks teams. The team evaluated the proposals based on the following criteria detailed in the RFP.

Category	Points
Adherence of the proposal to the response format	5
Adherence of the proposal in meeting the technology, functional and implementation service requirements outlined in the document	25
Feedback from references	5
Company overall experience	10
Company's stability and commitment	5
Three Year (36 month) Cost	50
TOTAL	100

Preferred Proponent

Upon completion of the evaluation, the RFP Review Team determined that the proposal submitted by Shaw Business achieved the highest score and met the requirements of the RFP. Therefore, the recommendation is to award the RFP to Shaw Business as detailed below:

36 month supply of voice trunks (SIP) connection to Lync for an estimated fee of \$259,740, plus applicable taxes.

Financial Implications

The cost of \$259,740 (plus taxes) will be split across 36 months. The 2016 portion is within the approved 2016 Operating Budget for the IT Division. This award does commit operating funds in 2017 and 2018 as well. This proposal will realize \$60,226 in operational cost savings.

Other Considerations/Implications

There are no policy, environmental, Privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Once approved, a contract will be completed with the successful vendor. No other work will be required.

Public Notice

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

Report Approval

Written by: Robert Moncur, Manager, IT Operations
Reviewed by: Paul Ottmann, Director, Information Technology
Catherine Gryba, General Manager, Corporate Performance
Department
Approved by: Murray Totland, City Manager

Administrative Report – Session Initiation Protocol (SIP) Trunking – Request for Proposal Award.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Service Saskatoon

Recommendation of the Committee

That the report of the General Manager, Corporate Performance Department dated January 11, 2016, be received as information.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Corporate Performance.

Service Saskatoon – 2015 Progress Report

Recommendation

That the report of the General Manager, Corporate Performance Department dated January 11, 2016, be forwarded to City Council for information.

Topic and Purpose

Customer Service is a priority for the City of Saskatoon. This report provides highlights of progress on some of the 2015 Service Saskatoon accomplishments and some 2016 planned initiatives.

Report Highlights

1. Service Saskatoon is a coordinated approach to providing good service to our citizens.
2. The new saskatoon.ca website launched on February 4, 2015 with a citizen focussed menu, improved accessibility, and a responsive design so citizens can now access it on all current devices. With a vision of “Digital is never done”, more improvements were made throughout 2015.
3. Significant internal improvements to Public Works Customer Service from 2014 – 2015, and initiatives by 15 other Divisions have resulted in improved service for citizens.
4. We are continuing to find ways to engage citizens and employees to improve our customer service.

Strategic Goal

This report supports the Strategic Goal of Continuous Improvement, with a focus on providing reliable and responsive information to the citizens of Saskatoon. Service Saskatoon is one of the 4-Year Priorities in the Strategic Plan.

Background

In late 2013, City Council adopted a new corporate alignment and the Communications Division was established under the Corporate Performance Department. Inter-related functions were relocated under Communications which includes the Corporate Communications, Customer Service, Community Engagement, and Digital Programs. This has allowed for improved collaboration not only within and between divisions, but also across departments. The last progress report was completed December 8, 2014.

Report

Service Saskatoon is a coordinated approach to responding to citizens’ calls and inquiries on programs and services. Our goal is to build public confidence and trust by providing great customer experience. We strive to accomplish our goal through excellent service delivery.

Excellent service delivery includes taking a citizen centered approach, providing personalized access, having skilled people committed to service excellence, engaging citizens to improve service outcomes, and employee engagement.

Service Saskatoon isn't about a single division or department; it's about working cooperatively to provide better citizen service.

The following are some highlights of 2015 accomplishments achieved, or work-in-progress, related to Service Saskatoon.

Citizen Centered Service: Base our services on citizens' needs rather than organizational structure or requirements.

- **Launch of the new Saskatoon.ca website** – With the help of residents, we designed a new navigation system based on categories they suggested. We also used their advice to determine the top priorities for content and services, and chose the look and feel based on resident preference. See Attachment 1 for website update details.
- **Public Works Customer Service** - Significant internal improvements to Public Works Customer Service from 2014 – 2015 have resulted in improved service for citizens. See Attachment 2 for details.
- **Waste and Composting Enquiries** – The Waste Stream Management phone line has been integrated into the Customer Service Centre. Public Works is now able to respond 24/7 to all garbage collection, compost depots, leaves and grass, landfill and recycling programs.
- **Launch of new Transit website** – The new Transit website was launched on February 25, 2015. This new site provides Saskatoon Transit customers useful information and interesting content that is easy to find and use.
- **Corporate Revenue and Assessment & Tax Merger** - In 2015 these two Divisions merged to create one division in the corporation. This administrative change provides citizens one point of contact and improved access to information and service for all elements of the property tax process.
- **Advanced Metering Infrastructure (AMI)** – Saskatoon Light & Power and the Corporate Revenue Division have started work to move to an automated meter reading system so that citizens won't have to submit meter reads in the future.
- **Update to Blue Pages in SaskTel Phone Books** – The Communications Division revised the blue pages for improved citizen access. A new page was also added to the website with these Citizens Service Phone Numbers.
- **Community Standards Division** – Community Standards has started work to create a single point of contact for everything that citizens need to know about the more than 100 City of Saskatoon Bylaws.

Personalized Access: Citizens will have personalized access of their choice to information and service requests: phone (including mobile), Internet or in-person.

- **Customer Relation Management (CRM) Project** – A great deal of work has been taking place to review our original assumptions, review processes, technology and our structure so we can create a sustainable and responsible CRM for the City of Saskatoon. CRM can be defined as citizen-centric business strategies that make the best use of resources by tailoring services to individual citizens. CRM is about

providing timely, consistent and responsive access to government information and services by whatever channel citizens prefer.

- **eBill Improvements** - eBill sign-ups may now be done for citizens by the Customer Service Representatives in the Corporate Revenue Contact Centre.
- **Social Media Monitoring** - A new social media monitoring tool has been implemented to enable civic staff to monitor the live feed of Twitter and Facebook posts. This allows staff to respond to individual information and service requests through these channels.
- **Online booking for Building Inspections** – Booking confirmation numbers are now provided to citizens, instilling greater confidence in the new online booking service.
- **Improvements to Interactive Maps** – Improvements were made to the pothole reporting maps to allow citizens to provide important information regarding the severity of the pothole. This helps the City to prioritize work and improve service to citizens. A new interactive map to show Back Lane Maintenance was also introduced to search and view work scheduled in their neighbourhood.
- **Public Tenders Available Online** – Materials Management is now making all public tenders available online at sasktenders.ca. Citizens and business owners no longer need to visit the Purchasing Services office to obtain this information.
- **Green Cart Service calendar is now available online** - This new service provides citizens with digital access so they can print their own paper copy or load the schedule into their digital calendar.

Engage Citizens to Improve Service Outcomes: Engage citizens to comment on how to eliminate red tape and improve our services.

- **Website Redesign** – The *new.saskatoon.ca* engagement site provided a great deal of citizen input and feedback to improve our service. Total online engagement included 10,000 visits from 7,000 users. Residents completed over 1,000 surveys and online exercises and voted 1,700 times on polls about the new website.
- **2016 Budget Engagement** - A new budget planning process was introduced this year. A number of *Shaping Our Financial Future* public engagement opportunities were launched where citizens could provide input on their priorities and preferences for more than 70 civic services and programs they rely on every day.
- **University Bridge Maintenance Closure** – Significant stakeholder engagement was provided for the University Bridge closure. The engagement helped decide on full closure with single lane access for emergency vehicles as the best option for reasons of cost, speed, efficiency, safety, and minimizing disruption.
- **Citizen Satisfaction Surveys** – In September 2015 a pilot project was started to collect citizen feedback on the service they are receiving through the City. The project is starting with citizens who have submitted requests through the Contact Us Form and is being expanded to submissions received through other service channels.
- **Leisure Centre Pricing Study** - A market research study was conducted with citizens to discover why participation rates had been declining at the Leisure Centres. The outcome was the development of new lower admission rates for citizens to use Leisure Centres and the broad variety of public drop-in activities.
- **Recreation and Parks Master Plan** - Citizen engagement and community input were integral to the process of creating the final Recreation and Parks Master Plan.

There was a significant number of engagement opportunities provided throughout the project.

Service Delivered by People Committed to Service Excellence: Skilled people are able to deliver services in an empathetic, knowledgeable, professional, and consistent manner.

- **Service Saskatoon Customer Service Team** - Customer Service leaders from throughout the corporation meet monthly to consult on best practices and discuss ways to coordinate our services.
- **Website Subject Matter Experts** - Over 140 staff have received training on the website content management system to keep information current and relevant.

Engaging Employees: Engage employees at all levels of the corporation to improve the customer experience for all citizens and staff.

- **Transit Smile Squad** – A group of high-energy Transit employees were ambassadors for the “Arrive in Smiles” campaign. The week-long fun campaign was developed to thank riders for using the Transit service.
- **New Corporate Intranet** – Work has started on the development of a new Corporate Intranet. This new service will improve employee engagement, provide better access to important customer service information, and assist in efficiency improvements.

The above information briefly highlights some of the accomplishments for 2015 and ongoing initiatives in 2016. For more details on Service Saskatoon initiatives see Attachment 2.

Public and/or Stakeholder Involvement

There is no requirement for a public and, or stakeholder involvement as a result of this report.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A further update will be provided on the Service Saskatoon 311/Customer Relationship Management System in spring 2016.

Public Notice

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

Attachments

1. The New Saskatoon.ca Website
2. Service Saskatoon - Progress Report (2015-2016)

Report Approval

Written by: Rob Gilhuly, Project Manager
Carol Maier, Customer Service Delivery Coordinator

Service Saskatoon – 2015 Progress Report

Reviewed by: Carla Blumers, Director of Communications
Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Administrative Report - Service Saskatoon – 2015 Progress Report.docx

The New Saskatoon.ca Website

The new website was designed with residents, for residents, and was launched on Thursday, February 4, 2015.

Citizens told us they wanted fewer pages, easy access to popular services and current information on the home page and, of course, it needed to be designed to work on all their favourite devices.

The new website provides a citizen-centred menu, much improved accessibility and the responsive design means it now works on all current devices.

The First 10 Months

As of the end of November 2015, the following are some key traffic statistics for the new website:

- 928,719 users, who had 2,357,081 sessions and a total of 6,219,182 pageviews.
- 64% were returning visitors and 36% were new visitors.
- 53% are coming to the website on a desktop computer, 37% on a smartphone, and 10% are using tablets.
 - On evenings and weekends smartphone and tablet use has gone as high as 80%.

Post Launch Improvements

We have received a lot of positive feedback, but our vision has always been that “digital is never done”. Our plan is to actively look for ways to improve our online services.

We did a lot of work to get resident’s advice and to understand users’ needs when we built the new website, and this work needs to continue.

1. Online Engagement

- The Contact Us form on the website has a Service Category specifically for providing feedback regarding the website. We regularly receive positive feedback and suggestions for improvements from citizens.
- 10 months after the website launch we reconnected with everyone involved in the website redesign community engagement activities to find out what they like about the new website, and what they would add to our continuous improvement list for the future.

2. Website improvements based on citizen feedback

- Improvements to the “Contact Us Form”
 - Added more service categories to direct information and service requests to the most appropriate Division for response and follow up.
 - Added the ability to include an attachment with Contact Us Form submissions (documents, images, and video files). A number of citizens had requested to be able to submit photographs to accompany help describe their service request.
 - Added autoresponder emails to let citizens know that their submission had been received.

- Some website visitors have inquired about accessing older documents on the website, specifically City Council reports.
 - Current best practise is to remove old content from your website and focus on keeping information current and useful. That being said, the main job of a website is to help focus on task completion. If some people are interested in finding older documents we want to help them complete this task quickly.
 - City Clerks added a selection of past reports to the City Council webpage that are of public interest such as, Annual Budgets, Annual Reports, Major Projects, and Local Area Plans.
 - Agendas back to 2011 for City Council, and City Council minutes back to 1991 are now available on the website.

- New content added to the website
 - A “Citizen Service Phone Numbers” page was added to make it easier for those citizens who prefer to phone and talk with someone from the City regarding information and service requests.
 - City events added to home page – citizens can now easily view upcoming events on the homepage. These events can now also be embedded on related pages throughout the website.
 - Standardizing landing pages and refining contact us Widgets – to display a consistent and uniform look across the site.
 - Made additions to the Utility page so users can find the login easier and changed the text that accompanied eBill to allow regular users to skip the utility information page and go directly to the login.

- My Dashboard improvements
 - Some citizens reported having problems with their address being recognized in the My Dashboard personalized information area on

the website. Changes were made to the address lookup application to make it more efficient.

- My Utility Account landing page improvements
 - Changes were made to the My Utility Account to make it easier for citizens with existing accounts to login more quickly.

3. Improvements to increase productivity by being more efficient in the way we do business

- Automation of news releases – providing faster and more efficient and less errors to subscribers and Media outlets.
- Over 140 Subject Matter Experts received training on the website content management system to keep information on the website current and relevant.

4. Modernize civic government to reflect current best practices and changing demands

- Information Technology established a SaskTel mirror server so citizens are provided access to the website during power outages at City Hall.
- We are testing all new website pages to ensure they are “mobile” compliant and function properly on smart phones and tablets, as well as on desktop computers.
- Heat map reports are run regularly to see what links people are clicking on, so we can “tailor” our “Popular Services for Residents” quicklinks to what citizens are most interested in.
- Content tables have been updated to better display on mobile devices giving citizens easier access to data.

5. Content Reviews & Additions

- We continue to regularly review existing content pages to simplify content and make sure it is citizen focussed and use plain language.
 - Worked with Parks to do an in-depth review of pages resulting in clearer and more concise information.
 - Worked with Building Standards to do an In-depth review of content to update, simplify and re-organize pages and important pdfs.
- Performance Indicators
 - Developed a new sub-section of the website to share progress information related to the Corporate Goals established in the Strategic Plan
 - Addition of Environmental reporting – Citizens can now dive into the “Green issues” on the website by using this reporting tool – Similar to the Corporate Performance Dashboard.

- Ongoing site audits are completed on email addresses to ensure someone is monitoring accounts that are being emailed.

6. Upcoming Continuous Improvement Initiatives

- Find my Poll / Ward page – this will be a permanent feature so citizens can easily find what ward they live in. During election periods this will adapt to polling station information appropriate for that election.
- Collapsing Recycling alerts into one to simplify the process of informing public of service alerts – fewer RSS feeds to subscribe to.
- Develop on-page announcements to advise website visitors of pending outages to services.
- We will be reviewing Community Association pages to provide more consistency in the contact information for these organizations.

Service Saskatoon Progress Report (2015 – 2016)

Citizen-centred customer service is a priority for the City of Saskatoon. The following is a listing of some of the 2015 accomplishments and some 2016 initiatives.

CITIZEN CENTRED SERVICE

We base our services on our citizens' needs rather than on our organizational structure or requirements.

1. Public Works - Service Requests and Information:

Significant internal improvements to Public Works Customer Service from 2014 – 2015 have resulted in improved service for citizens.

- The Hosted Contact Centre phone system (HCC) has been in place since July 2014 and with a full year of reporting available, Management has been able to identify and plan for seasonal variations in service demands and to address information gaps.
- Enhancements to messaging and information on the Interactive Voice Response (IVR) system provide citizens with important program information and fun facts. This has replaced the traditional on-hold music and gives the citizen some background information about the business while they are waiting to speak to a Customer Service Representative.
- Specific messaging regarding after-hours power outages has been integrated into the IVR to ensure they have alternate ways to find up-to-date power outage information during peak times.
- Service alerts for Water & Sewer outages are now available on the City Website. These updates provide timely and important information to citizens and City Council.
- The Waste Stream Management phone line has been integrated into the Customer Service Centre (CSC). Public Works is now able to respond 24/7 to all garbage collection, compost depots, leaves and grass, landfill and recycling programs. This is a significant service improvement as citizens have more than one option to request service and more staff are available to respond to a large volume of requests. The CSC estimates that the annual volume of Waste Stream Management contacts may exceed 16,000 service and information requests based on the initial tracking statistics obtained from the HCC system.
- Water & Sewer locate requests have also been integrated in the CSC at Public Works. This new process allows improved tracking, scheduling and

emergency response. The changes have eliminated manual processes and provided the technology to close the loop on work tracking.

- A new call-back process is now in place for elevated calls from citizens. This process ensures that citizens receive a response to their concerns when further research or information is needed before a complete response may be given to the citizen.
- Landfill staff at the Saskatoon Regional Waste Management Centre have been participating in ongoing safety and customer service training and spotters are now available at multiple locations. In addition, improvements to internal roads, tipping areas, drainage, signs and litter cleanup have all contributed to a better on-site experience for citizens.

2. Bylaws & Parking Enforcement

- Community Standards is working to create a single point of contact for everything that citizens need to know about the more than 100 City of Saskatoon Bylaws. Initiatives are currently underway to improve and align internal processes to better serve citizens.
- The new Flex Parking system, along with Flex Parking Ambassadors and an online video demonstrating how to use the new Flex Parking pay stations, is just one example of Community Standards service improvements that took place in 2015.

3. Saskatoon Transit

- The new Transit website was launched on February 25, 2015 and the following are some of the key statistics for the new website for the first nine months:
 - 121,595 users, who had 271,906 sessions and a total of 607,858 page views
 - 58% were returning visitors and 42% were new visitors
 - 38% are coming to the website on a desktop computer, 54% on a smartphone and 8% are using tablets.
- Transit Customer Service Representatives now respond directly to Twitter comments and requests making it easier for citizens to connect with Transit.
- To enhance service for Transit passengers, 'automated announcements' have been added to buses. The new visual and audio service advises Transit riders of upcoming stops. In future, this system could be used to announce upcoming attraction sites in Saskatoon.

- Ten new buses were added to the Transit fleet in 2015 and ten more were purchased for 2016. To ensure that Transit service is provided to all citizens, all new buses will be fully accessible.
- Based on feedback from citizens, the timing of high school routes was adjusted to better meet student schedules in Saskatoon.
- Engagement activities are planned for the New Year with citizens and Transit staff to create a Passenger Pledge. The Passenger Pledge will be the standard of service that citizens can expect from Saskatoon Transit. This development of the Passenger Pledge will be based on citizen expectations and approved service levels.
- Looking ahead to 2016, service improvements for the 8th Street corridor will be planned and Saskatoon Transit will conduct community engagement based on the new service improvements. This corridor will offer service every five minutes during rush hour and every 10 minutes during off-peak times. To benefit the surrounding neighbourhoods, there will also be changes to Transit routes both north and south of 8th Street to improve access to the new 8th Street corridor service.
- Also new for 2016, a Customer Service Manager role will be created to help Saskatoon Transit reach out to existing riders as well as reach new ones through our expanded customer service and engagement activities.

4. Property Tax and Assessment

- In 2015, Corporate Revenue and Assessment & Tax merged to create one Division in the corporation. This administrative change provides citizens one point of contact and improved access to information and service for all elements of the property tax process: assessment, tax billing, and tax payments.
- To provide landlords with worry-free continuous utility connections at their rental properties, the Landlord-Tenant Agreement has been launched. The Landlord-Tenant Agreement is an agreement between the City of Saskatoon and the owner of a rental property that allows for an automatic transfer of utility billing from the tenant to the owner when the tenant moves from that address and no other tenant has made application for the service. In addition, the usual application fee for such automatic transfers will be waived for landlords using this new service agreement. This utility connection service enhancement offers landlords a saving of both time and money.

- In the 2015 Senior Tax Deferral Program, three new options to defer annual property taxes were offered to qualifying low-income senior citizens:
 - Defer payment of the full amount of the municipal and library property tax for the current tax year
 - Defer \$1200 of the municipal and library property tax
 - Defer \$600 of the municipal and library property tax
- New properties under construction may receive a Supplementary Tax Notice based on a partial assessment (70%) of the property. To ensure that property owners correctly interpret their Supplementary Tax Notice, a letter of explanation is now sent with the notice to ensure that owners are better informed. Corporate Revenue anticipates that this will lead to fewer calls to their Contact Centre and to Assessment staff and greater citizen satisfaction.

5. Utility Meter Reading

- Transition is underway from manual meter reading of utility meters to the Advanced Metering Infrastructure (AMI). In future, the AMI system will remotely measure and record actual power usage and water usage by time intervals throughout the day, and transmit that data wirelessly over a secure network to a central data management system. This new system will benefit citizens in three ways:
 - Citizens will pay for just the utilities they have used as utility bills will be based on actual readings and not estimates.
 - Citizens will be able to track their electrical and water use and detect unusual consumption such as water leaks or when large electrical appliances are left on.
 - Improved citizen service as meter readers will no longer need to access to citizens' property to obtain meter readings for regular bills or for readings required for connections or disconnections of service.
 - It is anticipated, that by mid-2016 citizens who have already had their new AMI meter installed will begin receiving monthly bills using actual readings obtained through the AMI system and that conversion of all utility meters in Saskatoon will be complete by the end of 2020.

6. Finding Phone Numbers

- The City of Saskatoon Blue pages in the SaskTel phone book were revised for improved citizen access based on services rather than departmental structure. Citizen Service Phone Numbers were also added to the website at saskatoon.ca/phoneus to provide improved phone access and to provide citizens another channel to use access phone information.

7. Building Permits and Inspections

- Building Standards will accept building permit applications for six storey wood frame construction in early 2016 when the 2015 National Building Code of Canada (NBC) is formally printed. The building code currently limits wood frame construction to a maximum of four storeys. Six storey wood frame construction will be accepted in Saskatoon through the Building Standards Alternative Solution Process - supported by the 2015 NBC framework - in advance of anticipated adoption by the Province of Saskatchewan in mid-2017.
- Building Standards is providing better communication and transparency to its customers around building requirements, and the programs and services it offers. Some examples of these initiatives include:
 - Featuring an announcement page on the Building Standards webpage to communicate industry and program changes.
 - New 'how to' guides have been created and are now offered online to help guide renovations for citizens (i.e. How to Build a Deck is now featured on the Building Standards webpages).
 - Improved building permit inspection report clarity for customers.
 - Offering education and training opportunities for the online inspection booking tool with the Saskatoon Region Home Builders Association.

PERSONALIZED ACCESS

Citizens will have personalized access of their choice to information and service requests: phone (including mobile devices), Internet or in-person.

1. Focus on Better Servicing Citizens

- A great deal of work has taken place to review our original assumptions, review processes, technology and our structure so we can create a sustainable and responsible CRM for the City of Saskatoon.
 - Experience from other cities shows that you need to break the project down into manageable pieces. So much of our work has focused on looking at all aspects of our business including processes, technology and people for six Public Works services: water outages, water connections, hydrants, water turn on and offs, water and sewer locates, and sewer backups.
 - We have completed customer experience process maps for all six services. This includes all of the steps taken by staff in dealing with these inquires or service requests as it happens today.
 - We are in the process of completing future state process maps which helps us identify steps we can modify to improve efficiency,

eliminate unnecessary steps, and enhance the overall experience for the citizen. This also includes looking at the use of technology to eliminate manual processes.

- A more detailed report will be provided in the 1st quarter of 2016.

2. eBill Improvements

- eBill sign-ups may now be done for citizens by the Customer Service Representatives in the Corporate Revenue Contact Centre. Previously, citizens had to wait for the arrival of their first paper bill before they could apply to receive their utility statements through eBill online. By eliminating the wait time to sign-up for eBill, citizens have direct online access to their utility account information immediately after completing their application for services. This initiative has resulted in an increase in eBill applications and citizen satisfaction.

3. Connecting with The City

- A new social media monitoring tool (Meltwater) has been implemented to enable civic staff to monitor the live feed of Twitter tweets and Facebook posts. Meltwater provides improved access to citizen comments and promotes timely responses to their concerns. As well, the responses to social media overnight posts are completed during the first business hour of the day, providing the earliest response time possible by civic staff.
- City of Saskatoon YouTube Videos: For easier access, the City's YouTube videos are now organized into playlists to target specific topics that may be of interest to citizens.
- Free Public WiFi in Civic Facilities – A Service Saskatoon initiative that brought together a number of Divisions. Shaw Communications was chosen as the successful partner and planning has begun to launch this new citizen service in early 2016.

4. Meeting Agendas and Minutes

- Work continues on an electronic agenda and meeting management system. The new system is anticipated to be fully implemented in 2016. The system will provide improved citizen access to information from City Council and Standing Policy Committee meetings.

5. Job Posting Information

- A link to *Careers at the City* is now posted on Twitter each Wednesday to provide another point of contact with citizens to explore employment opportunities at the City of Saskatoon.

6. Building Inspections

- In 2014, an initiative was launched to provide online booking for Building Inspections. New for 2015, booking confirmation numbers are now

provided to citizen, instilling greater confidence in the online booking service. In 2015, 17% of the eligible building inspections were booked online.

7. Roadways Information

There have been many improvements along with new tools for citizens to learn about services and programs within Transportation and Utilities. Some of the service 2015 improvements offered to citizens include:

- Introduction of a Back Lane Maintenance interactive map: This map allows citizens to search and view the schedule for Back Lane Maintenance for any area of the City.
- Improvements to the Report a Pothole interactive map: Citizens may now provide information on the size (circumference), the depth, and the specific road lane location of potholes. These enhancements to the Report a Pothole application allow citizens to give us important information regarding the severity of the pothole and help us to prioritize work to improve our service to citizens.
- Improvements to the City-Wide Street Sweeping interactive map including the addition of school zones and a direct link to Find My Vehicle. In addition, FAQ sheets and contact cards were provided to field staff and tow truck drivers to share with citizens who wanted more information on the street sweeping program on site.
- Daily Public Works Updates to provide daily information to citizens and the media during the intensive springtime operations.
- Weekly Public Work updates are provided to the Community Consultants regarding ongoing programs in their neighbourhoods such as street sweeping and back lane maintenance. This service enhancement helps us reach citizens who may not otherwise be aware of the programs and services in their neighbourhoods.
- Providing digital copies of construction notices and weekly updates to the Mayor and City Councillors to improve communication with those citizens who contact their City Councillor for information.
- For the first time, the *Projected 2015-2017 Roadway Preservation Plan* was made available to citizens. This plan provides treatment descriptions and the projected roadway preservation plans by Ward and for Expressways.

- Driveway Permit information and application instructions are now available online allowing citizens access to these resources whenever it is convenient for them.

8. Public Tenders

- All public tenders for the City of Saskatoon are now available online at Sasktenders.ca. Businesses and individual vendors may download documents and sign-up to receive email notifications for selected commodities. Tender results are now posted online and may be viewed with one hour of opening (unofficial bid tabulations).
- These online initiatives mean reduced delays and expenses for contractors as they no longer need to drive to Purchasing to pick up tender information and out-of-town contractors are not waiting for courier delivery of documents.

9. Waste and Recycling

- Citizens may now access information and service for Black Cart Service (waste) and Green Cart Service (leaves and grass) through the Public Works Customer Service Centre. The CSC provides 24/7 service to citizens by phone and online.
- Brochures for Recycling have been re-designed with icons and text to increase understanding and access to information for citizens for who English is an additional language.
- New for 2015, the Green Cart Service calendar is now available online. This new option provides digital access in addition to the paper copy of the schedule that is provided to citizens.

CITIZEN ENGAGEMENT

Engage citizens on how to eliminate red tape and improve our services.

1. Website Redesign

- Our online engagement had 10,000 visits from 7,000 users. Residents completed over 1,000 surveys and online exercises and voted 1,700 times on polls about the new website.
 - With the help of residents, we designed a new navigation system based on categories they suggested. We also used their advice to determine the top priorities for content and services, and chose the look and feel based on resident preference.
 - They told us they wanted fewer pages, easy access to popular services and current information on the home page and, of course, it needed to be designed to work on all their favourite devices.

2. City Budget

- In a new budget planning process this year, the City launched a number of *Shaping Our Financial Future* public engagement opportunities where citizens were able to provide input on their priorities and preferences for more than 70 civic services and programs they rely on every day. The goal was to create a more integrated, transparent, and accountable process that would help City Council and the Administration make more informed decisions on how best to allocate resources to the proposed projects, programs, and services in the 2016 Business Plan & Budget.
- Using the online Budget Tool, over 500 citizens completed the Budget Tool activity to tell us:
 - How they would adjust property tax funding for key City programs and services for 2016.
 - What their top priorities are, and what is most important to them for the 2016 Business Plan and Budget.
 - What changes would they suggest?
- During June Budget events, over 260 residents participated in a variety of engagement opportunities. Citizens were offered an opportunity to engage with their Councillor at “Councillor Conversation Corner”; attend the Executive Committee Special Meeting; and participate in other interactive open house activities. As part of an upcoming series, a new video on “How Municipal Tax Differs From Federal & Provincial Tax” was unveiled and has been added to the website.
- A Budget booth at the Fall Home Show (October 23 to 25 at Prairieland Park) offered citizens another opportunity to provide their input into the 2016 Budget.
- City Council and the Administration considered the priorities and preferences gathered through the new Citizen Budget online tool and the various public engagement activities prior to finalizing the 2016 Budget.

3. Roadways Information

- The 2015 University Bridge rehabilitation project was a great success largely due to inclusive stakeholder engagement. Engagement started with a large team of internal stakeholders and then quickly expanded to include external stakeholders. In the end, more than 250 stakeholders shaped the City’s approach to the Bridge closure.
- Increased use of Social Media and other online advertising is providing more opportunities for citizens to ask questions and to provide feedback.
- Launching in early 2016, there will be a new interactive map for citizens to report traffic concerns in their neighbourhood. This tool will replace

the current online form and will allow citizens to view current traffic signage throughout the city and also receive a tracking number when they report a traffic concern. Behind the scenes, the new map will provide traffic engineers with more data to better assess traffic issues in all neighbourhoods.

4. Citizen Surveys

- Citizen Satisfaction Surveys – in September 2015 a pilot project was started to collect citizen feedback on the service they are receiving through the City.
 - The project is starting with citizens who have submitted requests through the Contact Us Form and is being expanded to submissions received through other service channels.
 - Just over 6,600 submissions have been received through the Contact Us Form in the first 10 months. We are averaging approximately 160 online submissions each week. Citizens are asked if they would like to receive a short survey to provide their feedback on our customer service. Approximately 25 people per week have been sent survey invitations, and approximately 11 citizens are completing the survey each week.
 - All feedback is carefully considered for potential improvements to our service delivery and a number of improvements have been made to website based on citizen feedback.

- During the fall 2015, Building Standards embarked on a new initiative to survey their customers to find out how well they were doing. The goal of the survey was to find out what customers liked or didn't like about the programs and services offered by Building Standards which will assist in future program development. Some highlights from the survey:
 - Majority of respondents are satisfied with the Building Standards review, inspection and customer service processes.

 - The strongest overall area of satisfaction was with the customer service area.

 - The key drivers for customer satisfaction are turnaround times, consistent and accurate information.

 - The greatest strength lies within Building Standards staff – they are perceived as friendly, courteous, and professional.

- 2015 Civic Services Survey
 - The Annual Civic Services Survey was conducted in May and June to get citizen feedback on a variety of civic issues. A total of 500 surveys were completed via telephone, and 822 surveys online. The goal of the annual survey is to obtain citizen feedback on a variety of

civic issues, and to measure progress on reaching the performance target of overall satisfaction with civic services of 90% or more.

5. Recreation

- In March 2014, Recreation and Sport (formerly Leisure Services) conducted a market research study to discover why participation rates had been declining at the Leisure Centres. The study engaged over 2,000 respondents and through it learned that pricing was the number one reason for the decline in usage at Leisure Centres. The results of this initial research led to two more studies that gathered input from nearly 1,000 more citizens to reveal the challenges in both the marketing approach and the pricing structure. By engaging with upwards of 3,000 citizens, Recreation and Sport had a clear direction for improvements to their pricing structure and marketing programs for the Leisure Centres.
- A new Leisure Centre marketing campaign was launched in the spring 2015 and changes to the pricing structure were introduced in September 2015. As a result, Recreation and Sport has already started to see a dramatic increase in the number of annual passes sold and in the attendance at the Leisure Centres.
- Looking ahead to 2016, Recreation and Sport will release a “Perks Program” for annual pass holders. Annual pass holders will be able to choose one of three options as a ‘thank you’ from Recreation and Sport for being an annual pass holder:
 - Front of line, early registration option for Leisure Centre programs
 - One month free pass for the Leisure Centres when a card is renewed for another 12 months
 - A \$45 PerkCard valid for one year towards purchases at one of the following Recreation and Sport facilities of their choosing such as the Leisure Centres, Municipal Golf Courses, Saskatoon Forestry Farm Park & Zoo, PotashCorp Playland at Kinsmen Park or the Gordon Howe Campground.
- The Recreation and Parks Master Plan, released in June 2015, is intended to guide future decision-making. It provides an overall framework for the development, delivery, and continuous improvement of recreation and parks programs, services, and facilities. Citizen engagement and community input were integral to the process of creating the final Recreation and Parks Master Plan and these were some of the engagement opportunities that were provided:
 - Two hundred key stakeholders, representing groups and individuals, were identified during development of the Master Plan. The stakeholders were grouped into broader categories and approximately 100 interviews were conducted with the stakeholders

groups by the project consultants to ensure that stakeholder input was considered

- Intercept surveys were conducted to tap into citizen feedback regardless of whether or not they typically used Recreation and Parks facilities and programming. These surveys were offered at places like the Broadway Street Fair, spray parks, outdoor pools and the Lions Skateboard Park
- Two focus groups were held with Newcomers and Aboriginals to gather their input
- Household surveys were conducted with 400 participants
- An open web survey was offered on Shaping Saskatoon and over 500 citizens participated
- Six open houses provided opportunities for over 245 citizens and the consultants to share and to gather information.

EMPLOYEES COMMITTED TO SERVICE EXCELLENCE

Service Saskatoon has skilled people who are able to deliver services to the community in an empathetic, knowledgeable, professional, and consistent matter.

- To support Service Saskatoon initiatives and break down silos, the Service Saskatoon Customer Service Team (SSCST), comprised of Customer Service leaders from throughout the corporation, meets monthly to share information, consult on best practices, and together work towards city-wide consistency in customer service delivery. The SSCST has also contributed to the design and piloting of the recent Citizen Satisfaction surveys.
- In 2016, the Community Standards division will develop and fill a Customer Service Coordinator role. This new position will be responsible to act as a communication focal point to track, dispatch, and streamline bylaw complaints. This will improve the citizen experience and ensure that proper responses are made to citizen concerns. This new initiative will help to maintain community standards and quality of life in Saskatoon for all citizens.
- Transit has created a Customer Service Manager position to manage both customer service and engagement. This new position is currently advertised and, along with identifying future opportunities for improvement, the duties include a focus to ensure all citizen service incidents are investigated and resolved.

EMPLOYEE ENGAGEMENT

Engaged employees at all levels of the corporation improve the customer service experience for all citizens and staff. In order to provide a great customer experience, employees must see what they do as important to our customers.

1. Saskatoon Transit

- In fall 2015, Saskatoon Transit engaged in a “Goodwill Campaign” to thank Transit riders for using the Transit service. Transit riders were treated to fun events such as free coffee and donuts, or popcorn and lemonade. On select routes there were musicians, a magician, and even improv comedy on a bus. The key to the success of these events was the Transit Smile Squad. Made up of Transit employees, this high-energy group were the ambassadors for the campaign, engaging daily with riders to make sure everyone would “Arrive in Smiles”.
- This campaign was part of a larger initiative focused on positive changes and a renewed commitment to customer service at Saskatoon Transit. Other activities have included the introduction of Director of Transit, and his vision for the organization; partnering with community organizations such as Paved Arts; the unveiling of a new Transit fleet; and free bus service on Election Day.

2. Staff Directory

- An initiative is underway to create an online Corporate Directory for use by civic staff. It is anticipated that a working model of the directory will be available for staff to access early in 2016. This internal application will assist staff to provide better customer service to citizens by helping them to connect citizens with the right person within the corporation.

3. Internal Communications

- A new Corporate Intranet is in the early stages of development. A committee has been created with members from IT, City Clerk’s, Communications, and Human Resources and the group is currently focused on creating the governance for the new site. A new corporate Intranet will improve employee engagement and create efficiency improvements by providing easy access to tools and information that civic staff need at their fingertips.

4. Employee Learning and Development

- The Corporate Learning and Development Opportunities Calendar is now available online on saskatoon.ca. This service enhancement makes the calendar accessible for staff and allows for updates to keep the calendar current throughout the year. This improved communication tool informs staff of upcoming learning and development opportunities

that are designed to help them progress towards their professional aspirations, and the City's Strategic Goals and Corporate Values.

- As part of our continuous improvement efforts, Strategic and Business Planning asked all employees for their feedback on the new Learning and Development Opportunities online calendar.

5. Employee Support

- An Employee Rewards and Recognition Program is in development. Employees were consulted through a survey and a recommendation will be provided to the Leadership Team in the future.
- Paperless Pay Stubs are coming in 2016. The new paperless pay slip system is currently being piloted with IT and Finance in December 2015 and full implementation will occur early in 2016. Also under development is a self-service portal for tracking leave transactions for employees.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Turboexpander Project Closure

Recommendation of the Committee

1. That the \$124,690.19 be returned from Capital Project #1281 – Sustainable Power Generation Options to the Electrical Distribution Extension Reserve; and
2. That a budget adjustment be made to Capital Project #2311 – Turboexpander in the amount of \$124,690.19 funded from the Electrical Distribution Extension Reserve.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the A/General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the A/General Manager, Transportation & Utilities.

Turboexpander Project Closure

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That \$124,690.19 be returned from Capital Project #1281 – Sustainable Power Generation Options to the Electrical Distribution Extension Reserve; and
2. That a budget adjustment be made to Capital Project #2311 – Turboexpander in the amount of \$124,690.19 funded from the Electrical Distribution Extension Reserve.

Topic and Purpose

The purpose of this report is to advise that the Turboexpander Project will not proceed to development at this time, and recommend that the current capital project be closed.

Report Highlights

1. SaskEnergy recently changed operating plans for the supply of natural gas to Saskatoon and area, such that the power production potential of the turboexpander power generation project would substantially decrease.
2. SaskEnergy has formally advised the City of Saskatoon (City) that they will not proceed with the Turboexpander Project as outlined in an expired Memorandum of Agreement (MOA).

Strategic Goal

This report supports a long-term strategy to create new revenue sources of green energy where feasible under the Strategic Goal of Environmental Leadership.

Background

In 2009, Saskatoon Light & Power (SL&P) and SaskEnergy commissioned a feasibility study for a turboexpander power generation facility at SaskEnergy's Natural Gas Regulating Station No. 1 near the Saskatoon Landfill. A turboexpander can be used to recover useful energy from the pressure drop at a regulating station, which could then be used to generate electricity.

An MOA was executed with SaskEnergy on December 1, 2010, for the detailed engineering design of the facility. The MOA was later renewed in 2012, and again in 2014.

The MOA with SaskEnergy capped the total capital costs for construction of the facility at \$4.5 million. At its meeting on July 18, 2012, City Council approved a green loan in the amount of \$2,250,000 for the City's 50% partnership in the project.

Report

SaskEnergy Plans Significant Decrease to Gas Volumes at the Site

In June of 2014, SaskEnergy advised SL&P of a possible change in their operating plans to supply natural gas to Saskatoon and area with the planned construction of a new regulating station in 2016. The new station would divert a portion of the natural gas flow away from Regulating Station No. 1 where the turboexpander facility was proposed to be constructed. The overall impact of this change would be a 38% reduction in the annual power production and revenues from the turboexpander facility. This has significantly reduced the economic viability of the project from what had been planned previously.

SaskEnergy Not Proceeding with the Project

The MOA with SaskEnergy expired in September of 2014. SL&P subsequently met with SaskEnergy to discuss the economic viability of the project. SaskEnergy advised that they will not proceed with the Turboexpander Project as outlined in the expired MOA. The stated reasons included that SaskEnergy has other competing priorities for capital expenditures and, as currently proposed, the project no longer meets their economic threshold for business development.

Options to the Recommendation

The City could seek partnership opportunities with a third party to develop the Turboexpander Project without SaskEnergy's financial participation. Attraction of external grant funding, even with reduced gas availability, could result in an economically viable project for the City. This option is not being recommended at this time due to uncertainty related to future gas flows at the regulating station and unfavorable Canada-U.S. currency exchange rates. The majority of equipment for this station would be provided by U.S. suppliers.

SL&P will monitor economic conditions relating to this potential project and bring forward a future report if it becomes viable again.

Financial Implications

The City's contribution to the project development costs totalled \$154,690.19. Project development costs were shared equally by the City and SaskEnergy. Funding of \$30,000 from the Electrical Distribution Extension Reserve (EDER) was already dedicated to this project. The outstanding amount of \$124,690.19 is recommended to be returned to source (EDER) from Capital Project #1281 – Sustainable Power Generation Options. The amount of \$124,690.19 is recommended to be transferred from EDER to Capital Project #2311 – Turboexpander to cover this budget deficit and close the project.

The City's investment in the project could provide benefit for a future heat recovery or power generation project at this site, such as providing waste heat to facilities that are part of the nearby Civic Operations Centre.

Turboexpander Project Closure

Capital Project #1281 – Sustainable Power Generation Options is funding meant for investigating new sources of revenue from clean power generation sources.

In addition to the project development costs, SaskEnergy also covered the cost to construct a pipeline to transport landfill gas to the landfill gas power generation facility, so it could be located adjacent to the SaskEnergy regulating station. SaskEnergy's total contribution to the project was \$701,479.16.

Other Considerations/Implications

There are no public or stakeholder involvement, communication, policy, privacy, environmental or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The current project will be closed.

Public Notice

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

Report Approval

Written by: Kevin Hudson, Metering & Sustainable Electricity Manager
Reviewed by: Trevor Bell, Director of Saskatoon Light & Power
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS KH – Turboexpander Project Closure



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Primary Water Main Repair – 33rd Street East and 5th Avenue North – Change Order Request

Recommendation of the Committee

That a change order in the amount of \$105,608.70 (including taxes), for Purchase Order No. 361392 with Hamm Construction for the Emergency Primary Water Main Repair, be approved.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the A/General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the A/General Manager, Transportation & Utilities.

Primary Water Main Repair – 33rd Street East and 5th Avenue North - Change Order Request

Recommendation

That the Standing Policy Committee on Environment, Utilities & Corporate Services recommend to City Council:

That a change order in the amount of \$105,608.70 (including taxes), for Purchase Order No. 361392 with Hamm Construction for the Emergency Primary Water Main Repair, be approved.

Topic and Purpose

The purpose of this report is to obtain City Council approval for a change order to Purchase Order No. 361392 with Hamm Construction for the Emergency Primary Water Main Repair since additional costs required to properly repair the water main increased the purchase order value to greater than 25% of the original purchase order value.

Report Highlights

1. A primary water main break was discovered underneath the CP railway tracks; quotes were requested from qualified contractors and was awarded to Hamm Construction.
2. During the original work, additional water main rehabilitation repairs in nearby portions were discovered that were beyond the original scope of work.
3. Administration approved the completion of the additional work by Hamm Construction due to the urgency of the repair, and they were already mobilized on-site and had excavation partially complete.
4. A change order to Purchase Order No. 361392 with Hamm Construction, in the amount of \$105,608.70 (including taxes) is requested to pay for the additional rehabilitation work.

Strategic Goals

This report supports the Strategic Goal of Asset and Financial Sustainability by providing the best value for work. The decision was made based on it being more economically efficient to allow the on-site Contractor to perform the additional necessary maintenance operations at the time that they were present and already had part of the excavation complete. This type of infrastructure rehabilitation also supports the Strategic Goal of Continuous Improvement.

Background

A break was discovered on a 600 millimetre steel primary water main that runs underneath the CP railway tracks on the south-side of the intersection of 33rd Street East and 5th Avenue North. The Administration requested and received multiple lump-sum quotes for this job, and awarded it to Hamm Construction on August 24, 2015, for \$117,315.45 (including taxes). This amount was paid on October 22, 2015. The original

work involved pulling approximately 30 meters of new pipe under the railway. As a result of this work, additional repairs were discovered at the same location.

Report

Additional Rehabilitation Work

During the initial, approved construction, the Administration identified additional rehabilitation work that was needed in the same intersection. The additional work involved replacing additional lengths of the original pipe that extended under 33rd Street. This extension included the replacement of one particular bend that was constructed to rise over existing perpendicular water distribution and sanitary sewer lines. In the past, this bend was constructed of steel and was breaking down and leaking constantly, requiring multiple costly repairs. This additional work also included excavating and then restoring asphalt to the roadway, which was not required for the original work.

Hamm Construction Approved to Complete Additional Work

Hamm Construction was consulted, and expressed interest in performing the additional work but declined to give a lump sum quote as there were too many unknown variables and uncertainty with the pipe conditions. Since Hamm Construction was already performing work at that location, it was more economical to allow them to perform the additional work while they were on site than to delay it. Having a different Contractor perform this additional work would have added the costs of excavation and backfilling at a different time, costing the City an estimated \$15,000 to \$20,000 more. Similar sole sources occur often as a result of the lead connection rehabilitation program and also during private rehabilitation repairs.

The additional cost associated with the extra work amounted to \$105,608.70 (including taxes). The Contractor was permitted to charge the City of Saskatoon for the additional work on a “time and material” basis, rather than a lump sum basis. Due to unforeseen pipe-bend issues during repair, the cost of the extra work exceeded 25% of the original purchase order amount. This work includes all of the additional materials, subcontractors, and restoring asphalt to original conditions.

Options to the Recommendation

The Administration could have publicly tendered the additional work, but it would have cost the City more money and would have delayed the work.

Policy Implications

The recommendation is in accordance with the Corporate Purchasing Procedure (Administrative Policy A02-027) where the extension exceeded 25% of the approved amount and thus requires the approval of City Council.

Financial Implications

Cost details for the additional work is as follows:

Primary Water Main Repair – 33rd Street East and 5th Avenue North – Change Order Request

Original Purchase Order	\$111,729.00
GST	<u>5,586.45</u>
Total Original Purchase Order	\$117,315.45
Less GST Rebate	<u>(5,586.45)</u>
Net Cost to the City	\$111,729.00
Change Order	\$100,579.71
GST	<u>5,028.99</u>
Total Change Order	\$105,608.70
Less GST Rebate	<u>(5,028.99)</u>
Net Cost to the City	\$100,579.71
Original Purchase Order	\$111,729.00
Change Order	100,579.71
GST	<u>10,615.44</u>
Total Revised Purchase Order	\$222,924.15
Less GST Rebate	<u>(10,615.44)</u>
Total Revised Net Cost to the City	<u>\$212,308.71</u>

The original lump sum amount of \$117,315.45 (including taxes) had funds available in the 2015 Operating Budget and has already been paid.

The change order amount of \$105,608.70 (including taxes) has funds available in Capital Project #1617 – Primary Water Mains.

Other Considerations/Implications

There are no public and/or stakeholder involvement, communications, environmental, privacy, or CPTED implications or considerations.

Public Notice

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

Report Approval

Written by: Eric Purdy, Operations Engineer, Logistics and Procurement
Cam LeClaire, Operations Superintendent Water & Sewer Maintenance
Reviewed by: Russ Munro, Logistics & Procurement Manager, Construction & Design
Trent Schmidt, Water & Sewer Manager, Public Works
Pat Hyde, Director of Public Works
Stephen Wood, Water & Sewer Preservation Manager, Major Projects
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities
Department

EUCS EP – Primary Water Main Repair – 33rd Street East and 5th Avenue North – Change Order Request



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

AMI Project Consulting Services Agreement Change Order

Recommendation of the Committee

1. That a change order in the amount of \$102,627.00 (including taxes) for a Consulting Services Agreement with Util-Assist Inc. for the Advanced Metering Infrastructure project be approved; and
2. That the City Solicitor be requested to prepare the appropriate amending agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the A/General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the A/General Manager, Transportation & Utilities.

AMI Project Consulting Services Agreement Change Order

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That a change order in the amount of \$102,627.00 (including taxes) for a Consulting Services Agreement with Util-Assist Inc. for the Advanced Metering Infrastructure project be approved; and
2. That the City Solicitor be requested to prepare the appropriate amending agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

This report requests approval of a change order for a Consulting Services Agreement with Util-Assist Inc. at a value greater than 25% of the price of the original agreement to develop an Advanced Metering Infrastructure (AMI) functional design for electricity and water metering.

Report Highlights

1. The completion date of the original agreement was July 17, 2015, and is proposed to be extended to mid-2016 in order to complete the project.
2. The change order will extend the consulting services for project management, quality assurance and system acceptance testing for the implementation of various systems that are part of the AMI.
3. A change order of \$102,627.00 is required to pay for the extension of consulting services.

Strategic Goal

This report supports the long-term strategy to increase productivity by being more efficient in the way the City of Saskatoon (City) does business, and to leverage technology and emerging trends to reach City goals and service citizens, under the Strategic Goal of Continuous Improvement. This report also supports the long-term strategy to reduce lost revenues under the Strategic Goal of Asset and Financial Sustainability. By eliminating the need to read meters manually, greenhouse gas (GHG) emissions tied to City operations will also be reduced, under the Strategic Goal of Environmental Leadership.

Background

At its meeting held on October 21, 2013, City Council approved a Consulting Services Agreement with Util-Assist Inc. in the amount of \$399,981.75 including taxes.

Report

Extension of Completion Date

The original Consulting Services Agreement targeted the completion of the scope of services by July 17, 2015. The project schedule was extended by nine months in 2014 due to unforeseen circumstances. Saskatoon Light & Power (SL&P) interrupted the AMI project roll-out in order to complete additional due diligence in response to eight meter-related fires experienced by SaskPower in 2014 with their smart meters supplied by Sensus. This involved safety verification testing conducted by Underwriters Laboratories (UL) for SL&P's electricity meters supplied by Elster Solutions Canada. There was also a significant amount of contract review and revisions with the selected suppliers for the AMI system components, and Util-Assist Inc. made a significant contribution to this task that became quite involved to identify and address supplier and product warranties.

Util-Assist Inc. continued to provide services under the original agreement until the end of 2015. The scope of services is now expected to be complete by mid-2016 and this change order is necessary to extend the original agreement through this period.

Change Order Scope

The original Consulting Services Agreement included six work packages. Four of the work packages have been completed in their entirety. Consulting services are still required for project management, quality assurance and system acceptance testing for the AMI system (supplied by Elster), the Meter Data Management (MDM) System (supplied by Harris Utilities), and the Wide Area Network services (supplied by SaskTel). This will ensure the expectations of the City are met for the overall AMI project.

Change Order Amount

The original value of the Consulting Services Agreement was \$399,981.75. A previous change order was issued in 2014 for the UL Safety Verification Testing managed by Util-Assist Inc. in the amount of \$39,564.07 (including taxes). This change order is in the amount of \$102,627.00 (including taxes), and is 25.6% of the value of the original agreement.

Options to the Recommendation

The City could complete the scope of services using only its own resources. This option is not being recommended. Util-Assist Inc. offers significant value to the AMI project, with experience and expertise managing AMI projects for many utilities across North America.

Public and/or Stakeholder Involvement

Open houses were held on February 11 and 12, 2014, to provide information on AMI and answer questions. Online consultation was also facilitated through "Shaping Saskatoon" between January 27 and March 14, 2014.

Communication Plan

A Communication Plan has been developed to inform stakeholders about smart meters, how they work, and the installation process. As the project progresses, significant milestones will continue to be communicated with citizens, the news media, on the City website and through other appropriate communication channels.

Financial Implications

Adequate funding is available in approved capital project budgets for SL&P Capital Project #1250 – AMI Implementation, and Saskatoon Water Capital Project #1055 – AMR Infrastructure. A breakdown of the change order cost details is as follows:

Original Agreement	\$380,935.00
GST (5%)	<u>19,046.75</u>
Total Cost	\$399,981.75
Less GST Rebate	<u>(19,046.75)</u>
Net Cost to the City	\$380,935.00
Change Order Price	\$ 97,740.00
GST (5%)	<u>4,887.00</u>
Total Cost	\$102,627.00
Less GST Rebate	<u>(4,887.00)</u>
Net Cost of Change Order	\$ 97,740.00
Original Agreement	\$380,935.00
Previous Change Order	37,680.07
This Change Order	97,740.00
GST (5%)	<u>25,817.75</u>
Total Revised Cost	\$542,172.82
Less GST Rebate	<u>(25,817.75)</u>
Revised Net Cost to the City	\$516,355.07

Environmental Implications

The recommendation is expected to have positive implications for water resources resulting from a reduction in losses of pumped water through the distribution system due to improved detection of leaks. The GHG emissions reductions created by the reduced water use are estimated at 3,300 tonnes CO_{2e}, which is the equivalent of removing over 685 vehicles from the road each year.

Privacy Implications

The City complies with the Province of Saskatchewan's privacy legislation, and will apply the same privacy protection standards for the MDM System as are used for the current billing system. All consumption data collected is only used to ensure accurate billing. All data and meter identification information is encrypted and transmitted over a secure network, and does not include any personal information.

Other Considerations/Implications

There are no policy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The AMI system is expected to be complete and operational by mid-2016, with all electricity meters installed by the end of 2017, and all water communication modules installed by the end of 2020.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C91-021, Public Notice Policy, is not required.

Report Approval

Written by: Kevin Hudson, Metering & Sustainable Electricity Manager

Reviewed by: Trevor Bell, Director of Saskatoon Light & Power

Reid Corbett, Director of Saskatoon Water

Barb Phipps, Utility & Revenue Support Services Manager

(for Shelley Sutherland, Director of Corporate Revenue)

Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS KH – AMI Project Consulting Services Agreement Change Order



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Landfill Lined Lead Cell Redevelopment Project – Award of Consulting Services

Recommendation of the Committee

1. That the proposal submitted by PINTER & Associates Ltd. and Dillon Consulting Limited to provide consulting services for the redevelopment of the Lined Lead Cell at the Saskatoon Landfill for a total estimated cost of \$358,462 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the A/General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the A/General Manager, Transportation & Utilities.

Landfill Lined Lead Cell Redevelopment Project – Award of Consulting Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by PINTER & Associates Ltd. and Dillon Consulting Limited to provide consulting services for the redevelopment of the Lined Lead Cell at the Saskatoon Landfill for a total estimated cost of \$358,462 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council approval for the award of Consulting Services for the Landfill Lined Lead Cell Redevelopment Project.

Report Highlights

1. A Request for Proposal was posted on Sasktenders asking for consulting services pertaining to the redevelopment of the Landfill Lined Lead Cell (Lead Cell) area.
2. The requested consulting services is broken down into three phases: the development of a Ministry of Environment approved corrective action plan; environmental compliance oversight of the remediation; and engineering design and construction supervision of a new landfill waste cell to be installed within the lead cell footprint.
3. Administration recommends awarding the Lead Cell project to PINTER & Associates and Dillon Consulting Limited which had the highest scoring proposal.

Strategic Goal

This project supports the Strategic Goal of Environmental Leadership. The recapture of lost airspace addresses the 4-year priority of working towards eliminating the need for a new landfill. The elimination of the risks associated with the lead contaminated soil within the lined cell corresponds to the long term strategic goal of addressing soil quality issues on City owned properties.

Background

In 2003, the City undertook remediation of the former Inland Steel property located on 22nd Street West between Avenues F and G. The lead-contaminated soil was relocated to a specially constructed containment cell at the Landfill. The lined lead cell was intended to be a permanent solution and was determined to be the most cost effective

option at that time. Seven years after construction, the integrity of the lined cell was found to be compromised, indicating a failure of the containment system.

At its meeting held on August 17, 2011, City Council adopted the Landfill Optimization Strategy that laid out a number of capital projects to be completed for the anticipated future of the Landfill. The Integrated Landfill Management Plan, a component of the Landfill Optimization Strategy, identified the airspace above the lead cell area as a critical component for extending the life of the Landfill.

A detailed study of the lead cell was completed in 2012 to determine the viability of placing waste on top of the existing lead cell and to investigate options for the future of the cell itself. The study determined that no additional waste could be placed on the lead cell without first removing the contaminated contents. It also indicated that if the lead cell was to remain, at minimum, significant repairs would be required. Based on all factors, Administration determined that the best value for resources would be to remove the lead cell and construct a new landfill cell in its place, thereby, reducing the potential for negative environmental impacts and adding significant lifespan to the Landfill.

Report

The purpose of the Request for Proposal was to invite interested Proponents to prepare and submit a competitive proposal for consulting services pertaining to:

- Phase 1: The development of a remediation design and a Saskatchewan Ministry of Environment approved corrective action plan for the remediation of the Lead Cell;
- Phase 2: Environmental compliance oversight of the remediation; and,
- Phase 3: The engineering design and construction supervision of the west lateral liner expansion (development of the current lead cell footprint into a useable landfill cell).

The Consulting Services scope of work does not include tendering and construction of the remediation or the west lateral liner expansion. Upon receipt of appropriate specifications and designs from the consultant, the City will tender and procure any applicable construction service.

Request for Proposal

On November 2, 2015, a Request for Proposal (RFP) was advertised on the Sasktenders website to hire a consultant to provide multidisciplinary consulting services for the redevelopment of the Lead Cell. Proposals were received from the following companies:

- PINTER & Associates Ltd. and Dillon Consulting Limited (Saskatoon, SK)
- Stantec Inc. (Saskatoon, SK)
- Golder Associates (Saskatoon, SK)
- WSP Canada Inc. (Saskatoon, SK)

Landfill Lined Lead Cell Redevelopment Project – Award of Consulting Services

The proposals were evaluated by a multi-divisional committee including Environmental and Corporate Initiatives, Public Works and Construction & Design using the following criteria points as outlined in the RFP:

- 10 points – Understanding of the project scope of work and its requirements
- 30 points – Qualifications of proponent and project team
- 10 points – Robustness of proponent’s technical knowledge and background, including workplace/field work quality control and quality assurance methodology
- 20 points – Project delivery methodology and technical approach, including the demonstration of innovative problem solving and regulatory understanding
- 5 points – Project schedule, milestones and controls
- 5 points – General quality of document
- 20 points – Price schedule

Following the evaluation, the proposal with the highest score was the one submitted by PINTER & Associates Ltd. and Dillon Consulting Limited.

Options to the Recommendation

Administration could split the two major portions of work and re-issue as two separate RFPs. As the presented bid is within the project budget, this option is not recommended as some work would have to be duplicated and it would not yield a lower price.

Financial Implications

The net cost to the City for the Consulting Services, as submitted by PINTER & Associates Ltd. and Dillon Consulting Limited would be as follows:

Phase 1 (Remediation Design and Corrective Action Plan)	\$ 34,143.00
Phase 2 (Environmental Compliance Oversight of Remediation)	59,685.00
Phase 3 (West Later Liner Expansion Engineering Services)	164,257.00
Project Management	22,469.00
Environmental Characterization of Lead Cell	15,695.00
Contingency (10%)	<u>29,625.00</u>
Sub-total Upset Fee	\$325,874.00
GST (5%)	16,294.00
PST (5%)	<u>16,294.00</u>
Total Upset Fee	\$358,462.00
GST Rebate	<u>(16,294.00)</u>
Net Cost to the City	<u>\$342,168.00</u>

Capital Project #876 – Landfill Cell Closures was funded in the 2015 Capital Budget. The project has sufficient funding to cover the costs for Consulting Services for the lead cell redevelopment.

Environmental Implications

The redevelopment of the lead cell is required to maximize landfill airspace and minimize the potential need for a new landfill. The remediation of the contaminated materials within the lead cell will reduce the potential for negative environmental impacts to groundwater. The construction of the new west lateral liner expansion will feature a liner and leachate collection system to prevent groundwater contamination. The remediation and the construction of the new cell will meet or exceed Saskatchewan Ministry of Environment regulations.

Other Considerations/Implications

There are no public and/or stakeholder involvement, communications, policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Completion of Phase 1 and Phase 2 of the project are scheduled for 2016, with completion of Phase 3 anticipated to occur in 2017.

Public Notice

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

Report Approval

Written by: Miguel Gaudet, Project Engineer
Scott Theede, Operations Engineer
Reviewed by: Michelle Jelinski, Environmental Operations Manager
Pat Hyde, Director of Public Works
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS ST – Landfill Lined Lead Cell Redevelopment – Award of Consulting Services



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Bylaw Amendment for Portable Water Meter Charges

Recommendation of the Committee

1. That the request to the rate changes for portable water meter installations and removals be approved as outlined in the January 11, 2016 report of the General Manager, Transportation & Utilities; and
2. That the City Solicitor be requested to prepare the necessary changes to Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule "C".

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the A/General Manager, Transportation & Utilities Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the A/General Manager, Transportation & Utilities.

Bylaw Amendment for Portable Water Meter Charges

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the request to the rate changes for portable water meter installations and removals be approved as outlined in this report; and
2. That the City Solicitor be requested to prepare the necessary changes to Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule "C".

Topic and Purpose

The purpose of this report is to request City Council approval to have the necessary changes made to Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule "C".

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability as it will ensure cost recovery.

Background

Rates for portable water meter installations and removals are established in Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule "C".

Report

During recent review work, it was identified that the need to revise the rates for portable water meter installations and removals is required to ensure full cost recovery of this service. The recommendation is to change the rates in Bylaw No. 7567, The Waterworks Bylaw, 1996, Schedule "C", as follows:

Installation and Removal of Hydrant Meters for Construction Purposes	2016
Initial installation	\$279.00
Each additional location install	\$139.50
Monthly rental (1" meter)	\$120.00
Monthly rental (2" meter)	\$298.00

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication plan, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

These rates will be reviewed as part of the upcoming 2017 rate review.

Bylaw Amendment for Portable Water Meter Charges

Public Notice

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

Report Approval

Written by: Beverly Stanley, Accounting Coordinator II, Transportation & Utilities Department
Reviewed by: Reid Corbett, Director of Saskatoon Water
Shelley Korte, Director of Business Administration
Approved by: Jim McDonald, Acting General Manager, Transportation & Utilities Department

EUCS BS – Bylaw Amendment for Portable Water Meter Charges.docx



GOVERNANCE AND PRIORITIES COMMITTEE

Notice – Councillor Olauson – Unpaid Leave of Absence – Provincial Election

Recommendation of the Committee

That the information be received.

History

At the meeting held on January 18, 2016, the Governance and Priorities Committee received notice from Councillor Olauson advising he will be taking an unpaid leave of absence during the writ period for the Provincial Election on April 4, 2016.

Proposed Amendment to Bylaw No. 6537, The Subdivision Bylaw

Recommendation

That City Council consider Bylaw No. 9351, *The Subdivision Amendment Bylaw, 2016*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9351, *The Subdivision Amendment Bylaw, 2016*. If passed, this Bylaw would implement City Council's decision to amend *The Subdivision Regulations* (Bylaw No. 6537, *The Subdivision Bylaw*), to increase fees for subdivision applications and issuance of Certificates of Approval.

Report

City Council, at its Business Plan and Budget Review meetings held on November 30 and December 1, 2015, considered a report of the Community Services Department dated November 30, 2015, requesting approval to amend *The Subdivision Regulations*, (Bylaw No. 6537, *The Subdivision Bylaw*), to increase fees for subdivision applications and issuance of Certificates of Approval.

City Council resolved that the necessary amendments to *The Subdivision Regulations* be made.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9351, *The Subdivision Amendment Bylaw, 2016*, for City Council's consideration.

Attachment

1. Proposed Bylaw No. 9351, *The Subdivision Amendment Bylaw, 2016*.

Report Approval

Written by: Jodi Manastyrski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin – SubdivisionRegulations.docx
191-1697-jlm-2.docx

BYLAW NO. 9351

The Subdivision Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Subdivision Amendment Bylaw, 2016*.

Purpose

2. The purpose of this Bylaw is to amend *The Subdivision Regulations* to revise the fees for applications and issuance of Certificates of Approval.

Subdivision Regulations Amended

3. *The Subdivision Regulations*, being Appendix “A” to Bylaw No. 6537 and forming part of the Bylaw, are amended in the manner set forth in this Bylaw.

Section 8.0 Amended

4. (1) Subsection 8(1) is amended by striking out “\$550.00” and substituting “\$650.00”.
(2) Subsection 8(2) is amended:
 - (a) by striking out “\$90.00” and substituting “\$115.00”; and
 - (b) by striking out “\$3,600.00” and substituting “\$4,600.00”.

Coming Into Force

5. This Bylaw shall come into force upon receiving the approval of the Minister of Municipal Affairs.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Amendments to Bylaw No. 7200, The Traffic Bylaw

Recommendation

That City Council consider Bylaw No. 9345, *The Traffic Amendment Bylaw, 2016*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9345, *The Traffic Amendment Bylaw, 2016*, which implements City Council's decision to:

- (a) reduce the speed limit on Highway 16 from 110 km/hr to 90 km/h from 500 metres northwest of the intersection of 71st Street to the City limits;
- (b) establish speed limits for various portions of Range Road 3060, Range Road 3055, Wanuskewin Road, 71st Street West and Highway 11;
- (c) set a fixed administrative fee for vehicle permits to ensure City services are fully cost recovered, and to establish a fee structure for overweight vehicles; and
- (d) perform various housekeeping amendments.

Report

On July 23, 2015, at its Regular Business Meeting, City Council received a report of the General Manager, Transportation & Utilities, recommending that the speed limit on Highway 16 be reduced from 110 km/hr to 90 km/h from 500 metres northwest of the intersection of 71st Street to the City limits. City Council resolved that the speed limit be reduced and that the City Solicitor prepare the necessary bylaw amendment.

On November 23, 2015, at its Regular Business Meeting, City Council received a report of the General Manager, Transportation & Utilities, recommending that the following speed limits be established:

- 60 km/h on Range Road 3060 from the North City Limit south to Highway 16;
- 60 km/h on Wanuskewin Road between 51st Street to a point 450 metres north of Adilman Drive;
- 70 km/h on Wanuskewin Road from a point 450 metres north of Adilman Drive to a point 370 metres north of 71st Street;
- 80 km/h on Range Road 3055 from 71st Street West to the North City Limit;

Amendments to Bylaw No. 7200, The Traffic Bylaw

- 90 km/h on Wanuskewin Road from a point 370 metres north of 71st Street to the north City Limit;
- 90 km/h on 71st Street West from Thatcher Avenue west to the City Limits; and
- 100 km/h on Highway 11 from a point 470 meters south of Circle Drive East to the South City Limit.

City Council resolved that the speed limits be established and that the City Solicitor prepare the necessary bylaw amendment effective February 1, 2016.

On December 14, 2015, at its Regular Business Meeting, City Council received a report of the General Manager, Transportation & Utilities, recommending that an administrative fee for blanket vehicle permits and daily vehicle permits be established to ensure City services are fully cost recovered, and that the Administration be authorized to establish a fee structure for overweight vehicles. City Council resolved that the Administration set a fixed administrative fee for vehicle permits and establish a fee structure for overweight vehicles.

In accordance with the instructions from City Council, we are pleased to submit Bylaw No. 9345, *The Traffic Amendment Bylaw, 2016*, for City Council's consideration.

Attachment

1. Proposed Bylaw No. 9345, *The Traffic Amendment Bylaw, 2016*.

Report Approval

Written by: Derek Kowalski, Solicitor
Approved by: Patricia Warwick, City Solicitor

Admin Report – Amendment to Traffic Bylaw.docx
102-0470-djk-2.docx

BYLAW NO. 9345

The Traffic Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Traffic Amendment Bylaw, 2016*.

Purpose

2. The purpose of this Bylaw is to amend *The Traffic Bylaw* to:
 - (a) establish and re-establish speed limits on specified roads throughout the City;
 - (b) set a fixed administrative fee for vehicle permits to ensure City services are fully cost recovered;
 - (c) establish a fee structure for overweight vehicles; and
 - (d) perform various housekeeping amendments.

Bylaw No. 7200 Amended

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

Clause 2(1)(rr.1) Amended

4. Clause 2(1)(rr.1) is amended by striking out “Sections 6.3 and 6.4” and substituting “Subsections 10(6.3) and 10(6.4)”.

Section 48 Amended

5. Section 48 is amended by adding the following after subsection (6):
 - “(7) The General Manager may impose such fees for the issuance of daily and blanket vehicle permits as the General Manager considers appropriate.

- (8) The General Manager may impose such fees for the issuance of overweight vehicle permits as the General Manager considers appropriate.”.

Subsection 56.3(2) Amended

- 6. Subsection 56.3(2) is amended by striking out “reserved parking permit” and substituting “pre-paid parking permit”.

Subsection 58(7) Repealed

- 7. Subsection 58(7) is repealed.

Schedule No. 4 Amended

- 8. Schedule No. 4 is repealed and the schedule marked as Schedule “A” to this Bylaw is substituted.

Coming into Force

- 9. This Bylaw shall come into force February 1, 2016.

Read a first time this _____ day of _____, 2016.
 Read a second time this _____ day of _____, 2016.
 Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Schedule "A" to Bylaw No. 9345**Schedule No. 4
Maximum Speeds**

1. **10 km/h:**
 - (a) in any parking structure.
2. **20 km/h:**
 - (a) in any parking area;
 - (b) in any alley;
 - (c) in any public park.
3. **30 km/h:**
 - (a) in any school zone.
4. **60 km/h on the following roads:**
 - (a) 8th Street between Moss Avenue and the East City Limit;
 - (b) College Drive between Cumberland Avenue and a point 100 metres east of Preston Avenue;
 - (c) Spadina Crescent from a point 430 metres south of Schulyer Street to the West City Limit;
 - (d) Warman Road between 33rd Street and 51st Street;
 - (e) Spadina Crescent between Windsor Street and Pinehouse Drive;
 - (f) 22nd Street between Witney Avenue and Grid No. 684 (the Dalmeny Grid);
 - (g) Lorne Avenue between Jasper Avenue and the South City Limit;
 - (h) 51st Street between Idylwyld Drive and Warman Road;
 - (i) Lenore Drive between Warman Road and Russell Road;
 - (j) Airport Drive between Circle Drive and 45th Street;

- (k) Avenue C between Idylwyld Drive and 45th Street;
- (l) Clarence Avenue from a point 150 metres north of Circle Drive to the South City Limit;
- (m) Attridge Drive between Circle Drive and McOrmond Drive;
- (n) Preston Avenue between Circle Drive North and 14th Street;
- (o) Boychuk Drive between 8th Street and Highway No. 16;
- (p) Central Avenue from Attridge Drive north to the City Limit;
- (q) Agra Road between Central Avenue and Lowe Road;
- (r) Battleford Trail from Hughes Drive northwest to the City Limit;
- (s) Wanuskewin Road between 51st Street north to Adilman Drive;
- (t) Lowe Road from a point 600 metres north of Nelson Road to a point 200 metres south of Atton Crescent;
- (u) Betts Avenue between 22nd Street West and Hart Road;
- (v) McOrmond Drive from Highway 5 north to the City Limit;
- (w) Marquis Drive between Wanuskewin Road and Idylwyld Drive;
- (x) Claypool Drive from Airport Drive west to the City Limits;
- (y) Millar Avenue from a point 200 metres north of 60th Street to the North City Limit;
- (z) Range Road 3060 from the North City Limit south to Highway 16;
- (aa) Wanuskewin Road between 51st Street to a point 450 metres north of Adilman Drive.

5. **70 km/h on the following roadways:**

- (a) Circle Drive, from a point 200 metres west of Avenue C to a point 200 metres west of Airport Drive;
- (b) Idylwyld Drive between 8th Street and 19th Street;
- (c) Circle Drive from the west abutment of the Circle Drive Bridge to Millar Avenue;

- (d) Wanuskewin Road between Adilman Drive and the North City Limit;
- (e) (Repealed – Bylaw No. 9123 – July 19, 2013);
- (f) 71st Street between Idylwyld Drive and Wanuskewin Road;
- (g) Wanuskewin Road from a point 450 metres north of Adilman Drive to a point 370 metres north of 71st Street.

6. 80 km/h on the following roadways:

- (a) College Drive from a point 450 metres east of Central Avenue to a point 100 metres east of Preston Avenue;
- (b) Idylwyld Drive North between Circle Drive North and 39th Street;
- (c) Circle Drive from a point 200 metres north of Laurier Drive to a point 620 metres south of 11th Street;
- (d) 11th Street between Chappell Drive and the West City Limit;
- (e) (Repealed – Bylaw No. 8593 – March 12, 2007);
- (f) 11th Street from Highway No. 7 west to the City Limit;
- (g) 33rd Street from a point 300 metres west of Steeves Avenue to the City Limit;
- (h) Range Road 3063 from the South City Limit to the North City Limit;
- (i) Range Road 3064 from the South City Limit to the North City Limit;
- (j) Agra Road from Lowe Road east to the City Limit;
- (k) 22nd Street West from Grid No. 684 (the Dalmeny Grid) to a point 800 metres west of Grid No. 684 (the Dalmeny Grid);
- (l) Betts Avenue (Highway No. 7) between Hart Road and 11th Street West;
- (m) Lowe Road from Agra Road to the North City Limit;
- (n) McOrmond Drive from 8th Street to College Drive/Highway 5;
- (o) Zimmerman Road from College Drive/Highway 5 to the South City Limit;
- (p) Blackley Road from Highway 41 to the North City Limit;

- (q) Fleury Road from Range Road 3045 to the East City Limit;
- (r) Millar Avenue from 71st Street to the North City Limit;
- (s) Range Road 3055 from 71st Street West to the North City Limit.

7. **90 km/h on the following roadways:**

- (a) (Repealed – Bylaw No. 8650 – December 17, 2007)
- (b) Idylwyld Drive between 8th Street and Circle Drive South;
- (c) Circle Drive South from a point 620 metres south of 11th Street West to the south intersection of Highways No. 11 and 16;
- (d) College Drive from a point 450 metres east of Central Avenue to a point 1,617 metres east of Central Avenue;
- (e) Idylwyld Drive North between Circle Drive North and the North City Limit;
- (f) Highway No. 11 between the south intersection of Highway Nos. 11 and 16 and the South City Limit;
- (g) Highway No. 16 between the south intersection of Highway Nos. 11 and 16 and the East City Limit;
- (h) Circle Drive from the west abutment of Circle Drive Bridge to the south intersection of Highways No. 11 and 16;
- (i) Dalmeny Grid from Highway No. 14 north to the City Limit;
- (j) Circle Drive from a point 200 metres west of Airport Drive to a point 200 metres north of Laurier Drive;
- (k) Valley Road from Circle Drive South to the South City Limit;
- (l) Highway No. 16 from 500 metres northwest of intersection at 71st Street to the City Limit;
- (m) Wanuskewin Road from a point 370 metres north of 71st Street to the North City Limit;
- (n) 71st Street West from Thatcher Avenue west to the City Limit.

8. **100 km/h on the following roadways:**

- (a) 22nd Street West (Highway No. 14) from a point 800 metres west of Grid No. 684 (the Dalmeny Grid) to the West City Limit;
- (b) Betts Avenue (Highway No. 7) from 11th Street West to the West City Limit;
- (c) College Drive from a point 1,617 metres east of Central Avenue to the East City Limit;
- (d) Highway 11 from a point 470 metres south of Circle Drive East to the South City Limit.

9. **50 km/h:**

- (a) on all roadways of the City not previously provided for.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Award of Request for Proposal Recovery Park Business Case Consultant

Recommendation of the Committee

1. That the proposal submitted by KPMG LLP to complete a business case study on a waste diversion facility (Recovery Park) for a total estimated cost of \$132,766 (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.

History

At the January 11, 2016 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated January 11, 2016 was considered.

Attachment

January 11, 2016 Report of the General Manager, Corporate Performance.



EXECUTIVE COMMITTEE

Municipal Review Commission Report – Elections Committee

Recommendation of the Committee

That City Council adopt the recommendations of the former Executive Committee, as outlined in this report.

History

At the December 8, 2015 meeting of the former Executive Committee, a report of the Municipal Review Commission (MRC) dated November 19, 2015, was considered (Attachment 1).

The recommendations of the Municipal Review Commission together with Executive Committee's resolutions and recommendations are outlined below.

The Municipal Review Commission has provided its comments dated December 21, 2015, with respect to Recommendations 2, 3, 12, 15 & 16 (Attachment 2)

Disclosure requirement respecting Campaign Contributions and Expenses

MRC Recommendation stated:

1. The SMRC recommends to Council that Bylaw No. 8491 be amended to require the disclosure of the names of campaign contributors whose cumulative donations exceed \$100 and that the statements of election expenses and contributions should include an itemized list of all campaign expenses, a full accounting of contributions and expenses related to fundraising events, details relating to donations-in-kind, and details relating to loans received for the purposes of election campaigns.

Executive Committee Recommends:

That Bylaw No. 8491 be amended to require the disclosure of the names of campaign contributors whose cumulative donations exceed \$100 and that the statements of election expenses and contributions include an itemized list of all campaign expenses, a full accounting of contributions and expenses related to fundraising events, details relating to donations-in-kind, and details relating to loans received for the purposes of election campaigns.



EXECUTIVE COMMITTEE

Election Campaign Spending Limits

MRC Recommendation stated:

2. The SMRC recommends that Council amend Bylaw No. 8491 to tie the campaign expense limits for mayoral candidates to the Consumer Price Index for Saskatoon using 2015 as the base year.

Executive Committee Recommends:

That City Council amend Bylaw No. 8491 to tie the campaign expense limits for mayoral candidates to the Consumer Price Index for Saskatoon using 2012 as the base year and that the allowable campaign expense per capita is adjusted based on CPI.

The Accounting Records Respecting Campaign Contributions and Expenses

MRC Recommendation stated:

3. The SMRC recommends that Bylaw No. 8491 be amended to lay out the specific records to be kept by candidates to bring them in line with those of other jurisdictions, including the requirements for the opening and exclusive use of campaign bank accounts, the issuance of receipts for contributions, and the requirement of receipts for expenses. The City Clerk (or other official appointed by council) would then have the authority to audit these records at any time.

Executive Committee Recommends:

That Bylaw No. 8491 be amended to lay out the specific records to be kept by candidates to bring them in line with those of other jurisdictions, including the requirements for the opening and exclusive use of campaign bank accounts, the issuance of receipts for contributions, and the requirement of receipts for expenses. The City Clerk (or other official appointed by City Council) shall have the authority to audit these records at any time.

MRC Recommendation stated:

4. The SMRC recommends that Bylaw No. 8491 be amended to require candidates for the office of Mayor to be required to appoint an official agent who will be responsible for the financial records relating to the campaign. A candidate may serve as his or her own official agent.



EXECUTIVE COMMITTEE

Executive Committee Recommends:

That Bylaw No. 8491 be amended to require candidates for the Office of Mayor to be required to appoint an official agent who will be responsible for the financial records relating to the campaign. (A candidate may serve as his or her own official agent.)

MRC Recommendation stated:

5. The SMRC also recommends that costs associated with these recommendations that may be incurred by candidates (save for any remuneration provided to the official agent) be reported on the statement of election expenses and contributions but not be subject to the expense limits established by Council.

Executive Committee Recommends:

That the costs associated with keeping the described specified records (opening bank accounts and issuance of receipts) that may be incurred by candidates (save for any remuneration provided to the official agent) be reported on the statement of election expenses and contributions but not be subject to the expense limits established by Council.

The Auditing of Candidates' Statement of Campaign Contributions and Expenses

MRC Recommendation stated:

6. The SMRC recommends that Bylaw 8491 be amended to provide for the reimbursement of the costs of audits for mayoral campaigns where the expenses are \$5,000 or more at the rate currently established by the bylaw for expenses that exceed \$5,000.

Executive Committee Recommends:

That Bylaw No. 8491 be amended to provide for the reimbursement of the costs of audits for mayoral campaigns where the expenses are \$5,000 or more at the rate currently established by the bylaw for expenses that exceed \$5,000.

MRC Recommendation stated:

7. The SMRC recommends that the City continues the practice that City Councillors do not require audited campaign revenues and campaign expenses

Executive Committee Recommends:

That the City continues the practice that city councillors do not require audited campaign revenues and campaign expenses.



EXECUTIVE COMMITTEE

The Retention of Records Respecting Campaign Contributions and Expenses

MRC Recommendation stated:

8. The SMRC recommends that Bylaw 8491 be amended to require candidates to retain their records for the duration of the term of office for which they sought election.

Executive Committee Recommends:

That Bylaw No. 8491 be amended to require candidates to retain their records for the duration of the term of office for which they sought election.

The Rules for Fundraising Events

MRC Recommendation stated:

9. The SMRC recommends that the rules for fund-raising events be maintained but that Bylaw 8491 be amended to make explicit that all costs associated with fundraising events and all contributions received at fund-raising events be included as part of the Statement of Contributions and Expenses. For the sake of clarity, the SMRC recommendation relates only to the reporting of all costs associated with fundraising. The SMRC is not recommending that the costs of fund-raising events be included under the spending cap in place for candidates.

Executive Committee Recommends:

That the rules for fund-raising events be maintained but that Bylaw No. 8491 be amended to make explicit that all costs associated with fundraising events and all contributions received at fund-raising events be included as part of the Statement of Contributions and Expenses. (For the sake of clarity, this relates only to the reporting of all costs associated with fundraising. It is not recommended that the costs of fund-raising events be included under the spending cap in place for candidates).

The Reporting of Campaign Surpluses

MRC Recommendation stated:

10. The SMRC recommends that Bylaw 8491 be amended to require surplus campaign funds be remitted to the municipality to be held in trust for the candidate in the event that the candidate registers to run in the next municipal election or prior held by-election.



EXECUTIVE COMMITTEE

Executive Committee Defeated:

1. That Bylaw No. 8491 be amended to require surplus campaign funds be remitted to the municipality to be held in trust for the candidate in the event that the candidate registers to run in the next municipal election (or in a by-election held prior to the next general election); and
2. That the matter outlined above be forwarded to the province to request an amendment to *The Local Government Election Act* to empower Council to adopt a bylaw accordingly.

MRC Recommendation stated:

11. The SMRC recommends that Bylaw 8491 be amended to stipulate that if the candidate fails to register to run in the next municipal election the surplus funds held in trust be paid to a charity of the candidate's choice and, failing that, the surplus funds shall become the property of the municipality. The SMRC further recommends that no tax receipt be issued to candidates for charitable contributions made under this new rule.

Executive Committee Defeated:

That Bylaw No. 8491 be amended to stipulate that if the candidate fails to register to run in the next municipal election the surplus funds held in trust be paid to a charity of the candidate's choice and, failing that, the surplus funds shall become the property of the municipality; and that no tax receipt be issued to candidates for charitable contributions made under this new rule.

Executive Committee Defeated:

That the financial reporting be attached to the current report of excess funds (Schedule A of the Bylaw) provided to the City Clerk after the election.

Executive Committee Recommends:

That no tax receipt be accepted by candidates for charitable contributions made with surplus funds.

The Reporting of Campaign Expenses Incurred outside the Election Expense Period

MRC Recommendation stated:

12. The MRC recommends that Bylaw No. 8491 be amended to stipulate that campaign expenses may only be incurred during the campaign period.



EXECUTIVE COMMITTEE

Executive Committee Recommends:

That the matter be referred back to the Municipal Review Commission for additional analysis.

The Publication of Candidates' Election Expenses and Contributions

MRC recommendation stated:

13. The SMRC recommends that no amendments be made to Bylaw 8491 with respect to the publication of the Statement of Expenses and Contributions.

Executive Committee Recommends:

That no amendments be made to Bylaw No. 8491 with respect to the publication of the Statements of Expenses and Contributions.

The Rules for Deferring Election Expenses

MRC Recommendation stated:

14. The SMRC recommends that Bylaw 8491 be amended to include a specific prohibition on the carrying forward of campaign expenses.

Executive Committee Recommends:

That Bylaw No. 8491 be amended to include a specific prohibition on the carrying forward of campaign expenses.

Election Period

MRC recommendation stated:

15. The SMRC recommends that Bylaw 8491 be amended so that candidates cannot raise money nor spend money until they have been officially nominated as a candidate. To achieve this, the SMRC recommends that the campaign contribution period, expense period, and nomination period be brought in line with one another so that they all begin on the same day. The contribution and expense periods should end on the same day. The nomination period should end as prescribed by *The Local Government Act*.
For greater clarity, the SMRC recommendation is that the city clerk begin accepting nomination papers for candidates on the first business day of the year in which an election is to be held. Nomination papers will be accepted until the time prescribed by *The Local Government Act*.



EXECUTIVE COMMITTEE

The campaign period will begin for a candidate once he or she has filed their nomination papers. At that point, the candidate can begin raising and spending money for their campaign.

Executive Committee Recommends:

That the matter be referred back to the Municipal Review commission for additional analysis.

MRC Recommendation stated:

16. The SMRC recommends that candidates should be prohibited from accepting contributions or incurring expenses until they have officially filed their nomination papers.

Executive Committee Recommends:

That the matter be referred back to the Municipal Review Commission for additional analysis.

MRC Recommendation stated:

17. The SMRC recommends that candidates should be required to open a campaign bank account prior to filing their nomination papers, and this information be provided as part of officially filing their nomination papers with the city.

Executive Committee Recommends:

That the matter of requiring a candidate or their agent to open a bank account prior to filing of nomination papers, and such information being provided as part of the official filing of nomination papers, be forwarded to the Province to request an amendment to *The Local Government Election Act* to empower City Council to adopt a bylaw accordingly.

The Appointment of a Returning Officer other than the City Clerk

MRC Recommendation stated:

18. The SMRC recommends that council inquire with the Province whether or not the City has the power to appoint an individual other than the City Clerk to act as returning officer for municipal elections. If it does the SMRC recommends that the city separate the roles of City Clerk and returning officer by appointing a second individual to the latter role. If the City does not have this power, the SMRC recommends that the City request this power from the Province.



EXECUTIVE COMMITTEE

Executive Committee Recommends:

That the City Solicitor prepare a bylaw to separate the role of The Returning Officer from the Office of the City Clerk.

The Enumeration of the Names of Electors and the Preparation of a Voter's List

MRC Recommendation stated:

19. The SMRC believes the costs associated with a quadrennial enumeration would be high and administratively burdensome. It is thus recommended that Council explore the possibility of obtaining voter information from the Chief Electoral Officers of Canada and Saskatchewan for the purposes of establishing a permanent Saskatoon voters' list. This list should be open to revision for a period leading up to the close of voting on the day of the election. In the absence of this information from the Chief Electoral Officers of Canada and Saskatchewan, the SMRC recommends that the current process for establishing the voters' list be followed for the 2016 election. Following that election it is recommended that that list be preserved and used as the basis for a permanent voters list for subsequent elections. The SMRC recommends that that list be open to revision for a period of time leading up to the close of voting on the day of the election.

Executive Committee Recommends:

That the matter be referred to Administration to report back.

The Offences and Penalties for Candidates in Contravention of The Campaign Disclosure and Spending Limits Bylaw, 2006, Including the Role and Duties of the Election Disclosure Complaints Officer

MRC Recommendation stated:

20. The SMRC recommends that Council request that the Province amend The Cities Act to apply the penalties for breaches of Bylaw 8491 to defeated candidates as well as elected candidates. The SMRC also recommends that upon the passage of this amendment by the Province, Bylaw 8491 be amended to incorporate this language as well.

Executive Committee Recommends:

That City Council request the Province to amend *The Cities Act* to apply the penalties for breaches of Bylaw No. 8491 to defeated candidates as well as elected candidates and that upon the passage of this amendment by the Province, Bylaw No. 8491 be amended to incorporate this language as well.



EXECUTIVE COMMITTEE

The Public Financing of Municipal Election Campaigns Including Reimbursement of Candidates Expenses for Specific Forms of Spending, Tax Benefits for Contributors and Allowances to Candidates for Expenses

MRC Recommendation stated:

21. The SMRC recommends that City Council request that the Province amend *The Local Government Act* to empower Council to adopt a bylaw to establish limits on contributions to candidates for municipal office.

Executive Committee Recommends:

That City Council request that the Province amend *The Local Government Act* to empower Council to adopt a bylaw to establish limits on contributions to candidates for municipal office.

MRC Recommendation stated:

22. The SMRC recommends that upon the adoption of this amendment, (#21) Council amend Bylaw No. 8491 to:
 - a) Place a limit on the total amount that individuals may contribute to candidates for municipal office;

Executive Committee Recommends:

That there be a provision for a limit on the total amount that individuals may contribute to candidates for municipal office.

- b) **MRC Recommendation stated:** Prevent donations to candidates for municipal office from corporations and trade unions;

Executive Committee Defeated:

That there be a provision for donations to candidates for municipal office from corporations and trade unions to be eliminated.

- c) **MRC Recommendation stated:** Restrict donations to municipal candidates to those that come only from individuals normally resident in Saskatchewan

Executive Committee Defeated:

That there be a provision to restrict donations to municipal candidates to those that come only from individuals normally resident in Saskatchewan.



City of
Saskatoon

EXECUTIVE COMMITTEE

Attachments

1. Report of the Municipal Review Commission (MRC) – November 19, 2015
2. Letter dated December 21, 2015 – Paul Jaspar, Chair – MRC Commission

Saskatoon Municipal Review Commission:
Municipal Elections Committee



Saskatoon, Saskatchewan
November 19, 2015

Municipal Review Commission Membership

Mr. Paul Jaspar

Ms. Jennifer Lester

Ms. Linda Moulin

Mr. Charles Smith, PhD.

Ms. Joan White

Hon. Merri-Ellen Wright

Researcher

David Artemiw

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Executive Summary

In 2015, Saskatoon City Council (the City) created the Saskatoon Municipal Review Commission (SMRC) to examine public policy issues relating to the administration of city elections, councillor ethical conduct and councillor remuneration. In this report, the SMRC examines the rules surrounding electoral finance. In order to fulfill its mandate, the SMRC examined three broad policy areas: 1) the role of money and finance in municipal elections; 2) the rules surrounding the election period; 3) the administration of elections. For ease of access, we have included a summary of our recommendations below.

1. The SMRC recommends that Bylaw No. 8491 be amended to require the disclosure of the names of campaign contributors whose cumulative donations exceed \$100 and that the statements of election expenses and contributions should include an itemized list of all campaign expenses, a full accounting of contributions and expenses related to fundraising events, details relating to donations-in-kind, and details relating to loans received for the purposes of election campaigns.
2. The SMRC recommends that council amend Bylaw No. 8491 to tie the campaign expense limits for mayoral candidates to the Consumer Price Index for Saskatoon using 2015 as the base year.
3. The SMRC recommends that Bylaw No. 8491 be amended to lay out the specific records to be kept by candidates to bring them in line with those of other jurisdictions, including the requirements for the opening and exclusive use of campaign bank accounts, the issuance of receipts for contributions, and the requirement of receipts for expenses. The city clerk (or other official appointed by council) would then have the authority to audit these records at any time.
4. The SMRC recommends that Bylaw No. 8491 be amended to require candidates for the office of mayor be required to appoint an official agent who will be responsible for the financial records relating to the campaign. A candidate may serve as his or her own official agent.
5. The SMRC also recommends that costs associated with these recommendations that may be incurred by candidates (save for any remuneration provided to the official agent) be reported on the statement of election expenses and contributions but not be subject to the expense limits established by council.
6. The SMRC recommends that Bylaw 8491 be amended to provide for the reimbursement of the costs of audits for mayoral campaigns where the expenses are \$5,000 or more at the rate currently established by the bylaw for expenses that exceed \$5,000.

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7. The SMRC recommends that the City continues the practice that city councillors do not require audited campaign revenues and campaign expenses.
8. The SMRC recommends that Bylaw 8491 be amended to require candidates to retain their records for the duration of the term of office for which they sought election.
9. The SMRC recommends that the rules for fund-raising events be maintained but that Bylaw 8491 be amended to make explicit that all costs associated with fundraising events and all contributions received at fund-raising events be included as part of the Statement of Contributions and Expenses. For the sake of clarity, the SMRC recommendation relates only to the reporting of all costs associated with fundraising. The SMRC is not recommending that the costs of fund-raising events be included under the spending cap in place for candidates.
10. The SMRC recommends that Bylaw 8491 be amended to require surplus campaign funds be remitted to the municipality to be held in trust for the candidate in the event that the candidate registers to run in the next municipal election or prior held by-election.
11. The SMRC recommends that Bylaw 8491 be amended to stipulate that if the candidate fails to register to run in the next municipal election the surplus funds held in trust be paid to a charity of the candidate's choice and, failing that, the surplus funds shall become the property of the municipality. The SMRC further recommends that no tax receipt be issued to candidates for charitable contributions made under this new rule.
12. The SMRC recommends that Bylaw 8491 be amended to stipulate that campaign expenses may only be incurred during the campaign period.
13. The SMRC recommends that no amendments be made to Bylaw 8491 with respect to the publication of the Statements of Expenses and Contributions.
14. The SMRC recommends that Bylaw 8491 be amended to include a specific prohibition on the carrying forward of campaign expenses.
15. The SMRC recommends that Bylaw 8491 be amended so that candidates cannot raise money, nor spend money until they have been officially nominated as a candidate. To achieve this, the SMRC recommends that the campaign contribution period, expense period, and nomination period be brought in line with one another so that they all begin on the same day. The contribution and expense periods should end on the same day. The nomination period should end as prescribed by *The Local Government Act*.

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16. The SMRC recommends that candidates should be prohibited from accepting contributions or incurring expenses until they have officially filed their nomination papers.
17. The SMRC recommends that candidates should be required to open a campaign bank account prior to filing their nomination papers and this information be provided as part of officially filling their nomination papers with the city.
18. The SMRC recommends that Council inquire with the Province whether or not the City has the power to appoint an individual other than the city clerk to act as returning officer for municipal elections. If it does the SMRC recommends that the city separate the roles of city clerk and returning officer by appointing a second individual to the latter role. If the City does not have this power, the SMRC recommends that the City request this power from the province.
19. The SMRC believes the costs associated with a quadrennial enumeration would be high and administratively burdensome. It is thus recommended that Council explore the possibility of obtaining voter information from the Chief Electoral Officers of Canada and Saskatchewan for the purposes of establishing a permanent Saskatoon voters' list. This list should be open to revision for a period leading up to the close of voting on the day of the election. In the absence of this information from the Chief Electoral Officers of Canada and Saskatchewan, the SMRC recommends that the current process for establishing the voters' list be followed for the 2016 election. Following that election it is recommended that that list be preserved and used as the basis for a permanent voters list for subsequent elections.¹ The SMRC recommends that that list be open to revision for a period of time leading up to the close of voting on the day of the election.
20. The SMRC recommends that Council request that the Province amend *The Cities Act* to apply the penalties for breaches of Bylaw 8491 to defeated candidates as well as elected candidates. The SMRC also recommends that upon the passage of this amendment by the Province, Bylaw 8491 be amended to incorporate this language as well.
21. The SMRC recommends that City Council request that the Province amend *The Local Government Act* to empower Council to adopt a bylaw to establish limits on contributions to candidates for municipal office.
22. The SMRC recommends that upon the adoption of this amendment amend Bylaw 8491 to:
 - a. Place a limit on the total amount that individuals may contribute to candidates for municipal office;

¹ The current practice is to seal and destroy the voters' list after each election.

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- b.** Prevent donations to candidates for municipal office from corporations and trade unions;
- c.** Restrict donations to municipal candidates to those that come only from individuals normally resident in Saskatchewan.

Overview

In 2015, Saskatoon City Council (the City) created the Saskatoon Municipal Review Commission (SMRC) to examine public policy issues relating to the administration of city elections, councillor ethical conduct and councillor remuneration.² At the centre of this report is the City's request to investigate "the conducts of all matters relating to municipal elections including the disclosure requirements respecting campaign contributions and expenses and campaign spending limits for municipal elections."³

In fulfilling this mandate, the SMRC spent the spring and summer of 2015 studying the City's current rules governing campaign disclosure and spending limits while also comparing the City's procedures with other municipal bylaws throughout the country. The SMRC also engaged in public consultations in the spring of 2015 to examine the effectiveness of the City's current rules and to hear recommendations (if any) for change. This report is the result of that work.

At the outset, it is worth noting the internal axioms that have guided the SMRC in its work. As a body independent of City Council, the SMRC determined that it would be guided by the principles of accountability, transparency, fairness and predictability. Members of the SMRC feel that these philosophies reflect the broad mandate given to it by the City, but also represent the spirit of any proposed reforms to the municipality's democratic institutions. In our view, any recommendations to alter the rules governing municipal elections must reflect the public's desire for heightened transparency and accountability in how local elections are administered. We also feel that any proposals for reorganization must promote fairness for both citizens and candidates alike, creating to all degrees possible equal opportunities for the citizenry to engage in the democratic process.

As elections are one of the centrepieces of local democracy, the SMRC felt obligated to examine how representatives of City Council are elected and to determine what, if any, structural advantages incumbents possess by way of their institutional position. The issue of structural advantage in municipal elections is worthy of a brief reflection. In contrast to other levels of government, political parties have not dominated local elections in Canada.⁴ In most Western liberal democracies, political parties play an important role in the democratic process by assisting in organizing and informing voters about political issues, assisting in shaping political choice around important issues of public policy and contributing to raising money for local candidates to challenge incumbents. In this way, political parties act as an institutional check on the power that incumbents have by way of holding office. In

² City of Saskatoon, *Bylaw No. 9242, The Saskatoon Municipal Review Commission Bylaw, 2014*.

³ City of Saskatoon, *Bylaw No. 9242, The Saskatoon Municipal Review Commission Bylaw, 2014*, para 2.

⁴ Lisa Young and Sam Austin, "Political Finance in City Elections: Toronto and Calgary Compared," *Canadian Political Science Review* 2, 2008, 88-102.

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local elections, however, political campaigning revolves around individuals. Individual candidates must organize their own campaigns, raise funds, and canvass for votes entirely through their own personal networks. While political and economic interests may lurk in the background, it is up to the individual candidate to create the infrastructure necessary to run for office. During municipal elections, the task of running, administering, funding and ultimately winning an election is made considerably easier by way of incumbency.⁵ It is therefore important that the rules surrounding local elections are constructed in such a way as to alleviate any structural or institutional advantage that one candidate may have over another.

Finally, it is worth noting that the SMRC found no evidence of scandal or corruption in the existing procedures surrounding the administration of local elections. By all accounts, administrators, candidates and public officials in the City have followed the current rules well. Nevertheless, the City has tasked the SMRC to inquire into whether the existing bylaw continues to meet the needs of a growing and expanding city and whether there is room for improvement to the democratic process. It is with all of these observations in mind that the following report has been drafted. We believe that the adoption of these recommendations will ensure clarity for candidates and the public while enriching the quality of the City's democratic process.

⁵ For an overview of this phenomenon, see A. Moore, R.M. McGregor and L. Stephenson, "Paying Attention and the Incumbency Effect: Voting Behaviour in the 2014 Toronto Municipal Election," *International Political Science Review* (forthcoming).

Introduction

The City has tasked the SMRC to study, examine, and make recommendations in a host of areas related to municipal elections. According to section 12 (1) of the *Saskatoon Municipal Review Commission Bylaw, 2014*, the SMRC was tasked to inquire into and make recommendations with respect to any or all of the following policy areas:

- a. The disclosure requirements respecting campaign contributions and expenses;
- b. The election campaign spending limits;
- c. The accounting records respecting campaign contributions and expenses;
- d. The auditing of candidate's statement of campaign contributions and expenses;
- e. The retention of records respecting campaign contributions and expenses;
- f. The election contribution period;
- g. The election expense period;
- h. The rules for fund-raising events;
- i. The reporting of surplus campaign funds;
- j. The reporting of campaign expenses incurred outside the election expense period;
- k. The commencement and duration of the campaign period;
- l. The publication of a candidate's election expenses and contributions;
- m. The appointment of a returning officer other than the City Clerk;
- n. The proper use of a member of Council's communication allowance prior to an election in which the member is a candidate;
- o. The rules for deferring election expenses;
- p. The enumeration of the names of electors and the preparation of a voter's list;
- q. The offences and penalties for candidates in contravention of The Campaign Disclosure and Spending Limits Bylaw, 2006, including the role and duties of the Election Disclosure Complaints Officer;
- r. The public financing of municipal election campaigns including reimbursement of candidates expenses for specific forms of spending, tax benefits for contributors and allowances to candidates for expenses;
- s. Any proposed amendments to The Local Government Election Act;
- t. Any other matter relating to a municipal election in the City.

Methodology

The SMRC began its work by dividing the points of investigation into three broad policy areas:

1. Money and Finance in Municipal Elections

- a. the disclosure requirements respecting campaign contributions and expenses;
- b. the election campaign spending limits;
- c. the accounting records respecting campaign contributions and expenses;
- d. the auditing of candidate's statement of campaign contributions and expenses;
- e. the retention of records respecting campaign contributions and expenses;
- h. the rules for fund-raising events;
- i. the reporting of surplus campaign funds;
- j. the reporting of campaign expenses incurred outside the election expense period;
- l. the publication of a candidate's election expenses and contributions;
- o. the rules for deferring election expenses.

2. The Election Period

- f. the election contribution period;
- g. the election expense period;
- k. the commencement and duration of the campaign period.

3. The Administration of Elections

- m. the appointment of a returning officer other than the City Clerk;
- n. the proper use of a member of Council's communication allowance prior to an election in which the member is a candidate;
- p. the enumeration of the names of electors and the preparation of a voter's list;
- q. the offences and penalties for candidates in contravention of *The Campaign Disclosure and Spending Limits Bylaw, 2006*, including the role and duties of the Election Disclosure Complaints Officer;
- r. the public financing of municipal election campaigns including reimbursement of candidates expenses for specific forms of spending, tax benefits for contributors and allowances to candidates for expenses;
- s. any proposed amendments to *The Local Government Election Act*;
- t. any other matter relating to a municipal election in the City.

By dividing these twenty points into these broad policy areas, the SMRC was able to seek input from the public regarding the effectiveness of local campaign rules. It also made the task of compiling information more efficient, as the Commission was able to make broad comparisons with other jurisdictions across the country.

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Public hearings were held on June 18 and June 24 at Cosmo Civic Centre and Lakewood Civic Centre. Members of the public as well as several city councillors and the mayor attended these hearings. Citizens were also encouraged to provide feedback through an online survey and were further encouraged to participate through social media. Through these public processes, the SMRC received a number of comments regarding transparency and accountability in financing election campaigns. While these comments varied, the SMRC has endeavoured to take these comments into account in the recommendations made below.

Additionally, the SMRC undertook a review of the rules respecting Saskatoon's municipal elections for the purposes of understanding the current rules that candidates for Saskatoon must follow. The SMRC then conducted a study of ten additional Canadian municipalities for the purposes of comparing rules and understanding how Saskatoon's campaign finance regime compares to those in other municipalities across the country. Finally, a review of the academic literature was undertaken to examine some of the arguments from leading experts in the field.

In our view, there are several areas of Saskatoon's election rules that could be improved to further provide transparency, fairness and greater accountability. In several areas, we believe the existing rules overly benefit incumbents, thus weakening democratic competition in the city. We further believe that adoption of these recommendations will clarify the rules and expectations with respect to the raising and spending of money for election purposes thereby reducing opportunities for misunderstandings and accidental breaches of what are currently unclear rules.

Saskatchewan is unique among the provinces compared in this study in that the province creates few statutory rules regarding municipal campaign finance. Alberta, Manitoba, Ontario, and Nova Scotia have all set their rules regarding the disclosure campaign spending and contributions and campaign spending limits by provincial legislation. In Saskatchewan, by contrast, municipalities are empowered to adopt these rules as they see fit.⁶ By adopting these recommendations, City Council can level the political playing field thus encouraging more transparent and accountable rules that will empower individuals to participate in the local democratic process.

⁶ Saskatchewan, *Local Government Election Act*, s. 145.1.

General Background Information

Saskatoon City Council is comprised of one mayor and ten councillors. The mayor is elected at large for the entire city. The councillors are elected, one each, from ten geographically distinct wards. As of the 2011 census, the population of the City of Saskatoon was 222,189.⁷ During the last municipal general election in Saskatoon there were 180,411 registered voters.⁸ The average size of Saskatoon's municipal wards is 22,219 citizens and 18,041 registered voters.

Of the cities that were studied for this report, Saskatoon has the smallest city council along with Regina, Saskatchewan, Kitchener, Ontario, and Windsor, Ontario.⁹

	Population	Council Size (mayor and councillors)	Average Ward Size (population)	Average Ward Size (voters)
Toronto, ON	2,615,060	45	59,433	41,225
Calgary, AB	1,230,915	15	87,923	47,716
Edmonton, AB	877,926	13	73,161	51,595
Winnipeg, MB	709,300	16	47,287	31,394
Halifax, NS	390,096	17	24,381	18,638
London, ON	366,151	15	26,154	18,510
Kitchener, ON	233,700	11	23,370	14,729
Saskatoon, SK	222,189	11	22,219	18,041
Windsor, ON	210,875	11	21,088	15,687
Regina, SK	205,000	11	20,500	15,832
Guelph, ON	121,688	13	20,281	14,995

⁷ 2011 Statistics Canada Census. <http://goo.gl/mEFMZf> Accessed August 19, 2015.

⁸ 2012 Election Summary Report, Saskatoon 2012 Municipal Election. <https://goo.gl/PjNN5q> Accessed August 19, 2015.

⁹ Guelph, Ontario has a city council with thirteen members despite having approximately 100,000 fewer citizens than Saskatoon. The city is divided into six wards each of which elects two councillors.

1. Money and Finance in Municipal Elections

a. Disclosure Requirements Respecting Campaign Contributions and Expenses

Currently the City of Saskatoon requires statements of campaign contributions and expenses to be filed with the returning officer following an election. Candidates for the position of mayor are required to file their statements within four months following the date of an election.¹⁰ Candidates for city council are required to file their statements within three months following the date of an election.¹¹

All of the municipalities reviewed by the SMRC require filing financial statements by candidates for city council and mayor positions.¹² Across the country, the period in which candidates must file campaign contributions following an election ranges from sixty days in Halifax to 210 days in Winnipeg.

Saskatoon currently requires the following information to be included in the Statement of Election Expenses/Contributions for all candidates for all municipal offices:

1. A statutory declaration of the total campaign contributions and total campaign expenses.¹³
2. A list of the names of each contributor whose cumulative donations exceed \$250 and the cumulative amount of each of the named contributors' donations. If no contributor's cumulative donations exceed \$250 then a notation to this effect is required.¹⁴

Additionally, candidates for the office of mayor are required to include a written statement providing the details of campaign revenues and campaign expenses incurred during the campaign expenses period.¹⁵

¹⁰ City of Saskatoon, Bylaw No. 8491 s. 5 (2)(a).

¹¹ City of Saskatoon, Bylaw No. 8491 s. 5 (2)(b).

¹² The exceptions to this are Calgary and Edmonton where this requirement does not apply to mayoral candidates. This appears to be an oversight and candidates for mayor in both cities do file these statements. Additionally, Alberta's *Local Authorities Election Act* does not require disclosure statements from candidates whose campaigns are exclusively funded out a candidate's own funds up to a maximum of \$10,000 (s. 147.11 (2)).

¹³ City of Saskatoon, Bylaw No. 8491 s. 5 (3)(a)(i).

¹⁴ City of Saskatoon, Bylaw No. 8491 s. 5 (3)(a)(ii)(A)(B)(C).

¹⁵ City of Saskatoon, Bylaw No. 8491 s. 5 (3)(b).

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Saskatoon's requirements are roughly in line with the other municipalities studied, though it does, along with Winnipeg, have the highest donation limit for triggering the reporting the names of contributors.

The requirements of Saskatoon's disclosure rules fall in line with the other municipalities studied, although cities in Manitoba and Ontario require more detailed disclosure. These requirements include itemized lists of expenses, a full accounting of the contributions and expenses related to fundraising events, and details relating to loans received for the campaign, and restricting donations to those residents that reside in the province.

	Limit for disclosure of names of contributors
Winnipeg, MB	\$250.00
Saskatoon, SK	\$250.00
Regina, SK	\$200.00
Toronto, ON	\$100.00
Calgary, AB	\$100.00
Edmonton, AB	\$100.00
London, ON	\$100.00
Kitchener, ON	\$100.00
Windsor, ON	\$100.00
Guelph, ON	\$100.00
Halifax, NS	\$50.00

Recommendations:

1. The SMRC recommends that Bylaw No. 8491 be amended to require the disclosure of the names of campaign contributors whose cumulative donations exceed \$100 and that the statements of election expenses and contributions should include an itemized list of all campaign expenses, a full accounting of contributions and expenses related to fundraising events, details relating to donations-in-kind, and details relating to loans received for the purposes of election campaigns.

Rationale

The adoption of these recommendations will bring the City of Saskatoon's campaign finance regulatory regime in line with the practices of other municipalities studied

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by the SMRC. We believe that this amendment would also make the City's local elections far more transparent for both candidates and citizens alike.

b. The Election Campaign Spending Limits

As with most of the jurisdictions studied, the City of Saskatoon establishes spending limits for candidates for both the office of mayor and city council. The limits are set by a formula that allows candidates to spend a certain amount of money per resident.

For mayoral candidates, the formula is:

$$\text{MCE} = \$0.75 \times P$$

where

MCE = mayoralty candidate's expenses

\$0.75 = allowable campaign expense per capita

P = total population of the City as established by the most recent municipal wards commission.¹⁶

Candidates for city council are permitted a maximum allowable campaign expense equal to 10 per cent of that established for mayoral candidates.¹⁷

These rules are in line with the way campaign expense limits are established in other jurisdictions. Winnipeg additionally ties its campaign expense limits to inflation with the following formula:

$$M = N \times \$0.35 \times \text{IE}/\text{IB}$$

where

M = maximum amount for election expenses for the year in which the election is held

N = number of eligible voters in the City according to the most recent voters list prepared prior to the campaign period

IE = Consumer Price Index for the City of Winnipeg for the month two months prior to the beginning of the campaign period

¹⁶ City of Saskatoon, Bylaw No. 8491 s. 3 (2).

¹⁷ City of Saskatoon, Bylaw No. 8491 s. 3 (3).

IB = annual average Consumer Price Index for the City of Winnipeg for the year 2002.¹⁸

Recommendations

2. The SMRC recommends that council amend Bylaw No. 8491 to tie the campaign expense limits for mayoral candidates to the Consumer Price Index for Saskatoon using 2015 as the base year.

Rationale

The SMRC believes it is advantageous to have expense limits tied to the city's population. Further benefits can be accrued by additionally tying the limits to inflation to preserve the value of the base amount over time.

c. The Accounting Records Respecting Campaign Contributions and Expenses

Candidates for positions on municipal council in Saskatoon are required to keep "complete and proper accounting records" of all contributions and expenses.¹⁹ These shall include the value of all contributions including money, goods, or services, and the names and addresses of all contributors.²⁰

The requirements in other jurisdictions are more stringent than those of Saskatoon. Municipal candidates in Calgary, Edmonton, Winnipeg, and throughout Ontario, are required to open campaign bank accounts. All campaign contributions must be paid into these accounts and campaign expenses may only be paid out of these accounts. Each of these jurisdictions explicitly requires receipts be issued for each contribution received, in whatever form, and that receipts be obtained for all expenses. In Winnipeg and throughout Ontario, candidates are required to appoint official agents who are responsible for the financial record keeping of campaigns.

¹⁸ City of Winnipeg, Bylaw No. 10/2010 s. 16 (1).

¹⁹ City of Saskatoon, Bylaw No. 8491 s. 4 (1).

²⁰ City of Saskatoon, Bylaw No. 8491 s. 4 (2)(b).

Recommendations:

3. The SMRC recommends that Bylaw No. 8491 be amended to lay out the specific records to be kept by candidates to bring them in line with those of other jurisdictions, including the requirements for the opening and exclusive use of campaign bank accounts, the issuance of receipts for contributions, and the requirement of receipts for expenses. The city clerk (or other official appointed by council) shall have the authority to audit these records at any time.
4. The SMRC recommends that Bylaw No. 8491 be amended to require candidates for the office of mayor be required to appoint an official agent who will be responsible for the financial records relating to the campaign. A candidate may serve as his or her own official agent.
5. The SMRC also recommends that costs associated with these recommendations that may be incurred by candidates (save for any remuneration provided to the official agent) be reported on the statement of election expenses and contributions but not be subject to the expense limits established by council.

Rationale

More detailed financial records during local elections will require candidates to more closely track contributions and expenses during the campaign. These more detailed records will improve the transparency of the election financing process in Saskatoon. Specifically, the requirement for campaign bank accounts and the issuance and obtaining of receipts for contributions and expenses will ensure that all candidates are operating on a level playing field with respect to the records kept. In combination with recommendations made below regarding the campaign contribution period, more detailed financial records will further level the electoral playing field. In the event that questions about a candidate's campaign spending or contributions arise over the new campaign period the retention of these records can be beneficial to a candidate's defense.

The recommendation of the appointment of an official agent for mayoral candidates is based on the idea that mayoral campaigns are large and complex machines that engage numerous people. We believe that it is unreasonable to expect a mayoral candidate to be able to oversee the campaign's record keeping at the same time as the candidate is engaged in citywide campaigning. The campaigns for the council offices are sufficiently small that such an appointment would be overly burdensome to local candidates.

d. The Auditing of Candidate's Statement of Campaign Contributions and Expenses

The City of Saskatoon requires that mayoral candidate's have their statement of campaign revenues and campaign expenses audited by a chartered accountant.²¹ The City also provides reimbursement to candidates for the cost of the audit. For a campaign where expenses are less than \$5,000, the reimbursement provided is the lesser of \$750 or the actual cost of the audit plus GST.²² For a campaign where the expenses exceed \$5,000, the reimbursement is the lesser of \$2,000 or the actual cost of the audit plus GST.²³ The wording of the bylaw does not provide for the reimbursement of audit costs for campaigns where the expenses equal \$5,000.

These limits are in effect for the 2012 election only and shall be adjusted for each campaign to reflect the cumulative rate of inflation in Saskatoon since the immediately preceding election.²⁴

Candidates for the office of city councillor are not required to have their statements audited.

Recommendation

6. The SMRC recommends that Bylaw 8491 be amended to provide for the reimbursement of the costs of audits for mayoral campaigns where the expenses are \$5,000 or more at the rate currently established by the bylaw for expenses that exceed \$5,000.
7. The SMRC recommends that the City continues the practice that city councillors do not require audited campaign revenues and campaign expenses.

Rationale

The first recommendation serves to close the gap identified in the report. We also believe that audited campaign statements would prove overly burdensome for ward candidates. We also came across no evidence that a full audit would uncover anything that the new financial recommendations would not already reveal.

²¹ City of Saskatoon, Bylaw 8491 s. 6 (1).

²² City of Saskatoon, Bylaw No. 8491 s. 6 (3)(a).

²³ City of Saskatoon, Bylaw No. 8491 s. 6 (3)(b).

²⁴ City of Saskatoon, Bylaw No. 8491 s. 6 (4).

e. The Retention of Records Respecting Campaign Contributions and Expenses

Candidates for positions on Saskatoon's city council are required to maintain possession and control of their campaign records at all times.²⁵ They are further required to keep their records for two years from the period on which their Statements of Campaign Contributions and Expenses are due to be filed.²⁶

This two-year period is in keeping with the requirements in Calgary, Edmonton, and Winnipeg. In Ontario, candidates are required to maintain their records for the entire length of the term for which they have been elected, until a successor is chosen, and a new council is appointed.²⁷

Recommendation

8. The SMRC recommends that Bylaw 8491 be amended to require candidates to retain their records for the duration of the term of office for which they sought election.

Rationale

While the two-year period currently in force in Saskatoon with respect to retention of records is in line with other jurisdictions studied by the SMRC there is a disconnect between the record-keeping period and the penalties for contravening the bylaw. One such penalty is the resignation of one's seat on council.²⁸ Extending the record-keeping period as recommended here takes into account the fact that some contraventions may not come to light immediately following an election. It further ensures that investigations may be undertaken at any point during the council term.

h. The Rules for Fund-Raising Events

Candidates for the offices of Saskatoon's city council are permitted to hold fund-raising events. The net proceeds from these events are considered campaign contributions. The expenses incurred for the holding of a fund-raising event are not considered campaign expenses.²⁹ Further, the gross amount collected during a general collection or money solicitation (passing the hat) while at a fundraising event shall be reported as a contribution.³⁰ The cost of tickets to a fund-raising

²⁵ City of Saskatoon, Bylaw No. 8491 s. 4 (2)(c).

²⁶ City of Saskatoon, Bylaw No. 8491, s. 11.

²⁷ Ontario, *Municipal Elections Act, 1996*, s. 69 (1) (j.1).

²⁸ City of Saskatoon, Bylaw No. 8491 s. 25 (1) (2).

²⁹ City of Saskatoon, Bylaw No. 8491 s. 8 (1) and (2).

³⁰ City of Saskatoon, Bylaw No. 8491 s. 8 (3).

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event or given in response to general collection of funds or solicited at a fundraising event shall not be included in a contributor's cumulative campaign contribution total.³¹ These rules are in keeping with the rules in other jurisdictions.

However, the SMRC is aware that these rules have led to confusion in the past. We believe that there is room for some clarity in these rules in order to recognize the importance of community fundraisers for local campaigns and to make sure that the rules in place are as user-friendly as possible while also encouraging full transparency.

Recommendation

9. The SMRC recommends that the rules for fund-raising events be maintained but that Bylaw 8491 be amended to make explicit that all costs associated with fundraising events and all contributions received at fund-raising events be included as part of the Statement of Contributions and Expenses. For the sake of clarity, the SMRC recommendation relates only to the reporting of all costs associated with fundraising. The SMRC is not recommending that the costs of fund-raising events be included under the spending cap in place for candidates.

Rationale

This new amendment will serve to clarify the reporting requirements specifically for fund-raising expenses and contributions.

i. The Reporting of Campaign Surpluses

In the City of Saskatoon, candidates who record a surplus are required to advise the returning officer how these funds will be used in the future. The candidate's decision on how to use surplus campaign funds shall be included as part of the statutory declaration submitted as the statement of expenses and contributions.³²

The City of Saskatoon's rules in this area differ from most of the other jurisdictions examined. In Regina, Calgary, Edmonton, Winnipeg, and Ontario municipalities, candidates who finish their campaigns with a surplus are required to turn the surplus over to the municipality to be held in trust for the candidate. The money is then returned to the candidate if they register to run in the next municipal election or a prior held by-election. If a candidate fails to register to run in the next municipal election, then the surplus funds must either be donated to charity or become the property of the municipality.

³¹ City of Saskatoon, Bylaw No. 8491 s. 8 (4).

³² City of Saskatoon, Bylaw No. 8491 s. 9.1.

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In Ontario, candidates who record a surplus may first refund their own personal campaign contributions prior to remitting the money to the municipality.

Recommendation

10. The SMRC recommends that Bylaw 8491 be amended to require surplus campaign funds be remitted to the municipality to be held in trust for the candidate in the event that the candidate registers to run in the next municipal election (or in a by-election held prior to the next general election).
11. The SMRC recommends that Bylaw 8491 be amended to stipulate that if the candidate fails to register to run in the next municipal election the surplus funds held in trust be paid to a charity of the candidate's choice and, failing that, the surplus funds shall become the property of the municipality. The SMRC further recommends that no tax receipt be issued to candidates for charitable contributions made under this new rule.

Rationale

These amendments will bring Saskatoon in line with the other jurisdictions examined. These requirements ensure that monies donated for election purposes are used solely for election purposes and also seeks to level the electoral field in as much as campaign funds will only be used during campaigns and that candidates will receive no personal benefit from their campaign fundraising activities.

j. The Reporting of Campaign Expenses Incurred Outside the Election Expense Period

According to Bylaw 8491, campaign expenses are defined by their use, not when the costs are incurred.³³ All campaign expenses are to be included in the statement of expenses and contributions regardless of when they are incurred.

Calgary, Edmonton, Winnipeg, and all Ontario municipalities explicitly state that campaign expenses may not be incurred outside of the campaign period.

The SMRC sees merit in aligning campaign expenses and the campaign period. We will make several recommendations regarding the campaign period that will offer further clarity regarding the campaign period in the section dealing with the campaign period beginning on page 26.

Recommendation

12. The SMRC recommends that Bylaw 8491 be amended to stipulate that campaign expenses may only be incurred during the campaign period.

³³ City of Saskatoon, Bylaw No. 8491 s. 2 (b).

Rationale

This amendment will ensure that all candidates operate on an equal footing when it comes to the operation of their campaigns. Further, it lessens the burden on candidates with respect to record keeping.

I. The Publication of a Candidate's Election Expenses and Contributions

Bylaw 8491 requires that candidate statements of expenses and contributions shall be filed with the returning officer and shall be kept by the city clerk. These records are reviewable by the public at the clerk's office during regular office hours. The records are to be kept in accordance with Section 90 of *The Cities Act*.³⁴ The city clerk is also required to forward a report to City Council summarizing the campaign contributions and expenses of all candidates and include a notation indicating candidates who exceeded the spending limits and those who failed to file the required reports. This report shall also be posted in a "conspicuous place".³⁵

The city clerk is further required to post the statements of expenses and contributions on the city website.³⁶

These requirements are in line with those in other jurisdictions and go further in respect of requiring the publication of the statements on the City website.

Recommendation

13. The SMRC recommends that no amendments be made to Bylaw 8491 with respect to the publication of the Statements of Expenses and Contributions.

o. The Rules for Deferring Election Expenses

These rules are not specifically addressed in Bylaw 8491 although the Bylaw does require that all campaign expenses are to be accounted for as such in the Statement of Expenses and Contributions. The practice is specifically prohibited in Calgary and Edmonton (although they do allow for deficits to be carried forward). In Winnipeg, claims for expenses must be submitted in writing to candidates within 30 days of the election. In Ontario, expenses may only be incurred during a candidate's campaign period.

Recommendation

14. The SMRC recommends that Bylaw 8491 be amended to include a specific prohibition on the carrying forward of campaign expenses.

³⁴ City of Saskatoon, Bylaw No. 8491 s. 10 (1) and (2).

³⁵ City of Saskatoon, Bylaw No. 8491 s. 10 (3) and (4).

³⁶ City of Saskatoon, Bylaw No. 8491 s. 10 (5).

Rationale

This amendment will make explicit what is made implicit by other requirements of the Bylaw.

2. The Election Period

- f. **The Election Contribution Period**
- g. **The Election Expense Period**
- k. **The Commencement and Duration of the Campaign Period**

Unlike the other jurisdictions reviewed by the SMRC, Saskatoon does not have a specified campaign period. Instead it has three separately defined periods:

- 1) The **contribution period** that runs from January 1 of the year following a general election to December 31 of the year of the subsequent general election.³⁷
- 2) The **election expenses period** that runs from August 1 to October 31 of an election year.³⁸
- 3) The **nomination period** that dates from “at least” ten business days before nomination day until 4:00 pm on nomination day that is the fifth Wednesday prior to the day of the election.³⁹

The effect of these different periods is that candidates are allowed to raise campaign funds at any time during the four years leading up to an election, though this money may only be spent during the three-month period leading up to the day of the election. The SMRC believes that such a rule gives a substantial advantage to incumbents running for re-election.

While we recognize that Saskatoon’s rules in these areas reflect similar rules in Calgary and Edmonton, it is out of step with Regina, Winnipeg, and Ontario municipalities.

In each of the latter three jurisdictions, the campaign periods are limited to set periods of time during the year of an election. In Regina, the campaign period runs from June 1 to December 31 of an election year.⁴⁰ In Winnipeg, the campaign period runs from May 1 of an election year for mayoral candidates and June 30 for councillor candidates to March 31 of the year after an election.⁴¹ In Ontario, the campaign period runs from the date on which a candidate files his or her nomination papers until December 31 following an election.⁴² Candidates may file their nomination papers on any day of an election year while the city clerk’s office is open.⁴³

³⁷ City of Saskatoon, Bylaw No. 8491 s. 2 (i)(ii).

³⁸ City of Saskatoon, Bylaw No. 8491 s. 2 (j)(i).

³⁹ Saskatchewan, *The Local Government Act* s. 45; 50.

⁴⁰ City of Regina, Bylaw No. 2007-34, s. 6.

⁴¹ Manitoba, *The City of Winnipeg Charter*, s. 31(1).

⁴² Ontario, *Municipal Elections Act, 1996*, s. 68 (1).

⁴³ Ontario, *Municipal Elections Act, 1996*, s. 33 (4).

We believe that the maintenance of three separate periods relating to election campaigns in Saskatoon can lead to a great deal of confusion for candidates and citizens. Further, the fact that candidates are not required to maintain campaign bank accounts, nor required to formally register prior to accepting contributions or incurring expenses, an open and transparent campaign finance regime becomes difficult. This lack of transparency becomes problematic for citizens who expect that their democratic institutions will be fully open and transparent. It also poses potential problems for candidates who, despite following the rules as written, may find themselves placed under a cloud of suspicion.

Recommendations

For these reasons, the SMRC makes the following recommendations related to these policy areas:

15. The SMRC recommends that Bylaw 8491 be amended so that candidates cannot raise money nor spend money until they have been officially nominated as a candidate. To achieve this, the SMRC recommends that the campaign contribution period, expense period, and nomination period be brought in line with one another so that they all begin on the same day. The contribution and expense periods should end on the same day. The nomination period should end as prescribed by *The Local Government Act*.

For greater clarity, the SMRC recommendation is that the city clerk begin accepting nomination papers for candidates on the first business day of the year in which an election is to be held. Nomination papers will be accepted until the time prescribed by *The Local Government Act*.

The campaign period will begin for a candidate once he or she has filed their nomination papers. At that point, the candidate can begin raising and spending money for their campaign.

16. The SMRC recommends that candidates should be prohibited from accepting contributions or incurring expenses until they have officially filed their nomination papers.
17. The SMRC recommends that candidates should be required to open a campaign bank account prior to filing their nomination papers, and this information be provided as part of officially filling their nomination papers with the city.

Rationale

These recommendations will ensure that all candidates are operating on an equal footing with respect to campaign finances. These new rules will ensure clarity and transparency with respect to money raised and spent by candidates. The

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requirement for a candidate to file nomination papers prior to raising funds or incurring expenses will ensure clarity and compliance with the campaign finance regulatory scheme established by the City.

Finally, these new rules will ease the burdens of record keeping placed on candidates and remove any grey areas about what might happen with a candidate who begins raising money some three years before the day of an election.

3. The Administration of Elections**m. The Appointment of a Returning Officer Other Than the City Clerk**

The Local Government Election Act establishes the city clerk as the returning officer for municipal elections in Saskatoon.⁴⁴ The *Act* states that subject to Part V of the *Act*, the city may appoint a person other than the city clerk to act as returning officer, however that power does not reside in that part.⁴⁵

Recommendation

18. The SMRC recommends that Council inquire with the Province whether or not the City has the power to appoint an individual other than the city clerk to act as returning officer for municipal elections. If it does, the SMRC recommends that the city separate the roles of city clerk and returning officer by appointing a second individual to the latter role. If the City does not have this power, the SMRC recommends that the City request this power from the province.

Rationale

The SMRC believes that there is merit in appointing a returning officer other than the city clerk. The city clerk is an officer appointed by council whose role is to perform legislated responsibilities to council and support the work of council. The clerk also must administer the election and the election rules, including enforcing any penalties that may arise from discrepancies during elections. We were convinced that there is potential that the clerk may be put in awkward positions in performing the role of chief public servant to city council and enforcing election rules for existing members on city council.

n. The Proper Use of a Member of Council's Communication Allowance Prior to an Election in Which the Member is a Candidate

The Code of Conduct for Members of Saskatoon City Council requires that City resources are to be used for civic business only and that these resources are not to be used for campaign purposes.⁴⁶

The SMRC believes it may be advantageous to give an officer of council the responsibility to investigate complaints about the contravention of the code with

⁴⁴ s. 28.

⁴⁵ Part V deals with the holding of referenda and plebiscites.

⁴⁶ *Code of Conduct for Members of Saskatoon City Council*, Part 5, https://www.saskatoon.ca/sites/default/files/documents/city-clerk/code_of_conduct_for_members_of_city_council.pdf

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respect to the use of city resources for campaign purposes. However, as the Code of Conduct for Members of Saskatoon City Council is currently under review by the Code of Conduct Committee, the SMRC defers on making any recommendations at this time.

p. The Enumeration of the Names of Electors and the Preparation of a Voter's List

The City of Saskatoon is empowered to conduct an enumeration of municipal voters provided it is carried out at least fifty-five days prior to the day of an election. The returning officer is the chief enumerator unless otherwise specified by Council.⁴⁷

The rules regarding voter's lists vary across the country. In Alberta, enumerations are conducted in April of each election year.⁴⁸ In Winnipeg, the senior election official is required to maintain a voters list that may be done by obtaining information from any source including the Chief Electoral Officers of Canada and Manitoba or through enumeration.⁴⁹

In Ontario, the Municipal Property Assessment Corporation must provide the City Clerk with a preliminary voters list no later than September 1 of an election year.⁵⁰ Revisions are then conducted beginning the Tuesday after Labour Day until the close of voting on voting day, during which voters may apply to have their names added to the voters' list.⁵¹

Having said that, the City allows on site voter registration at the time of an election, subject to residency requirements. Although outside of the SMRC's immediate mandate, we did hear evidence that the existing residency requirements of three consecutive months in the City and six consecutive months in the province of Saskatchewan may be cumbersome for more transient people such as students or seasonal workers.

Recommendations

19. The SMRC believes the costs associated with a quadrennial enumeration would be high and administratively burdensome. It is thus recommended that Council explore the possibility of obtaining voter information from the Chief Electoral Officers of Canada and Saskatchewan for the purposes of establishing a permanent Saskatoon voters' list. This list should be open to revision for a period leading up to the close of voting on the day of the election. In the absence

⁴⁷ Saskatchewan, *Local Government Elections Act*, s. 36 (1) and (2).

⁴⁸ City of Calgary, <http://goo.gl/EsPR3b> Accessed August 19, 2015.

⁴⁹ Manitoba, *Municipal Councils and School Boards Elections Act*, s. 28 (1).

⁵⁰ Ontario, *Municipal Elections Act, 1996*, s. 19.

⁵¹ Ontario, *Municipal Elections Act, 1996*, s. 24 (1).

Saskatoon Municipal Review Commission: Election Committee Report

of this information from the Chief Electoral Officers of Canada and Saskatchewan, the SMRC recommends that the current process for establishing the voters' list be followed for the 2016 election. Following that election it is recommended that that list be preserved and used as the basis for a permanent voters list for subsequent elections.⁵² The SMRC recommends that that list be open to revision for a period of time leading up to the close of voting on the day of the election.

q. The Offences and Penalties for Candidates in Contravention of *The Campaign Disclosure and Spending Limits Bylaw, 2006*, Including the Role and Duties of the Election Disclosure Complaints Officer

According to Saskatoon's existing bylaws, anyone found guilty of violating any provision of Bylaw No. 8491 and can be fined no more than \$5,000. If the offence continues, a fine of not more than \$5,000 per day continues until the dispute is resolved.⁵³ Those found guilty of an offence may also be liable for the costs of the investigation.⁵⁴

Elected candidates who are found guilty of an offence under the Bylaw are ineligible to hold office and must resign immediately though a resignation is not required if a judge of the Court of Queen's Bench finds the offence was the result of inadvertence or an honest mistake.⁵⁵ For greater clarity, *The Cities Act* declares that a member of council who contravenes a municipal bylaw established under section 145.1 of *The Local Government Election Act*, as Bylaw 8491 is, is ineligible to hold office and must resign immediately. Such individuals may stand for office at the next election provided they meet the eligibility requirements for holding office.⁵⁶

The penalties outlined under Bylaw 8491 and in *The Cities Act* are largely in keeping with those found in jurisdictions across the country. In Winnipeg and Ontario, all candidates who are found guilty of offences similar to those contemplated under the Saskatoon Bylaw are ineligible to hold office until after the next regular election has occurred, thus defining the term of ineligibility to be the time remaining in the term for which they had stood for office plus an additional full term of council.

As this report is being finalized, the Legislative Assembly of Saskatchewan is debating Bill 186, *An Act to amend The Cities Act, The Municipalities Act and The Northern Municipalities Act, 2010 and to make related and consequential amendments to The Ombudsman Act, 2012 and The Planning and Development Act, 2007 to Strengthen the Integrity and Accountability of Municipal Entities and to Bring*

⁵² The current practice is to seal and destroy the voters' list after each election.

⁵³ City of Saskatoon, Bylaw No. 8491 s. 24 (1).

⁵⁴ City of Saskatoon, Bylaw No. 8491 s. 24 (4).

⁵⁵ City of Saskatoon, Bylaw No. 8491 s. 25 (1) and (2).

⁵⁶ Saskatchewan, *The Cities Act*, s. 120 (1) (e) (i) and (2).

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Municipal Entities Within the Jurisdiction of the Ombudsman (The Municipal Conflict of Interest Amendment Act, 2015).

This act will, if adopted, amend section 120 (2) of *The Cities Act* to disqualify councillors found in breach of a municipal bylaw established under section 145.1 of *The Local Government Act* from holding office for twelve years from the date of their disqualification.

This SMRC notes that the penalties under Bylaw 8491 and *The Cities Act* apply only to elected officials and not to defeated candidates.

Recommendation

20. The SMRC recommends that Council request that the Province amend *The Cities Act* to apply the penalties for breaches of Bylaw 8491 to defeated candidates as well as elected candidates. The SMRC also recommends that upon the passage of this amendment by the Province, Bylaw 8491 be amended to incorporate this language as well.

Rationale

The SMRC believes that if the campaign finance regulations are to have the full faith of the public and the municipal candidates and if it is to be perceived as just its provisions, including its penalties, must apply equally to all candidates regardless of whether or not they are successful in their election bids.

r. The Public Financing of Municipal Election Campaigns Including Reimbursement of Candidates Expenses for Specific Forms of Spending, Tax Benefits for Contributors and Allowances to Candidates for Expenses

Saskatoon does not currently provide for the public financing of municipal election campaigns. Saskatoon's procedures on public financing are in keeping with the rules in Regina, Calgary, and Edmonton. However, public financing schemes do exist in Winnipeg and Ontario. The benefits of public financing are obvious: it encourages more people to donate to campaigns and thus encourages individuals to participate in the democratic process. The disadvantages of public financing are the costs involved with such a scheme. The SMRC believes there may be some benefit to enacting such a plan in Saskatoon, but further investigation is required before recommendations can be made. For instance, we would like to examine how the plan is administered in different jurisdictions, how it is financed and if there have been notable increases in citizen participation after such schemes have been enacted.

s. Any Proposed Amendments to *The Local Government Election Act*

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As mentioned in **item m.** of the report, the SMRC recommends that Council inquire with the Province regarding the City's powers to appoint a returning officer other than the city clerk and then request any amendments to *The Local Government Election Act* as outlined in that item.

Campaign Donation Limits

The SMRC also notes that section 145.1 of *The Local Government Election Act* empowers the City to adopt a bylaw that only deals with the disclosure of campaign contributions and expenses of candidates and the establishment of campaign spending limits. The *Act* does not permit Council to adopt a bylaw establishing donation limits. As such, Saskatoon does not have any limit on the amount of money and individual, corporation, or trade union may contribute to candidates.

In this way, Saskatoon stands outside the norm for most municipalities that were studied. In Alberta,⁵⁷ Winnipeg,⁵⁸ and Ontario,⁵⁹ donors are permitted to donate only a certain amount to candidates for municipal office. These range from a low of \$750 to a maximum of \$5,000.

Additionally, Winnipeg and Toronto prohibit contributions from corporations and trade unions.⁶⁰

The SMRC also notes that there has been something of a trend at both federal and provincial levels of government to tighten donation limits and to ban donations from corporations and trade unions. In 2006, the federal government passed the *Federal Accountability Act*.⁶¹ As part of the *Accountability Act* the government imposed a complete ban on contributions by corporations, unions and other organizations. The legislation lowered the contributions limits that individuals could give to a registered party (from \$5000 to \$1000) while also lowering how much money an individual can give to a local candidate. The Act also banned secret donations and gifts to political candidates.

In 2015, the government of Alberta joined Quebec, Manitoba, and Nova Scotia in banning institutional donations to political parties. In fact, the new government's first action was the passing of Bill 1, *An Act to Renew Democracy in Alberta*.⁶² In that Bill, the Alberta government banned corporate and union donations, arguing that

⁵⁷ Alberta, *Local Authorities Election Act*, s. 147.2 (1).

⁵⁸ Manitoba, *The City of Winnipeg Charter*, s. 33.1 (2); City of Winnipeg, Bylaw No. 10/2010 s. 8 (2).

⁵⁹ Ontario, *Municipal Elections Act, 1996*, s. 70.1 (5) and s. 71 (1).

⁶⁰ Manitoba, *The City of Winnipeg Charter*, s. 33.1 (1); City of Winnipeg, Bylaw No. 10/2010 s. 8 (1); City of Toronto, Bylaw No. 1177-2009.

⁶¹ *Federal Accountability Act*, S.C. 2006 c. 9.

⁶² SA, 2015 c15.

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only individuals can donate (up to \$15,000) to a political party or registered candidate.

Donor Eligibility

Saskatoon also stands apart from the other jurisdictions studied in that it does not place any limits on donor eligibility. In Alberta,⁶³ Winnipeg,⁶⁴ and Ontario,⁶⁵ individuals who are normally resident in those provinces may make donations to candidates for municipal office.

Recommendations

21. The SMRC recommends that City Council request that the Province amend *The Local Government Act* to empower Council to adopt a bylaw to establish limits on contributions to candidates for municipal office.
22. The SMRC recommends that upon the adoption of this amendment Council amend Bylaw 8491 to:
 - a. place a limit on the total amount that individuals may contribute to candidates for municipal office;
 - b. prevent donations to candidates for municipal office from corporations and trade unions.
 - c. restrict donations to municipal candidates to those that come only from individuals normally resident in Saskatchewan;

Rationale

The SMRC believes that only those who reside in the province should participate in municipal elections in Saskatoon. The adoption of this recommendation will bring Saskatoon in line with the other jurisdictions studied for this report.

The SMRC further believes that the lack of contribution limits can lead to questions about the independence of candidates and opens them up to the perception that donors who contribute large sums of money may have privileged access to the City's democratic institutions. In the interests of greater transparency and openness, as well as preserving the integrity of local elections, the SMRC believes that contribution caps should be introduced in Saskatoon.

Finally, the SMRC believes that the elimination of campaign contributions from corporations and trade unions will lead to more transparent campaign financing practices as well as reflect trends at both the federal and provincial levels of

⁶³ Alberta, *Local Authorities Election Act*, s. 147.2 (3).

⁶⁴ Manitoba, *The City of Winnipeg Charter*, s. 33.1 (1); City of Winnipeg, Bylaw No. 10/2010 s. 8 (1).

⁶⁵ Ontario, *Municipal Elections Act, 1996*, s. 70 (3) and (5).

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government as well as in other municipalities in the country as outlined earlier in this section.

The adoption of these recommendations will make Saskatoon a leader at the municipal level in encouraging individual participation in local elections. The banning of corporate and union donations would also level the electoral field for all candidates to compete fairly in local elections while limiting the influence of those with substantial monetary resources to overly influence local elections.

t. Any Other Matter Relating to a Municipal Election in the City

The SMRC has no comment on other matters at this time.

PAUL S. JASPAR, FCPA, FCA
130 Skeena Crescent
Saskatoon, SK S7K 4G7
Phone: (306) 668-4844

December 21, 2015

His Worship Mayor Don Atchison and
Members of City Council
c/o City Hall
222 – 3rd Avenue N.
Saskatoon, SK S7K 0J5

Dear Mayor Atchison and Councillors:

The Executive Committee asked the Saskatoon Municipal Review Commission (SMRC) to comment on certain items recommended in the report considered on December 8, 2015. As Chair of the Commission I am pleased to report the following on its behalf.

- Recommendation #2
The SMRC recommends City Council consider indicating a month in 2012, such as October, rather than just stating 2012.
- Recommendation #3
As all donations must be receipted, a candidate should be prohibited from accepting anonymous donations, including non-receipted cash donations at a fundraising event.
- Recommendation # 12, 15 & 16
The SMRC understands that according to the Cities Act, Clause 57 (5), if a ward's commission is appointed in order to be effective for the civic election the report must be filed within 180 days of the election. Therefore, the SMRC recommends the campaign period in Recommendation 12, contribution period, expense period and nomination period in Recommendation 15 all be defined as June 1 in the year of the civic election.

Yours truly,

Paul S. Jaspar, FCPA, FCA

(Clerks)

From: Paul Miazga <miazga.paul@gmail.com>
Sent: Thursday, December 17, 2015 3:38 PM
To: City Council
Subject: Write a Letter to Council File CK 175-27

Submitted on Thursday, December 17, 2015 - 15:37
Submitted by anonymous user: 174.2.95.229
Submitted values are:

Date: Thursday, December 17, 2015
To: His Worship the Mayor and Members of City Council
First Name: Paul
Last Name: Miazga
Address: 122 Edmund Park
City: Saskatoon
Province: Saskatchewan
Postal Code: S7H 0Z4
Email: miazga.paul@gmail.com
Comments:

I am embarrassed to call myself a citizen of Saskatoon after two rather telling votes in the city - one in council chambers and the other by the board of the Remai Art Gallery of Saskatchewan.

* To continue to allow corporate donations to the campaigns of ANY political position at City Hall is reprehensible and is a slap in the face of democracy, where we have a system of one person, one vote. What vote do corporations have in our system? None - because they are not people and therefore they should not have any say in terms of who gets elected. If corporate donors want to get involved in the political process, let it be by their volunteer hours or allowed personal contributions. The amount of money in the past campaign shows how disgustingly sick and slanted the work of council and the office of the Mayor has become.

As for the board of the RAGoS, this is a gallery that is meant to represent the best of Saskatchewan and bring the world to our door. A man who represents bigotry, malice and disunion with comments to shoot people who call out in faith to their God - no differently than someone might strike their breast and say, "God have mercy" or similar - has no place whatsoever on a board that means to represent Saskatchewan and all its citizens. Especially for such a prominent board to have no Aboriginal or First Nations representation while allowing a bigot to instead stand for others shows how out of touch this board is with the general public and the lack of tolerance that there is in society for the marginalized, for the people who are easily scapegoated. When words such as those used by Mr. Gormley continue to sew hate, fear and distrust in our society, it is time we took note of where we want to go and whether this board will eventually show the way. I will certainly be among those working to boycott anything whatsoever to do with the RAGoS from now on until Mr. Gormley's removal from the board.

Your current actions will speak volumes for you in the coming election campaign, your Worship and respected councillors - remember that.

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/56149>

forwarded to Remai Board of



GOVERNANCE AND PRIORITIES COMMITTEE

Vacancy - Board of Trustees General Superannuation Plan – City Appointment

Recommendation of the Committee

1. That the City Clerk undertake the appropriate advertising for applications to fill a vacancy on the Board of Trustees – General Superannuation Plan; and
2. That the Governance and Priorities Committee report further at the appropriate time.

History

At its meeting held on January 18, 2016, the Governance and Priorities Committee received notice of one vacancy for a City-appointed representative on the Board of Trustees for the General Superannuation Plan.



GOVERNANCE AND PRIORITIES COMMITTEE

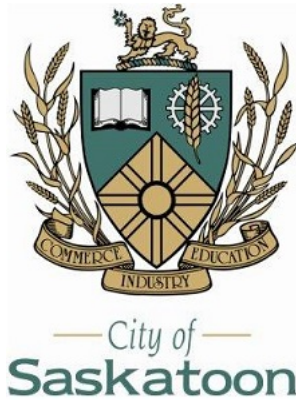
Appointments - Centennial Auditorium and Convention Centre Board of Directors

Recommendation of the Committee

That the City's representative be instructed to vote the City's proxy at the February 25, 2016 meeting of Centennial Auditorium and Convention Centre Board of Directors for the immediate appointment of Jennifer Pereira and Bryn Richards throughout a term expiring at the conclusion of the 2018 Annual General Meeting.

History

At its meeting held on December 14, 2015, City Council approved the City's representative to vote the City's proxy at the 2016 Annual General Meeting for the appointments to the Centennial Auditorium and Convention Centre Board of Directors throughout a term expiring at the conclusion of the 2018 Annual General Meeting. As two vacancies are immediate, the Governance and Priorities Committee is recommending that the City's representative be instructed to vote the City's proxy at the February 25, 2016 meeting of the Centennial Auditorium and Convention Board of Directors for the immediate appointment of Jennifer Pereira and Bryn Richards to the Board of Directors throughout a term expiring at the Conclusion of the 2018 Annual General Meeting.



AGENDA

PUBLIC HEARING MEETING OF CITY COUNCIL

Monday, January 25, 2016, 6:00 p.m.
Council Chamber, City Hall

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of Public Hearing Meeting of City Council held on Monday, December 14, 2015 be approved.

5. PUBLIC HEARINGS

5.1 Land Use, etc.

5.1.1 Discretionary Use Application - Tavern - 109 - 810 Circle Drive East [File No. CK. 4355-015-004 and PL. 4355 D12/15]

6 - 13

Copies of the following have been provided:

- Report of the General Manager, Community Services Department dated December 15, 2015; and
- Letter from the Committee Assistant, Municipal Planning

Commission dated December 17, 2015.

Recommendation

That the application submitted by BVAH Restaurant Group Ltd requesting permission to operate a restaurant/tavern at 109 – 810 Circle Drive East be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

5.1.2 Discretionary Use Application – Bed and Breakfast Home – 838 3rd Street East [File No. CK. 4355-015-003 and PL. 4355 - D14/15] 14 - 20

Copies of the following have been provided:

- Report of the General Manager, Community Services Department dated December 15, 2015; and
- Letter from the Committee Assistant, Municipal Planning Commission dated December 17, 2015.

Recommendation

That the application submitted by Froese Seeds Ltd. (Kim Larson) requesting permission to operate a Bed and Breakfast Home located at 838 3rd Street East be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licences; and
2. That the final plans submitted be substantially in accordance with the plans submitted in support of this Discretionary Use Application.

5.1.3 Proposed Rezoning – From FUD to R1A and R1B – Meadows Boulevard - Proposed Bylaw No. 9344 [File No. CK. 4351-015-020 and PL. 4350 - Z27/15] 21 - 29

Copies of the following are provided:

- Proposed Bylaw No. 9344;
- Report of the General Manager, Community Services Department dated December 15, 2015;

- Letter from the Committee Assistant, Municipal Planning Commission dated December 17, 2015; and
- Notice that appeared in the local press on January 8 and 9, 2016.

Recommendation

That City Council consider Bylaw No. 9344.

- 5.1.4 Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications - Proposed Bylaw 9346 [File No. CK. 4350-015-004 and PL. 4350 - Z23/15]** 30 - 41

Copies of the following are provided:

- Proposed Bylaw No. 9346;
- Report of the General Manager, Community Services Department dated December 15, 2015;
- Letter from the Committee Assistant, Municipal Planning Commission dated December 17, 2015; and
- Notice that appeared in the local press on January 8 and 9, 2016.

Recommendation

That City Council consider Bylaw No. 9346.

5.2 Public Notice Matters

- 5.2.1 SED Industrial Park #1 – Southwest Industrial [File No. CK. 4215-1 and RS. 4000-3]** 42 - 47

Copies of the following are provided:

- Report of the General Manager, Community Services Department dated January 4, 2016; and
- Notice that appeared in the local press on January 15 and 16, 2016.

Recommendation

1. That the removal of Municipal Reserve Designation from 2.59 acres of land in the South West Industrial Area – SED Industrial Park #1 be approved;
2. That the Administration be requested to prepare the necessary bylaws and public notice procedures related to the sale of the Municipal Reserve; and
3. That the net proceeds from the sale of the land be placed in

the Dedicated Lands Account Reserve.

5.2.2 Proposed Closure of Right-of-Way – Portion of McOrmond Drive North of 8th Street – Brighton Neighbourhood

This matter has been postponed to the Public Hearing Meeting of City Council scheduled for February 29, 2016. Public notice will be provided prior to the meeting.

Recommendation

That the information be received.

6. PROCLAMATIONS AND FLAG RAISINGS

Recommendation

1. That City Council approve all proclamations and flag raising requests as set out in Section 6; and
2. That the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

- | | | |
|------------|--|----------------|
| 6.1 | Zakir Hossain - Bangladeshi Community Association of Saskatchewan - February 21, 2016 - 'International Mother Language Day' - Flag Raising - February 21, 2016 [File No. CK. 205-1] | 48 - 50 |
| | Proclamation and Flag Raising Request | |
| 6.2 | Erin McKay - June 5 - 12, 2016 - 'Pride Week' - Flag Raising - June 6, 2016 [File No. CK. 205-1] | 51 |
| | Flag Raising Request | |
| 6.3 | Tamara Ruzic - Saskatchewan Organization for Heritage Languages - February 15 - 21, 2016 - 'International Heritage Language Week' [File No. CK. 205-5] | 52 |
| | Proclamation Request | |
| 6.4 | Arielle Deslauriers - Heart and Stroke Foundation - February 2016 - 'Heart Month' [File No. CK. 205-5] | 53 - 54 |
| | Proclamation Request | |
| 6.5 | Zondra Roy - Cultural Diversity and Race Relations Office - March 2016 - 'Cultural Diversity and Race Relations Month' - Flag Raising - March 1, 2016 [File No. CK. 205-5] | 55 |
| | Proclamation and Flag Raising Request | |
| 6.6 | Community Development Manager, Kevin Kitchen - City of Saskatoon - February 15, 2016 - 'Family in Motion Day' [File No. CK. 205-5] | 56 |

Proclamation Request

- 6.7 Jeanny Buan - Canadian Red Cross - February 24, 2016 - 'Red Cross Pink Day' [File No. CK. 205-5] 57 - 58**

Proclamation Request

- 6.8 Jacqui Wasacase - Saskatchewan Council for International Cooperation - February 7-13, 2016 - 'International Development Week' [File No. CK. 205-5] 59 - 60**

Proclamation Request

7. URGENT BUSINESS

8. ADJOURNMENT

Discretionary Use Application - Tavern - 109 - 810 Circle Drive East

Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, the application submitted by BVAH Restaurant Group Ltd requesting permission to operate a restaurant/tavern at 109 – 810 Circle Drive East be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That 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 a Discretionary Use Application from BVAH Restaurant Group Ltd to operate a restaurant/tavern at 109 - 810 Circle Drive East.

Report Highlights

1. The restaurant/tavern, proposed at 109 - 810 Circle Drive East, meets all relevant Zoning Bylaw No. 8770 (Zoning Bylaw) requirements.
2. The proposal is not anticipated to significantly impact the surrounding land uses.

Strategic Goal

This application supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity as it provides an opportunity for business growth in an existing shopping centre.

Background

The property at 109 - 810 Circle Drive East is a shopping centre located in the North Industrial District and is zoned IL1 District under the Zoning Bylaw (see Attachment 1). A tavern is considered a discretionary use in the IL1 District. BVAH Restaurant Group Ltd has submitted an application requesting City Council's approval to convert an existing commercial space to a restaurant with an associated tavern.

Report

Zoning Bylaw Requirements

The Zoning Bylaw defines a tavern as an establishment, or portion thereof, where the primary business is the sale of alcohol for consumption on the premises, with or without food, and where no live entertainment or dance floor is permitted. A brew pub may be considered a tavern if alcohol is manufactured and consumed onsite under a valid manufacturer's permit, in accordance with Alcohol Control Regulations. This restaurant/tavern will be open-space concept, with both bar area and tables. Total public assembly area will be approximately 475 m² with 225 seats provided (see Attachment 2).

Discretionary Use Application - Tavern - 109 - 810 Circle Drive East

The restaurant/tavern, along with the existing shopping centre, require a total of 745 parking spaces on site. The site plan indicates a total of 781 parking spaces will be provided, resulting in a surplus of 36 spaces. The restaurant/tavern use, considered separately, would require a total of 16 parking spaces. Plans submitted by the applicant indicate 129 parking spaces are provided around the building, with further parking available across the site (see Attachment 3).

This property is zoned IL1 – General Light Industrial District under the Zoning Bylaw. Surrounding properties consist of commercial and industrial land uses, including shopping centres, motor vehicle dealers, and warehouses.

This proposal meets all relevant Zoning Bylaw requirements.

Comments from Other Divisions

No concerns were noted by other divisions with respect to this proposal. Refer to Attachment 4 for the full remarks.

No Significant Impact on Surrounding Land Uses

According to the discretionary use database, the closest tavern to this proposal is at 294 Venture Crescent, approximately 200 metres away. The nearest property that is zoned residential is a minimum of 300 metres away. The proposed restaurant/tavern at 109 – 810 Circle Drive East meets all relevant Zoning Bylaw provisions and is not anticipated to have any significant impact on surrounding land uses.

Options to the Recommendation

City Council could deny this Discretionary Use Application. This option is not recommended, as the proposal complies with all relevant Zoning Bylaw requirements and has been evaluated as a discretionary use, subject to the provisions of Section 4.7 of the Zoning Bylaw.

Public and/or Stakeholder Involvement

Notices to property owners within a 75 metre radius of the site were mailed out in October 2015 to solicit feedback on the proposal. To date, no concerns have been received.

Communication Plan

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

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

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

Discretionary Use Application - Tavern - 109 - 810 Circle Drive East

Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set. The Community Services Department will give notice by mail to assessed property owners within 75 metres of the subject site. Notification posters will also be placed on the subject site.

Attachments

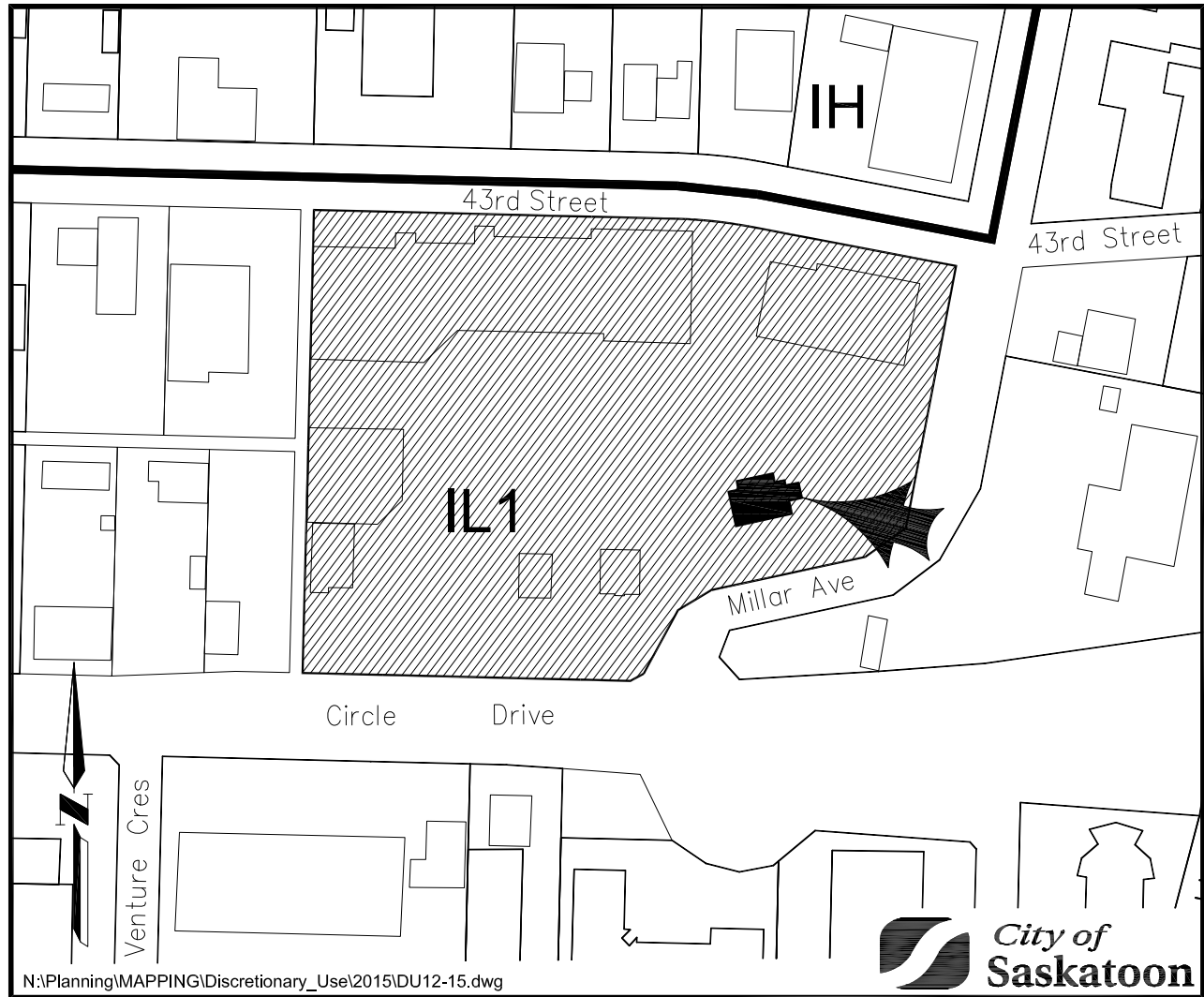
1. Location Plan – 109 - 810 Circle Drive East
2. Proposed Floor Plan – 109 – 810 Circle Drive East
3. Site Plan – 109 – 810 Circle Drive East
4. Comments From Other Divisions

Report Approval

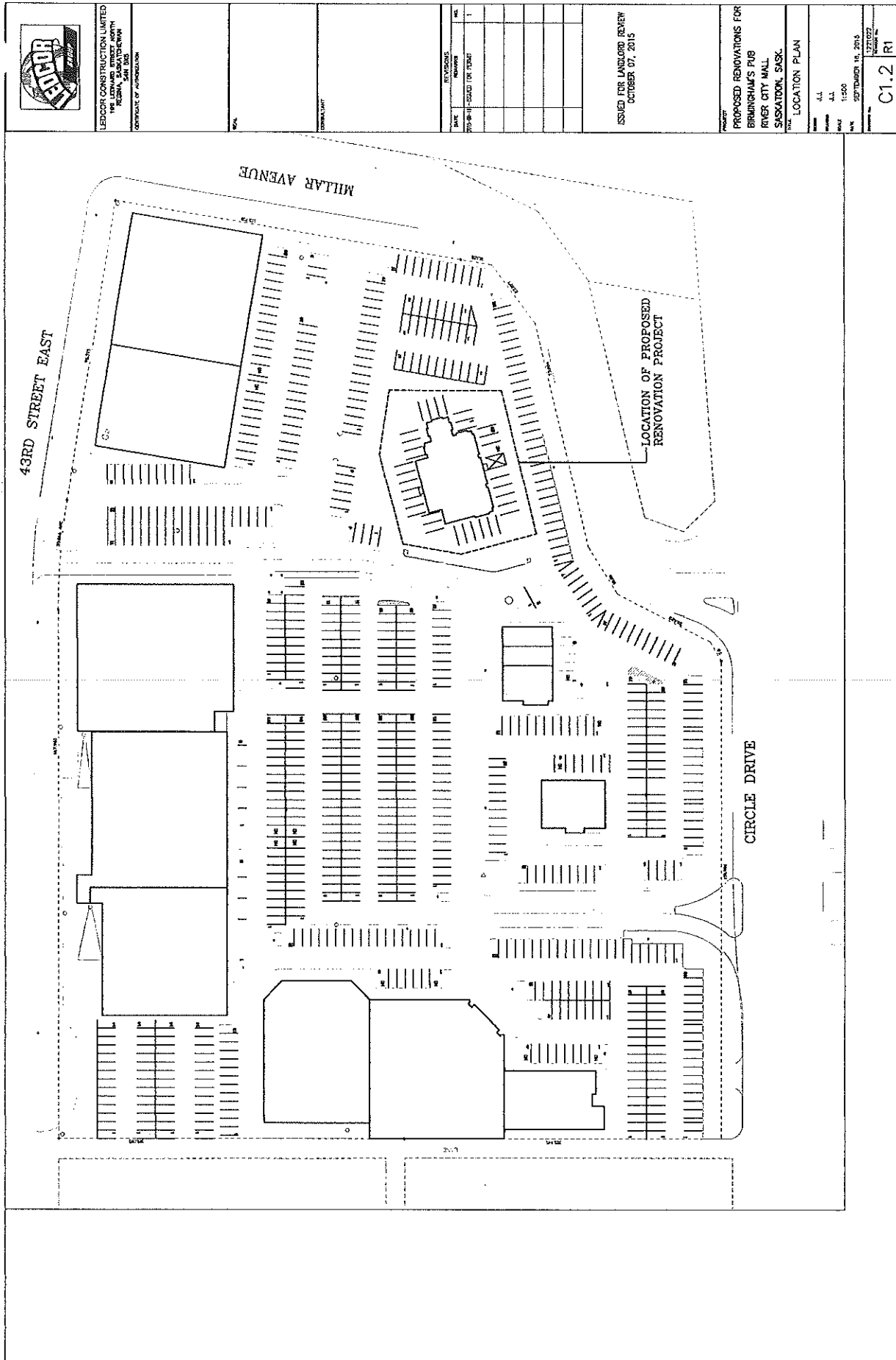
Written by: Daniel McLaren, Planner, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/MPC – Discretionary Use Application – Tavern – 109 - 810 Circle Drive East/gs

Location Plan - 109 - 810 Circle Drive East



Site Plan - 109 - 810 Circle Drive East



Comments From Other Divisions

1. **Transportation and Utilities Department Comments**

The proposed Discretionary Use Application is acceptable to the Transportation and Utilities Department. Following are additional comments from this department:

- No additional access to Millar Avenue or Circle Drive East will be permitted. The existing driveways and access within the parcel are to remain.

2. **Building Standards Division, Community Services Department, Comments**

The Building Standards Division of the Community Services Department has no objection to the proposed Discretionary Use Application provided that a building permit is obtained to convert the existing business and personal services occupancy (office) tenant space into an assembly occupancy tenant space. The assembly tenant space shall meet the 2010 National Building Code of Canada requirements.

Please note that plans and documentation submitted in support of this application have not been reviewed for compliance with the requirements of the 2010 National Building Code of Canada.

Note: The applicant has been informed of and agrees to the above requirements.

December 17, 2015

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Discretionary Use Application - Tavern - 109 - 810 Circle Drive East
(File No. CK. 4355-015-004 and PL. 4355 D12/15)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated December 15, 2015, on the above application and supports the following recommendation of the Community Services Department:

That the application submitted by BVAH Restaurant Group Ltd requesting permission to operate a restaurant/tavern at 109 – 810 Circle Drive East be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licenses (including a building permit and business license); and
2. That 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 report be considered by City Council at the time of the public hearing with respect to the above discretionary use application.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

Discretionary Use Application – Bed and Breakfast Home – 838 3rd Street East

Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, the application submitted by Froese Seeds Ltd. (Kim Larson) requesting permission to operate a Bed and Breakfast Home located at 838 3rd Street East be approved, subject to the following conditions:

- a. That the applicant obtain a Development Permit and all other relevant permits and licences; and
- b. That 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 Kim Larson to operate a Bed and Breakfast Home at 838 3rd Street East.

Report Highlights

1. A Bed and Breakfast Home is proposed for 838 3rd Street East in the Haultain neighbourhood.
2. This proposal meets all relevant Zoning Bylaw No. 8770 (Zoning Bylaw) requirements.

Strategic Goal

This application supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity as the proposal provides the opportunity for a small business to succeed within a neighbourhood setting.

Background

The dwelling at 838 3rd Street East is located in the Haultain neighbourhood and is zoned R2 District under the Zoning Bylaw (see Attachment 1). A Bed and Breakfast Home is considered a discretionary use in the R2 District. Kim Larson has submitted an application requesting City Council's approval to operate a Bed and Breakfast Home at this location.

Report

Zoning Bylaw Requirements

A "Bed and Breakfast Home" means a dwelling unit in which the occupants use a portion of the dwelling unit for the purpose of providing, for remuneration, sleeping accommodations and one meal per day to members of the general public, for periods of one week or less. The applicant will be required to obtain a business license, will be

permitted to use up to three bedrooms to provide sleeping accommodations, and must maintain the dwelling as a primary residence. Additionally, the meal provided must be served before noon each day. There are currently 14 licensed Bed and Breakfast Homes operating throughout the city.

Bed and Breakfast Homes are required to provide a minimum of two off-street parking spaces that are to be hard surfaced. Based on the information submitted by the applicant, three hard-surfaced parking spaces have been provided in the front yard (see Attachment 2).

This property is zoned R2 – One- and Two-Unit Residential District under the Zoning Bylaw. Adjacent properties are detached one-unit dwellings.

This proposal meets all other Zoning Bylaw requirements.

Comments from Other Divisions

No concerns were noted by other divisions with respect to this proposal. The Building Standards Division has noted a special inspection by a City building official will be required for a Bed and Breakfast Home. Refer to Attachment 3 for the full remarks.

Conclusion

The proposed Bed and Breakfast Home at 838 3rd Street East meets all relevant Zoning Bylaw provisions and is not anticipated to have any impact on surrounding land uses.

Options to the Recommendation

City Council could deny this Discretionary Use Application. This option is not recommended as the proposal complies with all relevant Zoning Bylaw requirements and has been evaluated as a discretionary use, subject to the provisions of Section 4.7 of the Zoning Bylaw.

Public and/or Stakeholder Involvement

Notices to property owners within a 75 metre radius of the site were mailed out in October 2015, to solicit feedback on the proposal. The Haultain Community Association was also advised. To date, no responses have been received.

Communication Plan

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

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 11(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. The Community Services Department will give notice by ordinary mail to assessed property owners within 75 metres of the subject site and to the Haultain Community Association. Notification posters will also be placed on the subject site.

Attachments

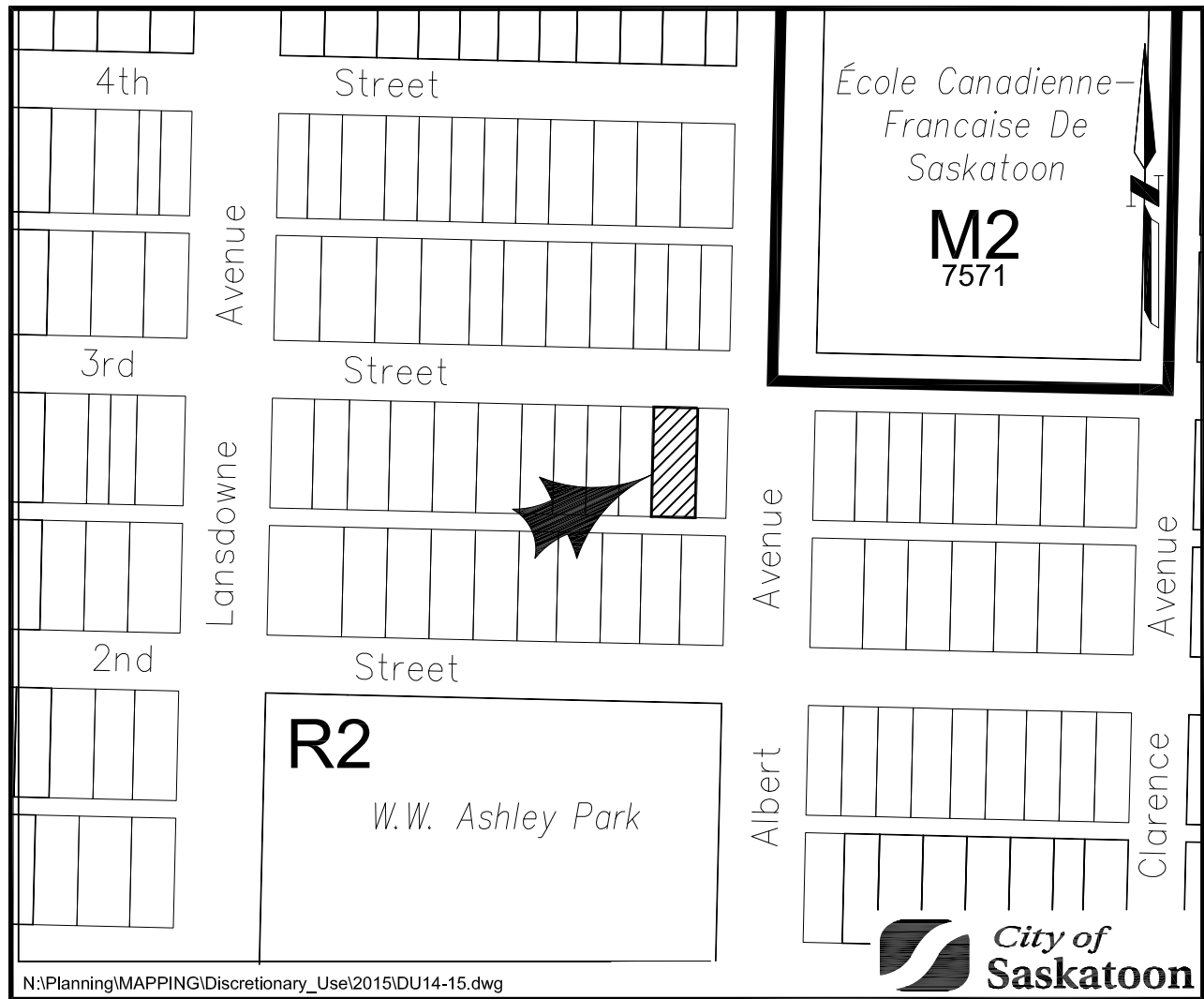
1. Location Plan – 838 3rd Street East
2. Site Plan – 838 3rd Street East
3. Comments from Other Divisions

Report Approval

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

S/Reports/DS/2015/MPC – Discretionary Use Application – Bed and Breakfast Home – 838 3rd Street East/lc

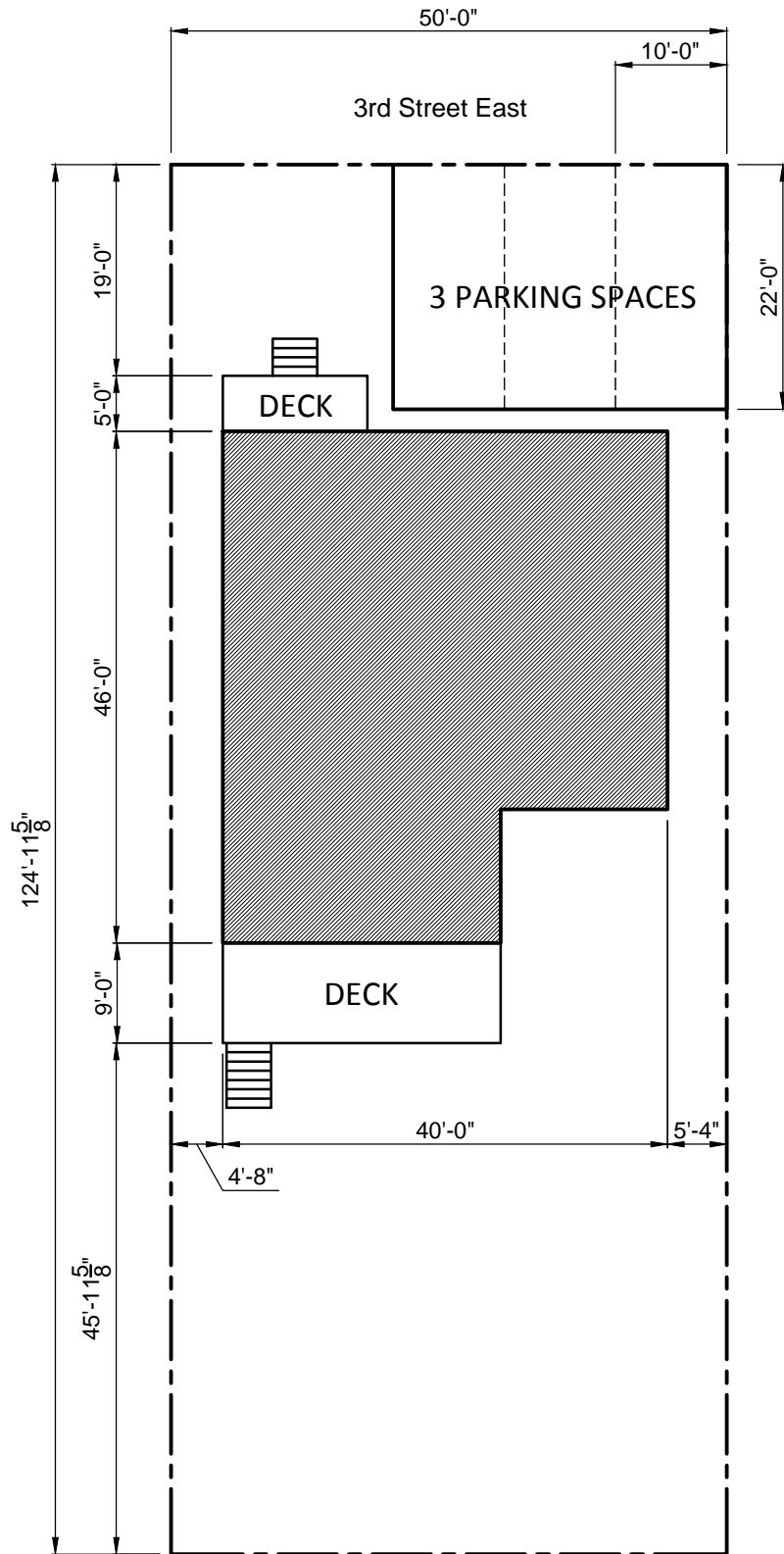
Location Plan - 838 3rd Street East



N:\Planning\MAPPING\Discretionary_Use\2015\DU14-15.dwg



Site Plan - 838 3rd Street East



CIVIC DESCRIPTION LEGAL DESCRIPTION

838 3rd Street East
 Saskatoon, SK
 S7H 1M5

Lot: 18 & 19
 Block: 7
 Plan: G186 EXT0

Comments From Other Divisions

1. Transportation and Utilities Department Comments
The proposed Discretionary Use Application is acceptable to the Transportation and Utilities Department.

2. Building Standards Division, Community Services Department Comments
The Building Standards Division of the Community Services Department has no objection to the proposed Discretionary Use Application provided that:
 - a) A special inspection by a City of Saskatoon building official is conducted, and the recommendations of their report (if any) are carried out under the authority of building and plumbing permits;
 - b) If necessary, a Building Permit is obtained before any construction begins on this parcel; and
 - c) If necessary, a Plumbing Permit is obtained before the installation of plumbing systems on this parcel.

December 17, 2015

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Discretionary Use Application – Bed and Breakfast Home
838 3rd Street East (File No. CK. 4355-015-003 and PL. 4355-D14/15)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated December 15, 2015, on the above application.

During consideration of the above matter, the Commission was informed that there is a short term accommodation review being conducted and requested that this applicant be considered for reimbursement based on the outcome.

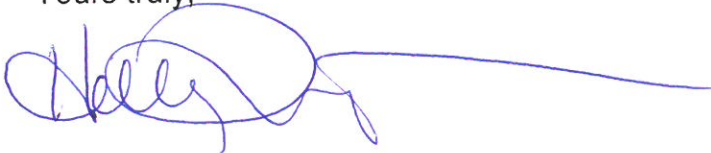
Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

That the application submitted by Froese Seeds Ltd. (Kim Larson) requesting permission to operate a Bed and Breakfast Home located at 838 3rd Street East be approved, subject to the following conditions:

1. That the applicant obtain a Development Permit and all other relevant permits and licences; and
2. That 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 report be considered by City Council at the time of the public hearing with respect to the above discretionary use application.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

BYLAW NO. 9344

The Zoning Amendment Bylaw, 2016

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2016*.


Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the lands described in the Bylaw from an FUD District to an R1A and an R1B District respectively.


Zoning Bylaw Amended

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

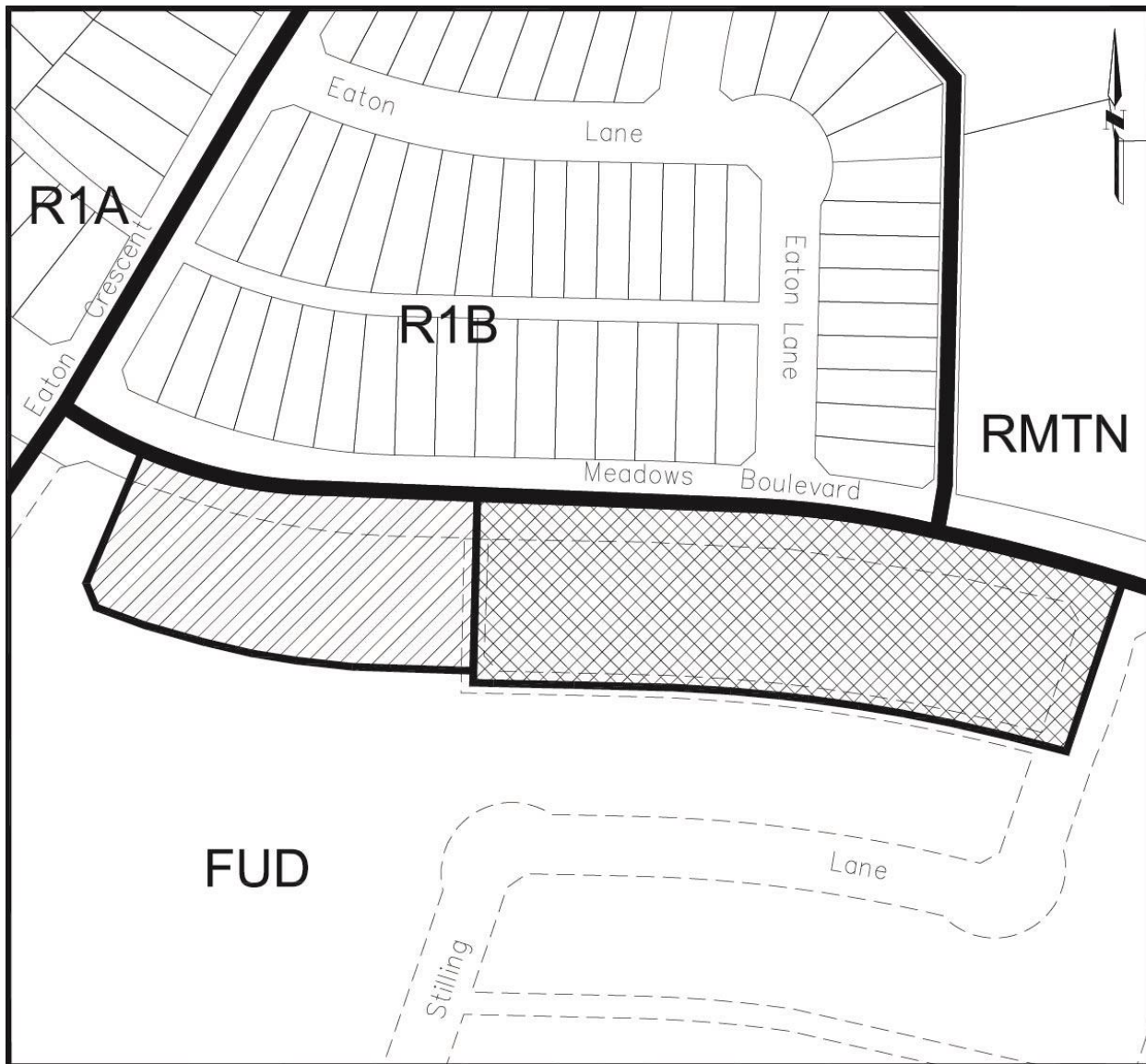
FUD District to R1A District

4. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an FUD District to an R1A District.
 - (a) Lots 17 – 22 inclusive of Block 54, as shown on a Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4 - W.3 Mer., Saskatoon, Saskatchewan, by Murray G. Radoux, S.L.S., dated July 10, 2014.



FUD District to R1B District

5. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an FUD District to an R1B District.
 - (a) Lots 1 – 16 inclusive of Block 54, as shown on Proposed Plan of Survey showing Surface Subdivision of part of N.W. ¼ Sec. 17 - Twp. 36 - Rge. 4

Appendix "A"



ZONING AMENDMENT

-  From FUD to R1A
-  From FUD to R1B

Proposed Rezoning – From FUD to R1A and R1B – Meadows Boulevard

Recommendation

That a copy of this report be submitted to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone land on Meadows Boulevard, as outlined in this report, be approved.

Topic and Purpose

An application has been submitted by Arbutus Properties proposing to rezone land on Meadows Boulevard in the Rosewood neighbourhood from FUD – Future Urban Development District (FUD) to R1A – One-Unit Residential District (R1A) and R1B – Small Lot One-Unit Residential District (R1B). This application applies zoning that is necessary to implement the Rosewood Neighbourhood Concept Plan (Concept Plan) for the area outlined in this report.

Report Highlights

1. The rezoning will accommodate development of single-unit residential.
2. The proposed rezoning is consistent with the Concept Plan.

Strategic Goal

This rezoning supports the Strategic Goal of Sustainable Growth. Rosewood was designed as a “complete community” neighbourhood that accommodates a variety of land uses and housing styles.

Background

The Concept Plan was originally approved by City Council in May 2008. A subsequent major amendment was approved in June 2014, which included the addition of a regional commercial area east of Zimmerman Road, as well as changes to the layout of the eastern portion of the neighbourhood, which included the subject area of this rezoning.

Report

Concept Plan

The Concept Plan identifies this area for development as single-unit residential (see Attachment 1).

Official Community Plan Bylaw No. 8769

This area is designated as “Residential” on the Official Community Plan Bylaw No. 8769 – Land Use Map.

Zoning Bylaw Amendment

The subject lands are proposed to be rezoned from FUD to:

- a) R1A; and
- b) R1B.

Proposed Rezoning – From FUD to R1A and R1B – Meadows Boulevard

These proposed zoning designations are consistent with the land use identified by the Concept Plan, as well as the Official Community Plan Bylaw No. 8769– Land Use Map.

Six lots are proposed for development under the R1A zoning and 16 lots are proposed for development under R1B. See Attachment 2 for a map showing the proposed application of these zoning districts.

Comments from Other Divisions

No comments or concerns were identified through the administrative referral process.

Options to the Recommendation

City Council could choose to deny this application. This option is not recommended as this application is consistent with the Concept Plan.

Public and/or Stakeholder Involvement

Extensive public consultation was undertaken during the development of the Concept Plan and subsequent major amendment. As this application is consistent with the Concept Plan, no further consultation was conducted.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. Once this application has been considered by the Municipal Planning Commission, it will be advertised, in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public hearing date, by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

Attachments

1. Rosewood Neighbourhood Concept Plan
2. Location Map

Report Approval

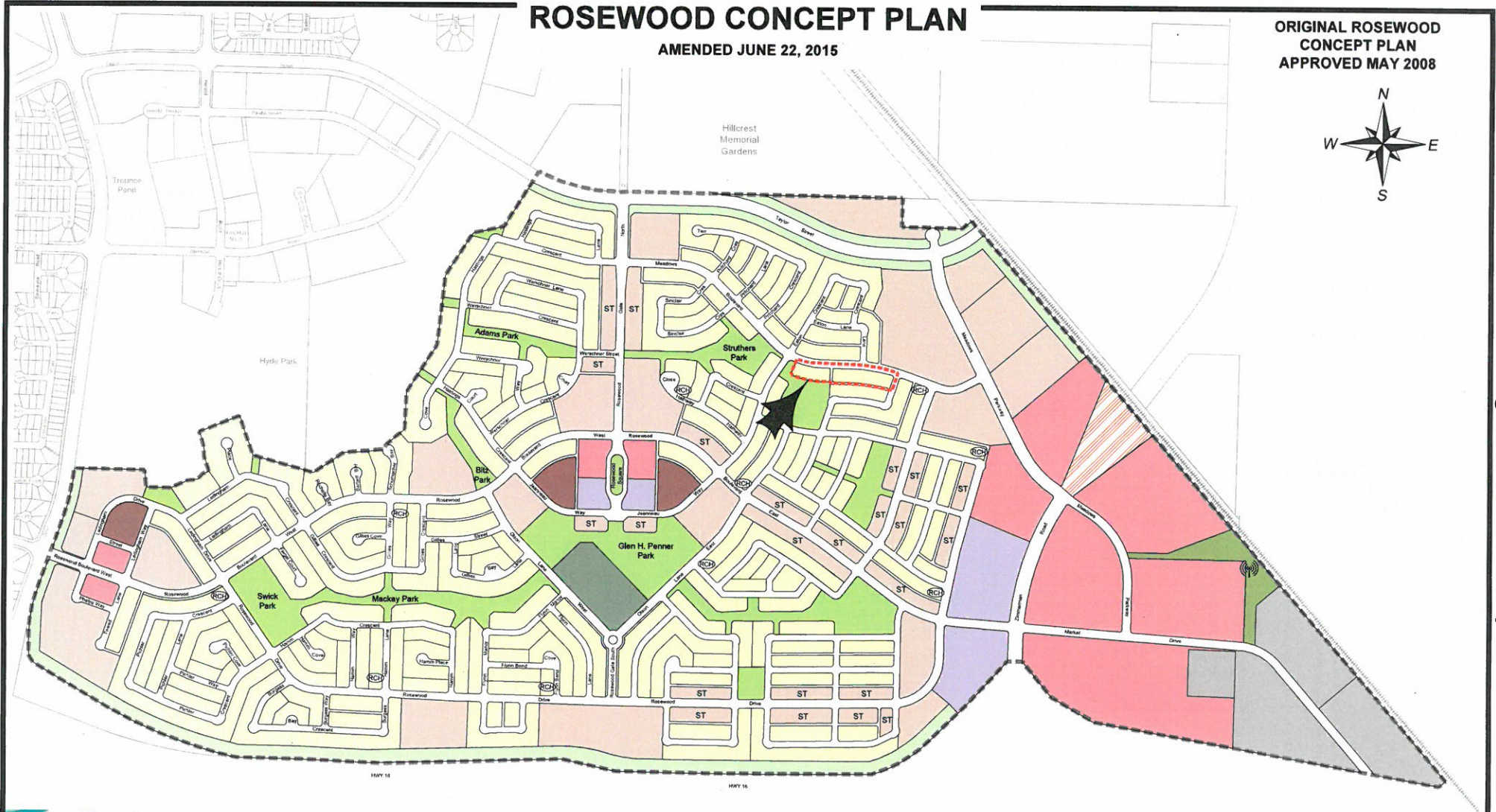
Written by: Brent McAdam, Planner, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\MPC – Proposed Rezoning – From FUD to R1A and R1B – Meadows Boulevard\kt
Final/Approved – R. Grauer – Dec 6, 2015

ROSEWOOD CONCEPT PLAN

AMENDED JUNE 22, 2015

ORIGINAL ROSEWOOD
CONCEPT PLAN
APPROVED MAY 2008



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

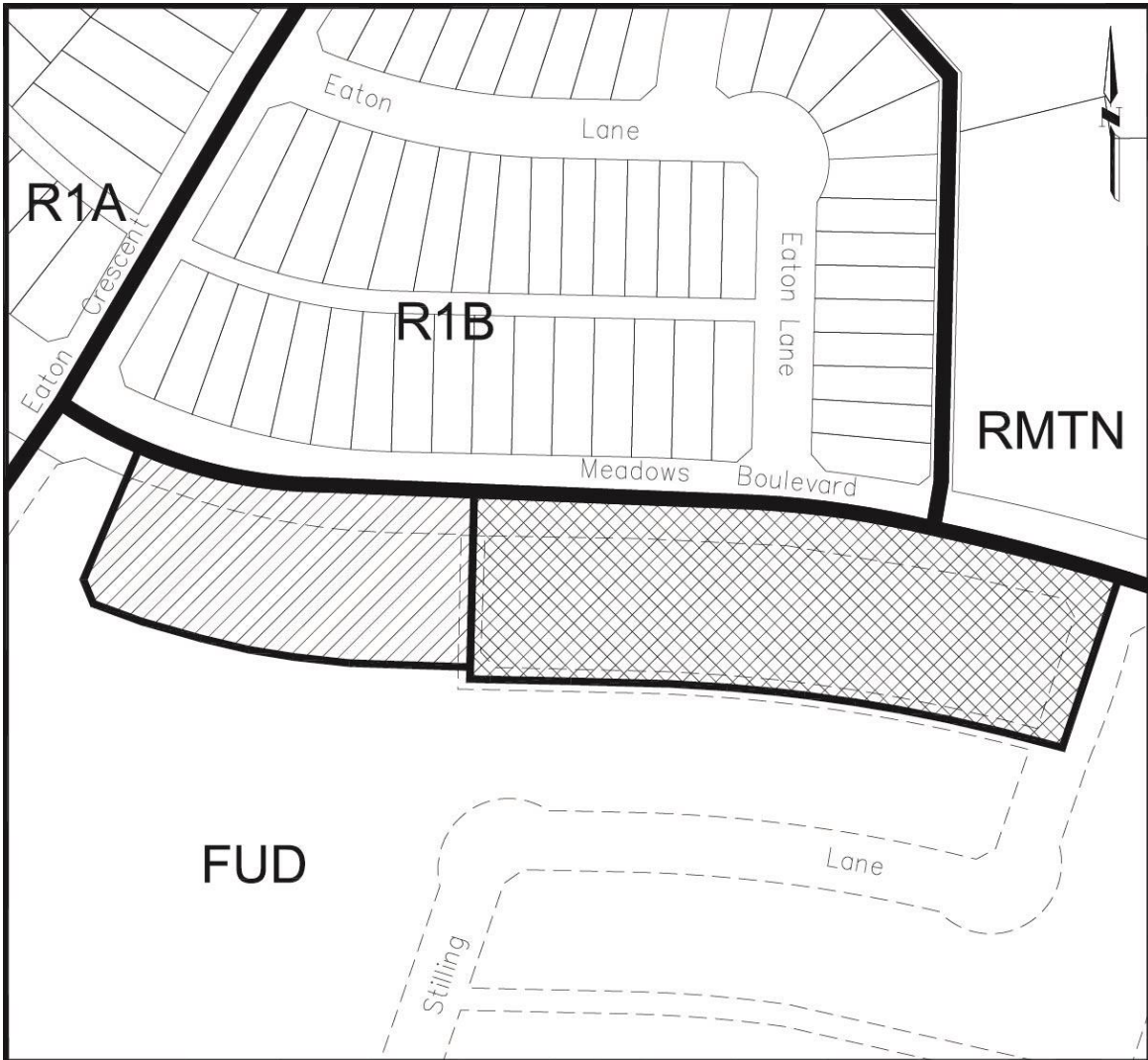
DRAWING NOT TO BE SCALED
November 23, 2015
N:\Planning\MAPPI\K\Rezoning\2015\R227-15_concept_plan_base.dwg

- | | | | |
|---------------------------------|-----------------------|------------------------|-----------------------|
| SINGLE FAMILY | MIXED USE | MUNICIPAL RESERVE | RESIDENTIAL CARE HOME |
| MULTI FAMILY | COMMERCIAL | BUFFER STRIP | CELL TOWER |
| MULTI FAMILY (STREET TOWNHOUSE) | LIGHT INDUSTRIAL | STORM WATER PARCEL | CONCEPT PLAN BOUNDARY |
| MULTI FAMILY (MEDIUM DENSITY) | POTENTIAL SCHOOL SITE | POTENTIAL RIGHT OF WAY | ZONING AMENDMENT AREA |



Rosewood Neighbourhood Concept Plan

ATTACHMENT 1

Location Map



ZONING AMENDMENT

-  From FUD to R1A
-  From FUD to R1B

N:\Planning\MAPPING\Rezoning\2015\RZ27_15.dwg



December 17, 2015

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Rezoning – From FUD to R1A and R1B – Meadows Boulevard
(File No. CK. 4351-015-020 and PL. 4350-Z27/15)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated December 15, 2015 on the above proposed rezoning.

During consideration of the above matter, the potential to include rear lane access was discussed. The Administration confirmed that there is no rear lane access in the approved plan for this area. The Administration also indicated that there are areas in the City that do not include a rear lane.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the proposed amendment to Zoning Bylaw No. 8770 to rezone land on Meadows Boulevard, as outlined in this report, be approved.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed rezoning.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

BRIDGES, FRIDAY, JANUARY 8, 2016 and
THE STARPHOENIX, SATURDAY, JANUARY 9, 2016

ZONING NOTICE
ROSEWOOD

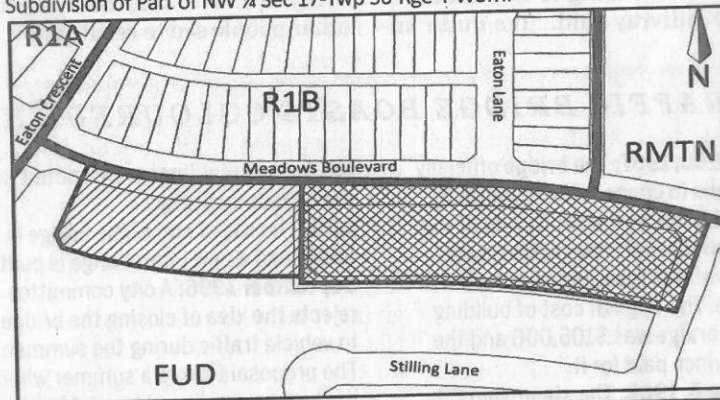
PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9344

Saskatoon City Council will consider amendments to the City's Zoning Bylaw (No. 8770) regarding land located on Meadows Boulevard in Rosewood, submitted by Arbutus Properties.



By way of Bylaw No. 9344, The Zoning Amendment Bylaw, 2016, the following zoning designations are proposed to be applied to the subject lands, consistent with the approved Rosewood Neighbourhood Concept:

- R1A – One-Unit Residential District; and
- R1B – Small Lot One-Unit Residential District.

LEGAL DESCRIPTION – Lots 1 – 22, Block 54 on the Proposed Plan of Subdivision of Part of NW ¼ Sec 17-Twp 36-Rge 4-W3M.



PROPOSED ZONING AMENDMENT

-  From FUD to R1A
-  From FUD to R1B

File No. RZ27-2015

REASON FOR THE AMENDMENT – This rezoning will provide for the development of single family residential development, consistent with the approved Rosewood Neighbourhood Concept Plan.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:
Community Services Department, Planning and Development
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, January 25, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:
His Worship the Mayor and Members of City Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5.

All submissions received by the City Clerk by **10:00 a.m. on Monday, January 25, 2016** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

BYLAW NO. 9346

The Zoning Amendment Bylaw, 2016 (No.2)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2016 (No.2)*.

Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to revise fees for development permits and other development applications.

Zoning Bylaw Amended

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

Section 4.0 Amended

4. (1) Subclause 4.3.7(2)(a) is amended by striking out "\$125.00" and substituting "\$135.00 plus 45 cents per \$1,000.00 of construction value".
(2) Subclause 4.3.7(3)(a) is amended by striking out "\$125.00" and substituting "\$135.00" and striking out "40" and substituting "45".
(3) Clause 4.6(3) is amended by striking out "\$150.00" and substituting "\$200.00".
(4) Subclause 4.7.1(2)(a)(i) is amended by striking out "\$800.00" and substituting "\$1,050.00".
(5) Subclause 4.7.1(2)(b)(i) is amended by striking out "\$1,500.00" and substituting "\$1,950.00".
(6) Subclause 4.7.1(2)(c)(i) is amended by striking out "\$4,000.00" and substituting "\$5,300.00".
(7) Subclause 4.8.1(1) is amended by striking out "\$3,000.00" and substituting "\$3,750.00".

- (8) Subclause 4.8.1(2) is amended by striking out “\$4,000.00” and substituting “\$5,000.00”.
- (9) Subclause 4.8.1(3) is amended by striking out “\$3,000.00” and substituting “\$3,750.00”.
- (10) Subclause 4.8.1(4) is amended by striking out “\$500.00” and substituting “\$625.00”.
- (11) Subclause 4.8.1(5)(a) is amended by striking out “\$1,500.00” and substituting “\$1,875.00”.
- (12) Subclause 4.8.1(5)(b) is amended by striking out “\$500.00” and substituting “\$625.00”.
- (13) Subclause 4.10.1(1) is amended by striking out “\$2,000.00” and substituting “\$2,500.00”.
- (14) Subclause 4.10.1(2) is amended by striking out “\$500.00” and substituting “\$625.00”.
- (15) Subsection 4.11 is amended by striking out “\$2,000.00” and substituting “\$2,500.00”.

Coming into Force

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

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and passed this _____ day of _____, 2016.

Mayor

City Clerk

Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications

Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to adjust fees for development permits and other development applications, as outlined in this report, be approved.

Topic and Purpose

The purpose of this report is to consider text amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) to provide for fee increases for development permits and other development applications.

Report Highlights

1. An increase in development permit fees is required to maintain a 100% cost-recovery objective.
2. Moving all other development application fees from 80% to 100% cost recovery, except discretionary use application fees, will provide for a user-pay service, which will ensure that an acceptable level of service can be maintained over time and that application fees are not supplemented from property taxes.
3. The proposed fees remain competitive with other municipalities in Western Canada.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity by establishing application and permit fees, which are competitive with other jurisdictions inside and outside Saskatchewan while maintaining a high level of service to the development industry.

Background

The Development Review Section facilitates the orderly use and development of property in Saskatoon, in accordance with accepted community standards, as primarily outlined in Official Community Plan (OCP) Bylaw No. 8769, the Zoning Bylaw, and Land Subdivision Bylaw No. 6537.

The fees for development applications reviewed by the Development Review Section were last evaluated as part of the 2014 annual operating budget. At that time, fees were adjusted to provide a 100% cost-recovery objective for development permits and to ensure an 80% cost-recovery objective for all other development applications.

Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications

Report

City Council will consider a report to adjust fees for development permits and other development applications as part of the proposed 2016 annual operating budget. Should City Council approve the fee adjustments, a text amendment to the Zoning Bylaw will be required to implement the changes.

Development Permit Fees

Development permit approvals ensure that a proposed development complies with applicable regulations and community standards contained in Zoning Bylaw No. 8770. The Development Review Section is responsible for issuance of development permits for all major residential, commercial, and industrial development in Saskatoon and for one- and two-unit dwellings and semi-detached dwellings in established neighbourhoods.

- a) **Volume**
The number of development permits issued for major residential, commercial, and industrial developments has risen from 1,199 in 2010 to just over 1,600 in 2014; an increase of 35% during this time frame. While it is anticipated that the number of permits may moderate in the short term, it is still projected that over 1,600 permits will be issued annually. Furthermore, with the implementation of the infill regulations for primary dwellings, the Development Review Section is now responsible for the issuance of development permits for one- and two-unit dwellings and semi-detached dwellings in the established neighbourhoods. This function was previously provided by the Building Standards Division.
- b) **Service Levels**
The standard set by the Development Review Section for an acceptable time frame for review of development permit applications is 4 to 6 business days for major residential, commercial, and industrial developments and 1 to 2 days for one- and two-unit dwellings and semi-detached dwellings. The current average time frame for review is 7.5 days for major residential, commercial, and industrial developments and 3 days for one- and two-unit dwellings and semi-detached dwellings.
- c) **Cost Recovery**
Setting a cost-recovery objective for development permits is important to ensure adequate financial resources are in place to provide for effective and efficient review of development permit applications. The current 100% cost-recovery rate ensures that appropriate resources are available to maintain service levels. Process reviews will also be completed in 2016 to identify improvements and to limit future fee increases.
- d) **Fees**
The current fees for a development permit are:
 - i) \$125 for a one-unit dwelling, two-unit dwelling, or semi-detached dwelling in an established neighbourhood; and

Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications

- ii) \$125, plus 40 cents per \$1,000 of construction value for all other uses.

To ensure development permit fees remain at a 100% cost-recovery rate, the Administration is recommending that fees be increased for all uses to \$135, plus 45 cents per \$1,000 of construction value (see Attachment 1).

The proposed fee adjustment is based on overall salary and non-salary costs required to review development permit applications, respond to enquiries related to applications, and undertake follow-up and enforcement.

Other Development Application Fees

The Development Review Section is also responsible for the review of other major development applications including rezoning, discretionary use, subdivision, condominium (including conversions), and concept plans.

a) Volume

The projected volumes of development applications are anticipated to be consistent with the five-year averages. The five-year averages for major development applications are noted below:

- i) Rezoning – 33 applications per year;
- ii) Discretionary use – 15 applications per year;
- iii) Subdivision - 94 applications per year;
- iv) Condominium (including conversions) - 14 applications per year; and
- v) Concept Plan - 2 major concept plan applications are anticipated in 2016.

b) Service Levels

The standards set by the Development Review Section for an acceptable time frame for review of major development applications are noted below (time frame for review will vary depending on the complexity of the proposal):

- i) Rezoning – 6 to 10 months;
- ii) Discretionary use – 10 to 14 weeks;
- iii) Subdivision and condominium – 4 to 8 weeks; and
- iv) Concept plan – 10 to 18 months.

c) Cost Recovery

Fees for development applications (other than development permits) are currently calculated at 80% cost recovery. The Administration is proposing that these fees move to 100% cost recovery with the exception of discretionary use application fees. An increase in discretionary use application fees is proposed to offset salary and non-salary costs to review these applications; however, these fees will remain at 80% cost recovery to ensure that they remain affordable to all who use this service.

Moving to a 100% cost-recovery model will provide for a user-pay service, which will ensure an acceptable level of service can be maintained over time and that

Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications

application costs are not supplemented by property taxes. Moving discretionary use application fees from 80% to 100% cost recovery will be evaluated in the future.

d) Fees

Current and proposed fees for development applications are outlined in the table in Attachment 1. The proposed fee increases are shown at 100% cost recovery (80% for discretionary use) and are based on overall salary and non-salary costs required to review the development applications and respond to enquiries related to applications.

Comparison with Other Municipalities

Fees for development permits and other development applications were reviewed for Regina, Calgary, Edmonton, and Winnipeg, and a comparison is included in Attachment 2. While each city reviewed has established different formulas for calculating fees, similar application types were looked at to provide the best comparison possible. Based on the review, the proposed fees for Saskatoon would remain competitive.

Options to the Recommendation

City Council may choose not to adopt the proposed fee adjustments. This option is not recommended by the Administration as adequate financial resources are required to provide an effective and efficient review of development applications. This would result in a decline in service levels.

City Council may also choose to maintain an 80% cost-recovery rate for development application fees (not including development permits). Maintaining an 80% cost-recovery rate would mean a decrease of approximately \$89,000 in revenues that would have to be supplemented from property taxes to cover the actual costs of the applications.

In setting a cost-recovery objective for development applications, it is important to consider the impact on other broader goals, such as attracting business, remaining competitive with other jurisdictions, keeping services affordable to all, and allowing the private sector to continue to flourish in our community. It is the opinion of the Administration that setting a 100% cost-recovery goal for application fees, except for discretionary use, would not impact these broader goals.

Public and/or Stakeholder Involvement

A draft of the proposed fees has been provided to major developers operating in Saskatoon, Saskatoon Region Association of Realtors, Saskatoon and Region Home Builders' Association, and Saskatchewan Land Surveyors.

Communication Plan

Should the proposed fees be approved, a fee schedule will be provided to all relevant stakeholders and noted on appropriate application forms and brochures.

Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications

Financial Implications

The proposed fee increases, along with adjustments to the number of applications, are estimated to provide additional revenues of approximately \$103,000 annually and accomplish 100% cost recovery for all application fees, except for discretionary uses.

Other Considerations/Implications

There is no policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The Administration will review all development application fees as part of the 2017 annual operating budget review to ensure the cost-recovery objectives are being maintained.

Public Notice

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. A notice will be placed in The StarPhoenix two weeks prior to the public hearing date at City Council.

Attachments

1. Existing and Proposed Development Application Fees
2. Comparison with Other Municipalities

Report Approval

Written by: Darryl Dawson, Manager, Development Review Section
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S:\Reports\DS\2015\MPC – Proposed Zoning Bylaw No. 8770 Text Amendment – Fees for Development Permits and Other Development Applications\kt

Existing and Proposed Development Application Fees

Type of Application	Current Fee	Proposed Fee (for 2016)	Method of Amendment
Subdivision	\$550, plus \$90 per lot (maximum \$3,600 lot fee)	\$650, plus \$115 per lot (maximum \$4,600 lot fee)	Subdivision Bylaw Amendment
Condominium - New	\$550	\$750	Policy Amendment
Condominium - Conversion	\$550, plus \$200 per unit (no maximum)	\$750, plus \$250 per unit (no maximum)	Policy Amendment
Development Permit - General	\$125, plus 40 cents per \$1,000 of construction value	\$135, plus 45 cents per \$1,000 of construction value	Zoning Bylaw Amendment
Development Permit – Infill OUD/TUD	\$125 per unit	\$135, plus 45 cents per \$1,000 of construction value	Zoning Bylaw Amendment
Rezoning	Text Amendment - \$3,000 Low Density - \$3,000 Consistent with Approved Concept Plan - \$3,000 Med/High Density - \$4,500 Contract Zone – plus \$500 Concept Plan (Major) – plus \$1,500 Concept Plan (Minor) – plus \$500	Text Amendment - \$3,750 Low Density - \$3,750 Consistent with Approved Concept Plan - \$3,750 Med/High Density - \$5,000 Contract Zone – plus \$625 Concept Plan (Major) – plus \$1,875 Concept Plan (Minor) – plus \$625	Zoning Bylaw Amendment
Discretionary Use	Standard - \$ 800 Complex - \$1,500 Highly Complex - \$4,000	Standard - \$1,050 Complex - \$1,950 Highly Complex - \$5,300	Zoning Bylaw Amendment
Direct Control District	If City Council Approval is Required - \$2,000	If City Council Approval is Required - \$2,500	Zoning Bylaw Amendment
Architectural Control District	Major - \$2,000 Minor - \$ 500	Major - \$2,500 Minor - \$ 625	Zoning Bylaw Amendment
Neighbourhood Concept Plan Amendment (without a rezoning application)	Major - \$1,500 Minor - \$ 500	Major - \$2,000 Minor - \$ 625	Zoning Bylaw Amendment
Zoning Bylaw Compliance Certificate	\$150	\$200	Zoning Bylaw Amendment
Liquor License Endorsement	\$150	\$200	Zoning Bylaw Amendment
Minor Variance	\$ 50	n/c	

Comparison with Other Municipalities

Development Permits

Development permit fees from Regina, Calgary, Edmonton, and Winnipeg were reviewed and compared. Each city reviewed has established different formulas for calculating development permit fees based on construction type, which make a direct comparison difficult. The table below shows the formula for the fees of similar types of developments.

City	One-Unit Dwelling, Two-Unit Dwelling, Semi-Detached Dwelling	Other (including commercial and industrial)
Saskatoon	\$135, plus 45 cents per \$1,000 of construction value (proposed)	\$135, plus 45 cents per \$1,000 of construction value (proposed)
Regina	Development permit fees are incorporated as part of the building permit fees	
Calgary	\$1,872	77 cents per square metre of gross floor area – minimum fee of \$1,764
Edmonton	\$447	\$811 up to 500 square metres, then \$88 for each additional 100 square metres
Winnipeg	\$190	\$342

Development Application Fees

Major development application fees from Regina, Calgary, Edmonton, and Winnipeg were reviewed. Again, each city reviewed has established different formulas for calculating fees. For comparison, the following tables provide a sample of minimum and maximum fees for each application type. It should be noted that, based on the formula each city has developed, the fees may not directly relate to the same type of development application for Saskatoon. All municipalities, including Saskatoon, typically have additional charges above the noted fees for items such as advertising and agreements.

Rezoning		
City	Minimum Fee	Maximum Fee
Saskatoon (proposed)	\$3,750	\$5,000
Regina	\$3,500	\$5,400
Calgary	\$2,595, plus \$237 per hectare	\$5,696 to \$9,044, plus \$333 to \$650 per hectare
Edmonton	\$1,248	\$4,472
Winnipeg	\$3,152	\$6,283

Concept Plan		
City	Minimum Fee	Maximum Fee
Saskatoon (proposed)	\$ 625	\$ 1,875
Regina	\$5,400	\$49,900
Calgary	\$3,165	\$ 5,770
Edmonton	\$2,548 or \$281 per hectare, whichever is greater	
Winnipeg	Cost of advertising	\$ 3,152

Discretionary Use		
City	Minimum Fee	Maximum Fee
Saskatoon (proposed)	\$1,010	\$5,300
Regina	\$2,500	\$5,000
Calgary	\$ 632	
Edmonton	\$ 316	
Winnipeg	\$ 426	\$1,229

Subdivision		
City	Minimum Fee	Maximum Fee
Saskatoon (proposed)	\$650, plus \$115 per lot (to a maximum of \$4,600)	
Regina	\$1,500, plus \$175 per unit (to a maximum of \$5,000)	
Calgary	\$1,136	\$577 per hectare for subdivision of area over 10 hectares
Edmonton	\$259 per lot	\$2,598 per lot
Winnipeg	\$622	\$1,510

Condominium (new)	
City	Fee
Saskatoon (proposed)	\$750
Regina	\$1,500 Examination Fee + \$175 per unit (to a maximum of \$5,000)
Calgary	Not available
Edmonton	\$40 per unit
Winnipeg	\$424

December 17, 2015

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Zoning Bylaw No. 8770 Text Amendment
Fees for Development Permits and Other Development Applications
(File No. CK. 4350-015-004 and PL. 4350-Z23/15)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated December 15, 2015, on the above proposed amendment.

During consideration of the above matter, concerns were raised that the research included only Municipalities in Western Canada. The Commission suggested that the City's fees be compared to the fees in the RM of Corman Park to remain competitive. Another concern was the timing of the increase.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that the proposed amendment to Zoning Bylaw No. 8770 to adjust fees for development permits and other development applications, as outlined in this report, be approved.

The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed amendment.

Yours truly,



Holly Thompson, Committee Assistant
Municipal Planning Commission

HT:sj

BRIDGES, FRIDAY, JANUARY 8, 2016 and
THE STARPHOENIX, SATURDAY, JANUARY 9, 2016

ZONING NOTICE

PROPOSED ZONING BYLAW TEXT AMENDMENT – BYLAW NO. 9346

Saskatoon City Council will consider a proposed text amendment to the Zoning Bylaw No. 8770. By way of Bylaw No. 9346, The Zoning Amendment Bylaw, 2016 (No. 2), the fees for development permits and other development applications will be revised.

Type of Application	Current Fee	Proposed Fee (for 2016)
Development Permit - General	\$125, plus 40 cents per \$1,000 of construction value	\$135, plus 45 cents per \$1,000 of construction value
Development Permit - Infill OUD/TUD	\$125 per unit	\$135, plus 45 cents per \$1,000 of construction value
Rezoning	Text Amendment - \$3,000 Low Density - \$3,000 Consistent with Approved Concept Plan - \$3,000 Med/High Density - \$4,500 Contract Zone – plus \$500 Concept Plan (Major) – plus \$1,500 Concept Plan (Minor) – plus \$500	Text Amendment - \$3,750 Low Density - \$3,750 Consistent with Approved Concept Plan - \$3,750 Med/High Density - \$5,000 Contract Zone – plus \$625 Concept Plan (Major) – plus \$1,875 Concept Plan (Minor) – plus \$625
Discretionary Use	Standard - \$ 800 Complex - \$1,500 Highly Complex - \$4,000	Standard - \$1,050 Complex - \$1,950 Highly Complex - \$5,300
Direct Control District	If City Council Approval is Required - \$2,000	If City Council Approval is Required - \$2,500
Architectural Control District	Major - \$2,000 Minor - \$ 500	Major - \$2,500 Minor - \$ 625
Neighbourhood Concept Plan Amendment (without a rezoning application)	Major - \$1,500 Minor - \$ 500	Major - \$2,000 Minor - \$ 625
Zoning Bylaw Compliance Certificate (including liquor license endorsement)	\$150	\$200

REASON FOR THE AMENDMENT – The proposed text amendments will implement revised fees approved by City Council as part of the 2016 annual operating budget. The revised fees will provide for a 100% cost recovery for development permits and other development applications, except discretionary use application fees that are 80% cost recovery. The proposed fees will ensure an acceptable level of service to review applications is maintained over time and that application fees are not supplemented from property taxes.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:
Community Services Department, Planning and Development
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, January 25, 2016 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:
His Worship the Mayor and Members of City Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, SK S7K 0J5.

All submissions received by the City Clerk by **Monday, January 25, 2016 at 10:00 a.m.** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.



STANDING POLICY COMMITTEE ON FINANCE

SED Industrial Park #1 – Southwest Industrial

Recommendation of the Committee

1. That the removal of Municipal Reserve Designation from 2.59 acres of land in the Southwest Industrial Area – SED Industrial Park #1, be approved;
2. That the Administration be requested to prepare the necessary bylaws and public notice procedures related to the sale of the Municipal Reserve; and
3. That the net proceeds from the sale of the land be placed in the Dedicated Lands Account Reserve.

History

At the January 4, 2016 Standing Policy Committee on Finance meeting, a report the General Manager, Community Services Department dated January 4, 2016, was considered.

Attachment

January 4, 2016 Report of the General Manager, Community Services.

SED Industrial Park #1– Southwest Industrial

Recommendation

That the Standing Policy Committee on Finance recommend to City Council:

1. That the removal of Municipal Reserve Designation from 2.59 acres of land in the South West Industrial Area – SED Industrial Park #1 be approved;
2. That the Administration be requested to prepare the necessary bylaws and public notice procedures related to the sale of the Municipal Reserve; and
3. That the net proceeds from the sale of the land be placed in the Dedicated Lands Account Reserve.

Topic and Purpose

The Administration is requesting approval to remove the Municipal Reserve (MR) designation of 2.59 acres of land in SED Industrial Park #1 in the South West Industrial Area.

Report Highlights

1. Approval is requested to remove the designation of 2.59 acres of MR land in SED Industrial Park #1 in the South West Industrial area.

Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Economic Diversity and Prosperity by continuing to create and support a business-friendly environment and increase the tax base that is non-residential.

Background

There are 2.59 acres of land in the SED Industrial Park #1 area between Barnes Avenue and Jonathon Avenue, with Fletcher Road to the north (see Attachment 1). This land is designated as an Industrial Park.

During the construction of the Circle Drive South Bridge Project, this area of MR land was included to be subdivided. Saskatoon Land purchased parcels surrounding SED Industrial Park #1 as part of the Circle Drive South Bridge Project and has expressed interest in purchasing the remaining MR land from Recreation and Community Development.

Report

The sale of MR land follows the Process and Criteria for Assessing Written Requests. The following criteria are used when assessing MR land sale requests:

- a) size of the area requested, and the impact the sale of this area has on the purpose, function, site access, visibility, and frontage of the park;

- b) value of the space in contributing to beautification, passive and active recreation, landscape, and land forms;
- c) long-term impact on future development in meeting user/community leisure needs;
- d) a surplus or deficiency of park space in the neighbourhood, district, and/or multi-district (Planning and Development – Future Growth);
- e) purpose of the parcel being requested, and whether it is compatible with the purpose and function of the existing park program plan; and
- f) private good versus public good.

The Administration has reviewed this MR land and concluded that the sale would impact the opportunity to develop a park in the future. There is currently no passive or active recreation programming at the site; although, continued ongoing maintenance (grass cutting, tree pruning, etc.) is still required. There is no public demand for programming at this site, nor does Recreation and Community Development have plans for future development, as this land is unsuitable for future park programming.

Sale of Serviced City-Owned Land Policy No. C09-033 requires that Saskatoon Land shall ensure that the fair market value of the land is comparable to other land sales in the vicinity, taking into account factors such as size, configuration, location characteristics, environmental, and serviced condition. This parcel of land has some levies owing and requires a subdivision to create two saleable parcels. Environmental Services also has two groundwater wells on the edge of the parcel. These wells will require easements to allow for access.

Public and/or Stakeholder Involvement

None required at this time.

Communication Plan

Advertising is a requirement of the *Planning and Development Act, 2007* for the exchange of land and is part of the communication plan.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Once the MR designation is removed from the land, a further report will be tabled with the Standing Policy Committee on Finance detailing pricing and reserve allocations in the fall of 2016.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 3, Subsection J, of Public Notice Policy No. C01-021. Public Notice will be advertised on January 16, 2016 in the *Saskatoon Star Phoenix*.

Attachment

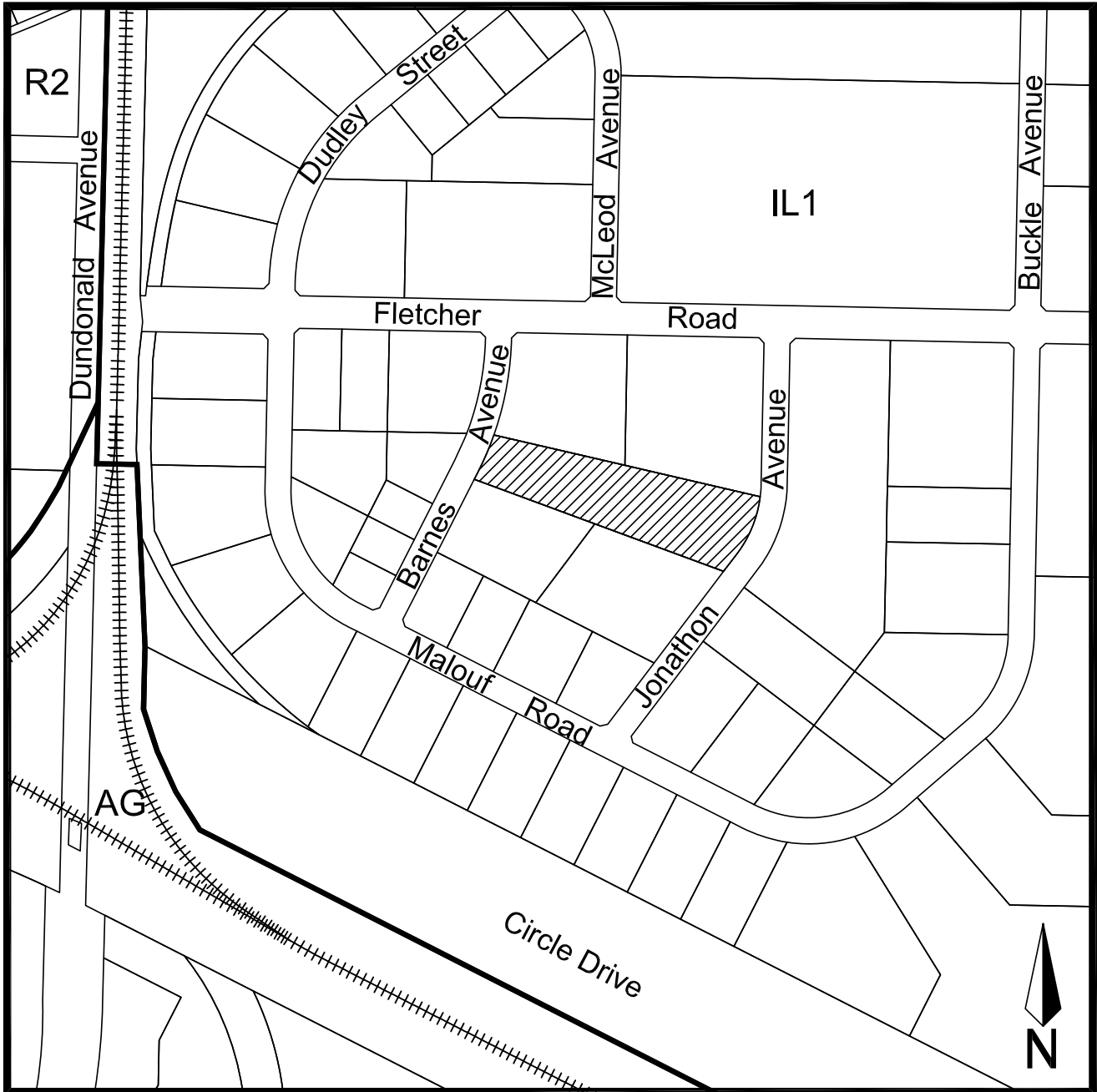
1. Southwest Industrial - Land Currently Designated as MR

Report Approval

Written by: Kevin Ariss, Open Space Consultant, Recreation and Sport
Reviewed and Lynne Lacroix, Director, Recreation and Community Development
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S/Reports/RS/2015/PDCS – SED Industrial Park #1 – South West Industrial/gs

Southwest Industrial - Land Currently Designated as MR



BRIDGES, FRIDAY, JANUARY 15, 2016 and
THE STARPHOENIX, SATURDAY, JANUARY 16, 2016

PUBLIC NOTICE

**Change in Municipal Reserve Designation -
SED Industrial Park #1**

Saskatoon City Council will consider a request made by Recreation and Sport to change designation of 2.59 acres of Municipal Reserve land in the South West Industrial area with future intentions to sell the land.

LEGAL DESCRIPTION – M.R. 2 designation roll number:
534608600 ISC number: 131579635

CIVIC ADDRESS – 131 Jonathon Avenue



INFORMATION – Questions regarding the proposal may be directed without charge:

Community Services Department, Recreation and Sport
Phone: 306-975-3485 (Kevin Ariss)

PUBLIC HEARING – City Council will consider all submissions on the proposed designation and hear all persons who are present at the City Council meeting and wish to speak on **Monday, January 25th, 2015 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

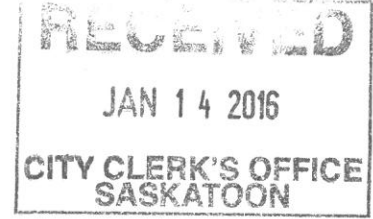
His Worship the Mayor and Members of Council
c/o City Clerk's Office, City Hall
222 Third Avenue North, Saskatoon, Saskatchewan S7K 0J5

All submissions received by the City Clerk by **10:00 a.m. on Monday, January 25th, 2015** will be forwarded to City Council.



205-1

Bangladeshi Community Association of Saskatchewan
বাংলাদেশী কমিউনিটি এসোসিয়েশন অব সাসকাচুয়ান



His Worship Donald J. Atchison
Office of the Mayor
222 Third Avenue North
Saskatoon, SK S7K 0J5

January 14, 2016

Subj: Raising Bangladesh Flag on February 21st on Saskatoon City Hall Ground

His Worship;

As you know that the International Mother Language Day is celebrated worldwide to recognize the significance of mother language in our lives. However, it is the sacrifice of the People of Bangladesh during the Language Movement of 1952 that brought this issue at the fore front. On February 21, 1952, several people in Bangladesh (former East Pakistan) were gunned down when police fired on a peaceful rally. The rally was organized to support the rights of the Bangla speaking people in Bangladesh to practice their language in schools, offices and in everyday life.

In recognition of this extraordinary sacrifice of the people of Bangladesh for their mother language, and to promote the use and preservation of mother languages, on November 17, 1999 UNESCO has proclaimed 21st February as the International Mother Language Day.

21st February is an important day for the people who consider Bangla as their mother language. It is a day of mourning in memory of those people who made their ultimate sacrifice to protect and preserve Bangla as the mother language of over 240 million people. A significant number of Bangla speaking people now call Saskatoon as their home. It is needless to say that we receive very good support from your our Mayor and the City Hall. Last year you honored us with your presence at the celebration of International Mother Language Day. This year, we are preparing for the celebration of the same. Through you, I would like to request our City Councilors that they grant us the opportunity to raise the Flag of Bangladesh on City Hall ground on February 21st.

Please let me know the detailed steps that I may have to follow to have the Council make the necessary decision. I would be happy to provide more details on the history and significance of 21st February. I am also available for a meeting with you or any City Officials to discuss it further.



I can be contacted at (306) 717 8234, (306) 382 1590, or by email at h.zakir@hotmail.com. In the mean time, you may find the following excerpts informative.

UNESCO International Mother Language Day

Why International Mother Language Day?

Linguistic and cultural diversity represent universal values that strengthen the unity and cohesion of societies. The recognition of the importance of linguistic diversity led to UNESCO's decision to celebrate International Mother Language Day.

When was it launched?

The 30th session of the General Conference of UNESCO in 1999 decided that the Organization would launch and observe an International Mother Language Day on 21 February every year throughout the world.

Proclamation

Considering that languages are at the very heart of UNESCO's objectives and that they are the most powerful instruments of preserving and developing our tangible and intangible heritage,

Bearing in mind also that all moves to promote the dissemination of mother tongues will serve not only to encourage linguistic diversity and multilingual education but also to develop fuller awareness of linguistic and cultural traditions throughout the world and to inspire solidarity based on understanding, tolerance and dialogue,

Considering consequently that one of the most effective ways to promote and develop mother tongues is the establishment of an "International Mother Language Day" with a view to organizing various activities in the Member States and an exhibition at UNESCO Headquarters on that same day,

Recognizing the unprecedented sacrifice made by Bangladesh for the cause of mother language on 21 February 1952,



Bangladeshi Community Association of Saskatchewan
বাংলাদেশী কমিউনিটি এসোসিয়েশন অব সাসকাচুয়ান

Noting that this idea has not yet been adopted at the international level, the general conference

Proposes that 21 February be proclaimed “International Mother Language Day” throughout the world to commemorate the martyrs who sacrificed their lives on this very date in 1952. (end of proclamation)

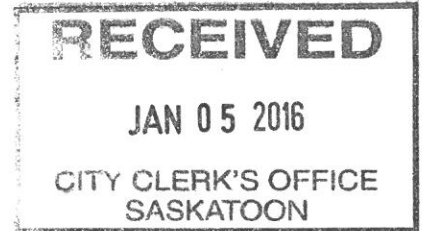
Most Sincerely,

Zakir Hossain

President

Bangladeshi Community Association of Saskatchewan

From: Erin McKay <erin.mckay@suncorpvaluations.com> on behalf of Erin McKay
<erin.mckay@suncorpvaluations.com>
Sent: January 05, 2016 3:41 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Tuesday, January 5, 2016 - 15:40
Submitted by anonymous user: 67.225.49.2
Submitted values are:

Date: Tuesday, January 05, 2016
To: His Worship the Mayor and Members of City Council
First Name: Erin
Last Name: McKay
Address: 603 Avenue K South
City: Saskatoon
Province: Saskatchewan
Postal Code: S7M 2E4
Email: erin.mckay@suncorpvaluations.com

Comments:

Hello,
I'm writing to request the use of Civic Square and a flag raising for the Saskatoon Pride Festival starting June 6th, 2016 with the raising and keeping the flag flown for the remainder of Pride Week which runs June 5-12th, 2016.
The Flag Raising will start at noon on Monday June 6, 2016 and will last approximately one (1) hour, we will need use of the square from about 11am-1:30pm. We will be using a small PA for some speakers and be serving some kind of dessert (cake).

Thank you all for your time. I look forward to hearing from you.

Erin McKay

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/58013>



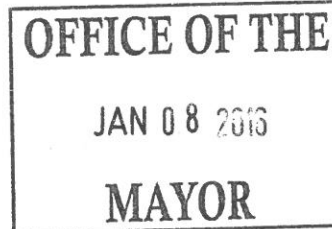
Saskatchewan Organization for Heritage Languages

2144 Cornwall Street, Regina, Saskatchewan S4P 2K7

Tel: (306) 780-9275 Fax: (306) 780-9407 Email: sohl@sasktel.net www.heritagelanguages.sk.ca

December 31, 2015

His Worship Donald J. Atchison
Office of the Mayor
222 - 3rd Avenue North
Saskatoon, SK S7K 0J5



Dear Mayor Atchison:

On behalf of the Saskatchewan Organization for Heritage Languages Inc. (SOHL), please accept this request to proclaim the week of February 15th to 21st, 2016 as 'International Heritage Language Week' in Saskatoon, Saskatchewan. February 21st was proclaimed 'International Mother Language Day' by the General Conference of the United Nations Educational, Scientific, and Cultural Organization (UNESCO) in November 1999. Since then, this significant day has been celebrated all over the world to promote linguistic and cultural diversity. SOHL, in conjunction with the Saskatchewan Intercultural Association (SIA), will be sponsoring a multicultural Choral Concert in Saskatoon to mark this special occasion.

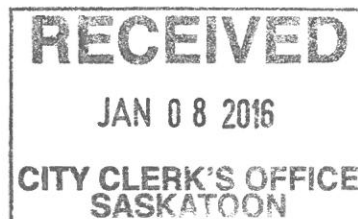
Languages are the most powerful instruments of preserving and developing our tangible and intangible heritage. Irina Bokova, UNESCO Director General, eloquently stated: "Multilingualism is a source of strength and opportunity for humanity. It embodies our cultural diversity and encourages the exchange of views, the renewal of ideas and the broadening of our capacity to imagine".

The Saskatchewan Organization for Heritage Languages Inc. is a provincial cultural organization dedicated to preserving and promoting the languages in our province. SOHL supports over 80 community-based heritage language schools in Saskatchewan by funding their language programs, providing training for language teachers, and promoting the benefits of language education.

On behalf of SOHL, we thank you for your consideration, and hope that you will recognize February 15th to 21st, 2016 as International Heritage Language Week. Please do not hesitate to contact the SOHL office at (306) 780-9275 if you require any further information.

Sincerely,

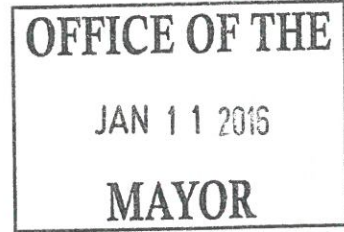
Tamara Ruzic
SOHL Executive Director



FUNDING PROVIDED BY



His Worship Donald J. Atchison
Office of the Mayor
222 Third Avenue North
Saskatoon, SK S7K 0J5



205-5

Friday, January 8, 2016

Dear Mayor Donald J. Atchison

Every February the Heart and Stroke Foundation celebrates Heart Month by holding its Canvassing Campaign. During this month, we rely on more than 100,000 passionate Canadians to selflessly brave the cold and give their time by canvassing local neighbourhoods to collect donations to help us further our mission - prevent disease, save lives and promote recovery.

Since our founding in 1952, Heart and Stroke Foundation funded research has been the engine driving relentless progress in heart disease and stroke prevention and care across Canada. Over the past six decades, the generosity of our donors has enabled us to invest almost \$1.4 billion into life-saving research – research that has revolutionized the prevention and treatment of heart disease and stroke. The impact of these advances has been extraordinary and largely led to a 75 per cent reduction in the rate of death from heart disease and stroke. Despite that remarkable progress, the Foundation’s work is more urgent than ever, because heart disease and stroke still takes one life every seven minutes in Canada.

As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day. In 2014, the Foundation supported nearly 1,000 hospital and university-based researchers across Canada.

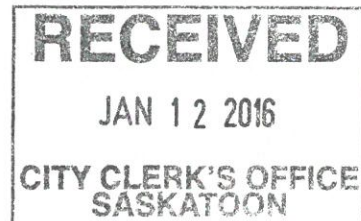
February is recognized as Heart Month in Canada and the Heart and Stroke Foundation **Saskatoon** office respectfully requests your proclamation of February 2016 as Heart Month in the **City of Saskatoon**. I would be grateful to receive notification of approval of this proclamation. To this end, I have enclosed a draft ‘Proclamation’ for your reference.

If I may provide any additional information, please contact me at your convenience. I can be reached at **306-500-6009** or by email at **deslauriersa@hsf.sk.ca**.

Sincerely,

Arielle Deslauriers, Program Coordinator

Heart Month Canvassing Campaign



Proclamation

City of **Saskatoon**

Mayor **His Worship Donald J. Atchison**

February 2016

WHEREAS: Every seven minutes, someone dies from heart disease or stroke in Canada. Help create more survivors.

AND WHEREAS: The Heart and Stroke Foundation's mission is to prevent disease, save lives and promote recovery. As a volunteer-based health charity, we strive to tangibly improve the health of every Canadian family, every day.

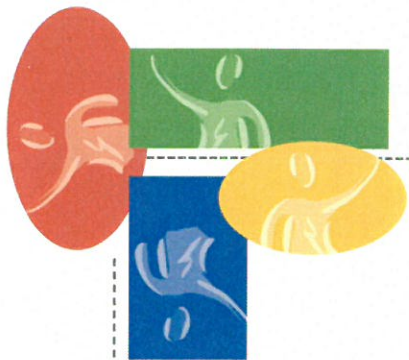
AND WHEREAS: February is Heart Month in Canada, during which the Heart and Stroke Foundation Canvassing Campaign takes place, to support on-going heart disease and stroke life-saving research, health promotion and advocacy;

AND WHEREAS: We applaud and commend the thousands of volunteers, staff and researchers of the Heart and Stroke Foundation for their dedication and commitment and wish them continued success;

I, THEREFORE: proclaim that the month of February be observed as "Heart Month" in the City of Saskatoon. I further urge all citizens to open their heart to the Heart and Stroke Foundation Canvassing Campaign, and all civic, social organizations and business establishments to give this campaign the greatest possible support. Together, we can create more survivors!



RECEIVED
JAN 15 2016
CITY CLERK'S OFFICE
SASKATOON



Cultural Diversity and Race Relations

January 13 2016

His Worship the Mayor
And Members of City Council

Your Worship and Members of City council:

Re: Cultural Diversity and Race Relations Month Proclamation and Flag Raising.

As you are aware, the United Nations has designated March 21 as "International Day for the Elimination of Racial Discrimination."

I am writing on behalf of the City of Saskatoon Cultural Diversity and Race Relations Office and Committee, to request that City Council declare March 2016 as "Cultural Diversity and Race Relations Month" in Saskatoon. We would also like permission to raise our Cultural Diversity and Race Relations Flag in front of City Hall at our Opening Ceremony on March 1st 2016 and to have the flag flying during the entire month of March.

City Council's granting of these requests in past years has presented a great opportunity for public awareness programs and community participation. The Cultural Diversity and Race Relations Committee and several other organizations in Saskatoon, are planning a number of activities that will take place throughout the month of March. Your continued support of these initiatives is greatly appreciated!

Yours truly,

Zondra Roy, Coordinator, Living in Harmony Awards 2016
Becky Sasakamoose Kuffner, Cultural Diversity and Race Relations Coordinator, City of Saskatoon
Phone #: 975-7826 Email: becky.kuffner@saskatoon.ca



RECEIVED
JAN 18 2016
CITY CLERK'S OFFICE
SASKATOON

205-5

3130 Laurier Drive Saskatoon Saskatchewan S7L 5J7
Phone (306) 975-3378 Fax (306) 975-2324

January 15, 2016

His Worship the Mayor and City Council

Re: Request for February 15th, 2016 (Family Day) to be declared as "Family in Motion Day"

Our File No.: 115-9-7

Please accept this letter as a formal request to declare Family Day on February 15th 2016 as "Family in Motion Day". This request is being made on behalf of the *In Motion* partnership between the City of Saskatoon, Saskatoon Health Region and University of Saskatchewan.

In Motion is a population health promotion strategy that works to build community capacity and create supportive environments to help residents make physical activity a part of their daily lives.

For the tenth year, *In Motion* will be encouraging everyone in Saskatoon and Region to continue the tradition of being physically active and to make lasting memories with family and friends on the Family Day statutory holiday. Various physical activity events (e.g., skating, outdoor play, cross-country skiing, fencing, badminton) will be held throughout the city and be hosted by partnering organizations. As part of the partnership, the City of Saskatoon will be providing a family skating day event at the Clarence Downey Speed Skating Oval as well as free skating and other activities at the Cosmo Civic Centre.

Thank you for taking the time to review our request and for supporting *In Motion* in our communities.

Yours truly,

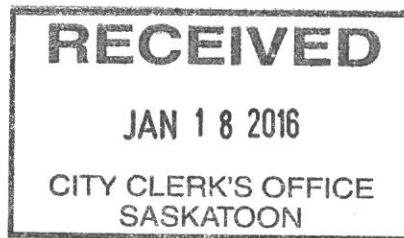
A handwritten signature in cursive script that reads 'Kevin Kitchen'.

Kevin Kitchen, Community Development Manager
Recreation and Community Development Division (306-975-3181)

KK:kk

cc: Brent Rioux, Saskatoon Health Region

From: Jeanny Buan <Jeanny.Buan@redcross.ca>
Sent: January 18, 2016 4:21 PM
To: Web E-mail - City Clerks
Subject: Proclamation for City Council meeting- January 25
Attachments: Saskatoon Pink Day proclamation.pdf



To the Mayor and City Council,

The Canadian Red Cross has been working on promoting healthier relationships, comprehensive management strategies and safe communities. Our aim is to create a safe and accepting environment free of violence and bullying especially for children and youth.

In line with this, on behalf of the Red Cross, I would like to request your office to proclaim February 24, 2016 as Red Cross Pink Day. Kindly see attached document.

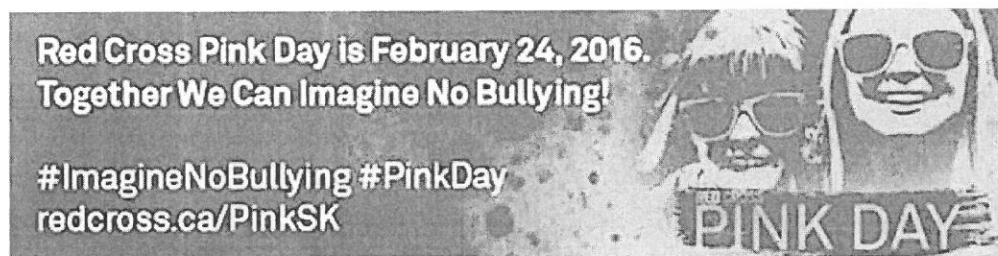
You may contact me at 306-668-0712 and send any correspondences via mail at 443 2nd Avenue North, Saskatoon, SK S7K 2C1.

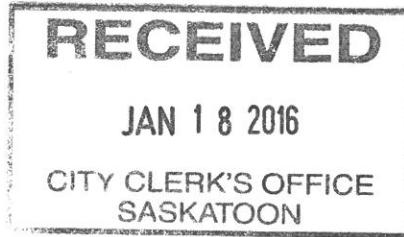
Thank you,

Jeanny Buan
Education Coordinator
Province of Saskatchewan

443 2nd Ave N
Saskatoon, SK
S7K 2C1
Tel: (306) 668-0712
Fax: (306) 668-0722

Canadian Red Cross | Croix-Rouge canadienne
Western Zone
Jeanny.Buan@redcross.ca
www.redcross.ca | www.croixrouge.ca





Red Cross Pink Day – Feb. 24, 2016

Proclamation

Whereas, bullying affects every community and can have a devastating affect on children and youth, families, and communities, and,

Whereas, people can put a stop to bullying when they know how to recognize it, how to stand up for themselves and others, and where to go for help, and,

Whereas, Red Cross Pink Day brings attention to the need to stand up to bullying and shows support for people who are bullied, and,

Whereas, by participating in Red Cross Pink Day and learning about bullying prevention we show our support and help to put a stop to bullying in our province, and,

Whereas, the Canadian Red Cross works with schools and communities across Saskatchewan and Canada through the RespectED violence and abuse prevention program to build capacity to address bullying, and,

Whereas, Red Cross Pink Day, along with Canadian Red Cross bullying prevention training, will raise awareness of bullying and help children, youth and adults in our community to stand up for each other and create a safer community for all.

Therefore, the city of Saskatoon hereby proclaims February 24, 2016, as Red Cross Pink Day. We urge all residents of Saskatoon to participate in Red Cross Pink Day and to support the Canadian Red Cross by volunteering their time or by financially supporting the Red Cross bullying prevention program.

205-5



2138 McIntyre Street
Regina, SK, S4P 2R7 Canada
P: 306.757.4669 F: 306.757.3226
E: scic@earthbeat.sk.ca
www.earthbeat.sk.ca

FOR INTERNATIONAL COOPERATION
December 17, 2015

Mayor Atchison
Office of the Mayor
222 Third Street
Saskatoon Sk. S7K 0J5

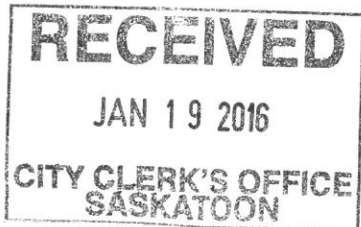
Greetings Mayor Atchison,

We are pleased to invite you to take part in the annual celebration of **International Development Week** this coming February, 2016. Saskatchewan residents have long supported positive change by committing their time, energy, and money to make a difference all around the world. This year, the Saskatchewan Council for International Cooperation (SCIC), in partnership with the Global Affairs Canada (GAC) are encouraging the residents of Saskatoon to join us in recognizing the contributions of Saskatchewan residents working towards eradicating global poverty. To join our efforts, we are asking that you **formally proclaim February 7th - 13th, 2016 as International Development Week.**

While it may seem like a small gesture in the global context, proclaiming International Development Week is a meaningful way that you, on behalf of the City of Saskatoon can make a difference. By encouraging Saskatoon Citizens to learn about the many ways that we can affect change as global citizens here at home, and to reflect on and celebrate the ways people are already making a difference, you will be raising awareness about the critical importance of global poverty alleviation and inspiring the people of Saskatchewan to take action.

Our world is more connected than ever before; distance no longer separates our lives as it used to, and global poverty affects us all. I sincerely hope that you will join us in recognizing the efforts of Saskatchewan people in tackling these issues during International Development Week 2015. Should you have any questions or require further information, please don't hesitate to contact me.

Sincerely,
Jacqui Wasacase,
Executive Director



- Canadian Baptists of Western Canada
- Canadian Catholic Organization for Development and Peace
- Canadian Co-operative Association / Co-operative Development Foundation of Canada
- Canadian Hunger Foundation
- Canadian Lutheran World Relief
- Change for Children Association
- CODE
- Crossroads International
- Cuso International
- effect:hope (The Leprosy Mission Canada)
- HOPE International Development Agency
- Islamic Association of Saskatchewan (Saskatoon)
- Mennonite Central Committee
- Plan International Canada Inc.
- Presbyterian World Service & Development
- Primate's World Relief and Development Fund
- Save the Children Canada
- The Salvation Army
- UNICEF
- United Church of Canada
- USC Canada
- World Relief Canada
- World Renew
- WUSC
- Wycliffe Bible Translators of Canada

**International Development Week
February 7 to 13, 2014**

WHEREAS Canadians significantly help to improve the quality of life in various communities around the world, by their involvement as international development stakeholders, volunteers, and supporters;

WHEREAS, during the first full week of February each year, the Government of Canada celebrates Canada's contribution to international development and its commitment to poverty reduction, and the Saskatchewan Council for International Cooperation (SCIC) connects Saskatchewan residents and municipalities to these celebrations;

THEREFORE, as Mayor of Saskatoon, I hereby proclaim that the week of February 7 to 13, 2016, shall be "International Development Week" in the City of Saskatoon, Saskatchewan. I invite all citizens to become informed about international development, to participate in and organize local events, and to demonstrate their solidarity with developing countries by learning how they can make a difference as global citizens.