



## **ORDER OF BUSINESS**

### **REGULAR MEETING OF CITY COUNCIL**

**NOVEMBER 4, 2013, AT 6:00 P.M.**

1. **Approval of Minutes** of regular meeting held on October 21, 2013.

2. **Public Acknowledgements**

PRESENTATION: Joint 2013 City of Saskatoon/CUPE 59 Scholarships

- Ms. Robbin Rempel
- Mr. Joshua Brand

3. **Hearings**

a) **Proposed Zoning Bylaw Text Amendment  
Definitions of “Place of Worship”, “Funeral Home”, and  
“Funeral and Wedding Establishments”  
Identification of Permitted Use for Funeral and Wedding Establishments  
Proposed Bylaw No. 9129  
(File No. CK 4350-011-6)**

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**RECOMMENDATION:** that City Council consider Bylaw No. 9129.

The purpose of this hearing is to consider proposed Bylaw No. 9129.

Attached is a copy of the following material:

- Proposed Bylaw No. 9129;

- Clause 4, Report No. 11-2013 of the Planning and Operations Committee which was adopted by City Council at its meeting held July 17, 2013, recommending that Zoning Bylaw No. 8770 be amended to clarify the definitions for “Place of Worship” and “Funeral Home”, add a definition for Funeral and Wedding Establishments and identify Funeral and Wedding Establishments as a permitted use in the IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C, and B6 Zoning Districts;
- Letter dated September 16, 2013, from the Committee Secretary, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Committee; and
- Notice which appeared in the local press on October 19 and 20, 2013.

**b) Proposed Text Amendments to the Official Community Plan  
Provisions regarding Wetlands Conservation and Management  
Wetland Policy Project  
Proposed Bylaw No. 9138  
(File No. CK. 4110-38)**

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- RECOMMENDATION:**
- 1) that City Council consider Bylaw No. 9138; and
  - 2) that subject to City Council’s adoption of the proposed amendments to the Official Community Plan Bylaw No. 8769, the proposed City of Saskatoon Council Policy entitled Wetland Policy, attached to the September 16, 2013, report of the General Manager, Community Services Department, be approved.

The purpose of this hearing is to consider amendments to the Official Community Plan, Bylaw No. 8769.

Attached is a copy of the following material:

- Proposed Bylaw No. 9138;
- Clause 4, Report No. 16-2013 of the Planning and Operations Committee which was adopted by City Council at its meeting held October 7, 2013, recommending in part, that the Official Community Plan Bylaw No. 8769 be amended as outlined in the report of the General Manager, Community Services Department dated September 16, 2013;

- Letter dated October 24, 2013, from the Committee Assistant, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Committee;
- Notice which appeared in the local press on October 19 and 29, 2013; and
- Letter dated October 29, 2013, from Louise Jones, Chair, Northeast Swalewatchers requesting that Stewart Coles and Richard Huziak address Council on behalf of the group.

**c) Proposed Text Amendments to the Zoning Bylaw – Section 5.3  
Excavation, Stripping and Grading of Land  
Wetland Policy Project  
Proposed Bylaw No. 9139  
(File No. CK. 4110-38)**

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**RECOMMENDATION:** that City Council consider Bylaw No. 9139.

The purpose of this hearing is to consider amendments to the Zoning Bylaw No. 8770.

Attached is a copy of the following material:

- Proposed Bylaw No. 9139;
- Clause 4, Report No. 16-2013 of the Planning and Operations Committee which was adopted by City Council at its meeting held October 7, 2013, recommending in part, that the Zoning Bylaw No. 8770 and the Wetland Policy be amended as outlined in the report of the General Manager, Community Services Department dated September 16, 2013; **(see attachment 3b)**
- Letter dated October 24, 2013, from the Committee Assistant, Municipal Planning Commission, advising that the Commission supports the above-noted recommendation of the Committee; **(see attachment 3b)** and
- Notice which appeared in the local press on October 19 and 29, 2013.

d) **Proposed Text Amendments to Schedule “A” of Bylaw No. 8844  
The Corman Park – Saskatoon Planning District  
Official Community Plan Bylaw  
Construction and Demolition Materials Industries  
Proposed Bylaw No. 9141  
(File No. CK. 4240-5)**

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**RECOMMENDATION:** that City Council Consider Bylaw No. 9141.

The purpose of this hearing is to consider Bylaw No. 9141 to amend The Corman Park – Saskatoon Planning District Official Community Plan Bylaw.

Attached is a copy of the following material:

- Proposed Bylaw No. 9141;
- Clause A2, Administrative Report No. 16-2013 which was adopted by City Council at its meeting held October 7, 2013; and
- Notice which appeared in the local press on October 19 and 20, 2013.

Mr. Brad Sylvester, Vice Chair, Corman Park – Saskatoon District Planning Commission, will be in attendance to answer any questions regarding the proposed amendments.

**4. Matters Requiring Public Notice**

a) **Proposed Closure of Right-of-Way  
Closure of Portion of Power Road Lying South of the Canadian National  
Railway and West of Spadina Crescent in the SaskPower Management Area  
(File No. CK. 6295-013-006)**

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The following is a report of the General Manager, Infrastructure Services Department dated October 23, 2013:

- “RECOMMENDATION:** 1) that a portion of Power Road is closed and the land remains in the name of City of Saskatoon and to be consolidated with the adjacent property;

- 2) that all costs associated with the closure be paid for by the applicant, including Solicitor's fees and disbursements; and
- 3) that City Council consider Bylaw 9143 (Attachment 1).

### **TOPIC AND PURPOSE**

This report is to obtain approval to close a portion of Power Road located within the Sask Power Management Area and consolidate it with the adjacent property.

### **REPORT HIGHLIGHTS**

1. A portion of Power Road is being closed to enhance the management and operation of the City Landfill Site.
2. With approval, the closed portions of Power Road will remain in the name of the City of Saskatoon and be part of the City's Landfill Site in the Sask Power Management Area.

### **STRATEGIC GOALS**

The recommendations in this report support the Strategic Goal of Environmental Leadership as the closure will allow for a prolonged use of the City's Landfill Site and reduce the need for a new landfill.

### **BACKGROUND**

Historically, access to the Landfill Site was via Spadina Crescent and Power Road. The access is now accommodated from Valley Road and the new Circle Drive South.

### **REPORT**

The City of Saskatoon's Real Estate Services Group has requested the closure of a portion of Power Road on behalf of the Environmental Services Branch. The land will remain in the name of the City of Saskatoon and be consolidated with the adjacent Landfill Parcel.

### **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

All costs associated with the closure are paid for by the applicant.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Utility agencies have been contacted as part of the subdivision process and have indicated they have no objections or easement requirements.

### **COMMUNICATIONS PLAN**

Communication activities are included with the requirements for Public Notice. Signage will be placed near the closed roadway to ensure the public is aware of the closure.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

There will be no follow-up report.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PRIVACY IMPACT**

There are no privacy implications.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

### **PUBLIC NOTICE**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy C01-021, The Public Notice Policy. The following notice was given:

- Advertised in the StarPhoenix on the weekend of October 19, 2013 (Attachment 2);

- Posted on the City Hall Notice Board on Thursday, October 17, 2013; and
- Posted on the City of Saskatoon website on Thursday, October 17, 2013.

## **ATTACHMENTS**

1. Copy of Bylaw 9143.
2. Copy of Public Notice.”

### **5. Unfinished Business**

### **6. Reports of Administration and Committees:**

- a) Administrative Report No. 18-2013;
- b) Legislative Report No. 14-2013;
- c) Report No. 18-2013 of the Planning and Operations Committee;
- d) Report No. 17-2013 of the Administration and Finance Committee;
- e) Report No. 8-2013 of the Land Bank Committee; and
- f) Report No. 21-2013 of the Executive Committee.

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

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

### **9. Question and Answer Period**

**10. Matters of Particular Interest**

**11. Enquiries**

**12. Motions**

**13. Giving Notice**

**14. Introduction and Consideration of Bylaws**

- Bylaw No. 9129 - The Zoning Amendment Bylaw, 2013 (No. 22)
- Bylaw No. 9138 - The Official Community Plan Amendment Bylaw, 2013 (No. 10)
- Bylaw No. 9139 - The Zoning Amendment Bylaw, 2013 (No. 26)
- Bylaw No. 9141 - The Corman Park – Saskatoon Planning District Official Community Plan Amendment Bylaw, 2013
- Bylaw No. 9143 - The Street Closing Bylaw, 2013 (No. 5)
- Bylaw No. 9144 - The Council and Committee Procedure Amendment Bylaw, 2013

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



## BYLAW NO. 9129

### The Zoning Amendment Bylaw, 2013 (No. 22)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2013 (No. 22)*.

#### Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to:
  - (a) add a definition of "funeral and wedding establishment"; and
  - (b) designate appropriate zoning districts and development standards for such establishments.

#### Zoning Bylaw Amended

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

#### Section 2.0 Amended

4. Section 2.0 is amended by adding the following after the definition of "flanking":

**"funeral and wedding establishment"** means a building used primarily for wedding and funeral ceremonies, which may include a banquet hall, but does not include administrative or sales offices, sales or display areas, facilities for the preparation of a human body for interment or cremation, the sheltering of human remains except in conjunction with the ceremony, or garages for funeral or wedding vehicles or limousines."

**Section 6.3.2 Amended**

5. The chart contained in Section 6.3.2 is amended by adding the following after the entry for "Financial institutions":

Funeral and wedding establishments	1 space per 10m <sup>2</sup> of gross floor area devoted to public assembly
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**Section 6.3.3 Amended**

6. The chart contained in Section 6.3.3 is amended by adding the following after the entry for "Financial institutions":

Funeral and wedding establishments	1 space per 10m <sup>2</sup> of gross floor area devoted to public assembly	No parking requirements
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**Section 9.3.2 Amended**

7. The chart contained in Section 9.3.2 is amended by adding the following after clause (8) "Offices and office buildings" and re-numbering the subsequent clauses accordingly:

Funeral and wedding establishments	15	30	550	6	3	7.5 <sub>7</sub>	11	-
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**Section 9.4.2 Amended**

8. The chart contained in Section 9.4.2 is amended by adding the following after clause (8) "Offices and office buildings" and re-numbering the subsequent clauses accordingly:

Funeral and wedding establishments	15	30	450	3 <sub>5</sub>	1.5 <sub>8</sub>	3 <sub>7</sub>	-	-
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**Section 10.5.2 Amended**

9. The chart contained in Section 10.5.2 is amended by adding the following after clause (21) "Public garages" and re-numbering the subsequent clauses accordingly:

Funeral and wedding establishments	15	450	6 <sub>2</sub>	1.5	6	10
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**Section 10.6.2 Amended**

10. The chart contained in Section 10.6.2 is amended by adding the following after clause (21) "Public garages" and re-numbering the subsequent clauses accordingly:

"

Funeral and wedding establishments	22.5	675	9	3	7.5	17
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"

**Section 10.7.2 Amended**

11. The chart contained in Section 10.7.2 is amended by adding the following after clause (20) "Public garages" and re-numbering the subsequent clauses accordingly:

"

Funeral and wedding establishments	22.5	675	9	3	7.5	17
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"

**Section 10.8.2 Amended**

12. The chart contained in Section 10.8.2 is amended by adding the following after clause (23) "Libraries, art galleries and museums" and re-numbering the subsequent clauses accordingly:

"

Funeral and wedding establishments	7.5	225	-	0 <sub>1</sub>	0 <sub>2</sub>	76	-
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"

**Section 10.8A.2 Amended**

13. The chart contained in Section 10.8A.2 is amended by adding the following after clause (19) "Libraries, art galleries and museums" and re-numbering the subsequent clauses accordingly:

"

Funeral and wedding establishments	7.5	225	0 <sub>1</sub>	0 <sub>2</sub>	0 <sub>3</sub>	-	-
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"

**Section 10.8B.2 Amended**

14. The chart contained in Section 10.8B.2 is amended by adding the following after clause (23) "Libraries, art galleries and museums" and re-numbering the subsequent clauses accordingly:

"

Funeral and wedding establishments	7.5	225	-	0 <sub>1</sub>	0 <sub>2</sub>	76	-
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"

**Section 14.3.2 Amended**

15. The chart contained in Section 14.3.2 is amended by adding the following after the entry for "Child care centres and pre-schools"

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Funeral and wedding establishments	1 space per 10m <sup>2</sup> of building floor area devoted to public assembly, with an exemption for the first 10 required spaces
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"

**Coming into Force**

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

The following is a copy of **Clause 4, Report No. 11-2013** of the **Planning and Operations Committee**, which was **ADOPTED** by City Council at its meeting held on **July 17, 2013**:

**4. Uses of Places of Worship for Funeral Services**  
**(Files CK. 4350-011-6 and PL 4350-1)**

- RECOMMENDATION:**
- 1) that the General Manager, Community Services Department be requested to prepare the required notice for advertising the proposed amendment;
  - 2) that the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770;
  - 3) that at the time of the public hearing, City Council consider the Administration's recommendation to amend Zoning Bylaw No. 8770 to clarify the definitions for "Place of Worship" and "Funeral Home," add a definition for Funeral and Wedding Establishments and identify Funeral and Wedding Establishments as a permitted use in the IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C, and B6 Zoning Districts; and
  - 4) that this matter be referred to the Municipal Planning Commission prior to the public hearing.

Your Committee has considered the attached report of the General Manager, Community Services Department dated July 2, 2013, regarding the above matter. The purpose of this report is to provide further clarification to a City Council report dated November 19, 2012, recommending amendments to Zoning Bylaw No. 8770 to specify that a Place of Worship may not be used principally for the provision of wedding or funeral services. Provision for this type of use is accommodated by adding a definition for Funeral and Wedding Establishments which would be permitted in specified industrial, institutional, and commercial zoning districts. Modifications to the definitions of Place of Worship and Funeral Homes are also proposed to specify the uses which may take place within these types of facilities.

Following review of this matter, your Committee puts forward the above-noted recommendation.

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** July 2, 2013  
**SUBJECT:** Uses of Places of Worship For Funeral Services  
**FILE NO.:** PL 4350-1 and CK 4350-1

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

- 1) that the General Manager, Community Services Department be requested to prepare the required notice for advertising the proposed amendment;
- 2) that the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770;
- 3) that at the time of the public hearing, City Council consider the Administration's recommendation to amend Zoning Bylaw No. 8770 to clarify the definitions for "Place of Worship" and "Funeral Home," add a definition for Funeral and Wedding Establishments and identify Funeral and Wedding Establishments as a permitted use in the IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C, and B6 Zoning Districts; and
- 4) that this matter be referred to the Municipal Planning Commission prior to the public hearing.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide further clarification to a City Council report dated November 19, 2012, recommending amendments to Zoning Bylaw No. 8770 to specify that a Place of Worship may not be used principally for the provision of wedding or funeral services. Provision for this type of use is accommodated by adding a definition for Funeral and Wedding Establishments which would be permitted in specified industrial, institutional, and commercial zoning districts. Modifications to the definitions of Place of Worship and Funeral Homes are also proposed to specify the uses which may take place within these types of facilities.

### **REPORT HIGHLIGHTS**

1. Amendments previously recommended to restrict uses within a Place of Worship have been modified to address concerns of stakeholders.
2. Revisions to the definitions for Funeral and Wedding Establishments, Funeral Home, and Place of Worship clarify the activities permitted within these uses.
3. Proposed zoning districts and development standards are established for Funeral and Wedding Establishments.

## STRATEGIC GOAL

This report supports the long-term strategy to work collaboratively with local businesses to promote Saskatoon as a great place to live, work, and raise a family under the Strategic Goal of Economic Diversity and Prosperity.

## BACKGROUND

At a public hearing on February 11, 2013, City Council considered amendments to Zoning Bylaw No. 8770 that would clarify the uses permitted under the definition of Places of Worship. These amendments were proposed in response to a request from City Council to identify bylaw amendments that would restrict Places of Worship from being used principally to provide secular funeral or wedding services. A report dated November 19, 2012, provided to City Council on February 11, 2013, (see Attachment 1) outlines the background to this request, and the amendments recommended at that time.

In response to concerns expressed at the February 11, 2013 public hearing, City Council defeated the bylaw amendments and requested that the Planning and Development Branch further review the issue. Additional consultation has been undertaken with the funeral home industry and the City Solicitor's Office, and further revisions to the proposed bylaw amendments are now proposed.

## REPORT

### Modified Amendments to Restrict Uses of Places of Worship

Following defeat of the proposed bylaw amendment, staff from the Planning and Development Branch and City Solicitor's Office met with representatives from the Saskatoon Funeral Home to discuss the concerns they had noted to City Council. Revisions to the definitions were identified to ensure the following objectives:

- 1) clearly identify the uses that may be permitted in a Place of Worship;
- 2) distinguish between the range of uses permitted in a Funeral Home and a Funeral and Wedding Establishment; and
- 3) restrict a Place of Worship from being repurposed as a Funeral and Wedding Establishment, unless it is zoned for that use.

### Revised Definitions for Funeral and Wedding Establishments, Funeral Home, and "Place of Worship"

The following outlines the changes made to the previously recommended definitions, and resulting definitions now proposed for City Council's consideration:

- 1) The definition for Funeral and Wedding Establishment has been expanded to identify uses and activities which are not permitted:

"Funeral and Wedding Establishment" means a building used primarily for wedding and funeral ceremonies, which may include a banquet hall, but does not include administrative or sales offices, sales or display areas, facilities for the preparation of the human body for interment or cremation, the sheltering of human remains except in conjunction with the ceremony, or garages for funeral or wedding vehicles or limousines.

- 2) The definition for a Place of Worship remains unchanged from that proposed in the previous report to City Council:

"Place of Worship" means a place used for worship and related religious, philanthropic, or social activities, and includes accessory rectories, manses, meeting rooms, and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues, and parish halls, but does not include a Funeral and Wedding Establishment.

- 3) Modifications to the definition of Funeral Home clarifies that a range of uses may be located in that facility, by changing the phrase "and includes" to "and may include":

"Funeral Home" means a building designed for the purpose of furnishing funeral services to the public and may include facilities intended for the preparation of the human body for interment or cremation, but shall not include facilities for cremation.

#### Proposed Zoning Districts and Development Standards for "Funeral and Wedding Establishments"

The development standards proposed for a Funeral and Wedding Establishment remain unchanged from those outlined in the report to City Council, and are as follows:

- Permitted Use: Funeral and Wedding Establishments to be a permitted use in the following zoning districts: IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C and B6. Funeral homes are also permitted in these zoning districts.

Parking requirements for a Funeral and Wedding Establishment would be set at a similar rate as those established for Funeral Homes in the following districts:

- M3 and M4 Districts: one space per 10 m<sup>2</sup> of gross floor area devoted to public assembly;
- B3, B4, and B4A Districts: one space per 10 m<sup>2</sup> of building floor area devoted to public assembly;
- IL1 District: 1 space per 93 m<sup>2</sup> of gross floor area; and
- B5, B5A, B5B, B5C, and B6 Districts: no parking requirements.



Should the proposed amendments be approved, the current use of the Place of Worship at 704 Windsor Street, to conduct services for funerals and weddings that may or may not have a religious reference, would become a non-conforming use. As outlined in Section 4.5 of Zoning Bylaw No. 8770 and Sections 88, 89, and 90 of *The Planning and Development Act 2007*, this use may continue. Should the use discontinue for a period of more than 12 months on that site, any future use of that land must be in conformity with Zoning Bylaw No. 8770.

### **OPTIONS TO THE RECOMMENDATION**

City Council may direct the Administration to determine other options for defining a Place of Worship to exclude the use of these facilities primarily to offer secular services for funerals and weddings.

### **POLICY IMPLICATIONS**

The recommended amendments to Zoning Bylaw No. 8770 will clarify the definition of Place of Worship and Funeral Home and provide specific policies identifying the zoning districts where facilities that serve only as Funeral and Wedding Establishments may be located. A new definition for Funeral and Wedding Establishments will be added to Zoning Bylaw No. 8770.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Following the defeat of the proposed bylaw amendment in February 2013, staff from the Development Review Section, Planning and Development Branch, and the City Solicitor's Office, met with representatives from Saskatoon Funeral Home to discuss concerns they had noted, and to develop revised wording for the amendments to address these concerns. A letter with a summary of the proposed modifications was circulated to all registered owners of funeral home establishments in Saskatoon for review (see Attachment 2).

Four letters have been received providing comments (see Attachment 2). In general, the proposed amendments are viewed favourably; however, all expressed concerns that the funeral establishment that was established in a residential area at 704 Windsor Street under the previous interpretation of the use of Place of Worship, has an unfair financial advantage.

### **COMMUNICATION PLAN**

Stakeholder groups (i.e. funeral home owners) will be sent a notice of the public hearing when the proposed amendments are brought forward for consideration by City Council.

### DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

A public hearing date is tentatively scheduled for September 9, 2013, pending approval of the recommendations.

### ENVIRONMENTAL IMPLICATIONS

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

### PRIVACY IMPACT

There are no privacy implications.

### SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

### PUBLIC NOTICE

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

Once this application has been considered by City Council, a date for a public hearing will be set, and advertized in accordance with Public Notice Policy No. C01-021. A notice will be placed in The StarPhoenix two weeks prior to the date of the public hearing. Notice will also be sent to stakeholder groups as well as anyone who has submitted written comments on this proposal.

### ATTACHMENTS

1. Report to City Council – Uses of Place of Worship for Funeral Services, dated November 19, 2012.
2. Correspondence – Stakeholder Groups

Written by: Jo-Anne Richter, Senior Planner

Reviewed by:

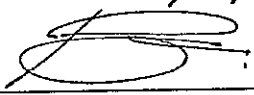
  
Alan Wallace, Manager  
Planning and Development Branch

Approved by:



Randy Grauer, General Manager  
Community Services Department  
Dated: July 4, 2013

Approved by:



*for*

Murray Totland, City Manager  
Dated: July 5, 2013

TO: Secretary, Executive Committee  
FROM: General Manager, Community Services Department  
DATE: November 19, 2012  
SUBJECT: Uses of Place of Worship for Funeral Services  
FILE NO.: CK 4350-1 and PL 4350-1

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

- 1) that the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed amendments;
- 2) that the City Solicitor be requested to prepare the required bylaw to amend Zoning Bylaw No. 8770;
- 3) that at the time of the public hearing, City Council consider the Administration's recommendation to amend Zoning Bylaw No. 8770 to clarify the definition for "Place of Worship," add a definition for "Funeral and Wedding Establishments," and identify "Funeral and Wedding Establishments" as a permitted use in the IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C, and B6 Zoning Districts; and
- 4) that this matter be referred to the Municipal Planning Commission prior to the public hearing.

#### TOPIC AND PURPOSE

The purpose of this report is to amend Zoning Bylaw No. 8770 to specify that a Place of Worship may not be used principally for the provision of wedding or funeral services. Provision for this type of use is accommodated by adding a definition for "Funeral and Wedding Establishments," which would be permitted in specified industrial, institutional, and commercial zoning districts.

#### REPORT HIGHLIGHTS

1. A "Place of Worship" has been interpreted in the past to include secular or non-denominational funeral and wedding services as a principle use.
2. A new definition for "Funeral and Wedding Establishments" and a revised definition for "Place of Worship" will clarify that this use is not permitted as a principle use in a Place of Worship.
3. Proposed development standards for "Funeral and Wedding Establishments" have been identified in this report.

## STRATEGIC GOALS

This report supports the long-term strategy to work collaboratively with local businesses to promote Saskatoon as a great place to live, work, and raise a family under the Strategic Goal of Economic Diversity and Prosperity. The recommendations also support the long-term strategy to plan collaboratively with regional partners and stakeholders under the Strategic Goal of Sustainable Growth.

## BACKGROUND

At its June 27, 2011 meeting, City Council received a report from the Administration that outlined the interpretation applied to "Place of Worship" in permitting the use of a building to conduct services for weddings and funerals that may or may not have religious reference. This interpretation was provided in approving a request from Mourning Glory Funeral Services to use a vacant church building at 704 Windsor Street for the purposes of providing funeral services and associated social gathering space.

City Council referred the report to the Executive Committee, where the matter was discussed at its July 11, 2011 meeting, and was resolved that:

- a) the matter be referred back to the Administration to report on a new definition of "Place of Worship" in consultation with stakeholders; and
- b) the City Solicitor be requested to provide an In Camera legal opinion regarding existing businesses.

The City Solicitor has provided the requested legal opinion.

## REPORT

This report provides an updated definition of "Place of Worship," specifically excluding using a Place of Worship principally for the provision of secular wedding or funeral services. Secular or non-denominational wedding and funeral services would be accommodated in facilities identified as Funeral and Wedding Establishments. This use is defined and permitted in certain industrial, institutional, and commercial zoning districts.

### Interpretation of Uses Permitted in a Place of Worship

In 2010, the Planning and Development Branch received a request for a development permit to modify and use a former church building as a funeral and wedding chapel. The current definition of "Place of Worship" has been determined by your Administration to include a place where non-denominational or secular services for wedding and funerals are conducted. A building used for the preparation of a body for interment or cremation is considered a funeral home, and this use is not permitted in a Place of Worship.

Subsequently, concerns were identified by City Council about the implications of this interpretation, and the Planning and Development Branch has been requested to review and more clearly define a Place of Worship to exclude the establishment of a funeral or wedding chapel as a principle use in a Place of Worship.

Places of Worship are a permitted use in most residential districts, with approximately one hundred such uses established in residential districts throughout the city. When a Place of Worship is sold, it typically is retained for the same use by another faith-based organization or repurposed for other permitted or discretionary uses, such as a dance studio (defined as a private school).

Revised Definition for "Place of Worship" and New Definition for "Funeral and Wedding Establishments"

Currently, Zoning Bylaw No. 8770 defines a Place of Worship as "A place used for worship and related religious, philanthropic, or social activities and includes accessory rectories, manses, meeting rooms and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues and parish halls."

In consultation with the Solicitors Office, the Planning and Development Branch recommends that a definition for a "Funeral and Wedding Establishment" be added to Zoning Bylaw No. 8770, and that the definition for a Place of Worship be modified specifically to exclude a Funeral and Wedding Establishment.

A proposed definition for a Funeral and Wedding Establishment is:

- "Funeral and Wedding Establishment – means a building used primarily for wedding and funeral services, which may include a banquet hall, but does not include facilities intended for the preparation of the human body for interment or cremation."

A modified definition for Place of Worship specially excludes a Funeral and Wedding Establishment as a principle use:

- "Place of Worship - means a place used for worship and related religious; philanthropic, or social activities, and includes accessory rectories, manses, meeting rooms, and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues, and parish halls, but does not include a Wedding and Funeral Establishment."

A Place of Worship may continue to provide wedding or funeral services as a faith-based worship activity.

## Funeral and Wedding Establishments Will Meet Development Standards Consistent with Those Established for Funeral Homes

Your Administration recommends that Funeral and Wedding Establishments be identified as a permitted use in the following industrial, institutional, and commercial zoning districts: IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C, and B6. These zoning districts currently permit Funeral Homes as a permitted use.

Parking requirements for a Funeral and Wedding Establishment would be set at the same rate as Funeral Homes:

- M3 and M4 Districts: One space per 10m<sup>2</sup> of gross floor area devoted to public assembly;
- IL1, B3, B4, and B4A Districts: One space per 10m<sup>2</sup> of gross floor area devoted to public assembly; and
- B5, B5A, B5B, B5C, and B6 Districts: no parking requirements.

All other development standards for Funeral and Wedding Establishments will be consistent with those established for Funeral Homes within that particular zoning district.

### OPTIONS TO THE RECOMMENDATION

City Council may direct the Administration to determine other options for defining a Place of Worship specifically to exclude the use of these facilities primarily to offer secular services for funerals and weddings.

### POLICY IMPLICATIONS

The recommended amendments to Zoning Bylaw No. 8770 will clarify the definition of "Place of Worship" and provide specific policies identifying the zoning districts in which facilities that will serve only as Funeral and Wedding Establishments may be located.

### FINANCIAL IMPLICATIONS

There are no financial implications.

### PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

No specific public or stakeholder consultation has been undertaken with respect to this matter.

COMMUNICATION PLAN

Stakeholder groups (funeral home owners) will be notified of the proposed text amendments and sent a Notice of Public Hearing at such time as the proposed amendments are brought forward for consideration by City Council.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)


A CPTED review is not applicable.


PUBLIC NOTICE

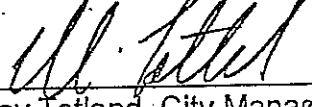
Public Notice is required for consideration of this matter, pursuant to Section 11, Subsection (a) of Public Notice Policy No. C01-021.

Once this application has been considered by the Municipal Planning Commission, a date for a public hearing will be set, and it will be advertised in accordance with Public Notice Policy No. C01-021. A notice will be placed in The StarPhoenix two weeks prior to the date of the public hearing, as well as any people who have submitted written comments on this proposal.

Written by: Jo-Anne Richter, Senior Planner

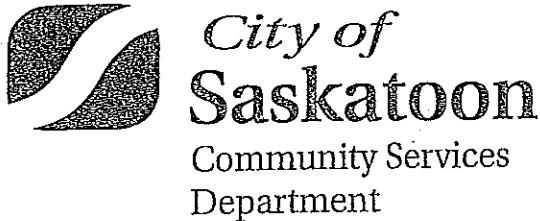
Reviewed by:   
Alan Wallace, Manager  
Planning and Development Branch

Approved by:   
Randy Grauer, General Manager  
Community Services Department  
Dated: November 26, 2012

Approved by:   
Murray Totland, City Manager  
Dated: Nov. 23/12

cc: His Worship the Mayor





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222 3<sup>rd</sup> Avenue North Saskatoon Saskatchewan S7K 0J5  
Phone (306) 975-2645 Fax (306) 975-7712

March 27, 2013

ACADIA - MCKAGUE'S FUNERAL CENTRE  
915 Acadia Dr  
Saskatoon, SK S7H 5N4

FILE COPY

**RE: Proposed Zoning Bylaw Text Amendment  
Uses of Place of Worship for Funeral Services  
Our File No.: PL 4350 Z1/13**

Dear Sir/Madam:

Further to the letter we sent to you in January, 2013, we would like to provide an update on the above noted proposal. In June 2012, City Council received a report from Administration outlining the interpretation applied to "place of worship" in permitting the use of a building to conduct services for funerals or weddings that may or may not have religious reference.

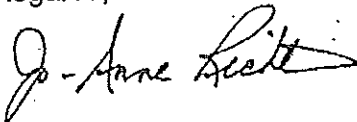
At Council's request, the Planning and Development Branch recommended amendments to the City of Saskatoon Zoning Bylaw by adding a definition for "funeral and wedding establishment" and amending the definition for "place of worship" to specifically exclude the provision of funeral and wedding services as a principal use. Appropriate zoning districts and development standards for "funeral and wedding establishments" were also specified. In response to concerns expressed at the public hearing, on February 11, 2013, Council defeated the recommendations, and requested that the Planning Department further review this issue.

In further discussions with representatives of the funeral home industry, modifications to the proposed definitions have been identified, and are outlined on the attachment. For comparison purposes, the definitions currently included in the Zoning Bylaw are also provided.

You have been notified of these proposed amendments, as you are a registered owner of a Funeral Home, and may have particular interest in this proposed amendment.

Please contact us to provide any comments you may have, or discuss or clarify any questions or concerns, by April 15, 2013. Following this review period, a report to Council will be drafted proposing the revised definitions outlined on the attachment, and incorporating any comments provided by representatives of the industry.

Regards,



**Jo-Anne Richter, Senior Planner**  
Planning and Development Branch (975-7621)

JMR:kd

Attachment

Current Definitions – City of Saskatoon Zoning Bylaw	Proposed Definitions (text highlighted in bold indicates amended sections)
<p>“funeral and wedding establishment”- Currently not defined in the Zoning Bylaw</p>	<p>“<b>funeral and wedding establishment</b>” means a building used primarily for wedding and funeral ceremonies, which may include a banquet hall, but does not include administrative or sales offices, sales or display areas, facilities for the preparation of the human body for interment or cremation, the sheltering of human remains except in conjunction with the ceremony, or garages for funeral or wedding vehicles or limousines.</p>
<p>“funeral home” means a building designed for the purpose of furnishing funeral services to the public and includes facilities intended for the preparation of the human body for interment or cremation, but shall not include facilities for cremation.</p>	<p>“funeral home” means a building designed for the purpose of furnishing funeral services to the public and may include facilities intended for the preparation of the human body for interment or cremation, but shall not include facilities for cremation.</p>
<p>“place of worship - A place used for worship and related religious, philanthropic, or social activities and includes accessory rectories, manses, meeting rooms and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues and parish halls.</p>	<p>“place of worship “ - means a place used for worship and related religious, philanthropic, or social activities, and includes accessory rectories, manses, meeting rooms, and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues, and parish halls, but does not include a funeral and wedding establishment.</p>

**Notes:**

In addition to the above noted amendments to the definitions, the following recommendations would be proposed;

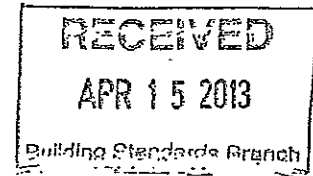
- The proposed amendments would not affect the zoning districts in which funeral homes, or places of worship may be located, or the development standards that apply to funeral homes or places of worship.
- Funeral and wedding establishments would be permitted in the same zoning districts that funeral homes are currently permitted.



SASKATOON  
FUNERAL HOME

April 15<sup>th</sup> 2013

Jo-Anne Richter, Senior Planner  
Planning and Development Branch  
City of Saskatoon  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK  
S7K 0J5



**RE: Proposed Zoning Bylaw Text Amendment  
Uses of Place of Worship for Funeral Services  
Your File No.: PL 4340 Z1/13**

Dear Ms. Richter;

Thank you for your letter of March 27, 2013. We appreciate your update and request for comments regarding the proposed Bylaw Text Amendments.

We, of course, express our disappointment in the original decision making process and interpretations that have led to the current situation of a funeral business being permitted to establish and operate in a residential zone. The imbalance this creates is certainly disheartening and unfair for those of us in the industry who have located in permitted zoning districts, complied with required development standards and for the history of our business have and continue to pay municipal taxes based on our location and use. We appreciate the Proposed Zoning Bylaw Text Amendments will prevent this situation from happening in the future. However we trust all would acknowledge that it does not restore a level playing field for our industry. Unfortunately it seems that the decisions made and actions taken have created a problem that is beyond the capacity of administration to correct and outside the authority of Council to intercede.

The end result places one business in the privileged position of operating outside the zoning development standards and requirements that apply to all others in its industry along with enjoying preferential municipal tax levels.

We are sure you can appreciate that we are not overjoyed with the conclusion. We do however appreciate the attention and concern of Council. We also understand the Bylaw drafting challenges you face and thank administration for engaging in discussions with representatives of our industry to get the amended text to this point. We remain open to any further discussion you may wish to engage in regarding this situation.

Yours truly,

Morgan Edwards  
Manager



Hillcrest  
 Memorial Gardens & Funeral Home  
 by Arbor Memorial

April 15<sup>th</sup> 2013

Jo-Anne Richter, Senior Planner  
 Planning and Development Branch  
 City of Saskatoon  
 222 3<sup>rd</sup> Avenue North  
 Saskatoon, SK  
 S7K 0J5

**RE: Proposed Zoning Bylaw Text Amendment**  
**Uses of Place of Worship for Funeral Services**  
**Your File No.: PL 4340 Z1/13**

Dear Ms. Richter;

Thank you for your letter of March 27, 2013. We appreciate your update and request for comments regarding the proposed Bylaw Text Amendments.

We must first express our disappointment in the original decision making process and interpretations that have led to the current situation of a funeral business being permitted to establish and operate in a residential zone. The imbalance this creates is certainly disheartening and unfair for those of us in the industry who have located in permitted zoning districts, complied with required development standards and for the history of our business and on into the future, have paid and will be required to pay municipal taxes based on our location and use.

We appreciate the Proposed Zoning Bylaw Text Amendments will prevent this situation from happening in the future. However we hope Council recognizes this is a bit like 'closing the barn door after the horse has left' and we trust all would acknowledge that it certainly does not restore a level playing field for our industry.

It would seem that the decisions made and actions taken have created a problem that is beyond the capacity of administration to correct or reverse and outside the authority of Council to intercede. A sorry situation indeed.

The end result places one business in the privileged position of operating outside the zoning development standards and requirements that apply to all others in its industry along with enjoying municipal tax levels based on residential zoning, while all others are prevented from establishing a similar operation in a similar manner.

We are sure you can appreciate that we are not overjoyed with the conclusion. We do however thank administration for engaging in discussions with representatives of our industry to get the amended text to this point. We remain open to any further discussion you may wish to engage in regarding this dilemma.

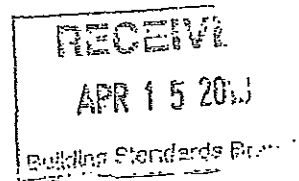
Yours truly,

Phil Fregatto  
 Manager

  
**WESTWOOD**  
FUNERAL & CREMATION SERVICES  
*Caring for our Community*

April 15<sup>th</sup> 2013

Jo-Anne Richter, Senior Planner  
Planning and Development Branch  
City of Saskatoon  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK  
S7K 0J5



**RE: Proposed Zoning Bylaw Text Amendment  
Uses of Place of Worship for Funeral Services  
Your File No.: PL 4340 Z1/13**

Dear Ms. Richter;

Thank you for your letter of March 27, 2013 containing an update and request for comments regarding the proposed Bylaw Text Amendments.

We appreciate the attention and concern that Council has given to this dilemma. As well we thank Administration for being open and receptive to questions, concerns and ideas we and our architect have expressed and shared throughout this review process. It has become apparent that the decisions made and actions taken have created a problem that exceeds the capacity of Administration to correct or reverse and is beyond the authority of Council to intercede.

We understand the Proposed Zoning Bylaw Text Amendments will prevent this situation from happening in the future. However we trust all would acknowledge that it does not restore a level playing field for our industry. It is unfortunate that the end result places one business in the privileged position of operating outside the zoning development standards and requirements that apply to all others in its industry along with enjoying municipal tax levels based on residential zoning.

We appreciate your verbal clarification this past week that 'general assembly' uses of a funeral establishment for purposes other than an actual funeral ceremony would be in contravention of the proposed Bylaw. Further we would suggest that your final Note should perhaps included the wording *... are currently permitted and would be subject to the same development standards that apply to funeral homes.*

We, of course express our disappointment in the original decision making that led to the current situation. The imbalance created is certainly disheartening and unfair for those of us in the industry who have located in permitted zoning districts, complied with required development standards and for the history of our business paid municipal taxes based on our location and use. We are sure you can appreciate that we are not overjoyed with the conclusion. We do however understand the Bylaw drafting challenges you face and thank Administration for engaging in discussions to get the amended text to the point of making the best of a bad situation.

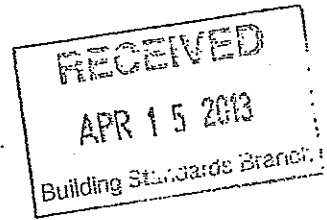
Yours truly



Bill Edwards  
Owner



**PARK**  
FUNERAL CHAPEL



April 15<sup>th</sup> 2013

Jo-Anne Richter, Senior Planner  
Planning and Development Branch  
City of Saskatoon  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

**RE: Proposed Zoning Bylaw Text Amendment  
Uses of Place of Worship for Funeral Services  
Your File No.: PL 4340 Z1/13**

Dear Ms. Richter;

Thank you for your letter of March 27, 2013. We appreciate your update and request for comments regarding the proposed Bylaw Text Amendments.

We must first express our disappointment in the original decision making process and interpretations that have led to the current situation of a funeral business being permitted to establish and operate in a residential zone. The imbalance this creates is certainly disheartening and unfair for those of us in the industry who have located in permitted zoning districts, complied with required development standards and for the history of our business and on into the future, have paid and will be required to pay municipal taxes based on our location and use.


We appreciate the Proposed Zoning Bylaw Text Amendments will prevent this situation from happening in the future. However we hope Council recognizes this is a bit like 'closing the barn door after the horse has left' and we trust all would acknowledge that it certainly does not restore a level playing field for our industry.

It would seem that the decisions made and actions taken have created a problem that is beyond the capacity of administration to correct or reverse and outside the authority of Council to intercede. A sorry situation indeed.

The end result places one business in the privileged position of operating outside the zoning development standards and requirements that apply to all others in its industry along with enjoying municipal tax levels based on residential zoning, while all others are prevented from establishing a similar operation in a similar manner. In light of this decision, we request a similar tax reduction for our business to make a level playing ground for all involved.

We are sure you can appreciate that we are not overjoyed with the circumstances up to now. We do however thank administration for engaging in discussions with representatives of our industry to get the amended text to this point. We remain open to any further discussion you may wish to engage in regarding this dilemma and look forward to a resolution that treats us all in an equal way. We await your reply.

Yours truly,

  
Greg Lalach  
Manager

311 Third Avenue North  
Saskatoon, Sask.  
S7K 2H9  
(306) 244-2103

A Division of  
Memorial Gardens  
(Saskatchewan) Limited



*City of*  
**Saskatoon**  
Office of the City Clerk

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

September 16, 2013

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing  
Uses of Places of Worship for Funeral Services  
(File No. CK. 4350-011-6 and PL. 4350-1)**

The Municipal Planning Commission has considered a report of the Community Services Department dated July 2, 2013, which was considered by the Planning and Operations Committee and subsequently City Council, at its meeting held on July 17, 2013. The report provides clarification to an amendment to Zoning Bylaw 8770, which was approved in November 2012 that specifies that a Place of Worship may not be used principally for the provision of wedding or funeral services. City Council gave approval for advertising the required notice and preparation of the bylaw, and referral of the matter to the Municipal Planning Commission for review prior to the public hearing.

The Commission has reviewed the report with the Administration and supports the following recommendation:

“that Zoning Bylaw No. 8770 be amended to clarify the definitions for “Place of Worship” and “Funeral Home”, add a definition for Funeral and Wedding Establishments and identify Funeral and Wedding Establishments as a permitted use in the IL1, M3, M4, B3, B4, B4A, B5, B5A, B5B, B5C and B6 Zoning Districts.”

Yours truly,

A handwritten signature in cursive script that reads "Elaine Long".

**Elaine Long, Committee Secretary**  
Municipal Planning Commission

:el

## **ZONING NOTICE**

### **PROPOSED ZONING BYLAW TEXT AMENDMENT – BYLAW NO. 9129**

#### **Funeral and Wedding Establishment**

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). By way of Bylaw No. 9129, The Zoning Amendment Bylaw, 2013 (No. 22) a definition for "Funeral and Wedding Establishment" will be added to the Zoning Bylaw, the use will be assigned to appropriate zoning districts, and development standards established. In addition, the definition of Place of Worship will be amended to specifically exclude a Place of Worship from being used principally as a Funeral and Wedding Establishment. The definition of Funeral Home will also be amended to clarify what this use means.

The proposed amendments to the Zoning Bylaw are as follows:

- Add a definition for "funeral and wedding establishment":  
"funeral and wedding establishment" means a building used primarily for wedding and funeral ceremonies, which may include a banquet hall, but does not include administrative or sales offices, sales or display areas, facilities for the preparation of the human body for interment or cremation, the sheltering of human remains except in conjunction with the ceremony, or garages for funeral or wedding vehicles or limousines."
- Amend the definition for "place of worship" to include the changes shown in bold:  
"place of worship" means a place used for worship and related religious, philanthropic, or social activities, and includes accessory rectories, manses, meeting rooms, and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues, and parish halls, but does not include a Funeral and Wedding Establishment."
- Amend the definition for "funeral home" to include the changes shown in bold:  
"funeral home" means a building designed for the purpose of furnishing funeral services to the public and may include facilities intended for the preparation of the human body for interment or cremation, but shall not include facilities for cremation."
- Include "funeral and wedding establishments" as a permitted use in the following zoning districts:
  - o M3 – General Institutional Service District
  - o M4 – Core Area Institutional Service District
  - o B3 – Medium Density Arterial Commercial District
  - o B4 – Arterial and Suburban Commercial District
  - o B4A – Special Suburban Centre and Arterial Commercial District
  - o B5 – Inner City Commercial Corridor District
  - o B5A – Sutherland Commercial Overlay District
  - o B5B – Broadway Commercial District
  - o B5C – Riversdale Commercial District
  - o B6 – Downtown Commercial District
  - o I11 – General Light Industrial District
- Establish development standards and required off-street parking standards for funeral and wedding establishments, at the same standard as those established for funeral homes within each specified zoning district.

**REASON FOR THE AMENDMENT** – The reason for this amendment is to distinguish between a Place of Worship and a Funeral and Wedding Establishment, and to accommodate Funeral and Wedding Establishments in appropriate zoning districts.

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

**PUBLIC HEARING** – City Council will hear all submissions on the proposed amendment and all persons who are present at the Council meeting and wish to speak on Monday, November 4, 2013 at 6:00 PM in Council Chamber, City Hall, Saskatoon, Saskatchewan.

All written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon, SK S7K 0J5

All submissions received by the City Clerk by 10:00 AM on Monday, November 4, 2013, will be forwarded to City Council.



**BYLAW NO. 9138****The Official Community Plan Amendment  
Bylaw, 2013 (No. 10)**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Official Community Plan Amendment Bylaw, 2013 (No. 10)*.

**Purpose**

2. The purpose of this Bylaw is to amend the Official Community Plan to add provisions regarding wetlands management and conservation.

**Official Community Plan Amended**

3. The Official Community Plan, being Schedule "A" to Bylaw No. 8769 and forming part of the Bylaw, is amended in the manner set forth in this Bylaw.

**New Section 9.5**

4. Section 9.5 as shown on Schedule "A" to this Bylaw is added following Section 9.4.

**Section 18.6 Amended**

5. Section 18.6 is amended by adding the following after the definition of "Trade Area Requirements":

*"Wetland*                      Lands having water at, near, or above the land surface or land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, aquatic vegetation and various kinds of biological activity which are adapted to a wet environment. Wetlands can hold water temporarily or permanently, with water levels

fluctuating over the course of a single year and over many years with climatic cycles.”

**Coming into Force**

6. This Bylaw shall come into force upon receiving the approval of the Minister of Government Relations.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Schedule "A" to Bylaw No. 9138

### 9.5 Wetlands Conservation and Management

#### 9.5.1 Objectives

- a) To achieve the responsible stewardship of wetland resources as part of a holistic approach to urban development that balances the need for conservation with other considerations including compact development, transportation and connectivity, financial feasibility, and quality of life.
- b) To ensure that natural and constructed wetland resources are integrated into the urban environment in a way that:
  - i) is sensitive to their ecological integrity;
  - ii) recognizes their natural and social values as community amenities;
  - iii) accounts for their hydrological function in terms of both natural processes and as part of the storm water management system;
  - iv) considers the need for appropriate ongoing management; and
- c) To conserve the biodiversity and function of significant wetland resources prior to, during, and after land development.

#### 9.5.2 Policies

- Council Wetland Policy* a) The policies contained in this section will be implemented through an applicable Council Wetland Policy.
- Mitigation Sequence* b) Urban development should strive to:
  - i) Avoid impacts to wetlands, where reasonably possible, with particular consideration given to significant wetland resources;
  - ii) Minimize impacts to wetlands where avoidance cannot be fully achieved; and
  - iii) Undertake compensatory mitigation for any impacts to wetlands that occur as a result of development.
- Preservation Preferred* c) During the review of area sector plans and area concept plans, the City will favour the preservation of existing significant wetland resources over the restoration of drained wetlands or the creation

		of new wetlands.
<i>Least Disturbance</i>	d)	Developers should consider creative ways to design development projects to ensure the least possible disturbance/alteration of retained wetlands, including the maintenance of existing natural drainage in wetlands and their riparian areas, consideration of important upland areas and the minimization of disturbances to wetlands and riparian habitat, wildlife, soils and vegetation before, during, and after the development process.
<i>Storm water Management Integration</i>	e)	Wetlands may be integrated into the storm water management system where it is feasible to do so. Storm water management plans must consider the sensitivity and ecological functions of wetlands and their associated riparian areas and work to ensure sustainability in an urban setting.
<i>Airport Zoning Regulations</i>	f)	Where wetlands are present on lands that are subject to the Saskatoon Airport Zoning Regulations, the developer may be required to seek the approval of Transport Canada, the Saskatoon Airport Authority, NavCanada, and such other agencies as may be appropriate, prior to a development permit being issued.
<i>Management and Monitoring</i>	g)	The City will manage and monitor retained wetlands and associated riparian areas with a goal to maintaining or enhancing water quality and function, both as natural areas and as part of the City's storm water management system.
<i>Regional Cooperation</i>	h)	The City will work with its regional partners to encourage responsible wetland stewardship in the region.

The following is a copy of **Clause 4, Report No. 16-2013** of the **Planning and Operations Committee**, which was **ADOPTED** by City Council at its meeting held on **October 7, 2013**:

**4. Wetland Policy Project**  
**(Files CK. 4110-38 and PL 4110-63)**

- RECOMMENDATION:**
- 1) that City Council approve the required advertising for the proposed amendments to Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770 as described in the September 16, 2013 report of the General Manager, Community Services Department;
  - 2) that the General Manager, Community Services Department, be requested to prepare the required notice for advertising the amendments to Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770; and
  - 3) that the City Solicitor be requested to prepare the required bylaw amendments;
  - 4) that at the time of the public hearing, City Council consider the Administration's recommendation to amend the Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770 as outlined in the report of the General Manager, Community Services Department, dated September 16, 2013; and
  - 5) that at the time of the public hearing, City Council consider the Administration's recommendation that, subject to City Council's adoption of the proposed amendments to Official Community Plan Bylaw No. 8769, the proposed City of Saskatoon Council Policy entitled Wetland Policy, attached to the September 16, 2013 report of the General Manager, Community Services Department, be approved;

- 6) that this matter be referred to the Municipal Planning Commission and that City Council consider the recommendations of the Municipal Planning Commission at the time of the public hearing; and
- 7) that a copy of the September 16, 2013 report of the General Manager, Community Services Department be forwarded to the Saskatoon Environmental Advisory Committee for information.

**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** September 16, 2013  
**SUBJECT:** Wetland Policy Project  
**FILE NO.:** CK. 4110-38 and PL. 4110-63

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- RECOMMENDATION:**
- 1) that a report be submitted to City Council recommending:
    - a) that City Council approve the required advertising for the proposed amendments to Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770 as described in this report;
    - b) that the General Manager, Community Services Department, be requested to prepare the required notice for advertising the amendments to Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770; and
    - c) that the City Solicitor be requested to prepare the required bylaws;
  - 2) that a report be submitted to the Municipal Planning Commission recommending that at the time of the public hearing, City Council be asked to consider the Administration's recommendation that the proposed amendments to Official Community Plan Bylaw No. 8769 and Zoning Bylaw No. 8770 be approved;
  - 3) that at the time of the public hearing a copy of this report be submitted to City Council recommending that, subject to City Council's adoption of the proposed amendments to Official Community Plan Bylaw No. 8769, the proposed City of Saskatoon Council Policy entitled Wetland Policy, attached to this report, be approved; and
  - 4) that a copy of this report be forwarded to the Saskatoon Environmental Advisory Committee for information.

#### **TOPIC AND PURPOSE**

The purpose of this report is to provide an overview of the Wetland Policy Project (WPP) including draft language for incorporation into the appropriate bylaws and City Council policy, and the timeline for implementation of the first stage of the process.

Adoption of this report's recommendations will initiate implementation of the first stage of the WPP.

### **REPORT HIGHLIGHTS**

1. The City of Saskatoon (City) is proposing to adopt a Wetland Policy to balance the ecological integrity of wetlands with the objectives of urban development.
2. The Administration has completed an inventory of wetlands, reviewed best practices from other jurisdictions, and conducted a demonstration project that applied wetland preservation principles in a real neighbourhood planning process.
3. The WPP has been divided into three stages to allow for timelier implementation. Stage One establishes a high-level policy framework and includes amendments to Official Community Plan (OCP) Bylaw No. 8769 and Zoning Bylaw No. 8770, and a proposed new City Council policy.
4. The timeline for this project calls for Stage One to be completed in the fall of 2013. Stage Two, which includes preparing wetland development guidelines and management plans/procedures, is underway.

### **STRATEGIC GOALS**

The recommendations in this report support the Strategic Goals of Sustainable Growth, Environmental Leadership, Quality of Life, and Moving Around. In addition to generally addressing a number of strategies and priorities within these Strategic Goals, the WPP directly addresses the following priority under the Strategic Goal of Environmental Leadership:

"Consider mitigation strategies for the impact of severe weather events on the City's infrastructure."

The incorporation of natural and constructed wetlands into urban development can help mitigate the risk and severity of flooding.

### **BACKGROUND**

During its December 18, 2006 meeting, City Council approved a Capital Project for the development of a Wetland Policy. A Wetland Policy Steering Committee (Steering Committee) was struck with representation from several environmental organizations, the development community, and various civic branches.

In 2009, Stantec Consulting Ltd. conducted a Wetland Policy Study for the City. The study included recommendations with regards to the content of a wetland policy, as well as mapping and field work to prepare a preliminary wetland inventory.



In 2012, the Planning and Development Branch initiated a Wetland Policy Demonstration Project to provide the development community with an opportunity to demonstrate its ability to achieve a number of guiding principles for wetland preservation in a real neighbourhood planning process. The demonstration project for the first neighbourhood in the Holmwood Suburban Development Area was completed in fall of 2012. Working in collaboration with the Administration, the developer followed a process of identifying and assessing wetlands in the development area and evaluating how well the proposed neighbourhood design met the principles of the project. The project demonstrated a reasonable balance between the need to accommodate continued urban development and the preservation and integration of wetlands into the city.

## REPORT

### Wetland Policy Project – Approach

Implementation of the WPP will occur in three phases as described below:

- 1) Stage One: Framework – establishes the high-level policy framework, based on the demonstration project, and includes amendments to OCP Bylaw No. 8769 and Zoning Bylaw No. 8770, and a new City Council policy.
- 2) Stage Two: Refinement – includes the development of a wetland inventory, wetland development guidelines, wetland management plan/procedures, and consequential policy amendments.
- 3) Stage Three: Implementation – addresses implementation of the policy and includes wetland mitigation plans to be included in neighbourhood concept plans, monitoring during and after development, and ongoing management of preserved wetlands.

This report addresses Stage One of the WPP by establishing the policy framework that includes wetlands-specific amendments to OCP Bylaw No. 8769 and Zoning Bylaw No. 8770, and a new City Council policy.

1. OCP Bylaw No. 8769 Amendment – will provide high-level principles, objectives, and policy statements for the preservation and integration of wetlands into urban development (see Attachment 1).
2. Zoning Bylaw No. 8770 Amendment – is a consequential amendment that will require a development permit for any modification to a wetland in order to ensure that development is carried out in accordance with the wetland policy (see Attachment 2).
3. City Council Policy – Wetland Policy – is a proposed new City Council policy that defines the process to implement the broad principles and objectives for

wetlands outlined in the proposed OCP Bylaw No. 8769 amendment (see Attachment 3). Key elements of the policy are:

- a. Requirements for submission of a "Wetland Mitigation Plan" along with any development proposal that has the potential to impact wetlands (such as Concept Plans and major roadway construction). Among various requirements, Wetland Mitigation Plans will need to provide an account of anticipated impacts on wetlands as a result of development, and proposed measures to be taken to mitigate these impacts;
- b. A City-wide Wetland Inventory – this will add detail to the 2009 preliminary wetland inventory in the City's future growth areas and will classify them according to permanence, level of function, and significance; and
- c. Wetland Development, Design, and Management Guidelines – the policy requires the establishment of wetland development and management guidelines for Saskatoon to sensitively integrate wetlands into urban development and ensure they are maintained and managed appropriately on a long-term basis. Where it is appropriate to integrate wetlands into the storm water management system, specific design standards for wetlands will be necessary.

#### Wetland Policy Project Timeline

Stage One of the WPP is expected to be completed in the fall of 2013. The timeline for Stage One is as follows:

- Late August/Mid-September – launch public education and awareness campaign;
- Fall – Committee and Council Review:
  - Planning and Operations Committee
  - City Council (for approval to advertise);
  - Municipal Planning Commission;
  - Saskatoon Environmental Advisory Committee; and
- November – Public hearing and City Council decision on proposed bylaw amendments and new City Council policy.

Stage Two has begun and is occurring concurrently with the final portion of Stage One. A Request for Proposals (RFP) is currently in progress, calling for the creation of Wetland Development, Design, and Management Guidelines. This work is being coordinated jointly with the relevant civic branches. When completed, this document will form an integral part of the Wetland Policy, guiding how development should relate to wetlands and providing specific standards for the design of wetlands to enable integration into the storm water management system. It will also address guidelines for ongoing wetland management.

Other components of Stage Two, including the wetland inventory and any consequential policy amendments to other City policies that maybe required, are expected to commence in early 2014.

### **OPTIONS TO THE RECOMMENDATION**

City Council could choose to not adopt the recommendations of this report. Should City Council choose this option, the City would be left with no policy framework to specifically address the preservation, construction, and incorporation of wetlands into urban development. The Administration would require further direction for the development of a Wetland Policy.

### **POLICY IMPLICATIONS**

Stage One of the WPP requires amendments to OCP Bylaw No. 8769 and Zoning Bylaw No. 8770, as well as the creation of a new City Council policy. Other policies currently under revision such as the Park Development Guidelines Policy No. A10-017, have included consideration for the forthcoming Wetland Policy.

### **FINANCIAL IMPLICATIONS**

It is estimated that capital costs for constructed wetlands could range from a 25 percent premium to an 8.7 percent discount when compared to the equivalent traditional storm pond. However, the difference is expected to narrow as the City becomes more experienced in this area. Capital costs for integrating preserved natural wetlands into the storm water management system are expected to be significantly lower than either constructed wetlands or traditional storm ponds, but may only be suitable in some situations.

Long-term operation and maintenance costs for constructed wetlands and preserved natural wetlands have been shown to be substantially lower than equivalent traditional storm ponds – as little as 21 percent of the cost of a traditional approach.

Specific cost implications of the proposed wetland policy have not been identified at this time. The policy is intended to be flexible and be implemented on a case-by-case basis as the number, size, and treatment of wetlands can vary substantially by area.

Where wetlands are preserved within an urban growth area, there may be cost implications for developers resulting from a reduction in the total developable area. This must be balanced with the benefits to the City and residents of preserving wetlands, including:

- a) groundwater recharge;
- b) storm water storage, providing natural flood protection;
- c) natural purification of surface water;
- d) habitat and food sources for waterfowl and wildlife;
- e) greenhouse gas absorption; and

- f) recreational and educational amenities.

Detailed standards for wetland construction/preservation are currently being developed as part of Stage Two of the WPP. Following completion of these detailed standards, the City will be in a better position to develop cost estimates.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Steering Committee was struck with representation from several environmental organizations, the development community, and various civic branches. This Steering Committee has met regularly throughout the course of the WPP, most recently on May 22, 2013, to review the proposed City Council policy and proposed bylaw amendments. The Steering Committee is supportive of the policy's overall approach to preserving and integrating wetlands into the urban environment. In June 2013, these materials were also presented to the Saskatoon Environmental Advisory Committee and the Developers' Liaison Committee. The feedback received has been incorporated into the proposed City Council policy and proposed bylaw amendments.

Internal discussions with various civic departments will continue through subsequent stages of the WPP to address implementation of the policy, responsibilities, and impacts to civic operations.

### **COMMUNICATION PLAN**

The WPP is city-wide, primarily affecting current undeveloped lands in the City's future growth areas. As such, a broad, web-based campaign for public education and awareness is the preferred method for engaging the public. This campaign involves a new City webpage dedicated to providing information and updates about the project, and includes an opportunity for the public to provide feedback on the draft policy documents. This approach is intended to help build residents' understanding of the value of wetlands, what it means for new neighbourhoods, and why these areas will not look like traditional neighbourhood parks. WPP information can be found on the City's webpage at [www.saskatoon.ca](http://www.saskatoon.ca) by clicking 'W' for Wetland Policy Project.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

Stage One of the WPP, which includes amendments to OCP Bylaw No. 8769 and Zoning Bylaw No. 8770, and a new City Council policy, is expected to be brought forward to City Council in the fall of 2013.

Stage Two of the WPP is currently underway and is expected to be completed in 2014. Stage Three involves the implementation of the policy through review processes and education, ongoing operations/maintenance of integrated wetlands, and monitoring and evaluation of the program. This will commence following adoption of the policy as development proposals involving natural or constructed wetlands are brought forward and is expected to continue on an ongoing basis.

## ENVIRONMENTAL IMPLICATIONS

Wetlands provide many valuable ecological benefits such as groundwater recharge and improved water quality, filtration, and storage of nutrients and sediments, greenhouse gas sequestration, and enhanced wildlife habitat and biodiversity. Therefore, the preservation of wetlands within Saskatoon will improve water quality and quantity, preserve biodiversity, and have a positive effect on greenhouse gas emissions.

## PRIVACY IMPACT

There are no privacy implications.

## SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no immediate safety/CPTED issues related to this report. Any safety/CPTED issues will be addressed at the implementation stage of the Wetland Policy.


## PUBLIC NOTICE

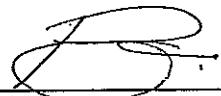
Public Notice is required for consideration of the proposed OCP Bylaw No. 8769 and Zoning Bylaw No. 8770 amendments, pursuant to Section 11 of Public Notice Policy No. C01-021.

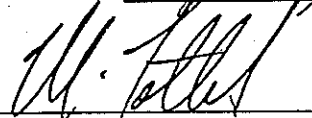
## ATTACHMENTS

1. Official Community Plan Bylaw No. 8769 Proposed Amendment
2. Zoning Bylaw No. 8770 Proposed Amendment
3. Draft Wetland Policy – City of Saskatoon Council Policy

Written by: Chris Schulz, Senior Planner; and  
Michelle Grenwich, Planner

Reviewed by:   
Alan Wallace, Manager  
Planning and Development Branch

Approved by:   
Randy Grauer, General Manager  
Community Services Department  
Dated: Sept. 17, 2013

Approved by:   
Murray Totland, City Manager  
Dated: Sept 20/13

## Official Community Plan Bylaw No. 8769 Proposed Amendment

Create a new section as below:

### 9.5 Wetlands Conservation and Management

#### 9.5.1 Objectives

- (a) To achieve the responsible stewardship of wetland resources as part of a holistic approach to urban development that balances the need for conservation with other considerations including compact development, transportation and connectivity, financial feasibility, and quality of life.
- (b) To ensure that natural and constructed wetland resources are integrated into the urban environment in a way that:
  - i) is sensitive to their ecological integrity;
  - ii) recognizes their natural and social values as community amenities;
  - iii) accounts for their hydrological function in terms of both natural processes and as part of the storm water management system;
  - iv) considers the need for appropriate ongoing management; and
- (c) To conserve the biodiversity and function of significant wetland resources prior to, during, and after land development.

#### 9.5.2 Policies

- (a) The policies contained in this section will be implemented through an applicable Council Wetland Policy.
- (b) Urban development should strive to:
  - i) Avoid impacts to wetlands, where reasonably possible, with particular consideration given to significant wetland resources;
  - ii) Minimize impacts to wetlands where avoidance cannot be fully achieved; and
  - iii) Undertake compensatory mitigation for any impacts to wetlands that occur as a result of development.
- (c) During the review of area sector plans and area concept plans, the City will favour the preservation of existing significant wetland

resources over the restoration of drained wetlands or the creation of new wetlands.

- (d) Developers should consider creative ways to design development projects to ensure the least possible disturbance/alteration of retained wetlands, including the maintenance of existing natural drainage in wetlands and their riparian areas, consideration of important upland areas and the minimization of disturbances to wetlands and riparian habitat, wildlife, soils and vegetation before, during, and after the development process.
- (e) Wetlands may be integrated into the storm water management system where it is feasible to do so. Storm water management plans must consider the sensitivity and ecological functions of wetlands and their associated riparian areas and work to ensure sustainability in an urban setting.
- (f) Where wetlands are present on lands that are subject to the Saskatoon Airport Zoning Regulations, the developer may be required to seek the approval of Transport Canada, the Saskatoon Airport Authority, NavCanada, and such other agencies as may be appropriate, prior to a development permit being issued.
- (g) The City will manage and monitor retained wetlands and associated riparian areas with a goal to maintaining or enhancing water quality and function, both as natural areas and as part of the City's storm water management system.
- (h) The City will work with its regional partners to encourage responsible wetland stewardship in the region.

## DEFINITIONS

Add a new definition to section 18.6 as follows:

**Wetland** – Lands having water at, near, or above the land surface or land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, aquatic vegetation and various kinds of biological activity which are adapted to a wet environment. Wetlands can hold water temporarily or permanently, with water levels fluctuating over the course of a single year and over many years with climactic cycles.

## Zoning Bylaw No. 8770 Proposed Amendment

Replace the existing Section 5.3 with the following:

### 5.3 Excavation, Stripping and Grading of Land and Modification of Wetlands

(1) In this Section:

- (a) "excavation" means sand and gravel extraction, top soil stripping, the grading of land for drainage purposes, the grading of land, the clearing of vegetation from land and any similar activity, but does not include:
- (i) excavation for construction or building purposes associated with a valid development permit or a valid certificate of approval for subdivision; or
  - (ii) excavation or the removal of vegetation for maintenance or landscaping purposes on a site where a development permit has previously been issued;
- (b) "modification of wetlands" includes, but is not limited to, removing or adding any type of material, including vegetation, to the bed, bank or boundary of a wetland, draining a wetland or any type of interference with the hydrological function of a wetland, and
- (c) "wetland" means lands having water at, near or above the land surface or land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, aquatic vegetation and various kinds of biological activity which are adapted to a wet environment. Wetlands can hold water temporarily or permanently with water levels fluctuating over the course of a single year and over many years with climatic cycles.

- (2) A development permit is required for the excavation, stripping and grading of land and the modification of wetlands.
- (3) A person wishing to excavate, strip or grade land, or modify wetlands shall provide the following information in their application for a development permit:
- (a) the location and area of the site on which the excavation,



stripping, grading or modification of wetlands is to take place;

- (b) where required by the Development Officer, the existing land use, wetlands and vegetation, including a natural areas screening report; and
  - (c) the amount and type of vegetation, soil or other material to be removed or relocated, and the condition in which the land is to be left when the excavation is complete.
- (4) In addition to the requirements of Subsection (3), a person wishing to modify wetlands shall provide in their application for a development permit details of the proposed modifications to wetlands and proposed mitigation measures in accordance with the applicable Council Policy-Wetlands Policy, and the condition in which the land is to be left when the modification of wetlands is complete.
  - (5) Except as provided for in Subsection (6), a development permit shall not be issued unless there is an approved area concept plan or subdivision for the area.
  - (6) Consistent with Sections 9.0 and 10.0 of the Official Community Plan, the Development Officer may issue a development permit for the excavation, stripping and grading of land when satisfied that the excavation is necessary for the interim use, development or maintenance of the subject land, prior to a final area concept plan or subdivision being approved for the area, and considering the conservation of important natural areas, vegetation and wetlands, the maintenance of effective drainage patterns, and the health and safety of persons in the area.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C0

<b>POLICY TITLE</b> <i>Wetland Policy</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b>
<b>ORIGIN/AUTHORITY</b> <i>Clause 2, Report 18 – 2006 of the Planning and Operations Committee</i>	<b>CITY FILE NO.</b> <i>CK.</i>	<b>PAGE NUMBER</b> <i>1 of 9</i>

## 1. PURPOSE

- 1.1 To implement the Official Community Plan Bylaw No. 8769 concerning wetlands conservation and management.
- 1.2 To provide guidance to landowners, developers, and City of Saskatoon (City) staff on achieving responsible integration of wetlands into the urban environment.

## 2. DEFINITIONS

- 2.1 Buffer – is an area of relatively undisturbed vegetation adjacent to a wetland and its riparian area that serves to reduce adverse effects to wetland function from adjacent development and activities.
- 2.2 Compensatory Mitigation – measures used to offset any impacts to wetlands and/or wetland function that may result from urban development. Compensatory mitigation can include measures such as wetland buffers, landscaping, wetland restoration, enhancement, preservation, and/or constructed wetlands.
- 2.3 Constructed Wetland – a constructed and/or modified water body that fluctuates with water drainage but holds water at all times. Constructed wetlands are designed to mimic some or all of the functions of naturally-occurring wetlands, including filtering pollutants from storm water runoff, and providing habitat with associated buffers/riparian areas.
- 2.4 Dedicated Land – comprises buffer strips, Municipal Reserve, Environmental Reserve and Municipal Utility Parcels as defined in *The Planning and Development Act, 2007*.
- 2.5 Enhancement – modification of one or more physical, chemical, or biological features of wetlands to achieve improved function within a degraded wetland.

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- 2.6 Naturalized Park – as defined by the City's Park Development Guidelines Administrative Policy No. A10-017.
- 2.7 Riparian Area – transitional areas between aquatic and terrestrial ecosystems. The plants and soils within riparian areas are strongly influenced by the presence of water.
- 2.8 Significant Wetland Resources – wetlands classified as "Preserve" in accordance with the Minnesota Routine Assessment Method and any wetlands located within significant wetland complexes as identified in the City's Wetland Inventory and Functional Assessment.
- 2.9 Wetland – lands having water at, near, or above the land surface or land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, aquatic vegetation, and various kinds of biological activity which are adapted to a wet environment. Wetlands can hold water temporarily or permanently, with water levels fluctuating over the course of a single year and over many years with climactic cycles.
- 2.10 Wetland Complex – a combination of individual wetlands and surrounding riparian areas that have complementary functions and have greater significance when viewed together compared to individual significance.
- 2.11 Wetland Function - a natural process or series of natural processes that take place within a wetland and can be grouped broadly as physical, biological, and chemical. Typically, these processes can include the storage of water, transformation of nutrients, growth of living matter, and the value these processes have for the wetland itself and the surrounding ecosystems.
- 2.12 Wetland Functional Assessment – a process used to measure or quantify the level or quality of function of an existing wetland. For the purposes of this policy, the Minnesota Routine Assessment Method will be used for any required wetland functional assessments.

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2.13 Wetland Impact – infilling, altering, or physically draining a wetland, any impact to the riparian area, and any type of interference with the hydrological function of the wetland.

### 3. POLICY

#### 3.1 Wetland Inventory and Functional Assessment

- a) The City will maintain an inventory of wetland resources that includes both classification and functional assessment of wetlands and the identification of any significant wetland complexes. The inventory will be comprised of existing data where available, and information obtained from supplementary studies in new growth areas or where applicable data is absent. This inventory will be comprised of maps and tabular data for all growth areas of the city.
- b) Identification and Classification – the Wetland Inventory will include the identification and classification of all wetlands within the identified area according to the Steward and Kantrud Wetland Classification System.
- c) Functional Assessment – where conditions are conducive to a high level of wetland function, the Wetland Inventory will include a functional assessment of selected Stewart and Kantrud Class 3, 4, and 5 wetlands to be conducted using the Minnesota Routine Assessment Method. If not previously existing as part of the Wetlands Inventory or if conditions may have changed significantly from a previous assessment, a functional assessment should be conducted as part of Natural Area Screening during the Area Sector Plan or Area Concept Plan process. Conditions that can trigger a functional assessment include:
- i. primarily natural surroundings/limited adjacent cultivation;
  - ii. existence as part of a wetland complex; and
  - iii. previous identification or known presence of rare or endangered species or suitable habitat.
- d) Wetland Complexes – The Wetland Inventory will include identification of wetland complexes and associated riparian areas

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that are significant based on the above functional assessment. Regardless of the functional class of individual wetlands contained within them, wetland complexes identified as significant shall have the highest priority for protection and preservation.

## 3.2 Wetland Mitigation Plan

### a) A Wetland Mitigation Plan:

- i. is required by the City as an integral part of any Area Concept Plan or Area Concept Plan Amendment that has the potential to impact wetlands identified as Preserve, Manage 1 and Manage 2 according to the functional assessment categories as identified in the City's Wetland Inventory; and
- ii. may, at the discretion of the Planning and Development Branch and in consultation with the Environmental Services Branch, be required for any other development proposal that requires City approval, including the development of civic facilities and infrastructure, and any public or private utilities, if the development has the potential to impact wetlands identified as Preserve, Manage 1 and Manage 2 according to the functional assessment categories as identified in the City's Wetland Inventory.

b) In conjunction with the Administrative review of an Area Concept Plan, the included Wetland Mitigation Plan will be reviewed for compliance with this policy and the demonstration of a reasonable balance between anticipated impacts to wetland resources resulting from a proposed development, and measures taken to mitigate for those impacts.

c) Significant wetland resources identified in the Wetland Inventory should be the primary focus of preservation efforts. Unavoidable impacts to significant wetland resources will require compensatory mitigation.

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d) -A Wetland Mitigation Plan must include:

- i. An account of anticipated impacts to all wetlands in the Concept Plan area identified as Preserve, Manage 1 and Manage 2 according to the functional assessment categories as identified by the City's Wetland Inventory, with a focus on any wetland resources identified as significant;
- ii. An explanation of all measures, which must be consistent with the Wetland Development Guidelines, that will be taken to mitigate for impacts as part of the proposed development;
- iii. If applicable, an explanation of any impacts for which mitigation is not proposed;
- iv. For all retained wetlands, an explanation of how development will interface with wetlands and their associated riparian areas and how successful establishment of vegetation communities will be ensured;
- v. A description of measures to be taken to ensure that impacts on wetlands are minimized while development is underway;
- vi. A monitoring strategy to ensure the measures outlined in the Wetland Mitigation Plan are implemented; and
- vii. A proposed allocation of wetlands, associated riparian areas and buffers into categories of Dedicated Lands. The allocation will be subject to the review and approval of the City.

e) Possible compensatory mitigation measures to offset impacts to wetlands include:

- i. Permanent preservation of wetlands;
- ii. Restoration or enhancement of wetlands;
- iii. Replacement of wetland function through the development of constructed wetlands or the re-establishment/restoration of historical wetlands;
- iv. Development of sensitive recreational, educational and/or interpretive infrastructure adjacent to retained wetlands and associated riparian areas;
- v. Development, within the Concept Plan area, of sediment forebays, bioswales, rain gardens, and other storm water management features that may provide for pre-treatment of

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runoff and/or reduce the need for traditional storm water management infrastructure.

- f) For any development that requires City approval, where a Wetland Inventory has not been completed, the City may require the developer to undertake a Wetland Inventory for the subject development area in accordance with Section 3.1 of this policy.
- g) The City may, at the time of subdivision and in accordance with *The Planning and Development Act, 2007*, enter into a servicing agreement with the developer to ensure the measures proposed in the Wetland Mitigation Plan are completed.

### 3.3 Wetland Development Guidelines

- a) Wetland Development Guidelines will be established to provide guidance for:
  - i. general establishment and management procedures for constructed and preserved wetlands;
  - ii. buffer widths;
  - iii. erosion and sediment control measures;
  - iv. pre-treatment, treatment, and conveyance to maintain acceptable water quality and quantity levels, including maintenance reduction measures where wetlands are integrated into the storm water system;
  - v. maintenance of hydrologic function;
  - vi. protection of wetland resources during development;
  - vii. management regime for initial establishment of wetland and riparian plant communities;
  - viii. harvest and reuse of wetland and riparian soils where wetlands are modified or lost to development;
  - ix. types of vegetation to be planted and timelines for establishment recognizing that native plants should be used if possible; and
  - x. low impact development techniques.
- b) The construction process is critical to the establishment and growth of the vegetative community of a wetland. Any alteration or

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development within a wetland should be sequenced such that plant growth is maximized during the first growing season.

- c) Where wetlands are being used for storm water storage and treatment, measures such as the installation of suitable control structures should be taken to mimic the natural hydrologic cycles wherever possible.
- d) In the absence of Wetland Development Guidelines, development proposals impacting significant wetland resources should address each of the elements identified in clauses 3.3 a) and 3.3 b) above, as part of the Wetland Mitigation Plan, along with supporting documentation based on advice from a Qualified Wetland Aquatic Environment Specialist, or suitable alternative as determined by the Development Officer and/or demonstration of adherence to best practices used in other jurisdictions.

### 3.4 Wetland Management

- a) Retained wetlands, including Constructed Wetlands and associated riparian areas should normally be integrated into the City's parks system and managed as Naturalized Parks.
- b) Management efforts will focus on ensuring that wetlands and associated riparian areas maintain or improve the level of ecological function and water quality over the long term and should include a program for regular monitoring and evaluation.
- c) Where wetlands provide a storm water management function in an area, necessary maintenance on the wetland in support of this system should be sensitive to the wetland management regime and should strive to avoid and/or minimize negative impacts to the ecological function and water quality of the wetland.

### 4. RESPONSIBILITIES

4.1 General Manager, Community Services Department – shall be responsible for:



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- a) Administering this Policy and recommending updates to this Policy;
- b) Maintaining, and developing where necessary, a wetlands inventory and functional assessment for all growth areas of the city;
- c) Ensuring incorporation of this Policy in the Official Community Plan and other statutory documents;
- d) Reviewing and approving Wetland Mitigation Plans in conjunction with the Administrative review of any Area Concept Plans or other development proposal where required;
- e) Undertaking and maintaining Servicing Agreements to ensure appropriate compensatory mitigation measures are taken.

4.2 General Manager, Infrastructure Services Department – shall be responsible for:

- a) Informing supervisors and managers in affected branches of the procedures relative to this policy;
- b) Ensuring that other policies administered by the department are consistent with this policy;
- c) Reviewing and approving Wetland Mitigation Plans in conjunction with the Administrative review of any Area Concept Plans or other development proposal where required;
- d) Developing and implementing a management strategy for the ongoing operation and maintenance of preserved and constructed wetlands; and
- e) Recommending annual budget requirements to implement the procedures relative to this policy.

4.3 General Manager, Utility Services Department – shall be responsible for:

- a) Assisting in the administration of this policy and recommending updates to this policy;

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C0

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Wetland Policy</i>		<i>9 of 9</i>

- b) Informing supervisors and managers in affected branches of the procedures relative to this policy;
- b) Ensuring that other policies administered by the department are consistent with this policy;
- c) Reviewing and approving Wetland Mitigation Plans in conjunction with the Administrative review of any Area Concept Plans or other development proposal where they are required;
- d) Developing and maintaining Wetland Development Guidelines;
- e) Developing and implementing a management strategy for the ongoing operation and maintenance of preserved and constructed wetlands; and
- f) Recommending annual budget requirements to implement the procedures relative to this policy.

4.4 Planning and Operations Committee – shall be responsible for:

- a) Reviewing proposed policies and policy revisions and referring such policies to City Council for approval.

4.5 City Council – shall be responsible for:

- a) Reviewing and approving any proposed policies and policy revisions as recommended by the Planning and Operations Committee.

DRAFT



*City of*  
**Saskatoon**  
Office of the City Clerk

---

222 - 3rd Avenue North  
Saskatoon, SK S7K 0J5

ph 306•975•3240  
fx 306•975•2784

October 24, 2013

City Clerk

Dear City Clerk:

**Re: Wetland Policy Project**  
**(Files CK. 4110-38 and PL. 4110-63)**

The Municipal Planning Commission, at its meeting held on October 22, 2013, considered Clause A4, Report No. 16-2013 of the Planning and Operations Committee, which was considered by City Council at its meeting held on October 7, 2013, regarding the proposed Wetland Policy Project. City Council approved the recommendations, which included that the matter be referred to the Municipal Planning Commission and that City Council consider the recommendations of the Municipal Planning Commission at the time of the public hearing.

The Commission has reviewed the report with the Administration and recommends:

- 1) that City Council approve the Administration's recommendation to amend the Official Community Plan Bylaw 8769 and Zoning Bylaw 8770, as outlined in the report of the General Manager, Community Services Department, dated September 16, 2013; and
- 2) that the amendments to the Wetland Policy, as outlined in the report of the General Manager, Community Services Department, dated September 16, 2013, be approved subject to approval of the amendments to the Official Community Plan Bylaw 8769.

Yours truly,

A handwritten signature in cursive script that reads "Elaine Long".

**Elaine Long**  
Committee Assistant, Municipal Planning Commission

el

**THE STARPHOENIX, SATURDAY, OCTOBER 19, 2013 and**  
**SUNDAY PHOENIX, OCTOBER 20, 2013**

**OFFICIAL COMMUNITY PLAN NOTICE**  
**PROPOSED TEXT AMENDMENT TO THE OFFICIAL COMMUNITY PLAN**

Saskatoon City Council will consider amendments to the City's Official Community Plan, Bylaw No. 8769. By way of Bylaw No. 9138, The Official Community Plan Amendment Bylaw, 2013 (No. 10) a definition for "Wetland" along with a new section specific to Wetlands Conservation and Management will be incorporated into the Official Community Plan. This proposed section includes provisions that:

- Encourage the preservation of existing wetlands within the City's future growth areas;
- Provide guiding principles for the integration of both preserved and constructed wetlands into the city;
- Establish a link to more detailed policies that will provide specific guidance for implementation and ongoing management of wetlands;
- Ensure that land use and development decisions related to wetlands are made in a manner that is sensitive to the ecological integrity of wetlands and the objectives of achieving compact, sustainable and economically viable growth patterns; and
- Encourage collaboration with regional partners on wetland stewardship in the Saskatoon region.

The proposed amendments to the Official Community Plan will apply city-wide; but since they are focused on new development, they will primarily affect undeveloped properties in the City's future growth areas.

**INFORMATION** – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw and/or the City of Saskatoon Official Community Plan Bylaw and accompanying Land Use Map may be directed to the following without charge:

Community Services Department, Planning and Development Branch  
3rd Floor, City Hall, Monday-Friday 8:00 AM to 5:00 PM  
Phone: 306-975-7945 (Chris Schulz)

**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, November 4, 2013, at 6:00 PM in Council Chambers, City Hall, Saskatoon, Saskatchewan.**

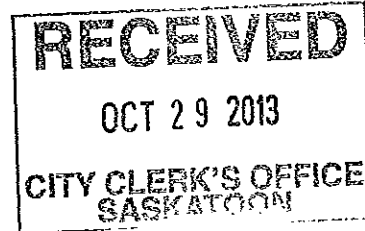
All written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon SK S7K 0J5.

All submissions received by the City Clerk by **10:00 AM on Monday, November 4, 2013**, will be forwarded to City Council.

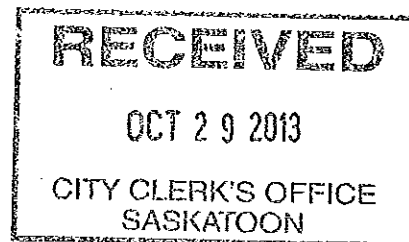
**From:** Tim Jones [tandljones@sasktel.net]  
**Sent:** October 29, 2013 12:28 PM  
**To:** Web E-mail - City Clerks  
**Subject:** Letter to City Council  
**Attachments:** Swalewatchers Position on Draft Wetland Policy.rtf

We wish to speak to City Council at the public hearing on November 4 concerning the Draft Wetland Policy. Please see the attached letter to The Mayor and City Council. ( Stewart Coles and Richard Huziak of the Swalewatchers will speak on behalf of the group.)

Thank you.  
Louise Jones,  
Chair, Northeast Swalewatchers



His Worship the Mayor and members of City Council  
c/o City Clerk's Office, City Hall  
222 Third Avenue North  
Saskatoon SK S7K OJ5



Re: Proposed Text Amendment to the Official Community Plan  
Section Specific to Wetlands Conservation and Management

We commend the City of Saskatoon for recognizing the need for a Wetland Policy to guide development as the city expands. A robust policy will ensure that we do a better job of integrating conservation and development where wetlands exist in areas of future growth.

However, we have some concerns about the Draft Wetland Policy.

1. What are the objectives of the policy? What are current threats of wetland loss, and will the policy give clear priority to preservation and protection of our wetlands and wetland complexes? The Policy should demonstrate that we value the vital ecological functions of wetlands, from sustaining biodiversity, to enhancing water quality. Such clarity is important to inform public expectations and create predictability for the development industry.
2. The language of the Draft Wetland Policy is sometimes ambiguous. For example, what is a "significant" wetland/complex, and who will decide? What is a "reasonable balance" between development impacts on wetland resources, and measures to mitigate those impacts, and who will decide? What are "unavoidable" impacts, and who will decide they cannot be avoided? What is "possible compensatory mitigation"? Is this a definitive list of mitigation measures? Use of the words "may" and "possible" and "should" rather than "will" and "shall" suggests the policy can be loosely interpreted without penalty.
3. We see a problem with the general nature of statements of responsibilities on the part of City managers. Who has responsibility to enforce the Policy? Who monitors compliance with approved mitigation plans and service agreements? What penalties are attached to non-compliance or fulfilment? How can the City avoid situations where errors are made that are deemed "too expensive to fix"?
4. Stewardship of natural resources including wetlands is a public responsibility the City shares with its residents. How will the Policy provide opportunities for the public to have input on specific cases of balancing conservation and development, for example, in area concept plan review, mitigation planning, or service agreement review?

5. How can the Draft Wetland Policy be adopted without the Wetland Development Guidelines in place to inform wetland management, mitigation planning, and service agreements?

6. To be effective, a Wetland Policy needs widespread public support, which requires education of all stakeholders. Public education about wetland values, their natural capital and why we are conserving wetlands in Saskatoon should be an important component of our Wetland Policy. Saskatoon's natural capital is as crucial to the viability of our economy and wealth as our human and manufactured capital (e.g. machinery, real estate). Some of the many benefits from our wetlands include purification of our water, reducing or eliminating flooding, providing us with places to observe and enjoy nature, and trapping or the sequestration of carbon. Draining wetlands releases large amounts of CO<sub>2</sub> into the atmosphere which is opposite to what the City is attempting to achieve in our Energy and Greenhouse Gas Management Plan.

We feel a sense of urgency to have a Wetland Policy in place because it is clear that development is moving ahead quickly as the City expands. On the other hand, we urge the City of Saskatoon to take the time necessary to create a Wetland Policy that is capable of protecting and preserving wetlands and wetland complexes for future generations.

Thank you for this opportunity to share our views on Saskatoon's Draft Wetland Policy.

Sincerely,

Louise Jones  
Chair, Northeast Swalewatchers  
206 111<sup>th</sup> street  
Saskatoon, SK  
S7N 1T2

Email: [louise.jones@sasktel.net](mailto:louise.jones@sasktel.net)

3.c)

## BYLAW NO. 9139

### The Zoning Amendment Bylaw, 2013 (No. 26)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2013 (No. 26)*.

#### Purpose

2. The purpose of this Bylaw is to amend the provisions of the Zoning Bylaw dealing with Excavation, Stripping and Grading of Land to regulate the excavation, stripping, grading or modification of wetlands.

#### Zoning Bylaw Amended

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

#### Section 5.3 Amended

4. Section 5.3 is repealed and replaced with the following:

**"5.3 Excavation, Stripping and Grading of Land and Modification of Wetlands**

(1) In this Section:

- (a) "excavation" means sand and gravel extraction, top soil stripping, the grading of land for drainage purposes, the grading of land, the clearing of vegetation from land and any similar activity, but does not include:
  - (i) excavation for construction or building purposes associated with a valid development permit or a valid certificate of approval for subdivision; or
  - (ii) excavation or the removal of vegetation for maintenance or landscaping purposes on a site where a development permit has previously been issued;



- (b) **"modification of wetlands"** includes, but is not limited to, removing or adding any type of material, including vegetation, to the bed, bank or boundary of a wetland, draining a wetland or any type of interference with the hydrological function of a wetland; and
  - (c) **"wetland"** means lands having water at, near or above the land surface or land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, aquatic vegetation and various kinds of biological activity which are adapted to a wet environment. Wetlands can hold water temporarily or permanently with water levels fluctuating over the course of a single year and over many years with climatic cycles.
- (2) A development permit is required for the excavation, stripping and grading of land and the modification of wetlands.
  - (3) A person wishing to excavate, strip or grade land, or modify wetlands shall provide the following information in their application for a development permit:
    - (a) the location and area of the site on which the excavation, stripping, grading or modification of wetlands is to take place;
    - (b) where required by the Development Officer, the existing land use, wetlands and vegetation, including a natural areas screening report; and
    - (c) the amount and type of vegetation, soil or other material to be removed or relocated, and the condition in which the land is to be left when the excavation is complete.
  - (4) In addition to the requirements of Subsection (3), a person wishing to modify wetlands shall provide in their application for a development permit details of the proposed modifications to wetlands and proposed mitigation measures in accordance with the applicable Council Policy – Wetlands Policy, and the condition in which the land is to be left when the modification of wetlands is complete.
  - (5) Except as provided for in Subsection (6), a development permit shall not be issued unless there is an approved area concept plan or subdivision for the area.

- (6) Consistent with Sections 9.0 and 10.0 of the Official Community Plan, the Development Officer may issue a development permit for the excavation, stripping and grading of land when satisfied that the excavation is necessary for the interim use, development or maintenance of the subject land, prior to a final area concept plan or subdivision being approved for the area, and considering the conservation of important natural areas, vegetation and wetlands, the maintenance of effective drainage patterns, and the health and safety of persons in the area."

**Coming into Force**

5. This Bylaw shall come into force upon the approval of Bylaw No. 9138, *The Official Community Plan Amendment Bylaw, 2013 (No. 10)* by the Minister of Government Relations.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**THE STARPHOENIX, SATURDAY, OCTOBER 19, 2013 and**  
**SUNDAY PHOENIX, OCTOBER 20, 2013**

**ZONING NOTICE**  
**PROPOSED TEXT AMENDMENT TO THE**  
**ZONING BYLAW**

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw No. 8770. By way of Bylaw No. 9139, The Zoning Amendment Bylaw, 2013 (No.26), the current Zoning Bylaw Section 5.3 'Excavation, Stripping and Grading' will be replaced with a new Section 5.3 titled 'Excavation, Stripping and Grading of Land and Modification of Wetlands'. The proposed new Section 5.3 contains the following modifications to the current section:

- Adds definitions for 'wetland' and 'modification of wetlands';
- Clarifies the definition for 'excavation';
- Expands the requirement to obtain a development permit to include any modification of wetlands;
- Adds specific requirements for development permit applications where modification of wetlands is concerned; and
- Reorganizes the section for greater clarity.

The proposed amendment to the Zoning Bylaw will apply to all types of properties city-wide; but since it is focused on new development, it will primarily affect undeveloped properties in the City's future growth areas.

**REASON FOR AMENDMENT** – This amendment supports a proposed concurrent amendment to the City's Official Community Plan Bylaw No. 8769 and a proposed new City Council Policy that specifically address the identification, preservation and management of wetlands within the City. The amendment will ensure that any modification of wetlands will be carried out in accordance with the Official Community Plan and applicable City wetland policies.

**INFORMATION** – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Official Community Plan Bylaw and Land Use Map and/or the City of Saskatoon Zoning Bylaw may be directed to the following without charge:  
Community Services Department, Planning and Development Branch  
3rd Floor, City Hall, Monday-Friday 8:00 AM to 5:00 PM.  
Phone: 306-975-7945 (Chris Schulz)

**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, November 4, 2013, at 6:00 PM in Council Chambers, 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 AM on Monday, November 4, 2013**, will be forwarded to City Council.

3.d)

## BYLAW NO. 9141

### The Corman Park – Saskatoon Planning District Official Community Plan Amendment Bylaw, 2013

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Corman Park – Saskatoon Planning District Official Community Plan Amendment Bylaw, 2013*.

#### Purpose

2. The purpose of this Bylaw is to amend The Corman Park – Saskatoon Planning District Official Community Plan to add provisions dealing with construction and demolition materials industries.

#### Corman Park – Saskatoon Planning District Official Community Plan Amended

3. The Corman Park – Saskatoon Planning District Official Community Plan, being Schedule "A" to Bylaw No. 8844 and forming part of the Bylaw, is amended in the manner set forth in this Bylaw.

#### Section 9.1.2 Amended

4. Section 9.1.2 is amended:
  - (a) by adding "**and Construction and Demolition Materials Industries**" to the title; and
  - (b) by adding the following:

"Construction and demolition materials industries shall comprise the collection, processing or recovery and reuse of non-hazardous waste materials from construction, renovation, and demolition activities. This does not include Landfill, Recycling Depot, Waste Transfer Station or Used Building Materials Retail Outlet."

#### Section 9.1.7 Amended

5. Section 9.1.7 is amended by deleting "Regional" and substituting "Construction and demolition materials industries and regional".

**Section 9.2.2 Amended**

6. Section 9.2.2 is amended:
  - (a) by deleting the title, "***Geotechnical Engineering Required for Regional Waste Management Industries***" and substituting "***Geotechnical Engineering Required for Construction and Demolition Materials Industries and Regional Waste Management Industries***"; and
  - (b) by striking out "Regional" and substituting "Construction and demolition materials industries and regional".

**Section 9.2.3 Amended**

7. Section 9.2.3 is amended by striking out "Regional" and substituting "Construction and demolition materials industries and regional".

**Section 9.3.1 Amended**

8. Section 9.3.1 is amended by adding "construction and demolition materials industries and" after "encourage".

**Section 9.3.2 Amended**

9. Section 9.3.2 is amended by striking out "Regional" and substituting "Construction and demolition materials industries and regional".

**Section 9.3.3 Amended**

10. Section 9.3.3 is amended by striking out "Local" and substituting "Construction and demolition industries and local".

**New Section 9.3.4**

11. Section 9.3.4 is repealed and the following is substituted:

***"Separation Distances for Construction and Demolition Materials Industries and Regional Waste Management Industries***

4. No construction and demolition waste industry shall be located within 300m (984.25 ft) of any single family dwelling, multi-parcel country residential development, Wanuskewin Heritage Park or recreation use. Except for liquid waste disposal facilities, no regional waste management industry shall be located within 457m (1500 ft) of any single family dwelling, multi-parcel country residential development, Wanuskewin Heritage Park or recreational use."

**Section 9.3.6 Amended**

12. Section 9.3.6 is amended by deleting "the dwelling" and substituting "the foundation of the dwelling."

**New Sections 9.3.8 and 9.3.9**

12. The following is added after Section 9.3.7:

*"Measuring Separation Distances*

8. In determining proximity to a single family dwelling the separation distance shall be measured from the active area of a construction and demolition materials industry facility to the foundation of the dwelling.

*Measuring Separation Distances*

9. In determining proximity to a vacant single parcel country residential subdivision, multi-parcel country residential development, Wanuskewin Heritage Park or recreational use, the separation distance shall be measured from the active area of the construction and demolition materials industry facility to the property boundary of the closest developable parcel."

**Coming into Force**

13. This Bylaw shall come into force upon receiving the approval of the Minister of Government Relations.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

The following is a copy of **Clause A2, Administrative Report No. 16-2013** which was **ADOPTED** by City Council at its meeting held on **October 7, 2013**:

**Section A – COMMUNITY SERVICES**

**A2) Corman Park – Saskatoon Planning District Official Community Plan Amendments – Construction and Demolition Materials Industries  
(Files CK. 4240-5 and PL. 4240-8)**

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- RECOMMENDATION:**
- 1) that City Council approve the required advertising for the proposed amendments to the Corman Park – Saskatoon Planning District Official Community Plan Bylaw No. 8844 as described in this report;
  - 2) that the General Manager, Community Services Department, be requested to prepare the required notice for advertising the amendments to the Corman Park – Saskatoon Planning District Official Community Plan Bylaw No. 8844;
  - 3) that the City Solicitor be requested to prepare the required bylaw; and
  - 4) that at the time of the public hearing, City Council be asked to consider the Corman Park - Saskatoon District Planning Commission's recommendation that the amendments to the Corman Park – Saskatoon Planning District Official Community Plan Bylaw No. 8844 be approved.

**TOPIC AND PURPOSE**

The purpose of this report is to bring forward proposed text amendments to the Corman Park – Saskatoon Planning District (Planning District) Official Community Plan Bylaw No. 8844 (OCP). The Planning District OCP is jointly adopted by the Rural Municipality of Corman Park (RM) and the City of Saskatoon (City) to manage land use and development in the Planning District. The proposed amendments provide specific policies for construction and demolition materials industries.

## **REPORT HIGHLIGHTS**

1. Amendments to the Planning District OCP are proposed to create a new "construction and demolition materials industries" classification, and new policies to regulate this specific activity. This will facilitate the recycling of materials used in constructing buildings, roadways, walls, and landscaping features.
2. These amendments are based on research of best practices from communities across Canada.

## **STRATEGIC GOALS**

This proposal supports the Strategic Goals of Sustainable Growth, Economic Diversity and Prosperity, and Environmental Leadership; specifically the priorities and strategies to:

- a) plan collaboratively with regional partners;
- b) create a business friendly environment; and
- c) divert waste for reuse, and promoting and facilitating recycling.

## **BACKGROUND**

A private developer approached the RM regarding setting up a business where construction and demolition materials, such as concrete, concrete with steel, glass, brick, asphalt, and other building materials are processed and distributed off-site for other purposes. The proposed use is not specifically defined or specifically regulated in the Planning District OCP, or in the Planning District Zoning Bylaw. The existing bylaws would define this use as a "solid waste disposal facility" (i.e. a landfill). Landfills are highly regulated. The bylaw standards for landfills would significantly limit the potential for construction and demolition materials industries, particularly because of the large separation distances that are required around landfills.

## **REPORT**

There is growing demand for construction and demolition materials industries in the Saskatoon region. Repurposing materials that would otherwise end up in a landfill is environmentally responsible and also provides a new business opportunity. The RM's Administration, with the assistance of the City's Administration, conducted best practices research from communities across Canada. Based on this research, it is recommended that amendments to the Planning District OCP and the Planning District Zoning Bylaw to define and regulate construction and demolition materials industries as a specific activity, be approved.



At its September 4, 2013 meeting, the District Planning Commission (DPC) unanimously supported recommending the proposed amendments. Amendments to the Planning District OCP require the joint approval from City Council and the RM Council. Amendments to the District Zoning Bylaw require the approval from the RM Council. The District Zoning Bylaw, and any amendments to it, must be consistent with the Planning District OCP.

### Best Practices Research

A number of municipalities and provincial departments across Canada were surveyed to determine best practices in managing construction and demolition materials processing facilities. Information was requested from Edmonton and Calgary, the Halifax Regional Municipality, and the District of Shellburne in Nova Scotia. The applicable provincial departments in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, and Newfoundland/Labrador were also contacted.

The research focused on three types of solid waste management:

- a) landfills;
- b) landfills that include construction and demolition processing facilities; and
- c) stand-alone construction and demolition processing facilities.

The development standards for these facilities, including the separation distance required around them and the method of measuring the separation distance, were reviewed. The report to the DPC and the details on the best practices research that was conducted are provided in Attachments 1 and 2.

### Proposed Amendments

The current Planning District OCP and Planning District Zoning Bylaw have policies and standards to govern waste management and remediation activities. Landfills must be located on land zoned D-Regional Waste Management 1 District (DRM1), and the property line must be at least 457 metres from a dwelling, a multi-parcel country residential development, a recreational use, or Wanuskewin Heritage Park. In addition, building setbacks, screening, and measures to prevent environmental contamination and nuisance are required.

The City's Administration and the RM's Administration are of the view that construction and demolition materials industries will have less impact than a landfill and should be regulated accordingly. The proposed amendments to the Planning District OCP create a new classification for construction and demolition materials industries and new policies to regulate this specific activity. These industries will include the collection, transport, disposition, processing, or recovery and reuse of non-hazardous waste materials from construction, renovation, and demolition activities. The following is a summary of the proposed requirements for these industries:

- 1) must comply with applicable provincial environmental regulations;
- 2) are only permitted in the DRM1 Zoning District, meaning rezoning will likely be required;
- 3) must submit a Comprehensive Development Review that fully describes the proposed activity and addresses the impact it might have on the site and surrounding properties;
- 4) any land filling or excavation must be designed and engineered by a licensed geotechnical engineer;
- 5) the active area of the site must be located 300 metres from a dwelling, a multi-parcel country residential development, a recreational use, or Wanuskewin Heritage Park; and
- 6) are not permitted next to City limits unless the RM and the City agree that the proposal is compatible with adjacent land uses and will not place pressure on the City to extend services.

### **OPTIONS TO THE RECOMMENDATION**

City Council may choose to not consider the proposed amendments and the DPC's recommendation. This option is not recommended as it would limit the ability to operate construction and demolition materials industries within the Saskatoon region, and reduce opportunities to repurpose and reuse materials that would otherwise end up in landfills.

### **POLICY IMPLICATIONS**

The proposal is to amend the land use policies in the Planning District OCP.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The public has not been involved in the proposed text amendments to date. Since the Planning District OCP is adopted by both councils, the RM and the City are each required to hold a public hearing before the Planning District OCP can be amended.

### **COMMUNICATION PLAN**

The proposed amendments do not require a Public Communication Plan beyond the public notice requirements described in the Public Notice Section.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

No specific follow-up actions are required.

### **ENVIRONMENTAL IMPLICATIONS**

The proposed Planning District OCP amendments are expected to have minimal greenhouse gas emissions implications, as it supports the repurposing of construction and demolition materials that would otherwise end up in the landfills in the Saskatoon region (i.e. the Saskatoon Regional Waste Management Centre and the Northern Landfill). The diversion of these materials from the landfills helps extend the useful life of the landfills.

### **PRIVACY IMPACT**

There are no privacy implications.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

There are no safety/CPTED issues that have been identified at this time.

### **PUBLIC NOTICE**

Pursuant to Section 11 of Public Notice Policy No. C01-021, public notice is required. Subject to advertising approval from City Council, the proposed amendments will be advertised in The StarPhoenix on a Saturday at least two weeks prior to the date on which the matter will be considered by City Council.

### **ATTACHMENTS**

1. District Planning Commission Report - August 7, 2013
2. District Planning Commission Report - September 4, 2013

a. District Official Community Plan and District Zoning Bylaw – Textual Amendments – Construction and Demolition Materials Industries

Background

The RM Planning Department has received an inquiry regarding setting up a business for a concrete, concrete with steel materials and asphalt recycling facility. The proposed use is not defined or regulated within our District Official Community Plan (D-OCP) and District Zoning Bylaw (D-ZB). As such, the Planning Department would like Council to consider amendments to the D-OCP and D-ZB for Construction and Demolition Materials Industries.

Proposed Amendments

**Section 6 in D-ZB: Definitions**

Active Area, means *any area within the property boundary that is utilized in the operation of the development.*

Buffer Area, means *any area located between the Active Area and the property boundary of the development.*

Construction and Demolition Materials Active Area, means *any area within the property boundary that is used for transfer, storage, disposal, separation, processing of Construction and Demolition Materials.*

Construction and Demolition Materials means *materials which are normally used in the construction of buildings, structures, roadways, walls and landscaping features, and includes, but is not limited to, soil asphalt, brick, concrete, ceramics, porcelain, window glass, mortar, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles and metals.*

Construction and Demolition Materials Industries means *industries comprised of the collection, transport, disposition, processing or recovery and reuse of non-hazardous waste materials from construction, renovations, and demolition activities.*

Construction and Demolition Materials Processing Facility means *the use of land and/or building or part of a building to sort, alter, grind, or otherwise process, Construction and Demolition Materials for offsite reuse or recycling. This use does not include Landfill or Transfer Station or Used Building Materials Retail Outlet.*

Construction and Demolition Residue means *materials remaining from processing and/or sorting of Construction and Demolition Materials for which there is no reasonable use or potential use or market.*

Used Building Materials Retail Outlet means *land and/or building or part of a building where Construction and Demolition Materials are available for resale with incidental and minimal alteration of the materials and where activity primarily occurs inside a building.*

### **Section 9.3 in D-OCP: Separation Distance for Construction and Demolition Materials Industries**

Minimum separation distance of 300m (984.25 ft.) is required between a Construction and Demolition Materials Processing Facility to any single family dwelling, multi-parcel country residential development, Wanuskewin Heritage Park or recreational use.

### **Section 9.3 in D-OCP Measuring Separation Distance for Construction and Demolition Materials Industries**

In determining proximity to a Single Family Dwelling, the separation distance shall be measured from the Construction and Demolition Materials Active Area of the Construction and Demolition Materials Processing Facility to the foundation of the residential dwelling.

In determining proximity to a vacant single parcel country residential subdivision, multi-parcel country residential development, Wanuskewin Heritage Park or recreational uses, separation distance shall be measured from the Construction and Demolition Materials Active Area of the Construction and Demolition Materials Processing Facility to the property boundary of the closest developable parcel.

### **Section 9.1.7 in D-OCP – Comprehensive Development Review Required**

Construction and Demolition Materials Industries and Regional Waste Management Industries shall require rezoning to an appropriate district and shall be subject to the submission of a Comprehensive Development Review that includes, but is not limited to, the following information:

1. needs assessment for the activity proposed;
2. servicing and access assessment;
3. evaluation of potential impacts on the subject property and existing land uses in proximity of the operation; and
4. evidence of compliance with applicable provincial environmental regulations.

### **Section 4 in D-ZB – Standards for Development**

#### **Construction and Demolition Materials Processing Facility**

Notwithstanding other provisions of this Bylaw, a Construction and Demolition Materials Processing Facility is subject to the following development standards:

1. The applicant shall provide written evidence of compliance with any applicable provincial or federal legislation or regulations including approvals where required.
2. The applicant shall prepare and submit a detailed site plan showing the location of all buildings, landscaping, storage areas, access roads, weigh scales, sorting pads, processing, and stockpiling areas.

3. The applicant shall provide an operational plan, identifying:
  - a) methods of processing;
  - b) a comprehensive list of materials to be recycled;
  - c) the hours of operation for collection, processing, and hauling activities;
  - d) environmental controls, such as, but not limited to, mitigation for dust and debris control, air quality control and monitoring, berms to protect watercourse, surface and groundwater monitoring, and leachate treatment and control; and
  - e) a lot grading and drainage plan prepared and approved by a registered Professional Engineer licensed to practice in the Province of Saskatchewan identifying how the site will be designed to protect surface and groundwater including leachate treatment and controls.
4. Notwithstanding subsection 3, Construction and Demolition Materials brought to a Construction and Demolition Materials Recycling Facility must first be placed upon a pad for sorting prior to the materials being processed, stockpiled, or removed from the site. The pad shall be designed to prohibit materials and liquids from entering the groundwater table or a watercourse. The operational plan shall indicate how the operator intends to handle and treat or remove the material/leachate from the site.
5. All work or activity associated with the facility shall only be permitted between the hours of 7:00 a.m. to 8:00 p.m. Monday to Friday, inclusive and from 7:00 a.m. to 5:00 p.m. on Saturday and no work activity shall be conducted on any day of the week outside of the permitted hours or on Sunday or Statutory Holidays. The Site shall be gated to restrict access during non-operational hours.
6. The site shall be:
  - a) fenced and gated on all sides of the active area with a locking gate, and a means of securing entry and exit to the site acceptable to the municipality; and
  - b) signed to identify hours of operation and acceptable Construction and Demolition Materials.
7. Materials stockpiled at the facility must meet the following conditions:
  - a) the maximum height of any stockpile shall be 6 metres (19.69 ft.)
  - b) the maximum base diameter of any stockpile shall be 75 metres (246.06 ft.); and
  - c) the minimum separation distance between the nearest edge or face of stockpiles shall be 5 metres (16.40 ft.).

8. All deposited materials shall be documented and verified by the operator to ensure its origin is known and to confirm that all materials transported to the site complies with the conditions of the approval.
9. No Construction and Demolition Materials shall remain on the site for longer than one year.
10. No hazardous substance shall be delivered to the facility other than those which are incidental to, and inadvertently delivered with the Construction and Demolition Materials. The facility operator shall be responsible for removing and disposing of incidental hazardous substances as described herein to a licensed facility within 30 days of receipt of the same.
11. No solid waste other than the approved Construction and Demolition Materials shall be delivered to the facility other than those which are incidental to, and inadvertently delivered with the Construction and Demolition Materials. The facility operator shall be responsible for removing and disposing of incidental solid waste as described herein to a licensed facility within 30 days of receipt of the same.
12. Notification shall be provided to all assessed landowners within the 1.6 km (1 mile) radius of the subject property boundary. If applicable, the application shall be circulated to property owners adjacent to the proposed haul roads to obtain public input on the proposed site.
13. Notification shall indicate application details such as, but not limited to:
  - a) a detailed site plan depicting the circulation and layout of the operation;
  - b) the hours of operation for processing and hauling activities;
  - c) types of equipment utilized in the operation and the models of equipment;
  - d) types of raw inputs and outputs;
  - e) quantity of materials processed;
  - f) types of material stockpiled and duration of materials will remain stockpiled on site;  
and
  - g) potential impacts of the proposed development and mitigation measures to minimize such potential impacts.
14. The applicant shall ensure that dust and noise control measures are undertaken at the request of and to the satisfaction of the Director of Public Works, to prevent the operation from becoming an annoyance to neighbouring landowners.
15. The applicant shall apply appropriate methods for minimizing the noise created from machinery and equipment through proper location and property screening. Landscaping

and screening materials may include but not limited to trees, shrubs, plants, lawns, earth berms, solid fencing, walls or a combination thereof.

16. The operator of the Construction and Demolition Materials Facility shall keep the site in a clean and tidy condition free from rubbish.
17. Property access route shall be located away from existing residential dwelling units.
18. The applicant, operator or any other persons who hauls the Construction and Demolition Materials may be required to enter into a road maintenance agreement.
19. The applicant or operator shall be required to enter into a development agreement with the Municipality to ensure the Construction and Demolition Materials Processing Facility complies with all relevant requirement of this Bylaw including any additional conditions of approval necessary to secure the objectives of this Bylaw, including provisions for financial guarantee to the cost of restoration of the site if deemed necessary by Council.
20. Council shall place any additional conditions for approval deemed necessary to secure the objectives of this Bylaw.

#### **Schedule P, Section 6 in D-ZB: DRM1 Development Regulations**

##### **Additional Site Development Standards for Construction and Demolition Materials Industries**

1. Front and flanking active area setbacks are measured from the centre of the road allowance
2. Where a front or flanking active area abuts a provincial highway, a greater active area setback maybe required.
3. Outdoor storage of any processed or unprocessed Construction and Demolition Materials shall only be permitted within the active area.
4. A minimum of 15 m (49 ft.) shall be reserved for a combination of landscaping and firebreak within the Buffer Area.

##### **D-ZB - Zones in which Construction and Demolition Materials Industries are allowed**

###### **Research**

Construction and Demolition Materials Processing Facility is considered to be a recycling activity and is not regulated by the Ministry of Environment or any other provincial and federal agencies. Therefore, majority of best practice research are derived from mostly guidelines or subdivision regulations of other Canadian provinces. Canadian provinces included in the best practice research are Alberta, Manitoba, Halifax, Newfoundland and Labrador, and Prince Edward Island.



## **Definitions**

The definition for Construction and Demolition Materials, Construction and Demolition Materials Processing Facility, Construction and Demolition Materials Residue, and Used Building Materials Retail Outlets are based on the Halifax Regional Municipality Bylaw L-200 respecting licencing of Construction and Demolition Materials Recycling and Disposal Operations. The definition and concept for Active Area and Buffer Area are derived from the draft Saskatchewan Environmental Code.

## **Minimum Separation Distance**

Minimum Separation distance for Construction and Demolition Materials Processing Facility as well as other related uses to any other uses varied from one province to another. In some province such as Alberta and Manitoba, separation distances are governed by the subject province's Subdivision Regulations while other provinces are governed by municipal bylaw or guidelines. Minimum separation distance ranged from 90 m (295.28 ft.) to 1000 m (3280.84 ft.). The median minimum separation distance is 300 m (984.25 ft.).

## **Measuring Separation Distance**

The method of measuring separation distance was from property boundary of the Construction and Demolition Materials Processing Facility and related uses to the property boundary of any other uses. However, within the draft Saskatchewan Environmental Code, the method of separation distance is allowed to be measured from the "waste footprint" or the areas designated for the disposal of waste within the property boundary.

## **Comprehensive Development Review (CDR) Required**

The requirement of a CDR to be completed in support of a use defined within the Construction and Demolition Materials Industries parallels the need for a CDR to be completed for a use defined within the Regional Waste Management Industries. This application condition ensures the proposed Construction Demolition Materials Industries can integrate successfully with existing developments in the immediate vicinity.

## **Standards for Development**

The standards for development for Construction and Demolition Materials Industry originated from the Halifax Regional Municipality Bylaw L-200 respecting licensing of Construction and Demolition Materials Recycling and Disposal Operations with amendments to reflect the R.M. of Corman Park development standards.

## **Zones in which Construction and Demolition Materials Industries are Allowed**

Construction and Demolition Materials Processing Facility is proposed to be considered under the Waste Management and Remediation Objective and Policies, hence the proposed use will only be allowed District Regional Waste Management 1 (DRM1) district. Used Building Materials Retail Outlet is an industrial use that may occur within an enclosed building or outdoors. The subject use is not anticipated to have any impacts spilling over to adjacent

properties. Therefore the use is proposed to be permissible in District Light Industrial 1 (DM1) district, District Heavy Industrial 2 (DM2) district, and District Regional Waste Management (DRM1) district.

**Recommendation**

"That the proposed amendments be accepted in their entirety and Administrations prepare bylaws for First Reading."

**5. Adjournment:**

Respectfully Submitted,  
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**4. Other:****a. District Official Community Plan and District Zoning Bylaw – Textual Amendments – Construction and Demolition Materials Industries**

At the August 7 DPC meeting the Commission was presented with a report on proposed textual amendments to the District Official Community Plan (DOCP) and District Zoning Bylaw related to Construction and Demolition Materials Industries. The DPC deferred the matter for more information.

*Please refer to your August 7 DPC package for Background information.*

**Additional Research****Background**

The RM Planning Department has brought forward proposed amendments to the D-OCP and D-ZB for Construction and Demolition Materials Industries in the previous August 7, 2013 DPC meeting and DPC members had the following questions/concerns:

- I. Planning amendments should not be made as per request by application / applicants. It is not good planning principle. However, it is recognized that the need for amendments or regulations for certain use does arise from applications/ request from applicants;
- II. Separation distance for landfill that involves inert and organic waste is 457m. Operations that involve non-inert waste should not be less;
- III. The 457m separation distance is not adequate. There are complaints at the current clean fill site;
- IV. Separation distance measured from the active area rather than property boundary reduces the separation distance;
- V. The proposed Used Building Materials Retail Outlet use should not occur on the same site as the proposed Construction and Demolition Materials Processing Facility;
- VI. Noise and dust are major concerns;
- VII. Are there provisions for site coverage in the best practice municipality for zones that allow such use;
- VIII. What are the types and number of complaints for these Construction and Demolition Materials Facility in the best practice municipalities?

As such, the RM Planning Department would like to present the following information to satisfy the above questions/concerns.

**Method of Determining Setback: Measuring from Active Boundary vs. Property Boundary**

The buffer areas established by measuring from the active boundary and property boundary are illustrated in Figure 1 and 2 respectively within Appendix B.

The more similar the size of the active area to the size of the parcel area, the less difference in the separation distance created by both measuring methods.

## **Method of Determining Setback: Measuring to Use vs. Property Boundary**

The buffer areas established by measuring from the residential/recreational use and residential/recreational property boundary are illustrated in Figure 3 and 4 respectively within Appendix B.

The less similar the size of the residential/recreational use to the size of the residential/recreational parcel area, the greater the difference in separation distance created by both measuring methods.

## **Site Coverage and Site Area**

The definition for "Site Coverage" does not currently exist within the RMZB or DZB. Generally, site coverage means the total area of land covered by buildings or structures excluding eaves, steps, and similar projections.

Site coverage is a development regulation within a zoning bylaw. This development regulation tool is often utilized to secure open/amenity space within a site. The concept of site coverage is relative to site area. The allowable area for buildings or structures is not equivalent on a small site than to a large site when the same percentage of site coverage is applied. Therefore, site coverage will likely vary from district to district, and one municipality to another as site area requirements are likely not the same.

The Halifax Regional Municipality is the only relevant municipality example from our best practice research. The site coverage is 50% for Construction and Demolition Materials Transfer Station Zone, Construction and Demolition Materials Processing Facilities Zone, and Construction and Demolition Materials Disposal Sites Zone. The minimum site area for all Construction and Materials zones varies from 0.91 acres (0.37 ha.) to 2.75 acres (1.11 ha.).

## **Survey of Best Practice Municipality**

The proposed Construction and Demolition Materials Processing Facility use is a use that has not been specifically addressed in any municipal or provincial regulations. The proposed use is considered a recycling activity by the Saskatchewan Ministry of the Environment (MOE). As such, the R.M. of Corman Park's Planning Department deems the use to be less intrusive than landfills or transfer station which is regulated by the MOE and requires a separation distance of 457m.

The RM Planning Department with the aid of City of Saskatoon Future Growth Section Planning Staff has composed a survey to acquire additional information from best practice municipalities.

The contents of the survey are listed in Appendix A.

### **Results:**

Two of the six best practice municipalities have responded to the survey. The respondents were Halifax Regional Municipality (HRM) and Prince Edward Island (PEI). The summaries are as follows:

The HRM has municipal bylaw that licenses C&D facilities within the municipality. However, a landfill of any type including C&D has to be provincially permitted by the province of Nova Scotia. In the case of PEI, C&D landfills are regulated by the *Environmental Protection Act*, Waste Resource Management Regulations that came into effect in 2000. Site approvals are granted under the Environmental Impact Assessment process. Both municipalities require yearly permitting.

It should be noted that the M.O.E. currently does not regulate facilities of this type. However, if they were informed of an environmental impact due to the operation of this site, the M.O.E. would investigate.

In terms of separation distances, HRM has stated the distance was determined after a public consultation process. PEI determined the separation distance based on research of other municipalities and created more restrictive setbacks due to denser population.

The method of measuring setback distance varies from one municipality to another. PEI's Environmental and Regulatory Coordinator's opinion is that regulating based on operational boundary would be difficult as its invisible line may move up year after year. In his opinion, measuring from property boundary to the foundation of neighbouring residence would be the best option.

The number of complaints received was between 0-3 per year in HRM and varies in PEI (as the number of complaints are unknown, it is a fair assumption that there is not a significant number). The types of complaints include smell, noise, dust and nails on roads. In HRM, a large magnet was used to clean the nails off the road.

Experiences of C&D facility differs from one province to another. In Nova Scotia, the province is reviewing banning C&D debris from its landfill while the province of PEI has a moratorium on C&D sites. C&D sites are a political sensitive issue in PEI. The moratorium was put in place by the previous government due to public concerns on how one of the privately operated sites was operating.

### **Supplementary Information**

Due to the low number of responses from best practice municipalities, supplementary information for setbacks is provided through the tables below. There is no additional information to the number or types of complaints received by best practice municipalities that did not respond to the survey.





## **Zones in which Used Building Materials Outlet is allowed**

Used Building Materials Retail Outlet will not be considered as a listed use within the District Regional Waste Management 1 (DRM1) district as previously proposed within the August 7, 2013 report due to public safety concerns. The subject use will be permitted in District Light Industrial 1 (DM1) and District Heavy Industrial 2 (DM2) district only.

## **Analysis**

As indicated in Table 2 and Table 3, the available information depicts Construction and Demolition Materials landfill requires less separation distance than solid waste landfill. The median separation distance utilized for Construction and Demolition landfill is 300m. The method of measuring separation distance from both active area and property boundary are utilized. The available information indicated complaints are minimal.

Based on the additional information provided in this report, the R.M. of Corman Park's Planning Department's previous recommendation as presented in the August 7, 2013 DPC report remains appropriate for the proposed use. An amendment to the previous recommendation will be the elimination of Used Building Materials Outlet within the District Regional Waste Management 1 (DRM1) district.

## **Recommendation**

"That the proposed amendments be accepted in their entirety and Administrations prepare bylaws for First Reading."



## Appendix A

### Survey to Best Practice Municipalities

The survey was conducted via email correspondence and was sent to waste management/environmental departments in the province of Alberta, Manitoba, Nova Scotia, Prince Edward Island, Newfoundland and Labrador, New Brunswick on August 9, 2013.

All of the surveyed provinces do not have regulations for the specific Construction and Demolition Materials Processing use. However, some of the provinces or municipality does have regulations and licensing requirements for Construction and Demolition Materials disposal site/landfill.

Dear whom it may concern,

Our municipality is currently conducting research into Construction and Demolition (C&D) Recycling Facility and would like your input on the following information.

1. Does your municipality or province have any guidelines/regulations in regards to the operation of a C&D recycling facility? If so, when were these guidelines/regulations implemented?
2. Does your municipality or province require permitting or approvals to C&D Recycling Facility? If so, how long are the approvals for?
3. What is the minimum separation distance for a Construction and Demolition Recycling Facility to a residential, institutional or recreational use?
4. How was the minimum separation distance determined? Was the minimum separation distance based on other municipalities' municipal bylaw, subdivision regulation, etc.?
5. What is the method of determining minimum separation distance and what is the reasoning behind this method? Is it from property boundary to property boundary, operational boundary to property boundary, etc.?
6. Are there any setback distance from the outdoor activities of the C&D Recycling Facility to the property line? If so, what is the basis for these setbacks?
7. Have there been any complaints about the C&D Recycling Facility? If so, what is the nature of the complaints?
8. How many complaints are documented on an annual basis and what are the percentages of the complaints related to?
9. What are the thresholds for determining if a complaint is valid? I.e. Is there a decibel level for noise impacts? Is there any indicator for air quality?
10. How were the complaints mediated?
11. What are some successes or ramifications from your municipality or province's guidelines/regulations for C&D Recycling Facility?

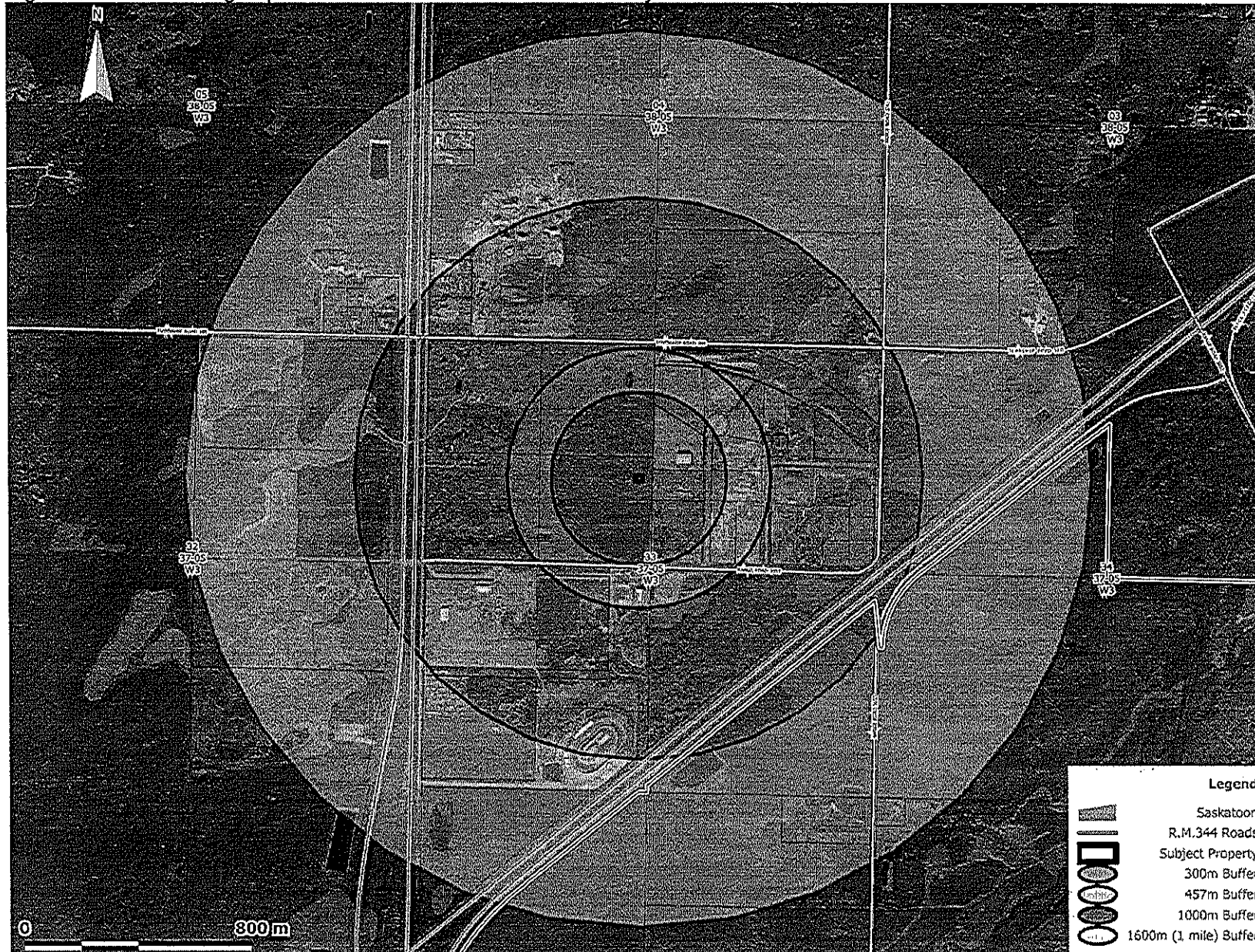
12. Are there plans in the near future to review the guidelines and regulations for the operation of C&D Recycling Facility?

13. What changes would your municipality or province make to enhance the operation of new or existing C&D Recycling Facility?

Thank you so much for your time and consideration.

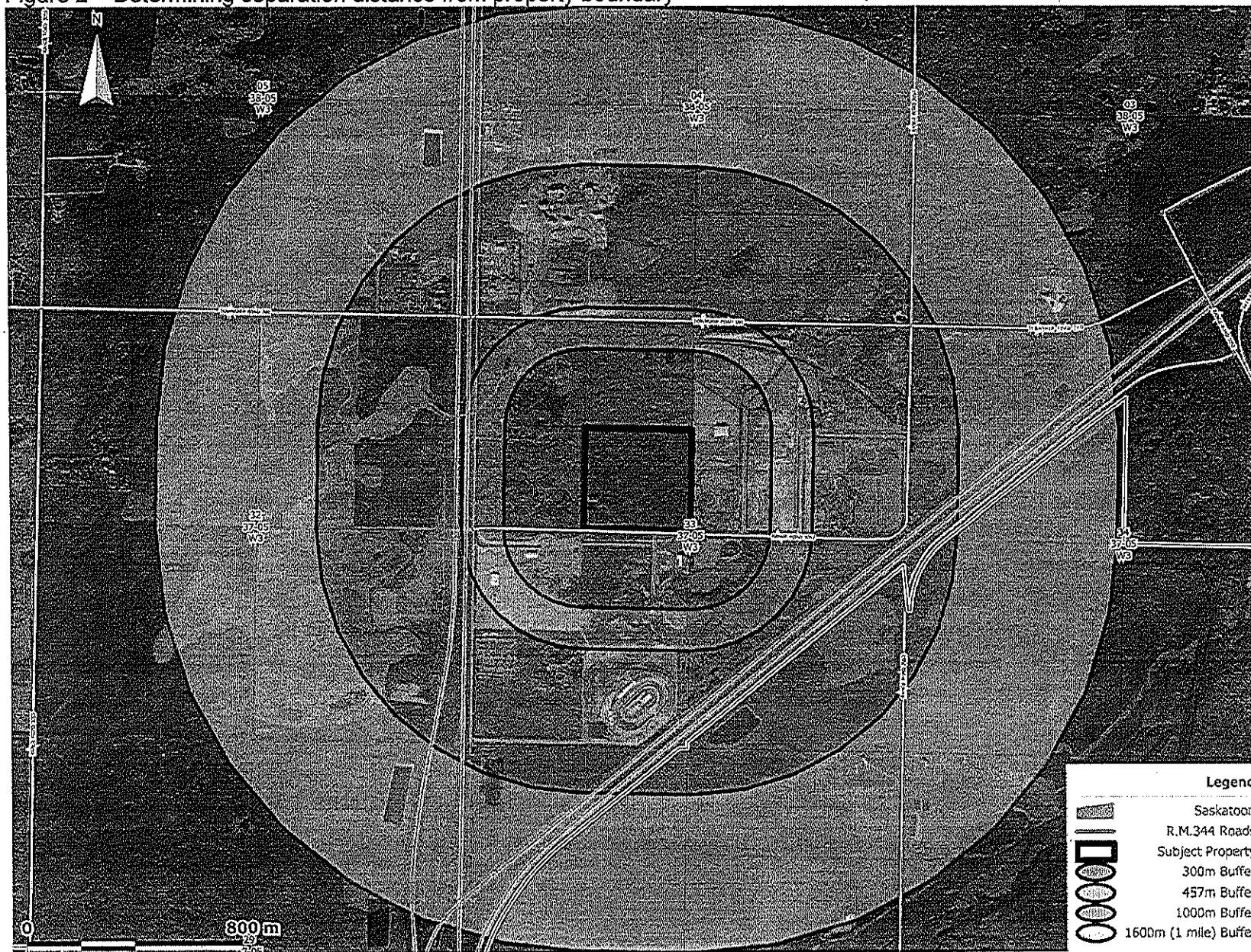
## Appendix B

Figure 1 – Determining separation distance from active boundary



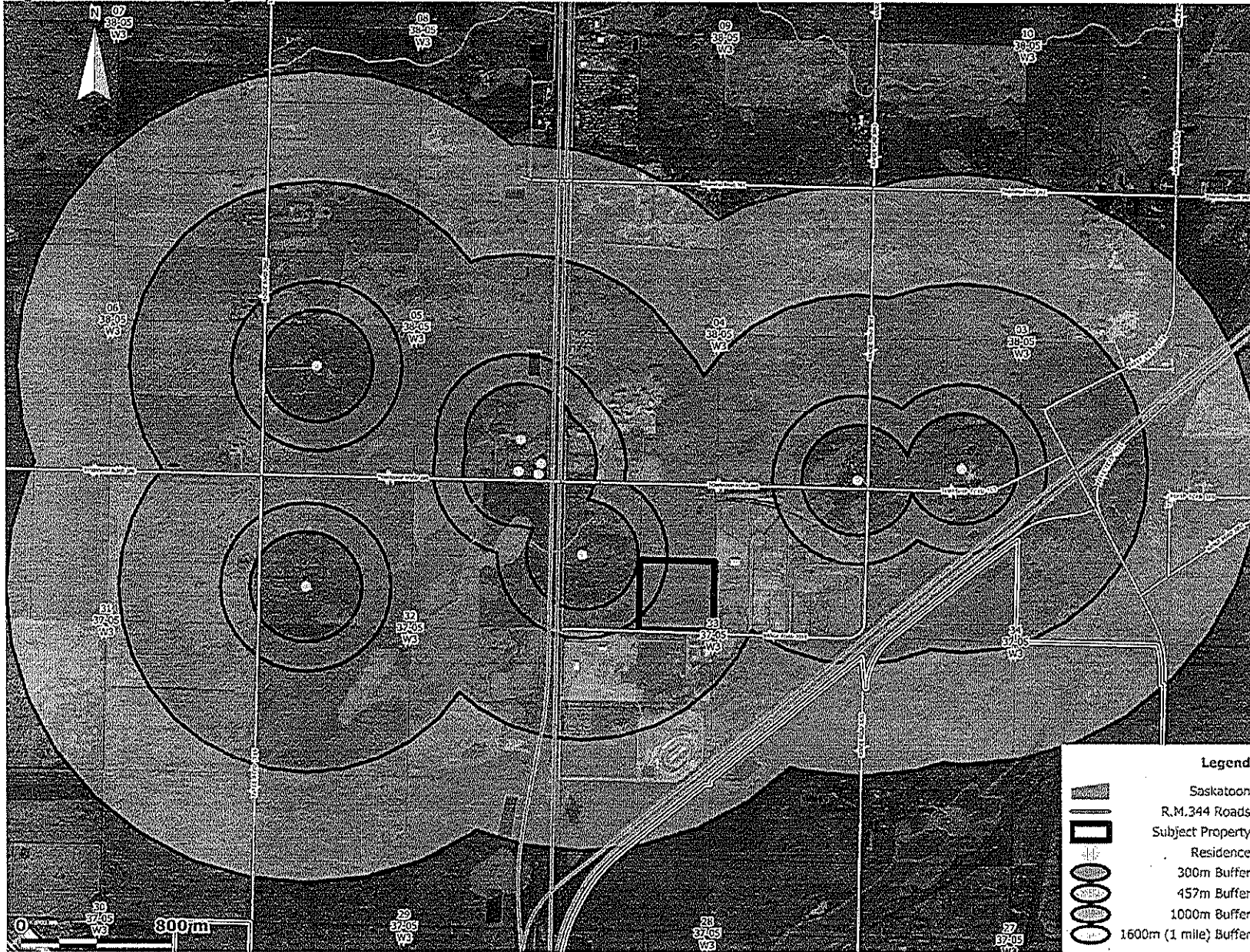
# Appendix B

## Figure 2 – Determining separation distance from property boundary



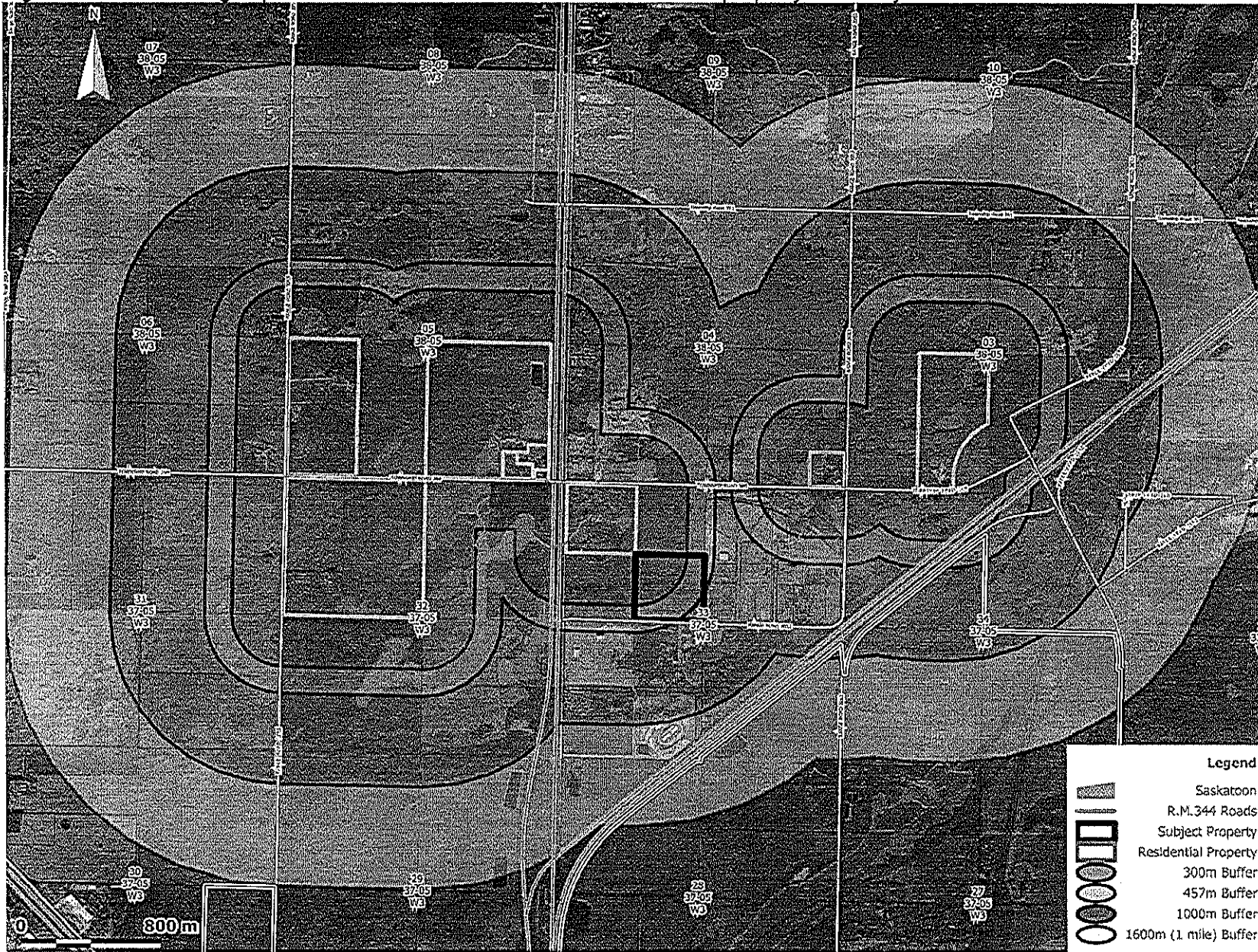
Appendix B

Figure 3 – Determining separation distance from residential/recreational use



## Appendix B

Figure 4 – Determining separation distance from residential/recreational property boundary

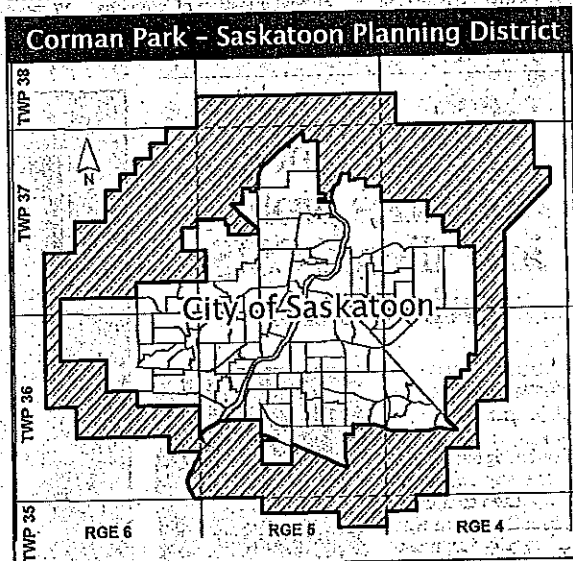


**CORMAN PARK – SASKATOON PLANNING  
DISTRICT OFFICIAL COMMUNITY PLAN NOTICE  
PROPOSED TEXT AMENDMENTS TO THE CORMAN PARK  
– SASKATOON PLANNING DISTRICT OFFICIAL  
COMMUNITY PLAN – BYLAW NO. 9141**

Saskatoon City Council will consider text amendments to the Corman Park-Saskatoon Planning District Official Community Plan, Bylaw No. 8844. By way of Bylaw No. 9141 that provides for Construction and Demolition Materials Industries, which are not currently defined or specifically regulated within the Corman Park-Saskatoon Planning District bylaws.

**LEGAL DESCRIPTION** – The affected lands are all lands contained within the Corman Park – Saskatoon Planning District, which is an area inside the Rural Municipality (RM) of Corman Park that extends approximately one to five kilometres from the City limits.

**CIVIC ADDRESS** – as noted above



**REASON FOR THE AMENDMENT** –

- a) The proposed Bylaw No. 9141 will provide for a textual amendment to revise Section 9 to include Waste Management and Remediation Objectives and Policies for Construction and Demolition Materials Industries including:
- i. general policies such as the requirements for submission of Comprehensive Development Review;
  - ii. servicing and development policies including that geotechnical information be submitted and that servicing agreements may be entered into at the time of subdivision; and
  - iii. location and access policies such as the requirements for Construction and Demolition Materials Industries to utilize existing roadways, respect municipal and provincial roadways regulations and locate in appropriate locations. These Industries must maintain a 300 metre (1000 ft) separation distance from a variety of land uses, measured from the active area of the facility.

**INFORMATION** – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw and the Corman Park – Saskatoon Planning District Official Community Plan may be directed to the following without charge:

Community Services Department, Planning and Development Branch  
Phone: 306-975-1432 (Dana Kripki)

**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, November 4, 2013, at 6:00 PM 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, November 4, 2013, will be forwarded to City Council.

**BYLAW NO. 9143**

**The Street Closing Bylaw, 2013 (No. 5)**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Street Closing Bylaw, 2013 (No. 5)*.

**Purpose**

2. The purpose of this Bylaw is to close a portion of Power Road, Saskatoon, Saskatchewan.

**Closure of Portion of Street**

3. All that portion of Power Road lying south of Canadian National Railway and west of Spadina Crescent in the Sask Power Management Area more particularly described as all that portion of Power Road on Reg'd Plan No. 62S07462 in N.E. ¼ Sec. 18 Twp. 36 Rge. 5 W3Mer. shown as Parcel A on the Sketch Plan Showing Proposed Road Closure prepared by D.V. Franko S.L.S. dated December 27, 2012 and attached as Schedule "A" to this Bylaw, is closed.

**Coming into Force**

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

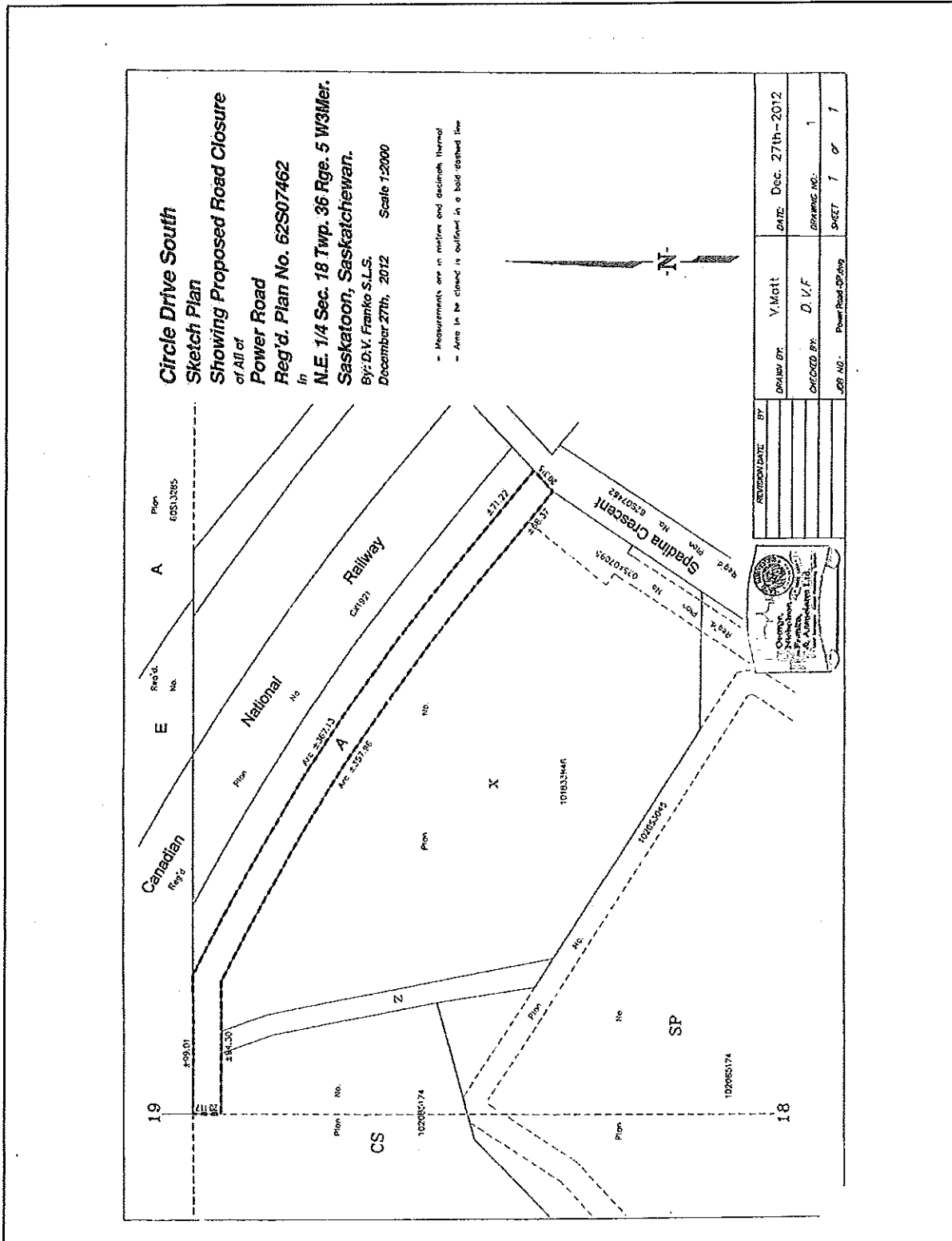
Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



Schedule "A" to Bylaw No. 9143

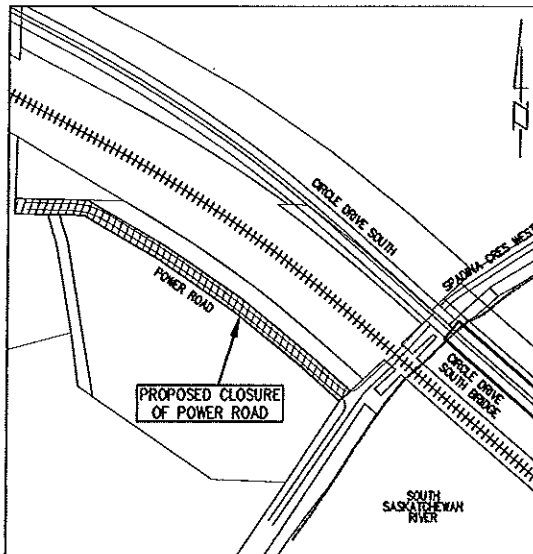


## **PUBLIC NOTICE**

### **Proposed Closure of Right-of-Way**

The City of Saskatoon is proposing the following closure to enhance the management and operation of the City Landfill Site:

**Portion of Power Road lying south of the Canadian National Railway and west of Spadina Crescent in the Sask Power Management Area**



**INFORMATION** - Questions regarding the proposal may be directed to:  
Infrastructure Services Department, Transportation Branch  
Phone: 306-975-3145 (Shirley Matt)

**PUBLIC MEETING** - City Council will consider the above matter and hear all persons present at the City Council meeting and wish to speak on **Monday, November 4, 2013, at 6:00 p.m.** in the Council Chambers, City Hall, Saskatoon, Saskatchewan.

All written submissions for City Council's consideration must be forwarded by **10:00 a.m. on Monday, November 4, 2013** 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

His Worship the Mayor and City Council  
The City of Saskatoon

## ADMINISTRATIVE REPORTS

### Section A – COMMUNITY SERVICES

**A1) Land Use Applications Received by the Community Services Department  
For the Period Between October 10, 2013, and October 23, 2013  
(For Information Only)  
(Files CK. 4000-5, PL. 4132 and PL. 4300)**

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

The following applications have been received and are being processed:

#### Condominium

- Application No. 18/13: 1303 Richardson Road (88 New Units)  
Applicant: Webb Surveys for Innovative Residential Investments Inc.  
Legal Description: Parcel AA, Plan No. 102108046  
Current Zoning: RM3  
Neighbourhood: Hampton Village  
Date Received: October 21, 2013

#### Subdivision

- Application No. 83/13: 555/557 Costigan Road  
Applicant: Webb Surveys for Joseph Esselfie-Dugan and Michael Alketia  
Legal Description: Lot 67, Block 101, Plan No. 79S20493  
Current Zoning: R2  
Neighbourhood: Lakeview  
Date Received: October 10, 2013
- Application No. 84/13: 1410 Main Street  
Applicant: Webb Surveys for Scott Matheson and Theresa Kirkpatrick  
Legal Description: Lot 4, Block 190, Plan No. G779 and Lot 10, Block 190, Plan No. 101450797  
Current Zoning: R2  
Neighbourhood: Varsity View  
Date Received: October 10, 2013

- Application No. 85/13: 313 109<sup>th</sup> Street  
Applicant: Larson Surveys for Bridgewater Management Ltd.  
Legal Description: Lot 14, Block 9, Plan No. G8  
Current Zoning: R2  
Neighbourhood: Sutherland  
Date Received: October 11, 2013

**PUBLIC NOTICE**

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

**ATTACHMENTS**

1. Plan of Proposed Condominium No. 18/13
2. Plan of Proposed Subdivision No. 83/13
3. Plan of Proposed Subdivision No. 84/13
4. Plan of Proposed Subdivision No. 85/13

## **Section B – CORPORATE SERVICES**

### **B1) Authorization to Borrow - External Borrowing Utilities - Capital Projects (Files CK. 1750-1 and CS.1750-1)**

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**RECOMMENDATION:** that City Council grant authorization to the General Manager, Corporate Services Department, to accept the terms of a \$15,000,000, one- to ten-year serial debenture sale from the City's fiscal agency, subject to the approval of the appropriate Debenture Bylaw.

### **TOPIC AND PURPOSE**

To receive approval from City Council to finance specific water and wastewater capital projects through the issuance of serial debentures.

### **REPORT HIGHLIGHTS**

1. Financing is presently required for select water and wastewater capital projects.
2. Capital market environment remains constructive to municipal debenture issuance.
3. The Investment Committee will work closely with the City's fiscal agents to complete a successful debenture sale.

### **STRATEGIC GOAL(S)**

The recommendation in this report supports the long-term strategy of "protect the City's credit rating" under the Strategic Goal of Asset and Financial Sustainability. Efficient management of the City's debt is a key factor in the maintenance of a triple-A credit rating.

### **BACKGROUND**

City Council approval is required to allow the Investment Committee to proceed with establishing the method of borrowing and terms of same as the initial step in the borrowing approval process. Subsequent to the borrowing terms being finalized, a borrowing bylaw is prepared and submitted to City Council for consideration to complete the borrowing and transfer of funds.

*The Cities Act* and City Council Bylaw 8171 also require Public Notice Hearings for any civic borrowing. A number of Council approved projects were identified through the budget process for borrowing and Public Notice Hearings were held on these projects and approved on the dates listed below.

## REPORT

### Projects Requiring Financing

Your Administration has identified select water and wastewater capital projects that require funding in 2013. The project and required financing are outlined below:

#### **Water Utility Funded Project – Borrowing Required**

<u>Project</u>	<u>Public Notice</u>	<u>\$ millions</u>
P2198 Reservoir Capacity Expansion (UV Disinfection System, High Lift Pump)	February 11, 2013	11.46

#### **Wastewater Utility Funded Projects – Borrowing Required**

<u>Project</u>	<u>Public Notice</u>	<u>\$ millions</u>
P1248 Digester #1 and #2	March 22, 2010	2.78
P2211 Standby Generation	February 11, 2013	0.76

**Total Borrowing Requirement** **\$15.00**

### Continuation of a Constructive Issuance Environment

The municipal borrowing environment has remained quite favourable judging by the success of recent debenture issues. The recent City of Saskatoon sinking fund issue together with serial issues from the City of Ottawa, Regional Municipality of Durham, and Regional Municipality of Waterloo were met with strong investor demand. Investors realize the benefits of investing in strong municipal credits which offer an attractive yield spread over their respective provincial issues.

The City's fiscal agents believe a City of Saskatoon one- to ten-year serial debenture issue will have great saleability in the current market. The City is a triple-A credit and is still perceived as an infrequent issuer; these factors should continue to attract substantial interest from domestic investors. More importantly, the latter months of 2013 will provide an opportune window to borrow given that the majority of municipal issuers have completed their financing requirements. Low interest rates and reduced competition for funds bodes well for a successful serial debenture issue.

### Monitor the Markets

Upon receiving authorization to borrow, the Investment Committee, with the assistance of the City's fiscal agency, will continue to monitor the capital markets in order to determine an opportune time to complete a successful debenture sale. This will involve observing changes in economic and capital market conditions, the monitoring of absolute market yields and applicable yield spreads, as well as gauging the level of investor interest. The Investment Committee proposes to issue one- to ten-year serial debentures with interest paid on a semi-annual basis. Based on the current slope of the yield curve, the all-in-cost of borrowing for a one- to ten-year serial debenture issue would range from 3.00 to 3.50%.

### OPTIONS TO THE RECOMMENDATION

The alternative financing option is to utilize a bankers' acceptance loan and interest rate swap. The Investment Committee is not recommending this financing option given the need to diversify by debt type. The Investment Committee believes a prudent approach is essential when managing the City's debt.

### POLICY IMPLICATIONS

There are no policy implications.

### FINANCIAL IMPLICATIONS

There are sufficient funds budgeted in the utilities to support the estimated debt service payments.

### PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

None required.

### COMMUNICATION PLAN

None required.

### DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Following the acceptance of a serial debenture sale, the Investment Committee will forward a report to City Council outlining the specific terms of the financing transaction,

together with the required Debenture Bylaw, for City Council's consideration and approval.

**ENVIRONMENTAL IMPLICATIONS**

Environmental implications will be addressed in future reports related to the projects included within this funding plan.

**SAFETY/CRIME PREVENTION THOROUGH ENVIRONMENTAL DESIGN (CPTED)**

A Crime Prevention through Environmental Design (CPTED) review is not required.

**PUBLIC NOTICE**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, was completed and approved as listed beside each project above.



## **Section E – INFRASTRUCTURE SERVICES**

### **E1) Request for Change Order**

**Capital Projects #2244, #2000 and #1532 – CUC Transit Access, 25<sup>th</sup> Street Extension Construction and Sidewalk Preservation  
Contract No. 13-0079 – 2013 Channelization  
(Files CK. 6320-1, x CK. 292-013-049 and IS. 6350-01)**

---

**RECOMMENDATION:** that a Change Order, in the amount of \$56,439.49 (not including GST), for Contract No. 13-0079 – 2013 Channelization, be approved.

### **TOPIC AND PURPOSE**

The purpose of this report is to obtain City Council approval for a change order to Contract No. 13-0079 - 2013 Channelization. Since the change order increases the total contract value to greater than 25% of the original contract, Council approval is required.

### **REPORT HIGHLIGHTS**

1. Due to unforeseen conditions and quantity overruns, additional work was added to Contract No. 13-0079 to properly complete the work.
2. A section of failed sidewalk on 23<sup>rd</sup> Street was added to Contract No. 13-0079 for repair.
3. A Change Order to the existing contract with ASL Paving Ltd. (ASL Paving) in the amount of \$56,439.49 (not including GST) is required to successfully complete the work.

### **STRATEGIC GOALS**

The recommendation in this report supports the City of Saskatoon Strategic Goal of Moving Around. The upgrades to the transportation network will offer improved connectivity and efficiencies within Saskatoon's transportation network.

### **BACKGROUND**

Contract No. 13-0079 - 2013 Channelization was awarded to ASL Paving and included traffic flow improvements at 29<sup>th</sup>/31<sup>st</sup> Street and Avenue C North, as well as at Thatcher Ave and Gordie Howe Lane. A Transit access at the Credit Union Center (CUC) was also included as part of this contract.

## **REPORT**

During the course of construction, quantity overruns were required to complete the work at 29<sup>th</sup> and 31<sup>st</sup> Street. Furthermore, a section of damaged roadway and drainage issues were encountered while constructing the Transit access at the CUC resulting in the approval of additional work to ensure good overall road condition and adequate drainage at this location.

While the work included under Contract No. 13-0079 was being completed, the Administration identified a section of sidewalk on 23<sup>rd</sup> Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues requiring repair. The repair of this section of sidewalk was added to Contract No. 13-0079, as ASL Paving has the expertise and was available to complete the work in the time frame required in order to minimize the impact to businesses in the area.

In order to have ASL Paving complete the work required, it was recommended that a change order be issued for Contract No. 13-0079 – 2013 Channelization in the amount of \$56,439.49 (not including GST).

## **OPTIONS TO THE RECOMMENDATION**

An option to the recommendation would be to not approve the change order. The Administration does not recommend this option as the work required to properly complete the Contract would not get accomplished.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

Details of the total project costs including the proposed change order as follows:

Original Contract Price	\$164,578.81
Contingency	<u>12,000.00</u>
<b>Total Original Contract</b>	<b><u>\$176,578.81</u></b>
This Change Order	\$ 56,439.49
G.S.T.	<u>2,821.98</u>
Total Cost	\$ 59,261.47
Less G.S.T. Rebate	<u>(2,821.98)</u>
<b>Net Cost to the City for this Change Order</b>	<b><u>\$ 56,439.49</u></b>

Since the change order increases the total contract value to greater than 25% of the original contract value, Council approval is required. There are three capital project sources that will fund the work as follows:

- Capital Project #2244 – CUC Transit Access– \$18,830.87;
- Capital Project #2000 – 25<sup>th</sup> Street Extension - \$7,040.70;
- Capital Project #1532 – Sidewalk Preservation - \$30,567.92.

There is approved funding within these capital projects to support the change order.

#### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not required.

#### **COMMUNICATION PLAN**

Notices were delivered to all homeowners and businesses that were directly impacted by the construction on 29<sup>th</sup> Street and 31<sup>st</sup> Street, as well as on Thatcher Avenue. CUC Administration was also notified prior to and during construction.

Regular notifications to the public about any impact this construction project may have on their daily lives have been communicated through Public Service Announcements, Service Alerts and the City Pages in the Saskatoon StarPhoenix.

#### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The work is expected to be completed by the end of the 2013 construction season.

**ENVIRONMENTAL IMPLICATIONS**

It is estimated that construction activity required to complete the work under Contract No. 13-0079 – 2013 Channelization will result in approximate greenhouse gas emissions of 11 tonnes of carbon dioxide equivalents, which corresponds to the amount of fuel two cars burn in one year.

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

**PUBLIC NOTICE**

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

## **Section G – CITY MANAGER**

### **G1) Rемаi Art Gallery of Saskatchewan/River Landing Parkade Deferred Items (Files CK. 4129-15, CC. 4130-2 and CS. 4130-3)**

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- RECOMMENDATION:**
- 1) that the deferred items removed from the EllisDon construction contract for the Rемаi Art Gallery of Saskatchewan River Landing Parkade Project, through the tender negotiations, be included in the project scope to a value of \$1,506,160 plus \$91,000 (Owner's construction contingency), totalling \$1,597,160; and
  - 2) that \$1,597,160 is funded by the Rемаi Art Gallery Fundraising for the Rемаi Art Gallery of Saskatchewan/River Landing Parkade Project.

### **TOPIC AND PURPOSE**

The purpose of this report is to return the items that were deferred as part of the Rемаi Gallery/River Landing Parkade Project cost-cutting process in order to meet construction timing deadlines.

### **REPORT HIGHLIGHTS**

1. The Gallery fundraising has successfully raised an additional \$695,640.
2. Cost-cutting was undertaken when in contract negotiations with EllisDon, and it included deferral of some Art Gallery components.
3. Deferral of some items allowed the project to hold fixed prices and include them in the contract at a later date. This allowed additional time for further fundraising.
4. The first EllisDon deadline to include some of the deferred items is November 5, 2013.
5. This report recommends including the deferred items in the scope of the contract, to a value of \$1,506,160 plus \$91,000 (Owner's construction contingency), totalling \$1,597,160.
6. The Gallery will raise the remaining \$901,520 needed, and the City will advance the funds in the interim in order to meet construction time constraints.
7. A decision to not include deferred items may result in undermining the gallery brand, reduction of the gallery's ability to raise operating funds, and failure to meet the expectations of funding partners.

### **STRATEGIC GOAL**

This project supports the City of Saskatoon's Quality of Life Strategic Goal, relating to the implementation of the Municipal Culture Plan. It supports the Four-Year Priority to

enhance the quality of life in Saskatoon by directing expenditures toward amenities in neighbourhoods to enhance and protect property values and encourage private investment.

## **BACKGROUND**

On March 18, 2013, City Council, when dealing with Clause G2, Administrative Report No. 5-2013, Remai Art Gallery of Saskatchewan and River Landing Parkade Award of Tender, approved the tender submitted by EllisDon Construction for \$76,815,000 (excluding GST). In order to reach this tender amount with EllisDon, a cost-cutting process was undertaken and some of the cost savings were achieved by deferring items from EllisDon's contract amount.

## **REPORT**

The Gallery fundraising has successfully raised an additional \$695,640, in addition to their previous funding commitment.

Fundraising for the Remai Gallery will continue to be carried out through the course of construction and into the building's operation. The success of the Gallery's campaign grows, with additional funding commitments totalling \$695,640 since the last public report in March 2013. The Gallery is confident that support for the project will continue.

### Cost-Cutting Included Deferral of some Gallery Components

The contract with EllisDon covers the construction of the Remai Art Gallery building, River Landing Parkade and the Remai Arts Centre (Persephone Theatre) expansion. When the cost-cutting exercise was carried out with EllisDon during the pre-contract stage, some high profile items were offered for deferral, because they offered significant cost savings to the project. This approach was taken in order to provide the Gallery additional time for fundraising in order to bring the deferred items back into the project at a later date for a fixed price.

### Timing Deadlines

Timing deadlines to bring the deferred items back into the contract scope with the fixed prices are part of the EllisDon construction contract. The timing of each item varies, depending on the critical path construction schedule set out by the contractor. The first contract deadline to bring back some of the deferred items is November 5, 2013 and that is the reason for bringing forward the report at this time.

This report recommends including the deferred items in the scope of the contract, to a value of \$1,506,160 plus \$91,000 (Owner's construction contingency), totalling \$1,597,160.

This would allow the project team and the contractor to focus on the work at hand now, gaining momentum with the assurance that the required deferred items are within the contract scope without the need to bring other items back for approval in early 2014.

This report proposes using the available \$695,640 from the campaign to fund the deferred items, with the Gallery's full commitment to fund the remaining \$901,520.

In order to secure the deferred items for their fixed prices within the construction time limitations, this report recommends that the City provide interim financing to the gallery to cover the outstanding amount of \$901,520 as a short-term advance, until the funds can be fully secured by the Gallery.

A decision to not include deferred items may negatively impact the Gallery.

It is better value-for-money to bring back the deferred items with their fixed prices into the EllisDon contract now, than to build them later. Both the Administration and the Gallery believe that inclusion of the deferred items in the EllisDon contract is critical to the success of the project and the long-term operation of the Remai Art Gallery. A completed building missing major spaces, would fail to meet the expectations of the private- and public-sector funders.

### **OPTIONS TO THE RECOMMENDATION**

One option would be for the project to proceed only with adding in deferred items with a value equal to the available Gallery fundraising amount of \$695,640. This would ensure that the first deferred item deadline of November 5, 2013 with the contractor is met and that no advance is needed from the City at this time. This option is not recommended because many of the items on the list have a required due date for the beginning of 2014. At this time, it is not anticipated that the Gallery will be able to fundraise for the remaining portion of the deferred items prior to the next construction deadline. Construction of these items past the contractor's deadline would be extremely costly. Failure to build the remaining deferred items could potentially undermine the brand of the Gallery, fail to meet the funding partner's expectations for the completed spaces, and lessen the ability of the gallery to meet its full operating income generation potential.

A second option is to not include any of the deferred items in the scope of the EllisDon contract. This option is not recommended as omission of the key items from the

deferred list has potential to undermine the brand of the Gallery, fail to meet the funding partner's expectations for the completed spaces, and lessen the ability of the Gallery to meet its full operating income generation potential.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Value of Deferred Items	\$1,506,160
Owner's Construction Contingency	91,000
Remai Fundraising Q1-3 2013	(695,640)
<b>Remai Fundraising Q4 - 2013 and onwards</b>	<b>\$ 901,520</b>

**Total Remai Art Gallery Cost Summary**

Remai Gallery	\$74,237,000
Deferred Items + Contingency	1,597,160
<b>Gallery Total</b>	<b>\$75,834,160</b>

**Remai Art Gallery Funding**

Remai Art Gallery Fundraising	\$(21,193,640)
Remai Gallery Fundraising Q4 - 2013 and onwards	(901,520)
Borrowing (supported by assessment growth)	(23,487,000)
Borrowing (Kitchen Equipment Productivity Loan)	(488,000)
Building Communities Fund (Provincial)	(4,093,000)
Building Canada Fund (Provincial)	(12,651,000)
Building Canada Fund (Federal)	(13,020,000)
<b>Gallery Total</b>	<b>\$(75,834,160)</b>

Financing the deferred items would first utilize the \$695,640 available from the Remai Gallery Capital Campaign. The remaining amount of \$901,520 would be an advance from the City to the Remai Gallery, funded from the Reserve for Capital Expenditures. The Gallery is in agreement to fully repay this amount through fundraising. It is recommended that the City Solicitor be instructed to prepare the appropriate agreement for signature.

Each year, the Property Realized Reserve is reviewed for funds in excess of \$24 million that can be transferred to capital projects. The December 31, 2012 balance resulted in \$3 million available for future capital budgets. \$1.5 million has been directed to the



Roadways Infrastructure Reserve and has been incorporated into the 2014 Budget. The remaining \$1.5 million was held in reserve for the 2015 capital budget. The latter funds are available to be used to provide a funding source for the advance.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Stakeholder involvement has been reported in detail in past reports. The project has conducted open houses at schematic and design development phases of the project.

### **COMMUNICATION PLAN**

All public project reports and updates are being posted to the City's website.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The Administration will continue to report project progress monthly. The next report to Executive Committee will be presented on November 12, 2013.

The construction contract defines the substantial completion date as November 23, 2015.

### **ENVIRONMENTAL IMPLICATIONS**

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

### **PRIVACY IMPACT**

There are no privacy implications identified at this time.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

The project has received approval from the Crime Prevention through Environmental Design Committee.

### **PUBLIC NOTICE**

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

Administrative Report No. 18-2013  
Section G – CITY MANAGER  
Monday, November 4, 2013  
Page 6

Respectfully submitted,

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Randy Grauer, General Manager  
Community Services Department

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Marlys Bilanski, General Manager  
Corporate Services Department

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Mike Gutek, General Manager  
Infrastructure Services Department

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Murray Totland  
City Manager

**AI**

SHEET NUMBER 1 OF 4  
SITE PLAN & LEGEND

**PLAN OF SURVEY SHOWING SURFACE BUILDING CONDOMINIUM FOR Parcel AA**  
Plan No. 102108046  
N.E. 1/4 OF SECTION 6  
TWP. 37, RGE. 6, W. 3rd MER.  
SASKATOON, SASKATCHEWAN  
BY T.R. WEBB, S.L.S.  
SCALE AS SHOWN  
SEPTEMBER 2013

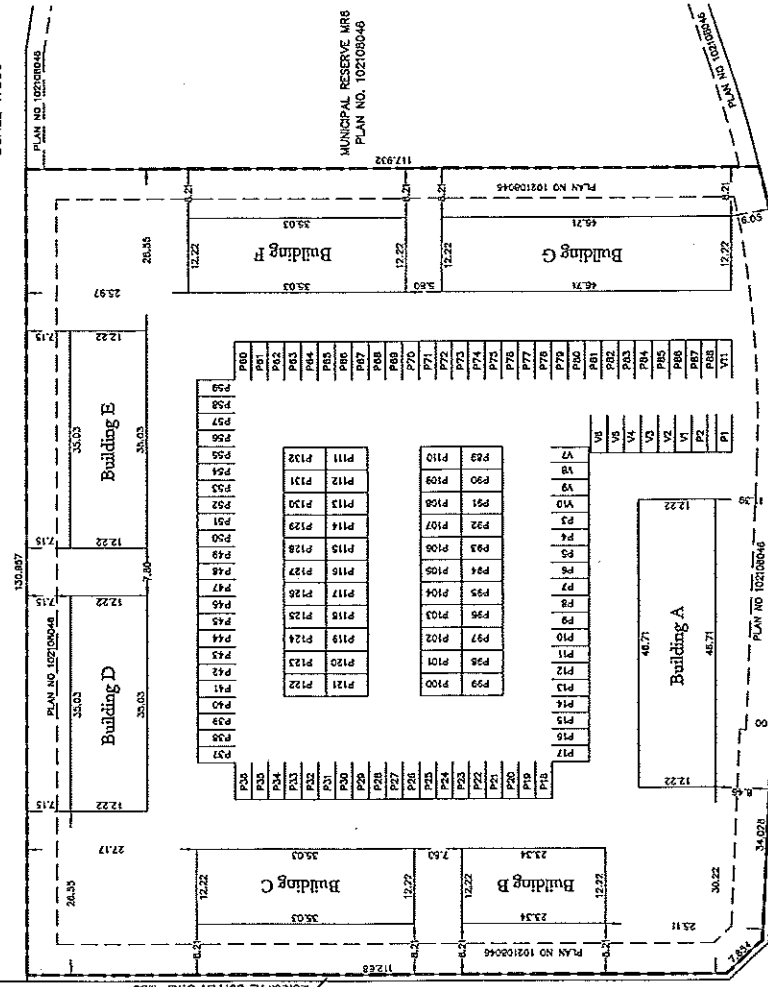
**LEGEND**

- Dimensions shown are in metres and decimals thereof.
- Measurements indicating the position of the building in relation to the outer boundaries of the parcel are taken to the concrete foundation at ground level.
- Residential unit numbers are shown as 1, 2, 3, etc. on sheets 2 to 4.
- Regular residential unit boundaries are shown on Sheets 2, 3, and 4, by a heavy solid line and are stippled as follows:  
- the exterior surface of any interior finishing indicated that forms the surface of any common and exterior wall, floor, or ceiling.
- The doors and windows form part of the regular residential units.
- All exterior surfaces are common property.
- For the assignment of exclusive use parking stalls, see attached parking schedule on sheet 4.
- Parking spaces are in accordance with Section 11(1)(g) of The Condominium Property Act.
- Exclusive use parking spaces shown on sheet 1 are designated as P1, P2, P3, etc.
- Other parking spaces shown on sheet 1 are designated as V1, V2, V3, etc.
- All areas not designated with a unit number are common property.
- Area to be approved is outlined by a heavy dashed line.
- The parcel within the line of approval has an Extension 0.

Prepared by  
**Capital Surveys**  
© 2013  
13-24804 SUR

**SITE PLAN**  
SCALE 1:500

N.E. 1/4 SEC 6-37-5-3

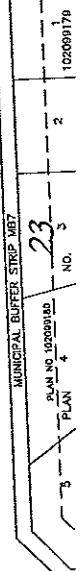


RICHARDSON ROAD

LEHRER CRESCENT

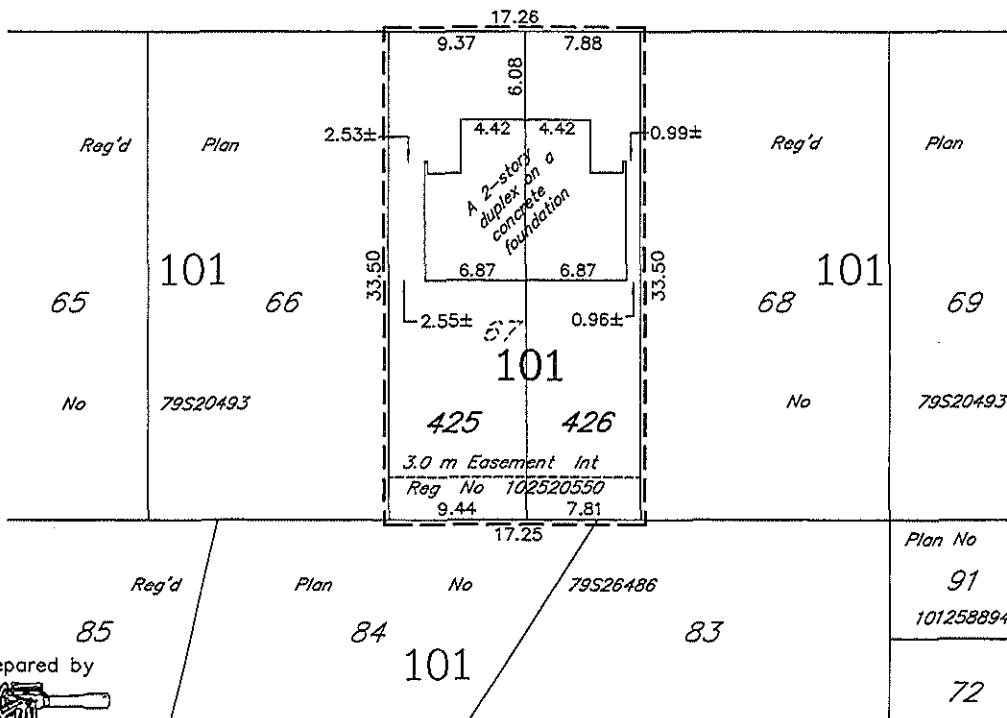
28

PLAN NO. 102009179



Reg'd Plan No 79S20493 A 104

555-557 COSTIGAN ROAD



PLAN OF PROPOSED  
SUBDIVISION OF  
LOT 67, BLOCK 101  
REG'D PLAN NO 79S20493  
NE 1/4 SEC 23-36-5-3  
555-557 COSTIGAN ROAD  
SASKATOON, SASK.  
SCALE 1:400

*J.R. Webb*  
J.R. Webb October 9<sup>th</sup>, 2013  
Saskatchewan Land Surveyor

Seal

Dimensions shown are in metres and decimals thereof.  
Portion of this plan to be approved is outlined in red with a bold, dashed line and contains 0.06± ha (0.14± ac).  
Dimensions shown are approximate and may differ from the final plan of survey by 0.5± metres.

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

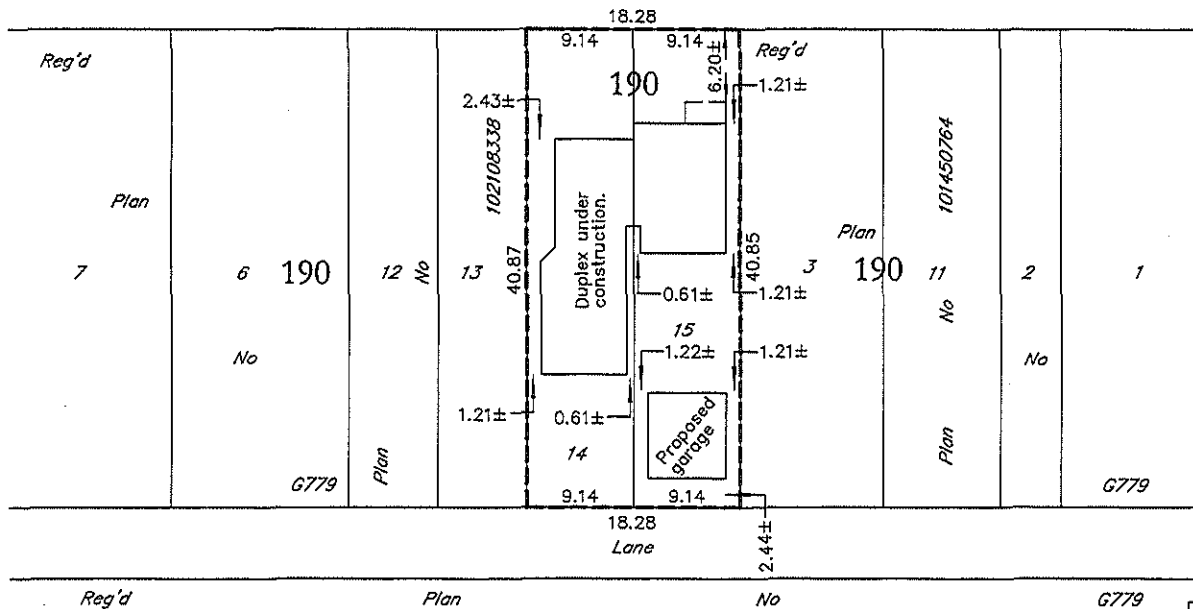
\_\_\_\_\_  
Date  
Community Services Department

85  
Prepared by  
*Webb Surveys*  
13-2559se CAS

Proposed Subdivision No. 83/13

MAIN

STREET



PLAN OF PROPOSED  
 SUBDIVISION OF  
 LOT 4, BLOCK 190  
 REG'D PLAN NO. G779 &  
 LOT 10, BLOCK 190  
 PLAN NO. 101450797  
 S.W. 1/4 SEC. 27  
 TWP. 36, RGE. 5, W. 3RD MER.  
 1410 MAIN STREET  
 SASKATOON, SASKATCHEWAN  
 BY T.R. WEBB, S.L.S.  
 SCALE 1:500

Dimensions shown are in metres and decimals thereof.

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

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

*T.R. Webb*  
 T.R. Webb August 23, 2013  
 Saskatchewan Land Surveyor

Se:

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

\_\_\_\_\_  
 Date  
 Community Services Department

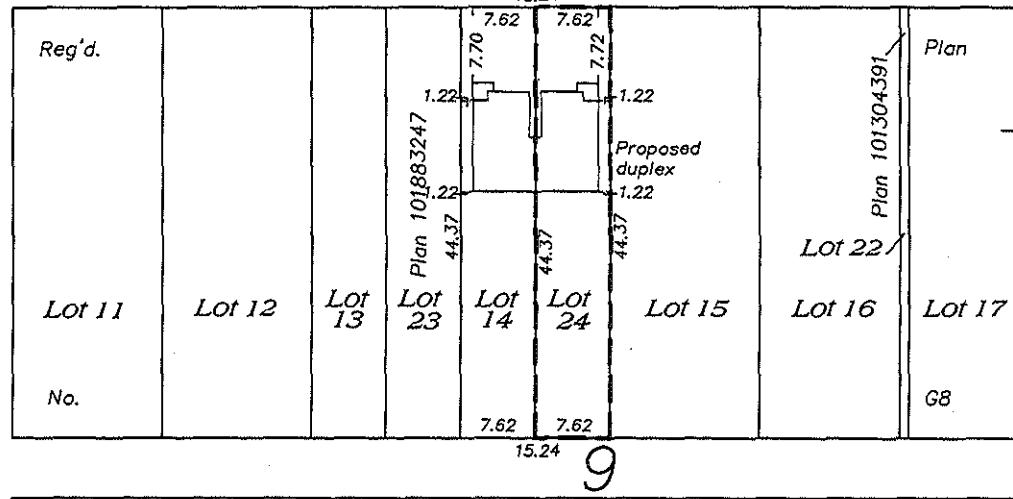
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 © 2013  
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Proposed Subdivision No. 84/13

Bryans Avenue

109th Street

313B 313A



Condo Plan No 98SA21936

Saskatoon  
 Plan of Proposed Subdivision  
 of Part of Lot 14, Block 9,  
 Reg'd Plan No. G8,  
 in the N.E. 1/4 Sec. 35,  
 Twp. 36, Rge. 5, W.3 Mer.  
 Saskatchewan  
 by Howard A. Larson, S.L.S.  
 2013

Scale 1:600

Measurements are in metres  
 Area to be subdivided is outlined thus

October 10, 2013

Saskatchewan Land Surveyor

Approved under the provisions of Bylaw  
 number 6537 of the City of Saskatoon.

Community Services Department

Larson Surveys Ltd., Saskatoon

Proposed Subdivision No. 85/13

His Worship the Mayor and City Council  
The City of Saskatoon

## **LEGISLATIVE REPORTS**

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

#### **B1) Council Procedure Bylaw - Council's Role in Emergencies (Files CK. 255-2 x 270-1)**

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**RECOMMENDATION:** that City Council consider Bylaw No. 9144.

#### **TOPIC AND PURPOSE**

At its meeting held on September 9, 2013, City Council received a report from Executive Committee (Clause 7, Report No. 17-2013) recommending that Bylaw No. 8198, *The Council and Committee Procedure Bylaw, 2003*, be amended to allow a member of Council to waive notice of a special meeting of Council without 24 hours' notice by facsimile, email or other electronic form. City Council adopted Executive Committee's recommendation and instructed our Office to prepare the appropriate amendment.

#### **REPORT**

In accordance with those instructions, we are pleased to submit Proposed Bylaw No. 9144, *The Council and Committee Procedure Amendment Bylaw, 2013*, for Council's consideration. As Council is aware, a special meeting of Council requires at least 24 hours' notice unless all members of Council agree, in writing, immediately before the beginning of the meeting, to meet without notice. Bylaw No. 8198 had been interpreted to mean that all members of Council must be present at the meeting, and personally sign the waiver of notice immediately before the beginning of the meeting. Proposed Bylaw No. 9144 would permit a member of Council to waive notice of the meeting by facsimile, email or other electronic means sent to the City Clerk prior to the beginning of the meeting. All members of Council would still be required to waive notice of the meeting, but would not have to attend personally.

#### **ATTACHMENT**

1. Proposed Bylaw No. 9144, *The Council and Committee Procedure Amendment Bylaw, 2013*.

Legislative Report No. 14-2013  
Section B – Office of the City Solicitor  
Monday, November 4, 2013  
Page 2

Respectfully submitted,

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Patricia Warwick, City Solicitor



**BYLAW NO. 9144**

**The Council and Committee Procedure  
Amendment Bylaw, 2013**

The Council of The City of Saskatoon enacts:

**Short Title**

- 1. This Bylaw may be cited as *The Council and Committee Procedure Amendment Bylaw, 2013*.

**Purpose**

- 2. The purpose of this Bylaw is to amend Bylaw No. 8198, *The Council and Committee Procedure Bylaw, 2003*, to prescribe the method by which members of Council may waive notice of a special meeting of Council.

**Bylaw No. 8198 Amended**

- 3. Bylaw No. 8198 is amended in the manner set forth in this Bylaw.

**Section 8 Amended**

- 4. Subsection 8(3) is repealed and the following substituted:
  - “(3) Notwithstanding subsection (2), a special Council meeting may be held with less than 24 hours’ notice to the members of Council, and without notice to the public, if all members of Council agree to do so immediately before the beginning of the meeting.
  - (3.1) The consent to waive notice of a special Council meeting pursuant to subsection (3) must be in writing and may be given in person or by facsimile, electronic mail or other similar means.”,

**Coming into Force**

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

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

---

Mayor

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City Clerk

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
of the  
**PLANNING AND OPERATIONS COMMITTEE**

Composition of Committee

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

**1. Vacant Lot and Adaptive Reuse Incentive Program – The Banks  
410 Avenue C South  
(Files CK. 4110-45 and PL 4130-25)**

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- RECOMMENDATION:**
- 1) that a five-year tax abatement for the annual property taxes for the residential development at 410 Avenue C South be applied commencing the next taxation year following completion of the project; and
  - 2) that the City Solicitor be instructed to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department dated October 9, 2013, requesting approval for a five-year tax abatement of the annual property taxes for the residential units located at 410 Avenue C South, within River Landing, under the Downtown Housing component of the Vacant Lot and Adaptive Reuse Incentive Program.

Your Committee has reviewed this matter with the Administration and is supporting the above recommendations relating to the five-year tax abatement for the residential portion of the development at 410 Avenue C South.

**2. Developer Funded Affordable Housing Tax Sponsorship Program –  
Innovative Residential Inc.  
(Files CK. 750-4 and PL 951-116 and PL 951-117)**

- RECOMMENDATION:**
- 1) that City Council endorse a new Developer Funded Affordable Housing Tax Sponsorship Agreement for two affordable homeownership developments at 275 Pringle Lane and 1303 Richardson Road;
  - 2) that the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk execute the agreement under the Corporate Seal; and
  - 3) that the Administration be requested to report on potential ways the City could play a role in furthering the development of the modular home industry in the city.

Attached is a report of the General Manager, Community Services Department dated October 15, 2013, requesting approval to create a new Developer Funded Affordable Housing Tax Sponsorship Agreement for two affordable housing developments that have been designated under the Mortgage Flexibilities Support Program under the Innovative Housing Incentives Policy No. C09-002.

Your Committee has reviewed this proposal with the Administration, confirming that it is a developer funded tax sponsorship. Following consideration of this matter, your Committee is supporting recommendations 1) and 2) above.

During consideration of this matter, your Committee also had discussions regarding opportunities that might exist for the development of a modular home industry in the city, in that these types of units are being brought in from other areas. Your Committee is recommending that the Administration be requested to report on potential ways the City could play a role in furthering the development of the modular home industry in the city. Your Committee believes there is an opportunity to explore this further.

**3. Meewasin Valley Authority – Development Review Exemption Bylaw and Dispensation of Land Exemption Bylaw (Files CK. 4131-5 and PL 181-15)**

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**RECOMMENDATION:** that City Council endorse the proposed approach by the Meewasin Valley Authority to streamline the development process in the Northeast Policy area.

Attached is a report of the General Manager, Community Services Department dated October 11, 2013, providing a summary of the Meewasin Valley Authority's (Meewasin) proposed approach to exempt certain lands in the University Heights Suburban Development Area from the development review process and to provide a blanket dispensation of Meewasin's interest in the same.

Your Committee has reviewed this matter with the Administration and is supporting the proposed approach by the Meewasin Valley Authority to streamline the development process in the Northeast Policy area.

**4. Cultural Grant Program and Cultural Grant Capital Reserve Revisions (Files CK. 1871-2 x 1815-1 and LS 1870-2-1 and LS 1870-13)**

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**RECOMMENDATION:**

- 1) that the Culture Grant Program be amended in accordance with the proposed changes as presented in the October 16, 2013 report of the General Manager, Community Services Department; and
- 2) that the Cultural Grant Capital Reserve criteria be amended in accordance with the proposed changes as presented in the October 16, 2013 report of the General Manager, Community Services Department.

Attached is a report of the General Manager, Community Services Department dated October 16, 2013, with respect to proposed amendments to the Culture Grant Program and the Cultural Grant Capital Reserve.

Your Committee has reviewed the proposed amendments with the Administration and has received clarification on the proposed new adjudication process, as well as changes to the eligibility criteria, funding categories, and responsibilities, as presented in the report. It was further clarified that the matter of annual funding for this program will be reviewed by City Council during the 2014 business planning and budget deliberations later this year.

**5. Community Grant and Sport Participation Grant Program Revisions  
(Files CK. 1871-5 and LS 1870-2-6)**

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- RECOMMENDATION:**
- 1) that the Sports Participation Grant Program be amended in accordance with the proposed changes as presented in the October 15, 2013 report of the General Manager, Community Services Department; and
  - 2) that the Community Grant Program be amended in accordance with the proposed changes as presented in the October 15, 2013 report of the General Manager, Community Services Department.

Attached is a report of the General Manager, Community Services Department dated October 15, 2013, providing information on the funding support awarded for the period 2013 to 2014 in the Sports Participation Grant and Community Grant Programs and submitting proposed amendments to the Sports Participation Grant and Community Grant Programs.

Your Committee has reviewed the report with the Administration and is supporting the above recommendations. Your Committee has also reviewed with the Administration the range of funding available to community associations and other non-profit groups, as well as assistance provided by the Administration in the grant application process. This is accomplished through the hosting of a grants workshop, as well as ongoing work with community consultants and community associations and other groups, to address questions relating to the application process and what might be available.

**6. Donation of Chinese Zhongshan Ting  
(Files CK. 4040-1 and LS 215-13-3)**

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- RECOMMENDATION:**
- 1) that the City of Saskatoon accept the donation of a Zhongshan Ting from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society of Saskatchewan, Saskatoon Branch;
  - 2) that Victoria Park be approved as the location for the Zhongshan Ting; and
  - 3) that the City forward a letter of appreciation to the above organizations for the donation of a Zhongshan Ting.

Attached is a report of the General Manager, Community Services Department dated October 15, 2013, regarding an Application for Commemoration received from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society of Saskatchewan, Saskatoon Branch, for the donation of a Zhongshan Ting, sometimes referred to as a Pagoda, to be located in Victoria Park. The application was assessed as per the City's Commemoration and Monuments Policy No. C09-038 and has met the necessary criteria for commemoration. The above report is seeking approval to accept the donation of the Zhongshan Ting valued at approximately \$150,000, and for approval of Victoria Park as the location.

Your Committee has reviewed the matter with the Administration and is supporting the acceptance of the donation of the Zhongshan Ting and the proposed location within Victoria Park. The Administration has confirmed that the location was reviewed taking into account the Victoria Park Program Plan and was supported by the Leisure Services Branch, as discussed further in the October 15, 2013 report of the General Manager, Community Services.

**7. Servicing Agreement  
Dundee Realty Corporation – Kensington Neighbourhood  
Subdivision Nos. 98/12 and 19/13  
(Files CK. 4110-44 and IS 4111-53)**

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- RECOMMENDATION:**
- 1) that the Servicing Agreement (Attachment 1 to the October 21, 2013 report of the General Manager, Infrastructure Services Department) with Dundee Realty Corporation, for a portion of the Kensington Neighbourhood to cover Lots 1 to 14, Block 200; Lots 1 to 6, Block 202; Lots 1 to 12, Block 203; Lots 1 to 26, Block 204; Lots 1 to 24, Block 205; Lots 1 to 27, Block 206; Lots 1 to 24, Block 207; and Lots 1 to 13, Block 208, all in Section 35, Township 36, Range 6, West of the 3<sup>rd</sup> meridian, be approved; and
  - 2) that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

Attached is a report of the General Manager, Infrastructure Services Department dated October 21, 2013, requesting approval to enter into a Servicing Agreement to assign responsibility for the construction and payment of various servicing items for residential property in the Kensington Neighbourhood.

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

**8. Three-Year Land Development Program 2014 – 2016  
(Files CK. 4110-1 and LA 440-3)**

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

Attached is a report of the General Manager, Community Services Department dated October 15, 2013, providing a summary of developer servicing plans and inventory levels for residential and non-residential lands within the City of Saskatoon. The report also provides a review of dwelling unit demand profiles based upon various population growth rates.

Report No. 18-2013  
Planning and Operations Committee  
Monday, November 4, 2013  
Page 7

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

Copies of the Three-Year Land Development Program 2014 – 2016 report have already been provided to City Council members. A copy is available on the City's website [www.saskatoon.ca](http://www.saskatoon.ca) as part of this report.

Respectfully submitted,

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Councillor R. Donauer, Chair



**TO:** Secretary, Planning and Operations Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** October 9, 2013  
**SUBJECT:** Vacant Lot and Adaptive Reuse Incentive Program – The Banks –  
410 Avenue C South  
**FILE NO:** CK. 4110-45 and PL. 4130-25

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

- 1) that a five-year tax abatement for the annual property taxes for the residential development at 410 Avenue C South be applied commencing the next taxation year following completion of the project; and
- 2) that the City Solicitor be instructed 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's approval for a five-year tax abatement of the annual property taxes for the residential units located at 410 Avenue C South, within River Landing, under the Downtown Housing component of the Vacant Lot and Adaptive Reuse (VLAR) Incentive Program.

### **REPORT HIGHLIGHTS**

1. The Administration recommends the approval of a five-year tax abatement of the annual property taxes for the residential development at 410 Avenue C South.
2. The estimated property tax abatement for 410 Avenue C South, based on the 2013 tax value, is \$289,800 annually or \$1,449,000 over five years.

### **STRATEGIC GOAL**

This report supports the City of Saskatoon's (City) long-term strategic goal of Quality of Life by increasing the supply of quality Downtown housing.

### **BACKGROUND**

The Downtown Housing Incentives Program Policy No. C09-003 was established in August 2002. It was later combined with the VLAR Incentive Program Policy No. C09-035. This program encourages housing development of all forms and tenures within the program boundary by offering financial incentives to eligible projects. The VLAR Incentive Program Policy No. C09-035 maintains incentives specifically for Downtown Housing, in the form of a Downtown Housing Renovation Incentive and a Downtown Housing Conversion Incentive. In addition, Section 4.1 d.) of the Policy provides for a five-year tax abatement for any housing development located within River Landing.

## **REPORT**

LeFevre and Company submitted an application for the VLAR Incentive Program on September 5, 2013, for a five-year tax abatement for the residential component of the development located at 410 Avenue C South (see Attachment 1). The development, referred to as "The Banks," encompasses four distinct buildings: The Riverbend, The Current, The Bridge, and The Edgewater (see Attachment 2). The buildings are situated in the four corners of the lot creating a plaza in the centre; which will be open to the public. This development includes 160 residential units ranging in size from 390 square feet to 1,422 square feet, with a mix of bachelor, one bedroom, two bedroom, and live/work units. Each unit will include one parking stall, plus 23 stalls for visitor parking. The project also includes a commercial component comprised of ground floor commercial space totalling 21,784 square feet. The commercial component is not eligible for the tax abatement. The estimated total project cost for the entire development is \$39 million.

The applicant is applying for a five-year tax abatement for the residential portion of the development, in accordance with Section 4.1 d.) of the Policy. According to the office of the City Assessor, the annual residential property tax is estimated at \$289,800 based on the 2013 tax year. Over five years, the incentive amount is estimated at \$1,449,000. The five-year tax abatement will be applied to each unit on the taxation year following construction and will be transferred to any new owner for the duration of the five years.

This proposal is consistent with the intent of the Downtown Housing component of the VLAR Incentive Program. "The Banks" will provide significant improvement in the quantity, quality, and amenity of housing within the Downtown area.

## **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.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

The residential property tax abatement for the development located at 410 Avenue C South is forgone revenue and will not impact the VLAR Incentive Reserve. However, the City will forgo 100 percent of the increase in tax revenue resulting from this project over a five-year period.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

No public and/or stakeholder involvement is required.

## **COMMUNICATION PLAN**

There is no communication plan.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION:**

The construction of The Banks is expected to be completed in 2015. The property tax abatement, if approved, will begin the year following project completion and continue for five years.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPACT**

There are no privacy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

## **PUBLIC NOTICE**

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

## **ATTACHMENT**

1. Location Map – 410 Avenue C South – The Banks
2. Site Plan –The Banks

Written by: Pamela Larson, Planner

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

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 11, 2013”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “October 17, 2013”

**LOCATION MAP - 410 AVENUE C SOUTH**

Printed: October 8, 2013  
 Scale: 1:1,626



Disclaimer: This information is supplied solely as a courtesy and the City of Saskatoon makes no guarantee as to its accuracy. The recipient accepts all risks and expenses which may arise from the use of this information.

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**SITE MAP**



LeFevre  
& Company  
**DIALOG**

**THE BUILDINGS AT THE BANKS**

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 15, 2013**  
**SUBJECT: Developer Funded Affordable Housing Tax Sponsorship Program - Innovative Residential Inc.**  
**FILE NO.: CK. 750-4, PL. 951-116 and PL. 951-117**

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

- 1) that City Council endorse a new Developer Funded Affordable Housing Tax Sponsorship Agreement for two affordable homeownership developments at 275 Pringle Lane and 1303 Richardson Road; and
- 2) that the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk execute the agreement under the Corporate Seal.

### **TOPIC AND PURPOSE**

The purpose of this report is to request City Council's approval to create a new Developer Funded Affordable Housing Tax Sponsorship Agreement for two affordable housing developments that have been designated under the Mortgage Flexibilities Support Program (MFSP) (Innovative Housing Incentives Policy No. C09-002).

### **REPORT HIGHLIGHTS**

1. The Tax Sponsorship Program has been successful in meeting the objective of increasing the affordability of ownership housing.
2. The Administration recommends the approval of a new Developer Funded Affordable Housing Tax Sponsorship Agreement for two affordable housing developments.
3. A new agreement between the City of Saskatoon (City) and Innovative Residential Inc. will be required should the Tax Sponsorship Agreement be approved.
4. The tax sponsorship will be funded entirely by the developer.

### **STRATEGIC GOAL**

This report supports the City's long-term strategic goal of Quality of Life by increasing the affordability of housing in Saskatoon.

### **BACKGROUND**

During its June 22, 2009 meeting, City Council approved the MFSP. This program provides a 5 percent down payment towards the purchase of an affordable home to pre-screened low- and moderate-income households whose income is below the

Maximum Income Limits as defined in Innovative Housing Incentives Policy No. C09-002.

At its June 28, 2010 meeting, City Council resolved to enter into a Tax Sponsorship Agreement with Innovative Residential Inc. for projects they were building under the MFSP at 310 Camponi Place and 715 Hart Road. This agreement allowed Innovative Residential Inc. to prepay property taxes for households that were unable to qualify for a mortgage without this additional support, allowing additional families to purchase an affordable home. Amendments were made to the agreement to include subsequent MFSP projects built by Innovative Residential Inc. at 1022 Hampton Circle, 110 Shillington Crescent, and 115 Dalglish Link.

During its January 21, 2013 meeting, City Council designated two affordable homeownership projects being built by Innovative Residential Inc. at 275 Pringle Lane and 1303 Richardson Road, under the MFSP. City Council also resolved to amend the Tax Sponsorship Agreement to include these projects; however, the agreement could not be amended beyond its expiry date of December 31, 2012.

## **REPORT**

### **The Tax Sponsorship Program**

The Tax Sponsorship Program has successfully met the objective of increasing the affordability of ownership housing. To date, \$884,491.89 has been put towards this program by Innovative Residential Inc. and the National Affordable Housing Corporation (NAHC) to provide tax sponsorship for 126 households at five different developments. These households were unable to qualify for mortgage approval to purchase a home designated under the MFSP without tax sponsorship.

The Tax Sponsorship Program was established by Innovative Residential Inc., in partnership with the City to provide monthly support to low- and moderate-income homebuyers who could not otherwise qualify for a mortgage. Under this program, Innovative Residential Inc. makes a lump sum payment to the City when the home is purchased. Each year the City applies a portion of these funds to the homebuyer's tax account to reduce the homebuyer's monthly housing costs. Typically, the monthly subsidy is provided over an eight-year period, with the size of the monthly subsidy declining each year so that by year eight, the homebuyer is responsible for their full monthly housing costs. Administration of the Tax Sponsorship Program has not added a significant amount of workload for civic staff. Additionally, the City earns an average of \$681 in interest for each homebuyer receiving a tax sponsorship.

Innovative Residential Inc. has partnered with the NAHC to qualify homebuyers for the Tax Sponsorship Program, calculate the monthly subsidies, and manage Innovative Residential Inc.'s financial contribution to the program.

The Tax Sponsorship Program is more effective at reducing the household income required to purchase a home than simply reducing the purchase price. The purchase



price would need to be reduced by approximately three times the total value of the tax sponsorship to have the same effect on the monthly payments.

#### Tax Sponsorship for the Projects at 275 Pringle Lane and 1303 Richardson Road

Innovative Residential Inc. is currently constructing affordable homeownership projects that have been designated by City Council under the MFSP at 275 Pringle Lane and 1303 Richardson Road. Approximately one third of these units will receive 5 percent down payment grants under the MFSP, one third will receive builder-sponsored, 3 percent down payment grants, and one third will be sold to higher income buyers.

Additionally, Innovative Residential Inc. will provide monthly assistance under the Tax Sponsorship Program on an as needed basis to households who otherwise could not qualify for a mortgage. Households will only receive the amount of monthly support required to qualify for a mortgage.

The Administration is recommending that homebuyers receiving a tax sponsorship no longer need to be below the income limits for the MFSP as was the case previously. Instead, buyers will only need to be below the income limit approved by Canada Mortgage and Housing Corporation or Genworth Financial Canada for these particular projects, which is expected to be \$78,000. This will allow tax sponsorships to be provided for those receiving a 3 percent builder-sponsored down payment grants.

#### Agreement with Developer

A new agreement between the City and Innovative Residential Inc. will be required and will stipulate that the funds are to be applied to the property taxes for a particular unit, over a specified period of time, on a declining scale.

In the event of default or foreclosure, Innovative Residential Inc. has agreed that the funds will remain with the City to apply to the unit for subsequent purchasers or to apply to any tax arrears as the City sees fit. There is no provision to return any remaining funds back to the Innovative Residential Inc., nor to cover any costs associated with foreclosure. The money will be held by the City for the property taxes of the unit only and will remain with the City for the duration of the agreement.

### **OPTIONS TO THE RECOMMENDATION**

The only option is to deny the request to form a new Developer Funded Tax Sponsorship Agreement for these two affordable housing developments.

### **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL IMPLICATIONS**

This program is funded entirely by Innovative Residential Inc. and the NAHC. There are no financial implications for the City. The City is able to earn interest on the lump sum property tax payments that are made in advance by the NAHC under this agreement.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

There is no public and/or stakeholder involvement.

## **COMMUNICATION PLAN**

The developer will provide Tax Sponsorship to homebuyers on an as needed basis and will communicate the availability of funding at the time of application.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

These developments are anticipated to be completed by the end of 2014. Tax sponsorships for individual units typically run for eight years from the purchase date.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPACT**

There are no privacy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required

## **PUBLIC NOTICE**

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

Written by: Mark Wilson, Planner

Reviewed by: “Alan Wallace”  
Alan Wallace, Manager  
Planning and Development Branch  
Dated: “October 16, 2013”

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 17, 2013”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “October 18, 2013”

S:\Reports\CP\2013\P&O Developer Funded Affordable Housing Tax Sponsorship Program – Inn. Res. Inc.

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 11, 2013**  
**SUBJECT: Meewasin Valley Authority – Development Review Exemption Bylaw and Dispensation of Land Exemption Bylaw**  
**FILE NO.: CK. 4131-5 and PL. 181-15**

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

- 1) that City Council endorse the proposed approach by the Meewasin Valley Authority to streamline the development process in its Northeast Policy area.

### **TOPIC AND PURPOSE**

This report provides a summary of the Meewasin Valley Authority's (Meewasin) proposed approach to exempt certain lands in the University Heights Suburban Development Area (SDA) from the development review process and to provide a blanket dispensation of Meewasin's interest in the same.

### **REPORT HIGHLIGHTS**

1. The Meewasin Conservation Zone includes some lands within the University Heights SDA that are not relevant to its mandate.
2. Meewasin is working towards an update of its Northeast Policy; one objective is the "rationalization" of the Conservation Zone boundary to ensure it is consistent with Meewasin's mandate.
3. Improvements on these lands are subject to unnecessary requirements resulting in administrative inefficiencies for Meewasin, the City of Saskatoon (City), and developers.
4. To reduce administration for both Meewasin and the City, Meewasin is proposing several measures to exempt certain lands from the development review process and other requirements of the *Meewasin Valley Authority Act (the Act)*.

### **STRATEGIC GOALS**

This report supports the Strategic Goal of Continuous Improvement by proposing measures to minimize unnecessary administrative processes during the development and sale of land. By extension, this supports the Strategic Goals of Environmental Leadership and Sustainable Growth since it enables Meewasin to better focus its resources on its mandate of conservation and enables the land development process to proceed more efficiently in areas that are not environmentally sensitive.

### **BACKGROUND**

Meewasin has jurisdiction over the Meewasin Valley, which includes the Conservation Zone. In the University Heights SDA, the Conservation Zone includes land that Meewasin has identified as not of direct interest to its mandate. In an effort to address

inefficiencies associated with its jurisdiction over these lands, Meewasin previously passed Bylaw Number 003 – A Bylaw Respecting the Exemption of Certain Classes of Improvements from Development Review (Development Review Exemption Bylaw). This bylaw exempts improvements on lands with certain residential zoning designations from the development review process.

In April 2013, an amendment to the Development Review Exemption Bylaw came into effect which extended a development review exemption to all types of development on University of Saskatchewan lands within Circle Drive that are greater than 300 metres from the shoreline of the South Saskatchewan River.

## **REPORT**

### **Conservation Zone Inconsistent With Meewasin Areas of Interest**

Meewasin has a mandate to promote conservation of the cultural and natural resources of the South Saskatchewan River Valley. Current and planned urban development in the University Heights SDA is occurring on lands within the Meewasin Conservation Zone that are not relevant to this mandate. Many of these areas have minimal cultural or natural significance as they are cultivated or otherwise disturbed and are not connected to the river valley either directly, or through natural drainage channels, such as the Northeast Swale.

### **Meewasin Northeast Policy Update**

Meewasin is working towards an update of its Northeast Policy, which applies in part to Conservation Zone lands within the University Heights SDA. The Northeast Policy forms a component of Meewasin's Development Plan and this update will provide clarification of Meewasin's mandate for conservation, education, and development in this area.

Another objective of this update is to inform the "rationalization" of the Conservation Zone boundary to ensure it is consistent with Meewasin's mandate. This boundary alteration will require a Special Resolution of the Meewasin Board that is separate from the resolution to adopt the Northeast Policy. The timing of the Northeast Policy update and the complementary boundary alteration has not been confirmed.

### **Unnecessary Requirements**

Improvements on land in the Conservation Zone that is not of interest to Meewasin are currently required to go through the Meewasin development review process. *The Act* also includes two additional requirements prior to the sale of public, non-residential land within Meewasin jurisdiction, which are:

1. that Meewasin provide written consent to a transfer of title or registration of interest; and
2. that Meewasin be provided with right of first refusal on the sale of the land.

Since the majority of development land in this area is owned by the City's Land Branch, it is public land and is subject to some or all of these requirements, regardless of whether the lands are of interest to Meewasin.

### Development Review Exemption and Blanket Dispensation of Interest

In advance of boundary alterations associated with the Northeast Policy update, Meewasin will pursue interim measures to streamline development on those Conservation Zone lands in its Northeast Policy area that are not of direct interest to its mandate.

Meewasin proposes to amend its Development Review Exemption Bylaw (see Attachment 1) by adding Section 4.f), as cited below:

4. The following classes of improvements are exempted from requiring the approval of the Authority.
  - “f) Notwithstanding the application of subsections a) to c) above, all improvements proposed on lands in the hatched areas shown on the map in Appendix B.”

The referenced hatched areas are in Appendix B to this bylaw (see Attachment 2). This amendment will ensure that only development occurring on those lands that are of direct interest to Meewasin need go through the development review process.

Meewasin is also proposing a new bylaw (see Attachments 3 and 4) that will exempt all of the identified land from the requirement to provide right of first refusal to Meewasin and obtain Meewasin's consent prior to selling.

Finally, Meewasin will provide the City with a letter clarifying its intent and stating that it does not wish to acquire any of the lands identified.

### **OPTIONS TO THE RECOMMENDATION**

No options were considered. City endorsement of the proposed approach is not required, though it would be preferred by Meewasin's administration. If City Council chooses not to endorse the proposed measures, the Meewasin Board can still adopt them.

### **POLICY IMPLICATIONS**

The City's policy is unaffected by the proposed Meewasin bylaw and/or bylaw amendment.

## **FINANCIAL IMPLICATIONS**

Financial implications have not been specifically identified for this report. However, it is anticipated that the proposed measures will have a positive impact on operations for both the Administration and the Land Branch, as the administrative requirements for land development in the University Heights SDA will be reduced.

## **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

This process involved bilateral discussions between Meewasin and City administrations. Public and/or stakeholder involvement was not required.

## **COMMUNICATION PLAN**

A Communication Plan is not required.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The Meewasin administration plans to present the above measures for adoption by its Board at the November 1, 2013, meeting.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPACT**

There are no privacy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

## **PUBLIC NOTICE**

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

## **ATTACHMENTS**

1. Bylaw 003: The Development Review Exemption Bylaw
2. Appendix B (to the Development Review Exemption Bylaw) – Northeast Sector Exemption
3. Bylaw 00x: Dispensation of Land Exemption Bylaw (proposed)
4. Appendix A (to the Dispensation of Land Exemption Bylaw) – Northeast Sector Exemption

Written by: Chris Schulz, Senior Planner

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

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 17, 2013”

Approved by: “Murray Totland”  
Murray Totland, City Manager  
Dated: “October 21, 2013”



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**Bylaw: The Development Review Exemption Bylaw**

Bylaw No: 003

Page Number: Page 1

New/Revised: 03/01/2013

Responsibility: MVA

Authority: Meewasin

Effective: 04/26/2013

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A bylaw respecting the exemption of certain classes of improvements from the application of Section 18(1) and 19(1) of The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1, as amended.

**SHORT TITLE**

1. This bylaw may be cited as the "Development Review Exemption Bylaw".

**INTERPRETATION**

2. In this bylaw:
  - a) "Authority" means the Meewasin Valley Authority;
  - b) "City" means the City of Saskatoon;
  - c) "University" means University of Saskatchewan
  - d) "development plan" means the plans respecting Meewasin Valley on file in the office of the Authority and designated by the Authority as the development plan;
  - e) "development review" means the process of considering an application for an improvement for the purposes of determining whether to approve, approve with conditions, or not approve, an application;
  - f) "improvement" means a building, structure or service facility constructed, or landscape construction, within Meewasin Valley, or any alteration thereof or addition thereto but does not include the ordinary care, maintenance or repair of a building, structure or service facility or of landscape construction;
  - g) "Meewasin Valley" means those lands as defined in The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1 and amendments thereto, and as may be amended from time to time;
  - h) "conservation zone" means the land described in Schedule A;
  - i) "shoreline" means the line dividing the bank and the bed of the South Saskatchewan River where:
    - i. the vegetation ceases;
    - ii. the character of the vegetation and soil changes.

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**Bylaw: The Development Review Exemption Bylaw**

Bylaw No: 003

Page Number: Page 2

New/Revised: 03/01/2013

Responsibility: MVA

Authority: Meewasin

Effective: 04/26/2013

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**STATEMENT OF PURPOSE**

3. To exempt certain classes of improvements that conform with the Authority's development plan.

**APPLICATIONS/EXEMPTIONS**

4. The following classes of improvements are exempted from requiring the approval of the Authority.
- a) Subject to the exceptions of subsection 4 b), improvements proposed on land within Meewasin Valley zoned by the City as R1, R1A and R2
  - b) Subsection 4 a) shall not apply to the following in areas zoned R1, R1A, and R2
    - i) public parks and children's playgrounds
    - ii) tennis courts, bowling greens and golf courses.
  - c) Improvements proposed on land within Meewasin Valley conservation zone that have an aggregate costs resulting in an expenditure of less than \$25,000.00
  - d) Cultural works associated with the Mendel Art Gallery, or on land assigned for use of the Mendel Art Gallery.
  - e) Improvements proposed on land located more than 300 metres from the shoreline on land owned by the University or its affiliates, south of Circle Drive, as shown on the map in Appendix A. Where a portion of a proposed improvement falls within this limit the entire proposed improvement requires Authority approval
  - f) Notwithstanding the application of subsections a) to c) above, all improvements proposed on lands in the hatched areas shown on the map in Appendix B.
5. Meewasin shall be advised, within 30 days of the University's receipt of a proposal, of all classes of proposed improvements valued in excess of \$500,000 in the conservation zone within 500 metres of the shoreline on University land as shown on the map in Appendix A.

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**Bylaw: The Development Review Exemption Bylaw**

Bylaw No: 003

Page Number: Page 3

New/Revised: 03/01/2013

Responsibility: MVA

Authority: Meewasin

Effective: 04/26/2013

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**LEGAL EFFECT**

6. This bylaw is passed pursuant to Section 19(3) as per Section 19(2)(e) and (f) of the Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1, as amended.

**DATE ON WHICH BYLAW TAKES EFFECT**

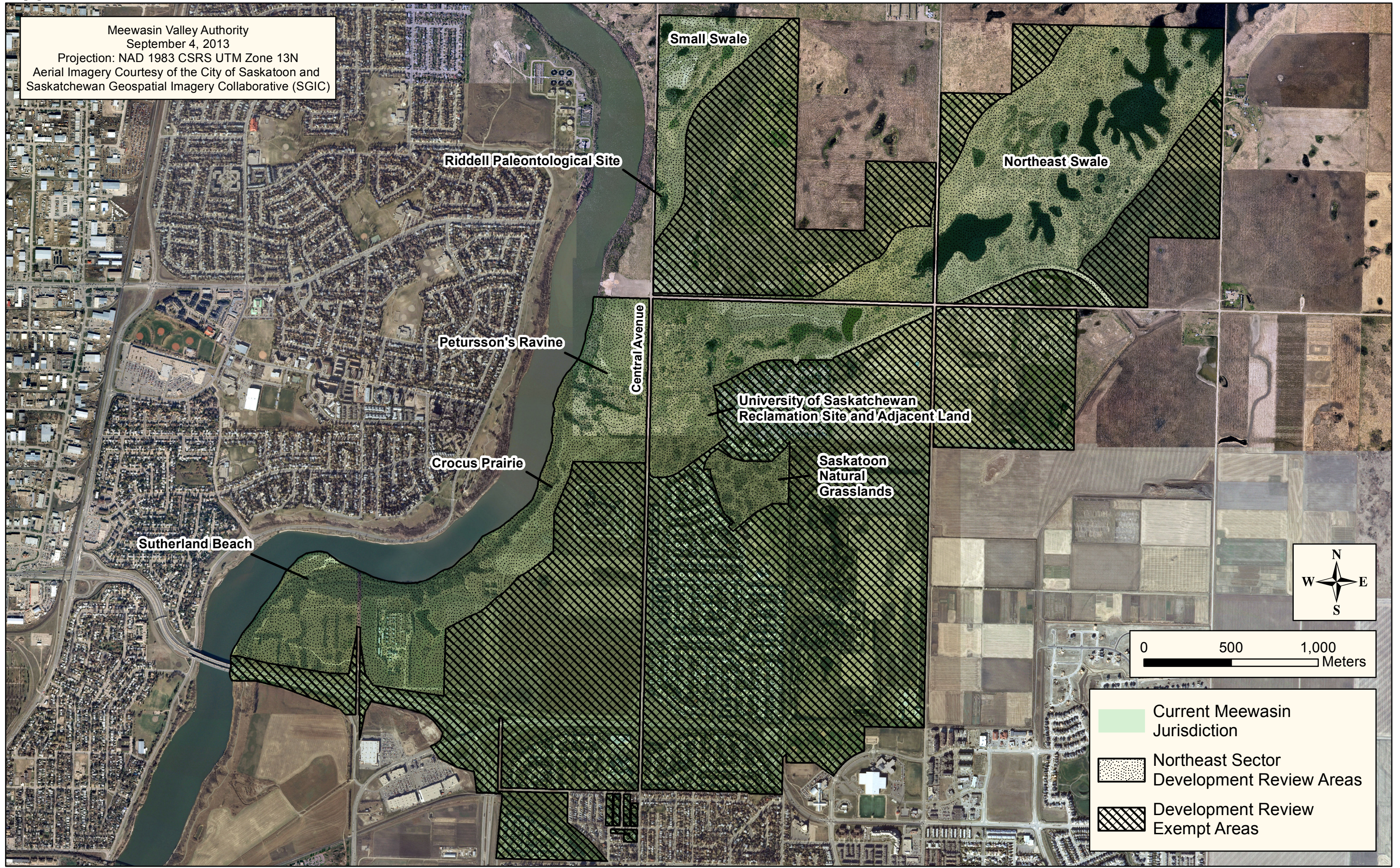
7. This bylaw shall have force and effect on and after that date on which it is published in The Saskatchewan Gazette.

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Chief Executive Officer

# Appendix B - Northeast Sector Exemption

Meewasin Valley Authority  
September 4, 2013  
Projection: NAD 1983 CSRS UTM Zone 13N  
Aerial Imagery Courtesy of the City of Saskatoon and  
Saskatchewan Geospatial Imagery Collaborative (SGIC)



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Bylaw Dispensation of Land Exemption	Bylaw No: 00x	Page Number: Page 1
	New/Revised: New (draft)	Responsibility: MVA
Authority: Meewasin	Issued:	Effective: xxx

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THE SASKATCHEWAN GAZETTE, xxx

A bylaw respecting the exemption of certain land from the application of Sections 44(2), 44(3), 51(1) and 51(2) of The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1, as amended.

**SHORT TITLE**

1. This bylaw may be cited as the "Dispensation of Land Exemption Bylaw".

**INTERPRETATION**

2. In this bylaw:
  - a) "Act" means The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1.
  - b) "Authority" means the Meewasin Valley Authority;
  - c) "Meewasin Valley" means those lands as defined in The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1 and amendments thereto, and as may be amended from time to time;
  - d) "conservation zone" means the land described in Schedule A, and as may be amended from time to time as per Section 13 of the Act;
  - e) "public land" means land owned by the authority or by one or more participating parties;
  - f) "participating party" means the Government of Saskatchewan, the City of Saskatoon, or the University of Saskatchewan.

**STATEMENT OF PURPOSE**

3. To dispense with the requirement to obtain written consent from the Authority to transfer title and/or register an interest in the Land Titles Registry with respect to public land in the conservation zone, and also to dispense with the requirement that a participating party provide a first right of refusal to the Authority before disposing of land within the Meewasin Valley.

**APPLICATIONS/EXEMPTIONS**

4. This bylaw applies to the following lands.
  - a) Public land in the conservation zone as shown on the map in Appendix A.

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Bylaw Dispensation of Land  
Exemption

Bylaw No: 00x

Page Number: Page 2

New/Revised: New (draft)

Responsibility: MVA

Authority: Meewasin

Issued:

Effective: xxx

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### LEGAL EFFECT

5. This bylaw is passed pursuant to Sections 10(p), 12 and 44(4)(d) of The Meewasin Valley Authority Act, S.S. 1979, Chapter M-11.1, as amended.

### DATE ON WHICH BYLAW TAKES EFFECT

6. This bylaw shall have force and effect on and after that date on which it is published in The Saskatchewan Gazette.

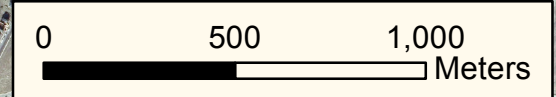
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Chief Executive Officer

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# Appendix A - Disposal of Land Exemption

Meewasin Valley Authority  
October 1, 2013  
Projection: NAD 1983 CSRS UTM Zone 13N  
Aerial Imagery Courtesy of the City of Saskatoon and  
Saskatchewan Geospatial Imagery Collaborative (SGIC)



- Meewasin Jurisdiction
- Disposal of Land Exemption Areas

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 16, 2013**  
**SUBJECT: Culture Grant Program and Cultural Grant Capital Reserve Revisions**  
**FILE NO.: CK. 1871-2, x CK. 1815-1, LS. 1870-2-1 and LS. 1870-13**

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

- 1) that the Culture Grant Program be amended in accordance with the proposed changes as presented in this report; and
- 2) that the Cultural Grant Capital Reserve criteria be amended in accordance with the proposed changes as presented in this report.

### **TOPIC AND PURPOSE**

The purpose of this report is to submit recommended amendments to the Culture Grant Program and the Cultural Grant Capital Reserve.

### **REPORT HIGHLIGHTS**

1. The City of Saskatoon's (City) Culture Grant Program was created in 1997. The purpose of the Program is to provide annual operating or institutional funding in recognition of the contribution that major cultural organizations make to the quality of life in Saskatoon and their role in providing major cultural activities for Saskatoon residents and visitors.
2. Since the Culture Grant Program was established, a number of changes and exceptions to policy have been approved to address realities for several culture organizations. Further, in 2011 the Culture Plan was approved and within the Plan, one of the key strategies identified is to create a cultural investment strategy to focus on building long-term stability within the cultural sector in Saskatoon. With these in mind, the Administration has completed a full review of the Culture Grant Program, and is recommending changes to aspects of the program related to eligibility and allocation of grant funds.
3. The City's Cultural Grant Capital Reserve was created in 2010 to support major arts organizations in the Culture Grant Program. The purpose of the grant is to improve the quality of life in Saskatoon by providing funding for periodic, one-time capital projects to major arts organizations currently receiving funding under the Culture Grant Program.
4. The Cultural Grant Capital Reserve was established in response to a formal request for capital funding support from one of the major arts organizations. Now that the grant is again available for allocation, the Administration has reviewed the terms and criteria of the Cultural Grant Capital Reserve, and has identified



aspects of the reserve criteria concerning eligibility, funding, adjudication, and responsibility that require changing.

## **STRATEGIC GOALS**

This report supports the City's Strategic Goal Quality of Life, specifically the long-term strategies of implementing the Municipal Culture Plan, and supporting community-building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations. Supporting cultural institutions also supports the Strategic Goal of Sustainable Growth as stable cultural institutions complement the work of the City Centre Plan.

## **BACKGROUND**

### Culture Grant Program

The City's Culture Grant Program was created in 1997 and consists of four components: the Major Arts Institutions Grant, the Major Festivals Grant, the Major Heritage Institutions Grant, and the Cultural Participation Grant. The purpose of the program is to provide annual operating or institutional funding in recognition of the contribution that major cultural organizations make to the quality of life in Saskatoon and their role in providing major cultural activities for Saskatoon residents and visitors. The Culture Grant Program, in addition to supporting major cultural institutions, also addresses cultural participation by allocating funding to community organizations that plan, organize, and host smaller arts and culture activities, programs, and events.

The Culture Grant Program distributes funding to eligible organizations on the basis of a funding formula which is meant to ensure an equitable approach to City support for major cultural organizations whether it is in the form of cash, in-kind, or property tax abatement. See Attachment 1 for an overview of the Culture Grant Program and a listing of groups currently receiving funding under this grant program.

Between 1997 and 2012 a number of exceptions to policy were approved by City Council to address the ever changing needs of the cultural organizations in Saskatoon. Further, in the development of the Municipal Culture Plan, there were also discussions and recommendations about undertaking a review of current levels of culture funding and developing a culture investment strategy to help support long-term stability in the cultural sector in Saskatoon.

During its July 18, 2012 meeting, City Council resolved:

1. "that a Category B within the Major Arts Institutions component of the Culture Grant Program be created as an interim measure and that it be capped at a maximum of \$55,000 cash;
2. that the Saskatchewan Native Theatre Company (SNTC) be allowed to remain in the program for 2012 despite not reaching a minimum threshold of 10,000 audience visitations; and

3. that the Administration report back within one year with a framework for a revised Culture Grant Program and policy.”

### Cultural Grant Capital Reserve

The City’s Cultural Grant Capital Reserve was created in 2010 in response to a formal request from one of the major arts institutions for capital funding support. The purpose of this reserve is to provide funding for periodic, one-time capital projects to major arts organizations currently receiving funding under the Culture Grant Program. La Troupe du Jour was the first, and to date, only recipient of funds from the reserve. Allocations of funds are to be made by the Cultural Grant Capital Reserve Adjudication Committee in accordance with the criteria outlined in the Reserves for Future Expenditures Policy No. C03-003. See Attachment 2 for the Cultural Grant Capital Reserve terms and conditions.

The Cultural Grant Capital Reserve and the Culture Grant Program are both managed by the Community Services Department, and because the two are interconnected, this report provides a summary of recommended changes for each.

### **REPORT**

The Administration is recommending changes to the Culture Grant Program and the Cultural Grant Capital Reserve.

### Culture Grant Program

The Culture Grant Program recognizes the contributions that cultural organizations play in the quality of life in Saskatoon. The grant formula offers an allocation of civic funds based on the financial operations of each organization, while at the same time removing the City from making subjective judgements through an adjudication process.

Over time there have been some aspects of the program related to eligibility and allocation that have prompted the Administration to review eligibility requirements and criteria and to reassess the funding allocation formula. From this review, the Administration is recommending a number of changes to the Culture Grant Program. Highlights of the changes are below (see Attachment 3 for further details):

### Eligibility

1. Adopt the following definition of an arts institution: “an organization that creates, produces, or presents works in dance, theatre, music, visual arts, literary, media, or interdisciplinary arts.”

Deem the following ineligible: “umbrella groups, arts advocacy organizations, art schools, training institutions, and rent-only facilities.”

2. Increase the required levels of annual revenues for eligibility from \$200,000 to \$300,000 to better reflect current dollar values.
3. Decrease the required levels of annual visits from 10,000 to 5,000 to better reflect the current realities of the organizations in the program and eliminate anomalies in eligibility criteria, such as the exemption La Troupe du Jour received in 2004 and the exception SNTC received in 2012.
4. Require new applicants to the program to demonstrate sound financial management (cannot have a deficit of greater than 10 percent of their operating budget) and a funding history with the City (must have received at least one grant from the Community Grant Program).
5. Create a “probationary status” for organizations that have previously been successful in meeting all grant eligibility criteria, and that might, in a given year, fail to meet the minimum eligibility criteria of the program due to extenuating circumstances. Organizations on probation would have up to three years to meet minimum requirements in order to remain in the program.

#### Allocation Formula

1. Adjust funding percentages to provide better service to the needs of each program component:
  - a) 55 percent – major arts organizations;
  - b) 28.5 percent – major festivals;
  - c) 14 percent – major heritage institutions; and
  - d) 2.5 percent – cultural participation.

The allocation for major festival organizations will increase from 20 percent to 28.5 percent to accommodate the move of 25<sup>th</sup> Street Theatre (the Fringe Festival) and the Shakespeare on the Saskatchewan Festival to that category. The allocation for major heritage institutions will decrease from 15 percent to 14 percent.

The Culture Participation allocation will reduce from 10 percent to 2.5 percent and be dedicated to Creative Kids, an organization that addresses cost as a barrier for participation in cultural activities. This reduction in funding previously allocated to the Community Grant Program will not have a negative impact due to a substantial increase in Community Grant funding from SaskLotteries.

2. Eliminate the interim Category B within the Major Arts Institutions component of the Culture Grant Program; change the requirements of Category A to reflect a minimum requirement of revenues of \$1.25 million and visitors of 25,000.

3. Divide funds evenly among the organizations in each program component to provide a more equitable approach than is currently used.
4. Discontinue the practice of deducting the in-kind services from the funding formula to reflect best practices across municipalities in Canada, and recognize the benefits to the community of providing temporary venues for arts activities. Instead, account for these in-kind services as part of the total supports provided by the City.
5. Discontinue the inclusion of tax abatements within the funding formula to reflect best practices across municipalities in Canada, to recognize the benefits to the community of investments in permanent art and heritage facilities, and in response to the feedback from some arts organizations that the program unfairly penalizes them for investing in urban renewal projects. This situation has arisen for La Troupe du Jour in 2012; see Attachment 4, a letter from La Troupe du Jour requesting reconsideration in how the grant is calculated. The process would be to account for these tax abatements within the reporting out of the total supports provided by the City.

### Cultural Grant Capital Reserve

The Cultural Capital Grant Reserve recognizes the contributions that cultural organizations play in the quality of life in Saskatoon by providing funding for periodic, one-time capital projects to major arts organizations currently receiving funding under the Culture Grant Program.

Since the reserve was first established, there have been some aspects of the criteria related to eligibility, adjudication, and assessment that have been reviewed by the Administration. From this review, the Administration recommends the following changes to the Cultural Capital Grant Program (see Attachment 5 for further details):

#### Eligibility

Expand the eligibility criteria to include all major cultural organizations currently eligible for on-going support under the Culture Grant Program.

#### Funding

Create two funding categories: Major Capital Grants for up to \$80,000 and Minor Capital Grants for up to \$10,000. Priority will be given to Major Capital Grant applications.

#### Adjudication Committee

Change the composition of the Cultural Grant Capital Reserve Adjudication Committee to a committee consisting of:

- i) three members from art, heritage, or festival organizations who are receiving funding through the Culture Grant Program and who are not applying at the deadline being adjudicated, and

- ii) a City representative with capital and or construction project management expertise.

The purpose of this change is to avoid conflict of interest situations where adjudicators are participating in a grant competition in which their organization has submitted an application. If three members from the Culture Grant Program are not available, then individuals from the community with relevant expertise in the running of not-for-profit organizations would be utilized.

#### Responsibility

Eliminate the requirement that the Planning and Operations Committee be responsible for reviewing all applications. Instead, stipulate that the Planning and Operations Committee be responsible for reviewing the recommendations made by the Cultural Grant Capital Reserve Adjudication Committee.

### **OPTIONS TO THE RECOMMENDATION**

An option is to not approve the recommended changes to the Culture Grant Program and the Cultural Grant Capital Reserve. In this case, further direction from the Committee would be required.

### **POLICY IMPLICATIONS**

If the recommended changes proposed in this report are approved, the Administration would subsequently update the applicable section of the Reserves for Future Expenditures Policy No. C03-003 and the Culture Grant Program policy.

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Organizations in the Culture Grant Program were consulted about changes to the Culture Grant Program and Cultural Grant Capital Reserve.

### **COMMUNICATION PLAN**

The changes will be communicated to organizations in the Culture Grant Program. In addition, all applications and written material will be updated and made available on the City website.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

If the recommended changes are approved, the Administration will arrange to update the applicable policy documents and distribute to the applicable groups by the end of 2013.

## **PUBLIC NOTICE**

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

## **ATTACHMENTS**

1. Culture Grant Program Overview
2. Culture Grant Capital Reserve - Excerpt from Reserves for Future Expenditures Policy No. C03-003
3. Culture Grant Program Recommended Changes
4. Letter from La Troupe du Jour
5. Cultural Grant Capital Reserve Recommended Changes

Written by: Kathy Allen, Arts and Grants Consultant

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 17, 2013”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “October 18, 2013”

## **Culture Grant Program Overview**

The Culture Grant Program consists of four components: the Major Arts Institutions Grant, the Major Festivals Grant, the Major Heritage Institutions Grant, and the Cultural Participation Grant. The purpose of the program is to provide annual operating or institutional funding in recognition of the contribution that major cultural organizations make to the quality of life in Saskatoon and their role in providing major cultural activities for Saskatoon residents and visitors.

Major cultural organizations, as defined by the original 1997 program, must:

- 1) be a registered non-profit arts, heritage, or festival organization;
- 2) have been in operation for a minimum of two years;
- 3) have revenues of \$200,000 or more in its previous fiscal year; and
- 4) have a minimum audience/visitation of 10,000 people per year in Saskatoon.

In addition to supporting major cultural institutions, the program also addresses cultural participation by allocating funding to community organizations that plan, organize, and host smaller arts and culture activities, programs, and events.

Funding is allocated to each of the four components as follows:

- a) 55 percent – major arts organizations;
- b) 20 percent – major festivals;
- c) 15 percent – major heritage institutions; and
- d) 10 percent – cultural participation (dollars are allocated through the Community Grant Program).

The Culture Grant Program distributes funding to eligible organizations on the basis of a funding formula using the following steps:

1. Revenues from each organization's previous year are added together with any in-kind City services and/or tax abatements that they received that year;
2. These totals are then added up into a grand total;
3. An amount is determined for each organization based on its percentage of the grand total;
4. Any tax abatements or in-kind City services are deducted from the initial percentage amount to determine the amount of cash grant awarded.

This approach was meant to ensure an equitable approach to City support for major cultural organizations whether it is in the form of cash, in-kind, or property tax abatement. The end result is that depending on their circumstances, a major culture organization can receive support from the Culture Grant Program in the form of:

- 1) a cash grant;
- 2) a combination of cash and in-kind City services; and
- 3) a cash grant and a 100 percent tax abatement for organizations that own a building.

### **Cultural Grant Program**

#### **Funding distribution and organizations receiving funding**

(Based on the 2013 distribution of grant funds \$381,000)

#### **55% to Major Arts Organizations = \$209,550**

- Persephone Theatre
- 25<sup>th</sup> Street Theatre
- Friends of the Broadway Theatre
- La Troupe du Jour
- Sask. Craft Council and Gallery
- Sask. Native Theatre
- Saskatoon Symphony
- Shakespeare on the Saskatchewan
- Paved Art and New Media Inc.
- Saskatoon Jazz Society

#### **20% to Major Festivals Grant = \$76,200**

- North Sask. Children's Festival
- Saskatoon Jazz Festival
- Saskatoon Folk fest

#### **15% to Heritage Institutions Grant = \$57,150**

- Diefenbaker Centre
- Ukrainian Museum
- Western Development Museum

#### **10% to Cultural Participation Grant = \$38,100**

This amount is currently combined with the overall community grant program and the funds received from Saskatchewan Lotteries Trust Fund, and distributed to community based projects focused on increasing participation in culture related activities.



**Culture Grant Capital Reserve - Excerpt from Reserves for Future Expenditures  
Policy No. C03-003**

**CULTURAL GRANT CAPITAL RESERVE**

13.1 Purpose

To accumulate funds for the purpose of financing the periodic one-time capital funding for major arts organizations, currently eligible for ongoing operating support under the Cultural Grant Program.

13.2 Source of Funds

The annual provision to the reserve shall be the amount authorized by City Council through the Operating Budget.

13.3 Application of Funds

Allocation of funds from the reserve shall be adjudicated by the Cultural Grant Capital Reserve Adjudication Committee and made in accordance with the following criteria:

- a) Cultural Grant Capital Reserve Adjudication Committee – will include a minimum of four member Arts Organizations receiving funding under the Cultural Grant Program – Major Arts Organization category, plus a representative from the Community Services, Community Development Branch.
- b) Eligibility requirements
  - i) Eligible applicants will be restricted to those Major Arts Organizations currently receiving funding under the Cultural Grant Program.
  - ii) Must demonstrate leverage of other sources of funding for this project.
  - iii) Will be for one-time projects.
- c) The priority areas in which major cultural organizations can apply for one-time funding are:
  - i) Capital projects – new and replacement.
  - ii) Governance reviews.
  - iii) Strategic planning and market research aimed at refocusing direction.
- d) Projects must be completed within 24 months of approval of the funds.

#### 13.4 Responsibility

The reserve will be managed by the Community Services Department. The Adjudication Committee shall review applications and make recommendations for funding to the Planning and Operations Committee. The Planning and Operations Committee will be responsible for reviewing all applications and providing appropriate recommendations to City Council for approval.

## Culture Grant Program Recommended Changes

Area	Current wording or status	Proposed changes	Rationale
<b>Funding Allocation</b>	<ul style="list-style-type: none"> <li>• 10% of Culture Grant is transferred to SaskLotteries Community Grant</li> <li>• Funding allocated as follows: 55 % - major arts institutions 20% - major festivals 15% - major heritage institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Funding allocated as follows: 55 % - major arts institutions 28.5% - major festivals 14% - major heritage institutions or museums</li> <li>• 2.5% for Cultural Participation</li> </ul>	<ul style="list-style-type: none"> <li>• increase in SaskLotteries funding and healthy surplus in Community Grant</li> <li>• Shakespeare Festival and 25<sup>th</sup> Street Theatre moving to festivals category; changes will provide most consistent level of funding to all organizations</li> </ul>
<b>Definition of Major Cultural Institutions</b>	<ul style="list-style-type: none"> <li>• <b>Arts organizations</b> must offer full-season or year-round programs;</li> <li>• <b>Festivals</b> must last two consecutive days or more and include a significant performing arts or arts exhibition component;</li> <li>• <b>Heritage institutions</b> must have as their primary mandate the direct delivery of heritage programs to the general public.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Arts institutions</b> whose primary mandate is to create, produce, or present work in dance, theatre, music, visual, literary, media, or interdisciplinary arts.</li> <li>• <b>Festivals</b> whose primary mandate is The Arts (dance, theatre, music, visual, literary, media, or interdisciplinary arts) or Heritage.</li> <li>• <b>Heritage institutions or Museums</b> whose primary mandate is the direct delivery of heritage or cultural programs for the general public including original curated exhibitions.</li> </ul>	<ul style="list-style-type: none"> <li>• Greater clarity around definitions of major cultural institutions.</li> <li>• Festivals are required to last more than two consecutive days and less than 12 weeks (festivals who are primarily competitions or fundraisers continue to remain ineligible).</li> <li>• Museums added to heritage component to increase inclusiveness of program.</li> </ul>
<b>Entry requirements</b>	<ul style="list-style-type: none"> <li>• Revenues of \$200,000+</li> </ul>	<ul style="list-style-type: none"> <li>• Revenues of \$300,000</li> <li>• Register with CADAC (Canadian Arts Data/Données sur les arts au Canada)</li> </ul>	<ul style="list-style-type: none"> <li>• Program was established in 1997; increase in revenue requirement reflects inflation; all organizations currently in the program have revenues above \$300,000.</li> <li>• Majority of organizations are already in this system which is used by the Canada Council and the Saskatchewan Arts Board.</li> </ul>

Area	Current wording or status	Proposed changes	Rationale
<b>Entry requirements continued</b>	<ul style="list-style-type: none"> <li>10,000 visits annually</li> </ul>	<ul style="list-style-type: none"> <li>5,000 visits annually</li> <li>Applicants must be in good standing with the City of Saskatoon (i.e. no outstanding accounts, overdue, incomplete, or false reports, etc.) in order to receive funding.</li> <li>New applicants are not eligible if they have a deficit greater than 10% of their operating budget.</li> <li>New applicants must have received at least one Community Grant in the previous two years.</li> </ul>	<ul style="list-style-type: none"> <li>Change will better reflect the attendance of some of the organizations currently approved to be part of the program.</li> <li>Ensures reports, payments, etc. are up to date</li> <li>Demonstrates financial responsibility.</li> <li>Establishes a track record with the City of Saskatoon prior to entering a major funding program.</li> </ul>
<b>Fiscal Management</b>		<ul style="list-style-type: none"> <li>Any organization in the Culture Grant Program with a deficit over 10% must submit a deficit reduction plan.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates financial responsibility.</li> </ul>
<b>Failure to meet criteria</b>		<ul style="list-style-type: none"> <li>Community Services management authorized to put any organization currently in the Culture Grant Program who fails to meet the eligibility criteria on probation for up to 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>Allows organizations in extenuating circumstances to develop plans and strategies to meet eligibility requirements.</li> </ul>
<b>Categories A and B for major arts organizations</b>	<ul style="list-style-type: none"> <li>Category A organizations have revenue over \$1.75 million; funding is capped at \$60,000.</li> <li>Category B was a temporary level for organizations that do not have enough revenue to reach Category A and are exceeding Category A funding levels; funding is capped at \$55,000.</li> </ul>	<ul style="list-style-type: none"> <li>Category A requires revenues of \$1.25 million+ annually and 25,000+ visits annually.</li> <li>Category B eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>Category B was a temporary category and funding levels were very close to Category A which did not adequately reflect the difference in revenues between Categories.</li> </ul>

Area	Current wording or status	Proposed changes	Rationale
<b>Funding Formula</b>	<ul style="list-style-type: none"> <li>• funding amounts are determined using a specified formula that accumulates each organization's revenues, then on a pro-rata basis within each component (arts, heritage, and festivals), calculates a cash value then subtracts the dollar value of any City in-kind services and/or received property tax abatement.</li> </ul>	<ul style="list-style-type: none"> <li>• funds are no longer determined based on revenues but instead the amount allocated to each program component is divided evenly among the organizations in the component.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides an equal allocation of funding support to each organization within the various categories of the Culture Grant Program</li> </ul>
<b>Donation of Civic Services</b>	<ul style="list-style-type: none"> <li>• Civic services are deducted from the value of the cash grant for those organizations that use them</li> </ul>	<ul style="list-style-type: none"> <li>• Discontinue the practice of deducting in-kind civic services from the available cash grant.</li> </ul>	<ul style="list-style-type: none"> <li>• In keeping with best practices of municipalities in Canada and in recognition of providing temporary venues for arts activities.</li> </ul>
<b>Tax Abatements</b>	<ul style="list-style-type: none"> <li>• Tax abatements are deducted from the value of the cash grant for those organizations that own property and have not made a separate arrangement with City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations that own property and are in the Culture Grant Program continue to receive a tax abatement, unless directed otherwise by City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• In keeping with best practices of municipalities in Canada and in recognition of the capital investment the organizations have made for the well-being of the citizens of Saskatoon.</li> <li>• Maintains a level playing field even when organizations consider purchasing and/or undertaking leasehold improvements to their existing property. Decreases the number of organizations in the Culture Grant Program from lobbying City Council for special considerations.</li> </ul>



La Troupe du Jour  
914 20<sup>e</sup> Rue Ouest  
20<sup>th</sup> Street West  
Saskatoon SK S7M 0Y4

Saskatoon  
May 24, 2012

His Worship, Mayor Don Atchison

The purchase, renovation and reopening of its Production Centre at 914 20<sup>th</sup> St W has provided La Troupe du Jour (LTDJ) with many benefits: a stable, modern, permanent home; proper facilities for set construction, storage, and rehearsal. These have led to an improvement in the quality of the work performed by the theatre company. This has also ~~led to some challenges and increased the work load for the company staff managing the building; dealing with tenants; coordinating activities; ensuring a meaningful presence in the neighborhood.~~ However, the new Production Centre has also introduced new financial stresses to the company's operation; not the least of these stresses is the ~~unforeseen 475% increase in property taxes on the production centre.~~

La Troupe du Jour requests His Worship's assistance in obtaining (i) complete tax abatement for five years on its Production Centre at 914 20<sup>th</sup> St W through the Riversdale BID Enterprise Zone Program; (ii) a negotiated agreement for a longer term tax abatement. The following justifications are presented for complete tax abatement:

#### NON-PROFIT CORPORATION

LTDJ is a non-profit corporation; all funds received as a result of its activities, and from the operation of its Production Centre, are re-invested towards new and improved activities and services to the community.

The Production Centre has become an institution which supports the local community in the Arts.

The Production Centre places LTDJ in a position of required growth (increased responsibilities and services provides); this growth has already forcing LTDJ to explore minor renovations in order to maximize the use of space within the facility. However, the present tax load is a hindrance to this growth.

#### IMPACT ON THE LOCAL ECONOMY

The purchase and renovation of the Production Centre has brought nearly \$1.5 million in federal funds and \$375,000 in provincial funds into the community; this represents a non-negligible contribution to the economy of the City.

~~The Production Centre has become one of the anchors for the Cultural Corridor;~~ and has proven to be a non-negligible contributor to the revitalization of the Riversdale district.

Between August 2011 and March 2012, ~~more than 5000 people made use of the~~ Centre for workshops, meetings, conferences, rehearsals and shows. This increased activity at the Production Centre is having a positive impact on local businesses, restaurants and shops.

## PROVIDING SOCIAL AS WELL AS ECONOMIC CAPITAL

The Production Centre has become a hub of creative activity for artists. LTDJ has initiated some activities to foster exchange between artists from various fields.

The Production Centre is helping to build bridges between communities; it is contributing to reinforce the social fabric and is seen as a multicultural activity centre by many in the neighborhood.

## ~~BUSINESS FOR THE ARTS~~

~~The Production Centre has allowed SNTC to reinstate its production of theatrical activities; it has enabled Tant Per Tant, an international theatre company, to establish itself and to take flight; and allows other companies, such as White Birch Ballet to meet their development requirements.~~

Both LTDJ and SNTC will present all their shows in the Centre; the main rehearsal space will be used as the main venue, and has been renamed "Studio 914".

Studio 914 has thus become the first theatre venue in the neighborhood.

## SASKATOON SHINES

The Production Centre has already contributed, and will continue to contribute, to the very positive image of the City of Saskatoon:

- The Production Centre has enabled LTDJ to increase the quality of its productions; ~~this has led to significant touring~~ allowing LTDJ to become an ambassador for its city: the play Rearview, by local playwright Gilles Poulin-Denis has just completed a 2-year national tour, has shone a very bright light on Saskatoon; the play La Maculée (sTain) by local playwright Madeleine Blais-Dahlem will be touring this Fall with a three-week run in Winnipeg, and a reading at an international women's festival in Sweden.
- The Production Centre has been cited in a number of national theatre publications as an innovative and successful example for small theatre companies.
- The re-birth of SNTC will have a positive impact on Saskatoon's image as a multi-cultural city.
- Tant Per Tant will be shining Saskatoon's light in Europe.

## TAX ABATEMENTS ARE NOT NEW

~~Saskatoon remains one of the only major cities which imposes property taxes on its local theatre companies.~~

Saskatoon has set a precedent for complete tax abatement with Persephone Theatre.

Complete tax abatement would allow LTDJ to properly manage its required growth and to continue to provide a broad range of services to its communities (francophone, multicultural and neighborhood communities).

~~Complete tax abatement is required in order to allow LTDJ to establish and maintain the contingency fund necessary to the proper maintenance of its Production Centre.~~

**Cultural Grant Capital Reserve Recommended Changes**

Area	Current wording or status	Proposed changes	Rationale
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Program available to major arts institutions currently eligible for support in the Culture Grant Program</li> </ul>	<ul style="list-style-type: none"> <li>Include major festival institutions and major heritage institutions currently eligible for support in the Culture Grant Program</li> </ul>	<ul style="list-style-type: none"> <li>Recognizes the contributions and needs of all organizations in the Culture Grant Program</li> </ul>
<b>Funding</b>	<ul style="list-style-type: none"> <li>No current categories for funding</li> </ul>	<ul style="list-style-type: none"> <li>There will be two categories of funding:                             <ul style="list-style-type: none"> <li>Major Capital Grants (max \$80,000)</li> <li>Minor Capital Grants (max \$10,000)</li> <li>Priority will be given to Major Grants</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Allows for greater to support to applicants on a range of projects</li> </ul>
<b>Adjudication Committee</b>	<ul style="list-style-type: none"> <li>Cultural Grant Capital Reserve Adjudication Committee – will include a minimum of four member Arts Organizations receiving funding under the Cultural Grant Program – Major Arts Organizations category, plus a representative from the Community Services Department, Community Development Branch.</li> </ul>	<ul style="list-style-type: none"> <li>Will include three members from art, festival, or heritage organizations who are receiving funding through the Culture Grant Program and who are not applying at the deadline being adjudicated, plus a City of Saskatoon representative with project management expertise. If three members from the Culture Grant Program are not available then individuals from the community with relevant expertise in the running of not-for-profit organizations will be utilized.</li> </ul>	<ul style="list-style-type: none"> <li>Pool of applicants is too small for organizations to adjudicate competitions that they are participating in.</li> <li>To avoid a conflict of interest</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>The Adjudication Committee shall review applications and make recommendations for funding to the Planning and Operations committee. The Planning and Operations Committee will be responsible for reviewing all applications and providing appropriate recommendations to City Council for approval.</li> </ul>	<ul style="list-style-type: none"> <li>The Adjudication Committee shall review applications and make recommendations for funding to the Planning and Operations committee. The Planning and Operations Committee will be responsible for reviewing recommendations made by the Adjudication Committee and providing appropriate recommendations to City Council for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Provides clarity that the Planning and Operations Committee are to be reviewing the recommendations for funding as opposed to reviewing the actual applications for funding.</li> </ul>



**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 15, 2013**  
**SUBJECT: Community Grant and Sport Participation Grant Program Revisions**  
**FILE NO.: CK. 1871-5 and LS. 1870-2-6**

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

- 1) that the Sports Participation Grant Program be amended in accordance with the proposed changes as presented in this report; and
- 2) that the Community Grant Program be amended in accordance with the proposed changes as presented in this report.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide information on the funding support awarded for the period 2013 to 2014 in the Sports Participation Grant and Community Grant Programs and to submit proposed amendments to the Sports Participation Grant and Community Grant Programs.

### **REPORT HIGHLIGHTS**

1. The Sports Participation Grant Program, administered by the Community Development Branch, provides funding to non-profit groups offering sports programs in Saskatoon. Funding is provided in three categories: Coaching, Cost as a Barrier, and Learn-To.
2. The Community Grant Program, administered by the Community Development Branch, in partnership with Saskatchewan Lotteries, provides funding to non-profit groups offering sport, culture, and recreation programs in Saskatoon.
3. The Sport Participation Grant and the Community Grant were two of several City grant programs included in a 2012 audit of civic grant administration practices and processes.
4. After the Grants audit, and upon review of the Sports Participation Grant Program and the Community Grant Program, the Administration acknowledges that while these two grant programs have served the City of Saskatoon (City) and Saskatoon residents well, there are aspects of the program concerning funding categories, funding levels, and program priorities that require changing.

### **STRATEGIC GOAL(S)**

This report supports the City's 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, and support to volunteers on civic boards, committees, and community associations.

## **BACKGROUND**

### **Sports Participation Grant Program**

The Sports Participation Grant Program, administered by the Community Development Branch, provides funding to non-profit groups offering sports programs in Saskatoon. The program recognizes that regular participation in sport is effective in achieving individual physical and mental health, which in turn reduces the risk of disease and stress-related illnesses. There is currently no minimum or maximum grant level established, each grant is assessed on its own merit and grant funds allocated accordingly.

The City accepts applications from incorporated, volunteer-based organizations for the Sport Participation Grant on an annual basis. Organizations may apply for funding under one or more components of the grant for separate projects, as follows:

- 1) Coaching - ensures quality coaching in all sports;
- 2) Learn-To - encourages people of all ages to participate in activities by allowing them to try new sports; and
- 3) Cost as a Barrier - allows providers of sports programs to include people who could not otherwise afford to participate.

Grant applications are adjudicated by a Volunteer Adjudication Committee. As per the grant's identified program priorities, the committee assigns higher priority to those projects that serve:

- a) Aboriginals;
- b) economically disadvantaged people;
- c) older adults (65 and up);
- d) persons with a disability;
- e) single-parent families;
- f) women; and
- g) youth at risk.

### **Community Grant Program**

The City is accountable to the Saskatchewan Lotteries Trust Fund for the administration of the Community Grant Program. On behalf of the City, the Community Services Department ensures that the allocated funds are distributed as intended to community organizations registered under the *Saskatchewan Non-Profit Corporations Act*, and as recognized by the Community Services Department as providing programs in sport, culture, and recreation. The current granting levels are set at a minimum of \$500 and a maximum of \$5,000 per project/program.

In August 1997, City Council approved integration of the administration of the Cultural Participation Grant with the Saskatchewan Lotteries Community Grant Program, with allocation priorities to be the same as those of the lottery funded programs. Likewise, in 1999, City Council approved that the recreation component of the Assistance to

Community Groups Cash Grant be deleted and integrated with the Saskatchewan Lotteries Community Grant.

At its October 16, 2007 meeting, the Planning and Operations Committee approved the following local priorities for allocating Saskatoon's portion of the Saskatchewan Lotteries Community Grant Program and the City's Cultural Participation Grant for 2008 and in subsequent years:

- a) economically challenged (low income);
- b) new Canadians;
- c) older adults;
- d) persons with a disability;
- e) single parent families; and
- f) youth at risk.

When this October 2007 report was presented to City Council, seeking approval of the local priorities for grant allocation, Aboriginal People were not included on this priority list because Community Initiatives Fund had a dedicated Urban Aboriginal Grant Program.

## **REPORT**

### **Sports Participation Grant Program**

#### **1. Funding awarded for 2013 to 2014**

The annual City operating budget allocation for the Sport Participation Grant is \$64,500. For the grant year 2013 to 2014, the Community Services Department received 29 requests for project funding totalling \$118,241. The Volunteer Adjudication Committee recommended funding for 22 eligible projects that are to serve an estimated 18,100 participants. A total of \$58,551 was awarded to the approved projects. The balance of the available funds will be transferred to reserve for future sports participation grant requests. Based on the applications approved for funding, it is anticipated that the community organizations will contribute approximately \$149,000 in self-generated revenues towards these projects. Attachment 1 lists the Sports Participation projects being funded for the period of July 1, 2013 to June 30, 2014.

#### **2. Program Revisions**

In 2012, the Community Services Department grants were included in a civic grants administration audit. Since the audit was completed, the Administration has been revising grant programs to incorporate the audit recommendations. The Sports Participation Grant was part of this process. The Administration also considered recommendations made in a 2009 internal City Sport Grant Review report. As a result of this review, the following changes are recommended:

- a) combine funding categories “Cost as a Barrier” and “Learn-to” into a new category: “Access and Explore” in order to simplify and clarify the process for applicants and adjudicators;
- b) set the maximum grant funding level at \$10,000 in order to provide applicants and adjudicators with comprehensive information on what is available under the program;
- c) include newcomers on the list of program priorities; and
- d) allocate \$10,000 annually to KidSport™ in Saskatoon for three years. This three-year agreement would provide funding for Saskatoon youth who currently face financial barriers to participating in sports. KidSport™ is a children's charity dedicated to assisting children of families facing financial obstacles to participate in community sport programs. The KidSport™ goal is to provide these children with the opportunity to learn the fundamentals of teamwork, dedication, and responsibility through participation in sport. The goals of KidSport™ are well matched to the goals of the Sports Participation Grant. As a third-party funder, KidSport™ is not currently eligible to apply directly to the Sports Participation Grant Program; however, they are in a more advantageous position to connect with those children where cost is a barrier to their participation in sport.

## Community Grant Program

### 1. Funding awarded for 2013 to 2014

For 2013 to 2014, 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 \$38,000 from the Cultural Grant Program and an additional \$9,800 from the recreation component of the Assistance to Community Groups Cash Grant Program, bringing the total funds available to \$398,859.

The Community Services Department received 112 Community Grant Applications seeking \$475,163 in total. A committee was formed to adjudicate applications and recommended funding for 108 eligible projects with \$380,859 being allocated to the approved projects. Funding is awarded based on an applicant's ability to meet program criteria, in some cases less funding is awarded than is requested.

An analysis of the approved projects shows that these 108 community organizations will leverage an estimated \$1.4 million in self-generated revenues while their programs will serve an estimated 123,375 participants. The range of community programs and projects is impressive from neighbourhood events that help build understanding between cultures to beginner recreation programs for children in need. The Community Grant projects being funded for the period of April 1, 2013, to March 31, 2014, is attached (see Attachment 1).

## 2. Program Revisions

The Community Grant was also included in the 2012 Grants Audit and since the audit the Administration has been reviewing grant programs to incorporate the audit recommendations. The Administration also incorporated revisions by Saskatchewan Lotteries to the Community Grant guidelines. As a result of this work, the following changes are recommended to the Community Grant Program:

- a. Increase the maximum grant funding level from \$5,000 to \$10,000. This reflects the increased funding available from Saskatchewan Lotteries to Saskatoon, for this program, which is based on population census data and has been increasing (from \$267,089 in 2012 to \$351,059 in 2013). This also addresses increased costs for the activities of applicants;
- b. Include Aboriginals on the list of program priorities. The Community Initiative Fund (CIF) has withdrawn their participation in the Urban Aboriginal Grant Program (UAGP). Any previous applicants to the UAGP are now being redirected to the Community Grant Program; and
- c. Use the term newcomers on the list of program priorities instead of new Canadians.

### **OPTIONS TO THE RECOMMENDATION**

One option is for City Council to not approve the recommended changes to the Sports Participation Grant Program and Community Grant Program, and direct the Administration to continue under the current grant criteria. This option is not recommended by the Administration as a number of the recommended changes are the result of the 2012 Grants Audit.

### **POLICY IMPLICATIONS**

There are no policy implications as a result of the recommendations in this report. These two grants are, however, connected to reserve accounts, which are governed by Reserve for Future Expenditures Policy No. C03-003. The criteria for the reserve expenditures will also require updating to reflect changes being made to these two grants. The Administration will also bring forward a report outlining suggested changes to Reserve for Expenditures Policy No. C03-003 related to these two grants.

### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Applicants to the UAGP were notified in the spring of 2013 that CIF support for the UAGP had been withdrawn and that their applications would be re-directed to the Saskatchewan Lotteries Community Grant for the 2013 to 2014 intake and future intakes. Stakeholder organizations participated in feedback sessions for the City Sports Grant review in 2009.

## **COMMUNICATION PLAN**

The changes will be communicated to previous applicants through Community Consultants and at the annual grant workshop. In addition, all applications and written material will be updated on the City website.

## **DUE DATE FOR FOLLOW UP AND/OR PROJECT COMPLETION**

Should any changes be required to Reserve for Future Expenditures Policy No. C03-003, a report outlining the changes will be presented to City Council in 2014.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPACT**

There are no privacy implications.

## **PUBLIC NOTICE**

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

## **ATTACHMENT**

1. 2013 to 2014 Sports Participation Grant and Community Grant Funding Awards

Written by: Kathy Allen, Arts and Grants Consultant

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 16, 2013”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “October 18, 2013”

# 2013 to 2014 Sports Participation Grant and Community Grant Funding Awards

## Sports Participation Grant Program, April 15, 2013 deadline

Coaching	
Can-Am Gymnastics	\$3,800
Marian Gymnastic Club Inc.	\$3,150
Saskatoon District Sports Council	\$4,115
Saskatoon Minor Basketball Association Corp.	\$1,477
Saskatoon Ultimate Disc Sport Society	\$947
Saskatoon Youth Soccer Inc.	\$3,000
Taiso Gymnastics Club	\$800
Cost as a Barrier	
Care & Share Saskatoon Inc.	\$2,000
Global Gathering Place Inc.	\$500
Orca Synchronized Swimming Club Inc.	\$2,650
Learn To	
Care & Share Saskatoon Inc.	\$3,500
Marian Gymnastic Club Inc.	\$720
Mayfair Lawn Bowling Club	\$2,100
Nutana Lawn Bowling Club	\$3,000
Saskatchewan Amateur Football Inc. (Saskatoon Valkyries)	\$4,500
Saskatchewan Athletics – Track and Field Association	\$5,000
Saskatoon Aqualenes Synchronized	\$2,222
Saskatoon Cricket Association Inc.	\$3,600
Saskatoon Downtown Youth Centre Inc. EGADZ	\$3,150
Saskatoon Rowing Club Inc.	\$790
Saskatoon Ultimate Disc Sport Society	\$3,840
Saskatoon Youth Soccer Inc.	\$3,690
Total Sports Participation Grants	\$58,551

## Community Grant Program, January 15, 2013 deadline

25 <sup>th</sup> Street Theatre	\$3,500
Adelaide Park Churchill Community Association	\$3,000
AKA Gallery	\$4,260
Association des parents de l'Ecole canadienne-francaise de Saskatoon Inc.	\$5,000
Autism Treatment Services of Saskatchewan Inc.	\$5,000
Avalon Community Association Inc.	\$3,000
Brevoort Park Community Association Inc.	\$990
Briarwood Community Association Inc.	\$1,500
Bridge City Needle Arts Guild	\$500
Buena Vista Community Association	\$2,000
Canadian Artists Representation Saskatchewan Inc.	\$525
Canadian Mental Health Association – Saskatoon branch	\$3,500
Caswell Community Association	\$5,000
City Park Community Association	\$2,400
Club '99 Wheelchair Basketball	\$5,000
College Park Recreation Association	\$3,450
Community Living Association Saskatoon Inc.	\$3,500
Confederation Park Community Association	\$5,000
Core Neighbourhood Youth Co-op	\$2,000
Cosmopolitan Industries Ltd.	\$5,000
Dark Bridge Film Festival	\$3,500
Dundonald Community Association	\$2,000
East College Park Community Association	\$2,500
Eastview Community Association Inc.	\$1,920
Elmwood Residences Inc.	\$5,000
Fairfield Seniors Corp.	\$3,500
Free Flow Dance Theatre Inc.	\$5,000
Global Gathering Place Inc.	\$5,000
Greystone Community Association	\$3,000
Hampton Village Community Association	\$3,000
Heritage Festival of Saskatoon Inc.	\$5,000
Holiday Park Community Association	\$2,000
Horizon 100 Cycling Club	\$700
India Canada Cultural Association	\$1,000
Juniper Housing Corporation	\$3,000



La federation des francophone de Saskatoon Inc.	\$5,000
Lakeridge Community Association	\$3,000
Lakeview Community Association Inc.	\$3,000
Light of the Prairies Society Inc.	\$5,000
Meadowgreen Community Association Inc.	\$3,000
Montgomery Place Community Association	\$4,000
Mount Royal Community Association	\$500
Nepalese Community of Saskatoon Inc.	\$1,500
Ness Creek Cultural and Recreational Society Inc.	\$4,000
North Park/Richmond Heights Community Association	\$4,000
Northern Saskatchewan International Children's Festival	\$5,000
Nutana Community Association	\$5,000
Nutana Lawn Bowling Club Inc.	\$500
Paved Art + New Media Inc.	\$5,000
Pavlychenko Folklorique Ensemble	\$4,000
Persephone Theatre	\$5,000
Pleasant Hill Community Association	\$5,000
Queen Elizabeth Exhibition Haultain Community Association	\$4,000
Radius Community Centre for Education and Employment Training Inc.	\$2,980
Royal Scottish Country Dance Society	\$1,500
Sage Hill Writing Experience Inc.	\$2,500
Saskatchewan Abilities Council Inc.	\$5,000
Saskatchewan Archeological Society	\$3,000
Saskatchewan Association for the Rehabilitation of the Brain Injured Inc. (SARBI)	\$5,000
Saskatchewan Book Awards Inc.	\$2,500
Saskatchewan Craft Council	\$3,500
Saskatchewan Deaf and Hard of Hearing Services (SDHHS)	\$4,000
Saskatchewan Genealogical Society Inc.	\$2,500
Saskatchewan Intercultural Association Inc.	\$5,000
Saskatchewan Jazz Festival Inc.	\$5,000
Saskatchewan Playwrights Centre Inc.	\$5,000
Saskatchewan Senior Fitness Association Inc.	\$4,000
Saskatchewan Writers' Guild	\$4,105
Saskatoon Blues Society Inc.	\$5,000
Saskatoon Brass band Inc.	\$2,500
Saskatoon Community Youth Arts Programming Inc.	\$5,000
Saskatoon Composers' Performances Society Inc.	\$4,000
Saskatoon Council on Aging Inc.	\$5,000

Saskatoon Diversity Network Inc.	\$5,000
Saskatoon Heritage Society	\$5,000
Saskatoon Indian and Métis Friendship Centre	\$5,000
Saskatoon Jewish Cultural Association Inc.	\$1,500
Saskatoon Lindy Hop Inc.	\$4,000
Saskatoon Opera Association	\$5,000
Saskatoon Shines Shuffleboard Association Inc.	\$500
Saskatoon Skateboarding Inc.	\$5,000
Saskatoon Summer Players Incorporated	\$5,000
Saskatoon Suzuki Strings (1996) Inc.	\$1,000
Saskatoon Symphony Society	\$5,000
Saskatoon Youth Orchestra Inc.	\$500
Shakespeare on the Saskatchewan Festival	\$5,000
Silverspring Community Association	\$3,500
Silverwood Heights Community Association	\$2,254
South Nutana Park Community Association	\$4,000
St. John Bosco Camp Association	\$5,000
Stonebridge Community Association	\$5,000
SUM Theatre Corp.	\$5,000
Tamarack Foundation	\$5,000
Tant Per Tant Translation Inc.	\$2,000
The LightHouse Supported Living	\$5,000
The Mix Artists' Collective	\$2,500
The Word on the Street Saskatoon Inc.	\$5,000
Troupe du Jour Inc.	\$5,000
Ukrainian Canadian Congress – Saskatoon Branch Inc.	\$5,000
Varsity View Community Association	\$2,000
Vesna Festival Inc.	\$5,000
Volleyball Saskatoon Association Inc.	\$2,500
Wanuskewin Heritage Park	\$5,000
Wide Open Theatrical Escapades Inc.	\$1,500
Wildwood Community Association	\$1,000
YWCA of Saskatoon	\$4,000
Youth Media Workshop International Inc.	\$4,275
Total Community Grants	\$380,859

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 15, 2013**  
**SUBJECT: Donation of Chinese Zhongshan Ting**  
**FILE NO.: CK. 4040-1 and LS. 215-13-3**

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

- 1) that the City of Saskatoon accept the donation of a Zhongshan Ting from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society of Saskatchewan, Saskatoon Branch; and
- 2) that Victoria Park be approved as the location for the Zhongshan Ting.

### **TOPIC AND PURPOSE**

The City of Saskatoon (City) received an Application for Commemoration (Application) from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society of Saskatchewan, Saskatoon Branch (Chinese Cultural Society), for the donation of a Zhongshan Ting (Ting) sometimes referred to as a Pagoda, to be located in Victoria Park. The Application was assessed as per the City's Commemoration and Monuments Policy No. C09-038 and has met the necessary criteria for commemoration.

The purpose of this report is to seek approval to accept the donation of the Ting valued at approximately \$150,000, and to approve Victoria Park as the location.

### **REPORT HIGHLIGHTS**

1. The City received an Application from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society for the donation of a Ting to be located in Victoria Park.
2. As per Commemorations and Monuments Policy No. C09-038, a Commemoration Review Committee (Committee) was struck to assess whether the subject for commemoration was of significant meaning, importance, and relevance to the community of Saskatoon. The Committee unanimously agreed that the subject was worthy of commemoration in Saskatoon.
3. The Committee and the Administration reviewed the site being requested for the placement of the Ting, and supports Victoria Park as the location.
4. Given the Ting has an estimated value of \$150,000 and that it is being donated to the City, it is subject to review under Gifts and Memorial Program Policy No. C09-027. Under this policy, acceptance of any donation with a total value in excess of \$100,000 requires City Council approval.
5. The Saskatoon Zhongshan Ting Committee has selected a design and maker for the Ting and hope to install it in Victoria Park in 2014 once all approvals have been received.

## **STRATEGIC GOAL**

This report supports the long-term strategy of the implementation of the Municipal Culture Plan and the four year-priority of implementing the Immigration Action Plan, both under the Strategic Goal of Quality of Life.

## **BACKGROUND**

Commemorations contribute to Saskatoon's urban landscape. Whether as statues, monuments, or cairns, they describe our connections to the past, express community and individual values, contribute to telling our story, and help to create a sense of place. In response to the importance that community places on commemoration, the Administration developed a comprehensive policy to govern requests for commemorative art, statues, and monuments in Saskatoon. Commemorations and Monuments Policy No. C09-038 was adopted by City Council in May 2013.

Earlier this year, the Community Development Branch received a formal Application from the Saskatoon Zhongshan Ting Committee in partnership with the Chinese Cultural Society for the donation of a Ting to be located in Victoria Park (see Attachment 1). A Ting is a Chinese architectural structure most often found in parks (see Attachment 2). To the Chinese, a Ting has cultural significance in that it reminds one of where they come from and how to live in harmony. This gift of a Ting to Saskatoon is in recognition of the Chinese who settled in Saskatoon and made contributions to the community.

Finally, both the Saskatoon Culture Plan and the Immigration Action Plan contain key provisions with respect to cultural diversity and cultural interaction. The Ting monument is an excellent example of working towards a deeper cultural awareness through daily interaction with our built environment. Such awareness goes beyond the "celebration of difference" and is an integral piece of both plans. The Ting has the potential to become an important cultural and community gathering place in Victoria Park for all Saskatoon residents.

## **REPORT**

As per Commemorations and Monuments Policy No. C09-038, a Committee was struck to assess the subject for commemoration and Chinese contributions to the growth and development of Saskatoon. The Committee unanimously agreed that the subject was worthy of commemoration in Saskatoon. The Committee noted that a plaque referencing the historical contribution of the Chinese community in Saskatoon be included in the final design.

The Committee was also tasked with assessing the appropriateness of Victoria Park as the location for the Ting. The Committee consulted with staff from Leisure Services Branch, Parks Branch, and Facilities Branch. The review took into account the recent Victoria Park Program Plan developed by Leisure Services Branch and noted the Ting was "a good fit for Victoria Park as it creates a permanent site for programming, a common meeting place, and serves as a safe sheltered place for socialization."

With regard to the design of the Ting, the proponent has been notified by Building Standards Branch that a Commercial Building Permit is required before fabrication and installation of the Ting.

Since the commemoration is to be located within the Meewasin Valley Authority (MVA) conservation zone, the Saskatoon Zhongshan Ting Committee is required to submit a development application to the MVA for approval.

Finally, given that the Ting has an estimated value of \$150,000 and that it is being donated to the City, it is subject to the Gifts and Memorial Program Policy No. C09-027 and thus acceptance of the donation requires City Council approval.

### **OPTIONS TO THE RECOMMENDATION**

Aside from the recommendation in this report, City Council may choose to not accept the donation of the Ting or to accept the donation of the Ting but not approve Victoria Park as its location and thus have the Administration work with the Saskatoon Zhongshan Ting Committee to find another location.

### **POLICY IMPLICATIONS**

This recommendation is in accordance with Commemorations and Monuments Policy No. C09-038 and the Gifts and Memorials Program Policy No. C09-027.

### **FINANCIAL IMPLICATIONS**

Like all proponents of commemorations, the Saskatoon Zhongshan Ting Committee is responsible for all costs associated with project management, development, fabrication, and installation of the commemoration.

As a donation to the City, lifecycle maintenance will be the responsibility of Infrastructure Services Department, Facilities Branch, with an annual operating impact of \$5,550 (\$3,750 for general annual maintenance and \$1,800 annual reserve contribution). If the donation is accepted, this amount is currently unbudgeted and would begin in 2015.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Administration also consulted with the MVA to ensure the proposed commemoration does not conflict or overlap with other projects in the MVA's area of responsibility.

### **COMMUNICATION PLAN**

If this recommendation is approved, the Administration will communicate the location and design on the City website. The Administration will also work with the Saskatoon Zhongshan Ting Committee to develop a communication plan for the unveiling of the Ting once it has been installed.

## **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

If approved, the Ting will be installed in Victoria Park in summer 2014.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **PRIVACY IMPACT**

There are no privacy implications with the acceptance this donation.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

Prior to the final design and installation of the Ting, the CPTED Review Committee will have an opportunity to review the plan.

## **PUBLIC NOTICE**

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

## **ATTACHMENTS**

1. Proposal – Ting Location
2. Images of Tings in various Canadian cities

Written by: Kevin Kitchen, Community Initiatives Section Manager

Reviewed by: “Lynne Lacroix”  
Lynne Lacroix, Manager  
Community Development Branch

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “Oct 16/13”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “Oct 18/13”

Figure Proposal Ting's location





Figure C1 Ting in Vancouver Dr. Sun Yat- Sen's garden



Figure C2 Ting in Montreal Botanical Garden





Figure C3 Ting - A new visitor attraction on the banks of the pond at Seven Acres, Wisley Garden



C4 Figure Ting in London Chinatown

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Infrastructure Services Department**  
**DATE: October 21, 2013**  
**SUBJECT: Servicing Agreement**  
**Dundee Realty Corporation – Kensington Neighbourhood**  
**Subdivision Nos. 98/12 and 19/13**  
**FILE NO: CK. 4110-44 and IS. 4111-53**

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**RECOMMENDATION:** that this report be submitted to City Council recommending:

- 1) that the Servicing Agreement (Attachment 1) with Dundee Realty Corporation, for a portion of the Kensington Neighbourhood to cover Lots 1 to 14, Block 200; Lots 1 to 6, Block 202; Lots 1 to 12, Block 203; Lots 1 to 26, Block 204; Lots 1 to 24, Block 205; Lots 1 to 27, Block 206; Lots 1 to 24, Block 207; and Lots 1 to 13, Block 208 , all in Section 35, Township 36, Range 6, West of the 3<sup>rd</sup> meridian, be approved; and
- 2) that His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

### **TOPIC AND PURPOSE**

This report is to obtain City Council approval to enter into a Servicing Agreement to assign responsibility for the construction and payment of various servicing items for residential property in the Kensington Neighbourhood.

### **REPORT HIGHLIGHTS**

1. The Administration is recommending that an agreement be entered into to cover the development of Lots 1 to 14, Block 200; Lots 1 to 6, Block 202; Lots 1 to 12, Block 203; Lots 1 to 26, Block 204; Lots 1 to 24, Block 205; Lots 1 to 27, Block 206; Lots 1 to 24, Block 207; and Lots 1 to 13, Block 208, in Section 35, Township 36, Range 6, West of the 3<sup>rd</sup> meridian.

### **STRATEGIC GOAL**

The recommendations in this report support the City of Saskatoon Strategic Goal of Sustainable Growth as the development area is within a concept plan which was previously approved and supports current density targets.

## **BACKGROUND**

The Kensington neighbourhood concept plan was approved previously by City Council. When a developer within the neighbourhood requests a subdivision, the City necessitates that a servicing agreement be entered into as a condition of the subdivision.

## **REPORT**

The Administration is recommending that an agreement be entered into with Dundee Realty Corporation to cover the development of Lots 1 to 14, Block 200; Lots 1 to 6, Block 202; Lots 1 to 12, Block 203; Lots 1 to 26, Block 204; Lots 1 to 24, Block 205; Lots 1 to 27, Block 206; Lots 1 to 24, Block 207; and Lots 1 to 13, Block 208, all in Section 35, Township 36, Range 6, West of the 3<sup>rd</sup> meridian, subject to the following, which includes both standard and a number of non-standard clauses which are necessary due to the unique nature of the development, and have been agreed upon by the developer:

A. Standard Items:

1. Servicing of the development area is to be completed before December 31, 2013.
2. That the prepaid service rates be such rates as the Council of the City of Saskatoon may have in general force and effect for the 2013 season.

B. Non-Standard Items:

1. That the Developer based on the percentage of ownership within the neighbourhood pay for the construction of Claypool Drive from Hughes Drive to Nealt Road. The Developer will be responsible for the initial funding of this future construction and the City will repay the Developer within a maximum of 5 years of construction.
2. The Developer will pay a fee to provide funds for a utility parcel in the Marquis Industrial Area which will benefit the development area.
3. The Developer is responsible to prepare independent high ground water studies and to carry out any remediation procedures that the consultant's study and or City deem necessary.

4. The overall neighborhood will have many amenities that the Developer has agreed to cost share with other developers at the time of construction including the upgrading and safety improvements on right-of-ways adjacent to the Kensington Neighbourhood.

### **OPTIONS TO THE RECOMMENDATION**

*The Planning and Development Act, 2007* states that a municipality may require that an applicant requesting subdivision enter into a servicing agreement that allows for the inclusion and implementation of terms and conditions. No other option other than approval without conditions or denial is available.

### **PUBLIC AND/OR STATEHOLDER INVOLVEMENT**

Public meetings were held at the time the concept plan for the neighbourhood was undertaken.

### **COMMUNICATION PLAN**

A communication plan was prepared and presented to City Council previously for the entire neighbourhood.

### **DUE DATE FOR FOLLOW-UP AND /OR PROJECT COMPLETION**

The project is expected to be completed to a road base level of structure during the current construction year, and if not completed, a clause within the agreement invokes the following year levy rates.

### **ENVIRONMENTAL IMPLICATIONS**

The recommendation will have negative land use and greenhouse gas emission implications associated with development of a greenfield site. The overall environmental impacts of developments have not been quantified at this time.

### **PRIVACY IMPACT**

There are no privacy implications.

### **POLICY IMPLICATIONS**

There are no policy implications.

## **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

All issues concerning CPTED were addressed during the approval of the original concept plan.

## **FINANCIAL IMPACT**

The funding for any construction that is the responsibility of the City of Saskatoon is self-supporting and approved in the Prepaid Capital Budget.

## **PUBLIC NOTICE**

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

## **ATTACHMENT**

1. Servicing Agreement.

Written by: Daryl Schmidt, Land Development Manager  
Construction and Design Branch

Approved by: Chris Hallam, Manager,  
Construction and Design Branch

Approved by: Shelley Korte, Manager  
Administration Branch

Approved by: “Mike Gutek”  
Mike Gutek, General Manager  
Infrastructure Services  
Dated: “October 25, 2013”

Copy to: Murray Totland  
City Manager

## Servicing Agreement

The effective date of this Agreement is \_\_\_\_\_, 2013.

Between:

**The City of Saskatoon**, a municipal corporation pursuant to the provisions of *The Cities Act*, S.S. 2002, Chapter C-11.1 (the “City”)

- and -

**Dundee Realty Corporation**, a British Columbia corporation, carrying on business in the City of Saskatoon, in the Province of Saskatchewan (the “Developer”)

Whereas the Developer has made application to the City for approval of a Plans of Subdivision, copies of which is attached to this Agreement and marked as Schedules “A” and “A1” (the “Plans”);

Whereas the City requires as a condition of approval of the Plans that the Developer enter into an Agreement with the City respecting the installation and construction of certain services and other matters referred to in this Agreement;

Whereas the City deems it advisable that the Development Area be developed as provided in this Agreement, and that the Developer and the City provide the facilities as set out in this Agreement; and

Now therefore the City and the Developer agree as follows:

### **Part I Introduction**

#### **Plans of Proposed Subdivision**

1. The Plans showing the proposed subdivision of Section 35, Township 36, Range 6, West of the Third Meridian located in the City of Saskatoon, in the Province of

Saskatchewan, in the Dominion of Canada, attached to this Agreement as Schedules “A” and “A1” are made part of this Agreement.

### **Definitions and Term**

2. (1) Throughout this Agreement:
  - (a) “Development Area” means all that portion of the lands outlined in red on Schedules “A” and “A1”, consisting of approximately 1,849 metres of frontage, being those lands which, subject to regulatory approval, have been approved for development; and
  - (b) “Manager” means the General Manager of the City’s Infrastructure Services Department.
- (2) The term of this Agreement shall be two years commencing on the effective date and ending on the day two years from the effective date (the “Term”).

## **Part II Off-Site Servicing**

### **City Servicing**

3. Upon the execution of this Agreement the City shall within a reasonable time, and in coordination with the Developer’s various stages of service construction, cause the Development Area to be improved and benefited by the supply, placement, installation, construction, use and enjoyment of the following services:
  - (a) Trunk Sewer Service;
  - (b) Primary Water Main Service;
  - (c) Arterial Road Service;
  - (d) Interchange Service;
  - (e) Parks and Recreation Service;
  - (f) Buffer Strip Service;
  - (g) Street Signing and Traffic Controls Service;
  - (h) Fencing Service;

- (i) Planning Service;
- (j) Street Lighting Service;
- (k) Lift Station Service;
- (l) Inspection Service;
- (m) Prepaid Extended Maintenance Service;
- (n) Underground Electrical Service;
- (o) Community Centre;
- (p) Utility Parcel Dedication; and
- (q) Servicing Agreement Service.

The City warrants that all such services shall be of a size and capacity sufficient to satisfy the servicing requirements of any and all permitted uses to be situated within the Development Area.

#### **Levies Payable by the Developer**

4. (1) In consideration of the City providing the various services upon and in relation to the Development Area as specified in Section 3, the Developer shall pay to the City the following fees, levies and other charges calculated in accordance with and at the rates described in Schedule “B”:
- (a) Trunk Sewer Levy;
  - (b) Primary Water Main Levy;
  - (c) Arterial Road Levy;
  - (d) Interchange Levy;
  - (e) Parks and Recreation Levy;
  - (f) Buffer Strip Charge;



- (g) Street Signing and Traffic Controls Levy;
- (h) Fencing Charge;
- (i) Planning Levy;
- (j) Street Lighting Charge;
- (k) Lift Station Levy;
- (l) Inspection Levy;
- (m) Prepaid Extended Maintenance Charge;
- (n) Underground Electrical Levy;
- (o) Community Centre Levy;
- (p) Utility Parcel Dedication Charge; and
- (q) Servicing Agreement Fee.

(collectively the “Development Charges”)

- (2) The Developer shall pay to the City the Development Charges as follows:
  - (a) within 21 calendar days after the execution of this Agreement, the Developer shall pay to the City 25% of all the Development Charges with the balance of the Development Charges being due and payable in three equal installments upon February 28, 2014, June 30, 2014, and October 31, 2014;
  - (b) the Developer acknowledges that the Development Charges will be subject to such rates as the Council of The City of Saskatoon has established and has in general force and effect for the 2013 construction season; and
  - (c) the Developer acknowledges and agrees that should the construction of services as outlined in Subsection 13(a) not be completed to the base stage of road construction during 2013, that the Development Charges shall be adjusted to reflect the rates in effect for the construction year that all base material has been installed. The City acknowledges that should the Development Charges be adjusted, the

payment schedule contained in Subsection 4(2)(a) shall be adjusted forward from the dates in this Agreement to the date construction commences in the subsequent year. The provisions of this clause shall not apply where the failure to reasonably complete results from any strike, labour dispute, Act of God, or any other similar cause beyond the reasonable control of the Developer.

### **Cost Sharing of Services**

5. (1) The Developer acknowledges that the City will undertake the construction of various services as set out below that will benefit the Development Area.
- (2) The Developer agrees to pay its proportionate share of 29.44% based on the area owned by the Developer within the Kensington Neighbourhood of the estimated cost of such services outlined in clause 5(2)(a), including design and construction engineering:

- (a) Traffic Improvements:

The Developer agrees to pay upon invoice a charge for the upgrading and safety improvements on right of ways adjacent to the Kensington neighbourhood identified on Schedule "C":

- (i) the upgrades may be constructed over time depending on lot development within the neighbourhood;
- (ii) the timing of the construction will be at the discretion of the Manager.

- (3) The Developer agrees to pay its proportionate share of 29.44% based on the area owned by the Developer within the Kensington Neighbourhood as set out in this Subsection. For clarity, the total cost shall exclude land acquisition costs and interest. The percentage of total cost shall include labour, materials, supplies, detouring costs, as well as 10% of the total cost for design and engineering costs. Upon completion of the services set out in this Subsection, the City will prepare and deliver to the Developer an invoice for payment of the Developer's proportionate share of the work, as evidenced by a certificate issued by a professional engineer. The invoice shall be paid by the Developer within 30 days of its receipt:

- (a) Claypool Drive:

An extension of Claypool Drive will include the construction of a two lane arterial roadway, street lighting, future centre median and a limited drainage system from Hughes Drive to Neault Road:

- (i) the construction will include road intersection improvements at Neault Road and Claypool Drive;
  - (ii) the threshold to begin design engineering and tendering of the roadway will proceed when 25% of the area North of the original 33<sup>rd</sup> Street within the Kensington neighbourhood has been issued with building permits. Construction of the roadway will proceed in the year after; and
  - (iii) the City agrees to repay the Developer the amounts paid by the Developer pursuant to Clause 5(3) upon the earlier of either the neighbourhood approved with building permits representing 50% of the planned units for a total of 1,697 units or 5 years after completion of construction.
- (4) The City recognizes that the Developer may apply to construct the services identified in clause 9(1). The City will reimburse the Developer for the total cost of the services constructed by the Developer in Clause 9(1) noted in Clause 3(a) and 3(c) as follows:
- (i) the total cost shall include design and construction engineering calculated at 10% of the construction cost of such services. Upon completion of each of the services as evidenced by a certificate issued by a consulting engineer and upon acceptance by the City, the Developer will issue the City an invoice. The payback period for the cost of each of the services will begin in the year of acceptance and the City shall pay one third of the total cost. The remainder of the cost shall be equally divided over a 2 year period on the anniversary of the initial invoice.
- (5) The Developer agrees to pay a fee based on the fair market value of parcel 5b, Block 280, Plan No. 102102725 dedicated as a utility parcel situated on Arthur Rose Avenue within the Marquis Industrial Area to be utilized as a sanitary sewer odour control site for the benefit of the Development Area based upon the rate referred to in clause 4(1)(p) and Schedule "B".

- (6) The Developer and the City agree to equally share in the construction cost of servicing of all adjacent roadways including a charge of 10% for design and construction engineering:
  - (a) Water and Sewer Servicing;
    - (i) The construction costs are for services that will be shared between the Developer and the City. Services include water, sanitary and storm sewer mains.
  - (b) Roadway Servicing:
    - (i) The cost will include 50% of the construction which will consist of standard and enhanced features including but not limited to vertical curbing, median and boulevard construction, separate sidewalks, road construction and other amenities on adjacent roadways.
- (7) Should any of the services as set out in this Section not be complete at the expiration of the Term, this Section shall survive the Term until the completion of the services, receipt of payment for same and the end of any applicable warranty period.

### **Payment Dates and Interest**

6.
  - (1) All of the Development Charges and other fees, levies and charges payable by the Developer to the City pursuant to this Agreement shall be due and payable upon the various dates specified in this Agreement.
  - (2) Should any amount or invoice not be paid at the times or within the period so specified, interest shall be payable at Royal Bank of Canada prime rate plus one and one-half (1½%) percent per annum on all such overdue amounts. In addition to any other remedy which may be available to the City, should any amount invoiced to the Developer not be paid within the times specified, the City shall upon seven (7) days written notice to the Developer have the right to immediately stop construction until such amount or invoice has been paid.

### **Retroactive Charges**

7. The Developer acknowledges that this Agreement is retroactive in effect and all Development Charges and other levies, fees or charges provided for in this

Agreement shall specifically apply to any lands developed or services provided before the execution of this Agreement.

### **Letter of Credit**

8. Upon the execution of this Agreement, the Developer shall deposit with the City Clerk, City of Saskatoon, a letter of credit (“Letter of Credit”) in a form acceptable to the City Solicitor, City of Saskatoon, from a chartered bank carrying on business in the Province of Saskatchewan. The Letter of Credit shall be calculated in the amount of \$1,556.00 per front metre, being the sum of \$2,877,044.00, and shall secure the Developer’s performance of the provisions of this Agreement. The Letter of Credit shall be irrevocable during the currency of this Agreement, but may be reduced from time to time in proportion to the amount of construction and Development Charges paid. The Developer shall keep the Letter of Credit current until completion of all construction of services provided for in this Agreement and until the full payment of all Development Charges and all other levies, fees and charges have been received by the City.

### **Developer Application To Do Work**

9.
  - (1) The Developer may apply to the City, at the address mentioned in this Agreement respecting the delivery of notices, to undertake the design and construction of all those works and services to be provided by the City pursuant to clauses 3(a), 3(c), 3(e), 3(f) and 3(h) of this Agreement. The Manager shall forthwith consider any such application, and, if deemed appropriate, shall issue the Developer formal approval to proceed with all such works, or any portion thereof. Such approval shall prescribe to the current City standards and specifications applicable to any such works, and may be issued upon such terms and conditions, as the Manager, acting reasonably, considers appropriate.
  - (2) Should the Developer undertake any works pursuant to Subsection 9(1) of this Agreement, the Developer agrees that all such works shall be constructed in accordance with the standards and specifications prescribed in the Manager’s approval relating to the works.

### **Shallow Buried Utilities**

10. (1) The City agrees to make all necessary arrangements for the installation of street lighting facilities on streets within the Development Area in accordance with the City's standard specification for commercial development. Any deviation required by the Developer may result in additional charges.
- (2) The Developer shall have the responsibility to consult with the Saskatchewan Power Corporation, Saskatchewan Energy Corporation, the Saskatchewan Telecommunications Corporation and the Electric System Branch of the City of Saskatoon as to the timing and construction of utilities within the Development Area.

### **Maintenance in Accordance with *The Cities Act***

11. All services and other facilities supplied, placed, installed and constructed by the City pursuant to the provisions of this Agreement shall be maintained in keeping with the provisions of *The Cities Act*.

### **City's Indemnification**

12. The City will indemnify and save harmless the Developer with respect to any action commenced against the Developer as a result of any act or omission of the City upon or in relation to the City's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the City is responsible at law.

## **Part III Development Area Servicing**

### **Developer Servicing Responsibilities**

13. Except as herein expressly provided, the Developer agrees that development and servicing is its sole responsibility and it agrees to cause the Development Area to be serviced and developed by the supply, placement, installation, construction and maintenance of the following services:
  - (a) Direct Services:

- (i) Water mains;
  - (ii) Sanitary sewer mains;
  - (iii) Storm sewer mains;
  - (iv) Grading;
  - (v) Water and sewer service connections;
  - (vi) Sidewalks and curbing;
  - (vii) Walkways;
  - (viii) Paved lanes;
  - (ix) Street cutting; and
  - (x) Street paving.
- (b) High Groundwater Levels:

An overall groundwater study was prepared in conjunction with the approval of the concept plan for the Kensington neighbourhood. The Developer shall hire a consulting engineer to report specifically on the groundwater conditions within the Development Area. The report shall include recommendations of the consulting engineer, including recommendations respecting remediation procedures deemed appropriate to mitigate high groundwater conditions. The City shall review the recommendations and if the City considers it necessary, it shall inform the Developer of the requirement to implement the recommended remediation procedures. The Developer agrees to complete the recommended remediation procedures at its cost. The work shall be completed to the satisfaction of the Manager.

#### **Developer Warranties**

14. (1) All works constructed by the Developer pursuant to Subsection 9(1) or Section 13 of this Agreement on, in or under any street, avenue, lane, easement or other public place shall be the property of the City upon completion of construction. Such works shall be warranted and maintained by the Developer for the periods specified as follows:

Water Mains	2 years from the date of Construction Completion Certificate
Sanitary Sewer Mains	2 years from the date of Construction Completion Certificate
Storm Sewer Mains	2 years from the date of Construction Completion Certificate
Service Connections	2 years from the date of Construction Completion Certificate
Sidewalks and Curbs	2 years from the date of Construction Completion Certificate
Street Paving	2 years from the date of Construction Completion Certificate
All others	2 years from the date of Construction Completion Certificate

A Construction Completion Certificate shall be issued on completion and acceptance of each phase of work. The warranty periods as outlined in this Subsection shall apply notwithstanding the expiration of the Term of this Agreement.

- (2) The Developer shall put up such barricades, lights or other protection for persons and property as will adequately protect the public or any person in the neighbourhood and maintain same during the course of construction, and, upon the request of the Manager or the Saskatoon Police Service, shall improve or change same.
- (3) When the Developer has completed all of the storm sewers, sanitary sewers, waterworks, easement cutting, sidewalks and curbs and paving pursuant to any work done under Subsection 14(1), it may so notify the Manager, in writing, who shall within 15 days of such a notice, carry out the required inspection, and if the Manager is satisfied on inspection that the work is substantially complete and will not be materially affected by other work, he shall within 15 days issue a Construction Completion Certificate to that effect, and the maintenance period for the works included in the Certificate shall start on the day the Certificate is issued.
- (4) Upon completion and acceptance by the Manager as required in Subsection 14(3) hereof, the Developer shall carry out any work, by way of repair or replacement, as directed by the Manager, and which the Manager acting reasonably deems necessary to conform to the approved plans and specifications:



- (a) after the issuance of the Construction Completion Certificate, the Developer shall be responsible for any and all repairs and replacement to any utilities and improvements which may become necessary up to the end of the maintenance periods set out in Subsection 14(1);
  - (b) if during the construction or maintenance period any material defects become apparent in any of the utilities or improvements installed or constructed by the Developer under this Agreement, and the Manager requires repairs or replacements to be done, the Developer shall be so notified, and within a reasonable time after said notice shall cause any repairs or replacements to be done, and if the Developer shall default, or any emergency exists, the City may complete the repairs or replacement and recover the reasonable cost thereof from the Developer;
  - (c) the Developer shall be responsible for adjusting all hydrants and main valve boxes and all service valve boxes to the established grades as they are developed, until such time as the City issues the Construction Completion Certificates for the maintenance of streets and lanes; and
  - (d) the Developer agrees that maintenance is a continuous operation that must be carried on until the expiry date of the maintenance period for each and every utility, and that no releases from liability of any kind will be given until all repairs or replacements required by the Manager acting reasonably in his final inspection reports have been made. The final inspection reports shall be completed no later than 60 days prior to the end of the warranty period. A formal release will be issued upon correction of all deficiencies listed in the final inspection reports.
- (5) During the maintenance periods referred to in this Agreement and notwithstanding any other provisions to the contrary, in the case of an emergency involving the breakage of a waterline or the stoppage of a sewer line constructed by the Developer, the City may take such emergency repair measures as it deems necessary, through its officers, servants or agents, on its behalf, to prevent damage to property, and the reasonable costs of such repair work shall be payable by the Developer on demand.

### **Developer Covenants**

15. In relation to the development and servicing of the Development Area, the Developer agrees:

- (a) that all topsoil excavated from any streets, lanes, walkways and easements shall be stockpiled and used in the following order or priority:
  - (i) development of boulevards;
  - (ii) development of parks; and
  - (iii) allocation to lots or building sites requiring additional topsoil.

In no case shall any topsoil be removed from the Development Area without the express written permission of the Manager;

- (b)
  - (i) to provide all utility, construction and service easements which may be required, at no cost to the City or any other utility agency or service, and to comply with the terms of any easement agreement entered into by the Developer with respect to such easements provided that such easements shall not materially adversely affect the development of the Development Area;
  - (ii) to provide and register a utility easement plan if required by the Manager; and
  - (iii) to provide for a covenant in all sale, ground lease or transfer agreements within the Development Area to the effect that the grades set on any such easements shall not be altered without the prior approval of the Manager, whose approval will not be unreasonably withheld;
- (c) to indemnify and save harmless the City with respect to any action commenced against the City as a result of any act or omission of the Developer in relation to the Developer's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the Developer is at law responsible;
- (d) that all work carried out by the Developer shall be designed and the works supervised by a qualified firm of consulting engineers retained by the Developer. Plans and specifications of design must be approved by the Manager acting reasonably, and all design and work carried out must conform to the current City of Saskatoon specifications as to material and construction practices for such services;

- e) that the Developer shall obtain all approvals required by Saskatchewan Environment and Resource Management and the Saskatchewan Water Corporation, together with any other consent or approvals which may be required by law, copies of all such approvals shall be provided to the Manager;
- (f) to supply all necessary labour, material, equipment and to construct, provide and maintain all sanitary sewers complete with manholes and all other accessories throughout the Development Area;
- (g) to supply all necessary labour, material, equipment and to construct, provide and maintain all water mains, including valves, hydrants and all other accessories throughout the Development Area;
- (h) to supply all necessary labour, material, equipment and to construct, provide and maintain a storm water drainage system for the Development Area, including all storm sewer mains, piping, manholes, catch basins and other accessories;
- (i) to supply all necessary labour, materials, equipment, and to construct and provide all sidewalks and curbs throughout the Development Area;
- (j) to supply all necessary labour, materials, equipment, and to construct and provide all walkways throughout the Development Area;
- (k) to supply all necessary labour, materials, equipment, and to construct and pave all streets and lanes as required throughout the Development Area;
- (l) to provide the City with all such detailed plans, specifications, tests and records as the Manager may reasonably require both before and after construction. The “as built” plans shall be to the City’s standard in size, scale and form and shall be on both mylar transparencies and digital copy;
- (m) to supply the City with proof of adequate commercial general liability insurance which includes a non-owned vehicle endorsement and vehicle liability insurance, minimum coverage to be as follows:

**Commercial General Liability Insurance which includes a non-owned vehicle endorsement:**

\$5,000,000.00 for each occurrence

**Vehicle Liability Insurance:**

\$5,000,000.00 for each occurrence

which coverage shall be maintained throughout the Term of this Agreement;

- (n) to cost share with other Developers within the Kensington neighbourhood upon subdivision based on benefiting frontage and overall percentage of ownership for the following services:
  - (i) the cost of all roadways adjacent to neighbourhood parks, linear parks and designated school sites;
  - (ii) benefiting water and sewer oversizing improvements; and
  - (iii) the cost of all enhancements within the core area of the neighbourhood.
- (o) The Developer agrees to remove and sweep the accumulation of mud and dirt on all paved streets up to the issuance of the final acceptance certificate for paving within the Development Area.

**Standard of Construction**

- 16. With respect to work undertaken by the Developer pursuant to Subsection 9(1), where for any reason the Manager requires construction by the Developer to be different from the City's standards, or different from the conditions of this Agreement, the Developer shall construct in accordance with the instructions of the Manager, but the City shall pay to the Developer any reasonable excess costs involved.

**Changes in City Services**

- 17. In the event that the Developer requires changes in City services, other than those contemplated in this Agreement, same shall be provided at the expense of the

Developer. Changes requested by the Developer shall be in writing addressed to the Manager.

## **Part IV General**

### **Approval for Installation of Services**

18. The City shall consider all applications for approval made by the Developer as are required respecting the development and servicing of the Development Area by the Developer. All approvals resulting from the applications shall be issued in the normal course and under usual conditions and in accordance with the City's standard specifications respecting the class of works in question.

### **Expeditious Construction**

19. All works required to be performed by this Agreement shall be carried out as expeditiously as time and construction conditions permit.

### **Assignment**

20. During the Term of this Agreement, the Developer shall not assign this Agreement without the prior express written consent of the City being first obtained, such consent shall not be unreasonably withheld or delayed by the City.

### **Dispute Resolution**

21. In the case of any dispute between the City and the Developer arising out of the performance of this Agreement, or afterwards as to any matter contained in this Agreement, either party shall be entitled to give to the other notice of such dispute and demand arbitration thereof. Such notice and demand being given, each party shall at once appoint an arbitrator and these shall jointly select a third. The decision of any two of the three arbitrators shall be final and binding upon the parties, who covenant that their dispute shall be so decided by arbitration alone, and not by recourse to any court or action of law. If the two arbitrators appointed by the parties do not agree upon a third, or a party who has been notified of a dispute fails to appoint an arbitrator, then the third arbitrator and/or the arbitrator to represent the party in default shall be appointed by a Judge of the Court of Queen's Bench at the Judicial Centre of Saskatoon. *The Arbitration Act, 1992* of the Province of Saskatchewan shall apply to any arbitration hereunder, and the costs of arbitration shall be apportioned equally between the parties hereto.

### **Applicable Law**

22. The laws of the Province of Saskatchewan shall apply and bind the parties in any and all questions pertaining to this Agreement.

### **Force and Effect**

23. This Agreement shall remain in full force and effect until such time as both the City and the Developer have fully completed their respective obligations hereunder, and, for greater certainty, until such time as all Development Charges, fees, levies and other charges payable by the Developer to the City pursuant to the terms of this Agreement have been paid.

### **Agreement Runs With the Land**

24. The Developer acknowledges and agrees that this Agreement runs with the land, and binds it, and subject to Section 20, its successors and permitted assigns; and, further, agrees that the City may elect, at its sole option, to register an Interest based on this Agreement against the property subject to this Agreement in the Land Titles Registry for Saskatchewan charging all those lands comprising the Development Area with the performance of this Agreement.

### **Notices**

25. (1) Any notice or consent (including any invoice, statement, request or other communication) required or permitted to be given by any party to this Agreement to the other party shall be in writing and shall be delivered or sent by registered mail (except during a postal disruption or threatened postal disruption) or facsimile transmission, email or other electronic communication to the applicable address set forth below:

- (a) in the case of Dundee Realty Corporation to:

Dundee Realty Corporation  
112 - 2100 8<sup>th</sup> Street East  
Saskatoon, Saskatchewan  
S7H 0V1  
Attention: David Luczka, General Manager, Saskatoon Land  
Facsimile: (306) 955-7673

(b) in the case of the City to:

The City of Saskatoon  
c/o Office of the City Clerk  
222 3rd Avenue North  
Saskatoon, Saskatchewan  
S7K 0J5  
Attention: General Manager,  
Infrastructure Services Department  
Facsimile: (306) 975-2784

- (2) Any notice delivered personally shall be deemed to have been validly and effectively given and received on the date of such delivery provided same is on a business day (Monday to Friday, other than a statutory holiday).
- (3) Any notice sent by registered mail shall be deemed to have been validly and effectively given and received on the fifth business day following the date of mailing.
- (4) Any notice sent by facsimile or email or other electronic communication shall be deemed to have been validly and effectively given and received on the business day next following the date on which it was sent (with confirmation of transmittal received).
- (5) Either party to this Agreement may, from time to time by notice given to the other party, change its address for service under this Agreement.

### **Entire Agreement**

26. This Agreement constitutes the complete and exclusive statement of the Agreement between the parties, which supersedes all proposals, oral or written, and all other communications or representations between the parties, relating to the subject matter of this Agreement.

### **Illegality**

27. If one or more of the phrases, sentences, clauses or articles contained in this Agreement is declared invalid by a final and unappealable order or decree of any court of competent jurisdiction, this Agreement shall be construed as if such phrase, sentence, clause or paragraph had not been inserted in this Agreement.



**Amendment**

28. This Agreement may be changed only by written amendment signed and sealed by authorized representatives of the parties.

**Headings**

29. The headings contained in this Agreement are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.

**Covenants**

30. Each obligation of the City or of the Developer in this Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.

**Time of Essence**

31. Time shall be of the essence of this Agreement and every part of this Agreement.

**Further Assurances**

32. The Developer and the City shall, at their own expense, promptly execute such further documentation to give effect to this Agreement as the Developer and the City, as the case may be, may reasonably require from time to time.

**Approval of Plan of Subdivision**

33. Upon execution of this Agreement by both parties, the City acknowledges that condition that the Developer enter into a development and servicing agreement with The City of Saskatoon of Subdivision Applications 98/12 and 19/13 have been met by the Developer.

In Witness Whereof the parties hereto have hereunto affixed their corporate seals, duly attested by the hands of their proper officers in that behalf, as of the day and year first above written.

**The City of Saskatoon**

\_\_\_\_\_  
Mayor

c/s

\_\_\_\_\_  
City Clerk

**Dundee Realty Corporation**

\_\_\_\_\_

c/s

\_\_\_\_\_

## Schedule "B"

### Fees, Levies and Other Charges Applicable to the Development Area

The charges payable by the Developer to the City pursuant to Section 4 hereof shall be calculated in accordance with the rates as the Council of The City of Saskatoon has established and are in general force and effect for the 2013 construction season as set forth hereunder:

#### Residential

(a) Trunk Sewer Levy.....	\$ 540.40 per front metre;
(b) Primary Water Main Levy.....	\$ 143.50 per front metre;
(c) Arterial Road Levy.....	\$ 496.50 per front metre;
(d) Interchange Levy.....	\$ 91.65 per front metre;
(e) Parks and Recreation Levy.....	\$ 353.10 per front metre;
(f) Buffer Strip Charge .....	\$ 39.50 per front metre;
(g) Street Signing & Traffic Controls Levy.....	\$ 16.25 per front metre;
(h) Fencing Charge .....	\$ 11.75 per front metre;
(i) Planning Levy .....	\$ 15.15 per front metre;
(j) Street Lighting Charge .....	\$ 73.10 per front metre;
(k) Lift Station Levy .....	\$ 88.25 per front metre;
(l) Inspection Levy.....	\$ 18.65 per front metre;
(m) Prepaid Extended Maintenance Charge .....	\$ 17.25 per front metre;
(n) Underground Electrical Levy.....	\$1,586.00 per Lot;
(o) Community Centre Levy.....	\$ 160.15 per front metre;
(p) Utility Parcel Dedication Charge .....	\$ 5.00 per front metre;
(q) Servicing Agreement Fee.....	\$2,330.00 per Agreement.

**TO: Secretary, Planning and Operations Committee**  
**FROM: General Manager, Community Services Department**  
**DATE: October 15, 2013**  
**SUBJECT: Three-Year Land Development Program 2014 - 2016**  
**FILE NO: CK. 4110-1 and LA. 440-3**

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**RECOMMENDATION:** that the report be received and forwarded to City Council for information.

### **TOPIC AND PURPOSE**

The Three-Year Land Development Program Report provides a summary of developer servicing plans and inventory levels for residential and non-residential lands within the City of Saskatoon (City). The report also provides a review of dwelling unit demand profiles based upon various population growth rates.

### **REPORT HIGHLIGHTS**

1. Population Growth Rates – Over the past four years, the City has experienced an average population growth rate of 3.35 percent.
2. Land Inventory – During the past two years, single-family developer inventory has fluctuated between 150 and 300 lots and builder inventory has fluctuated between 800 and 1,450 lots.
3. Residential Servicing Plans – From 2013 to 2016, developers in the City plan to service residential land capable of accommodating a total of approximately 16,700 dwelling units.
4. Industrial and Commercial Servicing Plans – From 2013 to 2016, developers in the City plan to service approximately 490 acres of industrial land and 180 acres of commercial land.
5. Neighbourhood Build-outs – Servicing will be complete in a number of neighbourhoods by 2016. In 2013-2014 civic administration will receive concept plan applications for three new neighbourhoods.

### **STRATEGIC GOALS**

Servicing of land noted in this report supports the Strategic Goals of Economic Diversity and Sustainable Growth. Servicing and subsequent sale of land in the City's ownership areas will continue to provide financial returns on investment for allocation towards civic projects and programs, supporting the Strategic Goal of Financial Sustainability.

The City's new suburban neighbourhoods have seen a significant increase in density, compared to neighbourhoods planned in the 1980's and 1990's and support the City's

Sustainable Growth and Environmental Leadership Strategic Goals. New suburban neighbourhoods are more compact and have a higher dwelling unit per acre density. They contain a greater mix of housing choices, land uses, and retail amenities which promote local shopping and reduce vehicle trips. New suburban neighbourhoods include multi-use trails and linear park systems that encourage active transportation such as cycling and walking and are more focused on public transit.

The land development industry responds to the needs of a variety of customers in the housing, commercial, institutional and industrial sectors. This supports the City's Economic Diversity and Prosperity Strategic Goal. Servicing plans noted in this report result in considerable capital investment in the provision of municipal infrastructure which provides the base upon which immediate and future growth will thrive.

## **BACKGROUND**

The Three-Year Land Development Program is an annual report which summarizes the servicing of residential and non-residential lands within Saskatoon.

This report will provide information on builder and developer inventory levels, servicing plans and dwelling unit demand profiles based on various population growth scenarios.

## **REPORT**

A healthy land development industry has an important role to play within an expanding economy. Servicing in Saskatoon has been undertaken by a variety of land developers and has provided opportunities for new homes to be built and for businesses to expand or move to Saskatoon. This adds value to the economy and encourages job growth, positive net migration, and other important multiplier effects.

### **Population and Housing Demand**

Population in Saskatoon has been growing over the past several years, with an average population growth rate of 3.35 percent over the past four years. With a strong economy, this continued growth is expected in the years to come and the land development industry must be prepared to accommodate the resulting demand for residential, commercial and industrial land. At a three to four percent population growth rate, approximately 10,000 to 13,700 new dwelling units will be required in new suburban growth areas over the next three years.

### **Land Inventory**

In recent years, the City has undertaken aggressive servicing plans to ensure an adequate supply of serviced land. Even with the aggressive servicing strategy, developer inventory over the past two years, both City and private, has been limited, fluctuating between 150 and 300 lots. While developer inventory has been low, there has been a healthy supply of builder inventory, which has fluctuated between 800 and 1,450 lots over the past two years.

Information on builder and developer inventory levels is included in Attachment 1.

### Residential Servicing Plans

From 2013 to 2016, developers in the City plan to service land for a total of 16,694 dwelling units. Information on developer servicing schedules are included in Attachment 1.

The high number of dwelling units being serviced is largely due to the amount of multi-family land being serviced from 2013 to 2016. Typically, multi-family servicing is driven by the servicing schedules of single-family land. In many phasing areas from 2013 to 2016, the single-family phases are located in close proximity to high numbers of multi-family sites.

In addition, a more concerted effort to concentrate multi-family uses along major neighbourhood roadways result in large areas of multi-family land being serviced in a given phase. Also, a general shift towards higher density neighbourhoods, through the inclusion of more apartment-style and stacked street townhouse style sites, contribute to the high number of multi-family sites being serviced.

It should also be noted that land developers have the option to scale back on multi-family servicing plans should market demand slow or in an effort to avoid over-supplying the market. It should also be noted that the planned servicing levels in Attachment 1 are projections. The ability for developers to deliver the serviced land within the planned timeframes is dependent upon several factors including weather conditions and contractor performance.

### Industrial Servicing Plans

From 2013 to 2016, developers plan to service approximately 490 acres of industrial land in the City. The majority of industrial servicing will occur in the Marquis Industrial area. The City of Saskatoon's ownership area in Marquis Industrial will reach the completion of planned servicing from 2013 to 2016.

Information on industrial servicing schedules is provided in Attachment 1.

### Commercial Servicing Plans

From 2014 to 2016, developers in Saskatoon plan to service over 180 acres of commercial land which is capable of accommodating over two million square feet of retail space. In addition to the 180 acres noted above, opportunities for commercial uses also exist on sites zoned for industrial use. For example, industrial zoned sites located on high traffic roadways frequently accommodate retail uses, such as those found on 51<sup>st</sup> Street or Millar Avenue.

Information on commercial servicing schedules is provided in Attachment 1.

### Neighbourhood Build-outs

Neighbourhoods developed in the 80's and 90's, generally experienced a 15 to 20 year build-out time. Due to the high population growth rates experienced in the City in recent years, neighbourhood build-out times have shortened drastically, moving towards seven to eight year build-out times.

As servicing will be complete in a number of neighbourhoods by 2016, timely administrative approvals of new neighbourhood concept plans will be crucial in realizing developer servicing plans. In 2013-2014 civic administration will receive new neighbourhood concept plan applications for the Aspen Ridge, Elk Point and Morningside neighbourhoods. In 2013, preliminary planning will also commence for new neighbourhoods in the Blairmore and University Heights Sectors.

Information on neighbourhood build-outs and market absorption is included in Attachment 1.

### **PUBLIC NOTICE**

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

### **ATTACHMENT**

#### 1. Three Year Land Development Program 2014 - 2016

Written by: Matt Grazier, Senior Planner

Reviewed by: “Frank Long”  
Frank Long, Land Bank Manager  
Dated: “October 16, 2013”

Approved by: “Randy Grauer”  
Randy Grauer, General Manager  
Community Services Department  
Dated: “October 16, 2013”

Approved by: “Marlys Bilanski” for  
Murray Totland, City Manager  
Dated: “October 18, 2013”

cc: His Worship the Mayor

# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016

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Aspen Ridge
Blairmore #3
Elk Point
Evergreen
Hampton Business Park
Hudson Bay Industrial
Kensington
Marquis Industrial
Morningside
Parkridge
Rosewood
Stonebridge
Southwest Industrial
the Willows



*City of*  
**Saskatoon**  
Land Branch



## Introduction

The Three Year Land Development Program is an annual report that summarizes the planned servicing of residential and non-residential lands in the City of Saskatoon (City). This report includes the following information:

- Review of demand profiles;
- Builder and developer inventory levels;
- Planned servicing schedules for 2014 to 2016; and
- New neighbourhood build-out timeframes and market absorption.

The Three Year Land Development Program Report is produced by the City of Saskatoon, Land Branch. As part of this process, the Land Branch collects known servicing information from all major land developers in the City.

The land development industry plays an integral role in any healthy or growing economy. Whether it is a local economy like Saskatoon's or a provincial economy like Saskatchewan's, the sign of a healthy land development industry is an indication of a strong and prosperous economy. The land development industry is a significant part of the supply chain to facilitate economic growth, as well as an integral part of the demand side for economic growth. It responds to the needs of a variety of customers in the housing, commercial, institutional and industrial sectors. In doing so, the land development industry invests considerable capital dollars in the provision of municipal infrastructure and thereby creates a demand for durable products and employment.

Over the past several years, Saskatoon has witnessed considerable growth in the economy and population. During 2012, Saskatoon's growth within the Census Metropolitan Area (CMA) was characterized by the following key indicators as shown in Table 1 below.

Table 1: Annual Economic Indicators

	2012	2011	% change
			2011-2012
<b>Total Workforce Population</b>	226,200	219,900	2.8%
<b>Employment</b>	150,800	144,500	4.4%
<b>Participation Rate</b>	70.70%	69.60%	1.5%
<b>Unemployment Rate</b>	5.60%	5.60%	0.0%
<b>Non-residential Permits (\$000's)</b>	425,808	336,889	26.4%
<b>Residential Permits (\$000's)</b>	654,362	568,441	15.1%
<b>Housing Starts</b>	3,369	2,994	12.5%
<b>Retail Sales (\$Millions)</b>	6,038	5,694	6.0%

Source: SREDA 2012 Annual Report

Without the land development industry, urban growth could not be adequately sustained. During periods of intense growth as experienced in Saskatoon over recent years, it would be impossible to house all of the newcomers arriving in our city. The development of raw land is essential during periods

of growth, as it allows homes to be built for a growing population, jobs to be created both directly and indirectly in the land servicing and construction industry, as well as providing the land base for commercial and industrial expansion for further employment and population growth.

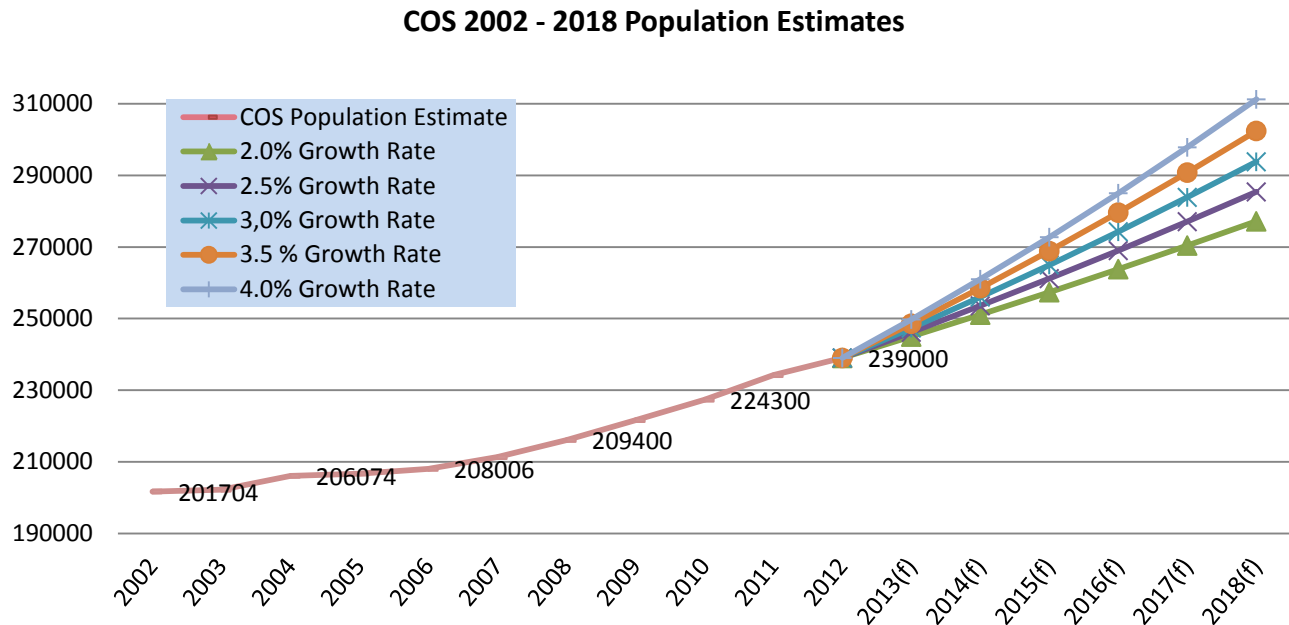
**1. Demand Profile**

Population

Population in Saskatoon has been growing over the past several years and in recent years the rate of growth has been increasing. With a strong economy, this continued growth is expected in the years to come. The rate at which growth will occur is unknown but projecting various growth rates allows land developers to plan for adequate levels of serviced land to meet demand in these scenarios. Population projections for growth rates from 2.0 percent to 4.0 percent are shown in Figure 1 below.

During the past four years, the City of Saskatoon has experienced an average growth rate of 3.35 percent. A recent population estimate made by the City of Saskatoon as of December 31, 2012 indicated a population of 239,000, which results in an approximate growth rate of 2.0 percent from the December 31, 2011, population projection.

Figure 1 – City of Saskatoon, Population Growth Scenarios, 2002 - 2018



Demand for Residential Land

Demand for residential land is estimated on assumptions of population growth, household size and density of development. Estimates of total population growth are divided by household size to determine the number of housing units. To estimate the amount of land required to develop these units requires assumptions about the type of housing that will be required. Based on the population growth

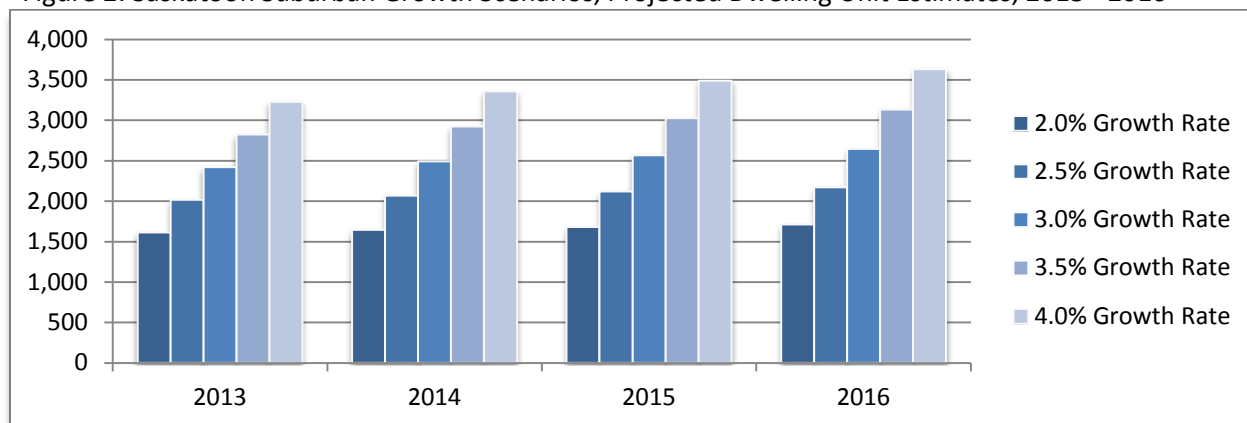
projected in the various growth scenarios shown in Figure 2 and average household size, it is possible to estimate how many dwelling units may be required to meet a given population increase.

Table 2 and Figure 2 demonstrate the suburban dwelling unit demand in Saskatoon at various population growth scenarios. The number of dwelling units for each growth scenario is calculated based on population growth and an average household size of 2.4. An average split of 81 percent suburban development and 19 percent infill development is assumed based on an average of building permits taken out over the past five years. Of the total dwelling units shown in Table 2 for suburban demand, a 50/50 split is assumed for single-family and multi-family dwelling units. Additional information on historical demand based on building permit numbers is outlined in Section 4 of this report.

Table 2: Saskatoon Suburban Growth Scenarios, Projected Dwelling Unit Estimates, 2013 - 2016

Growth Rate	2013	2014	2015	2016	Total
2.0%	1,613	1,646	1,678	1,712	6,649
2.5%	2,017	2,067	2,119	2,172	8,375
3.0%	2,420	2,492	2,567	2,644	10,123
3.5%	2,823	2,922	3,024	3,130	11,899
4.0%	3,227	3,356	3,490	3,629	13,702

Figure 2: Saskatoon Suburban Growth Scenarios, Projected Dwelling Unit Estimates, 2013 - 2016

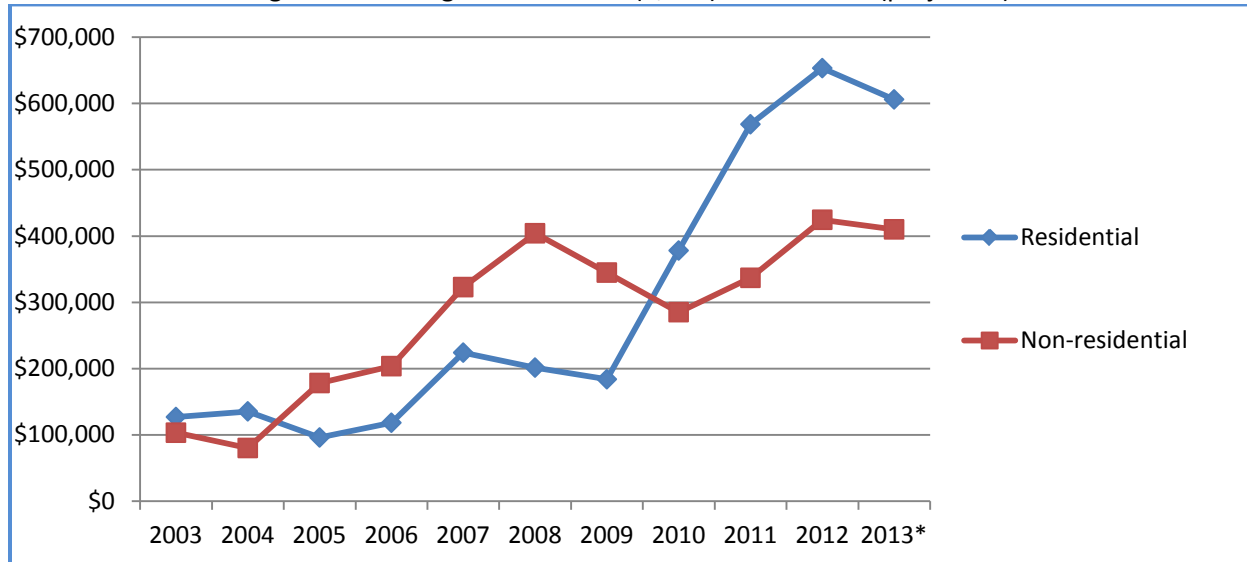


#### Demand for Non-Residential Land

Commercial development does not follow the growth pattern of residential development, as shown in Figure 3. Growth in the gross domestic product (GDP) drives employment, labour force and income trends, and results in the development of commercial facilities. Commercial development in Saskatoon also services the surrounding area so household growth in the Census Metropolitan Area and approximately 100 kilometre surrounding area will influence the demand for commercial land in Saskatoon. Recent data from the City's Building Standards Branch indicated that 2013 Building Permit values will exceed one billion dollars, while being slightly lower than 2012's Building Permit values.

Over the past several years, Saskatoon has witnessed considerable economic growth and is predicted by the Conference Board of Canada to be the fastest growing metropolitan area in 2013 at a 5.2 percent GDP growth rate, before easing to a still-strong 3.5 percent in 2014.

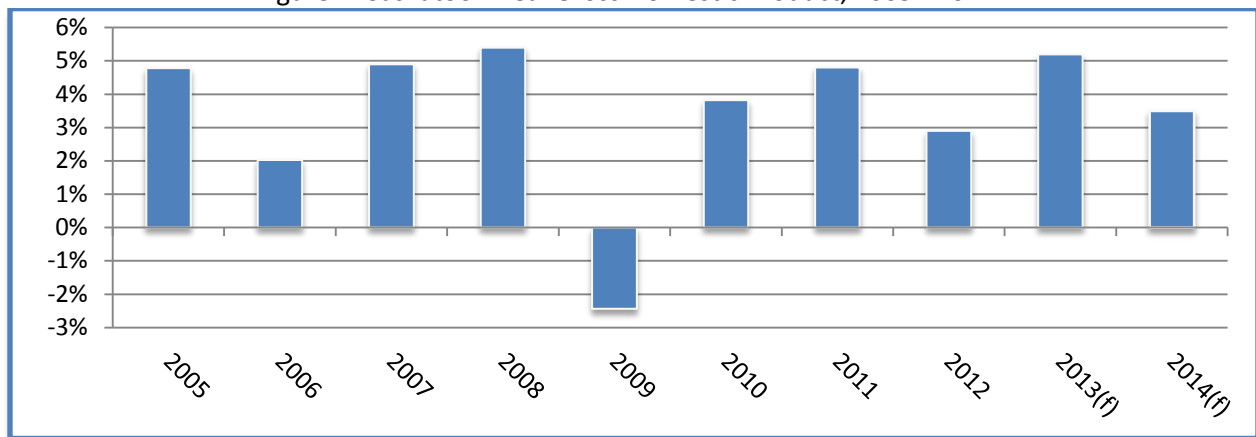
Figure 3: Building Permit Values (\$,000) 2003 – 2013 (projected)



\* 2013 Figures projected to December 31, 2013.

Source: City of Saskatoon, Building Standards Branch, YTD Building Permit Report

Figure 4: Saskatoon Real Gross Domestic Product, 2005 - 2014



(f) forecast

Source: Conference Board of Canada, Metropolitan Outlook, Autumn 2013

Demand for industrial land is perhaps the least dependent on local demand. While industrial land is used extensively to service the local economy, demand for industrial services and land can be generated by regional, inter-provincial and international demand. However, local labour force and community characteristics will play an essential part in attracting non-local industrial capacity. Current inventories and historical absorption rates of industrial land are an essential baseline for guiding the development of additional industrial land.

## 2. Land Inventory - Residential

### Builder and Developer Inventory – Single-Family Lots

Table 3 identifies the starting inventory of single-family lots held by homebuilders and land developers as of January 1, 2013.

Table 3: Builder/Developer Single-Family Inventory, January 1, 2013

Neighbourhood	Builder	Developer Inventory		Total
	Inventory	City	Private	
Stonebridge	464	0	0	464
Hampton Village	260	14	0	274
Evergreen	409	1	0	410
Rosewood	223	72	145	440
Willowgrove	21	0	0	21
Willows	16	0	0	16
Briarwood	3	0	4	7
Parkridge	1	0	0	1
Arbor Creek	13	0	0	13
<b>Totals</b>	<b>1,410</b>	<b>87</b>	<b>149</b>	<b>1,646</b>

As Table 3 indicates, on January 1<sup>st</sup>, 2013, a total of 1,410 lots were held by builders and 236 were held by developers, for a total of 1,646 lots. The developer inventory consisted of 87 lots produced by the City's Land Bank and 149 lots produced by private developers. Comparable to trends seen in recent years, developer inventory levels have remained low, fluctuating between 150 and 300 lots, while builder inventory levels have been stable, fluctuating between 800 and 1,450 lots, which generally represents a one-year supply of single-family inventory.

Based on information contained in the Land Branch's August 2013, *Builder and Developer Lot Supply Report*, the Land Branch anticipates a builder inventory of 1,425 single-family lots and a developer inventory of 280 single-family lots as of January 1, 2014. These projections take into account planned developer single-family servicing from July to December 2013. These projections also assume a 30 percent absorption level of builder and developer single-family inventory held as of August, 2013.

Lots held by developers are generally required to meet the demand by homebuilders for the upcoming construction season. Due to the high cost and time involved with lot servicing, each developer will identify their required inventory sufficiency level. This figure will allow the developer to balance the supply versus demand needs within the housing market. Over-supply of product brings with it the financial carrying costs incurred by the developers. Under-supply can create a lack of options for builders who do not have a sufficient inventory of lots and may create an artificial demand due to speculators. Inventory sufficiency requirements vary from six months for some private developers to a one-year supply for the City's Land Bank Program.

### Builder and Developer Inventory – Multi-Family Inventory, January 1<sup>st</sup>, 2013

Table 4 identifies inventory of multi-family land held by builders and developers as of January 1, 2013.

Table 4: Builder and Developer Multi-family Inventories, January 1, 2013

Neighbourhood	Builder Inventory		Developer Inventory				Totals	
			City		Private			
	Acres	Possible	Acres	Possible	Acres	Possible	Acres	Possible
		Dwelling		Dwelling		Dwelling		Dwelling
Units	Units	Units	Units					
Stonebridge	2.00	120	0.00	0	24.00	1,200	26.00	1,320
Willowgrove	12.90	245	1.50	30	0.00	0	14.40	275
Hampton Village	7.89	241	6.88	103	1.49	59	16.26	403
Blairmore S.C	10.42	416	0.00	0	0.00	0	10.42	416
Lakewood S.C	9.20	447	0.00	0	0.00	0	9.20	447
Rosewood	2.00	30	10.00	150	17.50	263	29.50	443
Evergreen	22.75	416	13.31	200	0.00	0	36.06	616
<b>Totals</b>	<b>67.16</b>	<b>1,915</b>	<b>31.69</b>	<b>483</b>	<b>42.99</b>	<b>1,522</b>	<b>141.84</b>	<b>3,920</b>

Note: The average density of development indicated in the above table is approximately 28 units per acre. This ranges from 15 units per acre for most group townhouse sites to 40 units per acre for 3 storey buildings to 60 units per acre for M3 lands in the Blairmore Suburban Centre and Stonebridge.

Sufficiency requirements for multi-family inventory can be similar to single-family lots and vary from six months preferred by some private developers to a one-year supply preferred by the City. It is also noted that the servicing of multi-family sites within a neighbourhood is driven by the phasing for single-family lots. As a result, the amount of multi-family land being serviced year to year can vary greatly.

Due to expected demographic changes in Saskatoon as a result of an aging population and a movement towards smaller household sizes, new neighbourhoods are designed to accommodate an increase in demand for multi-family development. Based on city-wide numbers, housing demand is trending towards more multi-family units. A 50/50 split is assumed in the projected absorption of residential land for 2014 to 2016.

#### Industrial Land Inventory

The City's Land Bank Program is directed to ensure a two-year supply of industrial land at the end of each construction season. The projected inventory of industrial land for January 1, 2014, is listed in Table 5. The Land Branch's four year average for industrial land sales is shown in Table 6. From 2010 to 2013, the Land Branch averaged 59.74 acres of industrial land sales.

Table 5: Industrial Inventory, January 1, 2014

Neighbourhood	Zoning District	Parcels	Acres
Marquis	IL	12	19.27
	IH	27	80.47
Southwest Industrial	IL	5	5.98
	IH	3	10.70
<b>Total</b>		<b>47</b>	<b>116.42</b>

Table 6: 4 Year Average Industrial Land Sales/Leases

Year	Acres
2010	53.92
2011	98.50
2012	86.57
2013	54.0*
<b>Average</b>	<b>73.25</b>

\*Denotes projected year-end sales.

### 3. Servicing Plans

Servicing plans for single-family residential, multi-family residential and industrial lots by the City of Saskatoon and private developers are outlined in the tables below. Corresponding to the tables, Figures 13 to 24, show the areas planned for servicing by neighbourhood for 2014, 2015 and 2016.

#### Single-Family

Table 7 identifies the servicing plans for single-family lots by neighbourhood.

Table 7 – Single-Family Lot Servicing (2013 – 2016)

Neighbourhood	2013			2014			2015			2016			2013-2016
	City	Private	Total	City	Private	Total	City	Private	Total	City	Private	Total	Total
Aspen Ridge	0	0	0	374	0	374	411	0	411	334	0	334	1,119
Elk Point	0	0	0	0	0	0	233	150	383	218	150	368	751
Evergreen	479	0	479	314	0	314	0	0	0	0	0	0	793
Morningside	0	0	0	0	300	300	0	450	450	326	450	776	1,526
Kensington	284	395	679	223	335	558	278	100	378	0	100	100	1,715
Parkridge	0	0	0	174	0	174	0	0	0	0	0	0	174
Rosewood	0	179	179	0	219	219	0	235	235	0	260	260	893
Stonebridge	0	385	385	0	0	0	0	24	24	0	0	0	409
The Willows	0	0	0	0	0	0	0	0	0	0	99	99	99
<b>Total</b>	<b>763</b>	<b>959</b>	<b>1,722</b>	<b>1,085</b>	<b>854</b>	<b>1,939</b>	<b>922</b>	<b>959</b>	<b>1,881</b>	<b>878</b>	<b>1,059</b>	<b>1,937</b>	<b>7,479</b>

In addition to the servicing plan noted above, the City of Saskatoon's Land Bank Program has approximately 700 lots serviced to the water and sewer stage in any one year. This creates more certainty in production and allows for a short term acceleration of serviced lots to accommodate market demand.

#### Multi-Family

Tables 8, 9, 10 and 11 identify the servicing plans for multi-family land by neighbourhood for 2013 to 2016. For each year, the number of acres of land is shown as well as the number of possible residential units that could be accommodated on that amount of land. Some of the land zoned for institutional or mixed use may also accommodate non-residential uses. However, for the purposes of this report, residential uses have been assumed at maximum potential density for each development site.

Table 8 – Multi-Family Servicing (2013)

Neighbourhood	City		Private		Totals	
	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units
Evergreen	32.07	537	0	0	32.07	537
Montgomery	0	0	13.4	536	13.40	536
Rosewood	0	0	0	0	0	0
Stonebridge	0	0	8.9	154	8.90	154
<b>Total</b>	<b>32.07</b>	<b>537</b>	<b>22.3</b>	<b>690</b>	<b>54.37</b>	<b>1,227</b>

Table 9 – Multi-Family Servicing (2014)

Neighbourhood	City		Private		Totals	
	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units
Evergreen	58.07	1,413	0	0	58.07	1,413
Kensington	16.50	370	26.79	661	43.29	1,031
Parkridge	4.77	95	0	0	4.77	95
Rosewood	3.70	62	15.84	258	19.54	320
Stonebridge	0	0	2.00	80	2.00	80
<b>Total</b>	<b>83.04</b>	<b>1,940</b>	<b>44.63</b>	<b>999</b>	<b>127.67</b>	<b>2,939</b>

Table 10 – Multi-Family Servicing (2015)

Neighbourhood	City		Private		Totals	
	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units
Elk Point	3.71	56	0	0	3.71	56
Evergreen	22.59	780	6.25	219	28.84	999
Morningside	0.00	0	8.00	120	8.00	120
Kensington	16.03	371	9.20	206	25.23	577
Rosewood	0.00	0	9.00	135	9.00	135
Stonebridge	0.00	0	5.20	128	5.20	128
<b>Total</b>	<b>42.33</b>	<b>1,207</b>	<b>37.65</b>	<b>808</b>	<b>79.98</b>	<b>2,015</b>

Table 11 – Multi-Family Servicing (2016)

Neighbourhood	City		Private		Totals	
	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units	Acres	Possible Dwelling Units
Aspen Ridge	47.25	1,575	0	0	47.25	1,575
Elk Point	2.30	35	8.0	120	10.30	155
Morningside	23.08	486	17.5	400	40.58	886
Kensington	0.00	0	4.9	98	4.90	98
Rosewood	0.00	0	6.0	90	6.00	90
Willows	0.00	0	15.3	230	15.30	230
<b>Total</b>	<b>72.63</b>	<b>2,096</b>	<b>51.70</b>	<b>938</b>	<b>124.33</b>	<b>3,034</b>



Table 12: Residential Servicing Summary (2013 – 2016)

Land Use	2013	2014	2015	2016	Total
Single-Family	1,722	1,939	1,881	1,937	7,479
Multi-Family	1,227	2,939	2,015	3,034	9,215
<b>Total</b>	<b>2,949</b>	<b>4,878</b>	<b>3,896</b>	<b>4,971</b>	<b>16,694</b>

#### Industrial Servicing

Table 13 identifies projected industrial land servicing for 2013 to 2016. Additional servicing of industrial land will also occur in the Aerogreen Business Park. At the time of writing of this report, servicing schedules were unavailable for this area. The City of Saskatoon, Land Branch's ownership area in the Marquis Industrial area will reach servicing completion following the completion of the 2013 to 2016 servicing schedules.

It is likely that additional industrial lands will be serviced by the Land Branch in 2016. Such servicing plans are subject to and impacted by the completion of the North Sector Plan and decisions on the proposed perimeter highway location. Once these details have been determined, planned servicing scheduling will commence in the new North Sector.

Table 13 – Industrial Servicing (2013 – 2016)

Neighbourhood	2013		2014		2015		2016	
	City (ac)	Private (ac)	City (ac)	Private (ac)	City (ac)	Private (ac)	City (ac)	Private (ac)
Marquis	99.74	0	92.09	0	105.29	0	30.47	100.54
Hampton B.P	0.00	0	0	0	0	0	9.07	4.00
Holmwood S.C	0.00	0	0	0	0	0	0	4.00
Hudson Bay	0.00	0	0	0	0	0	5.46	0
SW Industrial	16.68	0	19.60	0	4.30	0	0	0
<b>Total</b>	<b>116.42</b>	<b>0</b>	<b>111.69</b>	<b>0</b>	<b>109.59</b>	<b>0</b>	<b>45.00</b>	<b>108.54</b>

#### Commercial Servicing

Table 14 identifies projected commercial land servicing for 2013 to 2016. In deriving the potential retail square footage, all lands zoned for commercial or mixed use were used to determine the potential square footage. Land zoned for mixed use may accommodate stand-alone residential or institutional uses. However, for the purpose of these numbers, maximum commercial densities were assumed. Retail square footage for a given site was based on a 30% gross floor area per site, which represents a reasonable average between neighbourhood, district, arterial and regional commercial uses.

Opportunities for commercial uses also exist outside of those identified in Table 13. For example, industrial zoned sites located on high traffic roadways frequently accommodate retail uses, such as those found on 51<sup>st</sup> Street or Millar Avenue.

Table 14 – Commercial Land Servicing – Retail Square Footage (000's) - 2014 to 2016

Neighbourhood	2014				2015				2016			
	City		Private		City		Private		City		Private	
	ac	sq ft	ac	sq ft	ac	sq ft	ac	sq ft	ac	sq ft	ac	sq ft
Aspen Ridge	0	0	0	0	0	0	0	0	32.8	429	0	0
Blairmore #3	0	0	0	0	0	0	0	0	30.0	392	0	0
Evergreen	5.5	72	0	0	11.2	146	6.3	82	0	0	0	0
Hampton B.P	0	0	0	0	0	0	12.0	157	5.0	65	4	52
Holmwood S.C	0	0	0	0	0	0	0	0	0	0	30	392
Kensington	0	0	0	0	1.0	13	5.6	73	0	0	4.9	64
Preston - Phase 5	0	0	0	0	0	0	13.2	131	0	0	0	0
Rosewood	1.2	16	1.2	16	0	0	0	0	0	0	0	0
Stonebridge	0	0	16.6	142	0	0	0	0	0	0	0	0
Totals	6.7	88	17.8	158	12.2	159	37.1	443	67.8	886	38.9	508
Grand Total	ac											180.5
	Sq Ft											2,242

As indicated in Table 14, developers in Saskatoon plan to service over 180 acres of commercial land from 2014 to 2016, which is capable of accommodating over two million square feet of retail space.

#### 4. Market Absorption and Neighbourhood Build-outs

Neighbourhoods developed in the 80's and 90's, such as Wildwood, Lakeview, Silverwood Heights, Briarwood and Arbor Creek generally experienced a 15 to 20 year build-out time. Due to the high population growth rates experienced in the City in recent years, neighbourhood build-out times have shortened drastically, moving towards seven to eight year build-out times in the cases of the Willowgrove and Hampton Village neighbourhoods. Evergreen is also on pace for a comparable build-out time, with the last phase of single-family servicing scheduled for early 2014.

Details on neighbourhood build-out timeframes are shown in Table 15. This information is based on planned servicing schedules and the number of building permits issued for each neighbourhood.

Table 15 – New Neighbourhood Build-outs

Neighbourhood	OOD (to date)	MUD (to date)	Total Estimated OOD	Total Estimated MUD	Build-out % SF	Build-out % MF	Overall Build-out	Est. Servicing Completion	Est. Full Build-Out Year
Willowgrove	1,750	933	1,763	963	99.3%	96.9%	98.4%	complete	2014
Stonebridge	2,082	1,462	2,655	1,815	78.4%	80.6%	79.3%	2015	2017
Hampton Village	1,765	650	1,851	744	95.4%	87.4%	93.1%	complete	2015
Rosewood	592	421	2,731	1,532	21.7%	27.5%	23.8%	2020	2023
Evergreen	892	249	1,753	3,691	50.9%	6.7%	21.0%	2015	2018
Kensington	2	0	1,708	1,741	0.1%	0.0%	0.1%	2016	2019

As servicing will be complete in a number of neighbourhoods by 2016, timely administrative approvals of new neighbourhood concept plans will be crucial in realizing developer servicing plans. In 2013, civic administration will receive new neighbourhood concept plan applications for the Aspen Ridge, Elk Point

and Morningside neighbourhoods. In 2013, preliminary planning will also commence for new neighbourhoods in the Blairmore and University Heights Sectors.

Based upon the pace of building permit issuance in 2013, it is projected that building permits will be issued for 1,252 single-family dwelling units and 1,606 multi-family dwelling units, a split of 44 percent single-family and 56 percent multi-family. Over the past 25 years, Saskatoon has experienced a continuous increase in the percentage of multi-family dwellings that make up the city’s housing stock. While demand for single-family housing is anticipated to remain strong, it is expected that multi-family absorption will continue to account for a larger portion of the market. Single-family building permit figures are shown in Figure 5 and multi-family building permit figures are shown in Figure 6.

Table 5 – Single-Family Building Permit Issuance (2000 – 2013)

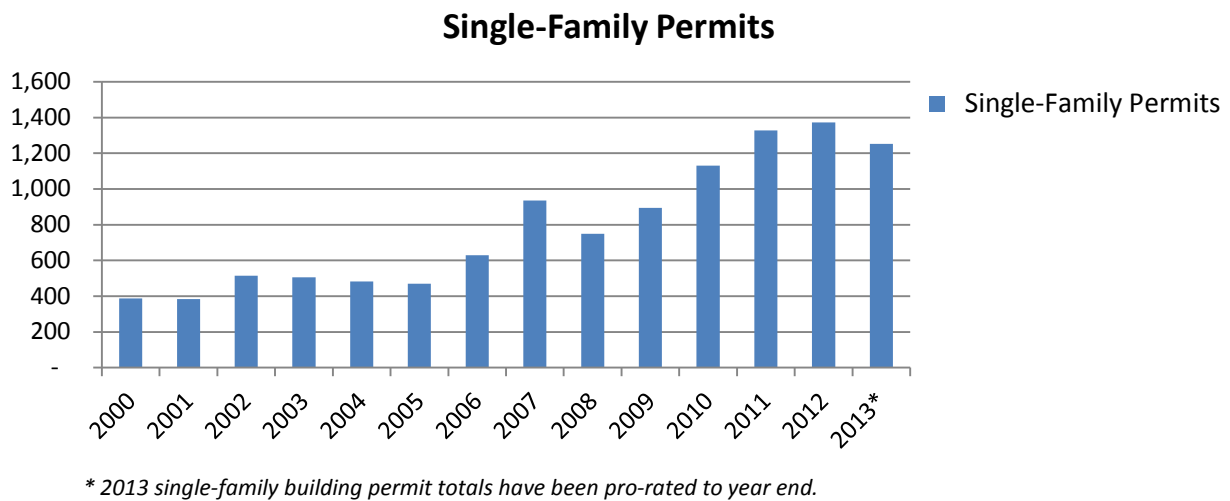
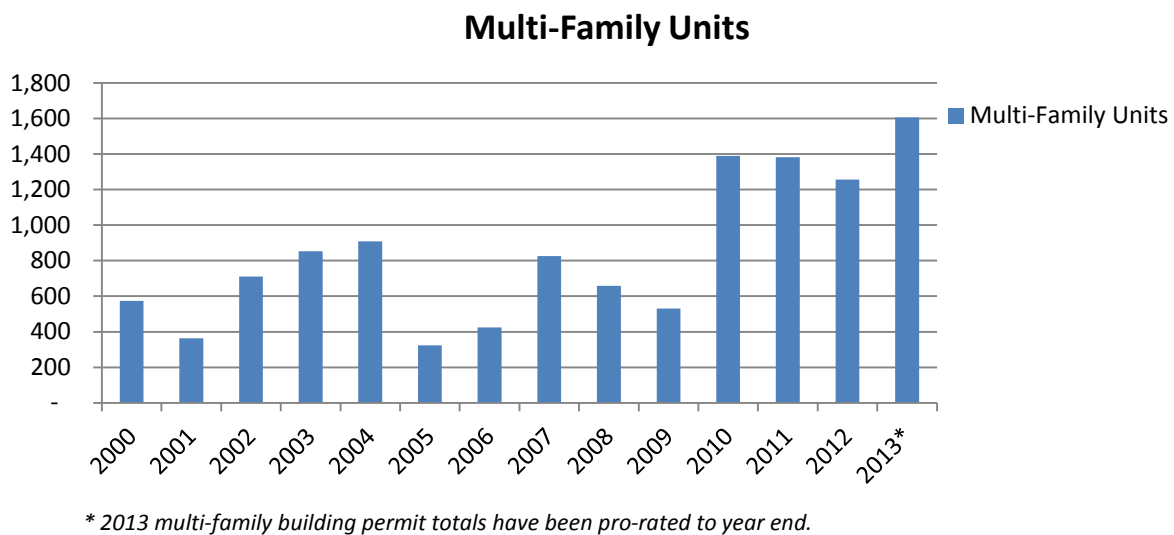
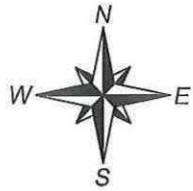


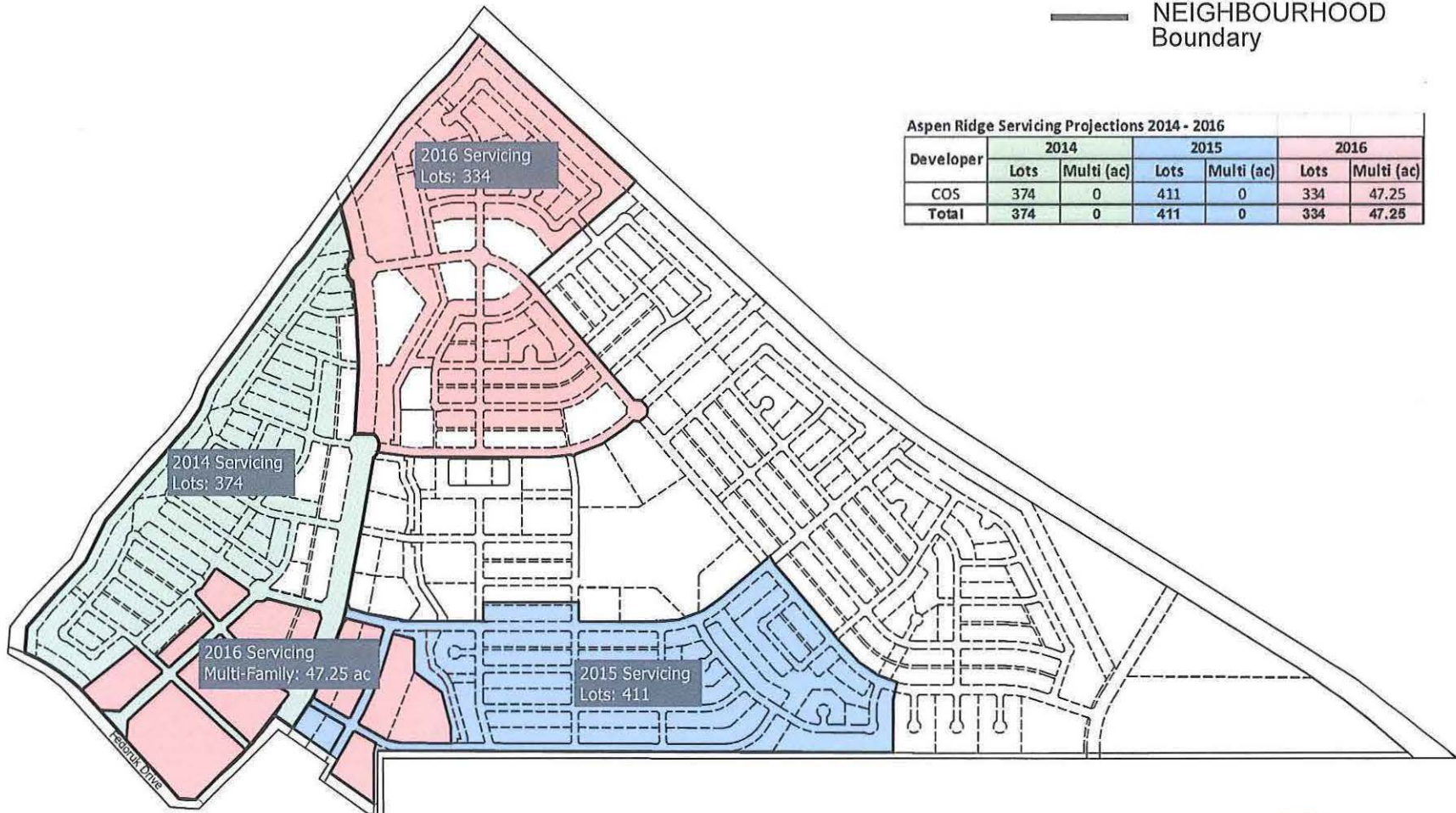
Table 6 – Multi-Family Dwelling Unit Permit Issuance (2000 – 2013)





# THREE YEAR LAND DEVELOPMENT PROGRAM 2014-2016 ASPEN RIDGE

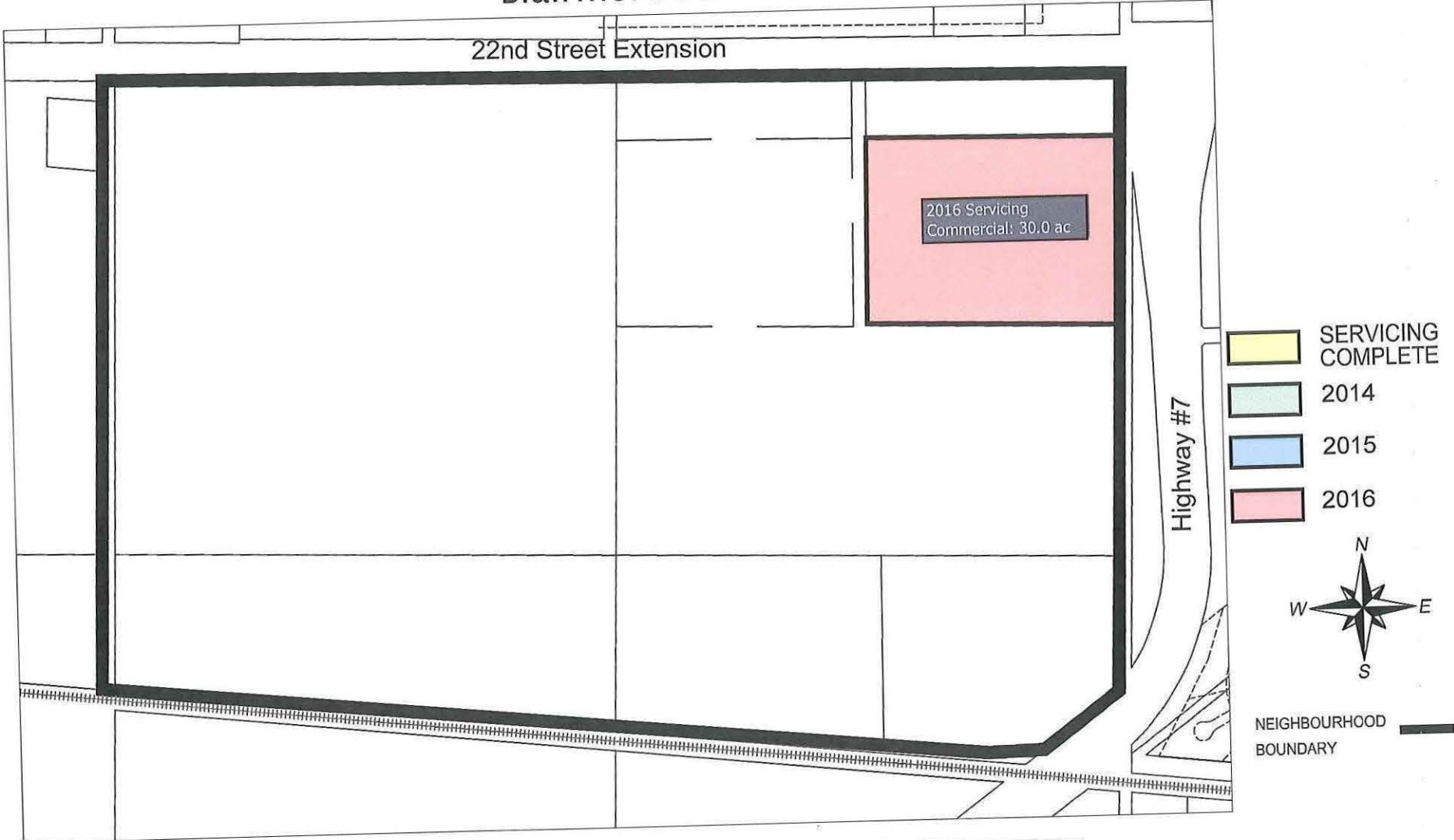
- SERVICING COMPLETE
- 2014
- 2015
- 2016
- NEIGHBOURHOOD Boundary



Aspen Ridge Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	374	0	411	0	334	47.25
<b>Total</b>	<b>374</b>	<b>0</b>	<b>411</b>	<b>0</b>	<b>334</b>	<b>47.25</b>

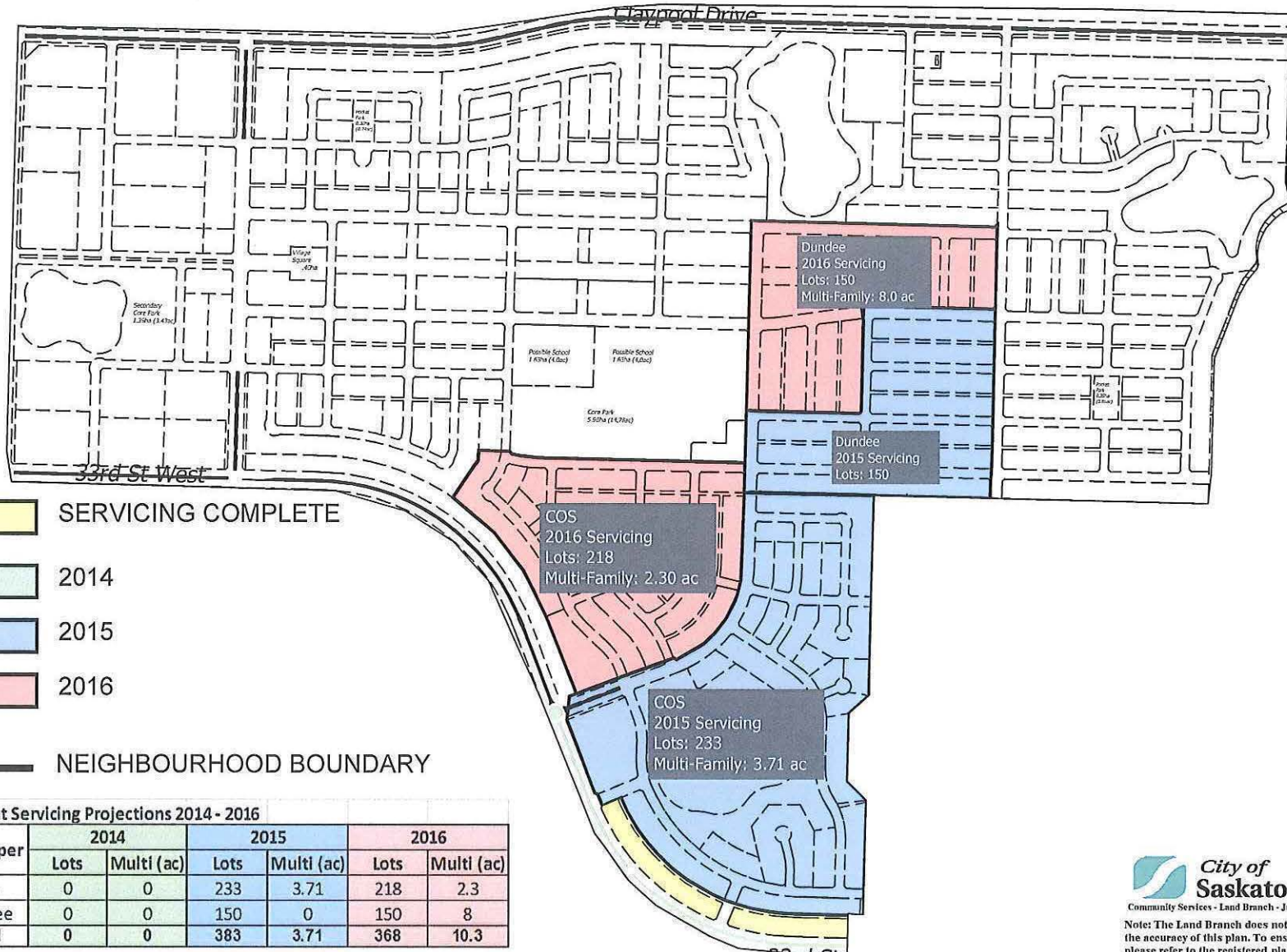
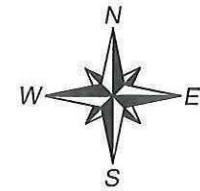
THREE YEAR  
 LAND DEVELOPMENT PROGRAM  
 2014 - 2016  
 Blairmore #3



Blairmore Neighbourhood 3 Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	Comm.	Multi	Comm.	Multi	Comm.	Multi
COS	0	0	0	0	30.00	0.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30.00</b>	<b>0.00</b>

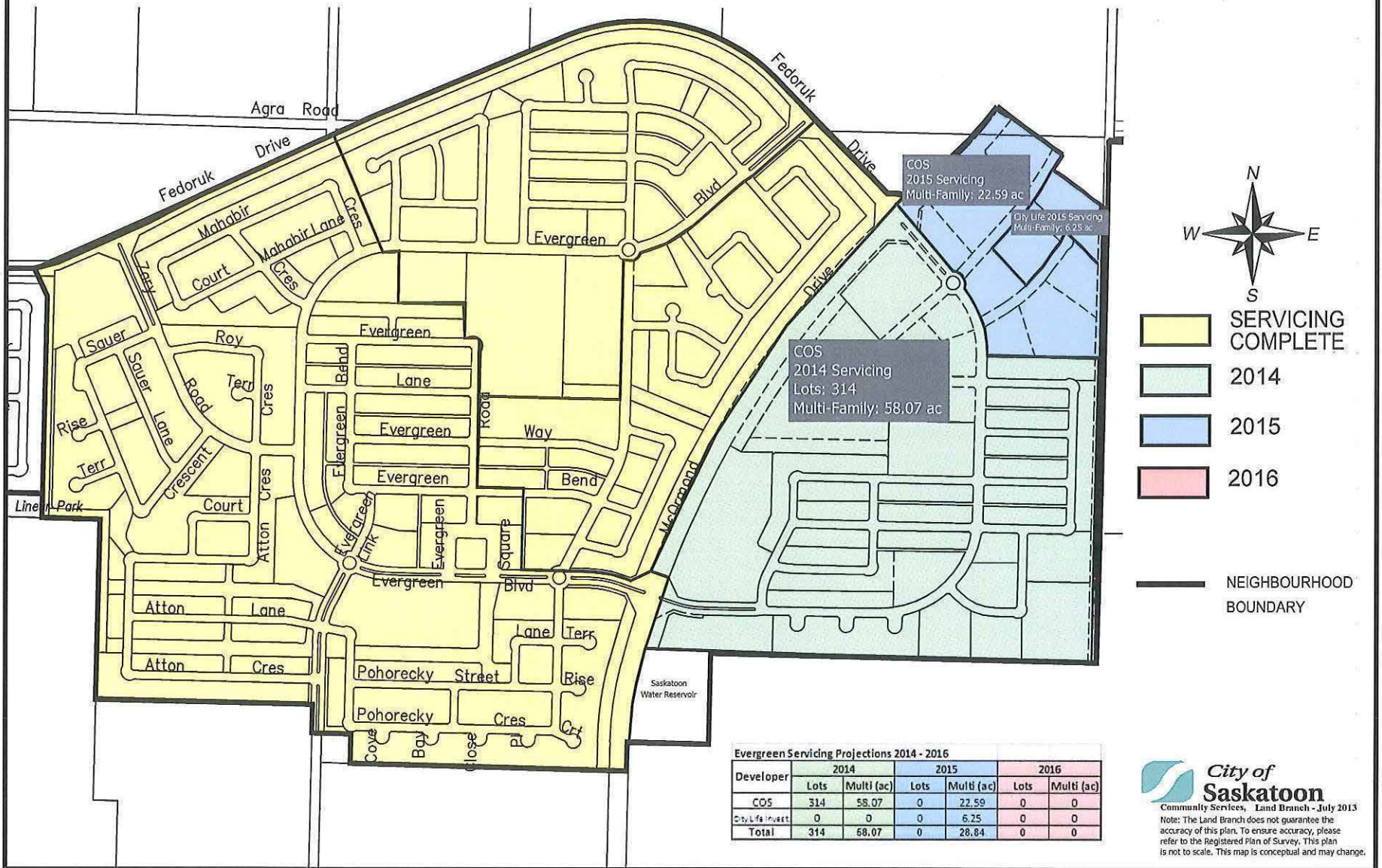
# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 ELK POINT



Elk Point Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	0	0	233	3.71	218	2.3
Dundee	0	0	150	0	150	8
<b>Total</b>	<b>0</b>	<b>0</b>	<b>383</b>	<b>3.71</b>	<b>368</b>	<b>10.3</b>

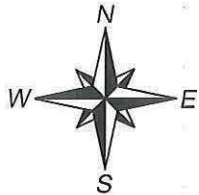
# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 EVERGREEN



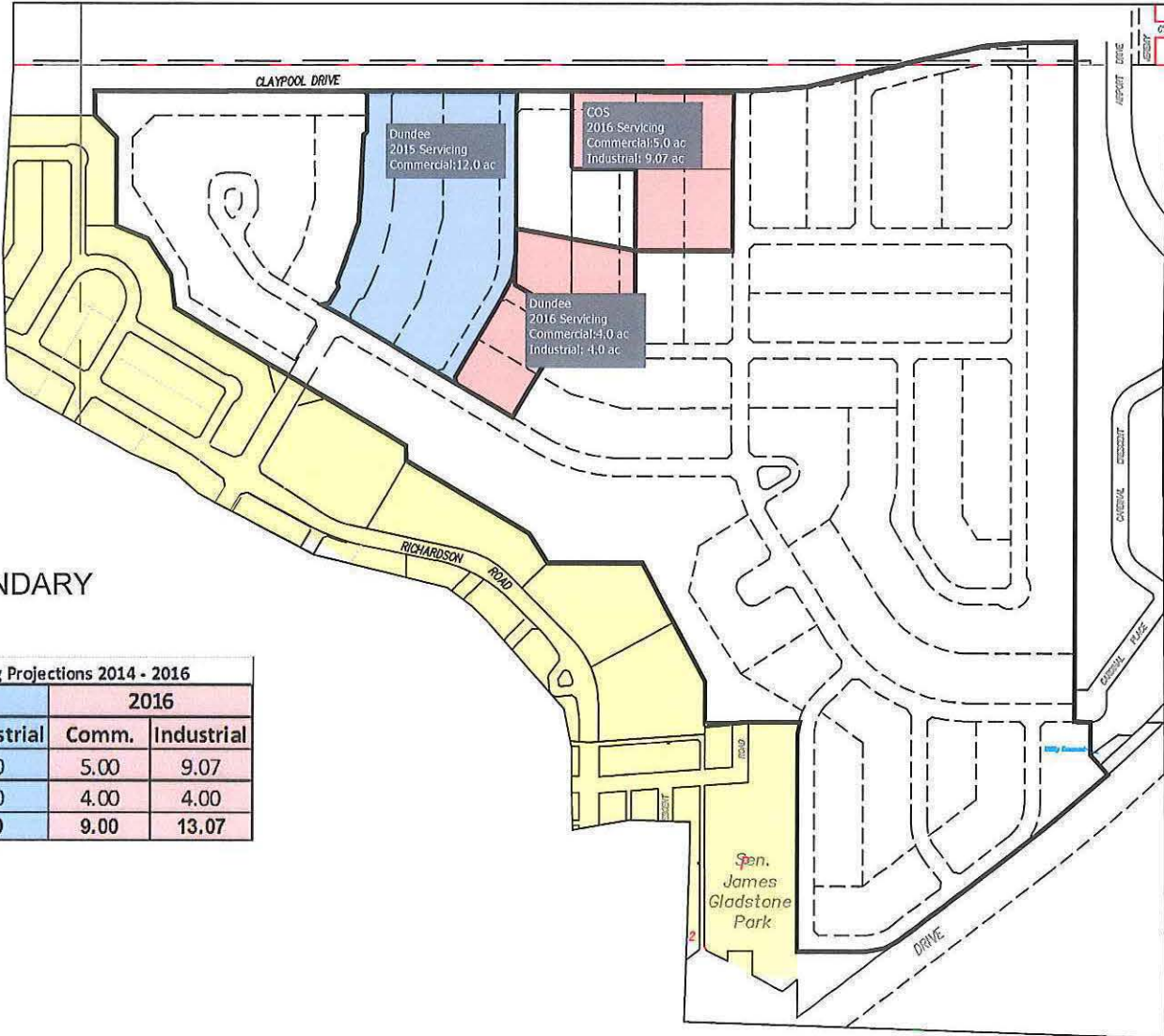
Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	314	58.07	0	22.59	0	0
City Life Invest	0	0	0	6.25	0	0
<b>Total</b>	<b>314</b>	<b>58.07</b>	<b>0</b>	<b>28.84</b>	<b>0</b>	<b>0</b>

**City of Saskatoon**  
Community Services, Land Branch - July 2013  
Note: The Land Branch does not guarantee the accuracy of this plan. To ensure accuracy, please refer to the Registered Plan of Survey. This plan is not to scale. This map is conceptual and may change.

# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016



## HAMPTON VILLAGE – INDUSTRIAL BUSINESS PARK



**Hampton Business Park Commercial and Industrial Servicing Projections 2014 - 2016**

Developer	2014		2015		2016	
	Comm.	Industrial	Comm.	Industrial	Comm.	Industrial
COS	0	0	0	0	5.00	9.07
Dundee	0	0	12.00	0	4.00	4.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>12.00</b>	<b>0</b>	<b>9.00</b>	<b>13.07</b>

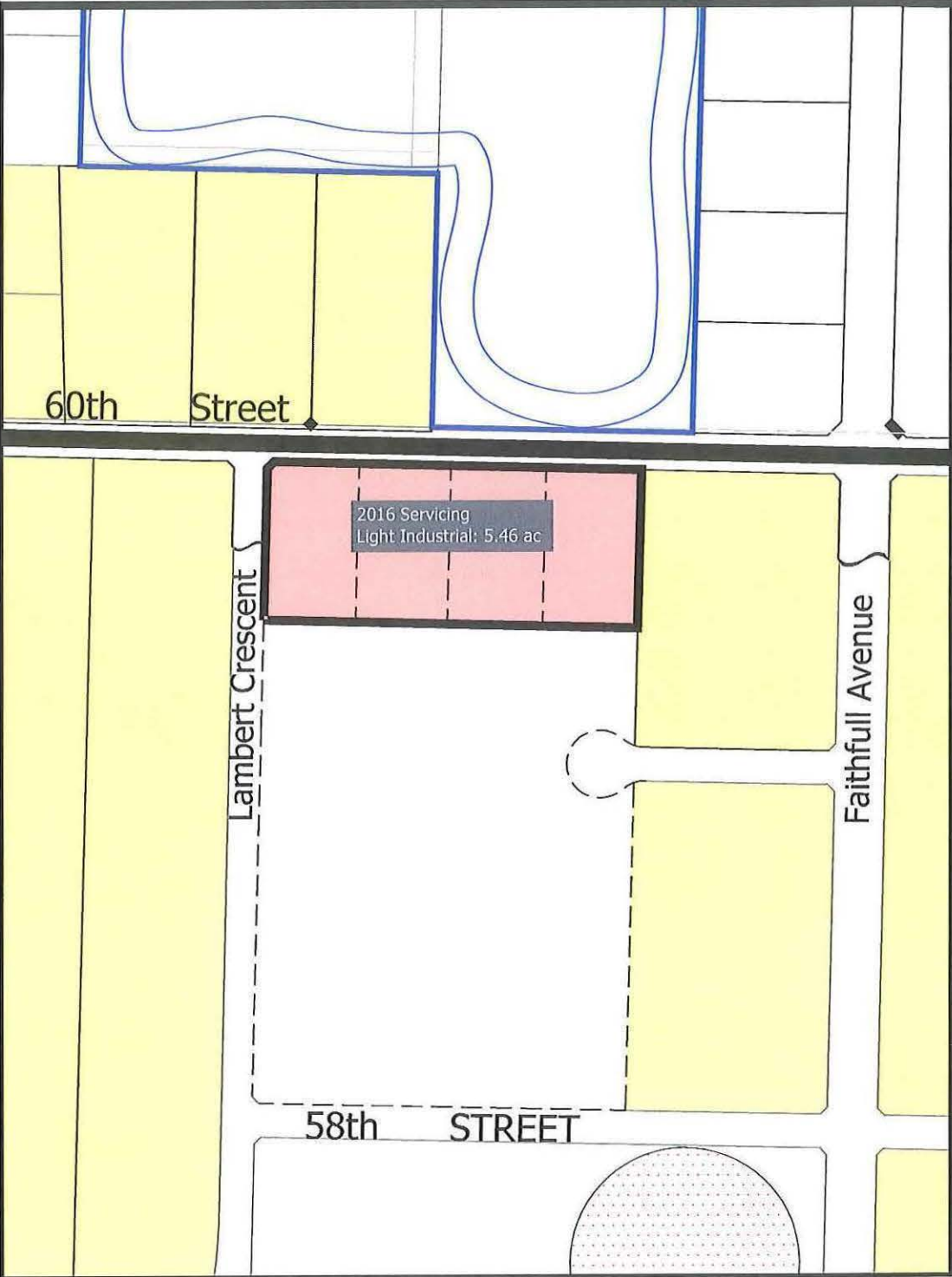
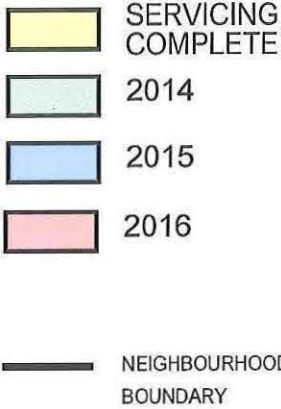
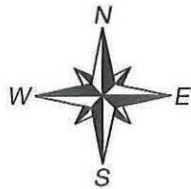


Community Services - Land Branch - July 2013

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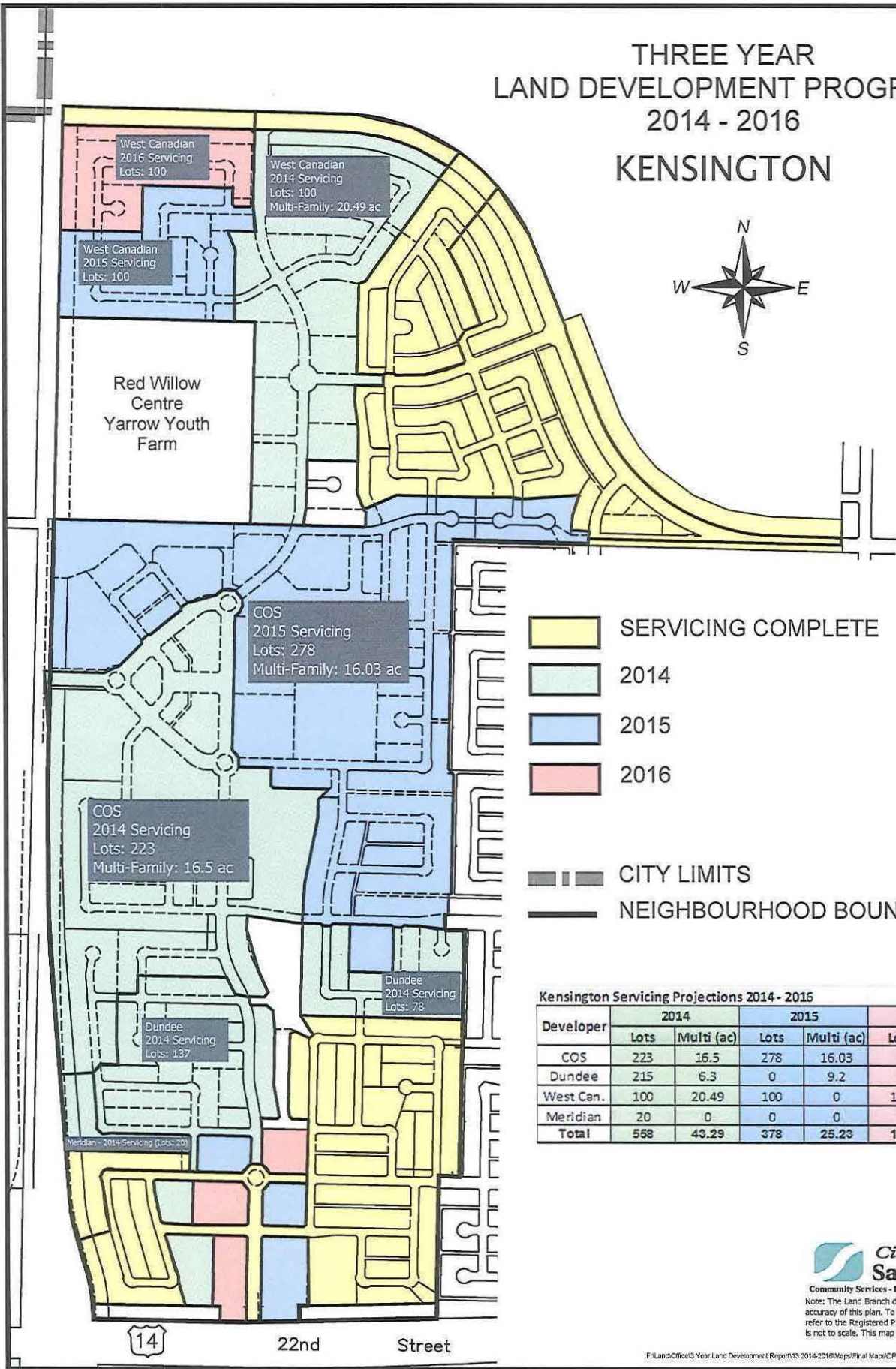
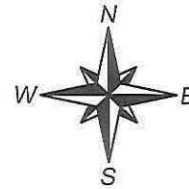
THREE YEAR  
 LAND DEVELOPMENT PROGRAM  
 2014 - 2016  
 Hudson Bay Industrial



Hudson Bay Industrial Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	IL	IH	IL	IH	IL	IH
COS	0	0	0	0	5.46	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>5.46</b>	<b>0.00</b>

# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 KENSINGTON



- SERVICING COMPLETE
- 2014
- 2015
- 2016
- CITY LIMITS
- NEIGHBOURHOOD BOUNDARY

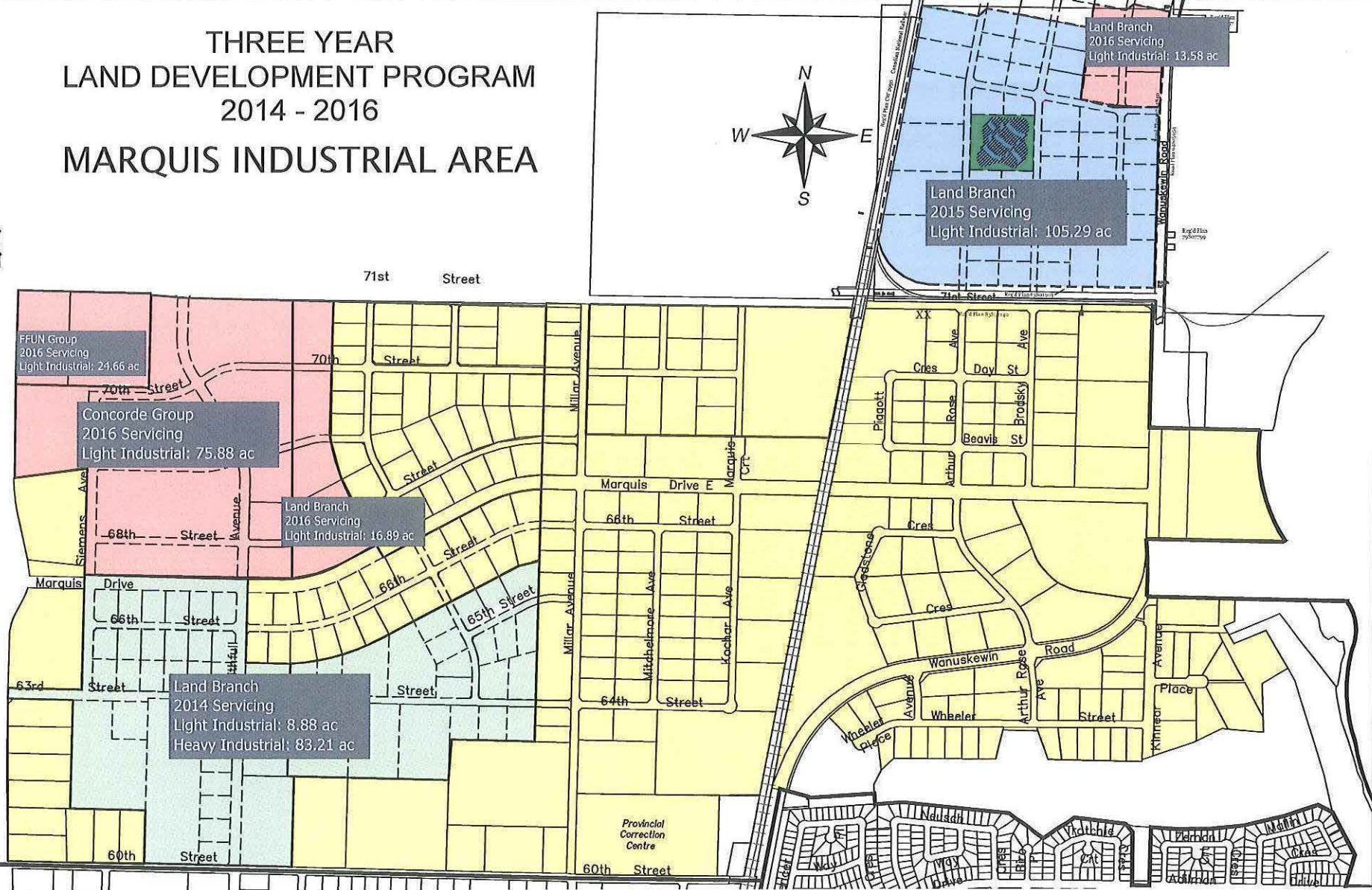
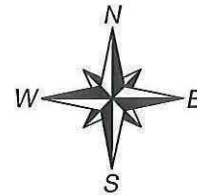
**Kensington Servicing Projections 2014 - 2016**

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	223	16.5	278	16.03	0	0
Dundee	215	6.3	0	9.2	0	4.9
West Can.	100	20.49	100	0	100	0
Meridian	20	0	0	0	0	0
<b>Total</b>	<b>558</b>	<b>43.29</b>	<b>378</b>	<b>25.23</b>	<b>100</b>	<b>4.9</b>



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# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 MARQUIS INDUSTRIAL AREA



- 2014
- SERVICING COMPLETE
- 2015
- CITY LIMITS
- 2016
- NEIGHBOURHOOD BOUNDARY

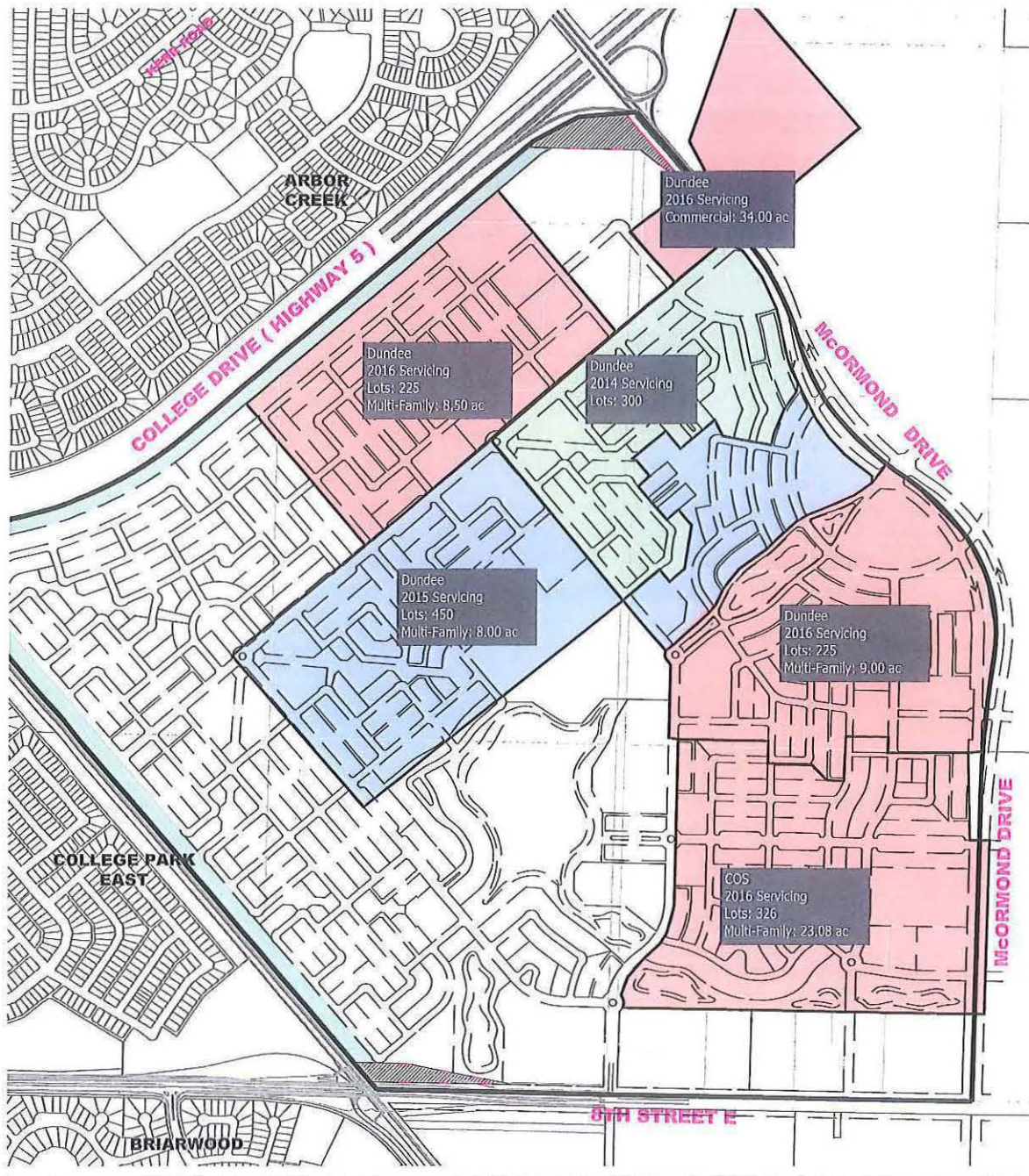
Marquis Industrial Servicing Projections 2014 - 2016

Developer	2014 ac	2015 ac	2016 ac
COS	92.09	105.29	30.47
Concorde	0	0	75.88
FFUN	0	0	24.66

**City of Saskatoon**  
Community Services - Land Branch - July 2013  
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THREE YEAR  
LAND DEVELOPMENT PROGRAM  
2014 - 2016

Morningside



Morningside Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	0	0	0	0	326	23.08
Dundee	300	0	450	8	450	17.5
<b>Total</b>	<b>300</b>	<b>0</b>	<b>450</b>	<b>8</b>	<b>776</b>	<b>40.58</b>

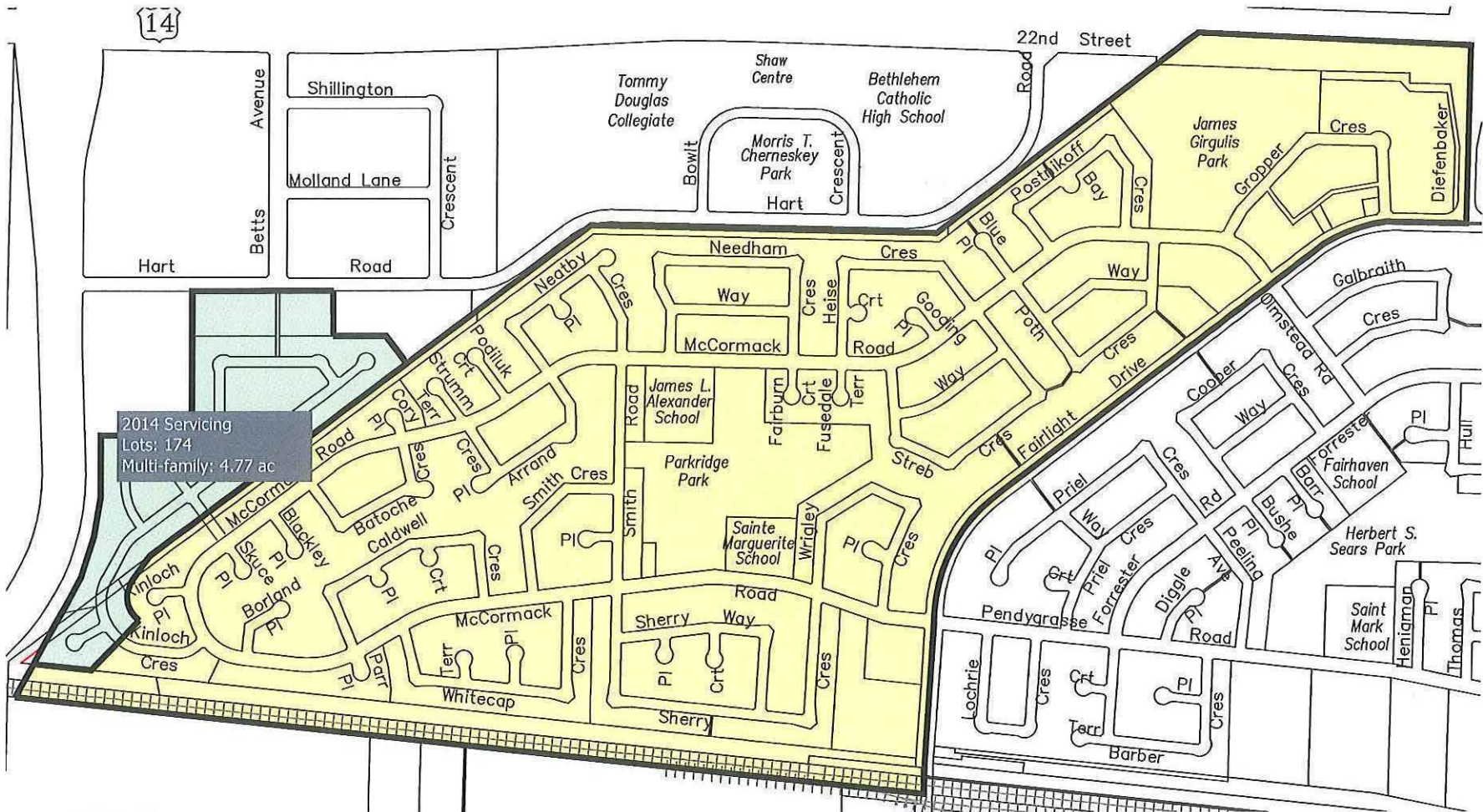
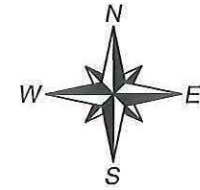
Holmwood Suburban Centre Commercial and Industrial Servicing

Developer	2014		2015		2016	
	Comm.	Industrial	Comm.	Industrial	Comm.	Industrial
Dundee	0	0	0	0	34.00	4.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34.00</b>	<b>4.00</b>



Community Services - Land Branch - July 2013  
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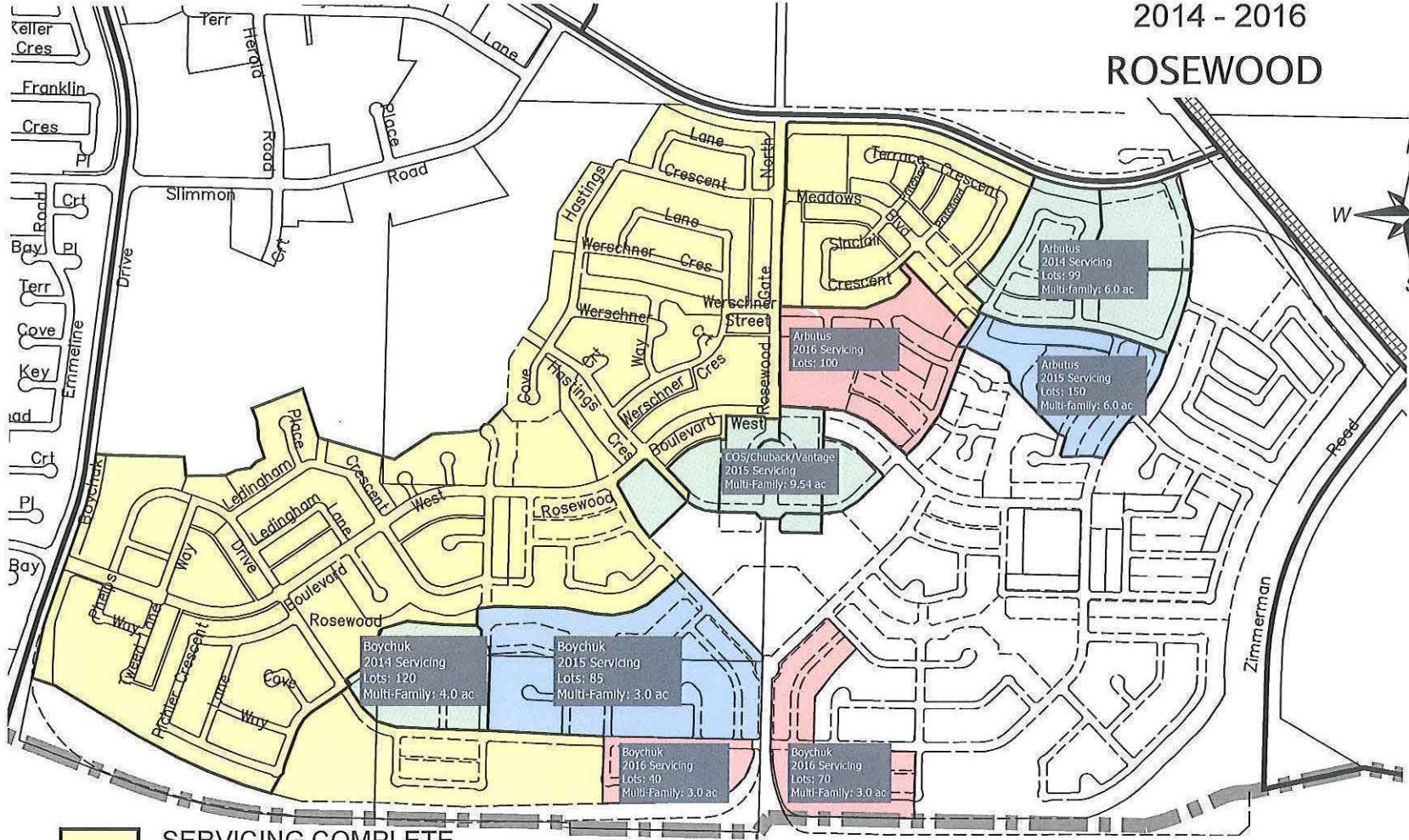
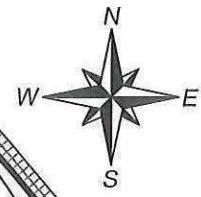
# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 PARKRIDGE



- SERVICING COMPLETE
- 2014
- 2015
- 2016
- NEIGHBOURHOOD BOUNDARY

Parkridge Servicing Projections 2014 - 2016						
Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	174	4.77	0	0	0	0
<b>Total</b>	<b>174</b>	<b>4.77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016 ROSEWOOD

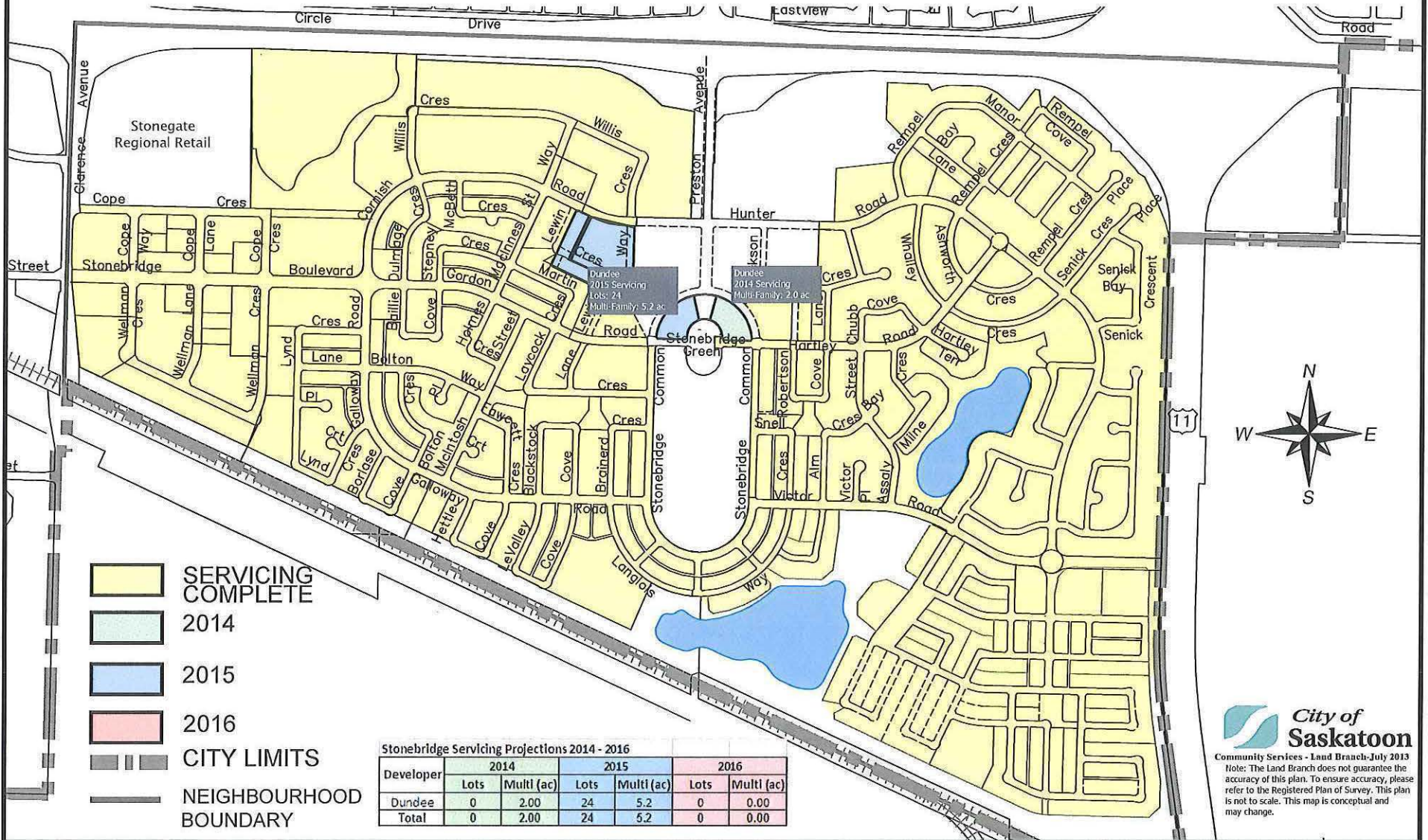


- SERVICING COMPLETE
- 2014
- 2015
- 2016
- CITY LIMITS
- NEIGHBOURHOOD BOUNDARY

Highway 16

Rosewood Servicing Projections 2014 - 2016						
Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
COS	0	3.7	0	0.00	0	0.00
Boychuk	120	4.00	85	3.00	110	6.00
Arbutus	99	6.00	150	6.00	100	0.00
Misc.	0	5.84	0	0.00	0	0.00
<b>Total</b>	<b>219</b>	<b>19.54</b>	<b>235</b>	<b>9.00</b>	<b>210</b>	<b>6.00</b>

# THREE YEAR LAND DEVELOPMENT PROGRAM 2014-2016 STONEBRIDGE



- SERVICING COMPLETE
- 2014
- 2015
- 2016
- CITY LIMITS
- NEIGHBOURHOOD BOUNDARY

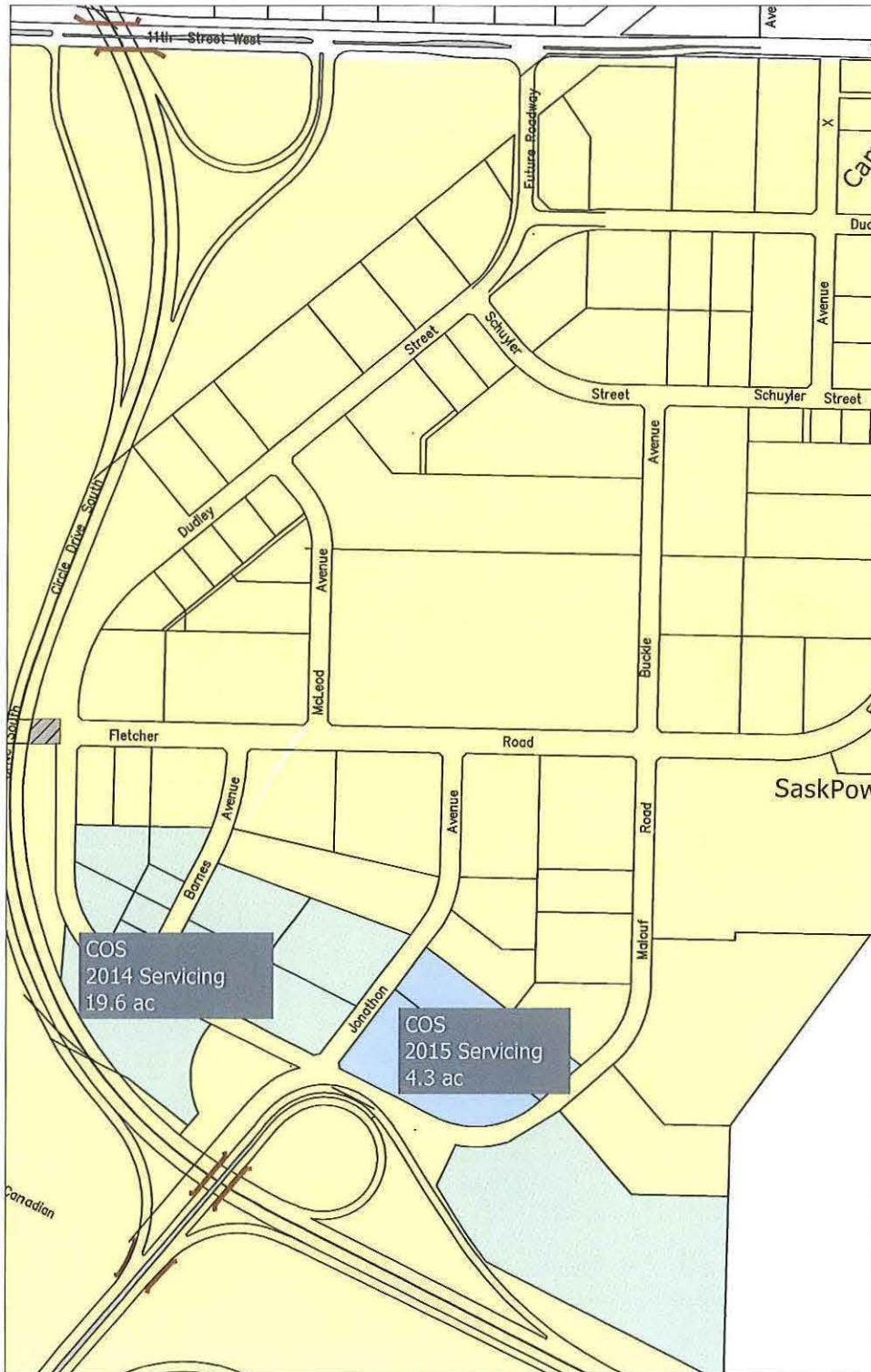
**Stonebridge Servicing Projections 2014 - 2016**

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
Dundee	0	2.00	24	5.2	0	0.00
<b>Total</b>	<b>0</b>	<b>2.00</b>	<b>24</b>	<b>5.2</b>	<b>0</b>	<b>0.00</b>

**City of Saskatoon**  
 Community Services - Land Branch - July 2013  
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# THREE YEAR LAND DEVELOPMENT PROGRAM 2014 - 2016

## Southwest Industrial



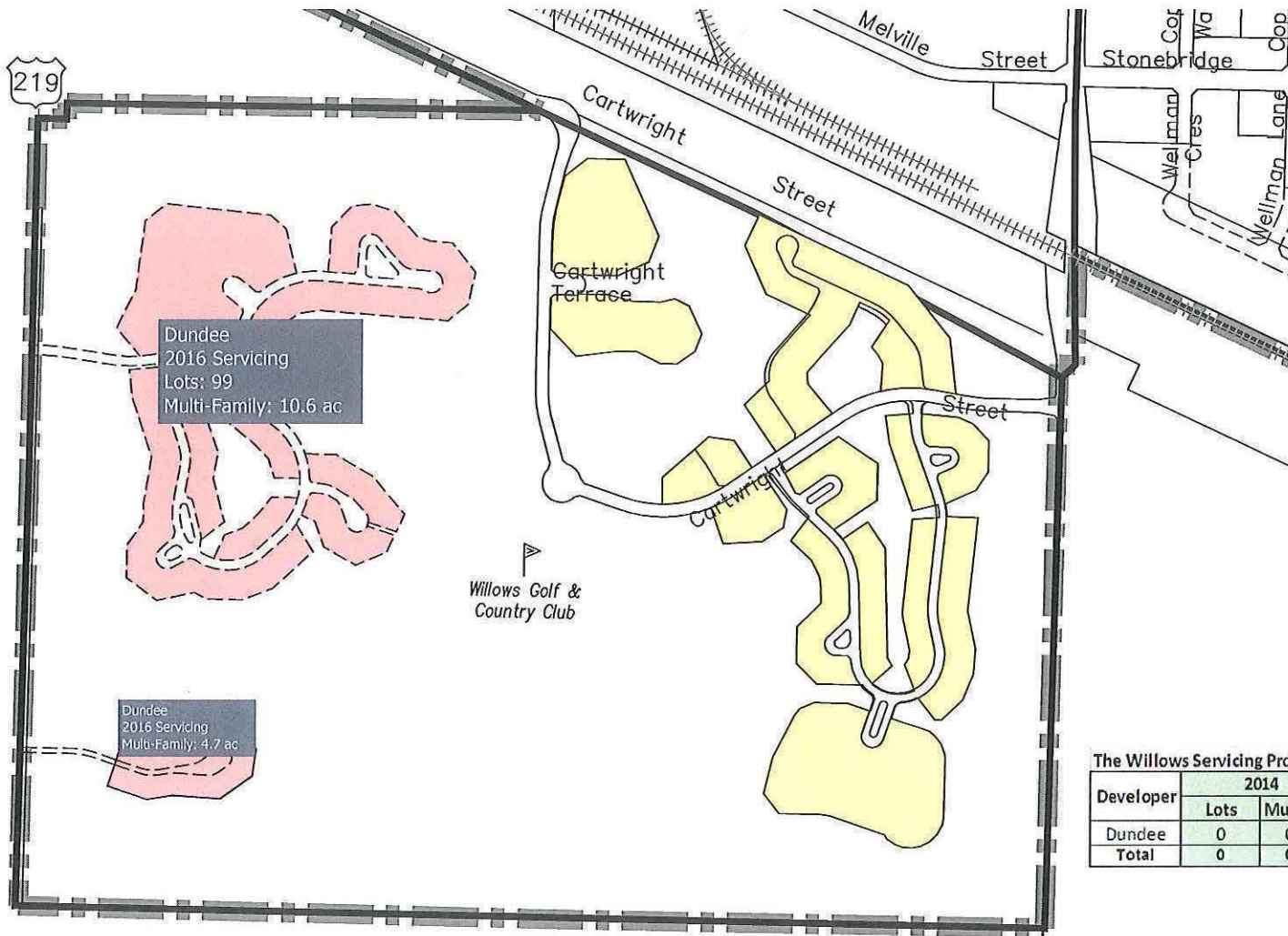
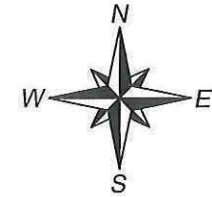
Southwest Industrial Servicing Projections 2014 - 2016

Developer	2014		2015		2016	
	IL	IH	IL	IH	IL	IH
COS	19.6	0	4.3	0.00	0.00	0.00
<b>Total</b>	<b>19.6</b>	<b>0</b>	<b>4.3</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# THREE YEAR LAND DEVELOPMENT PROGRAM 2014-2016

## WILLOWS GOLF COURSE COMMUNITY



- SERVICING COMPLETE
- 2014
- 2015
- 2016
- CITY LIMITS
- NEIGHBOURHOOD BOUNDARY

**The Willows Servicing Projections 2014 - 2016**

Developer	2014		2015		2016	
	Lots	Multi (ac)	Lots	Multi (ac)	Lots	Multi (ac)
Dundee	0	0.00	0	0	99	15.30
<b>Total</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>99</b>	<b>15.30</b>

His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
**of the**  
**ADMINISTRATION AND FINANCE COMMITTEE**

Composition of Committee

Councillor T. Paulsen, Chair  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor Z. Jeffries  
Councillor E. Olauson

1. **Proposed Expansion of the City Park  
Residential Parking Program Boundary  
AND  
Communication to Council**  
**From: Olivia Hilderman**  
**Date: April 18, 2013**  
**Subject: Parking Permit Program – City Park**  
**(File No. CK. 6120-4-4)**

- RECOMMENDATION:**
- 1) that the City Park Residential Parking Program be expanded by adding a two-hour, 08:00 to 17:00, Monday to Friday parking restriction to the 1100 block of Spadina Crescent spanning 1102 Spadina Crescent to Duke Street, as shown on Plan 260-0038-001r008;
  - 2) that a three-hour, 08:00 – 17:00, Monday to Friday parking restriction be implemented around Wilson Park as shown on Plan 260-0038-001r008;

- 3) that Council Policy C07-014 – Residential Parking Permit Program be amended to indicate that when 90% of the entire block faces with the maximum limits of a Residential Parking Permit zone, are included within the zone, that the requirement to identify a shortage of on-street parking will no longer be required and that the Administration may proceed with implementing timed parking restrictions along the remaining block faces within the zone; and
- 4) that the City Solicitor be requested to prepare the amendments to Bylaw No. 7862, Residential Parking Permit Bylaw, 1999, for approval by City Council.

Attached is a report of the General Manager, Infrastructure Services Department dated October 9, 2013, regarding an expansion of the current boundaries of the City Park Residential Parking Permit zone, and to address residential concerns of the long-term transient parking adjacent to Wilson Park.

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

**2. Municipal Impound Lot Annual Report**  
**(File No. CK. 6120-6)**

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

Your Committee has considered the attached report of the General Manager, Infrastructure Services Department dated October 10, 2013, providing an annual update on the Municipal Impound Lot Operations.

Your Committee asked the Administration to provide a summary of revenues and expenses for past years and the number of vehicles impounded per year as well as the history of rate increases at the time this matter is reported to City Council. The following is Impound Lot Summary Information as provided by the Administration:

**Total Vehicles Impounded**

Year	Total # Vehicles Impounded
2009	3076
2010	3229
2011	3166
2012	3455
2013 projected	3700

**Operating Summary**

Year	Revenue	Expenses
2009	\$573,000	\$475,000
2010	\$594,000	\$686,000
2011	\$666,000	\$705,000
2012	\$778,000	\$756,000
2013 projected	\$775,000	\$750,000

As per *The Cities Act*, the Municipal Impound Lot must be revenue neutral.

**Impound Lot Rates**

Impound Lot rates were increased in April 2011 from \$10/day to \$15/day and the one-time Administration fee from \$25/vehicle to \$50/vehicle.

Municipal Impound Lot statistics for the number of vehicles impounded and the number of vehicles retrieved by registered owners (annual comparison over an 8 month period to show effect of increase in rates). These statistics show an insignificant impact on the percentage of vehicles retrieved as a result of the increase in rates.

Period	Total Vehicles Rec'd	Total Auctioned	Total Scrapped	Total Retrieved	Percentage % Retrieved
Jan 1-Aug. 31/12	2360	150	242	1968	83%
May 1-Dec. 31/11	1944	232	84	1628	84%
May 1-Dec. 31/10	2101	95	357	1649	78%

Following review of the update with the Administration, your Committee is forwarding the report to City Council for information.

**3. Integrated Waste Management Annual Report (2012)**  
**(File No. CK. 430-37)**

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

Attached is a report of the General Manager, Utility Services Department dated October 15, 2013, providing a detailed review of the component parts of the Waste Handling and Reduction programs delivered by the Environmental Services Branch.

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

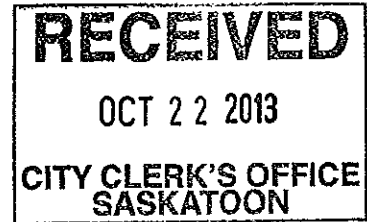
A copy of the Integrated Waste Management Annual Report 2012 can be found on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca) under "Reports and Publications" or in the City Clerk's Office.

Respectfully submitted,

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Councillor D. Hill, A/Chair

**TO:** Secretary, Administration and Finance Committee  
**FROM:** General Manager, Infrastructure Services Department  
**DATE:** October 9, 2013  
**SUBJECT:** Proposed Expansion of the City Park  
 Residential Parking Program Boundary  
 AND  
 Communication to Council  
 From: Olivia Hilderman  
 Date: April 18, 2013  
 Subject: Parking Permit Program – City Park  
**File No:** CK 6120-6 IS 6210-6



**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the City Park Residential Parking Program be expanded by adding a two-hour, 08:00 to 17:00, Monday to Friday parking restriction to the 1100 block of Spadina Crescent spanning 1102 Spadina Crescent to Duke Street, as shown on Plan 260-0038-001r008;
- 2) that a three-hour, 08:00 – 17:00, Monday to Friday parking restriction be implemented around Wilson Park as shown on Plan 260-0038-001r008;
- 3) that Council Policy C07-014 – Residential Parking Permit Program be amended to indicate that when 90% of the entire block faces with the maximum limits of a Residential Parking Permit zone, are included within the zone, that the requirement to identify a shortage of on-street parking will no longer be required and that the Administration may proceed with implementing timed parking restrictions along the remaining block faces within the zone; and
- 4) that the City Solicitor be requested to prepare the amendments to Bylaw No. 7862, Residential Parking Permit Bylaw, 1999, for approval by City Council.

**TOPIC AND PURPOSE**

This report is in response to requests from local area residents of the City Park neighborhood to expand the current boundaries of the City Park Residential Parking Permit (RPP) zone, and to address residential concerns of the long-term transient parking adjacent to Wilson Park.

## **REPORT HIGHLIGHTS**

1. A petition has been received from adjacent residents to implement a RPP as per Council Policy C07-014 – Residential Parking Permit Program.
2. The City Park RPP will be expanded by one block to help address concerns of transient parking in the area.
3. The Administration has monitored the change in parking patterns around Wilson Park resulting from the most recent expansion of the City Park RPP zone and has determined a three-hour, 08:00 to 17:00, Monday to Friday parking restriction is an adequate solution for providing open public parking adjacent to Wilson Park.
4. The Administration recommends a change to Council Policy C07-014 – Residential Parking Permit Program.

## **STRATEGIC GOALS**

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

## **BACKGROUND**

RPP Programs were introduced to provide a solution to problems associated with long-term transient parking occurring in residential neighbourhoods close to high parking generators and to provide an opportunity for residents to park in front of their homes.

The RPP Programs are resident driven and must meet a minimum criteria as set out in Council Policy C07-014 – Residential Parking Permit Program. The minimum level of support from residents of single or multi-unit housing in the RPP zone must be no less than 70% on each block and there must be an identified shortage of parking by the Administration.

At its meeting held May 6, 2013, City Council considered a letter from Olivia Hilderman regarding the City Park Permit Program. Council passed a motion that the communication regarding parking adjacent to Wilson Park be included with the upcoming annual renewal of the RPP Program for City Park. The Administration has monitored the most recent changes in parking patterns associated with the annual renewal of the City Park RPP Program and has determined an appropriate parking restriction that accommodates the public, as well as serves to minimize transient parking in the neighbourhood.

## **REPORT**

### **City Park Residential Parking Permit Program**

The current City Park RPP zone, as shown on Attachment 1, contains a two-hour, 08:00 to 17:00, Monday to Friday parking restriction.

RPP zones are resident driven initiatives, whereby, local area residents may request the creation or expansion of an RPP zone. Upon receipt of a request, the Infrastructure Services Department will provide the criteria for the establishment of a RPP zone, as well as a blank petition. It is up to the applicant to circulate the petition to include all residents of the proposed zone.

The Administration received petitions from residents along the entire portion of Spadina Crescent from Queen Street to 33<sup>rd</sup> Street, apart from 1102 to 1146 Spadina Crescent. Upon implementation of the two-hour parking restriction associated with the City Park RPP zone, the residents of the 1102 to 1146 portion of Spadina Crescent were quickly inundated with on-street transient parkers due to the lack of any parking restriction. These residents were surprised to discover that other than at 1130 Spadina Crescent, the remaining 11 residential property owners from 1102 to 1146 Spadina Crescent were not provided an opportunity by the local resident petitioners to indicate their preference for inclusion in the City Park RPP zone.

The above noted residents then circulated a second petition requesting to be included into the City Park RPP zone achieving an 83% level of support.

City Council previously approved a submission deadline of three months prior to an RPP zones annual renewal date, and expansion requests would only occur once per year. The advance notice is required in order for the Administration to review petitions, write reports, create the additional account records, and to have additional permits ready for purchase. Given the lack of representation in the previous petition, in the case of the 1100 block of Spadina Crescent, the Administration is willing to consider this further expansion in conjunction with the implementation of parking restrictions around Wilson Park.

The Administration evaluated the names and addresses listed on the petition and have no concerns with respect to resident support for this expansion of the City Park RPP zone.

Residents within the area will be notified of the expansion upon Council approval.

#### Parking Restrictions around Wilson Park

The Administration has monitored the change in parking patterns around Wilson Park resulting from a recent expansion of the City Park RPP zone identifying an increase of transient all-day parking occupying unrestricted parking spaces adjacent to Wilson Park. After consultation with stakeholders, the Administration is satisfied that by implementing a three-hour, 08:00 – 17:00, Monday to Friday parking restriction adjacent to Wilson Park (Attachment 1) that transient parking will be addressed, and as well, that adequate open public parking spaces can be maintained for those wishing to use the park space.

A three-hour parking restriction should not be considered as a catch all solution for parking restrictions at all parks within RPP areas. This is mainly due to location, park



category, adjacent roadway classification and typical public use of the amenities provided at a park. The Administration will consider requests for increased parking restrictions adjacent to parks on a case-by-case basis.

#### Council Policy C07-014-Residential Parking Permit Program

As the number of block faces with timed parking restrictions increases within RPP zones, so does the drive-by traffic caused by transient parkers searching for an available open parking spot. The Administration is recommending that when the percentage of residential block faces included within a RPP zone reaches 90%, that the need to verify a shortage of on-street parking, as indicated in Policy C07-014 - Residential Parking Permit Program, no longer be required and that the Administration may proceed with implementing timed parking restrictions along the remaining block faces within the RPP zone. Adding the remaining block faces will serve to include the entire area within the RPP zone, absolve the need for the remaining residents to petition for inclusion within the zone and reduce the frequency of drive by traffic.

#### OPTIONS TO THE RECOMMENDATION

No other options were considered.

#### POLICY IMPLICATIONS

The petition results for the City Park RPP meet the resident minimum support level of 70% required to establish a RPP, as set out in Policy C07-014 – Residential Parking Permit Program. In addition, the Administration has confirmed a shortage of parking on the above-noted blocks.

Council Policy C07-014 – Residential Parking Permit Program will be updated to reflect the changes recommended in this report.

#### FINANCIAL IMPLICATIONS

RPP Programs have traditionally been revenue neutral, whereby the annual purchase price of \$25 covers the costs to implement, administer and enforce the programs.

#### PUBLIC AND/OR STAKEHOLDERS INVOLVEMENT

The residents located on the 1100 block of Spadina Crescent presented a petition requesting inclusion within the City Park RPP Program, and to address residential concerns of the long-term transient parking adjacent to Wilson Park.

#### COMMUNICATIONS PLAN

Affected residents will be notified upon approval of City Council with a letter and notice of the expansion of the RPP area will be included in the Saskatoon StarPhoenix in the

City Pages. Also, upon approval, the City's website will be updated to reflect the changes in Policy.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

The estimated due date for implementation is November 5, 2013.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**PRIVACY IMPACT**

There is no privacy impact.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

There is no CPTED.

**PUBLIC NOTICE**


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

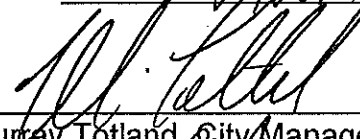
**ATTACHMENT**

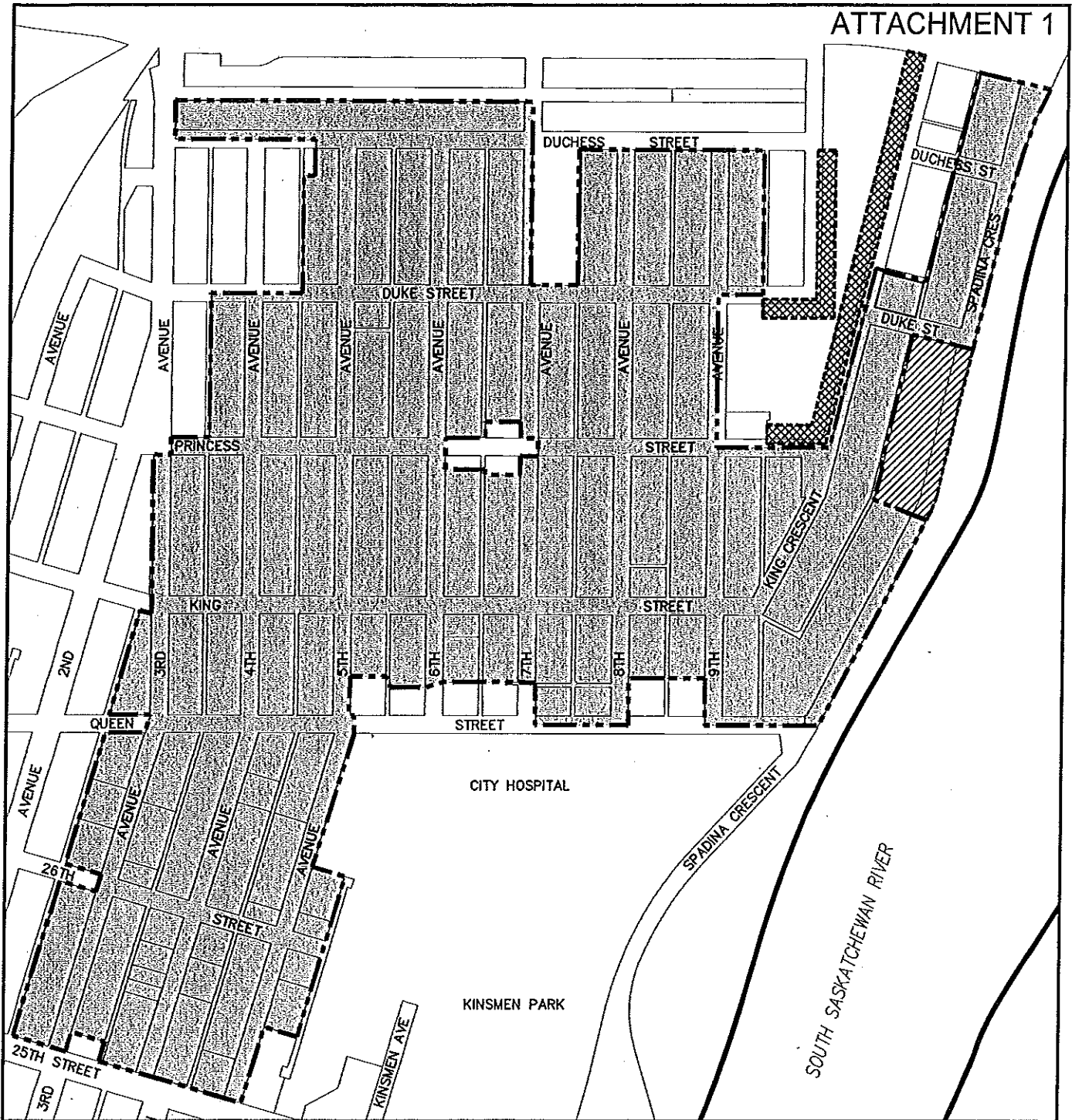
- 1. Plan 260-0038-001r008

Written by: Phil Haughn, Parking Services Manager  
Transportation Branch

Approved by: Angela Gardiner, Branch Manager  
Transportation Branch

Approved by:   
 Mike Gutek, General Manager  
 Infrastructure Services  
 Dated: Oct 21, 2013

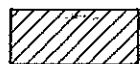
Approved by:   
 Murray Totland, City Manager  
 Dated: Oct 24, 13



**City Park  
Residential Parking Permit Zone**



EXISTING CITY PARK RPP ZONE



PROPOSED ADDITION TO CITY PARK RPP ZONE



PROPOSED 3HR PARKING 0800-1700 MONDAY - FRIDAY



6150-6 2.

TO: Secretary, Administration and Finance Committee  
FROM: General Manager, Infrastructure Services Department  
DATE: October 10, 2013  
SUBJECT: Municipal Impound Lot Annual Report  
FILE NO: IS 6120-1

RECEIVED  
OCT 21 2013  
CITY CLERK'S OFFICE  
SASKATOON

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

**TOPIC AND PURPOSE**

This report is to provide an annual update on the Municipal Impound Lot operations.

**REPORT HIGHLIGHTS**

1. Number of vehicles impounded to August 30, 2013 has increased 8% totalling 2,360 in comparison to the same period of 2012.
2. The impound lot continues to be financially sustainable.

**STRATEGIC GOAL(S)**

This report supports the long term strategic goals of Quality of Life, Continual Improvement and Sustainable Growth by ensuring our streets remain safe for city residents by removing unsafe and abandoned vehicles as our city continues to grow in area and population.

**BACKGROUND**

The City of Saskatoon Municipal Impound Lot was implemented in 2008 after the Provincial Government enacted changes to *The Summary Offences Procedure Act* and *The Cities Act*. These changes allowed municipalities greater latitude in collecting unpaid fines, specifically, unpaid parking fines. The City of Saskatoon subsequently amended the Traffic Bylaw 7200 and The Impounding Bylaw 8640, to reflect the provincial changes. Upon all of these changes and updates, it was deemed necessary to have a place to tow vehicles to when in violation of bylaws and parking related offenses.

In addition, discussions with Saskatoon Police Services (SPS) confirmed the management of SPS seized vehicles would be combined within the Municipal Impound Lot. Upon implementation of the Municipal Impound Lot at 150 Jonathon Avenue in the Holiday Park Industrial area, the SPS managed lot was closed.

When the Municipal Impound Lot first opened, it had a footprint of just over 4 acres, upon development of the Circle Drive South expansion, the impound lot was reduced to a approximately 2 acres. The decrease in size is accommodated by having monthly auctions and regularly removing scrap vehicles.

*The Cities Act* requires that the Municipal Impound Lot operates on a cost neutral basis.

The Municipal Impound Lot employs 1 full time employee and 8 contracted employees (from Corps of Commissionaires) on a rotating basis.

Employees at the impound lot receive vehicles that are towed in, complete a vehicle data sheet, take pictures of the vehicle and direct tow operators of placement.

Various checks are completed on each vehicle; CPIC check for stolen vehicles, SGI owner verification and registration confirmation, outstanding parking tickets and vehicle lien checks. Upon gathering all of this information, an electronic file is created and all information is entered into one secure location. Thus, if there was any damage to the vehicle when it arrived, it would be documented. SPS is notified of any possible stolen vehicles and owners are notified of expired registrations and any outstanding or enforcement parking tickets upon vehicle retrieval.

Impound lot staff act as front-line City of Saskatoon ambassadors, complete cashier transactions, work with sensitive data, provide security escorts, observe and document activities while maintaining City of Saskatoon property.

## **REPORT**

The number of impounded vehicles has increased steadily since implementation of the impound lot. In 2008, 3076 vehicles were impounded, for 2013, we are on schedule to impound over 3800, a 20% increase over 5 years. However, the number of vehicles auctioned and scrapped, have decreased by 64% and 19% respectively, from the previous year to date. This decrease in revenue for auction and scrapped vehicles is reflected in the 83% of vehicles now being retrieved by their owners, which is at an all time high since program inception. Thus, increasing impound fees in 2011 has not negatively impacted the number of vehicles being retrieved from the impound lot.

The increased number of impounded vehicles can be associated to the increase in population. Along with that, winters of heavy snow fall have contributed to towing numbers along with the recent street sweeping program that saw many vehicles towed to the lot. Due to these situations, forecasting yearly totals remains difficult.

Increased financial stability has allowed us to improve our web based operating program, thus, resulting in less staff hours to complete mailings and notices.

An annual operating budget of over \$800,000 is required to maintain the existing site and manage the program at current impounding levels for 2013.

### COMMUNICATIONS PLAN

The City's website will be updated to include this information and the relevant statistics. Where applicable, this information will also be included in public education programs and other associated communications plans and campaigns.

### DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

This report is provided on an annual basis and no further follow-up is required at this time.

### ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

### PUBLIC NOTICE

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

Written by: Roxanne Christian, Parking Enforcement Coordinator  
Transportation Branch

Reviewed by: Angela Gardiner, Manager  
Transportation Branch

Approved by: Angela Gardiner  
per Mike Gutek, General Manager  
Infrastructure Services Department  
Dated: Oct 17/13

Copy: Murray Totland,  
City Manager  
AF RC Impound Lot Annual Report

**TO: Secretary, Administration and Finance Committee**  
**FROM: General Manager, Utility Services Department**  
**DATE: October 15, 2013**  
**SUBJECT: Integrated Waste Management Annual Report (2012)**  
**FILE NO: CK. 430-37 and WT. 7830-9**

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**RECOMMENDATION:** that the information be received and forwarded to City Council.

### **TOPIC AND PURPOSE**

An inaugural Integrated Waste Management Annual Report for 2012 has been prepared to provide a detailed review of the component parts of the Waste Handling and Reduction programs delivered by the Environmental Services Branch.

### **REPORT HIGHLIGHTS**

1. Waste Handling services cost each household \$114.89 in 2012 (or \$12.07 per household per month). Included in this cost is \$70.68 for residential (curbside) collection services and \$44.20 for disposal at the Landfill.
2. Garbage Collections services continually seek efficiency and cost-effectiveness. New routes created after the completion of the garbage container conversion project helped reduce costs by 6.25%. More efficiency and cost saving measures are planned.
3. Landfill Optimization is underway. \$5.3million in capital improvements were made in 2012 and a four-year phased-in change to Landfill fees was completed.
4. The Waste Diversion Rate for Saskatoon in 2012 was 28.5%. New recycling programs and expanded composting opportunities will help increase this rate. In Saskatoon, the average weight of the contents of each cart on collection day was 19.5 kilograms. The national average is 13 kilograms.

### **STRATEGIC GOALS**

The information in this report supports the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership.

### **BACKGROUND**

Each branch of the Utility Services Department submits an annual report to City Council for their review. Environmental Services Branch provides a dual role to the City: (1) facilitating the implementation of environmentally-friendly and sustainable practices for improved corporate and community environmental performance; and (2) providing the direct delivery of waste management services.

A report on Greenhouse Gas Emissions was tabled for 2012 in December last year.

### **REPORT**

Attachment 1 is the inaugural version of an Integrated Waste Management Annual Report. Waste Handling services and Waste Reduction initiatives have changed

significantly over the last year and much more is anticipated in the future as the City works toward the priorities and strategies outlined in the Corporate Strategic Plan.

Highlights of the report include a detailed review of each component of the Waste Handling and Reduction activities of the Environmental Services Branch including Garbage Containers, Garbage Collections, Saskatoon Regional Waste Management Centre (Landfill), Recycling, Composting, and Hazardous Waste stewardship.

### Waste Handling Services (overview)

Waste Handling services cost \$114.89 per household in 2012 (\$12.07 per household per month). Within this, residential (curbside) garbage collection services cost \$70.68 per household. \$44.20 per household was incurred in disposal costs at the Landfill.

#### a) Garbage Collections Services

Garbage Containers were provided to 1,447 new homes in 2012. Challenges related to container damage by collections equipment (usually in cold temperatures) are on the rise.

Upon completion of the container conversion project, optimization of Garbage Collections occurred. New routes were established resulting in reduced costs of 6.25% over the previous year. This has allowed operations to absorb cost inflation and urban growth without adding new resources. The 2012 cost per residential collection (or 'tip') was \$1.50, down from \$1.60 in 2011.

#### b) Land Optimization

The City has adopted a Landfill Optimization Strategy to protect the lifespan of the Facility to forty (40) years and beyond. A number of operational changes and capital improvements are required to ensure the estimated remaining airspace of 8,959,000 cubic meters on the sixty-six (66) hectare site is not consumed too quickly. Since 1955, 5,564,000 cubic meters of airspace and thirty-seven (37) hectares has been consumed.

Landfill Rates have increased in each of the last four years. The phased increases were designed to help customers in their planning while at the same time ensuring rates reflect the future needs for capital improvement and operating changes required by the Landfill Optimization strategy. Revenue forecasting has proven challenging as there is no observable correlation between tipping fees and tonnes of material delivered to the Facility. The existence of a second, privately-operated Landfill within the Saskatoon region is unique and impacts the ability to forecast revenues with a high degree of certainty.

In 2012, \$5.3 million in capital investments were made at the Landfill, representing 45% of all expenditures made at the Facility. Capital improvements included a new five (5) hectare lined cell, leachate collection wells, an equipment



shed, and infrastructure improvements to roadways and water and sewer systems. In addition, the Heavy Grit Dewatering Facility was completed and Saskatoon Light & Power began construction of the Landfill Gas wells.

Much of the equipment operated at the Landfill is well beyond its economic life. Downtime resulting from increased maintenance and repairs for older equipment has affected the budget and staff productivity as over-time has become a significant issue. Examples include the loader (unit R2106) which was down 2,222 hours or 61% of the time in 2012 and the compactors (2620 and 2621) down 43.5% of the time (1,581 hours combined).

### Waste Reduction

The 2012 Waste Diversion Rate in Saskatoon was 28.5%. The amount of garbage collected per household has been falling, but remains above the national average. In Saskatoon, the average weight of the contents of each cart on collection day ('tip') is 19.5 kilograms. The national average is 13 kilograms. In a nation-wide benchmarking exercise for 2011, Saskatoon's Garbage Collections were compared to other municipal operations in Canada. Saskatoon's curbside collections are only slightly lower than the highest reporting operation (that reported 21 kilograms). The lowest reporting community generated only 8 kilograms on each collection day.

The availability of diversion options for wood products and yard waste has had a significant impact on the materials handled at the Landfill. The proportion of waste comprised of these two material types was significantly reduced throughout the community. Since the last Waste Audit in 2006, there is 19.9% less wood from the Industrial, Commercial and Institutional (ICI) sector and 19.8% less yard waste from the Residential sector in 2012.

50.4% of the ICI sector waste stream is comprised of materials that could be recycled. In 2012, 37.0% of the Residential waste stream could still be recycled.

If more sophisticated organics processing was available in Saskatoon, 26.4% of the material generated by the ICI sector could be diverted from the Landfill. 41.9% of the Residential waste stream was comprised of organic material.

6,557 tonnes of recyclable paper were collected from fifty-four (54) recycling locations. Six (6) of these are City-owned and another twenty-five (25) are located on private property but accessible to the public.

In 2012, sixteen (16) Household Hazardous Waste Collection Days collected 40,000 kilograms of hazardous materials from 1451 customers.

### POLICY IMPLICATIONS

As an information report there are no policy implications at this time.

**FINANCIAL IMPLICATIONS**

As an information report there are no financial implications to report at this time.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

As an information report there are no public and/or stakeholder involvement aspects to report at this time.

**COMMUNICATION PLAN**

The 2012 Integrated Waste Management Annual Report is available for viewing at the Public Libraries under the October 28, 2013 Administration and Finance Committee Agenda, and on the City of Saskatoon website ([www.saskatoon.ca](http://www.saskatoon.ca)), click on "C" for City Council and look under Reports and Publications).

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

A separate Integrated Waste Management Annual Report will be produced each year to track progress toward waste diversion goals. The next report will be prepared for the 2013 year and be submitted to Council in April 2014.

**ENVIRONMENTAL IMPLICATIONS**

Greenhouse gas (GHG) emissions and other environmental protection measures are included in the annual report (Attachment 1).

**PRIVACY IMPACT**

There are no privacy implications arising from this initiative.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required at this time.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Integrated Waste Management Annual Report 2012

Written by: Brenda Wallace, Manager, Environmental Services Branch

Approved by: J. Reid Gilbert  
for Jeff Jorgenson, General Manager,  
Utility Services Department  
Dated: Oct 17/13

Approved by: Murray Totland  
Murray Totland, City Manager  
Dated: Oct. 22/13

# INTEGRATED WASTE MANAGEMENT ANNUAL REPORT 2012



The Environmental Services Branch provides Waste Handling services and Waste Reduction initiatives on behalf of the City of Saskatoon.

The goal of the Waste Handling Service is to provide efficient, effective, and customer-oriented waste management services. Waste Handling includes solid waste collections, the management of City-owned garbage carts, and the operation of the Saskatoon Regional Waste Management Facility (Landfill) to ensure solid waste is managed in a safe and environmentally sound manner. The design and operations of the Landfill are optimized to maximize the available space within the facility.

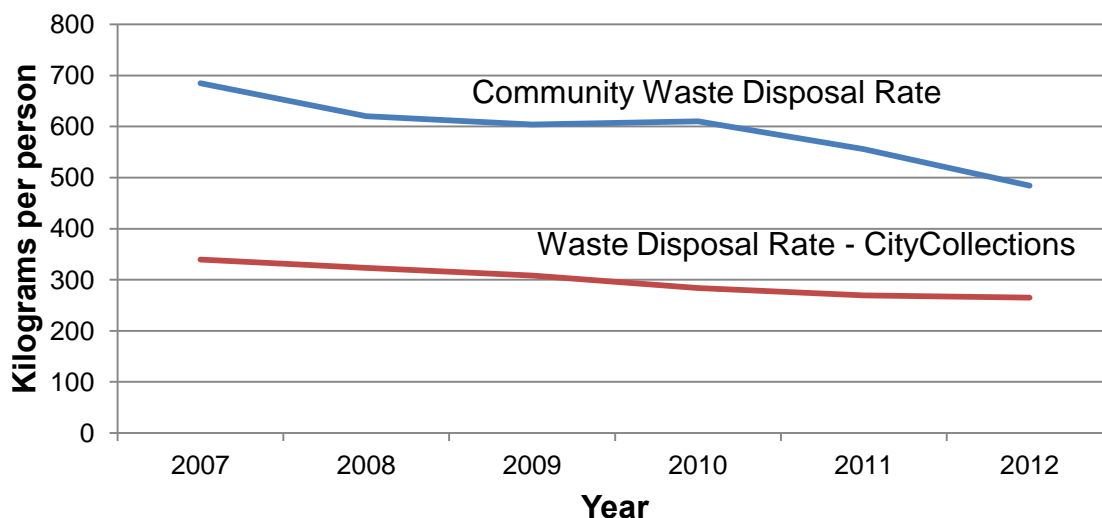
The goal of Waste Reduction is to provide a focus on reducing, reusing, recycling, and recapturing resources while seeking operational efficiencies. Initiatives under this program include recycling contracts for curbside and multi-unit dwellings, support for recycling depots located across the community, composting of yard waste at drop-off depots, and the residential subscription yard waste collection initiative. Performance toward waste reduction goals is contained in the Saskatoon Waste and Recycling Plan.

### ***Our Customer***

Saskatoon residents are the key customer for Waste Handling and Reduction services. Businesses and regional customers also make use of the various services available.

Many people in Saskatoon recycle and as a result, the community waste disposal rate has been falling. According to the National Solid Waste Benchmarking report (in which Saskatoon participated), Saskatoon residential waste disposal rates (City Collections) are higher than the Canadian average of 256 kilograms per person and are equal to the Saskatchewan average of 286 kilograms per person.

## **Community Waste Disposal Rate**



The 2012 Citizen Satisfaction Survey highlighted the confidence residents have in the waste services provided by the City of Saskatoon. Garbage collection was listed as a

critical strength of the corporation having both high importance to residents and strong performance on their behalf.

The following ratings (out of ten) for performance were noted in the 2012 report.

<b>Service</b>	<b>Performance Rating</b>	<b>Trend</b>
Recycling initiatives	Phone: 5.9 Online: 5.7	Improved satisfaction
Landfill services	Phone: 7.1 Online: 7.0	Improved satisfaction
Garbage collection	Phone: 7.7 Online: 7.6	Improved satisfaction

Waste Handling Services have been provided at a competitive cost to Saskatoon taxpayers. Average annual costs for solid waste management services in Canada ranged from \$80 per household to over \$200 per household. In Saskatoon these services cost \$114.89 per household in 2012 (\$12.07 per household per month). Residential (curbside) collection services cost \$70.68 per household. \$44.20 per household was incurred in disposal costs at the Landfill.

### ***Our People***

Employees engaged in Integrated Waste Management work in the Environmental Services Branch of the Utility Services Department. Four (4) hold professional designations as either Engineer (2 PEng), Planner (1 MCIP), or Environmental Professional (1 EP). In addition, seven (7) employees hold certifications from the Solid Waste Association of North America (SWANA) including Manager of Landfill Operations (3 certifications), Certified Landfill Technical Associates (3 certifications), Manager of Recycling Systems (1 certification) and Manager of Compost Operations (1 certification).

Environmental Services employees are passionate about the work they do and providing value to the residents of Saskatoon. In 2012 employees were asked for their feedback on 'life' within Environmental Services. A survey tool was used to provide a snap-shot on perceptions of whether the culture of the Branch appropriately honours the contributions they make to citizens and the corporation. Talking Circles provided a further opportunity to share ideas for improvements in relation to the issues identified in the survey.

Employee satisfaction is generally high among employees at 86%. Strengths noted include a sense of teamwork, good internal communications, strong work-group supervisors, and the level of attention given to safety within the work-place.

2011 was a banner year for Environmental Services with respect to safety, with no loss time incidences recorded. In 2012 worker hours increased by 18.2% and the loss time incident rate jumped back up to 7.2. This is higher than both the corporate rate for the City of Saskatoon of 3.36 and the rate for the Utility Services Department of 3.55. A new Occupational Health and Safety Committee was formed by the Branch and improved safety outcomes will be a continued significant focus.

## ***Our Work***

Waste Handling Services and Waste Reduction initiatives together form an Integrated Waste Management System that includes a variety of component parts:

- Garbage Containers
- Garbage Collections
- Saskatoon Regional Waste Management Centre (Landfill)
- Recycling
- Composting
- Hazardous Waste

This Integrated Waste Services Annual Report explains what these component parts include and how the City of Saskatoon is performing in delivering these services to residents and businesses in Saskatoon.

### **Garbage Containers**

#### Residential (Curbside)

The City of Saskatoon owns and maintains the black roll-out carts provided to street-oriented residential properties. Cart specifications have varied over time as different companies have been successful in winning the competitive tender for supply.

In 2012, the Containers work-group delivered 1447 containers to new homes across the community. In addition, 4457 reports of container damage or theft were addressed. Complaints related to containers have been rising as the aging hydraulic arms that collect the carts at the curbside have created issues. A number of steps are being put in place to address this issue. Specifications for carts have changed to ensure the containers can perform under the rigours of four-season use. A new preventative maintenance program on the aging fleet of vehicles is being developed in 2013. It is expected container damage will be substantially reduced in 2014.

In 2011, the Garbage Container Conversion project was completed. The anticipated benefits of conversion to individual roll-out waste carts are being realized across the entire city. Environmental Protection Officers (EPOs) are experiencing a reduction in the number of complaints related to garbage container damage (by fires and graffiti) and illegal dumping in lanes. With citizens now having more control of their own waste container, lanes are cleaner.

The completion of the container conversion project also allowed for the stream-lining of waste collection services as all neighbourhoods are now brought into the regular scheduled service calendar.

## Multi-Unit Residential Properties

The City of Saskatoon does not provide garbage containers for multi-unit dwellings. In 2010, the Multi-Unit Dwelling Waste Bin Grant was established to offset the cost born by condominium associations and property managers for the purchase and maintenance of metal waste bins. The grant provides \$8 per year per residential unit to property managers and condominium associations who apply. Applicants determine how they want to utilize the grant. It can be used to purchase and maintain bins and utilize the city collection services, which are paid for through taxes, or to pay for a private waste removal service.

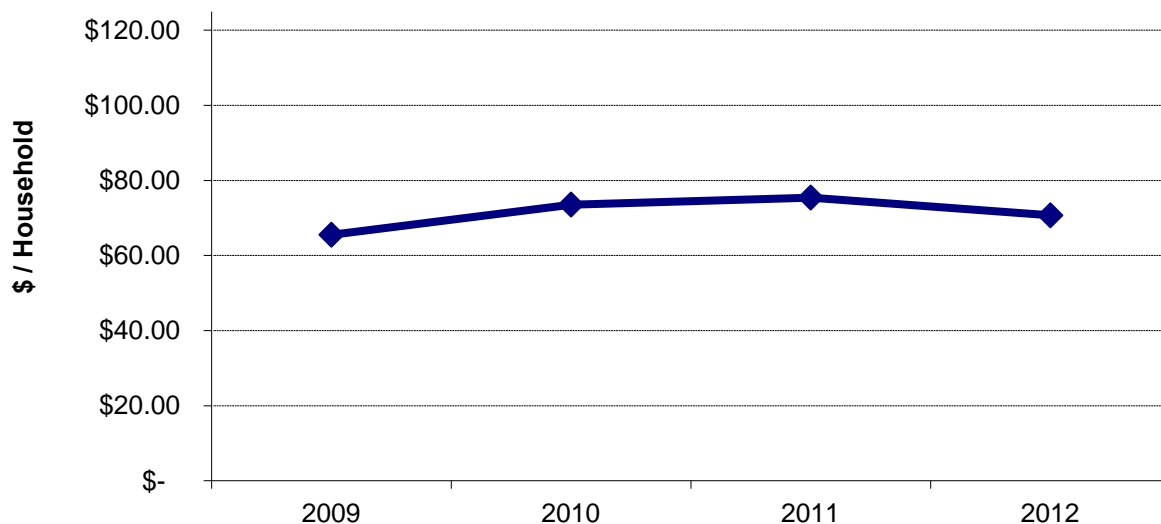
In 2012, 608 properties representing 24,416 (71%) units took advantage of this program. Environmental Services continues its efforts to build awareness of the grant among all 34,475 qualifying residences.

## **Garbage Collections**

### Residential (Curbside)

Garbage collection services are provided to 66,000 single-family homes by a fleet of eighteen (18) garbage trucks. Operational efficiencies have allowed the City to have five fewer operators and five fewer trucks than the industry average, saving \$890,000 each year. Additional savings and improved customer service will result from computerization of the service in 2014.

### **Collections Costs**



Upon completion of the container conversion project, a review of garbage collections routes was completed to optimize the allocation of civic resources. New routes were established to maximize efficiencies and the results have been positive. The cost for



garbage collections was reduced by 6.25% in 2012 over the previous year. This has allowed operations to absorb cost inflation and urban growth without adding new resources. The 2012 cost per residential collection (or 'tip') was \$1.50, down from \$1.60 in 2011.

The amount of garbage collected per household has been falling, but remains above the national average of 0.64 tonnes. In Saskatoon, the average weight of the contents of each cart on collection day ('tip') is 19.5 kilograms. The national average is 13 kilograms. Collections vary seasonally with disposal rates climbing from 1.66 kilograms per household per day (winter months) to 2.81 kilograms per household per day during the growing season.

In a nation-wide benchmarking exercise for 2011, Saskatoon's Garbage Collections were compared to other municipal operations in Canada. Saskatoon's curbside collections are only slightly lower than the highest reporting operation (who reported 21 kilograms). The lowest reporting community generated only 8 kilograms on each collection day.

### Multi-Unit Residential Properties

The City of Saskatoon will provide one collection a week for each multi-unit residential property as part of the regular service supported by property taxes. Additional levels of service may be contracted with the City or through a private waste management company.

In 2012, the City operated two (2) fork-lift trucks in the provision of garbage collection services to multi-unit residential properties and commercial contracts. 616 properties (64%) took advantage of the services provided by the City of Saskatoon. The remaining 36% of property managers and condominium associations chose to contract services through private options.

### Commercial Collections

485 commercial customers used the services of the City of Saskatoon in 2012. Rates were last set in 2011 and have remained unchanged as they continue to provide full-cost recovery. The number of commercial customers has also remained stable.

Revenues from commercial accounts were \$17,000 higher than anticipated for the year.

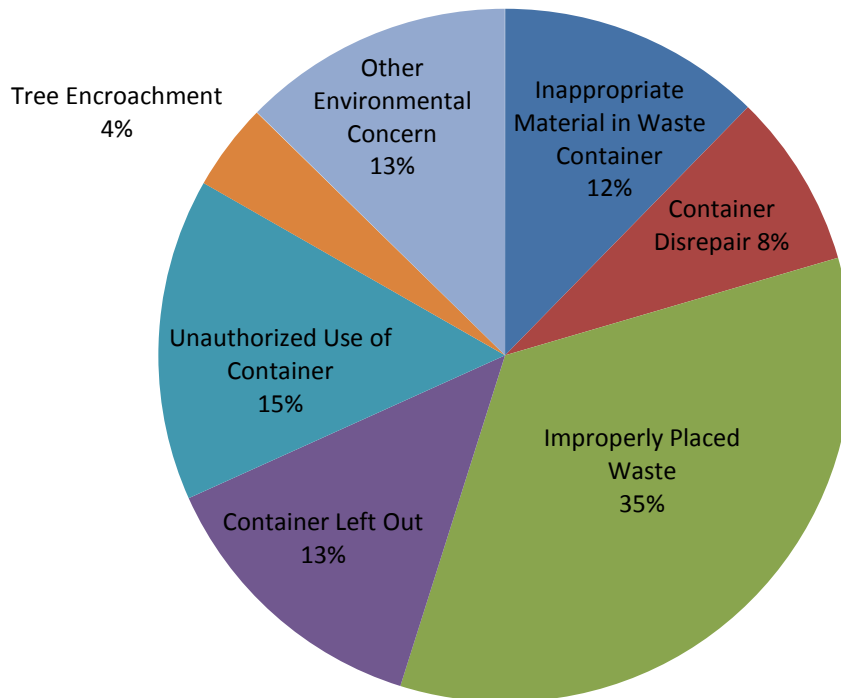
### Environmental Protection

In 2012 the garbage collections fleet travelled 602,725 kilometers, consumed 197,140 litres of fuel, and emitted 537.5 tonnes of CO<sub>2</sub>e. A spill response strategy was developed to ensure any issues related to hydraulic fluid were responsibly managed.

### Bylaw Enforcement

Two (2) Environmental Protection Officers (EPO's) focus on issues in the community related to the Waste Bylaw 2004 (Bylaw No. 9071). In 2012 the EPO's addressed 860 complaints.

## Waste-related Bylaw Issues



### Financial Performance

The cost to deliver all Garbage Collections and Containers activities in 2012 were \$317,000 lower than budgeted as a result of increased revenues from commercial collections contracts, and savings in time and use of equipment based on the reconfiguration of garbage collection routes.

	Budget	Actual	Variance	%
Revenue	\$640	\$657	\$17	2.7%
<u>Expenses:</u>				
Salaries & payroll	2,396	2,322	(74)	-3.1%
V&E	2,403	2,229	(175)	-7.3%
Buildings & grounds	116	128	12	10.5%
Multi-Unit bin grant	255	196	(59)	-23.1%
IS Services	235	235	0	0.0%
Other expense	329	325	(4)	-1.2%
Transfer to reserves	210	210	0	0.0%
Total expense	5,945	5,645	(300)	-5.0%
Revenue less expense	(\$5,305)	(\$4,988)	\$317	-6.0%

## Saskatoon Regional Waste Management Centre (Landfill)

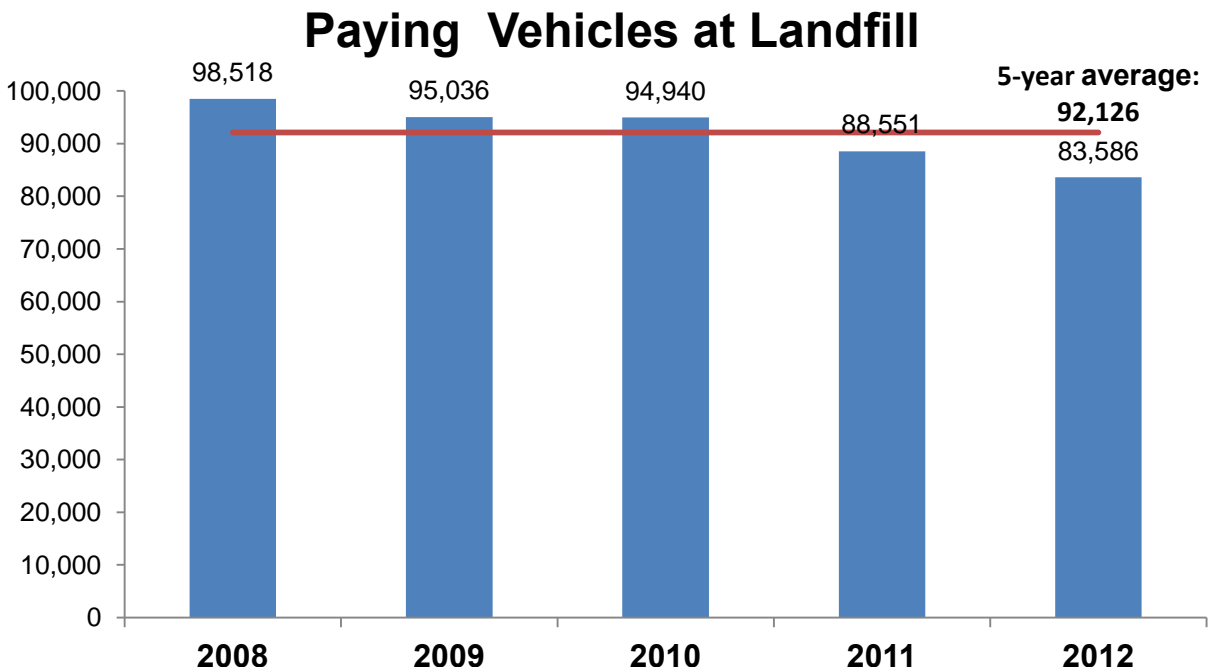
The Saskatoon Regional Waste Management Centre (Landfill) has been in operation since 1955. The Saskatchewan Ministry of Environment currently regulates the operations of the Facility under a Permit to Operate a Waste Disposal Ground.

In 2012, approximately 148,000 tonnes of material was accepted at the Landfill including 29,000 tonnes of clean earth fill used as cover. Also included in the 148,000 tonnes was approximately 900 tonnes of metals, white goods, propane tanks and batteries that were eventually removed from site.

To date, 5,564,000 cubic meters of airspace and thirty-seven (37) hectares has been consumed at the Saskatoon Regional Waste Management Centre (Landfill). The City has adopted a Landfill Optimization Strategy to protect the lifespan of the Facility to forty (40) years and beyond. A number of operational changes and capital improvements are required to ensure the estimated remaining airspace of 8,959,000 cubic meters on the sixty-six (66) hectare site is not consumed too quickly.

### Operations

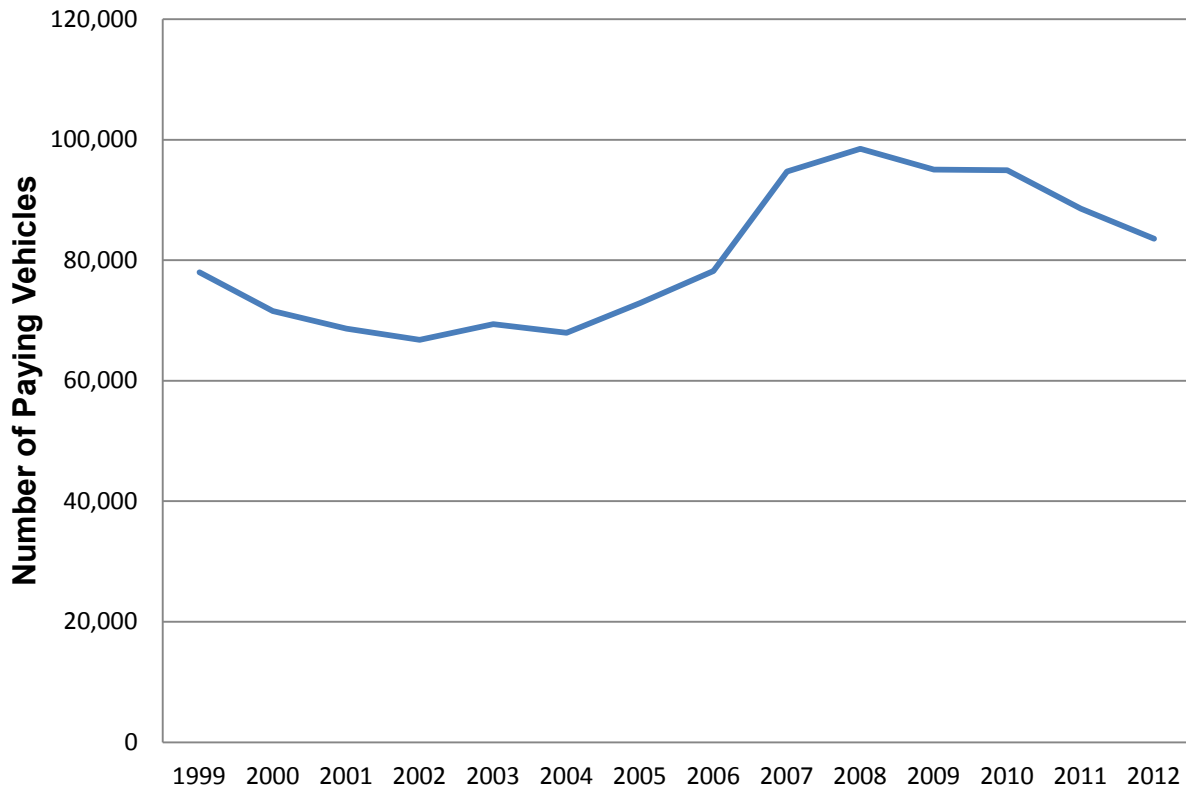
The Landfill site is a secure compound with fencing around the majority of the perimeter and security checks after-hours. Six transfer bins are located on site for public waste disposal. In addition, several public drop-off areas are provided for metals, white goods, batteries, propane tanks, and used oil, oil containers and filters. Waste management operations include waste placement, compaction and covering practices.



Fewer paying customers at the Landfill Facility has been observed and correlates to a significant increase in construction activities both on and near the site. The Circle Drive South construction, along with on-site capital improvements that included impacts to internal roadways, tipping area locations and access, and other site restrictions, added

significant time and complexity to the use of the site by visitors. Within a longer time context, however, the number of visitors to the Landfill remains in line with the ten year average of 84,391 paying vehicles per year.

## Landfill - Chargeable Loads

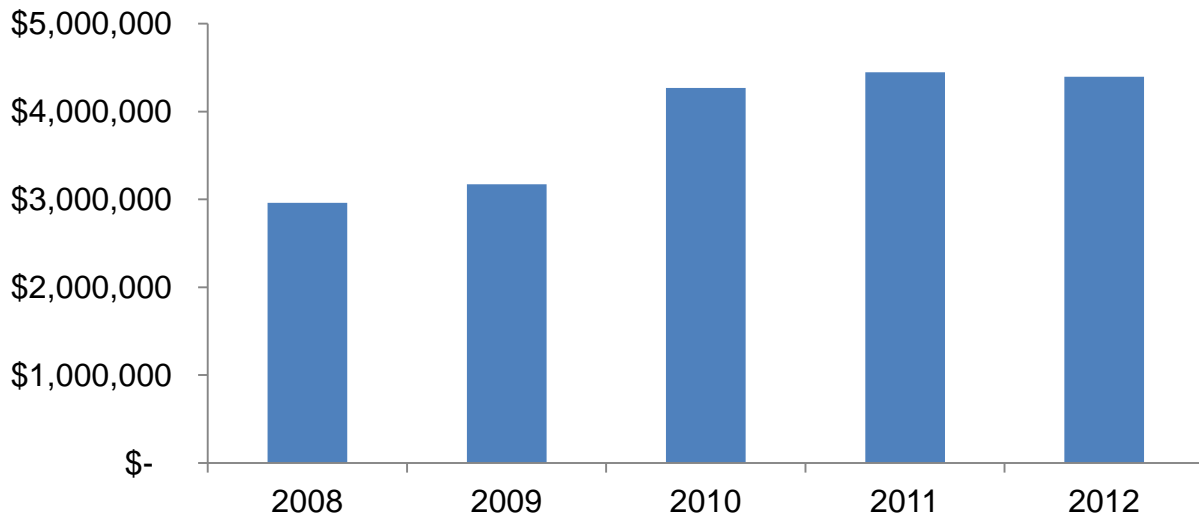


A new program for large commercial haulers to the Landfill Facility was introduced in 2012 to reduce congestion and wait-times for smaller customers of the Facility. Haulers delivering more than 500 loads to the Saskatoon Regional Waste Management Centre (Landfill) in one year were eligible to participate in the Radio Frequency Identifier (RFID) Program and make use of an automated scale. 5,775 loads were delivered through the automated scale. As an incentive, and to recognize the cost savings realized through the use of an automated scale, an 8.5% discount is available.

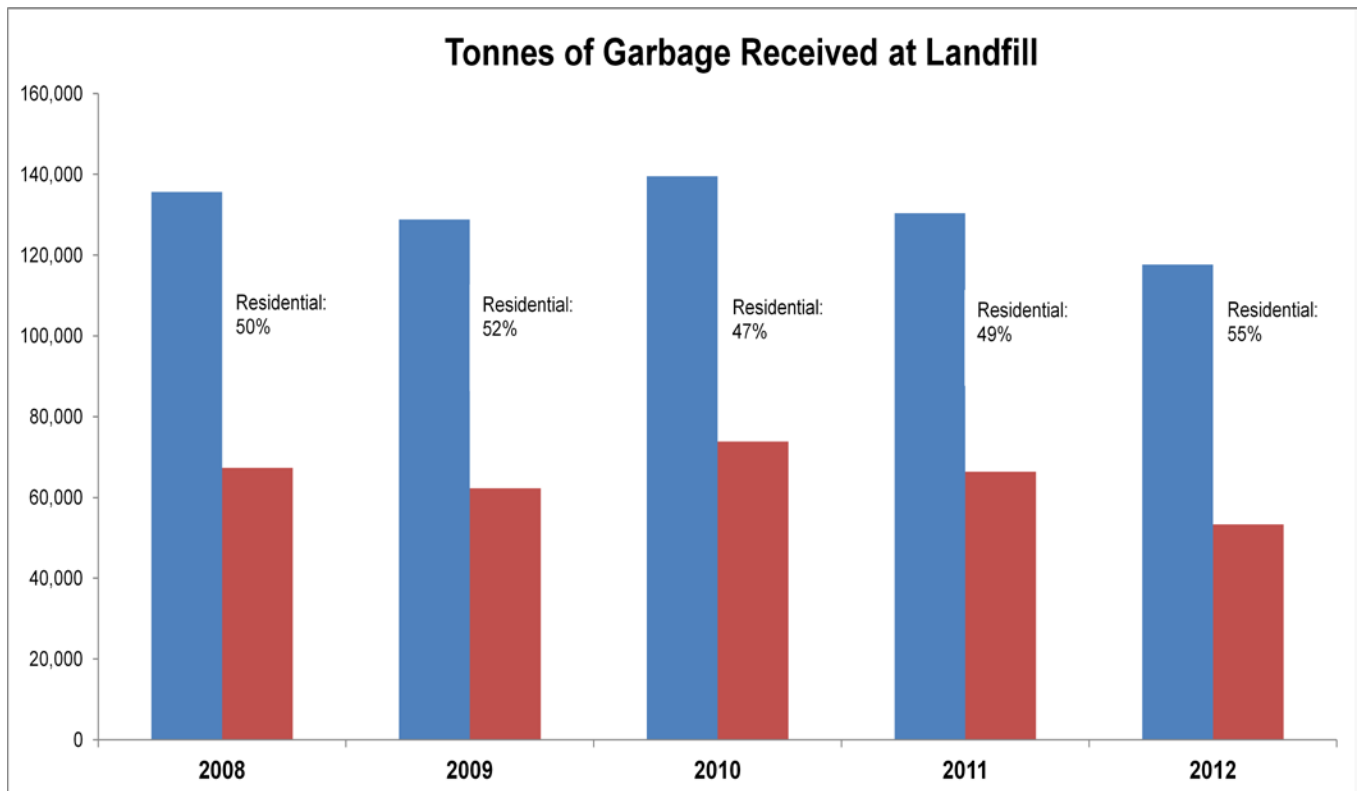
Saskatoon has some of the highest rates of residential garbage self-hauled to the Landfill in Canada. The average size of loads delivered to the Facility has been shrinking and was 0.64 tonnes in 2012 (falling from 0.75 tonnes in 2011). 58,932 (59.8%) of all loads delivered to the Landfill Facility received a rate subsidy of some kind in 2012. A review of all subsidies identified opportunities to maintain affordability to customers visiting the Landfill Facility while better reflecting the true cost to provide services. As of January 1, 2013, all subsidies previously available to customers at the Landfill were removed with the exception of a 75% subsidy which is applied to very small loads weighing less than 250 kilograms. This subsidy continues as the City does not currently offer a service for the handling of bulky items that may not fit in City-provided roll-out garbage carts.

## Financial Performance

### Landfill Revenue



Landfill Rates have increased in each of the last four years. The phased increases were designed to help customers in their planning while at the same time ensuring rates reflect the future needs for capital improvement and operating changes required by the Landfill Optimization strategy. Revenue forecasting has proven challenging as there is no observable correlation between tipping fees and tonnes of material delivered to the Facility.

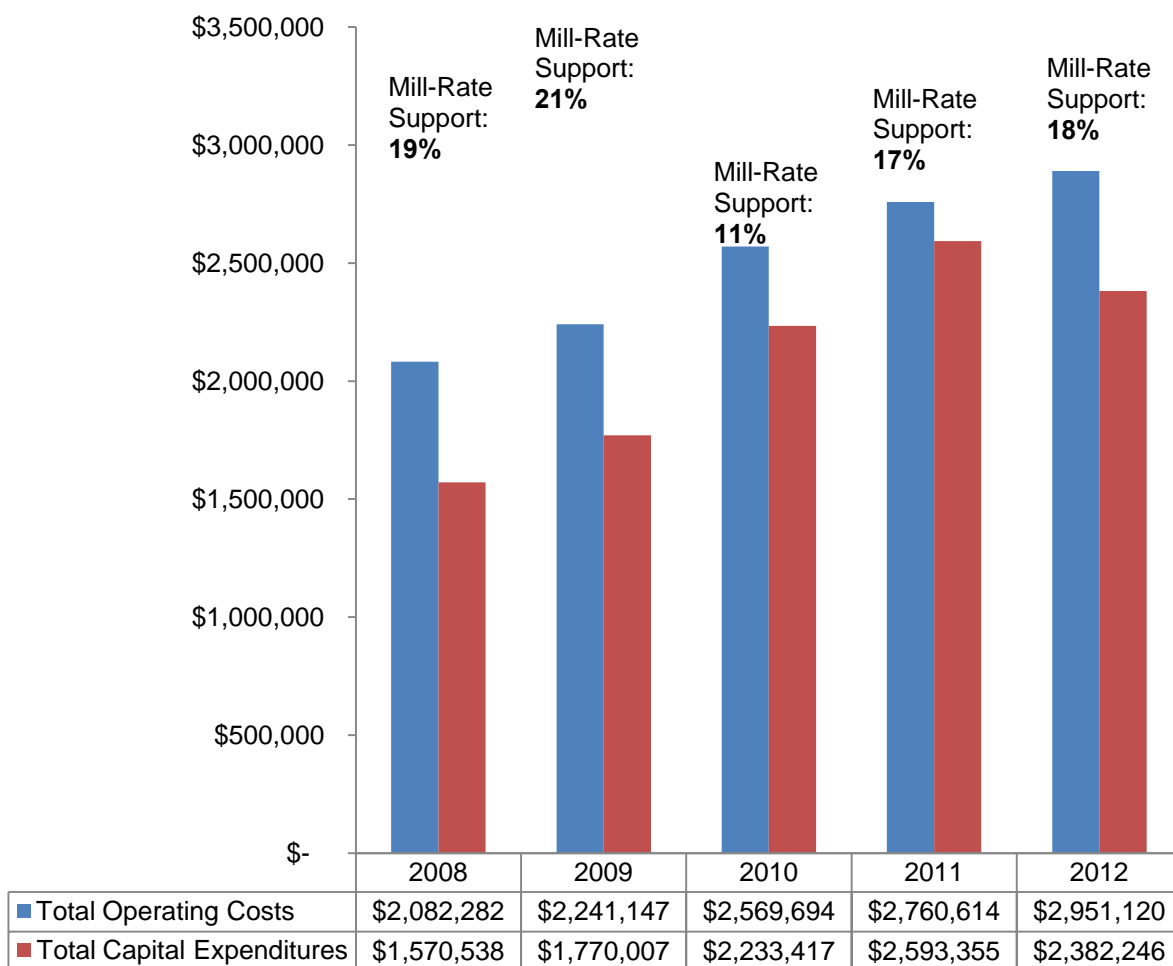


Year	2008	2009	2010	2011	2012
Total Tonnes Received	135,648	128,844	139,495	130,354	117,660
Chargeable Tonnes Received	67,303	62,268	73,810	66,343	53,297
Landfill Rate (tipping fee)	\$40	\$45	\$55	\$65	\$85

The existence of a second, privately-operated Landfill within the Saskatoon region is unique and impacts the ability to plan.

In a nation-wide benchmarking exercise for 2011, the Landfill Rates for the Saskatoon Regional Waste Management Centre were compared to other facilities. Saskatoon's tipping fee of \$65 per tonne was below the national average of \$82.66 per tonne and considerably lower than the \$125 per tonne charged by the highest reporting facility. The lowest reporting facility charged \$43.50 per tonne.

## Landfill Expenditures



With the adoption of the Landfill Optimization Strategy to extend the life of the Facility, operating costs and expenditures of capital improvements have risen. In 2012, \$5.3million was invested at the Landfill, 18% of which came from the general tax base (mill-rate support).

Approximately 41,000 staff hours were spent on-site to support the daily operating requirements of the Facility. Salaries and payroll costs were \$1.7million and accounted for 32% of Landfill expenditures in 2012.

Waste management at the site required the use of four (4) pieces of heavy equipment for waste placement, compaction, and covering practices. The Solid Waste Association of North America (SWANA) benchmark average for a landfill of similar size to Saskatoon is six (6) pieces or 1.7 pieces for every 100 tonnes of material received for disposal each day. Vehicle and equipment costs were \$779,000 in 2012, 66.4% over budget, and accounted for 14% of total expenditures.

<b>Unit Type</b>	<b>Number of Units</b>	<b>Average Age</b>	<b>Industry Average</b>
Roll-Off Trucks <i>These units transfer waste from the public transfer stations to the working face.</i>	3	6 years	3.5 years
Loaders <i>This unit is used for waste and cover placement along with other site maintenance.</i>	1	5 years (leased)	4.5 years
Dozers <i>This unit is used to push waste at the working face.</i>	1	1 year (leased)	7 years
Compactors <i>These units are used for compacting waste to achieve the desired density for the mound.</i>	2	13 years	12 years
Skid Steer <i>This unit is used for site maintenance.</i>	1	22 years	–
Light Duty Trucks <i>These units are used for on-site maintenance including snow clearing and staff mobility.</i>	4	14 years	8 years
Water Truck <i>This unit is used for dust control and fire suppression.</i>	1	2 years	8 years

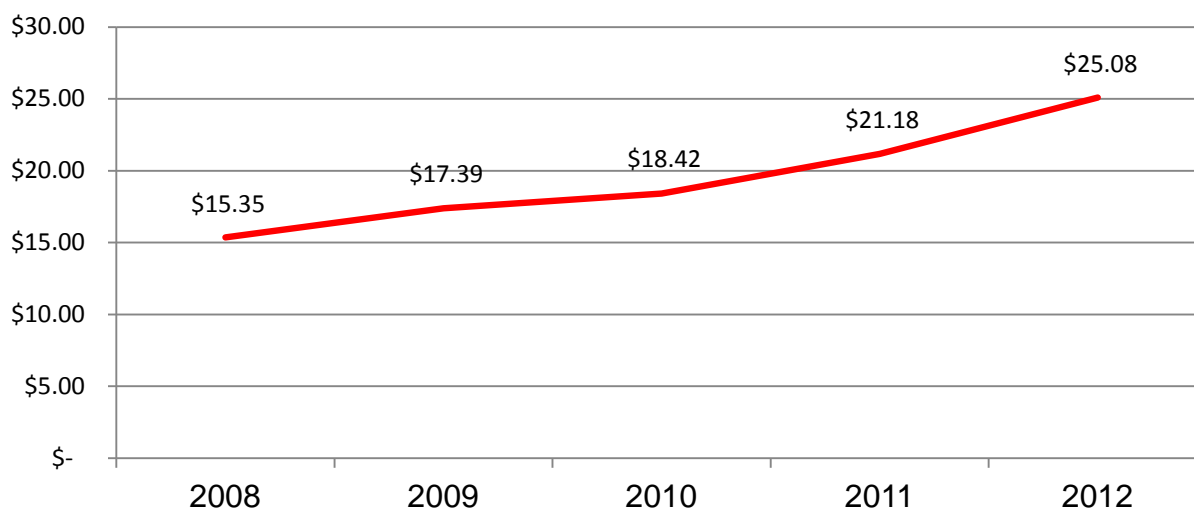
Much of the equipment operated at the Landfill is well beyond its economic life. Downtime resulting from increased maintenance and repairs for older equipment has affected not only the budget, but staff productivity as over-time has become a significant issue. Examples include the loader (unit R2106) which was down 2222 hours or 61% of the time in 2012 and the compactors (2620 and 2621) down 43.5% of the time (1581 hours combined).

	Budget	Actual	Variance	%
Revenue	\$6,425	\$4,397	-\$2,028	-31.6%
Expenses:				
Salaries & payroll	1,363	1,715	352	25.8%
V&E	468	779	311	66.4%
Buildings & grounds	303	210	(92)	-30.5%
Other expense	275	247	(29)	-10.5%
Transfer to reserves	3,659	2,383	(1,276)	-34.9%
Total expense	6,068	5,333	(735)	-12.1%
Revenue less expense	\$357	(\$937)	(\$1,293)	-362.4%

The Landfill variance in 2012 was over \$1.2million as a result of revenue shortfalls below expectations and costs incurred for salaries and equipment resulting from equipment downtime.

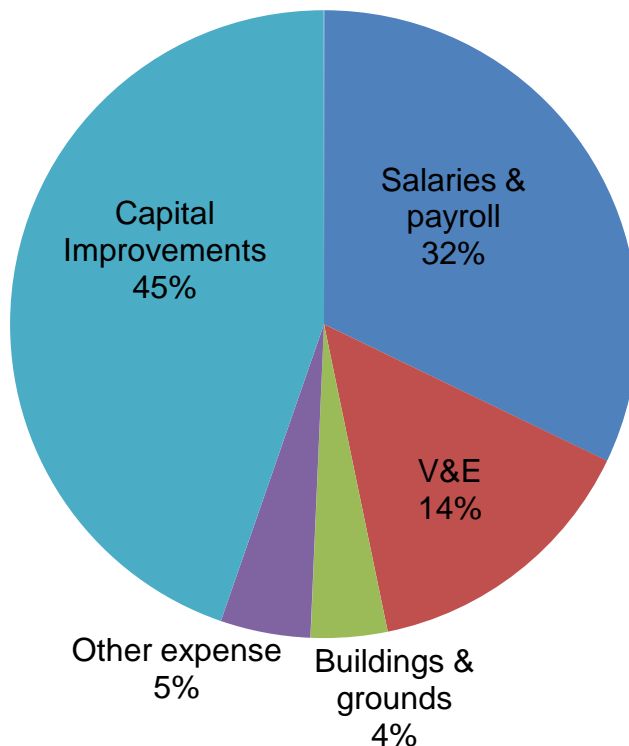
Costs incurred at the Landfill for each tonne of material disposed has increased over the last five (5) years. While over-expenditures on equipment and staffing resulting from equipment downtime has been an issue, a significant proportion of this cost escalation is attributable to the capital improvement program. 45% of 2012 expenditures at the Landfill were put toward capital projects.

### Landfill Operating Cost/Tonne





## Landfill Expenditures



### Capital Improvements

The capital program at the Saskatoon Regional Waste Management Centre (Landfill) follows the recommendations established by the Integrated Landfill Management Plan or Landfill Optimization Strategy. Specifically, the following key investments were ongoing in 2012.

Construction of a **five (5) hectare lined cell** to receive waste for the next eight (8) years. The landfill cell is constructed to standards designed to manage all environmental impacts that could occur at a landfill site.



Features include a geosynthetic clay liner, high-density polyethylene geomembrane and non-woven geotextile, drainage layer, leachate collection system, and lift station.



Installation of **leachate collection wells** to intercept groundwater that could come in contact with leachate from older unlined landfill cells.

**Equipment shed** including eight (8) bays for equipment and a wash bay connected to the sanitary sewer system.



A **Heavy Grit Dewatering Facility** with retractable cover to receive, dry, and appropriately manage grit-containing loads trucked by City and private haulers.



Infrastructure investments included water and sewer connections and entrance road work.

Saskatoon Light and Power management the construction of the Landfill Gas Collection System commenced construction and twenty-nine (29) vertical wells were drilled into the north mound connected by lateral and header piping. Construction will continue through 2013 along with construction of the blower/flare station and power generation facilities.

### Environmental Protection

A number of environmental protection measures are part of the regular operations of the Landfill.

**Surface water management** ensures that any storm water that may have come in contact with garbage does not flow off-site. Storm water management infrastructure also helps minimize the creation of leachate ('garbage juice') and protect roadways and other customer-serving assets of the site. Improvements to storm water infrastructure are integrated into the capital improvement plan for the site.

**Ground water monitoring** results are reviewed by an independent party each year to ensure the Landfill is not impacting the environment beyond its site. In 2012 there were forty-three (43) monitoring locations analyzed. Additional leachate collection system development is planned on the basis of monitoring results. Twenty-seven (27) hectares of the waste footprint at the Landfill Facility is unlined and leachate interception is therefore an important environmental protection measure.

**Fire prevention and suppression** is critical. Materials within the mound have the potential to burn for prolonged periods and to release toxins into the atmosphere. Landfill staff are trained in fire prevention and suppression and operate a water truck on-site to respond to incidents in a timely manner. A strong relationship with Saskatoon Fire and Protective Services has also been developed as Landfill fires pose a unique challenge.

**Landfill gas management** began in 2012 with the completion of the clay cap on the north mound of the site. The Landfill Gas Energy Generation project will commence full operations by mid-year 2014.

**Greenhouse gas emissions reduction** efforts occur at two levels at the Landfill. The destruction of landfill gases (which have greenhouse gas concentrations up to 21 times stronger than carbon dioxide) is addressed through landfill gas management. Emissions from equipment used on site were 578.5 tonnes CO<sub>2</sub>e in 2012. As equipment is replaced, Tier IV emissions-compliant equipment is being selected to significantly reduce this impact.

## Recycling

The 2012 Waste Diversion Rate in Saskatoon was 28.5% comprised of the following:

Waste	Tonnes
Recycling	
Fibre from Depots	6,662
Subscription Recycling	2,835
Outgoing Recyclable Material from Landfill (mixed metals, propane tanks, batteries)	887
Compost	19,500
Clean Fill	29,178
Landfill	147,588

Many people in Saskatoon recycle and 45% of respondents to the Environmental Awareness Survey conducted in July 2012 stated that the availability of recycling is the most important environmental issue facing the city.

The waste stream is characterized through periodic waste audits. The following table presents the findings from the 2012 Waste Characterization Study.

2012 Waste Audit					
Industrial, Commercial, Institutional (ICI) Waste Composition			Residential Waste Composition		
Material Type	%	Change from 2006	Material Type	%	Change from 2006
All Paper	24.4%	+3.4%	Food Waste	32.0%	+19.0%
Food Waste	21.7%	+13.7%	Yard Waste	8.4%	-19.6%
Plastics	18.8%	+6.8%	All Paper	18.5%	-3.5%
Diapers	6.5%	-1.5%	Plastics	12.3%	-2.7%
Textiles & Fabric	5.9%	-1.1%	Textiles & Fabric	6.4%	+0.4%
Tissue Paper	4.4%	+0.4%	Tissue Paper	3.8%	+1.8%
Ferrous Metal	4.3%	-2.7%	Ferrous Metal	3.4%	+0.4%
Wood (painted or pallets)	3.1%	-19.9%	Diapers	4.6%	+2.6%
Beverage Containers	2.0%	+1.0%	Glass	1.7%	+0.7%
Yard Waste	1.6%	-3.4%	Wood (painted)	1.5%	-3.5%
Glass	0.8%	-0.2%	Beverage Containers	1.1%	+0.1%
HHW	0.5%	-1.8%	HHW	0.5%	-0.5%
Other	5.7%	+5.1%	Other	5.7%	+4.7%

The availability of diversion options for wood products and yard waste has had a significant impact on the materials handled at the Landfill. The proportion of waste comprised of these two material types was significantly reduced throughout the community.

There are mixed results for recyclable paper materials. Residential paper decreased in proportion over the last study period six (6) years ago. Meanwhile, paper generated by the Industrial, Commercial, Institutional (ICI) sector increased.

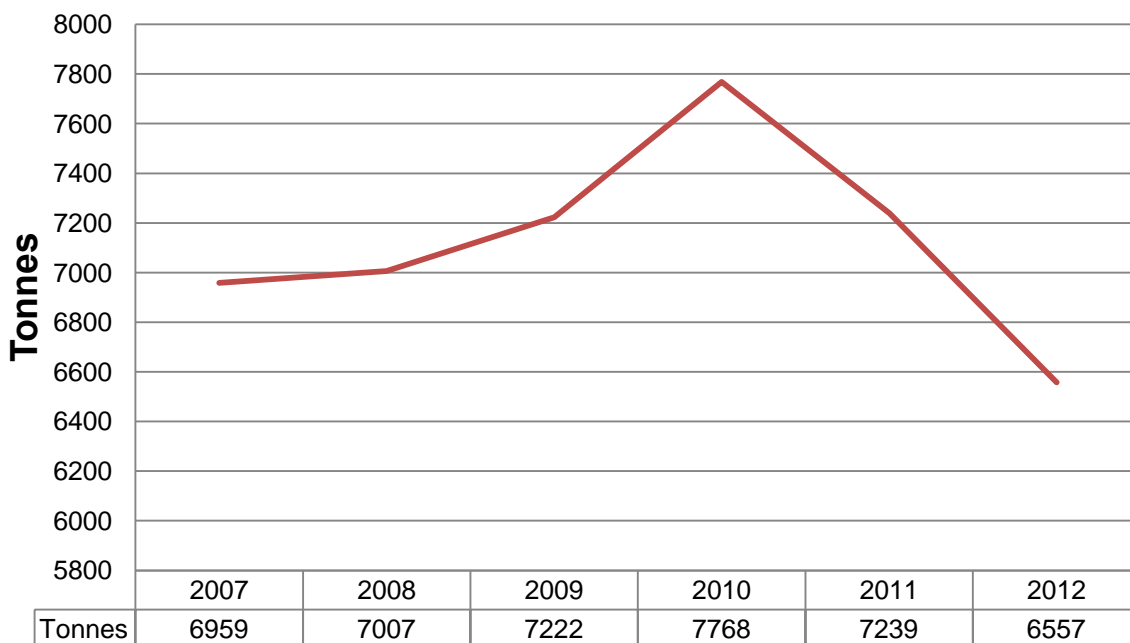
50.4% of the ICI sector waste stream is comprised of materials that could be recycled. In 2012, 37.0% of the Residential waste stream could still be recycled.

If more sophisticated organics processing was available in Saskatoon, 26.4% of the material generated by the ICI sector could be diverted from the Landfill. 41.9% of the Residential waste stream was comprised of organic material.

### Recycling Depots

The City of Saskatoon and Cosmopolitan Industries Ltd. have been partners in recycling since 1983. Through this partnership, a variety of paper and cardboard materials have been diverted from the Saskatoon Regional Waste Management Centre (Landfill). The following chart highlights some of the achievements of this program.

## Recycling Trends (Depots)



In 2012, the number of depot locations declined from 78 to 54. Of the fifty-four (54) depots, six (6) are City-owned depots available to the public, an additional twenty-five (25) locations established by Cosmo are accessible to the public, four (4) are located at City-facilities such as City Hall or a Fire Hall, and nineteen (19) locations have been established by Cosmo for private use.

Cosmopolitan Industries negotiates the placement of recycling containers on private property across the community. The City has learned the reduction in the number of depots located on private property is not an intentional strategy but rather a market reality. There are a number of commercial entities who are developing the pads within their parking lots as a result of demand for developable commercial real estate. In other instances the land use is transitioning to something else, again as a result of the hot real estate market in Saskatoon.

All recyclable paper material is collected by the City of Saskatoon collections fleet from each of the 54 locations and delivered to the sorting facility operated by Cosmopolitan Industries at 28 – 34<sup>th</sup> Street East.

### Residential Recycling Program

In 2012 a contract for the delivery of the Residential Curbside Recycling Program was negotiated with Loraas Recycle. The Program includes bi-weekly collection of blue roll-out carts on a different day from City garbage pick-up, but from the same service location (ie. front street or back lane). All recyclable materials can be placed in the blue recycling cart; with no sorting by citizens required. Materials that may be placed in the cart include aluminum and tin cans, aluminum foil and pie plates, corrugated cardboard, mixed paper, newspaper, polycoat, fine paper, magazines, boxboard, recyclable plastic containers #1 thru #7 that have contained non-hazardous products, all provincial legislated beverage containers, milk cartons and jugs, and glass food and beverage containers.

Implementation of the Program was scheduled to begin on January 2, 2013, with the delivery of carts expected to take six (6) months and scheduled in such a manner as to ensure the collection of materials could begin within two (2) weeks of cart delivery.

The cost of the program is fully cost-recovered from utility fees charged monthly to qualifying property owners (ie. those receiving garbage collection services from City-provided black roll-out carts). The fee for 2013 has been set at \$4.66 per household per month. The contract with Loraas Recycle constitutes 82% of the total utility fee. Other charges cover costs for program education, contract administration, and a contribution to a stabilization reserve.

An education campaign was launched on November 26, 2012. The primary objective of the campaign is to build awareness and enthusiasm for the new recycling program to inspire broad acceptance and seamless adoption of recycling behaviours that lead to a doubling of material diverted from landfill. In 2012, Saskatoon collected and recycled approximately 6,500 tonnes of material. The goal is to double the tonnes recycled in the community.

Recycling is a significant environmental initiative. The benefits in terms of extending the life of the Saskatoon Regional Waste Management Centre (Landfill) have been estimated at 8 years at current residential waste disposal rates. This is equivalent to recapturing 15% of the landfill airspace each year.

Recycling also has significant and positive greenhouse gas implications. The energy used to manufacture, transport, and dispose recyclable materials is large. Energy savings of 95% are possible when aluminum cans are recycled and for 6.5 tonnes of greenhouse gas (CO<sub>2</sub>e) is saved for every tonne recycled. For every tonne of newspaper recycled, 2.8 tonnes CO<sub>2</sub>e are saved. For every tonne plastic recycled, 2.3 to 3.6 tonnes CO<sub>2</sub>e are saved.

Based on the goals of the Residential Recycling Program, it is anticipated 73,076 tonnes CO<sub>2</sub>e will be saved each year. This is equivalent to removing 14,328 cars from Saskatoon roadways annually.

### Multi-Unit Dwelling Recycling Program

A Memorandum of Understanding between the City of Saskatoon and Cosmopolitan Industries was signed in June 2012 outlining the principles for negotiating a sole-source contract for the delivery of a Multi-Unit Dwelling Recycling Program.

Negotiations and consultations with stakeholders, including residents, tenants, building managers, and building owners, will continue into 2013.

### Recycling Partnerships

Other local recycling opportunities are available in the community. The Saskatchewan Waste Reduction Council maintains a province-wide online database of information on where to recycle a variety of materials. The City of Saskatoon partners with the Council in promoting this online tool: <http://www.saskwastereduction.ca/>

## **Composting**

### Leaves and Grass Subscription Program

The Leaves and Grass Subscription Program served 3000 households in 2012. Growth in the number of program participants has been restricted to match the resources available (one dedicated collection truck operated five days a week). In 2012, the program added 600 subscribers as a result of improved routing, but maintaining resource levels. The program costs in 2012 were \$188,000, or \$62.66 per household, shared between the resident (\$40) and the City (\$22.66). Along with material delivered by the City of Saskatoon Parks Branch, the subscription program was responsible for the diversion of approximately 1,600 tonnes of organic waste in 2012.

### Compost Depots

Two compost depots, one on McOrmond Drive and the other on Highway 7, provide residents the opportunity to drop off yard waste at no charge. These temporary locations accept leaves, grass, non-elm tree and shrub branches, as well as garden waste that would otherwise end up in the landfill.

The total quantities delivered to both compost depots in 2012 was estimated at 19,500 tonnes; with approximately 7,900 tonnes delivered to the Highway 7 depot (41%), and 11,600 tonnes to the McOrmond depot (59%).

Commercial haulers may also use the compost depots on the basis of a seasonal permit. In 2012, 198 permits were sold to commercial users, 104 of which were for the first company vehicle at a cost of \$150. These commercial users delivered 5,300 tonnes of organic material or 27% of the total material received at the two depots.

The compost depots represent an exceptional deal for commercial contractors who would otherwise pay Landfill entry fees of \$10 for each visit and weight charges on the material tipped based on \$85/tonne. For a commercial company, the payback on a seasonal permit at the Compost Depots can be achieved after two or three visits.

## Hazardous Waste

In 2012, sixteen (16) Household Hazardous Waste Collection Days collected 40,000 kilograms of hazardous materials from 1451 customers. The following materials are accepted by the program:

- Adhesives – contact cement, caulking, sealers, flooring adhesives, various household glues, other household adhesives
- Aerosols – hair spray, deodorant, insect repellents and killers, lubricants, spray cleaners, other household aerosols
- Automotive Chemicals – antifreeze, fuels, fuel and oil mixtures, oils, used oil filters, batteries, carburetor cleaners, windshield cleaner, engine degreasers, other automotive fluids
- Batteries – lead-acid, lithium, alkali, NiCad, NiMH, other rechargeable and disposable battery types
- Cleaners – oven cleaner, acid and alkaline based cleaners, oxidizing cleaners, disinfectants, waxes, soaps, softeners, other household cleaners
- Fuels – lamp oils, automotive fuels, kerosene, diesel
- Mercury – raw mercury, thermometers, thermostats, fluorescent tubes, compact fluorescent lights
- Yard and Garden Chemicals – pool chemicals, lawn herbicides, garden chemicals, rodent poisons, gopher killer, insecticides, other yard and garden chemicals
- Cylinders – propane, oxygen and fire extinguishers
- Solvents – paint thinner, acetone, alcohols, naphtha, other household-use solvents
- Paints – damaged and non-original paint containers not accepted through the Saskatchewan Paint Stewardship Program

The following materials are not accepted:

- Class 1 (Explosives) including materials such as gun powder, small arms cartridges and fire works
- Class 7 (Radioactive) including materials such as ionization chamber-type smoke detectors
- Biohazardous materials such as needles, or “sharps”
- Paint that is accepted through the Saskatchewan Paint Stewardship Program

Household hazardous waste materials are also responsibly managed at the Landfill. An Eco-Centre for the recovery of oil, oil containers, and oil filters has been established in partnership with Saskatchewan Association for Resource Recovery Corporation (SARRC) The Eco-Centre (one of 36 across Saskatchewan) captures in excess of 20,000 litres of used oil, over 1,000 used oil filters, and more than 1,200 kilograms of oil containers each year. These materials are reused and recycled, saving approximately 53 tonnes of CO<sub>2</sub>e each year.

The Landfill also accepts a variety of materials – appliances, batteries, metals, propane tanks – jointly classified as white goods. 880 tonnes of mixed metals and appliances containing refrigerants were removed from the Landfill for reuse or recycling in 2012 once the refrigerants were safely removed. In addition, 41,500 kilograms of propane tanks and 28,000 kilograms of batteries were removed for safe disposal.



His Worship the Mayor and City Council  
The City of Saskatoon

## REPORT

of the

### LAND BANK COMMITTEE

#### Composition of Committee

Councillor P. Lorje, Chair  
Councillor D. Hill  
Councillor R. Donauer  
Councillor T. Davies  
Councillor Z. Jeffries

#### **1. Request to Sell City-Owned Property in the Westview Neighbourhood (File No. CK. 4215-1)**

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- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell Lot 11, Block 664, Plan No. 102131592 on 37<sup>th</sup> Street West in the Westview neighbourhood through a lot draw process;
  - 2) that Lot 11, Block 664, Plan No. 102131592 be placed for sale over-the-counter on a first-come, first-served basis if it is not sold through the lot draw process;
  - 3) that the Land Bank Manager be authorized to sell Lots 12 and 13, Block 664, Plan No. 102131592 on 37<sup>th</sup> Street West in the Westview neighbourhood to the highest bidder through a tender process for the intended use of developing Type II Residential Care Homes with tender conditions and reserve bid prices, plus applicable taxes;

- 4) that the City Solicitor be requested to prepare the Agreements for Sale and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal;
- 5) that if any of the pre-designated Type II Residential Care Home lots are not sold through the public tender process, they be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
- 6) that if any of the pre-designated Type II Residential Care Home lots remain in inventory after a period of one year, they be made available for sale over-the-counter on a first-come, first-served basis for one of the permitted uses within the R1A zoning district;
- 7) that the Land Bank Manager be authorized to administer development controls for the three lots; and
- 8) that the Land Bank Manager be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and for returned lots.

Attached is a report of the General Manager, Community Services Department dated September 30, 2013, requesting approval to sell and administer development controls for one single family lot and two pre-designated Type II Residential Care Home lots in the Westview Neighbourhood. Lot 11, Block 664, Plan No. 102131592 will be sold through the lot draw process. Lots 12 and 13, Block 664, Plan No. 102131592 will be sold through a tender process for the purpose of two Type II Residential Care Home lots.

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

**2. Request to Sell City-Owned Property – 14 Lots  
in Phase 4, 6 and 7A of the Marquis Industrial Area  
(Files CK. 4215-1 x 4125-12)**

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- RECOMMENDATION:**
- 1) that the Land Bank Manager be authorized to sell 14 lots (Lot 6, Block 280, Plan No. 102102725; Lots 2 to 7, Block 932, Plan No. 102100543; Lot 8, Block 938, Plan No. 102100543; Lots 1 to 5, Block 939, Plan to be registered; Lot 1, Block 941, Plan to be registered) in the Marquis Industrial area to the highest bidder through a public tender process with reserve bid prices;
  - 2) that if the lots are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-served basis;
  - 3) that the Land Branch be authorized to administer development controls on select lots as outlined in the September 30, 2013 report of the General Manager, Community Services Department;
  - 4) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by public tender; and
  - 5) that the Land Bank Manager be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and for returned lots.

Attached is a report of the General Manager, Community Services Department dated September 30, 2013, requesting approval to sell 14 industrial lots from Phases 4, 6 and 7A in the Marquis Industrial area through a tender process and to administer development controls for select lots.

Your Committee has reviewed and supports the above recommendations of the Administration.

**3. Architectural Controls for Multiple-Unit Dwelling Districts  
(File No. CK. 4132-1)**

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**RECOMMENDATION:** that the revised document titled "Architectural Controls for Multiple-Unit Dwelling Districts (2013)", as set out in the September 30, 2013 report of the General Manager, Community Services Department, be approved.

Attached is a report of the General Manager, Community Services Department dated September 30, 2013 requesting approval of the attached updated document, "Architectural Controls for Multiple-Unit Dwelling Districts (2013)".

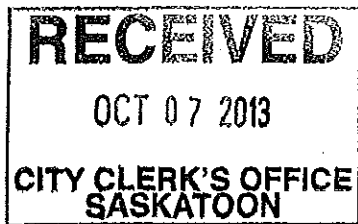
Your Committee has reviewed the matter with the Administration and is recommending approval of the revised document.

A copy of the document "Architectural Controls for Multiple-Unit Dwelling District (2013)" is available on the City's website [www.saskatoon.ca](http://www.saskatoon.ca) as part of this report.

Respectfully submitted,

---

Councillor P. Lorje, Chair



4315-1  
1

**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** September 30, 2013  
**SUBJECT:** Request to Sell City-Owned Property in the Westview Neighbourhood  
**FILE NO:** LA 4131-23-021

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

- 1) that the Land Bank Manager be authorized to sell Lot 11, Block 664, Plan No. 102131592 on 37<sup>th</sup> Street West in the Westview neighbourhood through a lot draw process;
- 2) that Lot 11, Block 664, Plan No. 102131592 be placed for sale over-the-counter on a first-come, first-served basis if it is not sold through the lot draw process;
- 3) that the Land Bank Manager be authorized to sell Lots 12 and 13, Block 664, Plan No. 102131592 on 37<sup>th</sup> Street West in the Westview neighbourhood to the highest bidder through a tender process for the intended use of developing Type II Residential Care Homes with tender conditions and reserve bid prices, plus applicable taxes;
- 4) that the City Solicitor be requested to prepare the Agreements for Sale and that his Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.
- 5) that if any of the pre-designated Type II Residential Care Home lots are not sold through the public tender process, they be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
- 6) that if any of the pre-designated Type II Residential Care Home lots remain in inventory after a period of one year, they be made available for sale over-the-counter on a first-come, first-served basis for one of the permitted uses within the R1A zoning district;

- 7) that the Land Bank Manager be authorized to administer development controls for the three lots; and
- 8) that the Land Bank Manager be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and for returned lots.

### **TOPIC AND PURPOSE**

The intent of this report is to obtain approval to sell and administer development controls for one single family lot and two pre-designated Type II Residential Care Home lots in the Westview Neighbourhood. Lot 11, Block 664, Plan No. 102131592 will be sold through the lot draw process. Lots 12 and 13, Block 664, Plan No. 102131592 will be sold through a tender process for the purpose of two Type II Residential Care Home lots.

### **REPORT HIGHLIGHTS**

- 1) Two Type II Residential Care Home sites will be sold through a tender process and one single family lot will be sold through a lot draw process.
- 2) Development controls will be administered for the three lots and are consistent with those approved in recent phases of the Hampton Village neighbourhood.

### **STRATEGIC GOALS**

This report supports the City of Saskatoon's (City) Asset and Financial Sustainability Strategic Goal. The sale of the land noted in this report results in an increase in revenue sources and a reduced reliance on residential property taxes.

### **BACKGROUND**

Two Type II Residential Care Home sites were identified along the eastern edge of 37<sup>th</sup> Street as part of the Hampton Village Neighbourhood Concept Plan (see Attachment 1). In 2011, the Infrastructure Services Department determined that the Right of Way parcel located east of the care homes sites was no longer needed. As a result, a portion of the Right of Way was closed and sold to SaskEnergy for the purpose of a gas regulator station. The residual portion of the Right of Way is large enough to accommodate one single-family lot.

Area grading and water and sewer servicing began in September 2012 for these sites and was completed in September 2013. Gas installation and road work was completed in 2013. Electrical services for these sites will be completed in Fall 2013. Attachment 2 indicates the location of the three sites on 37<sup>th</sup> Street.

## REPORT

The Land Branch is requesting approval for the following:

- To sell one single-family lot in the Westview neighbourhood through a lot draw process;
- To tender two pre-designated Type II Residential Care Home lots; and
- To administer development controls for the three lots.

### Pre-Designated Lots

There are two lots being pre-designated as potential locations for Type II Residential Care Homes. A recent change in administrative procedure by the City of Saskatoon, Land Branch, has expanded the allowable uses on pre-designated sites to also include pre-schools and child care centres. However, since the Hampton Village Neighbourhood Concept Plan originally identified these sites solely as care home sites, these sites will be restricted to Type II Residential Care Homes.

It is recommended that these two lots be sold through a public tender process with reserve bid prices as follows:

Lot 12, Block 664, Plan No. 102131592	\$165,000
Lot 13, Block 664, Plan No. 102131592	\$171,600

Tenders will be awarded to the highest bidder over the reserve bid price that meet the conditions as specified in the tender documents. If there is any uncertainty regarding the bids received, the appropriate reports and recommendations will be provided to City Council.

One of the conditions to be specified in the tender documents is that the purchaser will be required to submit a ten percent non-refundable deposit. A Certificate of Independent Bid Determination will also be required from all bidders.

Transfer of Title to the purchaser's name will not occur until such time as the purchaser has submitted a Discretionary Use Application for the intended use and Administration (Planning & Development Branch) or City Council has approved it. A period of no longer than six months will be permitted for the purchaser to gain this approval. The purchaser will be responsible for all costs associated with this application. If the purchaser is unable to gain the necessary approval within six months from the close of tenders, the purchaser will forfeit their non-refundable deposit and the lot will be made available for purchase over-the-counter on a first-come, first-served basis. A letter of credit for ten percent of the purchase price will be required at the time of title transfer to ensure construction of the approved use takes place.

A similar condition will be incorporated into the Agreement for Sale when this lot is available over-the-counter. The purchaser will be required to obtain the necessary approvals for a Type II Residential Care Home within six months of placing an option on the lot. The term of the option will be six months and will require a non-refundable deposit of ten percent of the reserve bid price.

If one or both of these lots do not sell within one year from the date of the original tender, the lots will be removed from the pre-designated list and will be sold on a first-come, first-served basis for one of the permitted uses within the R1A zoning district.

### Lot Pricing

Lot 11, Block 664, Plan No. 102131592 has a site width of 13.93 metres. This site widens to 21.93 metres towards the rear of the lot. The irregular site boundaries are due to the SaskEnergy regulator station site which flanks the east property line.

This site is zoned R1A District in the City's Zoning Bylaw and is capable of accommodating a one-unit dwelling.

A price for this lot has been determined based on an examination of lot prices for comparable properties in recent phases of the Hampton Village and Kensington Neighbourhoods. A base unit price of \$9,300 per front metre was used to calculate the lot price. Adjustments were then made to the base price factoring in lot location and characteristics. The price for Lot 11, Block 664, Plan No. 102131592 is \$142,600.

### Development Controls

The complete list of development controls for the three lots are noted below. The proposed development controls are consistent with recent phases of the Hampton Village Neighbourhood.

- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
  - i) 1,000 square feet in the case of a bungalow, bi-level or split-level dwelling;
  - ii) 1,200 square feet in the case of a two-storey dwelling;
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;



- c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- d) Brick, stone or manufactured stone, requiring a masonry application, will be required on the front elevation of all dwellings. The masonry application on each building must be the equivalent of 100 square feet in area and where the masonry application meets a building corner, it must be returned 24 inches around the corner.

In addition to the development controls noted above, a separate interest will be registered against the title of each lot indicating which side of the lot the garage must be placed against. As outlined in the report adopted by City Council on February 27, 2006, the intent of this control is to pair garages together against a common property line in order to provide a better streetscape appearance.

### **OPTIONS TO THE RECOMMENDATION**

City Council may choose to not proceed with the sale of land at this time, to not proceed with the proposed development controls, or some combination thereof.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPACT**

Proceeds from the sale of this land will be deposited into the Hampton Village Neighbourhood Land Development Fund.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not applicable.

### **COMMUNICATION PLAN**

If approval is granted to administer development controls in accordance with those outlined in this report, information will be provided to all builders and prospective lot purchasers in conjunction with the appropriate lot information package or residential care home tender package. Notice of the lot draw and public tender will be advertised in The StarPhoenix a minimum of two Saturdays prior to the draw and tender, pursuant to City Council Policy C09-006 Residential Lot Sales – General Policy, and will be posted on the City of Saskatoon Land Branch website. Prior to tendering the care home lots, signs will be placed on the site for a period of four weeks.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

No additional follow-up is required.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

There are no CPTED implications.

**PUBLIC NOTICE**

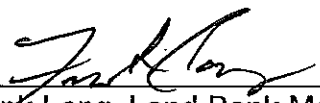
Public Notice, pursuant to Section of 3 Public Notice Policy No. C01-021, is not required.

**ATTACHMENTS**

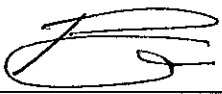
1. Hampton Village Neighbourhood Concept Plan
2. Hampton Village Map showing the lots to be priced

Written by: Matt Grazier, Senior Planner

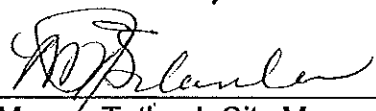
Reviewed by:

  
 Frank Long, Land Bank Manager  
 Dated: Oct 2, 2013

Approved by:

  
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: Oct 4/13

Approved by:

  
 Murray Totland, City Manager  
 Dated: Oct 7/13

Future Land Use

- SINGLE FAMILY (Detached)
- SINGLE FAMILY (Attached)
- MULTI FAMILY (Townhouses)
- MULTI FAMILY (Medium Density)
- COMMERCIAL
- BUSINESS PARK
- INDUSTRIAL PARK
- OPEN SPACE & BUFFERS
- COMMUNITY CENTER AND SCHOOLS

Concept Elements

- PARK FEATURE
- PEDESTRIAN PATHWAY
- NOISE EXPOSURE FORECAST CONTOUR
- BUS STOP (Route #10)
- BUS STOP (Route #15)
- RESIDENTIAL CARE HOME
- Neighbourhood
- Business/Industrial Park

Hampton Village – Land Use Summary

Proposed Land Use	Area		%	Density
	Hectares	Acres		
Single Family (Detached)	87.12	215.28	48.4	1,798
Single Family (Attached)	5.50	13.59	3.0	203
Multi Family (Townhouses)	13.88	34.19	8.8	509
Multi Family (Medium Density)	3.95	9.79	2.2	235
Commercial	0.82	2.03	0.5	
Municipal Reserve	18.00	44.48	10.0	
Dry Ponds (for year event)	5.54	13.89	3.1	
Walkways and Buffers	1.20	2.97	0.7	
Community Center/School	2.83	6.99	1.5	
Collector Roads	5.48	13.54	3.0	
Major Local Roads	9.57	23.85	5.3	
Minor Local Roads	21.51	53.15	12.0	
Lanes	2.61	6.45	1.4	
<b>Totals</b>	<b>180.00</b>	<b>444.80</b>	<b>100</b>	<b>2,745</b>

Projected Hampton Village Data

Element	Data
Total No. of Dwellings	2,745 units
Population (@2.74 p.p.u.)	7,522 persons
Students (@0.42 s.p.u.)	1,153 students
P.E.S. (@60%)	692
S.E.S. (@40%)	461

NOTES:

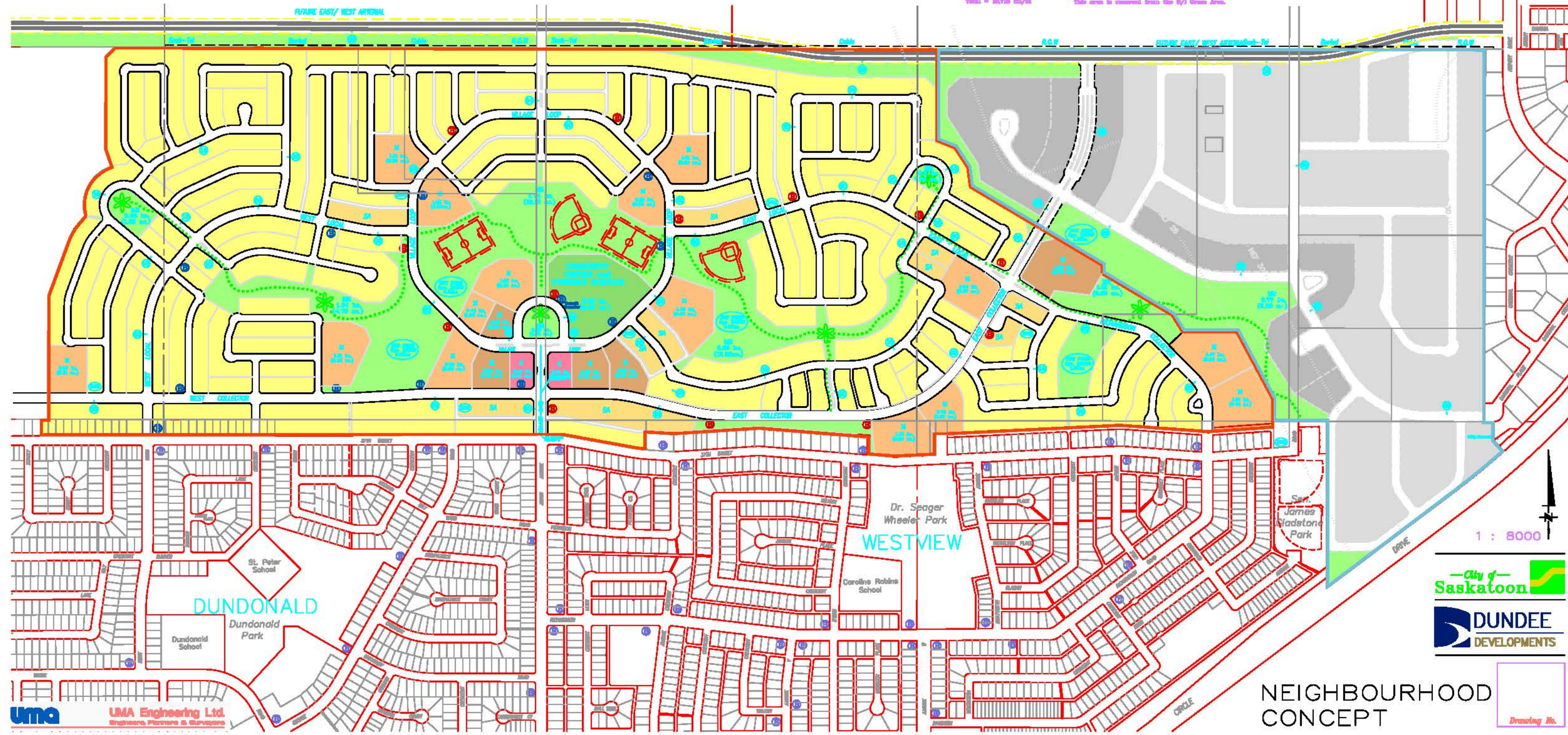
- 1) The proposed Dry Ponds encompass a total of 5.54 ha, for the 100 year storm event(40ha).
- 2) All residential road right-of-ways are 20.0 metres unless otherwise noted.
- 3) Density Percentage Balts : Single-DH , 2000-2400
- 4) Total Pavings = 97,000 sq.m.
- 5) Dwelling Units per Green Area = 5.0
- 6) All Lanes are 6.0m
- 7) Total length of Lanes (excluding) = 4,894 km.
- 8) Arterial Road and Buffer consists 0.80 hectares. This area is removed from the neighbourhood Green Area.
- 9) Length of Roads are as follows (excluding): Collector 2,000 Level 17,000 Total = 20,720 sq/ha

Business / Industrial Park – Land Use Summary

Element	Area		%
	Hectares	Acres	
Business Park	13.07	32.30	17.3
Industrial Park	40.45	99.88	53.7
Municipal Reserve	3.77	9.32	5.0
Dry Pond(for year event)	1.53	3.78	2.0
Buffer	2.37	5.85	3.2
Collector Road	1.28	3.11	1.7
Major Roads	3.92	9.69	5.2
Minor Roads	8.94	22.08	11.9
<b>Totals</b>	<b>75.31</b>	<b>186.10</b>	<b>100</b>

NOTES:

- 1) The proposed Dry Pond encompasses a total of 1.40 ha, for the 100 year storm event(40ha).
- 2) All road right-of-ways in Business Park are 20.0 metres unless otherwise noted.
- 3) Arterial Road and Buffer consists 0.80 hectares. This area is removed from the B/I Green Area.



1 : 8000

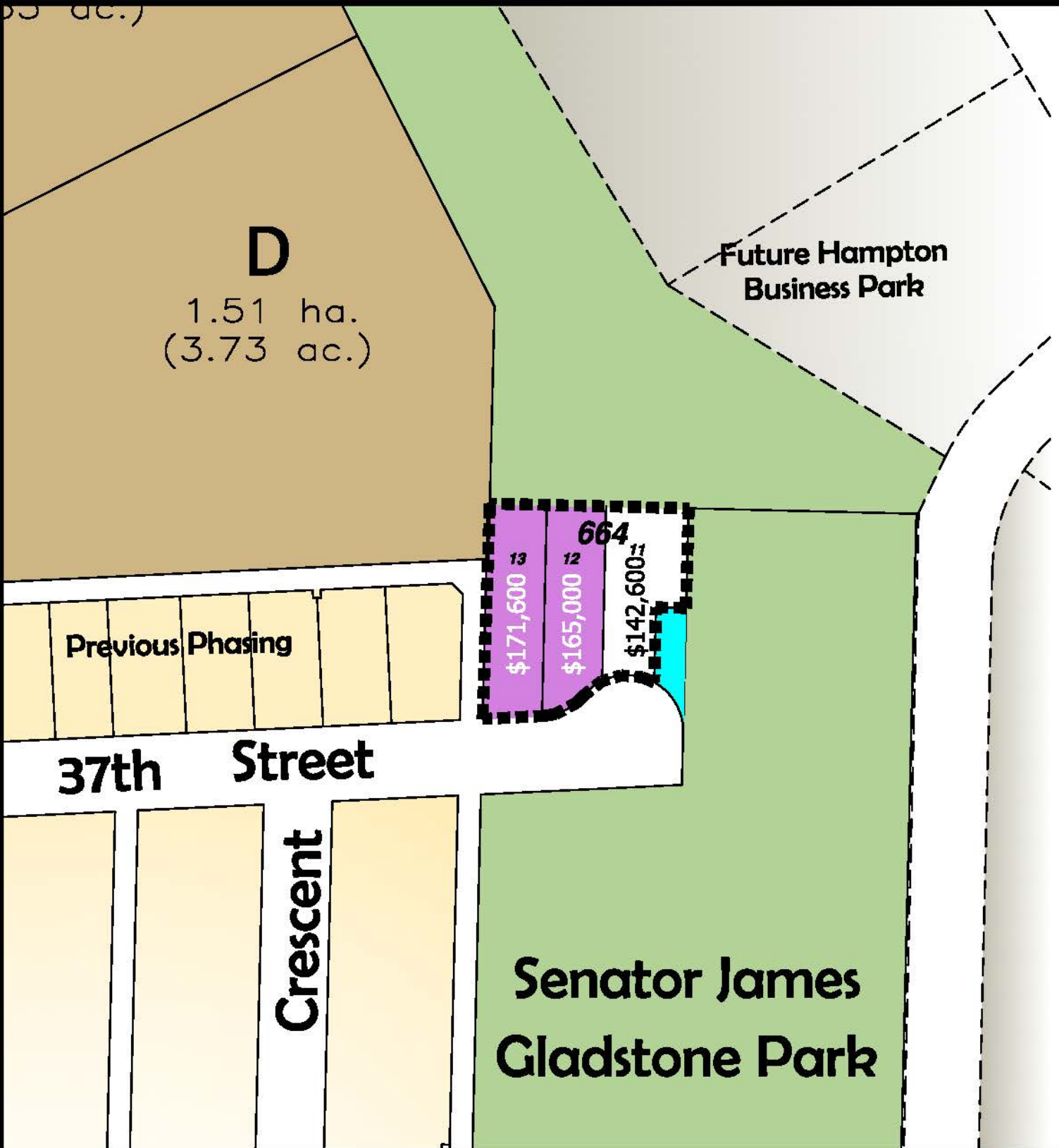


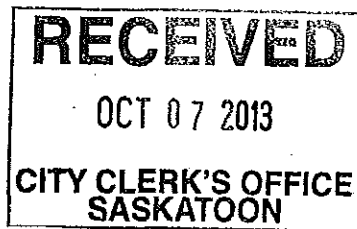
NEIGHBOURHOOD CONCEPT

Drawing No.

Legend

- Subject Sites  Dwelling Group Site (RMTN) 
- SaskEnergy Regulator Site  Single Family(previous phasing) 
- Predesignated Type II Residential Care Home Sites 





**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** September 30, 2013  
**SUBJECT:** Request to Sell City-Owned Property – 14 Lots in Phase 4, 6 and 7A of the Marquis Industrial Area  
**FILE NO:** LA 4134-2-8 & 4134-2-10

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

- 1) that the Land Bank Manager be authorized to sell 14 lots (Lot 6, Block 280, Plan No. 102102725; Lots 2 to 7, Block 932, Plan No. 102100543; Lot 8, Block 938, Plan No. 102100543; Lots 1 to 5, Block 939, Plan to be registered; Lot 1, Block 941, Plan to be registered) in the Marquis Industrial area to the highest bidder through a public tender process with reserve bid prices;
- 2) that if the lots are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-served basis;
- 3) that the Land Branch be authorized to administer development controls on select lots as outlined in this report;
- 4) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by public tender; and
- 5) that the Land Bank Manager be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and for returned lots.

**TOPIC AND PURPOSE**

The intent of this report is to obtain approval to sell 14 industrial lots from Phases 4, 6 and 7A in the Marquis Industrial area through a tender process and to obtain approval to administer development controls for select lots.

## **REPORT HIGHLIGHTS**

- 1) Fourteen industrial lots from Phases 4, 6 and 7A in the Marquis Industrial area will be sold through a tender process.
- 2) Development controls will be applied to lots located adjacent to Marquis Drive which will assist in improving the streetscape.

## **STRATEGIC GOALS**

This report supports the City of Saskatoon's (City) Asset and Financial Sustainability Strategic Goal. The sale of the land noted in this report results in an increase in revenue sources and a reduced reliance on residential property taxes.

## **BACKGROUND**

The purpose of this report is to obtain approval to sell 14 industrial lots in the Marquis Industrial area through a public tender process. Attachment 1 shows parcels on 68th Street, 66<sup>th</sup> Street, and Arthur Rose Avenue.

The 14 industrial lots are zoned IL District (Light Industrial) and IL2 District (Limited Intensity Light Industrial). Both zoning districts have a high degree of flexibility in terms of permissible land uses and development provisions. In addition to a number of permitted industrial land uses, the IL District will allow retail uses up to a maximum gross leasable floor area (GLFA) of 5,000 square metres. Retail uses exceeding 5,000 square metres of GLFA are also permitted at the discretion of City Council.

At the time of the Phase 6 Marquis Industrial tender, construction of the flanking portion of Marquis Drive was not complete and the routing for the new north commuter bridge had not been finalized. As a result, the seven lots located on the north block face of Marquis Drive were originally held back from the Phase 6 Marquis Industrial tender. Marquis Drive roadway construction has since been completed and the north commuter bridge alignment has been finalized, with Marquis Drive being the connecting roadway at the west end of the bridge.

Given the above, the seven lots from Marquis Phase 6 will be tendered in addition to six lots from Marquis Phase 7A. In total, 13 of the lots are located along Marquis Drive, but have restricted legal and physical access via 0.1 and 0.3 metre municipal buffer strips. While access is prohibited off of Marquis Drive, these lots have a high degree of visibility and they will benefit from the high traffic volumes that are expected on Marquis Drive once the commuter bridge is complete.

In addition to the lots noted above, there are 18 industrial lots remaining in Phase 7A that may also be tendered in the near future, depending upon market interest in this initial offering.

## REPORT

The strong economy in the city has resulted in record industrial land sales over the last three years, diminishing inventory significantly. Despite the low inventory, an adequate supply of developable land still remains in the hands of previous purchasers.

Each of the parcels within this tender will be advertised with a reserve bid price. The Administration recommends a price range of \$455,000 to \$675,000 per acre (see Attachment 2) be used as a base for establishing the reserve bid. Factors such as zoning, location, visibility, and corner influence are taken into consideration within the final price for each lot. The reserve bid prices are based on a review of comparable land sales in the Saskatoon market, including resales of land recently sold by the City. Increases in the 2013 prepaid rates have also been factored into the pricing. The average price per acre is \$601,000 and the total proposed sales revenue for this phase is \$14,610,000.

In an effort to facilitate multiple building and development sizes, specific groupings of lots will be paired together during the tender. If no bids are received for these lots, the Land Branch may consider alternate arrangements. The following lots will be tendered as a group:

- Lots 6 and 7, Block 932, Plan No. 102100543; and
- Lots 3, 4, and 5, Block 939, Plan to be registered.

The balance of lots will be tendered individually.

Due to the potential level of interest in the lots located adjacent to Marquis Drive, it is recommended that the long-term lease option outlined in the City's Industrial Land Incentive Program not apply to these parcels. The Land Branch may re-evaluate the program's applicability to the lots flanking Marquis Drive if the lots are not sold outright within one year.

Tenders will be awarded to the highest bidder over the reserve bid price. If there is any uncertainty regarding the bids received, the appropriate reports and recommendations will be provided to City Council. Lots that do not sell through the tender process will be made available for sale over-the-counter on a first-come, first-served basis, from the Land Branch.

### Development Controls

Due to the high degree of visibility for the lots located adjacent to Marquis Drive, the Land Branch has proposed the following development control to assist in improving the streetscape. The proposed development control mirrors the City of Saskatoon Zoning Bylaw's (No. 8770) development provisions for through sites and includes provisions for

landscaping, the screening of outdoor storage, and required yard setbacks.

The proposed development control will apply to the following lots which are adjacent to Marquis Drive:

- Lots 2 to 7, Block 932, Plan No. 102100543;
- Lot 8, Block 938, Plan No. 102100543;
- Lots 1 to 5, Block 939, Plan to be registered; and
- Lot 1, Block 941, Plan to be registered.

The proposed development control is as follows:

- All development must have a minimum rear yard setback of 6.0 meters. Within this setback, a landscaped strip shall be provided of not less than 4.5 metres in depth throughout lying parallel to and abutting the rear site line and shall be used for no purpose except landscaping. Outside storage shall only be permitted in the rear yard where it is screened from view via intensive landscaping.

### **OPTIONS TO THE RECOMMENDATION**

City Council may choose to not proceed with the sale of land at this time, to not proceed with the proposed development controls, or some combination thereof.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPACT**

Proceeds from the sale of this land will be deposited into the Property Realized Reserve.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Public and/or stakeholder involvement is not applicable.

### **COMMUNICATION PLAN**

If approval is granted to administer development controls in accordance with those outlined in this report, information will be provided to all prospective purchasers in conjunction with the appropriate tender package. Notice of the public tender will be advertised in The Star Phoenix a minimum of two Saturdays prior to the tender and will be sold pursuant to City Council Policy C09-033 Sale of Serviced City-Owned Lands. The tender will also be posted on the City of Saskatoon Land Branch website.



**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

No additional follow-up is required.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

There are no CPTED implications.


**PUBLIC NOTICE**


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

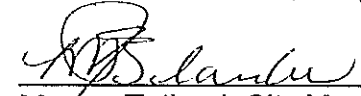
**ATTACHMENTS**

- 1. Marquis Industrial Phasing Map Showing Phase 4, 6 and 7A Lots
- 2. Marquis Industrial Price Listing

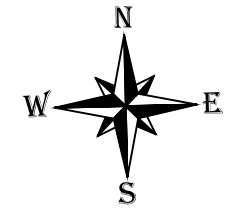
Written by: Matt Grazier, Senior Planner

Reviewed by:   
 Frank Long, Land Bank Manager  
 Dated: Oct 2, 2013

Approved by:   
 Randy Grauer, General Manager  
 Community Services Department  
 Dated: Oct 3/13

Approved by:   
 Murray Totland, City Manager  
 Dated: Oct 7/13

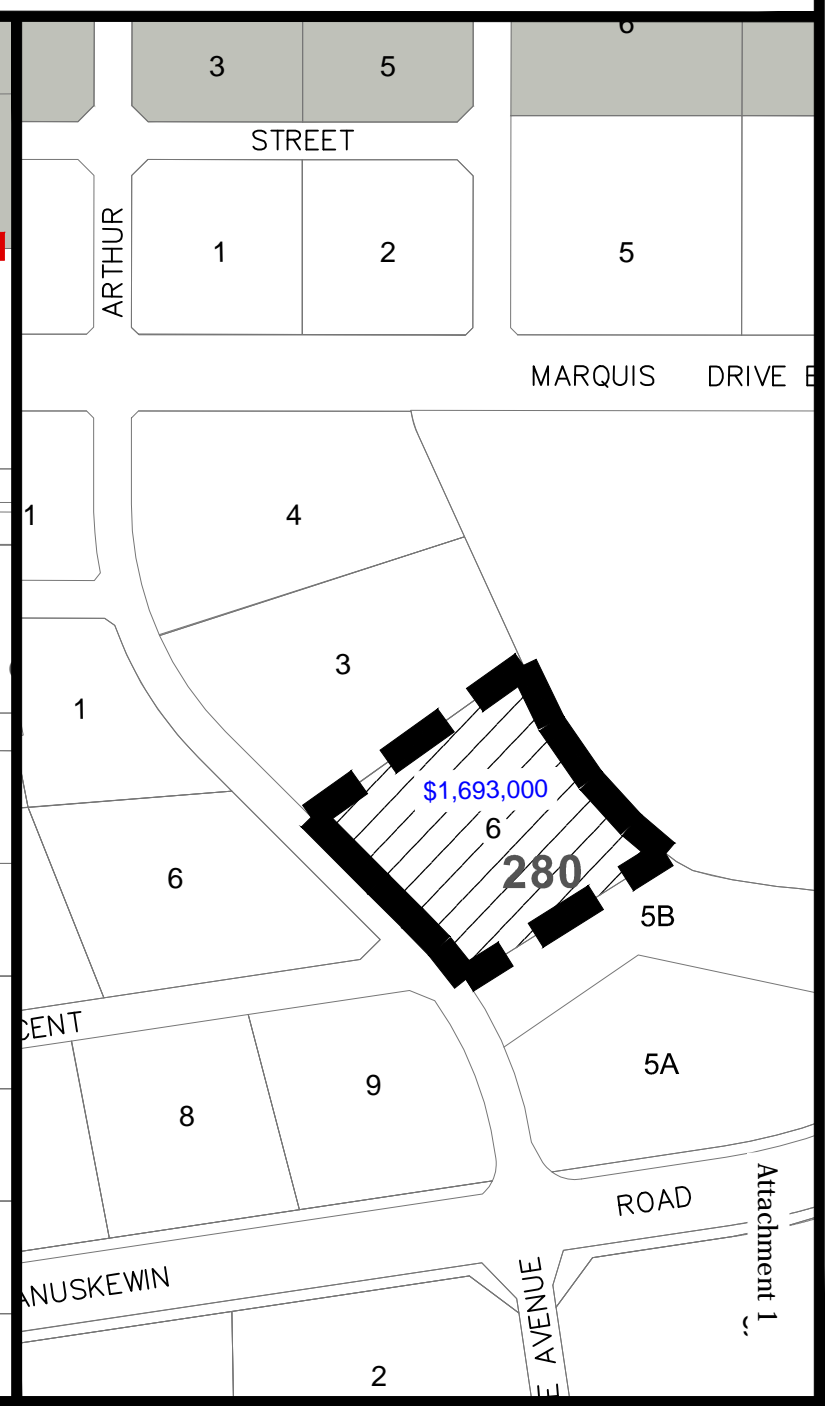
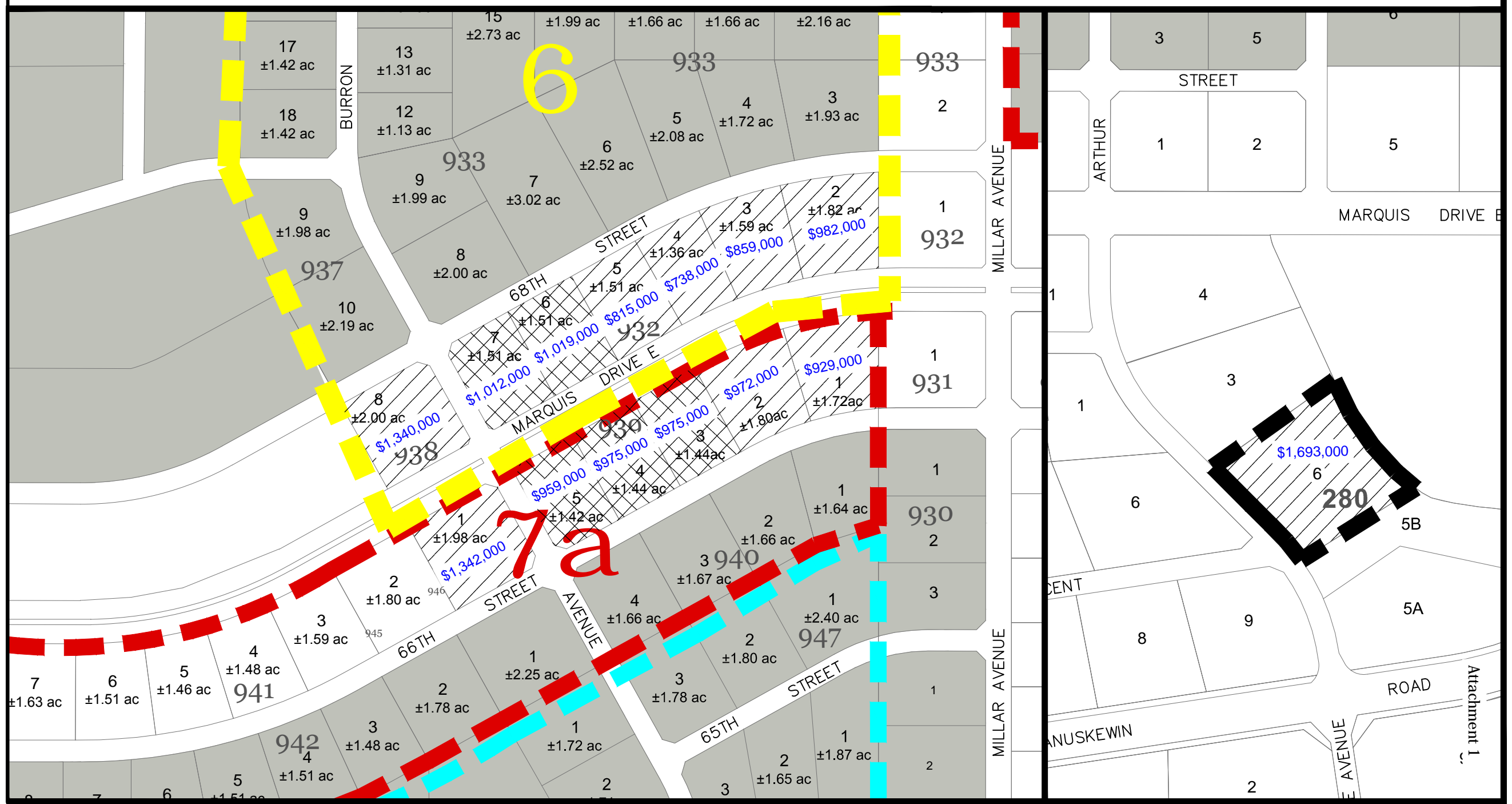
# Marquis Industrial Phasing Map



- |   |  |                             |              |                             |
|---|--|-----------------------------|--------------|-----------------------------|
| <b>2012 Phase 6</b><br>7 LOTS (11.30 AC LIGHT INDUSTRIAL)<br>33 LOTS (62.64 AC HEAVY INDUSTRIAL)            | <b>2014 Phase 8 &amp; 9</b><br>6 LOTS (8.90 AC LIGHT INDUSTRIAL)<br>46 LOTS (109.113 AC HEAVY DUTY INDUSTRIAL) | Heavy Industrial            | Golf Course  | Lots being tendered         |
| <b>2013 Phase 7a &amp; 7b</b><br>12 LOTS (19.27 AC LIGHT INDUSTRIAL)<br>27 LOTS (80.47 AC HEAVY INDUSTRIAL) | <b>2015 Phase 10</b><br>0 LOTS (0 AC LIGHT INDUSTRIAL)<br>46 LOTS (58.48 AC HEAVY INDUSTRIAL)                  | Light Industrial            | Fire Station | Grouped lots being tendered |
|   |  | Municipal Reserve / Buffers | Railway      |                             |
|   |  | Existing Residential        | City Limits  |                             |

**City of Saskatoon**  
Community Services - Land Branch - Sep 2013

Note: The Land Branch does not guarantee the accuracy of this plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. Park and buffer readings are for illustrative purposes only and does not represent what will be constructed. To ensure accuracy, please refer to the Registered Plan of Survey. Distances are in meters unless shown otherwise. Do not scale.

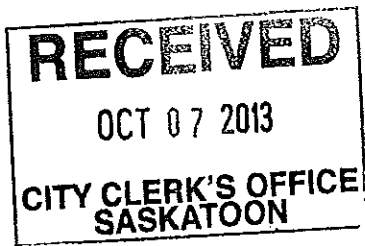


Attachment 1,

## Marquis Industrial Price Listing

## Attachment 2

Phase	Lot	Block	Zoning	Area (ac)	Backs Marquis	Price/acre	Total
4	6	280	IL2	3.72	no	\$455,000.00	\$1,693,000.00
6	2	932	IL1	1.817	yes	\$540,000.00	\$982,000.00
6	3	932	IL1	1.589	yes	\$540,000.00	\$859,000.00
6	4	932	IL1	1.365	yes	\$540,000.00	\$738,000.00
6	5	932	IL1	1.509	yes	\$540,000.00	\$815,000.00
6	6	932	IL1	1.509	yes	\$675,000.00	\$1,019,000.00
6	7	932	IL1	1.498	yes	\$675,000.00	\$1,012,000.00
6	8	938	IL1	1.984	yes	\$675,000.00	\$1,340,000.00
7A	1	939	IL1	1.72	yes	\$540,000.00	\$929,000.00
7A	2	939	IL1	1.8	yes	\$540,000.00	\$972,000.00
7A	3	939	IL1	1.444	yes	\$675,000.00	\$975,000.00
7A	4	939	IL1	1.444	yes	\$675,000.00	\$975,000.00
7A	5	939	IL1	1.42	yes	\$675,000.00	\$959,000.00
7A	1	941	IL1	1.987	yes	\$675,000.00	\$1,342,000.00
Total							\$14,610,000.00
Average						\$601,000.00	



4132-1  
3

**TO:** Secretary, Land Bank Committee  
**FROM:** General Manager, Community Services Department  
**DATE:** September 30, 2013  
**SUBJECT:** Architectural Controls for Multiple-Unit Dwelling Districts  
**FILE NO:** LA. 4131-1

---

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

- 1) that the revised document titled, "Architectural Controls for Multiple-Unit Dwelling Districts (2013)" as set out in this report, be approved.

### **TOPIC AND PURPOSE**

The purpose of this report is to obtain approval of the attached updated document, "Architectural Controls for Multiple-Unit Dwelling Districts (2013)".

### **REPORT HIGHLIGHTS**

1. The current document outlining architectural controls for multi-unit dwelling districts has been in place since June 28, 2005.
2. Based on the experience gained from administering these controls for the past eight years, improvements to the document are being proposed by the Land Branch to clarify the intent of the controls as well as update the overall image of the document to reflect current architectural trends.

### **STRATEGIC GOAL(S)**

The Strategic Goal "Sustainable Growth" emphasizes growing in a manner that is environmentally and economically sustainable and contributes to a high quality of life. The City is striving to achieve this goal by locating multi-family developments adjacent to our major collectors to encourage transit ridership. As such, given the prominent locations of multi-family developments within our neighbourhoods, having architectural controls in place ensures that development occurs in a manner that respects and enhances the pedestrian environment and adds value to the neighbourhood.

### **BACKGROUND**

The current document, developed by the Land Branch, outlining architectural controls on multi-family land was last amended and adopted by City Council, at its meeting held on June 28, 2010. At that meeting of Council, it was resolved:

"That the new document titled "Architectural Controls for Multiple-Unit Dwelling Districts" as the base document for all Land Branch multi-family

architectural controls be approved, as set out in the report of the General Manger, Community Services Department dated January 28, 2010”.

## **REPORT**

The document titled, “Architectural Controls for Multiple-Unit Dwelling Districts (2013)” (see Attachment 1), outlines the general architectural design requirements for the Multiple-Unit Dwelling Districts being developed by the City of Saskatoon. Architectural controls concern the position of buildings on sites, the proportion, scale and massing of buildings, the application of materials and colours to exterior walls and roofs, and the choice and location of windows and doors. These architectural controls are intended to supplement the City of Saskatoon Zoning Bylaw No. 8770. Developments are expected to be governed by Zoning Bylaw No. 8770 in combination with the architectural controls.

The practice of applying architectural controls to multi-unit dwelling projects has been in place since June 28, 2005. Based on the experience gained from administering these controls for the past three years, improvements to the document are now being proposed by the Land Branch to clarify the intent of the controls as well as update the overall image of the document to reflect current architectural trends. A summary of the proposed changes are as follows:

1. Clarifying the intent of the architectural controls, highlighting:
  - the promotion of architectural detailing;
  - the application of more than one colour palette; and
  - the application of more than one material.
2. Emphasizing the importance of how multi-family developments interface with the streetscape.
3. Encouraging design treatments that break up building facades to create a pedestrian friendly environment and discourage visual monotony.
4. Updating images utilized to reflect current architectural styles and clarify expectations regarding colour, material and massing.

## **OPTIONS TO THE RECOMMENDATION**

The only option would be not to proceed with the document, “Architectural Controls for Multiple-Unit Dwelling Districts (2013)”, and to continue to apply the controls contained within the current document.

## **POLICY IMPLICATIONS**

Adoption of the revised document will alter the existing Land Branch architectural review process.

**FINANCIAL IMPLICATIONS**

There is no financial impact.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The architectural application review process is strongly influenced by comments received by builders and questions of clarification that arise during the review process. The changes proposed for the attached document reflect comments and feedback received during the review process. Further feedback of the updated document is being requested from multi-family developers. A summary of the responses will be provided as an attachment during the Land Bank Committee review.

**COMMUNICATIONS PLAN**

The revised document will be posted on the Land Branch main webpage, as well as identified in all multi-family tender packages.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

No additional follow-up is required.

**ENVIRONMENTAL IMPLICATION**

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

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

Multi-family parcels are reviewed at the concept plan stage of development and are not subject to an additional CPTED review.

**PUBLIC NOTICE**

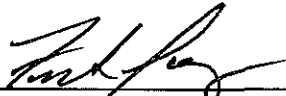
Public Notice, pursuant to Section 3 of the Public Notice Policy No. C01-021 is not required.

**ATTACHMENTS**


1. Architectural Controls for Multi-Unit Dwelling Districts (2013)

Written by: Danae Balogun, Planner 16


Reviewed by

  
\_\_\_\_\_  
Frank Long, Land Bank Manager  
Dated: October 2, 2013

Approved by:

  
\_\_\_\_\_  
Randy Grauer, General Manager  
Community Services Department  
Dated: October 4, 2013

Approved by:

  
\_\_\_\_\_  
for Murray Totland, City Manager  
Community Services Department  
Dated: Oct 7/13



Architectural Controls for Multi-Unit Dwelling Districts 2013

City of Saskatoon Land Branch  
306-975-3278 | 201 3rd Ave N | Saskatoon, SK





PREPARED BY  
The City of Saskatoon  
Land Branch



*City of*  
**Saskatoon**

September 2013

# 1.0 Introduction

This document outlines the general architectural design requirements for the Multiple-Unit Dwelling Districts being developed by the City of Saskatoon.

Architectural Controls concern the position of buildings on sites, the proportion, scale and massing of buildings, the application of materials and colours to exterior walls and roofs, and the choice and location of windows and doors.

An architectural style is not prescribed. Instead, projects should satisfy the overall human scale architectural vocabulary as outlined in these architectural controls. Varying architectural interpretations are encouraged.

These Architectural Controls are intended to supplement the City of Saskatoon Zoning Bylaw No. 8770. Developments are expected to be governed by Bylaw No. 8770 in combination with the Architectural Controls. In the event that there are contradictions between these two documents, Zoning Bylaw No. 8770 will govern.

The intent of this document is:

1. To promote architectural detailing; not to prescribe style;
2. To influence the application of more than one colour palette; not to prescribe colour; and
3. To influence the application of more than one material; not to prescribe material.

# 2.0 Proportion, Scale, and Massing

**INTENT:** New developments should be well proportioned, integrate with neighbouring buildings, and incorporate design elements that break down perceived proportion, scale and massing of building elements to create human-scaled pedestrian-environments and enjoyable streetscaping.

- Developments should utilize existing or “natural” grade, to assist them in blending with adjacent developments. Grade alterations can create negative impacts on adjacent properties.
- All multi-family buildings should be positioned to enhance the streetscape by creating what may be described as a street wall.
- All building volumes must incorporate intermittent variances in plan and elevation to encourage shadow lines on the building and to assist in breaking down the apparent mass and scale into well proportioned volumes. This includes building elevations that are adjacent to or visible from public streets, public parks, and adjacent developments.
- Construct buildings to define the edges of, and to face onto, any public park and/or accessible open spaces.



Above: The above image demonstrates a building facade that interfaces well with the street, creating a pedestrian friendly space.

## STREET WALL

A Street Wall refers to the alignment of building facades that face the street. A well designed street wall creates a welcoming pedestrian environment through defining a walkable, pedestrian friendly space.

## IN GENERAL...

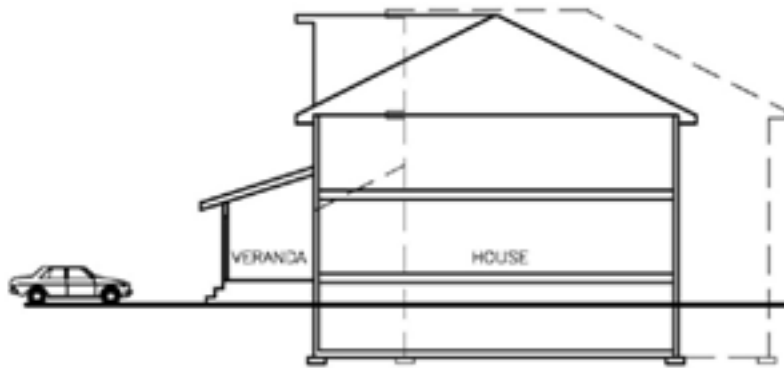
- The majority of the principal building(s) main façade should be located so it is parallel to a straight public street or tangent to a curved public street.
- Open space is permitted between the principal building(s) fronting a public street provided that the total linear amount of building façade exceeds the total linear amount of open space as measured along the same property line.
- The sides of groupings of principal and accessory buildings are permitted to front onto public streets, providing the total linear amount of side elevations are less than the total linear amount of principal building facades fronting the same street. Where side elevations front onto a public street, the side elevations must receive the same architectural treatment as the principal facade.



Left: This building demonstrates an unacceptable building facade facing a public street. Additional design treatments are required.



Above: Buildings that are aligned with adjacent streets ensure a site configuration that creates streets with pleasing streetscapes and enhances the image and feel of the neighbourhood.

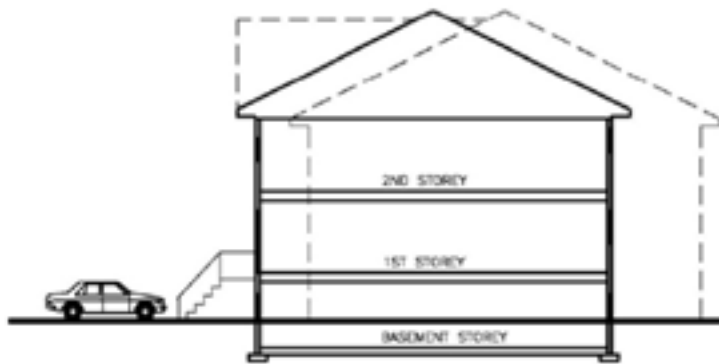


SAMPLE SECTION



SAMPLE FRONT ELEVATION

Proportion, Scale and Massing: Projects must incorporate sensitive design elements that break the overall scale and mass of buildings into human scale components through the use of a variance in plan and wall planes.



SAMPLE SECTION



SAMPLE FRONT ELEVATION

# 3.0 Walls & Materials

**INTENT:** To create a visually pleasing streetscape and reduce visual monotony, a variety of materials are to be used as well as materials that compliment those used in adjacent developments.

- A minimum of two major exterior cladding materials, excluding fenestration, are required for any elevation of a principal or accessory building adjacent to or visible from a public street, a public park, or adjacent development, the proportions of which must be sensitively designed.
- In the case of most materials, except for vinyl siding or cement board siding, the use of two discernible colours, two discernible textures, or combinations thereof of the same material are acceptable as meeting the requirements. In the case of vinyl siding or cement board siding, consideration will be given to two significantly different material patterns in a case where a relatively smaller proportion of a third material (greater than 30% of a third material) is used. For example, a material application may be accepted if visible building elevations were proposed to contain 3 materials - 30% stone and 70% vinyl siding whereby straight horizontal overlapping vinyl panels were heavily accented with vinyl “fish scale” panels.
- Required architectural detailing applies equally to all building elevations including where the side and rear of a principal building or an accessory building is adjacent to or visible from, any public street, public park, or adjacent development.
- Walls clad in a single material are not permitted.
- Durable high quality materials should be utilized for cladding on all building faces.
- Wall cladding materials are required to extend to a minimum of 1.2 metres (4 feet) along side building elevations that do not face public streets, public parks, or adjacent developments.
- Where properties share a common property line, each property must have different materials or combinations of materials.



Above: Each of the above images demonstrates a minimum of two exterior cladding materials with sensitively designed proportions.

# 4.0 Color

**INTENT:** Variety of colour is necessary for multi-family projects to create lively streetscapes and to prevent the creation of visual monotony.

**Dwelling Group or Street Townhouse Style Buildings:**

Colour should vary from building to building within developments. A minimum of two exterior colour schemes for each multi-family parcel must be implemented. A minimum of two major colours are required to be utilized in the colour scheme of each building facade adjacent to or visible from any public street, public park, or adjacent development (excluding roof colours and colours utilized for minor architectural components such as soffit and fascia, window and door trim etc). A minimum of four colours should be utilized on any one building colour scheme. This includes the roof colour and the colours of minor architectural components. In order to qualify, colours must be visible from any street.

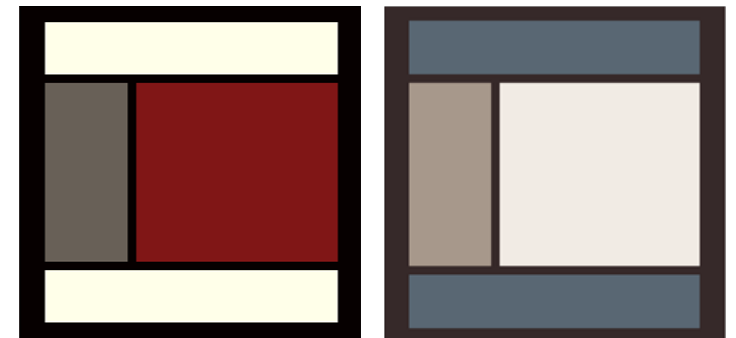
**Apartment Style Buildings:** One exterior color scheme is permitted per site that has more than one building. A minimum of two major colours should be utilized on each building facade adjacent to or visible from any public street, public park, or adjacent development (excluding roof colours and colours utilized for minor architectural components such as soffit and fascia, window and door trim etc). A minimum of four colours should be utilized on any one building. This four colour minimum includes the roof colour and the colours of minor architectural components. In order to qualify, colours must be visible from any street.

**General Requirements:**

- Accessory buildings should be treated in a complimentary fashion to the principal buildings on the same site. Where different multi-family parcels share a common property line, each parcel must have different color schemes.
- A minimum number of colors is prescribed to ensure more than one color is used on each façade.
- Readily discernible shades of one colour when viewed from any street may be considered two separate colours.



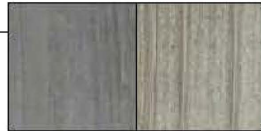
Above: Street townhousing utilizing a variety of colors  
Below: Example color palates meeting the minimum of four colours within a colour scheme.



# COLOR SCHEME EXAMPLE



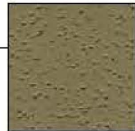
## Color Scheme #1



Vinyl Shingles: Foundry #827 "Colonial Grey", Matching trim.  
Alternative: Foundry #821 "Sandalwood".



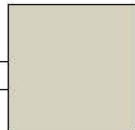
Roof: IKO "Harvard Slate" similar



Stucco: Imasco 318A-8A "Renaissance Clay"



Soffits: Gentek 431 "Bright White"  
Doors & Windows Similar.



Vinyl Siding: Gentek #010 "Canyon Clay"  
Accent paint to match.



Cultured Stone: Owens Corning Del Mare LedgeStone "Palermo"

## Color Scheme #2



Vinyl Shingles: Foundry #827 "Colonial Grey", Matching trim.  
Alternative: Foundry #821 "Sandalwood".



Roof: IKO "Harvard Slate" similar



Stucco: Imasco 830-1P "Serenity"



Soffits: Gentek 431 "Bright White"  
Doors & Windows Similar.



Vinyl Siding: Gentek #631 "Storm"  
Accent paint to match.



Cultured Stone: Owens Corning Del Mare LedgeStone "Palermo"



# 5.0 Fenestration - Windows & Doors

**INTENT:** Fenestration should be oriented to streets and/or public spaces, complement the architectural vocabulary, and satisfy functional and climatic issues. Abundant glazing at street level is encouraged for community surveillance and to enhance street lighting at night.

- Readily discernible trim must be utilized around highly visible doors and windows.
- Blank walls without fenestration at street level or upper levels will not be permitted on facades adjacent to or visible from public streets, public parks, or adjacent development.
- If glazing tints are used, they should reflect the choice of colours of wall and roof claddings. Reflective coatings are not permitted.
- If imitation shutters are utilized, they are required to be proportioned to give the impression that they are functional and capable of covering the entire window.
- Developments are encouraged to have main entrances facing public streets.

# 6.0 Roofs

**INTENT:** Roofs should be designed to form an integral part of any project and complement the overall architectural design. Where exposed roof surface areas are large, it is mandatory to incorporate sensitive design elements that break down perceived proportion, scale and massing of the roof to create human-scaled surfaces.



- The exposed roof area when calculated perpendicular to a vertical viewing plane should not exceed 40% of the total projected wall and roof area. Alternatively, large roof areas should be broken down into smaller volumes by varying the roof planes, or by introducing sensitive design elements such as dormer windows.
- Sloped roofs should have a minimum overhang of 450 mm or 18 inches. Fascia boards should be a minimum 150 mm or 6 inches. Permitted claddings for sloped roofs include pre-finished steel standing seam roofs complete with snow and ice stops, asphalt shingles, cedar shingles/shakes, granular faced aluminum shingles, clay or concrete tile roofing and glazing.
- All chimneys visible from any street should be enclosed within a chimney chase. The form, style, materials and color of the chimney chases should be consistent with the overall architectural character.
- While roof pitch is not prescribed, special consideration must be given to the integration of the roof with the building architecture.



Top Left: Use of dormers to break up a large roof plane.

Middle Left: Use of varying roof planes to break up viewing plane.

Bottom Left: Example of flat roof.

# 7.0 Relationship to Streetscape

**INTENT:** Multi-unit building facades facing public streets should help define the streetscape through thoughtful design and sensitive architectural treatments.



Above: Good examples of buildings interfacing with public street.

- Create a street wall with the majority of the staggered main facade located parallel to straight streets or tangent to curved streets.
- Wherever possible, front and side elevations should front onto public streets. In event that it is not possible, sensitive design treatments may be required in order to create a visually pleasing streetscape.
- Any facade abutting and/or highly visible from a public street, public park or adjacent development shall receive the same architectural treatment as the “front” facade.
- Property lines adjacent to streets must be fully landscaped.
- Street or group townhousing units that are visible from a public street are required to include a significant entry treatment.
- In general, private exterior open space in the form of verandas, porches, balconies, patios, and/or roof terraces are strongly encouraged for as many residential units as possible.
- For Dwelling Groups, main entrances to each unit do not have to face a public street, however, secondary entrances facing public streets should be architecturally well defined.
- In general, connections to existing public space and amenities from multi-unit buildings are encouraged (i.e. walkways linking to sidewalks and/or park pathways).

# FENCING

Fencing is not required. In the event that a fence is desired, the below guidelines should be considered:

- If a front yard fence is constructed of wood, steel, aluminum, or wrought iron, the amount of solid area of the fence sections shall not exceed 50%.
- Fence piers or fence sections constructed of natural stone, manufactured stone, brick, or some other masonry application may be 100% solid.
- In the case of street or group townhousing, a front yard fence is required to have an access opening or gate to the street from each front door. Where a solid fence fronts onto a public street and encloses an open space between a principal and accessory building, the cladding materials requirements for principal and accessory buildings shall relate to the fence.



Above: Examples of acceptable front yard fencing

## 8.0 Variety

**INTENT:** A variety of architectural styles, spaces, colours, materials and uses are encouraged within the Neighbourhood.

- Where properties share a common property line, or are in close proximity to each other, each property is encouraged to demonstrate architectural variety to decrease visual monotony.
- Repetition of architectural styles on separate development sites that are in close proximity to each other is strongly discouraged.

# 9.0 Parking, Loading, and Service Areas

**INTENT:** Balance the need to improve the pedestrian environment with the demand for parking. Parking should not dominate the streetscape or individual sites.

- For all developments, required parking is not permitted in front yards. Required parking must be located within or under the development or in a rear yard or side yard and suitably screened from adjacent public streets, public parks, or adjacent development.
- Access to all multi-family parcels (not individual dwellings) is acceptable from public streets.
- Where possible, dwelling group sites may orient garages across the street from single family housing with front garages, subject to approval during the Development Review Process addressing technical site and other City Policy considerations.



Above: Example of parking suitably screened from public view by locating it in the interior of building site.

# 10.0 Site and Building Exterior Lighting

**INTENT:** Buildings and sites should be illuminated for security and ambience. Night lighting encourages activity, but any potential for “light pollution” is to be avoided.

Lighting on any site and on/in any portion of a building shall be arranged and shielded such as that it does not become a hazard or annoyance.

Lighting should not in any way compromise the appropriate function of adjacent properties.

# 11.0 Mechanical/Electrical

**INTENT:** Screen mechanical and electrical equipment that is normally left within view of the street on sites and on rooftops. Noise generated by this equipment must be considered such that adjacent occupancies are not impacted.

Excluding any existing utility, mechanical and electrical equipment on a site or on a building must be adequately screened from adjacent street level.

# 12.0 Landscaping

**INTENT:** To encourage professionally designed solutions to link to streetscapes and public spaces with the Neighbourhood.

- Open space must be landscaped. All development submissions must be accompanied by general landscape concept plans (not Landscape Rendering).
- In the case of soft landscaping that is visible from any public street, lane or park, grass may only be used for 75% of the soft landscaping provided on any site. This must be demonstrated on plan either graphically or in text format.
- Landscapes must be designed to be self-sustaining in the local climate or an adequate irrigation system is to be provided.
- Coniferous trees must be a minimum of 1800mm height and deciduous trees must have a minimum caliper of 50mm at the time of installation.
- Landscaping is to be extended into the City boulevard where the site is adjacent to separate sidewalk and curb.

Below: Multi-family buildings front on common space that contains self-sustaining landscaping.



# 13.0 Summary of Key Architectural Considerations

1. The intention of implementing Architectural Controls is not to control building styles but rather to reduce the potential for the visual monotony often associated with multi-family developments. This can be achieved by breaking up large volumes of uninterrupted roof planes, the breaking up the featureless planes associated with large multi-unit wall areas, the careful use of more than one cladding material, the use of trim details, and the use of several colour schemes each containing more than one or two colours.
2. On a group townhousing site, or an apartment style building site, the buildings adjacent to the front property line is required to front onto the public street. This required layout is similar to the way a street townhouse fronts onto a street.
3. Where possible, townhouse sites may orient garages across the street from single family housing with front garages. It is also subject to approval during the Development Review Process addressing technical site and other City Policy considerations.
4. Large volumes of roofs or walls need to be broken up with architectural detailing that significantly reduces large expanses of featureless plane.
5. All buildings require, at the very least, two major cladding materials.
6. Any building's colour scheme needs, at the very least, four colours of which two are major colour applications. The two major colours will be associated with the major cladding materials. The two other colours will be associated with the roof colour and minor architectural detailing such as soffit, fascia, doors, door trim, and window trim. In the case of townhousing, adjacent buildings require different colour schemes.
7. Wall cladding materials are required to extend a minimum of 1.2 metres (4 feet) along side building elevations that do not face public streets, public parks, or adjacent developments.
8. Any facade abutting and/or highly visible from a public street, public park or adjacent development shall receive the same architectural treatment as the "front" facade.
9. All mechanical equipment, garbage or recycling receptacles, must be suitably screened. Chimneys or other venting pipes must be clad in chimney chase.

www.saskatoon.ca  
306-975-3278  
201 3rd Ave N | Saskatoon, SK



*City of*  
**Saskatoon**  
Land Branch



His Worship the Mayor and City Council  
The City of Saskatoon

**REPORT**  
of the  
**EXECUTIVE COMMITTEE**

Composition of Committee

His Worship Mayor D. Atchison, Chair  
Councillor C. Clark  
Councillor T. Davies  
Councillor R. Donauer  
Councillor D. Hill  
Councillor A. Iwanchuk  
Councillor Z. Jeffries  
Councillor M. Loewen  
Councillor P. Lorje  
Councillor E. Olauson  
Councillor T. Paulsen

1. **Acquisition of Land for the North Commuter Parkway**  
**(File No. CK. 4020-1 x 6050-10)**

- RECOMMENDATION:**
- 1) that the Real Estate Manager be authorized to purchase a portion of LSD 12 24-37-05 W3 Ext 57 (see Attachment 1), comprising of approximately 5.90 acres, from Robert George Finley at a purchase price of \$139,942;
  - 2) that the City Solicitor's Office administer the required documentation to complete this transaction; and
  - 3) that the Capital Project Land Acquisition account for the North Commuter Parkway be used as the funding source for the purchase price, including legal, administration costs, and disbursements.

Your Committee has considered and supports the following report of the City Manager dated October 18, 2013, regarding the purchase of a portion of LSD 12 24-37-05 W3 Ext 57 for the North Commuter Parkway.

### **“TOPIC AND PURPOSE**

To receive approval for the purchase of a portion of LSD 12 24-37-05 W3 Ext 57 for the North Commuter Parkway.

### **REPORT HIGHLIGHTS**

1. The City of Saskatoon requires the land for the North Commuter Parkway.
2. Terms of the Agreement include access to surrounding land during the construction period.

### **STRATEGIC GOAL**

The North Commuter Parkway Project supports the City's Strategic Goal of Moving Around by linking the two sides of the river in a location that will enhance traffic flow in the city's northeast and northwest.

### **BACKGROUND**

The functional plan for the North Commuter Parkway Project was approved at the May 21, 2013, Council meeting. The Integrated Growth Plan identified the desire to provide an additional river crossing, in addition to the Perimeter Highway, for commuter traffic between east end neighbourhoods and the north end employment area.

### **REPORT**

#### **Land for future North Commuter Parkway Project**

A portion of LSD 12 24-37-05 W3 Ext 57 is required to accommodate the alignment of the North Commuter Parkway, as shown on Attachment 1.

#### **Terms of the Agreement**

The City's Real Estate Services has negotiated a purchase agreement with the property owner. Noteworthy details of the Agreement are as follows:

**Purchase Price**

- \$139,942 with an initial deposit of \$9,942.

**Conditions Precedent**

- City Council approval by November 19, 2013.

**Other Terms and Conditions of the Agreement**

- Access to the lands shown on Attachment 1 as the 'Proposed Working Easement' (9,735 m<sup>2</sup> area and 14,794m<sup>2</sup> area). Access will be permitted throughout the construction period, estimated to be completed by December 31, 2017 or sooner.
- Disturbance and inconvenience payment of \$10,000 payable on November 29, 2013.
- The City may register an Interest against the title for the balance of the lands should the remaining lands be developed as a future neighbourhood.

**OPTIONS TO THE RECOMMENDATION**

The only option would be to not approve the purchase of this land.

**POLICY IMPLICATIONS**

There are no identified policy implications.

**FINANCIAL IMPLICATIONS**

Sufficient funds for this land purchase exist in the Capital Project Land Acquisition account for the North Commuter Parkway.

**PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Real Estate Services has discussed this purchase with the Transportation Department and the North Commuter Parkway Team.

**COMMUNICATION PLAN**

None required at this time.

**DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

Upon City Council's approval, and the completion of the required documentation by the City Solicitor's Office, the land acquisition will be finalized.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental and/or greenhouse gas implications.

**PRIVACY IMPACT**

There are no privacy implications.

**SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

**PUBLIC NOTICE**

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

**ATTACHMENT**

1. Drawing Indicating Land for Acquisition."
  
  2. **Parking Policy – Parking Meter (Infrastructure) Upgrade and City Card Replacement (File No. CK. 6120-3)**
- 

- RECOMMENDATION:**
- 1) that the attached Parking Meter Upgrade Request for Proposal be approved with the following changes to the original minimum requirements:
    - a) that paying for parking tickets at the meter be an optional feature;
    - b) that the City supply the three License Plate Recognition systems and vehicles;

- c) that pricing be lump sum, with repayment from the incremental revenues to a maximum of 10 years;
  - d) that the City maintain the risk of annual operating costs related to communication with the repayment funded through incremental revenues, if applicable; and
  - e) that there be no refund for unused time on a meter (no log card feature for smart cards).
- 2) that the Administration report back with the results of the Request for Proposal.

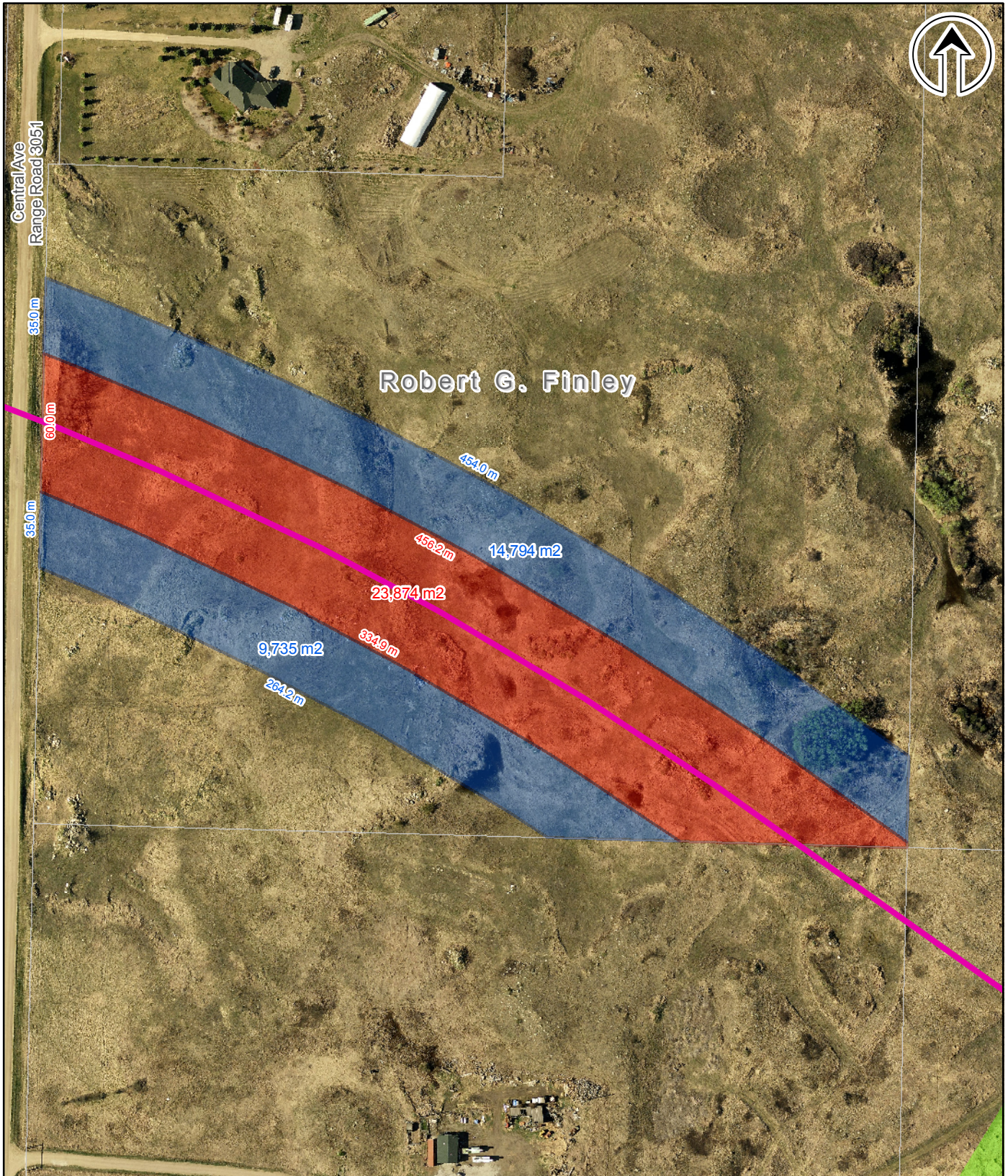
Your Committee has considered the attached report of the General Manager, Infrastructure Services Department dated October 9, 2013, regarding the Parking Meter Upgrade Request for Proposal (RFP).

Your Committee concurs with the recommended changes to the original minimum requirements and also puts forward an additional change of there being no refund for unused time on a meter (no log card feature for smart cards).

Respectfully submitted,

---

His Worship Mayor D. Atchison, Chair



W:\Office\Corporate Projects\6005-58 North Commuter Bridge\09 - Surveys and Designs\figs\working\_easements\_3\_20130522.pdf  
2013-05-22 By:dwillem

May 2013  
6050-104-44



- Legend:
- Proposed North Commuter Roadways
  - Proposed Perimeter Highway
  - Swale Area Boundaries
  - Proposed Land Acquisition
  - Proposed Right-of-Way
  - Proposed Working Easement

Scale: 1:2,500

Project:

NORTH COMMUTER PARKWAY

Figure No.:

-

Title/Subject:

Proposed Land Acquisition,  
Right-of-Ways, and Easements  
Site 3 - Robert G. Finley

**TO: Secretary, Executive Committee**  
**FROM: General Manager, Infrastructure Service Department**  
**DATE: October 9, 2013**  
**SUBJECT: Parking Policy - Parking Meter (Infrastructure) Upgrade and City Card Replacement**  
**FILE NO: IS 6120-1**

---

**RECOMMENDATION:** that the following report be submitted to City Council recommending:

- 1) that the attached Parking Meter Upgrade Request for Proposal be approved with the following changes to the original minimum requirements:
  - a) that paying for parking tickets at the meter be an optional feature;
  - b) that the City supply the three License Plate Recognition systems and vehicles;
  - c) that pricing be lump sum, with repayment from the incremental revenues to a maximum of 10 years; and
  - d) that the City maintain the risk of annual operating costs related to communication with the repayment funded through incremental revenues, if applicable.
- 2) that the Administration report back with the results of the Request for Proposal.

### **TOPIC AND PURPOSE**

This report is to obtain approval of the Parking Meter Upgrade Request for Proposal (RFP).

### **REPORT HIGHLIGHTS**

1. The Parking Meter Upgrade RFP (Attachment 1) has been developed and will be sent to vendors once approved.
2. Development of the RFP has identified the need for modifications to the minimal requirements previously approved by City Council.
3. The method for proposal evaluation, including the evaluation matrix that will be used to review the proposals, is included in this report.

## **STRATEGIC GOALS**

This report supports the City of Saskatoon Strategic Goals of Asset and Financial Sustainability, and Economic Diversity and Prosperity. The upgrade to parking infrastructure may increase revenue and reduce reliance on residential property taxes. The Administration is working collaboratively with economic development authorities and local businesses on parking infrastructure requirements which will help to promote Saskatoon as a great place to live, work and raise a family.

## **BACKGROUND**

The following reports have previously been approved by City Council at their respective meetings:

1. March 4, 2013 - approval of the Request for Expression of Interest for the Parking Meter Upgrade (Attachment 2).
2. April 29, 2013 – information on the summarized results of the Request for Expression of Interest for the Parking Meter Upgrade released to the parking industry on March 5, 2013 (Attachment 3).
3. June 24, 2013 – approval of recommendations of the Parking Committee indicating minimum requirements for the Parking Meter Upgrade (Attachment 4). Prior to this, at a special meeting of the Executive Committee on June 10, 2013, all ten vendors were in attendance and addressed the Committee.
4. July 17, 2013 – approval to not monetize the parking asset (Attachment 5).

## **REPORT**

Prior to developing an RFP for parking meter equipment, most municipalities have determined the desired technology for procurement. The City of Saskatoon is taking the approach to invite the industry to submit a variety of proposals, with the primary goal of providing additional methods of payment and procuring a system that is most user convenient.

### **Modifications to the Minimum Requirements**

The Administration contracted an independent consultant to assist in the development of the Parking Meter Upgrade RFP. During the development process of the RFP, it was determined that a few of the minimum requirements for the Parking Meter Upgrade, that were previously approved, may limit the number of vendors able to bid on the process. The Administration is recommending a change to these minimum requirements as noted below:

- 1(d) that there be a provision of a minimum of two stand-alone parking stations, which allow, at a minimum, the ability to pay for parking tickets and to purchase smart card time;



The primary concern is that the provision of this feature will come at a premium price during the bidding process since not all of the vendors are able to provide this feature. To change this feature from a requirement to an option serves two purposes; the remaining vendors who do not provide this feature may still participate in the RFP process, and those vendors who do offer this feature will receive the appropriate scores under the user convenience section of the evaluation matrix. The Administration is, therefore, recommending that the minimum requirement to pay for parking tickets with a minimum of two stand-alone parking stations be rescinded in favour of making this feature optional.

- 1(g) that a minimum of three City of Saskatoon supplied vehicles be equipped with license plate recognition technology for time restriction enforcement;

Given that the City of Saskatoon currently operates two license plate reader systems, purchasing three units of the same system has operational efficiencies and economies of scale from a maintenance perspective. Therefore, purchasing the units directly from a vendor will prevent the potential for an up-charge being levied on the procurement of license plate recognition technology through a third party. The Administration is, therefore, recommending that the requirement for the supply of license plate recognition technology for three City of Saskatoon supplied vehicles be rescinded in favour of the acquisition of the three LPR units being the sole responsibility of the City.

- 1(j) that pricing be lump sum, with a payment schedule over a maximum of 10 years, based on an initial cash payment of \$950,000 in 2014;

The Administration is recommending that the maximum initial cash payment be reduced by \$425,000. The reduction is the result of the cost of the services provided by the independent consultant, as well as, the cost to procure the license plate recognition technology and vehicles directly. In addition, River Landing is not able to commit \$120,000 to the project at this time. If upgrades are made to the parking meters in River Landing, funding for the associated costs will be determined at a later date. These costs are summarized as follows:

Parking Consultant Fees	\$ 50,000
License Plate Recognition Technology x 3	255,000
River Landing Phase 2	<u>120,000</u>
Total Cost Reduction	<u>\$425,000</u>

In addition, in order to be able to compare the overall costs of the proposals, evaluation of the costs will be based on the total cost over a 5 year time period. Once a preferred proponent is selected, the Administration will negotiate a term for the contract of up to 10 years, to ensure that the costs of the meter upgrade do not impact the mill rate.

- 1(l) that the vendor assume the risk of annual operating costs related to communication and paper required for receipts, if applicable, so as to not impact existing programs.

The Administration is no longer recommending that the vendor assume the risk of annual operating costs related to communication. The cost of transferring the risk has the potential to be significant and would be difficult to quantify at this time. Without a guaranteed revenue stream, the cost to assume this risk may be inflated by the vendors. Communication or other additional operating costs will be paid for by incremental revenues prior to the repayment of the capital costs for the parking meters.

The Administration would like to bring to your attention the fact that as a result of the desire for a log card (with unused time returned to the card owner), pay and display meter technology is no longer an option. The two requirements contradict one another, as the log card provides the ability to obtain unused time from the meter, whereas Pay and Display requires upfront payment, with the maximum time already printed on the receipt. Return of funds is not possible with Pay and Display technologies.

Consideration of proposals for the operation of the parking meter system, such as coin collection or meter maintenance, will also not be included as an option in the Parking Meter Upgrade RFP due to conflicts with a current union agreement.

Enforcement of the parking within the City is currently conducted through a contract with the Corps of Commissionaires (Corps). Based on the direction from City Council, the Parking Meter Upgrade RFP does not include a provision for the vendor to provide for parking enforcement services, i.e. the current contract with the Corps will be maintained and evaluated upon its expiry in 2015.

### Evaluation Process

In order to evaluate the various proposals that will be received, the Administration will review all proposals according to the evaluation matrix noted below. The Administration will enter into negotiations with the preferred proponent, whether it includes SSM or MSM technology. Once finalized, a recommendation for award will be made to City Council.

The following table indicates the scoring categories as well as the associated weighting that will be applied to each of the solutions offered by respective vendors.

<b>Scoring Categories</b>	<b>Weight</b>
Specification Compliance .....	20%
System Reliability .....	20%
Service and Support .....	20%
User Interface External.....	15%
User Interface Internal.....	15%
Cost.....	10%

### **OPTIONS TO THE RECOMMENDATION**

No other options were considered.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

Capital Project #1518 - Parking Meter Purchases has been allocated \$525,000 for the upgrade of parking meter equipment.

Results of the Request for Expressions of Interest indicate that the total cost of solutions for the Parking Meter Upgrade will exceed the available funding which will then require financing of the solution.

The Administration is recommending that the proposals include a total cost of the solution to be repaid over a term of up to 10 years. The cost of the solution may be repaid with an upfront payment of \$525,000, plus an annual payment up to a maximum payment equal to the incremental revenue over the term, once the operating costs have been accounted for. If the incremental revenue is significant, the repayment may be completed sooner. There will be no impact to existing programs. The City will own the equipment at the end of the term.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The Parking Committee has been involved in the development of the RFP, with a specific focus on the evaluation criteria.

### **COMMUNICATION PLAN**

Parking meters and parking availability, in general, are important issues for residents of Saskatoon. Updates on the process of awarding the parking meter supplier will be provided to City Council at key milestones, such as the proposed RFP and recommendation for awarding the contract to the successful proponent. A comprehensive communication strategy will be developed and implemented as the details of the technology and timeline are determined in order to inform the public of the

changes to the parking system prior to implementation and education on any new features.

### **DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION**

Once approved, vendors will receive copies of the RFP in November 2013 with a closing date in December 2013. Upon evaluation of the proposals and negotiation with the preferred proponent, the Administration will report back to the Executive Committee for approval of an agreement in March 2014.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **PRIVACY IMPACT**

There are no privacy implications.

### **SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)**

A CPTED review is not required.

### **PUBLIC NOTICE**

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

### **ATTACHMENTS**

1. Request for Proposal – Parking Meter Upgrade.
2. Report approved by City Council for the Request for Expression of Interest for the Parking Meter Upgrade on March 4, 2013
3. Report received as information on the summarized results of the Request for Expression of Interest for the Parking Meter Upgrade on April 29, 2013,
4. Report approved by City Council for the recommendations of the Parking Committee indicating minimum requirements for the Parking Meter Upgrade on June 24, 2013.
5. Report approved by City Council to not monetize the parking asset on July 17, 2013.

Written by: Phil Haughn, Parking Services Manager  
Transportation Branch

Approved by: Angela Gardiner, Manager  
Transportation Branch

Approved by: Angelabaudin  
per Mike Gitek, General Manager  
Infrastructure Services  
Dated: Oct 17/13

Approved by: Murray Totland  
for Murray Totland, City Manager  
Dated: Oct 18/13



*City of*  
**Saskatoon**

**Request For Proposal  
Parking Meter Upgrade  
RFP #X**

**Closing Time: 2:00 p.m. (CST), December 19, 2013**

**Delivery Address:**

City of Saskatoon  
Purchasing Services  
222 Cardinal Crescent  
SASKATOON, SK S7L 6H8

**Contact Person:**

Phil Haughn, Parking Services Manager

[Phil.haughn@saskatoon.ca](mailto:Phil.haughn@saskatoon.ca)

**Introductory Project Meeting:**

November 27, 2013

9am-11am

Conference Call – Details to be confirmed

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## **1 INTRODUCTION**

### **1.1 PURPOSE OF THIS REQUEST FOR PROPOSAL**

The purpose of this Request for Proposals (RFP) is to invite interested proponents to prepare and submit competitive proposals for replacement of the existing parking meters within the City of Saskatoon.

### **1.2 ELIGIBILITY TO PARTICIPATE IN THIS RFP**

Only parties which previously responded to the Request for Expression of Interest (REOI) dated March 5, 2013 may submit proposals in response to this RFP.

## **2 THE PROJECT**

### **2.1 CITY OF SASKATOON PARKING PROGRAM**

The City of Saskatoon has approximately 2,730-metered parking stalls of which 250 stalls are currently being piloted with pay-by-space multi-space meters. The parking rate is \$2.00 per hour, 9:00 a.m. to 6:00 p.m., Monday to Saturday. Maximum time limits are set at 30 minutes, 90 minutes, 2 hours, 3 hours, and 9 hours.

Presently there are approximately 7,000 Smart Cards in circulation that are reloadable and configured as a pay for what you use log card.

The City of Saskatoon currently uses handheld ticketing devices (Motorola ES400) with Windows based software and the ability to run the Rogers GPRS Sim Card.

Exhibit 1, Maximum Metered Parking Time indicates existing City of Saskatoon metered parking areas.

The Parking Services Group staff currently manages and operates the following parking services:

1. Parking permits

[http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking\\_services/parking\\_permits/Pages/ResidentialParkingPermitProgram.aspx](http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking_services/parking_permits/Pages/ResidentialParkingPermitProgram.aspx)

2. The Saskatoon CITYCARD

[http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking\\_services/Pages/CityCard.aspx](http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking_services/Pages/CityCard.aspx)



**City of Saskatoon**  
**Request for Proposals – Parking Meter Upgrade**

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3. Veteran Parking Program  
[http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking\\_services/Pages/VeteranParkingProgram.aspx](http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking_services/Pages/VeteranParkingProgram.aspx)
4. Parking meter hoods program  
[http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking\\_services/Pages/ParkingMeterHoods.aspx](http://www.saskatoon.ca/DEPARTMENTS/Infrastructure%20Services/Transportation/parking_services/Pages/ParkingMeterHoods.aspx)

Other programs operated or administered by Parking Services but not related to parking include:

1. Parking enforcement and collection of unpaid parking tickets through the Corps of Commissionaires contracted with the City ending in 2015.

## **2.2 STRATEGIC GOALS OF PROJECT**

This project supports the City of Saskatoon Strategic Goals Asset, Financial Sustainability and Economic Diversity and Prosperity. The upgrade to parking infrastructure is a way to perhaps increase revenue and reduce reliance on residential property taxes. The Administration is working collaboratively with economic development authorities and local businesses on parking infrastructure requirements to help promote Saskatoon as a great place to live, work and raise a family.

## **2.3 SCOPE OF THE SUCCESSFUL PROPONENT'S RESPONSIBILITY**

The City of Saskatoon is soliciting proposals from qualified vendors to supply and install on-street parking meters within the city. The parking meters are located on-street as well as in surface parking lots. The City of Saskatoon has approximately 2,730-metered parking stalls of which 250 stalls are currently being piloted with pay-by-space multi-space meters.

The successful proponent may be awarded a vendor agreement to purchase and install Single Space Meters (SSM) or Multi Space Meters (MSM) at the City's discretion. If Single Space Meters are determined to be superior, retrofit of existing single space meters is preferable, if new mechanisms are compatible with existing housings. If a proposal for multi-space meters is determined to be superior, either Pay by Space (PbS) or Pay by Plate (PbP) mode will be chosen.

The City of Saskatoon will be retaining its current supplier of parking enforcement services.

Cost structure for the parking meter acquisition and installation shall be based on a total cost over five years and should include all material, labor, equipment, and services necessary to furnish and install a fully integrated Parking Meter System.

Incidental work for parking meter installation such as concrete replacement necessary for proper meter installation will be contracted and paid for by City. The work will be coordinated with the City and selected vendor. The removal of the existing parking meters (if required) is to be completed by the selected vendor turning over the existing parking meters to the City.

## **2.4 ADDITIONS AND DELETIONS OF PARKING FACILITIES**

The City reserves the right to add, reduce or delete parking facilities and/or on-street parking meters or portions thereof from the Agreement. If a facility is eliminated or added in whole or in part during the term, or if the number of meters or the scope of services is reduced or increased (i.e. management of parking programs or enforcement), the City has the right to renegotiate the fee paid to the successful vendor.

The City will have the right during the term to modify existing facilities on a temporary or permanent basis for any reason including, but not limited to the following:

1. To provide additional parking spaces;
2. To add one or more facility or metered areas;
3. To increase the number of spaces available for parking by acquisition or devotion of additional land or redesign, restriping or otherwise;
4. To decrease the number of parking spaces for any purpose (i.e. to perform structural repairs or to stage construction equipment); and
5. To convert all or part of a facility to another use.

The successful vendor shall accommodate these changes in its operation of the facilities and the system.

## **2.5 AGREEMENT**

The successful vendor may be awarded an Agreement in one of two forms, which include the following:

1. An Agreement that requires the successful vendor to retrofit and/or install SSM, including the removal of existing parking meters (if required); or
2. An Agreement that requires the successful vendor to install MSM, including the removal of existing parking meters.

The following are some of the key terms that the City anticipates will be included in the Agreement:

Term: The term of the Agreement will be for five (5) years. This may be extended up to 10 years upon negotiation.

**City of Saskatoon**  
**Request for Proposals – Parking Meter Upgrade**

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Payment: Re-payment will be made from incremental revenues, after payment of additional communication costs. As an alternative option, up to \$525,000 is available for initial funding of the parking meter purchase, with the balance of the repayments financed over the period of the term.

Risk: The successful vendor will be required to take on the risk of incremental revenues being sufficient to fully fund the meter upgrades over the length of the term. Additional operating costs for the new system will be accounted for prior to determining the available revenues to repay the vendor.

Performance Bond: The successful vendor will be required to provide the City with a performance bond equal to 10% of the price of the agreement issued by a surety company acceptable to the Owner and authorized to transact the business of suretyship in Saskatchewan.

**3 PROCUREMENT PROCESS**

**3.1 ESTIMATED TIMELINE**

The following is the City's estimated timeline for the project:

<b>Activity</b>	<b>Timeline</b>
RFP Issued	November 7, 2013
Introductory Project Meeting	November 27, 2013
RFP Closing Time	2:00 p.m. (CST), December 19, 2013
Selection of Preferred Proponent	January 31, 2014
Agreement Award	March 31, 2014

This estimated timeline is subject to change at the sole discretion of the City.

**3.2 INTRODUCTORY PROJECT MEETING**

The City intends to hold an Introductory Project meeting on the Project for proponents. Attendance at the meeting is not mandatory. Minutes will not be prepared or circulated.

Any issues arising that require clarification and/or statements made by the City or any of their respective advisors or representatives at the Introductory Project Meeting shall not and will not be relied upon in any way by the proponents, except as included in this RFP or by way of Addendum.

**3.3 INQUIRIES**

**City of Saskatoon**  
**Request for Proposals – Parking Meter Upgrade**

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All Inquiries and communications regarding any aspect of this RFP should be directed to the contact person by email and the following applies to any inquiry:

1. Responses to an inquiry will be in writing;
2. All inquiries, and all responses to inquiries from the contact person, will be recorded by the City;
3. The City is not required to provide a response to any inquiry;
4. A proponent may request that a response to an inquiry be kept confidential by clearly marking as "Commercial in Confidence" if the proponent considers the inquiry to be a matter of proprietary commercial interest;
5. If the City decides that an inquiry marked "Commercial in Confidence", or the City's response to such an inquiry must be distributed to all proponents, then the City will permit the inquirer to withdraw the inquiry rather than receive a response, or if the Proponent does not withdraw the inquiry, then the City may provide its response to all proponents; and
6. Notwithstanding Section 3.3(d) and 3.3(e):
  - a. If one or more other proponents submits an inquiry on the same or similar topic to a previously submitted by another proponent as "Commercial in Confidence", the City may provide a response to such inquiry to all proponents
  - b. If the City determines there is any matter which should be brought to the attention of all proponents, whether or not such matter was the subject of an Inquiry, including an inquiry marked "Commercial in Confidence", the City may, in its discretion, distribute the inquiry, response or information with respect to such matter to all proponents

Information offered from sources other than the contact person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way by any person for any purpose.

### **3.4 ADDENDA**

The City may, in its absolute discretion through the contact person, amend this RFP at any time by issuing a written Addendum. Written Addenda's are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to inquiries as provided by Section 3.3, will be included in, or in any way amend this RFP. Only the contact person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the City is authorized to amend or clarify this RFP. **The City will provide a copy of all Addenda to proponents who have registered with Purchasing Services prior to the RFP closing date.**

### **3.5 PROVISION OF INFORMATION**

**City of Saskatoon**  
**Request for Proposals – Parking Meter Upgrade**

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The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City attempts to give notice of all updates, proponents are solely responsible and shall check with the contact person frequently for updates and to ensure the information used by the proponents is current, updated information.

Each proponent shall make its own examination, investigation and research the proper method of doing the work; all conditions affecting the work to be done; labour; equipment; materials, and the quantity of the work to be performed.

The proponent agrees with self satisfaction by the proponent's own investigation and research pertaining to all such conditions, and that the proponent's conclusion to submit a proposal is based upon such an investigation and research, and that the proponent shall make no claim against the City because of any of the estimates, statements or interpretations made by any officer or agent of the City which may prove to be in any respect erroneous.

#### **4 FINANCIAL REQUIREMENTS**

##### **4.1 PAYMENT TERMS**

The City of Saskatoon desires to finance the purchase of the new parking meters through the vendor. The payments must be made from the increases in parking revenue. The 2012 parking meter revenue was \$5.5 Million and will serve as the baseline for future increases in parking meter revenue, with consideration for inflation. Any revenues resulting from an increase in meter rates will not be available to repay the vendor.

The City desires to repay the amount financed over 5 years and proposals will be evaluated based on this cost. The City reserves the right to negotiate financial terms with the preferred proponent, including the extension of the term up to 10 years.

#### **5 PROPOSAL REQUIREMENTS**

##### **5.1 PROPONENT SUBMISSION FORM**

As a condition of participating in this RFP each proponent must complete, sign and include with their proposal, the Proponent Submission Form, substantially in the form attached as Appendix D.

##### **5.2 PROPOSAL FORMAT AND CONTENT**

1. Appendix A outlines the submittal requirements for the proposal.

### **5.3 MANDATORY REQUIREMENTS**

The City will review Proposals on a preliminary basis to determine whether they comply with the Mandatory Requirements in this section. Proposals which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following are Mandatory Requirements:

1. the Submission must be received at the Delivery Address no later than the Closing Time;
2. the Submission must address the Mandatory Technical Requirements identified in Section 7.1; and
3. the Proponent must ensure that all costs are included on the Parking Meter Bid Form, as identified in Appendix D.

The other requirements of this RFP, even if stated in mandatory terms, are not included in the Mandatory Requirements, and points will be provided to the extent that a submission meets or exceeds the requirements.

## **6 SUBMISSION INSTRUCTIONS**

### **6.1 CLOSING TIME AND DELIVERY ADDRESS**

Proposals must be received at the delivery address before the closing time. Proposals received after the closing time will not be considered and will be returned unopened.

### **6.2 NUMBER OF COPIES**

Nine (9) copies of the proposal should be submitted, plus an electronic copy.

### **6.3 NO FAX OR EMAIL SUBMISSION**

Proposals submitted by fax or email will not be accepted.

### **6.4 LANGUAGE OF PROPOSALS**

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

### **6.5 RECEIPT OF COMPLETE RFP**

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Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the closing time. The City accepts no responsibility for any proponent lacking any portion of this RFP.

**6.6 ELECTRONIC COMMUNICATION**

Proponents should not communicate with the contact person by fax and the contact person will not respond to any communications sent by fax. The following provisions will apply to any email communications with the contact person, or the delivery of documents to the contact person by email where such email communications or deliveries are permitted by the terms of this RFP.

The City does not assume any risk or responsibility or liability whatsoever to any proponent:

1. To ensure that any electronic email system being operated for the City is in good working order, able to receive transmissions, or is not engaged in receiving other transmissions such that a proponent's transmission cannot be received;
2. If a permitted email communication or delivery is not received by the City or received in less than its entirety within any time limit specified by this RFP; and
3. All permitted email communications with, or delivery of documents by email to the contact person will be deemed as having been received by the contact person on the dates and times indicated on the contact person's electronic equipment.

**6.7 INCONSISTENCY BETWEEN PAPER AND ELECTRONIC FORM**

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to proponents and the digital, electronic or other computer readable form, the paper form of the document will prevail.

**6.8 AMENDMENTS TO PROPOSAL**

A proponent may amend any aspect of its proposal at any time prior to the closing time by delivering written notice, or written amendments, to the delivery address prior to the closing time.

**6.9 REVISIONS PRIOR TO THE CLOSING TIME**

A proponent may amend or withdraw its proposal at any time prior to the closing time by delivering written notice to the contact person at the delivery address prior to the closing time.

## **6.10 VALIDITY OF PROPOSALS**

By submitting a proposal, each proponent agrees that their proposal, including all prices, will remain fixed and irrevocable from the closing time until midnight at the end of the 90th day following the closing time (the Proposal Validity Period).

## **6.11 MATERIAL CHANGE AFTER RFP CLOSING TIME**

A proponent will give immediate notice to the City of any material change that occurs to a proponent after the closing time, including a change to its membership or a change to financial capability.

## **7 SELECTION AND EVALUATION**

### **7.1 MANDATORY TECHNICAL REQUIREMENTS**

The City may choose to install SSM or MSM (PbS or PbP) at the City's discretion. The proposal with the highest points overall will be selected as the preferred proponent. The City may then negotiate with the successful proponent to finalize the agreement prior to a recommendation to City Council for award.

The proposal, at a minimum, must meet the following critical requirements. Proposals not meeting these requirements will not be considered.

1. That cash, credit card, log card and cell phone payments be required;
2. That unused time be hidden so it's not to be used by another party;
3. That there be a provision of a minimum of two stand-alone parking stations, which allow, at a minimum, the ability to purchase Smart Card time;
4. That solar powered meter technologies be required; and
5. That real-time communication/utilization to be provided for handheld ticketing enforcement, cell phone parking, audit reporting, way finding, parking guidance, smart phone and internet applications.

Additional specifications are included in Appendix C. Compliance is not mandatory with the specifications in Appendix C, but points will be awarded to the extent that a proposal meets or exceeds these specifications. Any exceptions to these specifications must be clearly outlined in the proposal submissions.

### **7.2 EVALUATION COMMITTEE**



The City will appoint an Evaluation Committee to evaluate proposals and identify the Preferred Proponent(s). The Evaluation Committee may be assisted by other persons when requiring individuals such as technical, financial, legal and other advisers or employees of the City.

### **7.3 EVALUATION OF PROPOSALS**

The Evaluation Committee will evaluate proposals in the manner set out in Appendix A and may consider any criteria it considers relevant.

The Evaluation Committee may, in its sole and absolute discretion, but is not required to:

1. Conduct reference checks relevant to the project with any or all of the references cited in a proposal, or with any other person not listed in a proposal, to verify any and all information regarding a proponent, including its Directors, Officers and the Key Individual;
2. Conduct any background investigations the Evaluation Committee considers necessary in the course of the Competitive Selection Process;
3. Seek clarification or rectification of a proposal or supplementary information from any or all proponents;
4. Request interviews or presentations with any, all or none of the proponents to clarify any questions or considerations based on the information included in proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the City, including the time, location, length and agenda for such interviews or presentations; and
5. The Evaluation Committee may in its sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of proposals.

The Evaluation Committee may decide not to complete a detailed evaluation of a proposal if it concludes having undertaken a preliminary review of the proposal as compared to other proposals, the proponent of the proposal is not in contention to be selected as the Preferred Proponent(s).

## **8 SELECTION OF PREFERRED PROPONENT(S) AND AWARD**

### **8.1 SELECTION AND AWARD**

If the City selects a Preferred Proponent(s), the City will invite the Preferred Proponent(s) to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponent's proposal, including any clarifications that the Preferred Proponent(s) may have provided during the evaluation of proposals.

The City also reserves the right to negotiate changes to the proposal.

If for any reason the City determines that it is unlikely to reach final agreement with the Preferred Proponent, then the City may terminate the discussions with the Preferred Proponent and proceed in any manner that the City may decide, in consideration of its own best interests, including:

1. Terminating the procurement process entirely and proceeding with some or all of the project in some other manner, including using other vendors; or
2. Inviting one of the other proponents to enter into discussions to reach final agreement for completing the project.

Final approval from City Council will be a condition precedent to the final execution or commencement of the agreement.

## **8.2 NO PARTIAL COMPENSATION FOR PARTICIPATION IN THIS RFP**

The City will not provide any compensation to proponents for participating in this RFP Competitive Selection Process.

## **8.3 DEBRIEFS**

The City will, following Award of an Agreement, upon request from an unsuccessful proponent, conduct a debriefing for that proponent. In a debriefing the City may discuss the relative strengths and weaknesses of that proponent's proposal, but the City will not disclose or discuss any confidential information of another proponent.

## **9. CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE**

### **9.1 RESERVATION OF RIGHTS**

The City reserves the right to disqualify any proponent that in the City's opinion has a conflict of interest or an unfair advantage (including access to any confidential information not available to all proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the proponent to continue and impose such conditions as the City may consider to be in the public interest or otherwise required by the City.

### **9.2 CONFLICT OF INTEREST DECLARATION**

Each proponent should fully disclose all relationships they may have with the City or any other person providing advice or services to the City with respect to the project or any other matter that gives rise, or might give rise, to an unfair advantage:

1. By submission in writing with the proposal; and

2. Thereafter during the Competitive Selection Process by written notice addressed to the contact person promptly after becoming aware of any such relationship.

At the time of such disclosure, the proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The proponent will provide such additional information and documentation and implement such additional measures as the City may require in its discretion in connection with the City's consideration of the disclosed relationship and proposed measures.

## **10. RFP TERMS AND CONDITIONS**

### **10.1 NO OBLIGATION TO PROCEED**

This RFP does not commit the City to select a Preferred Proponent(s) or enter into an Agreement and the City reserves the complete right to at any time reject all proposals, or to otherwise terminate this RFP and the Competitive Selection Process and proceed with the project in some other manner.

Further, project approvals will be based on the Project Budget as set out in Section 4.1.

### **10.2 NO AGREEMENT**

This RFP is not an agreement between the City and any proponent nor is this RFP an offer or an agreement to purchase work, goods or services. No agreement of any kind for work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the submission of a proposal, unless the City and the Preferred Proponent(s) execute an Agreement, and then only to the extent expressly set out in the Agreement.

### **10.3 CONFIDENTIALITY**

All documents and other records in the custody of, or under the control of, the City are subject to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and other applicable legislation. Except as expressly stated in this RFP, and subject to LAFOIP or other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential. The City will keep all documents and other records submitted in response to this RFP strictly confidential and will not disclose or allow any of its representatives to disclose, in any case whatsoever, in whole or in part, or use, or all allow any of its representatives to use, directly or indirectly, any documents and other records submitted in response to this RFP, subject to the provisions of LAFOIP.

#### **10.4 COST OF PREPARING THE PROPOSAL**

Subject to Section 8.2, each proponent is solely responsible for all costs it incurs in the preparation of its proposal, including all costs of providing information requested by the City, attending meetings and conducting due diligence.

#### **10.5 RESERVATION OF RIGHTS**

The City reserves the right, in its discretion, to:

1. Amend the scope of the project, modify, cancel or suspend the Competitive Selection Process at any time for any reason;
2. Accept or reject any proposal based on the Evaluation Committee's evaluation of the proposals in accordance with Appendix A and B, and in particular the City is not obliged to select the proposal with the lowest price;
3. Waive a defect or irregularity in a proposal and accept that proposal;
4. Reject, disqualify or not accept any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members;
5. Re-advertise for new proposals, call for tenders, or enter into negotiations for this project or for work of a similar nature;
6. Make any changes to the terms of the business opportunity described in this RFP;
7. Negotiate any aspects of a Preferred Proponent's Proposal; and
8. Extend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all proponents who have registered with Purchasing Services.

#### **10.6 NO COLLUSION**

Proponents will not discuss or communicate, directly or indirectly, with any other proponent or any director, officer, employee, consultant, adviser, agent or representative of any other proponent regarding the preparation, content or representation of their proposals. Nothing in this section will prevent any interested party from talking to other interested parties for the purpose of forming a team to submit a Proposal to this RFP.

#### **10.7 NO LOBBYING**

Proponents, proponent team members and the key individual; and their respective directors; officer; employees; consultants; agents; advisers or any other representatives will not engage in any form of political or other lobbying whatsoever in relation to the project, this RFP, or the Competitive Selection

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Process, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited.

Furthermore, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to the project, this RFP, or the Competitive Selection Process, directly or indirectly, with any representative of the City (including any member of the Council), or any employee of City, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever including for purposes of:

1. Commenting on or attempting to influence views on the merits of the proponent's proposal, or in relation to proposals of other proponents;
2. Influencing, or attempting to influence, the evaluation, scoring and ranking of proposals, the selection of the Preferred Proponent, or any negotiations with the Preferred Proponent;
3. Promoting the proponent or its interests in the project, including in preference to that of other proponents; and
4. Criticizing the proposals of other proponents.

In the event of any lobbying or communication in contravention of this Section, the City in its discretion may at any time, but will not be required to, reject any and all proposals submitted by that proponent without further consideration.

#### **10.8 OWNERSHIP OF PROPOSAL**

All proposals submitted to the City become the property of the City and will be received and held in confidence by the City, subject to the provisions of LAFOIP and this RFP.

#### **10.9 LIMITATION OF DAMAGES**

Each proponent on its own behalf and on behalf of the proponent team and any member of a proponent team:

1. Agrees not to bring any claim against the City or any of its employees, advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - a. If the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - b. If the project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the

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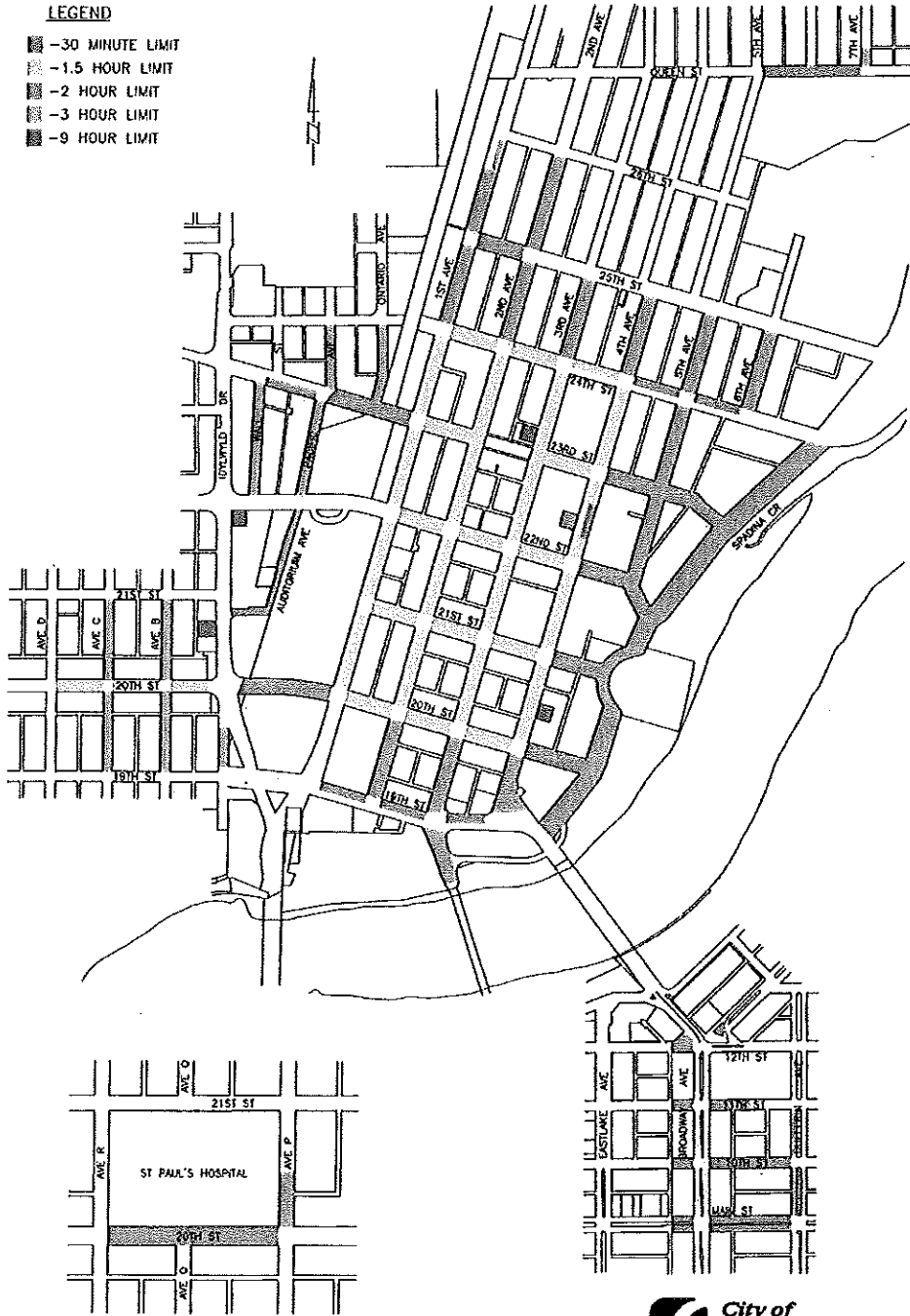
project or modification of this RFP or both) or the City exercises any rights under this RFP; and

2. Waives any and all claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
  - a. If the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
  - b. If the project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the project or modification of this RFP or both) or the City exercises any rights under this RFP.

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**EXHIBIT 1 – MAXIMUM METERED PARKING TIME**

MAXIMUM METERED PARKING TIME



## **APPENDIX A**

### **PROPOSAL EVALUATION**

The Evaluation Committee will evaluate the proposal submissions in accordance with this Appendix A.

**Proponents may submit proposals for a) Single Space Meters (SSM) or b) Multi Space Meters (MSM). Multi Space Meters proposals can be in either Pay by Space or Pay by Plate modes. A vendor may potentially submit 3 proposals, if applicable.**

#### **A1 EVALUATION PROCESS**

##### **1.1 Evaluation by Committee**

Subject to the terms of this RFP, the evaluation will consider whether the proposal substantially satisfies the requirements of this RFP, including the extent to which the proposal meets the specifications set out in Appendix C and demonstrates to the satisfaction of the City, that the proponent is capable of performing and will perform the obligations and responsibilities of the Agreement and that the proponent has a good understanding of the project referenced in Section 1.1 and the scope of the vendor's responsibility as referenced in Section 2.1.

The Mandatory Requirements noted in Section 7.1 will be reviewed prior to consideration of the Technical Submissions and Financial Submissions.

The Evaluation Committee anticipates selecting as Preferred Proponent(s) the proponent(s) submitting the proposal(s) achieving the highest score based on detailed evaluation in the manner set out in Appendix B.

##### **1.2 Evaluation of Proposals**

All proposals will be evaluated against the evaluation criteria and their peers. The proposal with the highest points overall will be selected as the preferred proponent, regardless if it is SSM or MSM technology. The City may then negotiate with the successful proponent to finalize an agreement for recommendation to City Council.

##### **1.3 Technical Submission**

Subject to the terms of this RFP, the Technical Submission evaluation will consider whether the Technical Submission addresses the mandatory requirements as identified in Section 7.1. Proposals not meeting the mandatory requirements will be disqualified. The proposals will be further reviewed to determine the extent that a proposal meets or exceeds the specifications set out in Appendix C.



#### **1.4 Financial Submission**

Proposals will be examined to determine whether the Financial Submission is submitted as set out in Appendix D.

If the Evaluation Committee determines that the Financial Submission does not substantially satisfy the above requirements, the Evaluation Committee may decide not to complete a detailed evaluation of the Proposal.

#### **1.5 Disqualification of Proposals**

Without limitation, the City may, in its sole discretion, disqualify a proposal if:

1. Background investigations reveal any criminal affiliations or activities by the proponent or a member of the proponent team and such affiliations or activities would, in the sole opinion of the City, interfere with the integrity of the Competitive Selection Process; or
2. Includes a false or misleading statement, claim or information; or
3. An unbalanced bid price has been submitted.

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**APPENDIX B**

**EVALUATION CRITERIA**

<b>Criteria</b>	<b>Description</b>
Technical Features (20%)	Meets/exceeds features in Appendix C
System Reliability (20%)	Cold weather references <ul style="list-style-type: none"> <li>• 3 or more installations similar to size and climate of Saskatoon</li> <li>• environmental certification result</li> </ul> Company Experience 5 or more years
Service and Support (20%)	Hardware/Software Upgrades <ul style="list-style-type: none"> <li>• cost</li> </ul> Warranty Response <ul style="list-style-type: none"> <li>• Mon-Fri 8:00 – 5:00</li> <li>• 24-hour technical support</li> <li>• On-site within 24 hours</li> <li>• Repair within 48 hours</li> </ul> Manufacturing of equipment – model year
User Interface External (15%)	Transaction <ul style="list-style-type: none"> <li>• number of steps to complete a transaction using all payment options</li> <li>• minimum, maximum and average time required to complete all transaction types</li> <li>• Max time selection</li> </ul> LCD <ul style="list-style-type: none"> <li>• size</li> <li>• lines</li> <li>• number of characters</li> </ul> Simplicity/clear instructions
User Interface Internal (15%)	Ease of enforcement <ul style="list-style-type: none"> <li>• SSM visual verification of valid time</li> <li>• MSM/CMS integration with handheld devices for paid/unpaid spaces</li> <li>• Real time communication</li> <li>• Reporting</li> </ul>
Cost (10%)	Lowest = 10 <ul style="list-style-type: none"> <li>• Within 2% of lowest = 7</li> <li>• Within 5% of lowest = 5</li> <li>• Within 10% of lowest = 4</li> <li>• Within 15% of lowest = 3</li> <li>• Within 20% of lowest = 2</li> <li>• Within 30% of lowest = 1</li> <li>• Greater than 30% = 0</li> </ul>

## **APPENDIX C**

### **TECHNICAL SPECIFICATIONS**

#### **C 1 SINGLE-SPACE PARKING METER (SSM)**

##### **1. GENERAL**

###### **1.1 SUMMARY**

Section includes provision of all material, labor, equipment, services and training necessary to furnish and install fully integrated on-line, real-time Parking Access and Revenue Control System (SSM) functioning as described herein.

###### **1.2 DEFINITIONS**

List of Abbreviations:

AKA	Also Known As
CMS	Central Management System
ID	Identification
LCD	Liquid Crystal Display
LPR	License Plate Recognition
MSM	Multi-Space Meter
PCI	Payment Card Industry
P&D	Pay & Display
PbC	Pay by Cell
PbP	Pay-by-Plate
PbS	Pay-by-Space
RH	Relative Humidity
RMA	Return Merchandise Authorization
SSM	Single Space Meter

###### **1.3 INFORMATIONAL SUBMITTALS TO BE INCLUDED WITH PROPOSAL**

1. Schedule E outlines the submittal requirements for the proposal.

###### **1.4 QUALITY ASSURANCE**

1. Manufacturer's Qualifications:
  - a. In continuous operations for previous five years.
  - b. Similar SSM system installed in three or more municipalities of similar size, complexity and weather conditions.

2. Installer and/or Service Provider Qualifications
  - a. Continuously worked with equipment manufacturer, including providing installations and/or service, for minimum of three years.
  - b. Approved in writing by manufacturer.
  - c. Documentation of manufacturer's installation and/or service training within previous two years.
  - d. Proven ability to provide installation and/or service and support after installation, meeting minimum requirements as specified herein.
  - e. Manufacturer approved service center located within twenty four hours response time of site.

### **1.5 INSTALLATION DELIVERY, STORAGE AND HANDLING REQUIREMENTS**

1. Assume care, custody and control of all SSM equipment and components.
2. Replace damaged materials at no cost to Owner;
3. Deliver equipment to site in manufacturer's original containers to prevent damage and marked for easy identification; and
4. Store equipment in original containers in clean, dry location until installed.

### **1.6 WARRANTY**

1. General – Equipment and installation (100% parts and labor) for one year from date of Final Acceptance by Owner or Owner's Representative. System maintained and serviced against any and all malfunctions due to manufacturing or installation defects at no cost to Owner during warranty period, including preventive maintenance per manufacturer's recommendations or as necessary to keep equipment in good working order. Software support provided during warranty period to include all software upgrades at no additional cost to Owner.
  - a. Warranty period commences after vendor has demonstrated satisfactory performance of completed SSM system as specified in the Acceptance Testing Plan.
  - b. Maintain a log of all maintenance, preventive maintenance and repair work performed under warranty and provide to Owner or Owner's Representative at end of warranty period.
2. Warranty response period is Monday through Friday, 8:00 am to 5:00 pm excluding holidays. Response time from initiation of trouble call to on-site response by qualified service technician:
  - a. Available 24-hour technical support via telephone seven days per week.
  - b. On-site within 24 hours of initial contact.

3. Repair or replace all defective or damaged items under warranty by end of the following weekday upon which notice was given.

## **2. PRODUCTS**

### **2.1 SYSTEM DESCRIPTION**

- a. Provide and install new SSM retrofit meters, including the removal of existing mechanisms, with final quantities and locations to be determined by City.
- b. SSMs will be solar powered, and will accept coins, credit cards and smart cards.
- c. Provide all necessary components and materials for a complete and functioning SSM system:
  - a. SSMs
  - b. CMS
  - c. Stock items
  - d. Spare parts

### **2.2 PROJECT SITE CONDITIONS**

1. Provide components that operate dependably within environmental conditions indigenous to Saskatoon, Canada.

### **2.3 DESIGN CRITERIA**

1. Outdoor operation in Saskatoon, Canada.
  - a. Fully operational regardless of extreme weather such as sun, ice, snow, freezing rain, etc.
  - b. Operating temperature range of -40 C to +40 C and to 98% RH.
  - c. Weatherproof keypad or and/or user buttons unaffected by temperature, sun, ice, snow, freezing rain, etc.
2. Accuracy – Provide the following minimum accuracy levels. Calculate accuracy by dividing the accurate counts/calculations by all counts/calculation.
  - a. Fee calculation accuracy - 99%
  - b. Data transmission error rates: Less than one message retransmission per hour.

- c. Data received and accepted by CMS as valid - 99% accuracy.

## **2.4 CENTRAL MANAGEMENT SYSTEM**

1. Microprocessor controlled, in on-line, virtual real-time communication.
  - a. Each SSM communicates complete transaction log to CMS. In event of communication failure, SSMs continue to operate in off-line mode and store a minimum of 1,000 transactions, or have sufficient system redundancy, to ensure availability of transaction data upon restoration of CMS. In event of failure during communication, an error-checking and recovery routine is employed to prevent corruption of data files.
2. Hosted system, capable of operating with proper user ID and password, to all authorized users.
  - a. Provide field programmable functions of each meter from CMS (password protected), including rate structures (from CMS only), with any and all programming changes reported in daily log.
  - b. Maintain a secure connection while active, and automatically log-off after programmable period of inactivity.
  - c. Remote access to CMS over standard TCP/IP connection (may use web browser-based applications).
  - d. Browser-based user-interface modules utilize client/server technology or equivalent. The following general requirements apply to all components or modules:
    - Windows-based graphical user interface;
    - Allow for both standard and custom report formats;
    - Adequate security to allow for different classifications of users;
    - System back up in less than three hours;
    - Report generation at a minimum of 25 pages per minute; and
    - Provide any and all updates to the CMS to ensure full compatibility with the meters and the system at no additional cost to the City for the life of any agreement relating to the meters.
3. Security
  - a. Utilize protocols and passwords that prevent unauthorized access to software and hardware and manipulation of data and reports, including individual transactions.
  - b. Include minimum of 4 levels of access authorization to all operational, administrative and reporting functions, and provide the following security features:

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- Define individual user and group based security;
  - Ability to assign a unique user ID and password for each person authorized to use system;
  - Ability to establish an expiration period for passwords and periodically change that password for each authorized user ID;
  - Ability to disable a user ID following successive log-on failures exceeding a specific limit;
  - Ability to view and report user and group level security rights and create user-defined fields; and
  - Ability to de-activate codes for former users and internal and external customers.
- c. Provide Owner with a complete list of initial installation administrator user names and passwords for all authorized users.
- d. Password protected CMS subsystems to restrict access to individual functions of each subsystem:
- Revenue Control System Monitoring, Control and Reporting.
  - Maintenance Monitoring, Control, and Reporting.
- e. PCI Compliance
- Utilize credit card acceptance hardware, software, and other system components that are PCI DSS compliant.
  - The proposed system is to be compliant with current Payment Card Industry Data Security Standard (PCI DSS) requirements.
    - This pertains to all credit card acceptance hardware, software and other system components as defined by the PCI DSS.
    - Acceptable proof of PCI DSS Compliance is that the equipment manufacturers are listed on Visa and MasterCard web sites as PCI DSS Compliant. It is not acceptable to state that the credit card processor is PCI DSS Compliant or is in the process of becoming compliant and/or receiving validation.
    - Maintain PCI certification as required for the term of the Agreement with no additional cost to the City.
- f. Provide continual software updates as required or recommended, at no additional fees for the life of the Agreement.

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4. Pay by Cell Phone (PbC): The CMS integrates with a PbC provider for enforcement and financial reporting. Submit detailed description and screenshots for enforcement process.
5. Smart Card System: Smart Card system to include reloadable stored value smart cards, programmed for 'card-in/card-out' debiting (log card). A minimum of 20,000 cards are required initially.
6. Equipment Monitoring
  - a. Capable of performing and wirelessly reporting the results of a self-diagnostic routine at programmable times or intervals. Self-diagnostic routines verify that SSM functions are working properly. Functions to be checked include accuracy of fee calculation, clock, and card acceptance.
  - b. Warning alarms tracked, displayed and communicated in real time to workstations and cell phones for the following conditions (Submit sample screenshots):
    - Machine failure
    - Low battery
    - Dead battery
    - Component trouble and/or failure
    - Card jam
    - Tampering
    - Vault near capacity
    - Vault full
    - Door Open
    - Meters with no transactions for a defined period
  - c. Monitor electrical circuits and frequency of operational errors in components to identify maintenance actions to prevent failure of a component.
  - d. Monitor the transmission of repeated messages that may indicate possible problems with the system.
  - e. Display abnormal status conditions as a visual alarm on the workstation screen, accompanied by an audible alarm.
    - The display continues to flash until the abnormal condition is corrected. The audible alarm continues until turned off by operator.
    - Record the abnormal status condition and the acknowledgement of the alarm, including time, workstation and operator.
  - f. Record and store all meter alarms and repair activity.



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7. Reports: Provide the following ASCII file reports which can be displayed on a monitor or printed on a printer (submit sample reports):
- a. Daily Event Log - A listing of any and all changes to the system and users who made the changes, system alarms and system log on/log offs.
  - b. Meter alarms and repair activity to be sorted by time, date, meter, operator and/or type of alarm.
  - c. Maintenance history report of each meter.
  - d. Transaction Report - A listing of each transaction processed by the SSMs, to include and sort by:
    - Time/date/day of week
    - Duration
    - Payment amount
    - Payment type
    - SSM
    - SSM zone(s)
  - e. Daily Summary Report - A daily summary of all SSM activity, including daily grand totals of Transaction Report data.
  - f. Monthly Summary Report – A monthly summary of all SSM activity, including monthly grand totals of Transaction Report data.
  - g. Parking Value/Type Report - Stratification based upon the value of transactions processed by payment type, provided for each rate structure. This report is used for revenue analysis, rate analysis, management planning, and statistical information.
  - h. Revenue Report – Total revenue for a selected timeframe to include and field sort by:
    - Time of day
    - SSM machine number or zone(s)
    - Payment type
    - Duration
  - i. SSM Usage Reports to sorted by:
    - Time of day
    - SSM machine number or zone(s)
    - Payment type
    - Duration
  - j. Add-time report – Provide a list of transactions conducted while time was still on the meter.

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- k. Pre-payment report – Provide a list of transactions conducted in advance of the session start time.
- l. Rejected credit cards and smart cards per meter, broken out by reason for rejection.
- m. Collection Reports – Provide the amount collected from the vaults, by denomination, and including the date and time of current and previous collection.
- n. Vault coin totals in real time, and by denomination.
- o. Number of meters and percent of inventory out-of-order over a specified time period.
- p. Custom Reports – City's request is to provide up to two custom reports per year at no additional cost to the City.
- q. Either periodically or on demand, CMS downloads and sends electronically, revenue reports for integration into Owner's financial department via TCP/IP connection to designated computer network in Microsoft Excel or approved equivalent.

**8. Rate Structure**

- a. Remote programming of SSM parking rates, with rate tables in a windows format and easily changed by the City.
- b. Capable of programming:
  - Day, evening and night rates
  - Grace periods
  - Weekend rates
  - Flat rates
  - Event rates
  - Holiday rates
- c. Differentiate between new session and add-time sessions (i.e. the meter is already paid when the transaction is conducted).
- d. Allow for pre-payments and differentiate between payment time and parking session start time (i.e. Free parking is in effect until 8:00 am. Customer parks at 11:00 pm and purchases one hour for 8:00 am to 8:59 am).
- e. If a meter is programmed with two different rates in adjacent time slots and a Customer pays for time starting in one time slot and ending in the next, prorate the amount charged within each time slot for the time purchased.
- f. Programmable time slots as small as ten minutes.
- g. User defined maximums (12-hour, 24-hour, etc.)
- h. Submit the minimum number of programmable time slots per day and per week.

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- i. Ability to program any subset of meters using any combination of standard and user-defined filters and an effective date.
- j. Allow for import of data in batch files. For example, when reconfiguring the hours of operation on 100 meters, the City should be able to upload that data in batches, including the following data sources: XML, Excel, CSV etc.
- k. Automatic adjustment for leap year in fee calculations.

## **2.5 SINGLE-SPACE METER (SSM)**

1. Housing (if required):
  - a. Heavy duty, durable, as well as vandal, graffiti, corrosion and weather resistant. Able to maintain finish, look, integrity and functionality in the environment in which installed for a period of ten years.
  - b. Internal hinges.
2. Coin Acceptor:
  - a. Capable of accepting payment of parking fees by Canadian and US coins in denominations of \$0.25, \$0.50, \$1.00 and \$2.00 (Canadian) coins. Owner may elect to limit or expand coin acceptance.
  - b. Should the Canadian Royal or US Mint change the existing currency in any way, update the software to accept the new coins issued as well as the old coins as soon as new coins are available to the general population, at no cost to the City.
  - c. Identify and report foreign coins and/or slugs.
  - d. Coin jams – At a minimum, the meter shall be able to detect and report the following objects if/ when jamming the coin acceptor:
    - Paper clip
    - Soda can tab
    - Cotton
    - Toothpick
    - Paper or cardboard (matchbook cover, business card, etc.)
    - Plastic straw
    - Coffee stirrer
    - Coin-wrapped in tape
  - e. Equipped with anti-backup provision to prevent the retrieval of deposited coins (e.g., attached to strings or wires).
  - f. If coin slot is inoperable, a message advises payment be made by credit card.

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3. Coin Vault:
  - a. Removable coin vault located in a separate locked compartment.
  - b. Keyed differently than other meter locks such that access to vault is not available when vaults are removed from meter.
  - c. Each vault identified by a separate ID number.
  - d. Provide new vaults in a total quantity equal to 110% of the total meters purchased (1.1:1).
  
4. Lock and Key Requirements:
  - a. Meter locks to be separated into four zones with four separately keyed sets of identical locks and keys for all like equipment but unique to this project so that keys from other facilities will not provide access.
  - b. Separate keys for maintenance area and vault area.
  - c. Provide Owner or Owner's Representative with twenty sets of SSM keys and two sets of master keys.
  
5. Internal Components:
  - a. Modular in nature and easily removed/replaced by hand.
  - b. Corrosion resistant connections and connection boxes with unique installations so that a component or connector cannot be connected incorrectly.
  
6. Informational/Instructional Displays
  - a. Liquid Crystal Display (LCD) Screen
    - Display current time of day (HH:MM)
    - Acknowledgement of payment and/or buttons pressed by customer;
    - Easily readable alpha-numeric display to communicate messages to user;
    - Instructional prompts guiding customer through payment process such as: "Please insert coins or credit card", "Authorizing" and "Thank you";
    - Capable of recognizing user errors and providing corrective guidance;
    - Remotely programmable via the CMS;
    - Backlit, automatically adjusting to external light conditions, with the contrast adjustable by the City;
    - UV resistant (non-yellowing) Lexan-like material to protect the LCD;

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- Display (scroll) rates and regulations for every time slot programmed for the day;
- Ability to display logos and graphics;
- If a payment mode is inoperable, a message advises that payment be made by other mode(s);
- Capable of operating in three different languages by push of a button. Specific languages to be determined by the City but will at least include English and French; and
- Provide on-screen menu or display for technicians to analyze problems on-site without opening the meter housing, and provide, at minimum, the following information regarding the meter's current operating status:
  - View the current assigned meter configuration and software version;
  - View the battery levels and the solar panel charge level;
  - Test the operating condition of the card reader;
  - Test the operating condition of the coin validation; and
  - Test the integrated wireless communications.

b. Fixed graphics containing customer instructions for user-friendly operation.

- Operating procedure progresses from left to right and top to bottom;
- Numbered corresponding instructions are pictorially illustrated; and
- Customizable by City.

c. Enforcement – Provide the means for determining payment status through visual inspection of the meter.

**7. Card Reader**

a. Accepts the following cards:

- VISA
- Master Card
- American Express
- Reloadable Saskatoon stored value smart cards, programmed for 'card-in/card-out' debiting (7,000 currently in circulation). The current system uses chips to store monetary credit value.

b. Credit card approval system

- Credit card readers connected to a server dedicated to credit card approval and payment processing system.
  - Configure system such that information from each credit card transaction is transmitted to a server in direct communication with authorizing clearinghouse via DSL, T1, or similar connection to provide on-line real time approvals for each transaction.
  - Encryption performed at the card reader.
  - Credit card authorization in real time.
  - Maximum average authorization time for credit card transactions: Eight (8) seconds.
  - Provide “hold and send” feature when the communication network is down or not available and credit card payments cannot be authorized in on-line mode.
  - Allow City to prevent certain credit cards or smart cards from being accepted, AKA Hotlist. Any card on the Hotlist is denied at the meter, and “INVALID CARD” displayed on the screen.
  - Confirm and provide record formats required by Owner’s financial institution.
- c. User may press a button to select the maximum parking time and/or the ability to toggle up or down to select the desired time.
- d. Provide the user the ability to confirm purchase prior to processing card.
8. Power Supply
- a. Solar powered battery with minimum battery life of 36 months.
  - b. No trenching, conduit, or wiring shall be required.
  - c. Commercially available battery without voiding warranty.
  - d. Ability to replace battery in less than two minutes with no tools required.
  - e. Fully integrated solar panel.
  - f. Separate backup battery to sustain clock, calendar, audit information and RAM in the event of a system failure or during solar battery replacement.
9. GPS Technology – Provide GPS technology to identify and report the location and mapping of meter inventory.

### **3. EXECUTION**

#### **3.1 INSTALLATION**

1. Install SSMs in accordance with manufacturer’s recommendations.

2. Installation and Start-Up: Vendor is responsible for installation of all Vendor supplied equipment and its interfacing and interconnection with Owner supplied equipment.
3. Owner or Owner's Representative may observe installation process at any time.
4. Remove from site all existing parking equipment not to be reused or relocated, in conjunction with Owner's or Owner's Representative's approval.

### **3.2 FIELD QUALITY CONTROL**

1. Within 30 days of award submit an Acceptance Testing Plan to demonstrate the functionality of the system thirty days prior to the start of first test.
  - a. Include demonstrations of compliance with specifications, agreement compliance, definitions of all test objectives, participant responsibilities, documentation of tests and procedures for dealing with failures during test.
  - b. Detail tests for every functional requirement of the SSMs and the CMS.
    - Include checklist for specified supplies, spare parts, training operation and training manuals.
    - Provide space for acceptance by Vendor and Owner or Owner's representative.
  - c. Confirm that all specified features are provided and fully operational before Acceptance Testing.
  - d. Notify Owner or Owner's Representative in writing at least one week prior to each official test session. In the event that a test is not successful, correct noted deficiencies and advise Owner or Owner's Representative, at least two days in advance, that test session is ready to resume.
  - e. Owner or Owner's Representative may witness tests.
2. Passing Acceptance testing, even if performed in the presence of the Owner or Owner's Representative, does not relieve the Vendor of the responsibility to provide a system in accordance with the Specifications.
3. Promptly correct all problems encountered at no cost to the Owner.
4. Sample Test Sequence for SSMS:
  - a. Coin Transaction

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- Confirm that SSM accepts all approved coins.
  - Confirm that SSM calculates and displays the payment amount.
  - Confirm that SSM displays the parking time.
- b. Credit Card Transaction
- Insert/remove credit card from card reader.
  - Confirm that SSM prompts user to select duration.
  - Select parking time desired.
  - Conduct twenty transactions to verify credit card authorization is completed in average time of eight seconds or less.
  - Confirm that SSM will not accept unauthorized cards.
- c. No Data Communications Payment
- Disconnect data communications from SSM.
  - Process several coin and credit card transactions as indicated above.
  - Verify system works as if it were a normal transaction.
  - Re-establish communications.
  - Verify transactions are uploaded to the CMS and credit cards batched for approval.
- d. Vault Removal and Replacement
- Verify that vault can be easily removed/replaced, and has a separate locking mechanism.
  - Conduct collection.
  - Verify that SSM housing properly aligns and locks.
- e. Modular components
- Remove and replace each modular part to confirm that all connections - disengage and reengage properly.
5. Sample Test Sequence for CMS
- a. Verify all of the above operations have reported accurately in CMS.
  - b. Remove/disable components/battery and confirm alarms.
  - c. Leave door open and confirm alarm.
  - d. Fill vault and confirm alarm.
  - e. Run all reports and confirm accuracy.
6. Thirty-Day Operational Test and Final Acceptance



- a. After go-live date, the Owner will conduct an operational test for thirty days.
- b. Performance Standards:
  - System is fully operational without downtime or programming problems for the complete monthly reporting cycle. For each down time period of between one hour and eight hours, or programming problems that delay the report cycle, two days will be added to the test duration.
  - All reports correlate 100% with coin totals and credit card reconciliation.
- c. Maintain detailed records and a logbook of all tests, events and issues to be provided to the Owner upon completion of the tests.

### **3.3 TRAINING**

1. Submit operation and maintenance manuals for all components. Also provide these manuals on-line.
2. Within 30 days of award submit a comprehensive training program for Owner's personnel.
3. Each training group is trained in the full repertoire of system commands that they may have to use in course of performing designated functions.
4. Schedule training no more than two weeks prior to use of equipment.
5. Include lectures, visual presentations, hands-on operation of equipment and any materials necessary to perform job. Provide each trainee with a complete set of training materials and operating manuals during training session, to be kept for use on job at completion of training.
6. Training categories:
  - a. Maintenance
  - b. Collections
  - c. Enforcement
  - d. Administration

**END OF SECTION C1**

## **C2 – MULTI-SPACE PARKING METER (MSM)**

### **1 GENERAL**

#### **1.1 SUMMARY**

1. Section includes provision of all material, labor, equipment, services and training necessary to furnish and install fully integrated on-line, real-time Parking Access and Revenue Control System (MSM) functioning as described herein.

#### **1.2 DEFINITIONS**

1. List of Abbreviations:

AKA	Also Known As
CMS	Central Management System
ID	Identification
LCD	Liquid Crystal Display
LPR	License Plate Recognition
MSM	Multi-Space Meter
PCI	Payment Card Industry
P&D	Pay & Display
PbC	Pay by Cell
PbP	Pay-by-Plate
PbS	Pay-by-Space
RH	Relative Humidity
RMA	Return Merchandise Authorization
SSM	Single Space Meter

#### **1.3 INFORMATIONAL SUBMITTALS TO BE INCLUDED WITH PROPOSAL**

1. Schedule E outlines the submittal requirements for the proposal.

#### **1.4 QUALITY ASSURANCE**

1. Manufacturer's Qualifications:
  - a. In continuous operations for previous five years.
  - b. Similar MSM system installed in three or more municipalities of similar size, complexity and weather conditions.
2. Installer and/or Service Provider Qualifications:

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- a. Continuously worked with equipment manufacturer, including providing installations and/or service, for minimum of three years.
- b. Approved in writing by manufacturer.
- c. Documentation of manufacturer's installation and/or service training within previous two years.
- d. Proven ability to provide installation and/or service and support after installation, meeting minimum requirements as specified herein.
- e. Manufacturer approved service center located within twenty four hours response time of site.

**1.5 DELIVERY, STORAGE AND HANDLING REQUIREMENTS**

1. Assume care, custody and control of all MSM equipment and components.
2. Replace damaged materials at no cost to Owner.
3. Deliver equipment to site in manufacturer's original containers to prevent damage and marked for easy identification.
4. Store equipment in original containers in clean, dry location.

**1.6 WARRANTY**

1. General: Equipment and installation (100% parts and labor) for one year from date of final acceptance by Owner or Owner's Representative. System maintained and serviced against any and all malfunctions due to manufacturing or installation defects at no cost to Owner during warranty period, including preventive maintenance per manufacturer's recommendations or as necessary to keep equipment in good working order. Software support provided during warranty period to include all software upgrades at no additional cost to Owner.
  - a. Warranty period commences after Vendor has demonstrated satisfactory performance of completed MSM as specified in the Acceptance Testing Plan.
  - b. Maintain a log of all maintenance, preventive maintenance and repair work performed under warranty and provide to Owner or Owner's Representative at end of warranty period.
    - Warranty response period: Monday through Friday, 8:00 am to 5:00 pm excluding holidays. Response time from initiation of trouble call to on-site response by qualified service technician:
  - c. 24-hour technical support via telephone seven days per week.
  - d. On-site within 24 hours of initial contact .

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- Repair or replace all defective or damaged items under warranty by end of the following weekday upon which notice was given.

## **2 PRODUCTS**

### **2.1 SYSTEM DESCRIPTION**

1. Provide and install new MSMs, including the removal of existing SSMs and a portion of the existing posts, with final quantities and locations to be determined by City.
2. MSMs will be solar powered, capable of PbS or PbP mode and will accept coins, credit cards and smart cards.
3. Provide all necessary components and materials for a complete and functioning MSM system:
  - a. MSMs
  - b. CMS
  - c. Stock items
  - d. Spare parts

### **2.2 PROJECT SITE CONDITIONS**

1. Provide components that operate dependably within environmental conditions indigenous to Saskatoon, Canada.

### **2.3 DESIGN CRITERIA**

1. Outdoor operation in Saskatoon, Canada.
  - a. Fully operational regardless of extreme weather such as sun, ice, snow, freezing rain, etc.
  - b. Operating temperature range of -40 C to +40 C and to 98% RH. Weatherproof keypad or and/or user buttons unaffected by temperature, sun, ice, snow, freezing rain, etc.
2. Accuracy - Provide the following minimum accuracy levels. Calculate accuracy by dividing the accurate counts/calculations by all counts/calculation.

- a. Fee calculation accuracy - 99%
- b. Data transmission error rates: Less than one message retransmission per hour.
- c. Data received and accepted by CMS as valid: 99% accuracy.

## **2.4 CENTRAL MANAGEMENT SYSTEM**

1. Microprocessor controlled, in on-line, virtual real-time communication:
  - a. Each MSM communicates complete transaction log to CMS. In event of communication failure, MSMs continue to operate in off-line mode and store a minimum of 1,000 transactions, or have sufficient system redundancy, to ensure availability of transaction data upon restoration of CMS. In event of failure during communication, an error-checking and recovery routine is employed to prevent corruption of data files.
  - b. During enforcement sessions, all transaction data is available to CMS workstations and handheld enforcement devices within ten seconds of completing transaction at any device. Delays or functional degradation resulting from data communication between devices over CMS network is not acceptable.
2. Hosted system, capable of operating with proper user ID and password, to all authorized users.
  - a. Provide field programmable functions of each meter from CMS (password protected), including rate structures (from CMS only), with any and all programming changes reported in daily log.
  - b. Maintain a secure connection while active, and automatically log-off after programmable period of inactivity.
  - c. Remote access to CMS over standard TCP/IP connection (may use web browser-based applications).
  - d. Browser-based user-interface modules utilize client/server technology or equivalent. The following general requirements apply to all components or modules:
    - Windows-based graphical user interface.
    - Allow for both standard and custom report formats.
    - Adequate security to allow for different classifications of users.
  - e. System back up in less than three hours.
  - f. Report generation at a minimum of 25 pages per minute.
  - g. Provide any and all updates to the CMS to ensure full compatibility with the meters and the system at no additional cost to the City for the life of any agreement relating to the meters.

3. Security:

- a. Utilize protocols and passwords that prevent unauthorized access to software and hardware and manipulation of data and reports, including individual transactions.
- b. Include minimum of 4 levels of access authorization to all operational, administrative and reporting functions and provide the following security features:
  - Define individual user and group based security.
  - Ability to assign a unique user ID and password for each person authorized to use system.
  - Ability to establish an expiration period for passwords and periodically change that password for each authorized user ID.
  - Ability to disable a user ID following successive log-on failures exceeding a specific limit.
  - Ability to view and report user and group level security rights and create user-defined fields.
  - Ability to de-activate codes for former users and internal and external customers.
- c. Provide Owner with a complete list of initial installation administrator user names and passwords for all authorized users.
- d. Password protected CMS subsystems to restrict access to individual functions of each subsystem:
  - Revenue Control System Monitoring, Control and Reporting.
  - Maintenance Monitoring, Control, and Reporting.

4. PCI Compliance:

- a. Utilize credit card acceptance hardware, software, and other system components that are PCI DSS compliant.
- b. The proposed system is to be compliant with current Payment Card Industry Data Security Standard (PCI DSS) requirements.

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- This pertains to all credit card acceptance hardware, software and other system components as defined by the PCI DSS.
  - Acceptable proof of PCI DSS Compliance is that the equipment manufacturers are listed on Visa and MasterCard web sites as PCI DSS Compliant. It is not acceptable to state that the credit card processor is PCI DSS Compliant or is in the process of becoming compliant and/or receiving validation.
  - Maintain PCI certification as required for the term of the Agreement with no additional cost to the City.
- e. Provide continual software updates as required or recommended, at no additional fees for the life of the agreement.
5. Pay by Cell Phone (PbC): The CMS integrates with a PbC provider for enforcement and financial reporting. Submit detailed description and screenshots for enforcement process.
6. Equipment Monitoring:
- a. Capable of performing and wirelessly reporting the results of a self-diagnostic routine at programmable times or intervals. Self-diagnostic routines verify that MSM functions are working properly. Functions to be checked include accuracy of fee calculation, clock, and card acceptance.
  - b. Warning alarms tracked, displayed and communicated in real time to workstations and cell phones for the following conditions (submit sample screenshots):
    - Machine failure
    - Low battery
    - Dead battery
    - Component trouble and/or failure
    - Receipt jam
    - Card jam
    - Tampering
    - Vault near capacity
    - Vault full
    - Door Open
    - Receipt paper low
    - Receipt paper empty
    - Meters with no transactions for a defined period

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- c. Monitor electrical circuits and frequency of operational errors in components to identify maintenance actions to prevent failure of a component.
  - d. Monitor the transmission of repeated messages that may indicate possible problems with the system.
  - e. Display abnormal status conditions as a visual alarm on the workstation screen, accompanied by an audible alarm.
    - The display continues to flash until the abnormal condition is corrected. The audible alarm continues until turned off by operator.
    - Record the abnormal status condition and the acknowledgement of the alarm, including time, workstation and operator.
  - f. Record and store all meter alarms and repair activity.
7. Reports – Provide the following ASCII file reports which can be displayed on a monitor or printed on a printer (submit sample reports):
- a. Daily Event Log - A listing of any and all changes to the system and users who made the changes, system alarms and system log on/log offs.
  - b. Meter alarms and repair activity to be sorted by time, date, meter, operator and/or type of alarm.
  - c. Maintenance history report of each meter.
  - d. Transaction Report - A listing of each transaction processed by the MSMs, including and sortable by:
    - Time/date/day of week
    - Duration
    - Payment amount
    - Payment type
    - MSM
    - MSM zone(s)
  - e. Daily Summary Report - A daily summary of all MSM activity, including daily grand totals of Transaction Report data.
  - f. Monthly Summary Report – A monthly summary of all MSM activity, including monthly grand totals of Transaction Report data.
  - g. Parking Value/Type Report - Stratification based upon the value of transactions processed by payment type, provided for each rate structure. This report is used for revenue analysis, rate analysis, management planning, and statistical information.
  - h. Revenue Report – Total revenue for a selected timeframe, including and field sortable by:



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- Time of day
  - Space number (for Pay by Space)
  - MSM machine number or zone(s)
  - Payment type
  - Duration
- i. MSM Usage Reports sortable by:
- Time of day
  - Space number (for Pay by Space)
  - MSM machine number or zone(s)
  - Payment type
  - Duration
- j. Add-time report – Provide a list of transactions conducted by same customer, to add time at the meter, using ID code.
- k. Pre-payment report – Provide a list of transactions conducted in advance of the session start time.
- l. Rejected credit cards and smart cards per meter, broken out by reason for rejection.
- m. Collection Reports – Provide the amount collected from the vaults, by denomination, and including the date and time of current and previous collection.
- n. Vault coin totals in real time, and by denomination.
- o. Number of meters and % of inventory out-of-order over a specified time period.
- p. Custom Reports – Upon City's request, provide up to two custom reports per year at no additional cost to the City.
- q. Either periodically or on demand, CMS downloads and sends electronically, revenue reports for integration into Owner's financial department via TCP/IP connection to designated computer network in Microsoft Excel or approved equivalent.
8. Rate Structure:
- a. Remote programming of MSM parking rates, with rate tables in a windows format and easily changed by the City.
- b. Capable of programming:
- Day, evening and night rates
  - Grace periods
  - Weekend rates
  - Flat rates
  - Event rates
  - Holiday rates

- c. Allow for initial payment and/or adding time at any MSM in system.
- d. Allow for pre-payments and differentiate between payment time and parking session start time (i.e. Free parking is in effect until 8:00 am. Customer parks at 11:00 pm and purchases one hour for 8:00 am to 8:59 am).
- e. If a meter is programmed with two different rates in adjacent time slots and a Customer pays for time starting in one time slot and ending in the next, prorate the amount charged within each time slot for the time purchased.
- f. Provide a unique ID code to enable customers to add time to their transaction.
- g. Programmable time slots as small as ten minutes.
- h. User defined maximums (12-hour, 24-hour, etc.)
- i. Ability to program any subset of meters using any combination of standard and user-defined filters and an effective date.
- j. Allow for import of data in batch files. For example, when reconfiguring the hours of operation on 100 meters, the City should be able to upload that data in batches, including the following data sources: XML, Excel, CSV etc.
- k. Automatic adjustment for daylight saving time and leap year in fee calculations.

## **2.5 MULTI-SPACE METER (MSM)**

- 1. Operational Modes – Pay by Space or Pay by Plate mode:
  - a. Pay by Space (PbS) sample operating sequence
    - MSM prompts customer to enter space number.
    - MSM prompts customer to make payment.
    - MSM processes payment:
      - As each coin is inserted into MSM, MSM calculates and displays duration of paid parking time.
      - If card payment, MSM prompts customer to select payment increment.
      - MSM processes payment and provides receipt as proof of payment, as well as a unique ID code for adding time.
    - The MSM and CMS integrate with the City's hand-held enforcement device and/or mobile LPR system (Tannery Creek) to identify paid and unpaid spaces for real-time enforcement purposes.

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b. Pay by Plate (PbP) sample operating sequence:

- MSM prompts customer to enter license plate number.
- MSM prompts customer to make payment.
- MSM processes payment:
  - As each coin is inserted, MSM calculates and display the duration of paid parking time.
  - If card payment, MSM prompts customer to select payment increment/duration.
  - MSM processes payment and provides receipt as proof of payment.

2. Housing

- a. Housing fabricated from 100% high grade stainless or cold rolled steel.
- b. Durable, as well as vandal, graffiti, corrosion and weather resistant. Able to maintain finish, look, integrity and functionality in the environment in which installed for a period of ten years.
- c. Mounting holes are only accessible from the inside of the cabinet.
- d. Internal door hinges.

3. Coin Acceptor

- a. Capable of accepting payment of parking fees by Canadian and US coins in denominations of \$0.25, \$0.50, \$1.00 and \$2.00 (Canadian) coins. Owner may elect to limit or expand coin acceptance.
- b. Should the Canadian Royal or US Mint change the existing currency in any way, update the software to accept the new coins issued as well as the old coins as soon as new coins are available to the general population, at no cost to the City.
- c. Equipped with anti-backup provision to prevent the retrieval of deposited coins (e.g., attached to strings or wires).
- d. Equipped with an electronic shutter to prevent non-metallic items, dirt and debris from entering unit.
- e. If inserted, the following items, at a minimum, pass through the coin acceptor and exit via coin return, or are detected and reported as a coin jam:
  - Paper clip
  - Soda can tab
  - Coin-wrapped in tape
- f. Reject foreign coins and/or slugs and return via coin return.
- g. Customer option to cancel transaction and retrieve coins via coin return.

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- h. If coin slot is inoperable, a message advises payment be made by credit card.
4. Coin Vault
  - a. Removable metal coin vault located in a separate locked compartment.
  - b. Keyed differently than other meter locks such that access to vault is not available when vaults are removed from meter.
  - c. Each vault identified by a separate ID number.
  - d. Provide vaults in a total quantity equal to 125% of the total meters purchased (1.25:1).
5. Lock and Key Requirements:
  - a. Meter locks to be separated into four zones with four separately keyed sets of identical locks and keys for all like equipment but unique to this project so that keys from other facilities will not provide access.
  - b. Separate keys for maintenance area and vault area.
  - c. Electronic locks required for vault areas.
  - d. Provide Owner or Owner's Representative with twenty sets of MSM keys and two sets of master keys.
6. Internal Components:
  - a. Modular in nature and easily removed/replaced by hand.
  - b. Corrosion resistant connections and connection boxes with unique installations so that a component or connector cannot be connected incorrectly.
7. Informational/Instructional Displays:
  - a. Liquid Crystal Display (LCD) Screen
    - Display current time of day (HH:MM).
    - Acknowledgement of payment and/or buttons pressed by customer.
    - Easily readable alpha-numeric display to communicate messages to user.
    - Instructional prompts guiding customer through payment process such as: "Please enter space number", insert coins or credit card", "Authorizing" and "Thank you".
    - Capable of recognizing user errors and providing corrective guidance.
    - Remotely programmable via the CMS.
    - Backlit, automatically adjusting to external light conditions, with the contrast adjustable by the City.

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- UV resistant (non-yellowing) Lexan-like material to protect the LCD.
- Display (scroll) rates and regulations for every time slot programmed for the day.
- Ability to display logos and graphics.
- If a payment mode is inoperable, a message advises that payment be made by other mode(s).
- Capable of operating in three different languages by push of a button. Specific languages to be determined by the City.
- Provide on-screen menu or display for technicians to analyze problems on-site, and provide, at minimum, the following information regarding the meter's current operating status:
  - View the current assigned meter configuration and software version.
  - View the battery levels and the solar panel charge level.
  - Test the operating condition of the card reader.
  - Test the operating condition of the coin validator.
  - Test the integrated wireless communications.

b. Fixed graphics containing customer instructions for user-friendly operation.

- Operating procedure progresses from left to right and top to bottom.
- Numbered corresponding instructions are pictorially illustrated.
- Customizable by City.

8. Card Reader

a. Accept the following cards:

- VISA
- Master Card
- American Express
- Reloadable Saskatoon stored value smart cards, programmed for 'card-in/card-out' debiting (7,000 currently in circulation)

b. Credit card approval system:

- Credit card readers connected to a server dedicated to credit card approval and payment processing system.

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- Configure system such that information from each credit card transaction is transmitted to a server in direct communication with authorizing clearinghouse via DSL, T1, or similar connection to provide on-line real time approvals for each transaction.
  - Encryption performed at the card reader.
  - Credit card authorization in real time.
  - Maximum average authorization time for credit card transactions: Eight (8) seconds.
  - Provide "hold and send" feature when the communication network is down or not available and credit card payments cannot be authorized in on-line mode.
  - Allow City to prevent certain credit cards or smart cards from being accepted, AKA Hotlist. Any card on the Hotlist is denied at the meter, and "INVALID CARD" displayed on the screen.
  - Confirm and provide record formats required by Owner's financial institution.
- c. User may press a button to select the maximum parking time and/or the ability to toggle up or down to select the desired time.
- d. Provide the user the ability to confirm purchase prior to processing card.
9. Power Supply
- a. Solar powered battery with minimum battery life of 36 months.
  - b. No trenching, conduit, or wiring shall be required.
  - c. Commercially available battery without voiding warranty.
  - d. Ability to replace battery in less than two minutes with no tools required.
  - e. Fully integrated solar panel.
  - f. Separate backup battery to sustain clock, calendar, audit information and RAM in the event of a system failure or during solar battery replacement.
10. Printer
- a. Capable of printing standard and variable length receipts and reports.
  - b. Provide three receipt rolls per MSM at start of agreement and three rolls per MSM every six months throughout term of agreement.
  - c. Receipt issued upon completion of transaction.
  - d. Minimum information provided on receipt:
    - Cash amount of transaction
    - Unique identification number for adding time, adjudication and audit control
    - Space or license plate number

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- Time and date purchased
  - Expiration time and date
  - Meter number
- e. Collection reports provide the date, time and amount collected and the date and time of the previous collection.
- f. Ability to replace ticket roll in less than one minute with no tools.
11. GPS Technology: Provide GPS technology to identify and report the location and mapping of the meter inventory.

### **3 EXECUTION**

#### **3.1 INSTALLATION**

1. Install MSMs in accordance with manufacturer's recommendations.
2. Installation and Start-Up – Vendor is responsible for installation of all Vendor supplied equipment and its interfacing and interconnection with Owner supplied equipment.
3. Owner or Owner's Representative may observe installation process at any time.
4. Remove from site all existing parking equipment not to be reused or relocated, in conjunction with Owner's or Owner's Representative's approval.

#### **3.2 FIELD QUALITY CONTROL**

1. Within 30 days of award submit an Acceptance Testing Plan to demonstrate the functionality of the system.
  - a. Include demonstrations of compliance with specifications, agreement compliance, definitions of all test objectives, participant responsibilities, documentation of tests and procedures for dealing with failures during test.
  - b. Detail tests for every functional requirement of the MSMs and the CMS.
    - Include checklist for specified supplies, spare parts, training operation and training manuals.
    - Provide space for acceptance by Vendor and Owner or Owner's representative.
  - c. Confirm that all specified features are provided and fully operational before Acceptance Testing.

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- d. Notify Owner or Owner's Representative in writing at least one week prior to each official test session. In the event that a test is not successful, correct noted deficiencies and advise Owner or Owner's Representative, at least two days in advance, that test session is ready to resume.
  - e. Owner or Owner's Representative may witness tests.
2. Passing Acceptance testing, even if performed in the presence of the Owner or Owner's Representative, do not relieve the Vendor of the responsibility to provide a system in accordance with the Specifications.
  3. Promptly correct all problems encountered at no cost to the Owner.
  4. Sample Test Sequence for MSM:
    - a. Coin Transaction
      - Confirm that MSM prompts user to enter space or license plate number.
      - Confirm that MSM accepts all approved coins.
      - Confirm that MSM calculates and displays the payment amount.
      - Confirm that MSM displays the parking time.
      - Confirm that MSM offers receipt.
      - Accept printed receipt and confirm accuracy of receipt.
    - b. Credit Card Transaction
      - Insert/remove credit card from card reader.
      - Confirm that MSM prompts user to select duration.
      - Select parking time desired.
      - Conduct twenty transactions to verify credit card authorization is completed in average time of eight seconds or less.
      - Confirm that MSM will not accept unauthorized cards.
    - c. No Data Communications Payment
      - Disconnect data communications from MSM.
      - Process several coin and credit card transactions as indicated above.
      - Verify system works as if it were a normal transaction.
      - Re-establish communications.
      - Verify transactions are uploaded to the CMS and credit cards batched for approval.
    - d. Receipt and Vault Removal and Replacement
      - Verify that vault can be easily removed/replaced and has a separate locking mechanism.



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- Replace receipt roll.
  - Conduct collection.
  - Confirm accurate receipt of collection.
  - Verify that MSM main door properly aligns and locks upon service completion of above units.
- e. Modular components:
- Remove and replace each modular part to confirm that all connections disengage and reengage properly.
5. Sample Test Sequence for CMS:
- a. Verify all of the above operations have reported accurately in CMS.
  - b. Remove/disable components/paper/battery and confirm alarms.
  - c. Leave door open and confirm alarm.
  - d. Fill vault and confirm alarm.
  - e. Run all reports and confirm accuracy.
6. Thirty-Day Operational Test and Final Acceptance:
- a. After go-live date, the Owner will conduct an operational test for thirty days.
  - b. Performance Standards:
    - System is fully operational without downtime or programming problems for the complete monthly reporting cycle. For each down time period of between one hour and eight hours, or programming problems that delay the report cycle, two days will be added to the test duration.
    - All reports correlate 100% with coin totals and credit card reconciliation.
  - c. Maintain detailed records and a logbook of all tests, events and issues to be provided to the Owner upon completion of the tests.

### **3.3 TRAINING**

1. Submit operation and maintenance manuals for all components. Also provide these manuals on-line.
2. Within 30 days of award submit a comprehensive training program for Owner's personnel.
3. Each training group is trained in the full repertoire of system commands that they may have to use in course of performing designated functions.

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4. Schedule training no more than two weeks prior to use of equipment.
5. Include lectures, visual presentations, hands-on operation of equipment and any materials necessary to perform job. Provide each trainee with a complete set of training materials and operating manuals during training session, to be kept for use on job at completion of training.
6. Training categories:
  - a. Maintenance.
  - b. Collections.
  - c. Enforcement.
  - d. Administration.

**END OF C2**

**APPENDIX D**  
**PARKING METER BID FORM**

The Vendor hereby offers to enter into an Agreement with the City for the right remove existing parking meters, provide and install new parking meters described herein in exchange for the following proposed compensation:

**1.1 Acknowledgements**

1. In submitting this Proposal:
  - a. VENDOR acknowledges that they have examined copies of all Agreement Documents, including any addenda issued subsequently.
  - b. VENDOR has examined site and locality where Work is to be performed, legal requirements (federal, province and local laws, ordinances, rules and regulations) and conditions affecting cost, progress or performance of Work and has made such independent investigations as VENDOR deems necessary;
  - c. This Proposal is genuine and not made in interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; VENDOR has not directly induced or solicited any other VENDOR to submit false or sham Proposal; VENDOR has not solicited or induced any person, firm or corporation to refrain from proposing; and VENDOR has not sought by collusion to obtain for itself any advantage over any other VENDOR or over CITY; and
  - d. CITY reserves right to delete any section of Work.
  
2. Communications concerning this Proposal shall be addressed to: (VENDOR to provide VENDOR's name, address, telephone number and name of individual familiar with this Proposal and able and authorized to answer questions regarding this Proposal.)

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**1.2 Unit Costs and Alternates**

1. VENDOR will complete Work for following price(s): includes provision of all material, labor, equipment, and services necessary to furnish and install a fully integrated Parking Meter System per the specifications in this RFP. The integrated system shall consist of SSMs or MSMs and a CMS as specified in this RFP. All meters will be manufactured in the same year of purchase.
2. All prices shall remain in effect for a period of three years in the event that the City elects to change or expand the program after initial purchase.
3. For meter pricing, assume a total volume of 2,800 single-space meters and/or 280 multi-space meters. The City will select to install single-space meters or multi-space meters. The City reserves the right to increase or reduce these quantities at its discretion and in the best interest of the City after award of agreement.

**City of Saskatoon**  
**Request for Proposals: Parking Meter Upgrade**

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**Single-Space Meter Costs**

<b>Description</b>	<b>Cost (\$CDN)</b>
<b>Required Features:</b>	
Single Space Meter <sup>1</sup> – quantity 2800	
Recommended Spare Parts <sup>2</sup>	
Pay by Cell Integration	
New Smart Card System (including 20,000 cards)	
Smart Card Recharge Station (minimum 2 units)	
Other material costs (please specify below) <sup>3</sup>	
<b>Sub-Total Upfront Meter System/Materials</b>	
<b>Sub-Total Meter System/Materials (including financing over 5 years)</b>	
Monthly Mgmt/Operating Fees (over 5 years) <sup>4</sup>	
<b>Subtotal of Required Features - Costs over 5 years with financing</b>	
<b>Optional Features (points will be provided during evaluation to reflect additional features)</b>	
Extended Warranty (years 2-5)	
Service and Maintenance (years 2-5)	
Citation Payments at MSM	
Sensors (enforcement) - installed	
Other additional features (please specify below) <sup>5</sup>	
<b>Total Price with 5 Year Financing<sup>6</sup></b>	

Notes:

<sup>1</sup>Single Space Meter cost should include all material, labor, equipment, and services necessary to furnish and install fully integrated Parking Meter System. Existing meter heads to be used.

<sup>2</sup>Recommended spare parts, as recommended by the vendor, to also include spare vaults and spare keys as per Appendix C.

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**Request for Proposals: Parking Meter Upgrade**

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<sup>3</sup>Other material costs – please specify:

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<sup>4</sup>Monthly Management/Operating fees to include CMS fees, credit card transaction fees, spare vaults, paper

<sup>5</sup>Other additional features – please specify:

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<sup>6</sup>Total Price with 5 year financing – this number will be used for evaluation purposes

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**Request for Proposals: Parking Meter Upgrade**

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**Multi Space Meter - Pay by Space mode –**

<b>Description</b>	<b>Cost (\$CDN)</b>
<b>Required Features:</b>	
Multi Space Meters (PbS) <sup>1</sup> – (quantity 280)	
Removal of Existing Meter Heads – lump sum	
Removal of Existing Meter Posts – (quantity 500) <sup>2</sup>	
Recommended Spare Parts <sup>3</sup>	
Pay by Cell Integration	
MSM Handheld Integration	
New Smart Card System (including 20,000 cards)	
Other material costs (please specify below) <sup>4</sup>	
<b>Sub-Total Upfront Meter System/Materials</b>	
<b>Sub-Total Meter System/Materials (including financing over 5 years)</b>	
Monthly Mgmt/Operating Fees (over 5 years) <sup>5</sup>	
<b>Subtotal of Required Features - Costs over 5 years with financing</b>	
<b>Optional Features (points will be provided during evaluation to reflect additional features)</b>	
Extended Warranty (years 2-5)	
Service and Maintenance (years 2-5)	
Citation Payments at MSM	
Sensors (enforcement) - installed	
Other additional features (please specify below) <sup>6</sup>	
<b>Total Price with 5 Year Financing <sup>7</sup></b>	

Notes:

<sup>1</sup> Cost should include all material, labor, equipment, and services necessary to furnish and install fully integrated Parking Meter System.

**City of Saskatoon**  
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<sup>2</sup>Removal of parking meter post to include cutting of post at sidewalk level and backfilling void with grout. Cost to reflect removal of 500 posts.

<sup>3</sup>Recommended spare parts, as recommended by the vendor, to also include spare vaults and spare keys as per Appendix C.

<sup>4</sup>Other material costs – please specify:

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<sup>5</sup>Monthly Management/Operating fees to include CMS fees, credit card transaction fees, spare vaults and paper over a 5 year term.

<sup>6</sup>Other additional features – please specify:

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<sup>7</sup>Total Price with 5 year financing – this number will be used for evaluation purposes



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**Multi Space Meter - Pay by Plate mode**

<b>Description</b>	<b>Cost (\$CDN)</b>
<b>Required Features:</b>	
Multi Space Meters (PbP) <sup>1</sup> – (quantity 280)	
Removal of Existing Meter Heads – lump sum	
Removal of Existing Meter Posts – (quantity 500) <sup>2</sup>	
Recommended Spare Parts <sup>3</sup>	
Pay by Cell Integration	
MSM Handheld Integration	
New Smart Card System (including 20,000 cards)	
Other material costs (please specify below) <sup>4</sup>	
<b>Sub-Total Upfront Meter System/Materials</b>	
<b>Sub-Total Meter System/Materials (including financing over 5 years)</b>	
Monthly Mgmt/Operating Fees (over 5 years) <sup>5</sup>	
<b>Subtotal of Required Features - Costs over 5 years with financing</b>	
<b>Optional Features (points will be provided during evaluation to reflect additional features)</b>	
Extended Warranty (years 2-5)	
Service and Maintenance (years 2-5)	
Citation Payments at MSM	
Sensors (enforcement) - installed	
Other additional features (please specify below) <sup>6</sup>	
<b>Total Price with 5 Year Financing <sup>7</sup></b>	

Notes:

<sup>1</sup> Cost should include all material, labor, equipment, and services necessary to furnish and install fully integrated Parking Meter System.

<sup>2</sup>Removal of parking meter post to include cutting of post at sidewalk level and backfilling void with grout. Cost to reflect removal of 500 posts.

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<sup>3</sup>Recommended spare parts, as recommended by the vendor, to also include spare vaults and spare keys as per Appendix C.

<sup>4</sup>Other material costs – please specify:

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<sup>5</sup>Monthly Management/Operating fees to include CMS fees, credit card transaction fees, spare vaults and paper over a 5 year term.

<sup>6</sup>Other additional features – please specify:

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<sup>7</sup>Total Price with 5 year financing – this number will be used for evaluation purposes

**City of Saskatoon  
Request for Proposals: Parking Meter Upgrade**

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**PROPOSAL SUBMISSION FORM**

**Submitted By:**

Firm  
Name \_\_\_\_\_

Authorized  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signatures**

If VENDOR is:

**A. An Individual**

By \_\_\_\_\_ (SEAL)  
(Individual's Name)

Doing business as \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**B. A Partnership**

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_

\_\_\_\_\_ (General Partner)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**City of Saskatoon**  
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**C. A Corporation**

By \_\_\_\_\_  
(Corporation Name) (SEAL)

\_\_\_\_\_  
(State or Province and Country of Incorporation)

By \_\_\_\_\_  
(Name of Person Authorized to Sign)

Title \_\_\_\_\_

Attest \_\_\_\_\_  
(Secretary)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

**D. A Joint Venture**

By \_\_\_\_\_  
(Name)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
(Name)

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Each joint venture member must sign. The manner of signing for each individual partnership and corporation that is party to joint venture should be in manner indicated above.

**APPENDIX E**

**SUBMITTALS CHECKLIST FORM**

The following is a copy of **Clause 2, Report No. 5-2013** of the **Executive Committee** which was **ADOPTED** by City Council at its meeting held on **March 4, 2013**:

**2. Parking Infrastructure Upgrade and  
City Card Replacement  
AND  
Parking Policy  
(File No. CK 6120-3)**

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- RECOMMENDATION:**
- 1) that the attached Request for Expression of Interest (REOI) (Attachment 1) for the parking Infrastructure upgrade, including the following parameters, be approved:
    - a) that all parking meter technologies be acceptable solutions to the infrastructure upgrade, including single space and multi-space meter systems;
    - b) that cash and smart card (City Card) be required methods of payment for parking, and that additional payment options, such as cell phone and credit card, be considered;
    - c) that, if required, proposals include communication costs and communication infrastructure costs;
    - d) that the vendor clarify whether or not the display of unused time for use by another party is an option, and what the implications might be;
    - e) that pricing must be lump sum, with a payment schedule based on a maximum cash payment of \$950,000 in 2013, and annual payments thereafter based on actual revenues, with no impact to existing programs;
    - f) the retention of the Corps of Commissionaires for the supply of parking enforcement services for the remainder of their five-year contract (end of 2015);
    - g) the provision of a minimum of two stand alone parking stations, which allow, at a minimum, the ability to pay for parking tickets and to purchase City Card Time; and
    - h) the ability to dispute parking tickets online;

Clause 2, Report No. 5-2013  
Executive Committee  
Monday, March 4, 2013  
Page Two

- 2) that the Administration report back with the results of the Request for Expression of Interest; and
- 3) that City Council, in its discretion, choose solutions that are in the best interests of the City, for inclusion in the Request for Proposals.

Your Committee has considered and reviewed the attached report of the General Manager, Infrastructure Services Department dated February 12, 2013, and supports the recommendations outlined above.

**The following is an excerpt from the minutes of meeting of the Executive Committee (Open to the Public) held on April 29, 2013:**

3. Parking Infrastructure Upgrade and  
City Card Replacement  
AND  
Parking Policy  
(File No. CK. 6120-3)

The City Clerk submitted a report of the General Manager, Infrastructure Services Department dated April 16, 2013 regarding the above. The report provided a summary of the Results for Expression of Interest (REOI) for the parking infrastructure upgrade and information on the process to develop the Request for Proposals.

The City Clerk circulated a communication from Gordon White, President, Precise ParkLink (West) Ltd., dated April 26, 2013, providing clarification to information provided in the Administrative report.

The following were in attendance to review the report:

Angela Gardiner, Transportation Manager  
Phil Haughn, Parking Services Manager

Discussion followed on next steps, including a special meeting of Executive Committee to hear further from the proponents and the Parking Committee.

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



The following is a copy of **Clause 2, Report No. 12-2013** of the **Executive Committee** which was **ADOPTED** by City Council at its meeting held on **June 24, 2013**:

**2. Parking Infrastructure Upgrade and  
City Card Replacement  
AND  
Parking Policy  
(File No. CK. 6120-3)**

- RECOMMENDATION:**
- 1) that the following recommendations indicating minimum requirements for the parking infrastructure upgrade be approved:
    - a) that cash, credit card, log card and cell phone payments be required;
    - b) that an optional hybrid single space/multi space solution be acceptable, provided that the entire system is compatible for all users;
    - c) that unused time be hidden so it's not to be used by another party;
    - d) that there be a provision of a minimum of two stand-alone parking stations, which allow, at a minimum, the ability to pay for parking tickets and to purchase log card time;
    - e) that solar powered meter technologies be required;
    - f) that real-time communication/utilization be provided for handheld ticketing enforcement, ticket payments at pay stations, cell phone parking, audit reporting, way finding, parking guidance, smart phone and internet applications;
    - g) that a minimum of three City of Saskatoon supplied vehicles be equipped with license plate recognition technology for time restriction enforcement;
    - h) that future enhancements to meter hardware/software, such as rate changes and key pad upgrades be included during the length of the repayment term;

- i) that retention of the Corps of Commissionaires for the supply of parking enforcement services be for the remainder of their five-year contract (end of 2015) with additional points awarded for continued use of the Corps of Commissionaires once the contract ends;
  - j) that pricing be lump sum, with a payment schedule over a maximum of 10 years, based on an initial cash payment of \$950,000 in 2014;
  - k) that if additional payment is required, that the repayment occur on an annual basis based on incremental revenues;
  - l) that the vendor assume the risk of annual operating costs related to communication and paper required for receipts, if applicable, so as to not impact existing programs; and
- 2) that the Administration report back with the Request for Proposals for approval.

Your Committee has considered the attached report of the General Manager, Infrastructure Services Department dated May 27, 2013, providing information on the parking infrastructure upgrade.

As part of the next steps for development of the Parking Infrastructure Upgrade Request for Proposals, your Committee held a special meeting on June 10, 2013, to hear from vendors. Presentations were heard from 11 vendors as well as from the City's Parking Committee.

Your Committee has taken into consideration the information received during the presentations as well as the information provided in the attached referenced report and submits the above-noted minimum requirements for the Parking Infrastructure Upgrade for approval. It is also being recommended that the Administration report back with the Request for Proposals for approval. The vendors were advised that they would be notified when a further report comes forward from Administration.

The following is a copy of **Clause 2, Report No. 14-2013** of the **Executive Committee**, which was **ADOPTED** by City Council at its meeting held on **July 17, 2013**:

**2. Parking Policy – Parking Infrastructure Upgrade and City Card Replacement**  
**(File No. CK. 6120-3)**

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**RECOMMENDATION:** that parking continue to be a core business of the City of Saskatoon, and that the upcoming Request for Proposals for the Parking Infrastructure Upgrade project indicate that proposals involving monetizing of the parking asset will not be accepted.

Your Committee has considered the attached report of the General Manager, Infrastructure Services Department dated July 10, 2013, and agrees that parking continue to be a core business of the City of Saskatoon. Your Committee supports the recommendation that the upcoming Request for Proposals for the Parking Infrastructure Upgrade project indicate that proposals involving monetizing of the parking asset will not be accepted.

## COMMUNICATIONS TO COUNCIL

### MEETING OF CITY COUNCIL – MONDAY, NOVEMBER 4, 2013

#### A. REQUESTS TO SPEAK TO COUNCIL

##### 1) Sarah Moar, dated October 12

Requesting permission to address City Council with respect to the future of the Traffic Bridge. (File No. CK. 6050-8) (Deferred from agenda of October 21, 2013 due to insufficient time.)

**RECOMMENDATION:** that Sarah Moar be heard.

##### 2) Jessica Harrington, Saskatoon Women's Community Coalition, undated

Requesting permission to address City Council with respect to a request to fly flags at half-mast on December 6, 2013; the National Day of Remembrance and Action of Violence Against Women in Canada. (File No. CK. 205-1)

**RECOMMENDATION:** that Jessica Harrington be heard, and that the request to fly flags at half-mast on December 6, 2013; the National Day of Remembrance and Action of Violence Against Women in Canada be approved subject to any administrative conditions.

##### 3) Rene Pinel, dated October 29

Requesting permission to address City Council with respect to prayer.  
(File No. CK. 100-10)

**RECOMMENDATION:** that Rene Pinel be heard.

##### 4) Kelly Harrington, President, Saskatoon & District Labour Council dated October 29

Requesting permission to address City Council with respect to custodial services at the new police station. (File No. CK. 600-5)

**RECOMMENDATION:** that Kelly Harrington be heard.

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

**1) Linda Brown, dated October 21**

Commenting on property tax ratio. (File No. CK. 1920-1)

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

**2) Kateri Pino, dated October 21**

Commenting on property tax ratio. (File No. CK. 1920-1)

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

**3) Susan Lukiwski, undated**

Providing new south bridge name suggestion. (File No. CK. 6310-1)

**RECOMMENDATION:** that the information be received and referred to the file for consideration at the appropriate time.

**4) Kevin Welgush, dated October 23**

Commenting on a responsible and sustainable future for the City of Saskatoon. (File No. CK. 375-5)

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

**5) Denis Lemelin, National President, Canadian Union of Postal Workers dated October 14**

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Suggesting resolutions regarding the future of Canada Post. (File No. CK. 277-1)

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

**Items Which Require the Direction of City Council**  
**Monday, November 4, 2013**  
**Page 2**

**6) Claire Gagnon, The Dollar Store, dated October 24**

Expressing gratitude for the return of the bus mall to Confederation Park Mall.  
(File No. CK. 7311-1)

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

**7) Geoff Langford, Sport Director, Wings for Life World Run – Canada, undated**

Requesting temporary road closures for Wings for Life World Run, being held on May 4, 2014, beginning at Prairieland Park.

**RECOMMENDATION:** that the requests for temporary road closures for Wings for Life World Run, being held on May 4, 2014, beginning at Prairieland Park be approved subject to any administrative conditions.

**8) Elaine Long, Secretary, Development Appeals Board, dated October 29**

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 1220 College Drive. (File No. CK. 4352-1)

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

**9) Elaine Long, Secretary, Development Appeals Board, dated October 29**

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 819 2<sup>nd</sup> Avenue North. (File No. CK. 4352-1)

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

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

**1) Elizabeth Henderson, dated October 16**

Commenting on parking tickets received. (File No. CK. 5301-1) **(Referred to the Administration for further handling and to respond to the writer.)**

**2) James Clifford, dated October 17**

Commenting on cycling. (File No. CK. 6000-5) **(Referred to the Administration for further handling and response to the writer.)** Also attached is the response from the Administration.

**3) Sheeraz Awan, dated October 17**

Requesting information about opportunities in Saskatoon. (File No. CK. 150-1) **(Referred to the Saskatoon Regional Economic Development Authority and Tourism Saskatoon to provide the writer with information about Saskatoon.)**

**4) Susan Lukiwski, dated October 19**

Commenting on a parking ticket received. (File No. CK. 5301-1) **(Referred to the Administration for further handling and to respond to the writer.)**

**5) Kent O'Grady, Secretary, Saskatoon Heritage Society, dated October 17**

Commenting on historical signage. (File No. CK. 710-1) **(Referred to the Municipal Heritage Advisory Committee for consideration.)**

**6) Andrew Mario, dated October 23**

Commenting on the installation of residential ventilation systems. (File No. CK. 301-1) **(Referred to the Administration for further handling and response to the writer.)**

**Items Which Have Been Referred for Appropriate Action**  
**Monday, November 4, 2013**  
**Page 2**

**7) Alana Crozier, dated October 24**

Commenting on custodial services at the new police station. (File No. CK. 600-5) **(Referred to the Administration for further handling and response to the writer.)**

**8) Jessica Loraas, dated October 24**

Commenting on insect infestation. (File No. CK. 4400-1) **(Referred to the Administration for appropriate action and to respond to the writer.)**

**9) Mahood Shafqat, dated October 25**

Requesting information regarding the taxi lottery. (File No. CK. 307-4) **(Referred to the Administration to respond to the writer.)**

**10) Patricia Kalytuk, dated October 28**

Commenting on pets on leashes. (File No. CK. 151-5) **(Referred to the Administration for further handling and response to the writer.)**

**11) Iris Spilchuk, dated October 28**

Suggesting incinerators be used for burning waste. (File No. CK. 7830-5) **(Referred to the Administration for further handling and response to the writer.)**

**12) Christine Korchinski, dated October 28**

Commenting on grass mowing at city entrances. (File No. CK. 4200-1) **(Referred to the Administration for any appropriate action and to respond to the writer.)**



**Items Which Have Been Referred for Appropriate Action**  
**Monday, November 4, 2013**  
**Page 3**

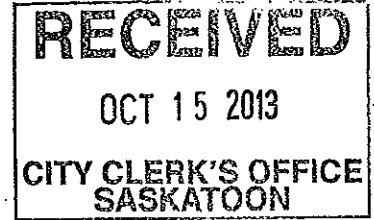
**13) Len Kowalko, Director of Community Planning**  
**Ministry of Government Relations, dated October 25**

Responding to proposed bylaws submitted by the RM of Corman Park regarding increased residential quarter section densities. (File No. Ck. 4240-5) **(Referred to Administration for further handling.)**

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

6050-8  
A1)

From: CityCouncilWebForm  
Sent: Saturday, October 12, 2013 12:15 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Sarah Moar  
612 McPherson Avenue  
Saskatoon, Saskatchewan  
S7N 0X6

EMAIL ADDRESS:

[sarahmoar@yahoo.ca](mailto:sarahmoar@yahoo.ca)

COMMENTS:

Dear City Council,

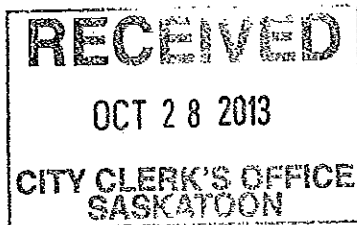
I would like to attend your meeting on Monday, October 21st and speak to you regarding the use of the future Victoria Street Bridge.

Thank you,  
Sarah Moar

205-1  
A2)

Saskatoon Women's Community Coalition

c/o the USSU Women's Centre  
Room 110- Place Riel Student Centre  
1 Campus Drive, Saskatoon SK S7N 5A3



Office of the City Clerk  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

Dear Saskatoon City Council,

The Sasakatoon Women's Community Coalition (SWCC) is requesting that City Council approve the flying of flags at half-mast on December 6, the National Day of Remembrance and Action on Violence Against Women in Canada, for 2013, and in perpetuity. We would like to speak on the matter at the November 4, 2013 City Council meeting.

December 6, 2013 will mark the twenty-fourth anniversary of the killing of 14 young women at l'Ecole Polytechnique in Montreal. As stated on the federal Status of Women Website:

December 6 is the National Day of Remembrance and Action on Violence Against Women in Canada. Established in 1991 by the Parliament of Canada, this day marks the anniversary of the murders in 1989 of 14 young women at l'École Polytechnique de Montréal. They died because they were women. As well as commemorating the 14 young women whose lives ended in an act of gender-based violence that shocked the nation, December 6 represents an opportunity for Canadians to reflect on the phenomenon of violence against women in our society. It is also an opportunity to consider the women and girls for whom violence is a daily reality, and to remember those who have died as a result of gender-based violence. And finally, it is a day on which communities can consider concrete actions to eliminate all forms of violence against women and girls.

The flying of flags at half-mast denotes a period of official mourning or commemoration. On December 6, many other municipal, provincial and federal-level jurisdictions fly flags at half-mast to mark the National Day of Remembrance and Action on Violence Against Women. These jurisdictions include the Peace Tower in Ottawa, all City of Ottawa sites and all Ontario federal government establishments, federal government buildings in British Columbia and the Yukon, schools and administrative buildings in P.E.I, and many Canadian cities including Toronto, Whitehorse and Calgary.

In previous years, Saskatoon's City Council passed motions to fly the flags at civic buildings at half mast, the most recent occurrence being December 6, 2009. The Saskatoon Women's Coalition urges the City of Saskatoon to not only do the same for the year of 2013, but to instate a policy that would establish the automatic lowering of flags on December 6 in years to come. We believe that this is an important way to commemorate women who have been killed in gender-based violence and to show that violence against women in our community will not be tolerated.

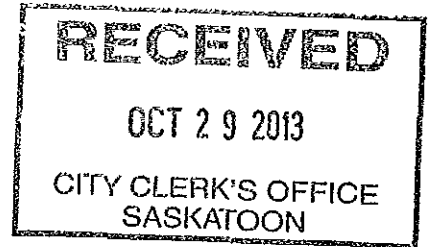
Yours sincerely,

Jessica Harrington, National Day of Remembrance and Action on Violence Against Women Event Chair,  
Saskatoon Women's Community Coalition

The Saskatoon Women's Community Coalition is a grassroots collective of groups and individuals formed to raise awareness and advocate for change on gender issues and to organize events such as Take Back the Night, December 6 National Day of Remembrance and Action on Violence Against Women, and International Women's Day.

100-A3)

From: CityCouncilWebForm  
Sent: October 29, 2013 4:28 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

René Pinel  
110 Brookmore Crescent  
Saskatoon, Saskatchewan  
S7V 1C1

EMAIL ADDRESS:

[rmpinel@sasktel.net](mailto:rmpinel@sasktel.net)

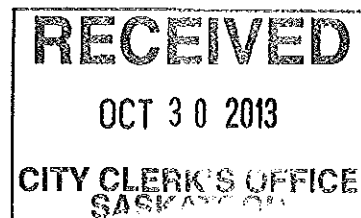
COMMENTS:

I wish to speak to Council.  
His Worship the Mayor and Members of City Council.  
Christmas and Civic Prayers.  
Some people are offended by the word Christmas and Civic prayers.  
I will name these people my friends; even though we have different beliefs.  
I am a Christian and I believe in Christmas and Civic prayer forever.  
It all started when missionaries and people from all different religions, race and culture came from Europe and other countries to this country, which we now call Canada.  
Christmas and Civic prayers have been part of Canada since the beginning of colonizing and Canada has been a Christian country kept people together.  
As time went by, more people from other countries moved to Canada and even though their faith was different from the Christian belief, they had respect for it and the Christians respect their beliefs also.  
If we would go to a different country, which has a different culture we would respect their beliefs and we would still practice our culture.  
Now why would an individual or small group not respect the rights and beliefs of the majority, even though they are the Christmas display on City buses and Civic prayers, they should have respect for a Christian country.  
Perhaps these people should fight against crime movies, pornography and misuse of drugs, which wrecks people's minds.  
Thanks for giving me the chance to address these concerns.  
Submitted by,  
René Pinel  
110 Brookmore Crescent  
Saskatoon, Sask.  
Email # [rmpinel@sasktel.net](mailto:rmpinel@sasktel.net)  
Phone # 306-955-1110  
Fax # 306-955-1428

100-10

His Worship the Mayor and Members of City Council

Christmas and Civic Prayers



Some people are offended by the word Christmas and Civic prayers.  
I will name these people my friends; even though we have different believe.  
I am a Christian and I believe in Christmas and Civic Prayers forever.

It all started when missionaries and people from all different religions, race and culture came from Europe and other countries to this country, which we now call Canada.

Christmas and Civic prayers have been part of Canada since the beginning of colonizing and Canada been a Christian country kept people together.

As time went by, more people from other countries, move to Canada and even thought there faith was different from the Christian belief, they had respect for it and the Christians respect there believes also.

If we would go to a different country, which has a different culture we would respect there believes and we would still practice our culture.

Now why would an individual or small group not respect the right and the believe of the majority, even thought they are against the Christmas display on City buses and Civic prayers, they should have respect for a Christian country.

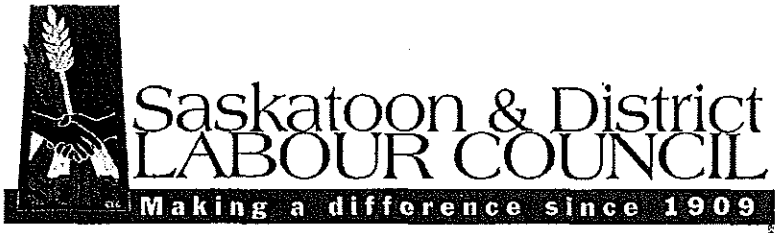
Perhaps these people should fight against crime movies, pornography, and misuse of drugs, which wrecks the people minds.

Thanks for giving me the chance, to address these concerns.

Submitted by,

René Pinel  
110 Brookmore Crescent  
Saskatoon, Sask.  
S7V 1C1  
Email # [rmpinel@sasktel.net](mailto:rmpinel@sasktel.net)  
Phone # 306-955-1110  
Fax # 306-955-1428

600-  
A4)



RECEIVED  
OCT 21 2013  
CITY CLERK'S OFFICE  
SASKATOON

October 18, 2013

His Worship Donald J. Atchison  
Office of the Mayor  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

Dear Mayor Atchison:

I write on behalf of the Saskatoon & District Labour Council and our member unions to register our strong opposition to the Council's decision to pursue the privatization of custodial services at the new Saskatoon City Police Station.

As you'll recall, at our recent Annual City Council Meet & Greet, we presented information and research on the value of public services and the advantages of belonging to a union. The research we provided highlighted benefits such as:

- Higher wages – especially for women and young workers;
- Medical, dental, and vision benefits;
- A safer workplace;
- Fairness, respect, and job security at work;
- More training and apprenticeship opportunities;
- And a decent pension to retire with dignity.

Not only does belonging to a union provide benefits to members, but unionization makes life better for families and creates healthier more vibrant cities and communities. There are clearly benefits both from a social and an economic perspective. Consider that, on average, Saskatoon unionized workers earn \$5.23/hr more than non-union employees. This figure translates into 9.3 million more, every week, paid into the local economy to support local businesses and community services.

Privatizing good, quality public union jobs not only affects the workers, the local economy and community are both negatively impacted. Furthermore, the privately delivery of services rarely compares in efficiency to the public service and often provides a poorer quality of work and service at an elevated cost.

In conclusion, we strongly urge you to reconsider the current tender process and to conduct a more thorough analysis on the cost/benefits of contracting out custodial services. We would further encourage you to have meaningful dialogue and take a more balanced approach by consulting with stakeholders such as CUPE Local 59 prior to the final decision being made.

Yours truly,

for Kelly Harrington, President  
Saskatoon & District Labour Council

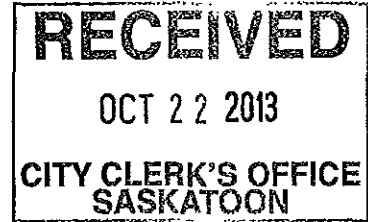
c.c. Stan Macala, President CUPE 59  
SDLC Executive Board Members  
Tom Graham, President CUPE Saskatchewan

110B-2103 Airport Drive Saskatoon, Sask. S7L 6W2  
Phone 306-384-0303 \* Fax 306-382-3642 \* sdlc@sasktel.net



1920-1  
BI

**From:** CityCouncilWebForm  
**Sent:** Monday, October 21, 2013 4:54 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Linda Brown  
406 Skeena Crt.  
Saskatoon, Saskatchewan  
S7K 4H2

EMAIL ADDRESS:

[brown\\_c\\_david@hotmail.com](mailto:brown_c_david@hotmail.com)

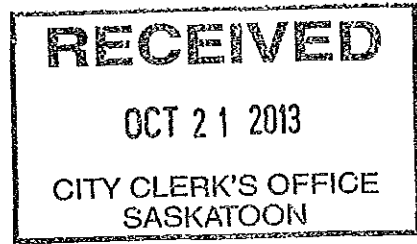
COMMENTS:

Please vote "no" this evening on the proposal to change the property tax rates for businesses. In three different newspaper articles recently we are told that Saskatoon has one of the strongest economies in the country, and that Saskatoon is the most business friendly city in Canada. There is no good reason to change the tax rates at this time, and once they are changed it will be very difficult to go back.

It is very difficult for a lot of people to afford a house these days because of the huge price increases we've seen in the last few years and shifting more property taxes to home owners will make it even more of a challenge.

Ba)  
1950-1

From: CityCouncilWebForm  
Sent: October 21, 2013 12:39 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Kateri Pino  
2121 Herman Ave  
Saskatoon, Saskatchewan  
S7M 0N1

EMAIL ADDRESS:

kpino@@sasktel.net

COMMENTS:

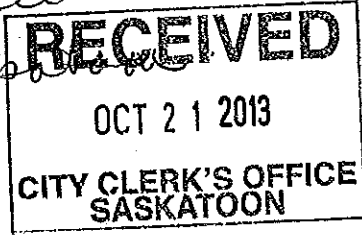
Given that Saskatoon ALREADY is the most tax-competitive city in Canada FOR BUSINESS, not, of course, for homeowners and renters, meaning every member of the population: how do you justify even entertaining the retrograde idea of shifting more tax burden onto residents? Absolutely nothing is gained from this. Those on fixed incomes will be forced from their homes, you will create an underclass of the underhoused and more homelessness, in the misguided attempt to lure more "business" here, in a city that already is sprawling, rife with decaying infrastructure. There is NOTHING desirable in growth for growth's sake. We have a word for that. It's CANCER!

Please consider well and consider the foreverafter costs, not just your rosy notion of the benefits. We electors pray that you take seriously your responsibility to ALL Saskatonians, not just business owners.

Thank you. Looking forward to hearing the results of your deliberations. And -- why not consider raising the business tax ratio to something more like the average for western Canada? Then business would be happier with better road maintenance, better traffic flow, etc., which now are their main complaints anyway.



City Council  
City of Saskatoon



6310-1 B3)  
254 J. J. Shienew  
Crescent  
Saskatoon,  
Sask.  
S7K6A3

Dear Council:

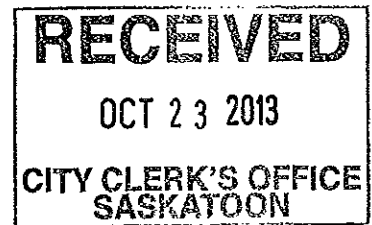
Please name the new bridge  
after our present Mayor  
Don Atchison, who is very  
deserving of this while he  
is alive and well. I am  
happy this project was well  
under the projected budget.

Regards!

Susan Lukiwski LUKIWSKI

375-3  
B4)

**From:** CityCouncilWebForm  
**Sent:** Wednesday, October 23, 2013 11:02 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Kevin Welgush  
58 Champlin Crescent  
Saskatoon, Saskatchewan  
S7H 4T3

EMAIL ADDRESS:

[charkev1998@gmail.com](mailto:charkev1998@gmail.com)

COMMENTS:

Dear City of Saskatoon Councillors:

I think the time has arrived where each and every community and its citizens understand the benefits of living in a responsible and sustainable manner. The city of Saskatoon, along with many other communities, have started on a good path where we now see a noteworthy number of homes recycling household waste products such as paper, plastics, tin, and numerous other materials. Let me say Thank You to you civic leaders for pushing the City of Saskatoon forward, but let me also ask that you please keep that momentum rolling!

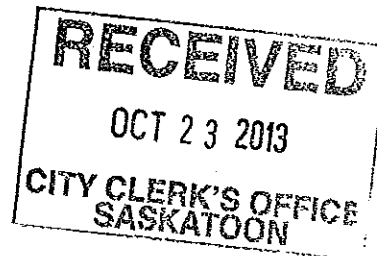
In Halifax they have rolled out their Solar City program where individuals can sign up to have solar panels installed on homes and water tanks inside. The bill was footed by the city at a cost of approximately \$6,000-\$8,000 per home, and are to be paid back by the homeowners over a decade via increased property taxes. This has already resulted in a significant reduction in CO2 (200,000 kgs) and also resulted in over 300 million litres of water reduced through the program. All this was accomplished by providing such service for a mere 120 homes and the city simply assumed the financing with no risk as repayment is tied to property taxes payable.

The credit rating of Saskatoon, as has been noted many times, is immaculate and a source of pride for all citizens in this great city. Let us use this to our advantage and push ourselves and our city to further greatness. Reducing energy payloads and water usage in a growing city and encouraging a smaller environmental impact are but 2 of the benefits. Also consider the economic benefit to the city if we were to commit to "Panelling" 250-300 homes a year for 5 years with an option to extend the program another 5 years. I am sure the city could negotiate a better price than homeowners could if backed by city money and with the promise of continued business that spans 5-10 years. This would mean more businesses and more jobs in the emerging market of sustainable energy and hopefully lead and guide our city further and deeper into a responsible and forward-thinking future.

Our interest should be of the future as we will spend the rest of our lives there.

Kevin K Welgush

October 14, 2013

Janice Mann  
City Clerk  
City of Saskatoon  
222 3rd Ave N  
Saskatoon, SK S7K 0J5

Dear Ms. Mann:

**Re: The future of Canada Post**

Next year, the federal government will look at how it handles public postal service with a review of the Canadian Postal Service Charter. This review is important because the government could reduce Canada Post's obligation to provide service or even lay the groundwork for privatizing or deregulating our public post office.

Canada Post has been holding consultations on the future of our public postal service to prepare for the upcoming charter review. The corporation has been clear. It wants to dramatically cut service to improve its financial situation.

Cutting might help Canada Post with its money problems in the short-term but it is not a good long-term strategy and it certainly won't improve the future of postal service in our country. Fortunately, the corporation has other options according to a new study by the Canadian Centre for Policy Alternatives (CCPA).

**CCPA study: Why Canada Needs Postal Banking**

The CCPA study is entitled *Why Canada Needs Postal Banking*. It makes a powerful case for preserving postal services and improving Canada Post's financial picture through the addition of financial and banking services.

The study looks at the changing banking environment in our country as well as our post office's experience with banking. In addition, it reviews the status of postal banking around the world, highlighting five successful models in the United Kingdom, France, Italy, Switzerland and New Zealand. Having established that there is a need for improved financial services in our country and viable models in other countries, the study concludes by suggesting possible models for postal banking in Canada. It recommends that the federal government and Canada Post immediately establish a task force to determine how to deliver new financial services, and establish priorities for delivering new products.

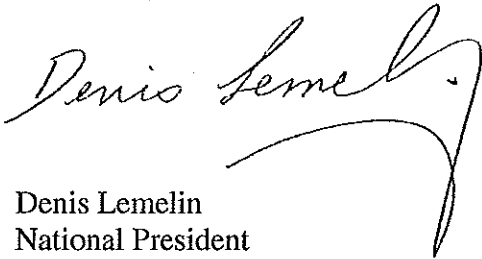
CUPW has enclosed an executive summary of the CCPA study. You can get the full report by going to <http://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The union has also enclosed two resolutions that it would like you to consider passing. These resolutions request that you ask the Minister Responsible for Canada Post:

1. To use the upcoming review of the Canadian Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking.
2. To improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to public input.

Thank you very much for considering our request. If you have any questions or concerns, please do not hesitate to contact me.

Yours truly,



Denis Lemelin  
National President

Encl.

cc. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225



## **CANADIAN POSTAL SERVICE CHARTER REVIEW SHOULD FOCUS ON REVENUE-GENERATION, NOT ADDITIONAL CUTS**

**WHEREAS** the federal government will look at how it handles public postal services with a review of the Canadian Postal Service Charter in 2014.

**WHEREAS** Canada Post is preparing for the review by campaigning for major service cuts.

**WHEREAS** Canada Post has already dramatically cut service by closing or downsizing public post offices, eliminating rural mailbox delivery and removing street letter collection boxes.

**WHEREAS** Canada Post and the federal government should do everything in its power to prevent additional cuts during the upcoming review, and instead deal with financial issues by adding revenue-generating services like many other post offices around the world, including lucrative financial services like bill payments, insurance and banking.

**BE IT RESOLVED THAT** the (name of municipality, business or organization) write a letter to the Minister responsible for Canada Post to request that the government consider innovative ways to generate postal revenue during the Charter review, including financial services like bill payments, insurance and banking.

### **MAILING INFORMATION**

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to:

1. Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
2. Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>
3. Claude Dauphin, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

### **FOR FURTHER INFORMATION**

Contact us at "Charter Review" 377 Bank Street, Ottawa Ontario, K2P 1Y3 or [feedback@cupw-sttp.org](mailto:feedback@cupw-sttp.org)

## IMPROVE THE CANADIAN POSTAL SERVICE CHARTER

**WHEREAS** the federal government will look at how it handles public postal services with a review of the Canadian Postal Service Charter in 2014.

**WHEREAS** the public has a right to have input on matters involving its publicly owned post office.

**WHEREAS** the current Charter has a number of serious problems that need fixing.

**WHEREAS** the government could use the Charter review to reduce our public post office's obligation to provide service (instead of improving the Charter) and even lay the groundwork for privatizing or deregulating Canada Post.

**BE IT RESOLVED THAT** the (name of municipality, business or organization) write a letter to the Minister responsible for Canada Post to request 1) that the upcoming review of the Canadian Postal Service Charter be open to public input and 2) that the Charter be improved by:

- Ensuring that the moratorium on post office closures in small and rural communities protects the public nature of post offices
- Eliminating the exceptions to the moratorium
- Extending the consultation process over possible closures and making the process and moratorium more transparent
- Establishing an independent Canada Post ombudsperson to report on Canada Post's performance in meeting Charter expectations
- Establishing a reasonable, uniform and democratic process for making changes to the postal and delivery network (closures, downsizing, removal of rural mailboxes, etc), but only after consultation with the public and other stakeholders.

### MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to:

1. Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
2. Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>
3. Claude Dauphin, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

### FOR FURTHER INFORMATION

Contact us at "Charter Review" 377 Bank Street, Ottawa Ontario, K2P 1Y3 or [feedback@cupw-sttp.org](mailto:feedback@cupw-sttp.org)

Canadian Centre for Policy Alternatives  
October 2013

SUMMARY

# Why Canada Needs Postal Banking

John Anderson

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

RESEARCH

INNOVATION

SOLUTIONS



CCPA  
CANADIAN  
CENTRE FOR POLICY ALTERNATIVES  
CENTRE CANADIEN  
D'ALTERNATIVES POLITIQUES





**CCPA**  
CANADIAN CENTRE  
for POLICY ALTERNATIVES  
CENTRE CANADIEN  
de POLITIQUES ALTERNATIVES

This report is available free of charge at [www.policyalternatives.ca](http://www.policyalternatives.ca). Printed copies may be ordered through the CCPA National Office for \$10.

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*The opinions and recommendations in this report, and any errors, are those of the authors, and do not necessarily reflect the views of the publishers or funders of this report.*



#### ABOUT THE AUTHOR

*John Anderson* is an independent researcher and consultant. He is the former Director of Parliamentary Affairs for the Official Opposition, and, before that was Director of Government Affairs and Public Policy for the Canadian Co-operative Association. He has also been a Senior Policy Analyst at the National Council of Welfare and the Vice-President of Strategic Partnerships and of Research for the Canadian Council on Social Development. In the nineties, he was Co-ordinator of the Technology Adjustment Research Program of the Ontario Federation of Labour. He is the author of and researcher on numerous studies and briefs on the economy, poverty, technology and the workforce, co-operatives and Aboriginal issues. He received his education at McGill University, University of Sussex and the London School of Economics. He has taught at McMaster, Western and York Universities. He has been a long time supporter of and participant in the CCPA Alternative Budget process.

#### ACKNOWLEDGEMENTS

The author would like to thank the Canadian Union of Postal Workers (CUPW) for their generous support of this research. The views are the author's own and do not necessarily reflect those of CUPW. He would like to especially thank Katherine Steinhoff and Geoff Bickerton of CUPW for their help and for their own groundbreaking research on this topic. He would also like to thank all those who agreed to be interviewed for this project and all those who helped review the manuscript. Thanks are due to the dedicated staff at CCPA especially Bruce Campbell, David Macdonald, Kerri-Anne Finn, and Tim Scarth for his work on layout. Also a very special thanks to the translation team at CUPW, including Guy Laflamme, Manon Parrot, Anne Boulet, Charles Drouin and Maryse Prévost for all their excellent work and suggestions.



# Summary

## Why Canada Needs Postal Banking

OVER THE LAST two decades, we have seen a major decline in the number of branches and locations for banks and credit unions. In 1990, there were almost 8,000 branches (7,964) and, by 2002, the number had fallen to 5,908, a decline of 26%.

The Canadian Bankers' Association reports that, between 2006 and 2012, there was a small increase in the number of bank branches in Canada: from 5,902 to 6,205. But since 1990, there has been a decline of more than 1,700 branches, a 22% drop, and the number of branches increased by only 5.1% from 2002 to 2012, with most of the new branches added in Ontario (195), Alberta (98), and British Columbia (37).

In many communities today, credit unions or caisses populaires are the only financial institution. In 2012, the Credit Union Central of Canada reported that credit unions were the only financial in-

stitution in 380 communities. The Desjardins Group noted in 2013 that caisses populaires are the only financial institution in 388 towns and villages in Quebec. But the total number of credit union and caisse locations has also dropped from 3,603 in 2002 to 3,117 in 2012, a decline of 13.5%.

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### The Rise of Banking Fees and High Credit Card Rates

In 2010, a study by Vision Critical (commissioned by ING Direct bank before it was taken over by the Bank of Nova Scotia) found that banking fees in Canada were among the highest in the world. More than half of Canadians (55%) have fee-based chequing accounts and, on average, pay \$185 per year in fees for these accounts. Credit card rates remain high in spite of

low Bank of Canada prime rates. Typical bank card interest rate hover around 20% annually and department store cards are closer to 30%.

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### **ATM, Internet, Telephone Banking**

The decline of branch banking is not only linked to banks rationalizing their bricks-and-mortar locations. It is also linked to the rise of ATMs, Internet and telephone banking. Today there are more than 58,000 ATMs across Canada, 61% of them so-called white machines owned by non-bank companies. Online banking has grown at a tremendous rate in recent years, with 67% of Canadians now using this form of banking, according to a CBA study. The study also noted that 47% of Canadians “now use the Internet as their main means of banking, up from 8 % 12 years ago.”

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### **Retail Store Banking**

Canadian Tire, WalMart, and PC Financial (to name only the largest) are all major challengers to the traditional banks. Clients of these institutions are not using traditional bank branches. There has also been a rise of branchless banking. ING Direct Canada, a branchless bank, which was originally a subsidiary of a major Dutch bank, now has some 1.8 million clients and almost \$40 billion in assets. It was absorbed by the Bank of Nova Scotia in 2012, but still maintains autonomous activity.

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### **Fringe Financial Institutions**

Another major change in the banking environment that shows there is an opening for new financial services is the rise of Fringe Financial Institutions. These FFIs provide short-term loans and cheque cashing services, as well as money transfers and prepaid credit cards.

While offering services customers want, the interest rate charges for their services on an annual basis can only be considered usurious. A study of FFIs in Prince George, B.C., for example, concluded: “Given that the average pay-day loan in Canada is \$280 for a 10-day period, a pay-day lender in B.C. can now legally charge \$64.40 for this transaction. This computes to a nominal annual percentage rate of interest (APR) of 839.5%.”

These are extremely profitable operations. DFC, the owner of Money Mart, the largest Canadian pay-day loan firm, made global profits before tax of \$387 million on revenues of \$1.062 billion in 2012, and 28.7% of their total global revenues for the fiscal third quarter 2013 came from Canada.

A new group of Internet branchless companies, such as Zippy Cash and Wonga, have also started up in Canada in the last few years. In Canada, on the Wonga website, the cost for a \$200 loan for 30 days is \$40.10, or a rate of over 240% per year.

The rise of this kind of institution is linked in a chicken-and-egg fashion to the increase in the number of “unbanked” or “underbanked.” It is estimated that between 3% and 15% of the population do not

have a bank account. If we take the lowest figure of 3% that was estimated to be 842,000 people in 2005. Today, the number of unbanked, using the same method of calculation, would approach 910,000.

Aboriginal communities remain largely without banks or credit unions. Over the past decade, the Aboriginal population has increased dramatically, growing by 20.1% between 2006 and 2011. Some 1.4 million people now identify as Aboriginal, or 4.3% of the Canadian population. But banks and credit unions lag behind in providing services. While the major banks all have Aboriginal services, there are very few branches on reserves. There are 615 First Nations communities in Canada today and many other Métis and non-status communities. A quick tally of branches of banks and credit unions on reserve shows only 54.

All these trends in financial services have opened up the potential for the entry of new banking and financial services in Canada. They show there is a market demand that is not being met by the existing major banks and credit unions.

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### **Postal Banking: The Canadian Debate**

Postal banking is not something new to Canada. For over 100 years after Confederation, Canada had a postal savings system.

The high point of deposits for the Post Office Savings Bank was \$475 million total in 1908. This would be around \$1 billion in today's money. The total shrank to \$17.2

million in 1968. In 1968, the Postal Savings Bank was closed down, although the legislation still remains on the books.

Today, over 45 years later, the debate around the need to revive or relaunch a Post Office Bank has begun to grow again.

In 2005, a study from Library of Parliament research services supported the extension of financial services as an important means of preserving the post office across Canada, and particularly in rural areas. "At present, the idea of establishing a postal bank underpinned by Canada Post's network is not based primarily on a need to change the banking landscape. Rather, it stems from the growing need to breathe new life into Canada Post so that it can both cope with globalization and guarantee universal postal service, which is a real, if not official, part of its social mandate, particularly in rural areas."

A recent study by the Conference Board of Canada, commissioned Canada Post, provided a positive analysis of the effects of financial services in post offices around the world, but failed to recommend financial services or even to examine their possible application in Canada, on the grounds that a highly developed banking system in Canada left no room for a postal banking option.

Public support has been confirmed in a recent survey by Strategic Communications of 1,514 Canadians from May 24-26, 2013, commissioned by the Canadian Union of Postal Workers. The survey showed that nearly two-thirds (63%) of Canadians "supported Canada Post expanding revenue-generating services, including financial

services like bill payments, insurance and banking.” Politically the New Democratic Party has supported the expansion of financial services in Canada Post.

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## Postal Banking Around the World

Postal banking has deep roots internationally and is entering a period of expansion of services. This has been shown in a major global study of postal banking recently carried out in 2012 by researchers of the Universal Postal Union, of which Canada is a member.

The UPU report shows that, “After banks, postal operators and their postal financial subsidiaries are the second biggest world-wide contributor to financial inclusion, far ahead of microfinance institutions, money-transfer organizations, co-operatives, insurance companies, mobile money operators, and all other providers of financial services.”

There are many large and important postal banking operations around the world, from Japan Post Bank, the world’s largest deposit holder with ¥203 trillion (c\$2.15 trillion) in assets, to the Postal Savings Bank of China, the fifth-largest commercial bank in China with over 400 million customers, to the Deutsche Post Bank, which is now owned by Deutsche Bank but remains one of the largest in Germany with its own network of over 100 branches and 4,500 postal outlets.

Our study does not examine these banks, but rather looks at five successful

models in industrialized countries — the United Kingdom, France, Italy, Switzerland, and New Zealand — which have all maintained an important relationship between the financial services offered through post office outlets and the post office. These countries have been chosen because of their relevance to Canadian options. In all five countries, the Post Office is publicly owned, although the UK is in the process of privatizing its delivery services, the Royal Mail, while keeping the Post Office public.

The United Kingdom’s Post Office’s financial services, in their present form, offer a model which is based on a major partnership with a private sector financial institution, some new products, as well as access for customers of most existing banking services.

France’s Banque Postale is a chartered bank owned by the Post Office that offers a wide range of products, including insurance, and is particularly concerned with offering products to the NGO and mutual sector, as well as to low-income citizens. The bank makes the list of the world’s top 50 safest banks.

Italy’s BancoPosta presents the model of a non-chartered bank that offers a wide range of services and excels in offering them through mobile phones as well as banking cards.

Switzerland’s PostFinance, wholly owned by the Swiss Post Office, is the leader in money transfers and one of the largest banks in a country famous for its private sector banking. It has just this year become a chartered bank. It also offers

**FIGURE 1** Summary of Postal Banking Models and Services in the United Kingdom, France, Italy, Switzerland and New Zealand

Postal Financial Services	Name of Financial Services Institution(s)	Structure of ownership of Financial Services	Services Offered	Bank Charter	% of Post Office sales or profits for latest year	Rank of Services
United Kingdom	Post Office	Main partnership with Bank of Ireland and agreements with other banks	All financial services, including new chequing accounts	No	25% of sales	No ranking
France	La Banque Postale	La Poste	All services	Yes	36% of before-tax earnings	44 <sup>th</sup> Safest Bank in World
Italy	BancoPosta and insurance companies	Poste Italiane	All services; savings in partnership with the CDP (Cassa Depositi e Prestiti)	No	67% of total profits	Largest retail bank in Italy
Switzerland	PostFinance	Swiss Post, with partnership on all loan and insurance products	All services	Yes	71% of total Swiss Post operating profits	Number 1 in payment services and number 3 in customers
New Zealand	Kiwibank	NZ Post	All services	Yes	70% of profits	Largest NZ-owned bank

mortgages and loans in partnership with major private sector financial institutions.

Finally, Kiwibank, owned by New Zealand Post, is a relatively new entrant in the world postal banking sector and has been able to offer a wide range of services, including special mortgage products to low-income earners and to the Maori community.

### Postal Banking for Canada

When we examined these five national postal banking systems in detail, we found that they were all successful in their own way. However, success did not seem to be

linked to the particular form of structuring of the financial services (which ranged from full ownership by the Post Office to various kinds of partnership with the private sector), or to the kind of products offered, as some offered all major financial products and some fewer. The diversity in successful models shows that the key component for success seems to be characteristics of the Post Office itself, including widespread locations, trust in the institution, and the staff.

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## Why Postal Banking?

Our study shows clearly that postal banking would succeed in Canada and would help improve and stabilize Canada Post's services and revenues. The five post offices we studied in other countries are all publicly owned, and receive a substantial percentage of their sales and profits from financial services while other sources of revenue declined.

The rise of virtual and new retail banking and the growth of Fringe Financial Institutions in Canada show that the traditional financial banking sector is not meeting all the needs of Canadians. Millions of Canadians have opened accounts in or are using the services of these new institutions; but, although they operate in a similar fashion to traditional banks, they tend to be concentrated in urban areas and are not available in many parts of the country.

A new Canada-wide financial institution could offer products and services that challenge the existing patterns. The ability to offer competition for existing fees would be helped by the fact that banking services would be delivered through existing premises and staff. Use of the e-post system, as well as existing Canada Post delivery services, could help keep costs low.

Clearly, offering postal financial services would allow the millions of Canadians without local bank branches or easy access to banking the access they need.

First, there are many Canadians living in large parts of Canada who lack physical access to banks or credit unions. The

number of bank and credit union branches has shrunk over the last two decades. In rural Canada, many bank branches have closed in small towns and, while credit unions have purchased some of these branches, this process has slowed markedly in recent years.

Because postal outlets are present in both rural communities and inner city neighbourhoods, new postal banking could offer to citizens and businesses in many communities banking services where they do not currently exist. In Northern and rural Canada, on Aboriginal reserves, and in the three Northern territories, there have always been fewer banks and credit unions than are needed. (There are no credit unions in the territories.)

Second, it is estimated that some 3% to 8% of Canadians do not have a bank account. This represents a potential of more than a million new customers for postal financial services. Many Canadians use fringe financial services at a high personal cost. New postal banking services could also be combined with legislation requiring the immediate roll-back of FFI interest rates to bring them in line with existing banking rates.

The Kiwibank and Banque Postale are both excellent examples of how a postal bank can offer special services to low-income people, such as home mortgages, rent-to-buy, and even social housing loans. In the case of Kiwibank, a special mortgage program for Aboriginal peoples has been developed that could be replicated in Canada.

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## Canada Post's Banking Advantages

- Canada Post has the largest network of retail outlets already in place across Canada.
- Canada Post had a total of almost 6,400 postal outlets in 2012.
- 3,800 Canada Post outlets (60%) are in rural areas where there are fewer banks and credit unions. The post offices in these locations could provide key services for individuals, but also for local businesses.
- Some communities in Canada have a postal outlet, but no other (or limited) banking services, especially since the closure of 1,700 bank branches and hundreds of credit unions over the last two decades.
- Canada Post has a high trust factor among Canadians, and an already existing skilled and stable workforce of 68,000 employees, some of whom could easily be trained to handle financial services. Thus it would not mean starting from scratch, but rather building on what already exists.
- Many Canada Post outlets are already open 6 or 7 days a week and could operate longer daily hours if necessary. Many of them are located in drug stores or small convenience stores with long weekday and weekend opening hours.
- Since Canada Post is owned 100% by the federal government, it could use

the expertise developed at the Bank of Canada, the Business Development Bank of Canada, Farm Credit Canada, Canada Mortgage and Housing Corporation, Export Development Canada, and Canada Savings Bonds.

The financial services Canada Post could provide would be tested regionally first; would be fair and transparent; be delivered from bricks-and-mortar branches as well as through the telephone and Internet; expand existing services; and contribute to financial literacy. All services, of course, would be profitable for Canada Post to provide.

Canada Post already provides some financial services, such as postal money orders, domestic and international money transfers, bill payment and financial transaction and payment notices, and prepaid Visa cards.

Brand new services could consist of:

- access by all banks and credit union customers to their accounts to deposit or withdraw cash, as is the case in the UK;
- savings accounts and low-fee chequing accounts;
- low-interest credit cards; and
- prepaid debit cards.

In the future, services could be extended to:

- mortgages;
- small-business loans and agricultural loans;



- insurance products;
- mutual funds and stocks; and
- special new products for low-income and Aboriginal peoples.

Canada Post financial services should offer new competitive products to all Canadians, but they could also make sure that there were special services offered to low-income and Aboriginal Canadians, similar to services offered by both the French and New Zealand post office financial systems.

The postal bank could also provide special services for NGOs and social economy organizations. The Banque Postale in France has become a banker for NGOs, social economy and mutual organizations in fields such as social housing. For a while it looked as though Citizen's Bank would take on this role in Canada, but its retreat from the sector means that once again there is no bank specializing in the needs of this kind of business.

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### **Delivering Financial Services**

Canada Post Corporation could examine the optimum method of delivering these services. This could be done by establishing a task force of experts from the financial and postal services to examine how they are delivered in other jurisdictions, the best method for Canada Post (in terms of profit and sales), and the best method for users of these services.

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### **Who Should Own the Services?**

There are several possibilities:

- Create a non-chartered bank — a Canada Post-owned subsidiary — to deliver financial services. This is the route taken in Italy
- Create a chartered bank wholly owned by Canada Post. This is the route taken by France, Switzerland, and New Zealand
- Create a bank to deliver some of the services and partner with banks and others to deliver the rest. This is the route taken by Switzerland.
- Create a national credit union or mutual to deliver the financial services in partnership with Canada Post. A national credit union is one such possibility, as it would allow for widespread ownership by Canada Post employees as well as the public.
- Partner directly with one or more financial institutions to deliver the services. This is the route taken in the U.K.

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### **What Mix of Financial Services Should Be Offered? Who Should Deliver Them?**

Canada Post already has partnerships with a number of different institutions that could be approached to assist with these services. Once the first question is answered, the second one could be exam-

ined and the experience of other countries taken into account.

All potential partnerships, if that is a route taken, should be determined by open tender on delivering a service for a specific period of time. With its 6,400 outlets, which often serve populations with no competition in financial services and sometimes no services at all, Canada Post would undoubtedly be courted by many financial institutions anxious to supply services. There is also no reason to necessarily have all services provided by the same stakeholder or stakeholders across the country.

Whatever the ownership mechanisms, some services could be completely owned by Canada Post and others delivered by a partnership with existing credit unions or banks. Partnerships could be made nationally or developed on a regional basis. This would also allow Canada Post to partner with regionally-based credit unions and *caisse populaires* in different provinces.

The question of delivery has become easier with the uptake in Internet and mobile phone technology. For example, the UK Post Office Ltd. delivers its services with a core of 300 financial specialists, as well as trained Post Office staff for 11,500 outlets. Internet and telephone technologies allow people in remote areas to connect with financial specialists.

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## Conclusion

- Canada's existing financial and banking system is not providing competi-

tive services to Canadians, nor adequate service to many of the under- or unbanked.

- Canada's postal system has a long history of delivering financial services. Currently delivering some products, it could develop a full banking system.
- Postal banking systems are proliferating around the world and are prominent in most of the developed countries. They have shown themselves capable of generating the additional income needed to preserve the postal system as traditional letter volumes decline.
- Analysis of the postal banking systems in the five developed countries we have selected has demonstrated that there are many ways of creating a successful system. We can use the experience of these countries to create our own model in Canada.
- Our study concludes that the idea of Canada Post expanding into financial services is a sound one. Other studies, as well as opinions of past Canada Post presidents and experts around the world, have reached the same conclusion.
- We recommend that the federal government and Canada Post immediately establish a task force to determine how to deliver new financial services, and determine priorities for delivering new products.



**CCPA**  
CENTRE CANADIEN  
D'ÉTUDES ET DE RECHERCHES  
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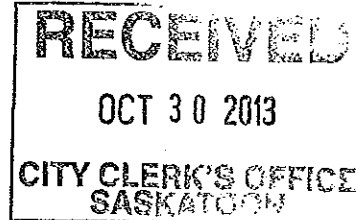
To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Fax: \_\_\_\_\_  
From: The \$ Store Plus Staff + Customers  
Phone: 306-955-3801 FAX: 306-955-3804  
Date: Oct 24/13 #Pages inc. cover: 1

Urgent  For Review  Please Comment  Please Reply

I just wanted to say a big  
thank you for putting the bus  
mail back at the Confederation  
mall. Big difference already.  
Again a big thank you.  
Claire Gagnon

Store = 3095, 20-300 Confederation Drive, Saskatoon SK S7 4R2  
PH 306-955-3801 Fax 306-955-3804

205-1  
B7)



To the Mayor and Members of City Council,

On May 4, 2014, athletes around the world will participate in a running event unlike anything before. In nearly 50 locations around the globe, including Saskatoon, hundreds of thousands of runners will start at exactly the same time, running to find a cure for spinal cord injury.

What's different about this event? There will be no finish line. After a brief head start, runners will be chased by a 'Catcher Car', a vehicle with globally synchronized acceleration which will catch and eliminate runners, creating a highly unusual and challenging race environment.

100% of the revenue generated by this event will be contributed to the Wings for Life Spinal Cord Research Foundation. The event costs are being 100% underwritten by Red Bull Canada and our other event partners.

We are submitting this request to Council for approval to close and partially close a number of roads to accommodate this event.

Over the last six months, we have been working with the provincial Department of Highways; Honourable Don McMorris, the Minister of Highways and Infrastructure; Tourism Saskatchewan; Mayor Atchison; Tourism Saskatoon; Saskatoon police; and primarily with Trisha Mills and Cindy Painchaud, Roadways Activity Coordinators in the Transportation Infrastructure Services Department, to identify the best route for all parties. We've been honoured to have gained strong support from all of these parties.

With the global nature of this event, it's critical to create a course that is consistent across all locations. As such, our proposed route may not appear to be the most logical, or the most scenic, but it fits precisely with the event's global standards.

The start line of the race will be hosted at Prairieland Park. The event will start at 4:00 am, in order to synchronize the event globally. The advantage of this is extremely low traffic levels very early on a Sunday morning, hopefully simplifying these closures.

With that, we would like to request your approval of the following road closures for this event:

**Sunday, May 4 – race start 4:00 am @ Prairieland Park**

**Lorne Ave – 500 m between Ruth St and Jasper Ave (3:45am to 4:30am)**

**Onramp from Lorne Ave onto Idylwyld Dr (3:45am to 4:30am)**

**Idylwyld Dr/Hwy 11 – outer two southbound lanes, leaving one inside lane open, from Ruth St to Circle Dr (3:45am to 4:45am)**

**Circle Dr/Hwy 11 – outer two eastbound lanes, leaving one inside lane open, from Idylwyld Dr to Hwys 11 & 16 interchange (3:45am to 5:00am)**

**Southbound offramp at the Hwys 11 & 16 interchange from Circle Dr onto Hwy 11 southbound (3:45am to 5:30am)**

**Hwy 11 southbound to Grasswood Rd (or whichever point the City's jurisdiction ends) – all southbound lanes on Hwy 11. (3:45am to 5:30am)**

In consultation with the above named stakeholders as well as Guardian Traffic Services, we have determined it is best to reroute traffic to two-way on the northbound lane of Hwy 11. Guardian will be our traffic management provider, and will work with Saskatoon TMP and police to coordinate closures between the city and provincial jurisdictions.

Given the promotional exposure for the City with the international nature of this event, as well as the event's charitable aims, and the minimal impact on traffic at 4am on a Sunday, we're hopeful council will be able to support these road closures.

Thank you for your time and consideration.

**Geoff Langford**  
Sport Director  
**Wings for Life World Run - Canada**  
#110 - 1128 Homer Street  
Vancouver, BC  
V6B 6M5  
1.888.295.8181



City of  
**Saskatoon**

Saskatoon Development  
Appeals Board

c/o City Clerk's Office      ph 306•975•3240  
222 - 3rd Avenue North      fx 306•975•2784  
Saskatoon, SK S7K 0J5

B8

October 29, 2013

His Worship the Mayor  
and Members of City Council

Ladies and Gentlemen:

**Re:    Development Appeals Board Hearing  
      Refusal to Issue Sign Permit  
      Permanent Wall Sign (Refresh Inn & Suites) – Sign Group 2  
      (Exceeding Maximum Allowable Sign Face Area)  
      1220 College Drive – M2 Zoning District  
      Hirschfeld Holdings Inc.  
      (Appeal No. 22-2013)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

A handwritten signature in cursive script that reads "Elaine Long".

**Elaine Long, Secretary**  
Development Appeals Board

EL:ks

Attachment



*City of*  
**Saskatoon**

Saskatoon Development  
Appeals Board

c/o City Clerk's Office      ph 306•975•3240  
222 - 3rd Avenue North      fx 306•975•2784  
Saskatoon, SK S7K 0J5

**NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD**

<b>DATE:</b>	<b>Monday, November 18, 2013</b>	<b>TIME:</b>	<b>4:00 p.m.</b>
<b>PLACE:</b>	<b>Committee Room "E", Ground Floor, South Wing, City Hall</b>		
<b>RE:</b>	<b>Refusal to Issue Sign Permit Permanent Wall Sign (Refresh Inn &amp; Suites) – Sign Group 2 (Exceeding Maximum Allowable Sign Face Area) 1220 College Drive – M2 Zoning District Hirschfeld Holdings Inc. (Appeal No. 22-2013)</b>		

TAKE NOTICE that Gordon Hirschfeld, Hirschfeld Holdings Inc. has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Sign Permit for a permanent wall sign located at 1220 College Drive, Refresh Inn and Suites.

The property is zoned M2 under Zoning Bylaw 8770.

- Appendix A, Section 3.2.3.5 of Bylaw 8770 states that the face area of any wall sign per commercial rental unit must not exceed 2.0 metres squared in size.

Based on the information provided, the proposed sign face area is 3.9 metres squared which exceeds the face area allowed by 1.9 metres squared.

**The Appellant is seeking the Board's approval to allow the proposed permanent sign permit application as submitted.**

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email [development.appeals.board@saskatoon.ca](mailto:development.appeals.board@saskatoon.ca). Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2780.

Dated at SASKATOON, SASKATCHEWAN, this 29th day of **October, 2014**.

Elaine Long, Secretary  
Development Appeals Board





City of  
**Saskatoon**

Saskatoon Development  
Appeals Board

c/o City Clerk's Office  
222 - 3rd Avenue North  
Saskatoon, SK S7K 0J5

ph 306•975•3240  
fx 306•975•2784

B9)

October 29, 2013

His Worship the Mayor  
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing  
Refusal to Issue Development Permit  
Proposed Addition to Existing Retail Store  
(With Front Yard Setback Deficiency and  
Deficiency in the Required Number of Parking Spaces [1Space])  
819 – 2nd Avenue North – IL1 Zoning District  
(Appeal No. 23-2013)**

In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*, attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the above-noted property.

Yours truly,

A handwritten signature in cursive script that reads "Elaine Long".

**Elaine Long, Secretary**  
Development Appeals Board

EL:ks

Attachment



*City of*  
**Saskatoon**

Saskatoon Development  
Appeals Board

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c/o City Clerk's Office      ph 306•975•3240  
222 - 3rd Avenue North      fx 306•975•2784  
Saskatoon, SK S7K 0J5

**NOTICE OF HEARING - DEVELOPMENT APPEALS BOARD**

<b>DATE:</b>	<b>Monday, November 18, 2013</b>	<b>TIME:</b>	<b>4:00 p.m.</b>
<b>PLACE:</b>	<b>Committee Room "E", Ground Floor, South Wing, City Hall</b>		
<b>RE:</b>	<b>Refusal to Issue Development Permit Proposed Addition to Existing Retail Store (With Front Yard Setback Deficiency and Deficiency in the Required Number of Parking Spaces [1Space]) 819 – 2<sup>nd</sup> Avenue North – IL1 Zoning District Oaksmith Interiors (Saskatoon) Inc. (Appeal No. 23-2013)</b>		

TAKE NOTICE that Oaksmith Interiors (Saskatoon) Inc. has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Development Permit for a proposed addition to an existing retail store located at 819 2<sup>nd</sup> Avenue North.

The property is zoned IL1 under Zoning Bylaw 8770.

- Section 11.1.1(1) of Bylaw 8770 states that all permitted buildings in an IL1 district require a 6 metre front yard setback. *The Planning and Development Act* states that any non-conforming building may continue to be used and any structural repairs, alterations and additions that conform to the requirements of the Zoning Bylaw may be made, but the element of non-conformity must not be increased by those repairs, alterations or additions.
- Section 6.3.4(4) states that a retail store located in an IL1 District requires 1 parking space per 30 metres squared of gross leasable floor area.

Based on the information provided, the building was constructed in 1994 and was previously zoned ID2, which did not require a front yard setback. It was later rezoned to IL1, making the building legal non-conforming, as it encroaches into the 6 metre required front yard setback by approximately 5.91 metres. The proposed addition encloses a portion of the existing covered patio within the 6 metre front yard setback, increasing the non-conforming area of the building within the 6 metre front yard by 35.3 metres squared.

In addition, the existing building requires 19 parking stalls. The addition of 35.3 square metres would increase the total gross leasable floor area to 613.428 metres squared, which requires a minimum of 20 parking stalls, a deficiency of 1 parking space.

Development Appeals Board  
Appeal 23-2013

**The Appellant is seeking the Board's approval to allow the proposed addition to the existing retail store as submitted.**

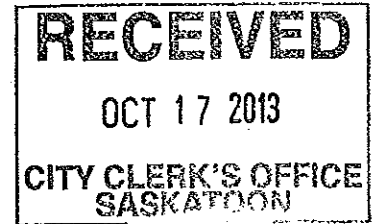
Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email [development.appeals.board@saskatoon.ca](mailto:development.appeals.board@saskatoon.ca). Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2780.

Dated at SASKATOON, SASKATCHEWAN, this **29th** day of **October, 2013**.

Elaine Long, Secretary  
Development Appeals Board

5301-1  
(C1)

**From:** CityCouncilWebForm  
**Sent:** Wednesday, October 16, 2013 7:01 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Elizabeth Henderson  
441 4th ave n  
Saskatoon, Saskatchewan  
S7k2m4

EMAIL ADDRESS:

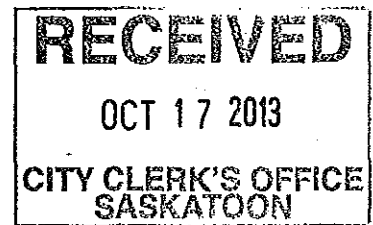
[setrules@hotmail.com](mailto:setrules@hotmail.com)

COMMENTS:

Im about to claim bankruptcy because the city of saskatoon is so greedy and unfair. I've been stuck finding other forms of transportation for the last year because the city of saskatoon couldn't wait for there damn 500\$ I owe the bank 15,000 now because you could wait for the other half of the money and I paid the first half..... What can be done now? CTV news has email me regarding this.... I want to see what you people will do to help?! If not I'll be making a media story of my situation. Because it is complete bs When you told me I could have more time to pay my tickets but then you go and action my car and everything in it. I love taking the bus and paying for cabs. Thank you! Also these parking tickets were once 10\$ then you put them to 40\$ then 90\$. So I owed 90\$ then went to 900\$ and now the price I pay has been more than you can imagine and the grief of losing my car it's belonging the banks calling and I'm about to claim bankruptcy. Where is the justice?! Money hungry! So you can put up half a million dollars of lights on the bridge then tear it down anyways. I will keep fighting for what's right and bring this too everyone's attention! This is the worst city. I work and live down town parking has always been an issue here

6000-5  
(C2)

**From:** CityCouncilWebForm  
**Sent:** Thursday, October 17, 2013 8:08 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

James Clifford  
909 Avenue F North  
Saskatoon, Saskatchewan  
S7L1W7

EMAIL ADDRESS:

[cljim22@gmail.com](mailto:cljim22@gmail.com)

COMMENTS:

Hello Mayor and Council,

I support the better bike lanes campaign. I think two experimental lanes is a great short term goal. These lanes have been a huge success in Montreal, New York and Vancouver (and a mess in Toronto). I really hope Saskatoon will follow the lead of the majority of great cities and not take the Ford Nation approach of pitching drivers against cyclists.

Cheers,

Jim

**O'Brien, Kathy (Clerks)**

---

**From:** Cook, Don (IS - Transportation)  
**Sent:** October 18, 2013 2:01 PM  
**To:** 'cljim22@gmail.com'  
**Cc:** Gardiner, Angela (IS - Transportation); Gutek, Mike (Infrastructure Services); Fehr, Stephanie (IS - Administration)  
**Subject:** RE: Email - Communications to Council - James Clifford - October 17, 2013 - Bike Lanes - File No. CK. 6000-5

Mr. Clifford:

Your correspondence dated October 17, 2013 had been received by the City of Saskatoon. It will be placed on City Council's agenda of November 4, 2013, for its information.

Improving the quality and safety of cycling in Saskatoon is important and we appreciate your thoughts on the matter.

Don Cook, P.Eng.  
Manager, Transportation Planning  
Transportation Branch  
306-975-2642

-----Original Message-----

**From:** CityCouncilWebForm [mailto:CityCouncilWebForm]  
**Sent:** October 17, 2013 8:08 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council File No. CK. 6000-5

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

James Clifford  
909 Avenue F North  
Saskatoon, Saskatchewan  
S7L1W7

EMAIL ADDRESS:

[cljim22@gmail.com](mailto:cljim22@gmail.com)

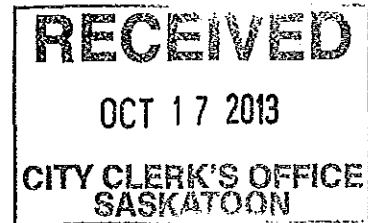
COMMENTS:

Hello Mayor and Council,

I support the better bike lanes campaign. I think two experimental lanes is a great short term goal. These lanes have been a huge success in Montreal, New York and Vancouver (and a mess in Toronto). I really hope Saskatoon will follow the lead of the majority of great cities and not take the Ford Nation approach of pitching drivers against cyclists.

150-1  
C3

From: CityCouncilWebForm  
Sent: Thursday, October 17, 2013 9:14 AM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Sheeraz Awan  
27 Cedar Park Ave  
Ottawa, Ontario  
K2C 4C2

EMAIL ADDRESS:

[sheeraz.awan@hotmail.com](mailto:sheeraz.awan@hotmail.com)

COMMENTS:

Dear Council Members,

My name is Sheeraz Awan and I am getting in touch with you from Ottawa.

My wife and I are planning to move West as we believe we will be able to find jobs quickly and easily. My wife is an International Medical Graduate and will be sitting for Qualifying Exam in Janaury. I have worked in Ottawa and have diverse experience.

We have four options where we can move to: Saskatoon, Regina, Calgary and Edmonton. Our main concern is how quickly we can find work.

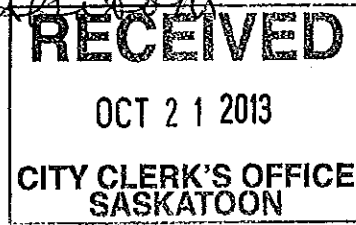
I wish to know from the respected council as to why we should choose Saskatoon over the other three cities.

Thank you for your time

Sincerely,

Sheeraz Awan

City Council  
City of Saskatoon



5301-1  
(4)  
2549. J. Thiessen  
Saskatoon, Sask.  
S7K 6A3  
Oct. 19, 2013

Dear Council:

This past week I received a parking violation ticket 22181051. The hood end of my station wagon extended beyond the sign (saying don't park from here to the corner). I am guilty of this crime and will have to pay, but I do not understand why this by-law does not have a "reduction allowed" amount.

I was simply leaving enough room for my daughter to park behind so as not to occlude a driveway to a private residence and ended up with my front end beyond the sign. I will pay the penalty; I would like the money to go towards repairing of Silverwood road please.

I am already well taxed, as I cannot even park on my street without a tax permit during the school year!

Regards.

Susan Lukowski Lukowski



7/10-1  
(5)

**RECEIVED**  
OCT 23 2013  
CITY CLERK'S OFFICE  
SASKATOON

17 October 2013

Municipal Heritage Advisory Committee  
City Clerk's Office, City Hall  
Saskatoon, Saskatchewan  
S7K 0J5

Dear Committee Members,

Saskatoon has a number of significant historical structures with vintage signage, typically in the form of advertisements. Examples include: "Moyer School Supplies Ltd.-Canada's School Furnifitters"; Tees and Persse/Paulin Chambers Co. Ltd. and "I Stand for Quality" Salmon ad; "Fresh Up With 7 Up"; Central Stores-City of Saskatoon, and John Deere Plow Co., among others. Such signage is vanishing due to weathering and neglect or is being lost with the creation of new advertisements painted over top of the originals. Signage can also be put at risk because of the inability or unwillingness of a building owner to pay for the costs of retention during renovations.

These historic advertisements and images are valuable from artistic and cultural perspectives, as well as due to their ability to impart the flavour of a past era. Heritage properties that may have simple architecture can take on a remarkable flavour when signage is preserved or, where warranted, restored due to advanced weathering.

The relative costs of signage retention might not seem high but developers may be anxious to save any expenses. The Saskatoon Heritage Society Board members have expressed a consensus in their desire to see a policy stated by the City of Saskatoon that would preserve historical signage under the existing façade rehabilitation grant. We are concerned that more signage of historical significance will be painted over, destroyed during renovations or otherwise damaged without the firm and timely articulation of a policy of preservation on this matter.

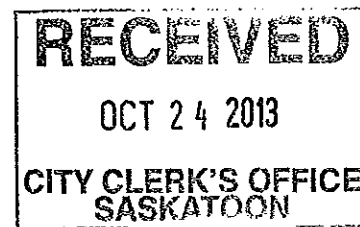
Sincerely,



Kent O'Grady, Secretary  
Saskatoon Heritage Society  
PO Box 7051  
Saskatoon, Saskatchewan  
S7K 4J1

301-1  
C6

From: CityCouncilWebForm  
Sent: Wednesday, October 23, 2013 8:28 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Andrew Mario  
115 Caldwell Cres  
Saskatoon, Saskatchewan  
s7m 5e1

EMAIL ADDRESS:

[andrewjamesmario@gmail.com](mailto:andrewjamesmario@gmail.com)

COMMENTS:

I would like to know if there is anything being done to stop plumbers from installing residential ventilation systems. This has been going on way too long. Why are they allowed to do this? People are spending over a half million dollars on brand new houses that have duct systems that don't work properly. It's ridiculous. I cannot believe that this is not regulated. The things ive seen plumbers do with ductwork in a brand new house is preposterous. Not only is this embarrassing for our home building market, insulting to new homeowners, but it's also taking work away from ticketed sheet metal workers. I went to school and got my ticket as a sheet metal worker. What good is it now? If I knew that plumbers were allowed to do my job without a ticket I would have done plumbing. Why would I want to be a sheet metal worker if anyone can go and do my work without a ticket? I run a heating and ventilation company, Flowtech Mechanical. I have to scramble for work to pay my bills. What makes it worse is that I know that about 50% of the houses being built have plumbers installing ductwork.

Ventilation design sheets were introduced not too long ago. I am not too sure what the purpose of these sheets actually is. Anyone with a computer and an internet connection can fill one of these out. These issues are occurring in new builds, but these is also issues in renovations. The issues is renovations can actually become quite dangerous as appliances may still be venting by natural draft. Carbon monoxide can be drawn into a system and people can die. A ticketed sheet metal worker knows this is an issue with older houses and will ensure it does not happen.

Permits must be pulled to do any electrical work, any plumbing work and any gas work. Why do we not have ventilation permits?

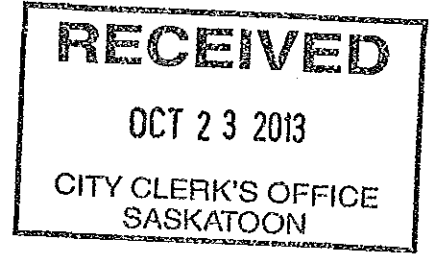
There are real dangers involved in not having a trained professional for the job. We all know this is true with everything. So why is a trade that people have chosen to make their career left out? I want the sheet metal trade to grow and be desirable to young people looking for a trade. But why would they want to fight with plumbers for their work?

There is installations being done that are wrong, sometimes even dangerous. This needs to stop. Ductwork installation needs to be permitted and regulated. This will ensure new home buyers are not wasting their money, and that they will be healthy and safe. Saskatchewan should be striving to build the best homes we can. We need to pay more attention to the sheet metal trade.

Andrew Mario  
Flowtech Mechanical Ltd.

C7)  
600-3.

**From:** CityCouncilWebForm  
**Sent:** October 23, 2013 2:50 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Alana Crozier  
208 Avenue G South  
Saskatoon, Saskatchewan  
S7M1V1

EMAIL ADDRESS:

[crozermurphy@sasktel.net](mailto:crozermurphy@sasktel.net)

COMMENTS:

I was shocked to read in the Star Phoenix about the mere suggestion that some Custodial Services at the Saskatoon Police Station may be considered for replacement by a private company.

The City has shown nothing but respect for our Polices Services and the results that they have been achieving. Millions of dollars have been spent building a new Police Station as well as unexpected costs related to the 25th Street extension. As a quickly growing city, there is obvious anticipation that the number of officers will increase.

We already have a well trained and trustworthy custodial staff who have access to highly confidential, sensitive and integral materials.

Why on earth would anyone even raise the idea of privatising some of this work? Defence lawyers must be thrilled with the prospect that employees from a private company might be given access to some of this sensitive material. The ability to be able to simply question who has access to this material and to the chain of custody could conceivably jeopardise Crown cases.

This is the MOST IDIOTIC idea that I have ever heard. Tax payers are contributing millions of dollars to house and staff our Police Services. I have never heard of any problems concerning the present state of affairs.

I implore that, you, our Mayor and Council, give priority to maintaining the status quo and the confidence that both the Police the Public has in it.

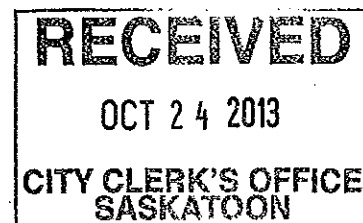
I will closely watch and listen to how this issue is dealt with. I would be happy to hear from anyone with respect to my position on this.

Sincerely,  
Alana Crozier



4400-1  
C8)

**From:** CityCouncilWebForm  
**Sent:** Thursday, October 24, 2013 11:59 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Jessica Loraas  
802 105 Appleby Drive  
Saskatoon, Saskatchewan  
S7M4N8

EMAIL ADDRESS:

[jessica-lynn.92@live.com](mailto:jessica-lynn.92@live.com)

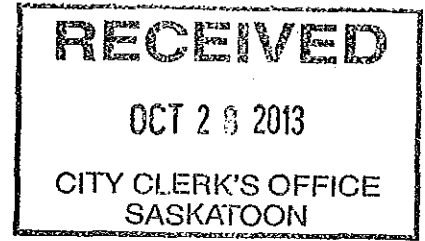
COMMENTS:

Hello,  
My name is Jessica Loraas, I've lived in Saskatoon as an adult on my own for 3 years now. And granted, I haven't lived in the best of best neighbourhoods, however not many people can afford the \$1200 apartments. I have lived on the 100 block of Avenue O South and now here on Appleby Drive. Both buildings are very badly infested with bed bugs and cockroaches. I have never brought anything in from garbage. Most of my stuff in hand me downs but from people I know and trust. I have lived on Appleby Drive since August 1, 2013 and my suite is somehow infested with cockroaches! They're everywhere and they are very dangerous to our health, they are even getting in our fridge somehow! Looking closer, I noticed that there is paint painted over food and god knows what else. I haven't really eaten since we lived here because it's so disgusting. The cockroaches get in our dishes and cupboard food, no matter how we protect everything. They are even in the hallways!! I have a 2 year old daughter and she's been living in filth her whole life because Saskatoon apartments are infested! On Avenue O South, we lived there for a month when we didn't even notice any bed bugs, but they sprayed the whole building and then we got them. Our suite was sprayed 3 more times after that and the bugs just kept coming in. I know that if you don't take care of your place after it's sprayed they won't go away but I do.  
As a concerned mother that has lived in 2 separate apartments, blocks away from each other and both severely infested, not just suites but most likely the whole buildings! I really think its about time that a health inspector or something was done about these infested buildings. Tear them down, renovate them properly, honestly I just want it fixed. After my lease is up in my current place, I will be leaving, believe me. Maybe to Ontario. I will be letting a lot of people know about all the bug infested buildings here.

Sincerely a concerned mother and long time Saskatchewan resident.  
Jessica.

C9)  
307-4

**From:** CityCouncilWebForm  
**Sent:** October 25, 2013 5:17 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Mahmood Shafqat  
1043 Matheson Dr  
saskatoon, Saskatchewan  
S7L3Y9

EMAIL ADDRESS:

[numaanshafqat@hotmail.com](mailto:numaanshafqat@hotmail.com)

COMMENTS:

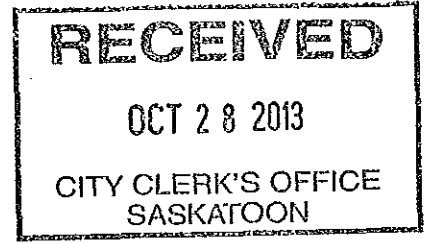
With the respect of city council. I have one question ? After October 21st, if I transfer my franchise taxi on my wife's name or my other family member. Can I enter in the seasonal taxi lottery or not?

Thankyou very much

C10)

151-5

**From:** CityCouncilWebForm  
**Sent:** October 28, 2013 8:28 AM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Patricia Kalytuk  
90 Galbraith Crescent  
Saskatoon, Saskatchewan  
S7M 4H1

EMAIL ADDRESS:

[patty@saskatchewanrealestate.com](mailto:patty@saskatchewanrealestate.com)

COMMENTS:

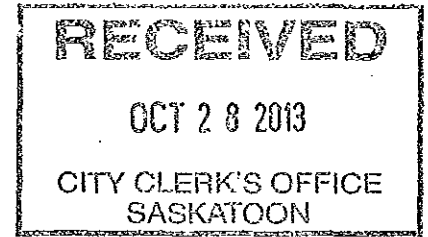
I am just writing to enquire about the pets on leashes issue. It is my understanding that cats, as well as dogs, are to be on a leash and not allowed to roam the streets. This rule seems to be observed quite faithfully with dogs, but not so much with cats. Given that cats are quite agile creatures and a fence does not present much of an obstacle for them in most instances, if cat owners allow their pets to be out while not on a leash, there is a rather high likelihood that the cats will wander outside of their owner's property. Personally, I like cats, but do not enjoy having my yard being used as a litter box. What recourse is there for people who do not want feral, or even their neighbours' cats', urine and feces all over their property? Is the bylaw that addresses this issue ever enforced (for cats)? This is a health issue, so must be taken seriously. I await your response.

Patty Kalytuk



C11)  
7830-5

**From:** CityCouncilWebForm  
**Sent:** October 28, 2013 2:39 PM  
**To:** City Council  
**Subject:** Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Iris Spilchuk  
1321 Conn Ave.  
Saskatoon, Saskatchewan  
S7H3K9

EMAIL ADDRESS:

[thespilchuks@gmail.com](mailto:thespilchuks@gmail.com)

COMMENTS:

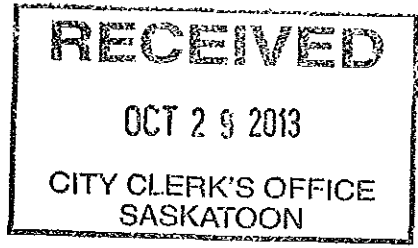
Our local paper indicates that our new waste management program is not doing as well as hoped. My concern is that not only is use of our landfill not going to go down enough -- but our carbon footprint will continue to grow. Instead of 1 pick up, we now have 3. The material is than sorted [energy consumption] and hauled FAR away [more contaminants from trucks] to be recycled.

Before this 4 year trial period is up, please look seriously at energy efficient power producing incinerators. At least we'll power our city by burning up our waste.

Iris Spilchuk

C12)  
1200-1

From: CityCouncilWebForm  
Sent: October 28, 2013 6:31 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Christine Korchinski  
61 Cambridge Cr.  
Saskatoon, Saskatchewan  
S7H 3P9

EMAIL ADDRESS:

[chris.korchinski@sasktel.net](mailto:chris.korchinski@sasktel.net)

COMMENTS:

Dear Councilors,  
This letter is to address the current grass mowing policy for the "Gateway" roads to the City, including highways to Humboldt, Martensville, North Battleford, Regina, Yorkton, Calgary.  
At present, the first mowing did not happen until the end of July and first week of August. By then, some of the ditches had weeds and grass several feet high.  
Please consider earlier mowing to give the best first impression and not one of neglect.  
Thank you.



Government  
of  
Saskatchewan

October 25, 2013

Joanne Sproule, City Clerk  
City Clerk's Office  
City of Saskatoon  
222 - 3<sup>rd</sup> Avenue North  
SASKATOON SK S7K 0J5

Dear Ms. Sproule:

**Re: RM of Corman Park No. 344 – Bylaws 22/13 and 23/13  
Official Community Plan and Zoning Bylaw Amendments  
Proposed Increase to Residential Quarter Section Densities**

Thank you for providing comments on the proposed bylaws noted above, from the RM of Corman Park No. 344 (the RM).

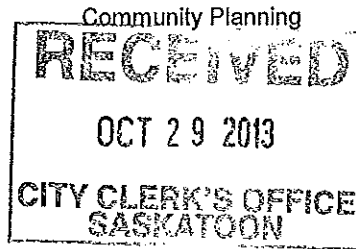
The Ministry of Government Relations (GR) has completed its review of the proposed bylaws. While GR understands the RM has an important role within the region, and respects the municipality's autonomy to facilitate regional growth and development as provided in *The Planning and Development Act, 2007*, it is clear that there are broader interests that would be impacted by the bylaws as proposed.

Our review determined, that prior to making a decision on the proposed bylaw, some clarification of planning bylaw policies and measures to address broader regional interests were required. Further consideration of the provincial interests is also necessary. Therefore, the bylaws have been returned to the RM, and the ministry has requested the RM clarify the bylaw provisions as it relates to the provincial and municipal interests that were identified in our review. We anticipate the RM will follow up with you in its further consultations for any alterations to the bylaws.

Thank you once again for providing your comments. We will advise if additional comments may be required from you prior to our decision. Please contact me at (306) 933-6118 should you have any questions.

Sincerely,

Len Kowalko, MCIP, RPP  
Director of Community Planning



Ministry of Government Relations

Room 978, 122-3<sup>rd</sup> Avenue North  
Saskatoon, Saskatchewan S7K 2H6  
(306) 933-6118  
(306) 933-7720 (fax)  
len.kowalko@gov.sk.ca

File: RM 344

1240-5  
C13