



ORDER OF BUSINESS

REGULAR MEETING OF CITY COUNCIL

JUNE 9, 2014, AT 6:00 P.M.

1. **Approval of Minutes** of regular meeting held on May 20, 2014.
 2. **Public Acknowledgements**
 3. **Hearings**
 - a) **Proposed Amendment to the Rosewood Neighbourhood Concept Plan**
Applicant: Arbutus Properties
(File No. CK. 4110-40)
-

RECOMMENDATION: that the proposed amendment to the Rosewood Neighbourhood Concept Plan be approved as outlined in the report of the General Manager, Community Services Department dated April 30, 2014, subject to the following:

- 1) that a 2.0 metre buffer strip be provided on the north side of Taylor Street, adjacent to the 3.90 hectare Multi Site; and
- 2) that the buffer strip on the south side of Taylor Street be extended to the Canadian Pacific Railway.

The purpose of this hearing is to consider the proposed amendment to the Rosewood Neighbourhood Concept Plan.

Attached is a copy of the following material:

- Report of the General Manager, Community Services Department dated April 30, 2014 (Attachment 1 - Rosewood Neighbourhood Concept Plan Amendment - can be viewed on the City of Saskatoon's website at www.saskatoon.ca by clicking "R" for Reports to Council);
- Letter dated May 22, 2014 from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation of the Administration;
- Letter dated May 29, 2014 from the Secretary of the Planning and Operations Committee advising that the Committee supports the above-noted recommendation of the Administration;
- Correspondence from Gary Houseman and Natalie Houseman received May 20, 2014, submitting comments on the above; and
- Notice that appeared in the local press on May 24 and 25, 2014.

**b) Proposed Zoning Bylaw Amendment
Rezoning from R1A to R1B District
103 to 175 Tweed Lane – Rosewood Neighbourhood
Applicant: Rosewood Land Inc.
Proposed Bylaw No. 9191
(File No. CK. 4351-014-009)**

RECOMMENDATION: that City Council consider Bylaw No. 9191.

The purpose of this hearing is to consider proposed Bylaw No. 9191.

Attached is a copy of the following material:

- Proposed Bylaw No. 9191;
- Report of the General Manager, Community Services Department dated April 30, 2014, recommending that the proposed amendment to Zoning Bylaw No. 8770 to

rezone 102 to 175 Tweed Lane from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District, be approved;

- Letter dated May 22, 2014 from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation of the Administration; and
- Notice that appeared in the local press on May 24 and 25, 2014.

**c) Proposed Amendment to the Official Community Plan – Land Use Map
Reclassification from “Suburban Centre” to “District Commercial”
210 Slimmon Road – Lakewood Suburban Centre Area
Proposed Bylaw No. 9192
(File No. CK. 4351-014-008)**

RECOMMENDATION: that City Council consider Bylaw No. 9192.

The purpose of this hearing is to consider proposed Bylaw No. 9192.

Attached is a copy of the following material:

- Proposed Bylaw No. 9192;
- Report of the General Manager, Community Services Department dated May 5, 2014, recommending that the proposed amendment to the Official Community Plan Bylaw No. 8769 – Land Use Policy Map to redesignate 210 Slimmon Road from “Suburban Centre” to “District Commercial”, be approved;
- Letter dated May 23, 2014 from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation of the Administration; and
- Notice that appeared in the local press on May 24 and 25, 2014.

- d) **Proposed Zoning Bylaw Amendment
Rezoning from RM4 to B2 District
210 Slimmon Road – Lakewood Suburban Centre Area
Applicant: Royalty Construction Inc.
Proposed Bylaw No. 9193
(File No. CK. 4351-014-008)**
-

RECOMMENDATION: that City Council consider Bylaw No. 9193.

The purpose of this hearing is to consider proposed Bylaw No. 9193.

Attached is a copy of the following material:

- Proposed Bylaw No. 9193;
- Report of the General Manager, Community Services Department dated May 5, 2014, recommending that the proposed amendment to Zoning Bylaw No. 8770 to rezone 210 Slimmon Road from an RM4 – Medium/High Density Multiple-Unit Dwelling Residential District to a B2 – District Commercial District, be approved **(see attachment 3c)**;
- Letter dated May 23, 2014 from the Secretary of the Municipal Planning Commission advising that the Commission supports the above-noted recommendation of the Administration **(see attachment 3c)**; and
- Notice that appeared in the local press on May 24 and 25, 2014.

4. Matters Requiring Public Notice

5. Unfinished Business

- a) **Communications to Council
(File No. CK. 7830-5)**
-

City Council, at its meeting held on May 20, 2014, did not consider the attached Communications to Council, due to the hour of the meeting not extending beyond 11:00 p.m. and therefore they are placed under Unfinished Business.

6. Reports of Administration and Committees:

- a) Administrative Report No. 10-2014;
- b) Legislative Report No. 6-2014;
- c) Report No. 9-2014 of the Planning and Operations Committee;
- d) Report No. 9-2014 of the Administration and Finance Committee;
- e) Report No. 4-2014 of the Land Bank Committee; and
- f) Report No. 8-2014 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. Inquiries

12. Motions

13. Giving Notice

14. Introduction and Consideration of Bylaws

Bylaw No. 9170 - The Procedures and Committees Bylaw, 2014

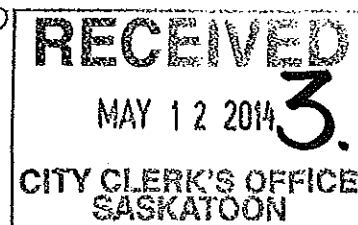
Bylaw No. 9191 - The Zoning Amendment Bylaw, 2014 (No. 11)

Bylaw No. 9192 - The Official Community Plan Amendment Bylaw, 2014 (No. 5)

Bylaw No. 9193 - The Zoning Amendment Bylaw, 2014 (No. 12)

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

7-110-40



TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: April 30, 2014
SUBJECT: Proposed Rosewood Neighbourhood Concept Plan Amendment
FILE NO.: PL 4131-33-2

RECOMMENDATION: that a report be submitted to City Council recommending that, at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to the Rosewood Neighbourhood Concept Plan be approved as outlined in this report, subject to the following:

- 1) that a 2.0 metre buffer strip be provided on the north side of Taylor Street, adjacent to the 3.90 hectare Multi Site; and
- 2) that the buffer strip on the south side of Taylor Street be extended to the Canadian Pacific Railway.

TOPIC AND PURPOSE

The purpose of this report is to consider an application from Arbutus Properties to amend the Rosewood Neighbourhood Concept Plan (Concept Plan).

REPORT HIGHLIGHTS

1. The proposed Concept Plan amendment will provide for additional commercial and industrial lands east of Zimmerman Road, as well as changes to the layout and land use pattern west of Zimmerman Road.
2. The Perimeter Highway that defines the east boundary of the approved Rosewood neighbourhood will be reclassified as an arterial roadway (Zimmerman Road) and provide additional accesses into the neighbourhood.
3. The proposed Concept Plan amendment provides for new accesses on to Zimmerman Road and eliminates the Rosewood Gate South/Highway 16 access.
4. A possible Right-of-Way is proposed north of Zimmerman Road. These lands may be considered for a future connection between the Holmwood sector and the Lakewood sector.
5. A servicing solution has been developed for the lands east of Zimmerman Road. Development of land would be phased to allow servicing capacity to grow with demand within the neighbourhood.
6. The proposed Concept Plan amendment supports the principles of Growing Forward! Shaping Saskatoon.

STRATEGIC GOAL

Under the Strategic Goal of Sustainable Growth, this report supports the creation of complete communities in new neighbourhoods that feature employment opportunities, main streets, suburban centres, and greater connectivity, both internally and externally. This ensures that new commercial areas include parks, paths and routes that encourage walking, cycling, and transit use.

BACKGROUND

The Rosewood neighbourhood is part of the Lakewood sector. The Lakewood Sector Plan was endorsed by City Council on December 18, 2000.

At its May 20, 2008 meeting, City Council approved the Concept Plan. The approved Concept Plan is comprised of 293.02 hectares (724.07 acres) and has a projected population of 10,657 people living in 4,263 dwelling units. The gross neighbourhood density of the approved Concept Plan is 14.5 units per hectare.

REPORT

Proposed Concept Plan Amendment

The proposed Concept Plan amendment will provide for the inclusion of lands east of Zimmerman Road consisting of commercial and light industrial land uses. Also proposed are changes to the layout and land use pattern west of Zimmerman Road, including new opportunities for residential, commercial, and mixed-use development. The proposed amendment to the Concept Plan is outlined in Attachment 1.

The proposed Concept Plan amendment will accommodate:

- a) a variety of housing, including one-unit and semi-detached dwellings, low-density townhouses, and multiple-unit dwellings;
- b) mixed-use development along Zimmerman Road combining residential with retail, office, and service uses;
- c) district retail located adjacent to Zimmerman Road to provide goods and services to those traveling by active transportation and by vehicle; and
- d) an employment area east of Zimmerman Road comprised of regional commercial and light industrial uses.

At full build out, the proposed amended Concept Plan would provide for a gross developable area of 354.5 hectares (876 acres), with a projected population of 11,900 people living in 5,390 dwelling units. The proposed neighbourhood density is projected to be 15.2 units per hectare. A quick facts comparison of the approved and proposed Concept Plan is included in Attachment 2.

Perimeter Highway

The Province of Saskatchewan is undertaking a Saskatoon Perimeter Highway Validation Study (Validation Study). To date, this study determined that the location of the Perimeter Highway that defines the east boundary of the approved Rosewood neighbourhood will be relocated. This has provided an opportunity to reclassify the Perimeter Highway in this location as an arterial roadway (Zimmerman Road) and provide additional access into the neighbourhood.

Rosewood Gate South Access

The proposed Concept Plan amendment provides for new accesses on to Zimmerman Road and eliminates the Rosewood Gate South/Highway 16 access. The Rosewood Gate South/Highway 16 access was included in the approved Concept Plan to address limited access points into the neighbourhood.

The Rosewood Gate South/Highway 16 access was to be located 1.6 km from the future Highway 16/Boychuk Drive interchange and 1.05 km from the Highway 16/Zimmerman Road interchange. While the Rosewood Gate South/Highway 16 access provided an acceptable design, it did not meet weaving and spacing guidelines as outlined by the Transportation Association of Canada. It also provided minimally acceptable operations with respect to the weaving sections. Ideally, interchanges should have a minimum spacing of 2.0 km in an urban environment. Close interchange spacing results in inadequate ramp merging and weaving distances.

In the context of the amended Concept Plan, the forecast traffic for Highway 16 is higher than that of the originally approved Concept Plan. Under new conditions, weaving conditions at Rosewood Gate South will be worse than predicted. Furthermore, traffic volumes will increase when traffic destined to the Holmwood sector is added.

The Saskatoon Public Schools and the Greater Saskatoon Catholic Schools have also commented that the proposed amendments provide for a better plan for traffic patterns and volume near the proposed school sites. They have noted that the reduced traffic volumes will contribute to student safety.

As such, the Administration is recommending the Rosewood Gate South/Highway 16 access be removed from the proposed neighbourhood design as safer options for access and egress to the neighbourhood are identified.

Possible Right-of-Way

A possible Right-of-Way is proposed north of Zimmerman Road. These lands may be considered for a future connection between the Holmwood sector and the Lakewood sector. The Administration will conduct a future review of the Holmwood and Lakewood Sector Plans to determine the most appropriate connections between the two sectors.

Servicing

The Administration has developed a servicing solution for the subject lands, in particular the lands east of Zimmerman Road. The new McOrmond tunnel and the anticipated rapid extension of the Holmwood sector sanitary trunk south of 8th Street will allow sewage from the Rosewood neighbourhood to be diverted to this new trunk in the future. In the short term, the proposed commercial development to be located east of Zimmerman Drive can proceed. Development of land would be phased to allow servicing capacity to grow with demand within the neighbourhood.

Growing Forward! Shaping Saskatoon

A report was presented to Growing Forward! Shaping Saskatoon Steering Committee. The report identifies how the proposed Amendment meets the principles of Growing Forward! Shaping Saskatoon. This report is included in Attachment 3.

Some of the key initiatives the proposed amendment incorporates are:

- a) higher-density residential land uses, retail, and mixed uses along transit routes;
- b) affordability through the provision of a variety of residential land uses from one-unit to multi-unit dwellings;
- c) additional commercial and mixed-use opportunities resulting in more access to employment opportunities in close proximity to residences; and
- d) better ways to travel around the neighbourhood through the incorporation of a traditional grid network.

OPTIONS TO THE RECOMMENDATION

City Council could deny the proposed amendment, or direct the Administration to reconsider specific elements of the proposal.

POLICY IMPLICATIONS

There are no policy implications related to this application.

FINANCIAL IMPLICATIONS

The primary financial obligations for the development of the Rosewood neighbourhood are outlined in Attachment 4.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Comments from Other Divisions and Agencies

Comments from external and internal stakeholders were solicited through the review process. Comments noted by other divisions or agencies, with respect to the proposed Concept Plan, are included in Attachment 5.

Public Engagement

A public open house was held on March 20, 2014, for residents and property owners within and around the Rosewood neighbourhood. A total of 2,517 public notices were distributed to all property owners within the Rosewood neighbourhood and the surrounding property owners. The Rosewood, Briarwood, and Lakeridge Community Associations were also notified. The Ward Councillor was present, and 81 people attended the public open house. Some of the key themes from the public open house were:

- a) concerns regarding the removal of the Rosewood Gate South/Highway 16 access;
- b) the proposal is a major change to the neighbourhood;
- c) concerns regarding the light industrial land uses; and
- d) the new commercial development will be an asset.

The Community Engagement Project Summary has been included in Attachment 6.

On May 6, 2014, a facilitated public information session was held for residents and property owners within the Rosewood neighbourhood. A total of 654 public notices were distributed to all property owners within the Rosewood neighbourhood. The Rosewood Community Association was also notified. The Ward Councillor and 24 people were in attendance. Main concerns and comments noted were primarily on traffic patterns and removal of the Rosewood Gate South/Highway 16 access. Comments in support of the proposed amendment were also received.

In addition to the public open house and information session, the Administration has also corresponded with the Rosewood Community Association to ensure that their questions regarding the proposal were answered.

COMMUNICATION PLAN

Public hearing notices will be advertised two weeks prior to City Council's meeting date. No further consultation is planned beyond the stakeholder involvement noted above.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review was conducted as part of the Concept Plan amendment administrative review process. Comments and concerns identified in that review were addressed and mitigated before moving the Concept Plan amendment forward for City Council's approval.

PUBLIC NOTICE

The application will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify the Community Consultant and the Ward Councillor of the public hearing date. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

ATTACHMENTS

1. Rosewood Neighbourhood Concept Plan Amendment
2. Quick Facts – Comparison of Approved and Proposed Concept Plan
3. Growing Forward! Shaping Saskatoon Report
4. Financial Obligations
5. Comments by Other Divisions and Agencies
6. Community Engagement Project Summary


Written by: Christine Gutmann, Senior Planner

Reviewed by:


Alan Wallace

Director of Planning and Development

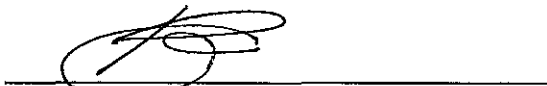
Approved by:


Jeff Jorgenson, General Manager

Transportation and Utilities Department

Dated: May 8, 2014

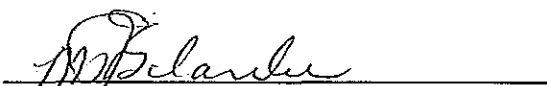
Approved by:


Randy Grauer, General Manager

Community Services Department

Dated: May 7, 2014

Approved by:


for Murray Totland, City Manager

Dated: May 8, 14

Rosewood Quick Facts	Original Concept Plan	Concept Plan Amendment
Gross developable area	293.02 ha (724.04 ac)	354.5 ha (876 ac)
Projected population at maximum build out	10,657	11,900
Projected elementary school population at max build out	1,023	1,294
Neighbourhood density	14.5 units per hectare	15.2 units per hectare
Neighbourhood persons per gross hectare	36 persons per hectare	34 persons per hectare
Estimated total number of units	4,263	5,390
# of single unit dwellings	2,731	3,225
# of multi-unit dwellings	1,532	2,165
Neighbourhood residential split	64% single-unit, 36% multi-unit	60% single-unit, 40% multi-unit
Neighbourhood parks	20.74 ha (51.25 ac)	22.66 ha (55.99 ac)
Secondary Parks	4.64 ha (11.46 ac)	6.22 ha (15.4 ac)
Linear Parks	8.35 ha (20.63 ac)	9.65 ha (23.8)
Pocket Parks	1.56 ha (3.85 ac)	0.60 ha (1.5 ac)
Village Square	0.32 ha (0.79 ac)	0.32 ha (0.79 ac)
Wetland Park Extension	0.84 ha (2.08 ac)	0.84 ha (2.08 ac)
Core Neighbourhood Park	5.03 ha (12.43 ac)	5.03 ha (12.43 ac)

TO: Growing Forward, Shaping Saskatoon Steering Committee
SUBJECT: Proposed Rosewood Neighbourhood Concept Plan Amendment
DATE: March 27, 2014

This report is to provide an overview of the application of Growing Forward, Shaping Saskatoon *Principles for New Development* for the proposed Rosewood Neighbourhood Concept Plan Amendment (Amendment). A copy of the Amendment is attached.

Application of Growing Forward, Shaping Saskatoon Principles

The Amendment has incorporated the Growing Forward, Shaping Saskatoon principles as outlined in the Bridging Document as follows:

Incorporate public transit	A number of proposed transit routes have been planned within the Rosewood neighbourhood including a route along the Zimmerman Road/ Taylor Street arterials. Higher density residential land uses as well as retail and mixed uses are proposed along the transit routes.
Design the street layout to support all road users	The proposed street layout will add additional entry points into the neighbourhood from the east off of Zimmerman Road. These connections will also increase access to the newly proposed commercial land uses to the east of the neighbourhood. The closure of the Rosewood Gate South access is currently under review. Linear and pocket parks are also proposed to provide pedestrian connections.
Maximize opportunities for access to amenities	The proposed amendment will increase access to commercial services in particular. A transition from district commercial on the west side of Zimmerman Road to regional retail on the east side of Zimmerman Road is also proposed.
Design open spaces to provide connections	The developer has incorporated pocket parks, linear parks as well as secondary parks throughout the neighbourhood.
Promote affordability	The developer has incorporated a variety of residential land uses from single family to multi-unit residential. Through this amendment, the number of multi-unit dwellings has increased from 1,532 to 2,165 and the number of single unit dwellings has increased from 2,731 to 3,225.
Provide for employment opportunities within the community	The proposed amendment incorporates additional retail and mixed use opportunities. This gives neighbourhood residents more access to employment opportunities in close proximity to their residences.
Maintain / enhance environmental and historical features	There are no major environmental or historical features to maintain.
Consider water and sewer capacity requirements	Water and sewer capacity requirements are being addressed in the review of the amendment. Holding provisions are proposed in order to phase development dependent on the water and sewer capacity available.
Strive to use green infrastructure for stormwater management	Stormwater management is being addressed through the City's review of the proposal. The developer has committed to considering green infrastructure options through site design.

Financial Implications

Summary

Item	Funding
Arterial Roadways	Funded in part by the Arterial Road Reserve as described below. Balance to be funded by Developer.
Highway 16 Interchange (Zimmerman)	Funded in part by the Interchange Levy, as described below.
Highway 16/Zimmerman Road Signals and Intersection Improvements	Funded by the Developer.
Signalization	Developer will be required to contribute to a fund representing 92% of the cost of the signals as described below.

Detailed Financial Implications

In general, the financial comments that follow, study, in isolation, the area east of Zimmerman Road; however, in the application of special levies and fees, the calculation has also included the lands that are adjacent to the west side of Zimmerman Road.

We have excluded the industrial lands shown on the proposed concept plan with regard to expected revenues for specific developer levies in the construction of the concept plan area. These areas are either partially developed and/or extremely low which will require a separate sanitary system.

Arterial Roadways

1. Zimmerman Road is a permanent arterial, and is, therefore, a City responsibility. Design and construction of this roadway will be conducted by the City.
2. Arterial Roadways – the City of Saskatoon standard for the funding of arterial roadways is a four-lane cross section. Where increased density and business related activity requires through a TIS to construct additional lanes and turn bays, etc., the arterial road levy does not cover those costs. Therefore, only a four-lane cross section along Zimmerman Road from Highway 16 to the most northern intersecting street will be funded from the levy. All additional costs, including upgrades to Highway 16 and any other roadway, will be the responsibility of the Developer.
3. For classification purposes, roadways in the amendment area are noted as "Collector" in Figure 6, but have a 30 metre right of way in Figure 7, which would classify them as arterial. Similarly, the "Connector Roadway" from Taylor Street to Zimmerman Road is described on Page 4.2 as a "four lane undivided

collector," which is not a standard roadway. This would be classified as an Arterial Class "C". For financial purposes, however, only Zimmerman Road will be receiving funding from the Arterial Road Reserve.

Future Interchange

4. An interchange at Highway 16 and Zimmerman Road will be required in the future. Assuming an estimated cost of \$35 million (in 2014 dollars), the interchange will be funded by the interchange levy (\$10.5 million), a special levy paid for by the developer (\$11.2 million), and a City contribution (\$13.3 million) funded from other sources. The timing of construction of the interchange will be based on traffic demands in the area.

Highway 16 and Zimmerman Road Intersection

5. Improvements in the interim, before an interchange will be constructed at this location, the Highway 16 and Zimmerman intersection will require traffic signals, intersection improvement costs and Highway 16 dual left turning bays. The City will design/construct these improvements and the Developer has agreed to pay for all costs.

CPR Crossing

6. The current submission indicates that the previous grade separation at the CPR tracks and Zimmerman Road has been eliminated.

Signalization

7. Signalization – Four intersections have been identified as requiring signalization within the commercial area. Initially, a temporary signal will be needed at Zimmerman Road and Highway 16 before the interchange is constructed. Three additional signals will also be required, including two along Zimmerman Road and one along Patience Lake Road. The Developer will be required to contribute to a fund representing 92% of the cost of the signals.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
SaskPower	<ul style="list-style-type: none"> • Presently, SaskPower has a 138kV transmission line that runs through the subdivision. The current concept plan shows the transmission line rerouted along the west side of Zimmerman Road and the westerly side of the road allowance paralleling the CP Rail track. The developer is responsible to continue their discussion with SaskPower's Transmission Department to determine if this is a desirable route. • SaskPower will require suitable easements and Right-of-Ways (ROWs) for the existing overhead and underground distribution facilities. The location and size of these easements will be defined when the formal proposed plan of subdivision is sent to SaskPower for review and comment. • The developer is responsible to contact SaskPower if they have any request to relocate any of the existing distribution facilities. The cost to relocate facilities will be at the developers expense. The developer is currently in discussions with SaskPower to look at options for relocating some of the overhead distribution facilities. • SaskPower will request suitable easements for routing new distribution lines and for installing and maintaining facilities, prior to the titles being transferred from the City of Saskatoon. • It is SaskPower's desire to maintain overhead distribution facilities along the outside perimeter of the subdivision. Sufficient ROWs are required to maintain and operate these facilities. SaskPower will work with the developer confirm the location of the overhead distribution. 	Developer has been working directly with SaskPower and acknowledges his responsibilities in this regard.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
SaskPower (con't)	<ul style="list-style-type: none"> • A strip of land at the northeast corner of the development, paralleling the CPR ROW, east of the three Multi Sites, is designated for a berm. SaskPower has existing overhead and underground distribution facilities in this area. There are presently four major distribution feeders that come out of the substation and run southeasterly along the existing road allowance. The developer will need to confirm if the design of the proposed 3.83m berm will conflict with the location of these facilities. The developer may need to look at other options for mitigating the noise in this location. SaskPower will require a sufficient ROW for maintaining and accessing these facilities. The width and location of the ROW will need to be determined, once the location of these facilities is confirmed by a site survey. • SaskPower has existing overhead distribution facilities along the south boundary of the subdivision. The developer will need to confirm if the design of the proposed 3.83m berm will conflict with the location of these facilities. The developer is responsible for any costs associated with relocating these facilities. 	Developer has been working directly with SaskPower and acknowledges his responsibilities in this regard.
Shaw Cable	Our main concern or comment would be regarding the direction and pace of the buildout. To enable effective and cost efficient construction of our infrastructure, it would be beneficial for areas to develop on a west to east basis. This direction would allow us to build out from existing structure and be in a position to plan out areas as they develop and incorporate changing technologies into the design. If we had to build to opposite ends, it would increase construction costs and would be more difficult to utilize advancements, resulting in a checkerboard of plant capabilities.	Comment noted by Developer.
SaskTel	No objections to the amended concept plan provided when required joint utility easements requested by SaskPower or SaskTel only easements are granted.	None required.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
Saskatoon Light and Power (SL&P)	<ul style="list-style-type: none"> • Proposed amendment to Rosewood Neighbourhood is not within the area where SL&P provides the electrical distribution and services. No easements will be requested. • The street lighting will be provided by SL&P as per the standard previously established. Special consideration will need to be made for the new intersection at the future Perimeter Highway and the cross street into the south-east corner of the subdivision. There will be multiple locations where SL&P will take an electrical service point from SaskPower for the community lighting system. Locations will be determined once more detailed is available. These service points are expected to be located on roadway ROWs, and no easements will be required. • The pathway lighting will be installed and maintained by SL&P. 	None required.
SaskEnergy	<p>SaskEnergy maintains natural gas facilities for which the ROW has been granted through the subject area. SaskEnergy approved the amended plan subject to:</p> <ul style="list-style-type: none"> - SaskEnergy be permitted to obtain easements as required for any existing facilities affected by this application that are not currently in a registered easement or covered by a Permission to Construct and Operate agreement. - No permanent structures, including, but not limited to buildings, foundations, fences, decks, etc., be permitted within the SaskEnergy easement. - Where the above conditions cannot be satisfied, the Applicant is responsible for the costs to relocate the existing SaskEnergy facilities such that these conditions can be satisfied. - The SaskEnergy required that facilities be located and marked prior to commencing any excavation works. <p>The Developer has applied for servicing options for the added area. SaskEnergy is willing to work with the developer regarding facilities relocation and additional easement.</p>	Comments acknowledged by Developer.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
TransGas	<p>TransGas Limited has facilities which are affected by the proposed subdivision development. The 323.9mm High Pressure pipeline within the TGL registered easement may have significant effects on your proposed development and budget.</p> <p>Along with the registered ROWs, which are discussed in the remainder of this letter, TransGas has a parcel of land affected by the proposed development. This parcel is central hub for the transmission infrastructure on the south east corner of the city. We currently supply gas to a SaskEnergy regulating station at this location. It should be noted that TransGas and SaskEnergy are planning to expand the capacity of this station within the next five years which will further increase its sensitivity, as it will be a critical delivery point to supplying natural gas to the City of Saskatoon.</p> <p>Operation of this facility requires the delivery and injection of mercaptan to odorize the gas stream. During filling operations of our run tanks, this can create a strong odor in the area so we do not recommend any residential development adjacent to the site. A primary function of the facilities on this parcel is to reduce the pressure of the gas from transmission pressure to distribution pressures. Failure of the regulating devices can result in a release of gas to atmosphere in the area and a large volume of noise due to the releasing gas. As such, we don't recommend residential development near the pipeline and are in support of any development being zoned light industrial in and around the existing parcel of land. TransGas will also need to have access maintained to our facility. The road off of the north side of the property will require relocation of our access gate. Will TransGas be compensated for this work?</p>	<p>Comments are noted by the Developer.</p> <p>The area around the existing TransGas site is all proposed as commercial/light industrial. The nearest residential parcel is located just over 465 meters away on the west side of Zimmerman Road.</p> <p>The area around the existing TransGas site is all proposed as commercial/light industrial.</p> <p>Arbutus is dealing directly with TransGas.</p>

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>TransGas (Con't)</p>	<p>With respect to the ROW's, construction, and development, if authorized by a TransGas permit, can often occur to the edge of our ROW, such development is not necessarily safe or recommended in all circumstances. TransGas strongly recommends that the ROWs not be subdivided as part of individual parcels for sale as development over the ROWs is severely restricted. We recommend the ROWs and pipelines either be relocated outside the property bounds and/or the easement areas be converted to Environmental Reserve. During development, TransGas requires that the developer install and maintain snow fence along both sides of the TransGas ROW for the entire duration of the development. TransGas recommends that your planning and design incorporate the following set back distances from the ROW. Refer to the attached set back chart which can also be found at the following links:</p> <ul style="list-style-type: none"> • http://www.transgas.com/safetyintegrity/safety/developerscommunityexpansion.asp • www.transgas.com <p>TransGas further recommends that third parties conduct an independent Engineering assessment prior to infringing on these recommended set back distances.</p> <p>TransGas suggests that a proposed plan of development be submitted to TransGas for assessment prior to the onset of development of your project, so that any concerns may be addressed prior to you proceeding with the proposed development. Please contact Darren Selinger, Senior Engineer, TransGas Pipeline Engineering at 306-777-9303 to discuss your development and any affects TransGas may have on it. If the assessment indicates that modifications to the pipeline(s) are required to accommodate your development, the costs for the modifications will be borne by the applicant. Please note that any upgrades or relocation of TGL pipelines may require several months notice and planning.</p>	

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>TransGas (Con't)</p>	<p>It is suggested to contact us at earliest onset of your development plans.</p> <p>Please note that any upgrades or relocation of TGL pipelines may require several months notice and planning. It is suggested to contact us at earliest onset of your development plans. http://www.transgas.com/safetyintegrity/permits/crossingcoordination.asp and www.transgas.com</p> <p>The following requirements generally apply:</p> <p>Under Section 57 of The SaskEnergy Act, no person may dig, grade, level, excavate, blast, or conduct any other activity on any land where SaskEnergy or TransGas facilities are located or enter into a contract with a third party to do so without first contacting us at least two days before the activity. Please direct your calls to Saskatchewan First Call Corporation at 1-866-828-4888. We recommend this phone call in all instances as this is the only way to conclusively determine whether there are any TransGas or SaskEnergy lines located in the property, and will allow for a line locate.</p> <p>Pursuant to Section 20 of The Pipelines Act, any ground disturbance within 30 meters of TransGas pipeline(s) requires additional written notification to TransGas, at least two days prior to the work starting, at <u>Tp. 36-04-W3M</u>. Additional information will be provided by TransGas and, where TransGas concerns can be addressed, a permit will be issued containing special requirements and outlining how to work safely around our pipeline.</p> <p>No drilling, pits, wells, foundations, pavement, buildings, or other structures are to be excavated, drilled, installed or erected on, over, under or through the right-of-way without the approval of TransGas Limited.</p>	

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
TransGas (Con't)	<p>No roads are to be constructed over the pipeline(s) without TransGas conducting an assessment and approving the work. If the assessment indicates modifications to the pipeline(s) are required, the costs for the modifications will be borne by the applicant.</p> <p>Requirements may vary for individual circumstances, and we welcome you to contact us in that regard. We ask that you review the TransGas easement, if any, registered as against your property. This easement is available through ISC, formerly Land Titles.</p>	
Environmental Services	<p>In general the Neighbourhood Concept Plan amendment for the Meadows at Rosewood demonstrated strong sustainability principles. The integration of the natural world, including the preserved wetlands, with the built environment is particularly appreciated and it appears that strong linkages will be available to this natural area. The provision of pedestrian linkages, the diverse range of housing options, and the increase in dwelling units per hectare is also positive</p> <p><u>5.2 Stormwater System</u> A high volume of storm runoff is mentioned because of the high ratio of impermeable surfaces and subsequently a retention pond will be required. Is there potential to reduce the amount of runoff or to manage the runoff closer to the source through the integration of green infrastructure? For instance, there may be opportunity to integrate permeable and semi-permeable surfaces into the design; and to use innovative small-scale storm water techniques such as green roofs, rain gardens, and silva-cells. With regards to the required retention pond, is it possible for this to be a constructed wetland? Integrating green infrastructure can improve quality and reduce quantity of rain water while adding more opportunity for recreation, biodiversity, connection with nature, and provide additional linkages to the existing wetlands.</p>	<p>No response required.</p> <p>It is the Developer's intention to minimize the amount of stormwater runoff using low-impact design strategies where conditions and cost/benefits allow. The small stormwater retention pond shown in the area east of Zimmerman Road is preliminarily designed for function only. We will take into consideration your suggestions and the details will be worked out in the detailed design phase.</p>

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
Environmental Services (Con't)	<p>4.4 Pedestrian Facilities The provision of walkways and pathways appear to provide strong linkages for the neighbourhood. Can detail please be provided on the distance between neighbourhood amenities such as schools and neighbourhood square to the residences?</p>	Stantec has sent the .dwg file of the concept plan to COS which will allow a technologist to determine distances from neighbourhood amenities.
Fire	We have looked at this revised concept plan and have no concerns or comments.	No response required.
Police	No comments or objections.	No response required.
Transit	<p>It is our intention to provide at least minimal service to the Rosewood neighbourhood beginning this July utilizing Rosewood Boulevard. The extension of the neighbourhood may alter the previously provided Transit service plan, depending upon demand.</p>	No response required.
Canada Post	<p>Canada Post will provide mail delivery service to the subdivision through centralized Community Mail Boxes. If the development includes plans for multi-unit buildings with common indoor entrances, the developer must supply, install, and maintain the mail delivery equipment within these buildings to Canada Post specifications.</p>	Comment acknowledged by Developer.
Saskatoon Public Schools and Greater Saskatoon Catholic Schools	See attached letter.	No response required.
CPTED	All CPTED comments and concerns have been addressed.	No response required.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
Community Development / Recreation and Sport	The size, amenities, and design of the now larger size "pocket parks", like secondary core parks, would facilitate the development of smaller size sports fields on these spaces, and the linear parks are wide enough to have space for the mini soccer and perhaps t-ball games. We need to ensure there is enough flat space designed into these linear type parks. The one thing this starts to do is perhaps affect the Parks and Recreation levies since we have costs per acre associated with each type of park development, and if we end up having more or enlarged pocket parks that are typically more costly per acre to develop, we could run short of money - also Pocket Parks typically have a play structure included so will that be the case for all of them and/or will there be play structures in the secondary core parks?	No response required.
Parks	Please confirm that the Linear Parks, as depicted, are not also acting as storm water conveyance systems. If not, these areas should be a minimum of 40 meters wide. If intended to move storm water, the Linear Parks, as depicted, are not wide enough.	Park widths have been reviewed and meet the existing guidelines.
	As the development plan moves forward, Parks will require additional information on the trail systems, i.e. on-road, and along the buffers/berms.	Noted. Some updated information has been included in the final version of the report document.
	To ensure the berms/buffers can be maintained, they must be constructed per (sic. City of Saskatoon standards). I have raised this now so that Arbutus is aware of the spatial requirements for these areas.	The buffer/berms will meet current City of Saskatoon standards.

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>Transportation and Utilities</p> <p>Transportation Comments</p>	<p>The Transportation Division accepts the Concept Plan and Traffic Impact Study submission subject to the following comments:</p> <ul style="list-style-type: none"> • Zimmerman Road and Highway 16 intersection: Traffic signals must be installed and at-grade improvements constructed prior to commercial businesses opening within the Meadows of Rosewood. This will require agreement of the Saskatchewan Ministry of Highways and Infrastructure. Future functional design of an interchange at this location will be initiated by the City of Saskatoon (City) as the development proceeds. • Zimmerman Road and Connector Roadway intersection: Based on information within the Synchro reports received March 27, 2014, the proposed intersection configuration is acceptable. We note this additional information was not provided in the letter dated February 13, 2014 as specified in the developer's response. The revised intersection configuration was discovered as part of the Synchro reports received March 27, 2014. The developer must explicitly describe the revised lane configuration in the final submission. • Rosewood Gate and Highway 16 interchange: The recommendation not to provide right-in and right-out access is accepted. • Boychuk Drive intersections with Taylor Street and Rosewood Boulevard West: Forecast traffic operations are acceptable but cause concern. The Intersection Capacity Utilization Level of Service of 'E' at both intersections indicates that these intersections are likely to fail with small increases in traffic volumes. At this time, although no improvements have been suggested, this discussion with the developer should continue. • Taylor Street and Briarvale Road/Herold Road intersection: Signalization of this intersection appears to be warranted because of the proposed development traffic volumes. The developer should fund these traffic signals when a roadway connection is made between the Meadows of Rosewood and Taylor Street. 	<p>The Developer has been working with the Transportation and Utilities Department to ensure their requirements are fulfilled.</p> <p>A revised TIS was provided to the City of Saskatoon to address their comments.</p>

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>Transportation and Utilities</p> <p>Transportation comments con't</p>	<ul style="list-style-type: none"> • Rosewood Lane East linear park intersection: The linear park intersecting Rosewood Lane East designates a mid-block pedestrian crossing. The developer's response indicates that the pedestrian linkage and park space allowance should be similar to that of Rosewood Lane West. Concept plan figures must be changed to match. • Walkability Plan: The plan provided is not suitable. The walkability plan should show travel time contours ranging from 5 to 30 minutes (in 5 minute intervals) from the proposed school sites. The developer must resubmit the plan directly to the Transportation Division as soon as possible. <p>The Transportation section and Appendix B of the Neighbourhood Concept Plan report must be modified to reflect the engineering consultant's corrections to the original analysis. Letters submitted in response to questions raised by the City may be included.</p> <p><i>Transportation Comments provided on February 19, 2014:</i></p> <p>The concept plan's roadway connectivity is acceptable with the following additional requirements:</p> <ul style="list-style-type: none"> - Rosewood Lane East – The linear park to the east implies a mid-block pedestrian crossing to connect with the core neighbourhood park. - Rosewood Blvd East – Figure 5 identifies this road as a pedestrian link. The plan should show enhanced crossing locations required along this corridor. - Walkability plan is required. This plan shows walking times from proposed school sites similar to those completed for other recent neighbourhoods. Sidewalk provisions are not clear with respect to right of way width or functional class. - Zimmerman Road and Taylor Street will be access controlled thereby requiring buffer strips. 	

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>Transportation and Utilities</p> <p>Transportation comments con't</p>	<p>TIS Comments</p> <p>The TIS must be resubmitted. The TIS requires additional information below:</p> <ul style="list-style-type: none"> - Boychuk Drive and Rosewood Blvd West – There are operational concerns relating to the high v/c ratio and LOS for the SBLT, WBLT and EBT movements. LOS E (for SBLT and EBT) and v/c approaching 1 (for SBLT and WBLT) are not adequate. Our guidelines explicitly require LOT D or better. - Boychuk Drive and Taylor Street – Based on the number of new trips generated by the new development, this intersection could require mitigation due to the new development and must be evaluated. - Zimmerman Road and Connector Roadway – More clarification is required for the eastbound lane configuration. It is suggested that the approach consists of a shared through and left, a shared through and right, and a dedicated right turn lane. Does this imply split signal phasing for the east-west traffic, will there be an EBLT arrow, and how will dual right turn operate safely? - Zimmerman Road and Rosewood Blvd East – The distance between this intersection and Hwy 16 ramps could present weaving conflicts. How will this be addressed? - Zimmerman Road and Hwy 16 – Analysis and staging was requested by not received. This must be included in the resubmission. <p>The TIS portion of the concept plan amendment does not satisfy our TIS Guidelines and we consider it incomplete. Specifically, required drawings and signal timing plans are missing. Further, LOS of D or better is our operational standard. We have met previously with the preparers of the transportation analysis to review our guidelines. We would be able to meet again if our expectations require more explanation.</p>	

COMMENTS BY OTHER DIVISIONS AND AGENCIES

Agency	Comment	Response
<p>Transportation and Utilities</p> <p>Water and Sewer Comments</p>	<ul style="list-style-type: none"> • The initial Stage 1 commercial development may be drained by gravity. The second stage of development within the area will require a temporary lift station to be constructed within the vicinity of Taylor Street and the CPR tracks. • Analysis has been performed regarding the sanitary sewer system. This analysis concludes that a lift station will be required east of Taylor Street and a forcemain extended to the Holmwood trunks which would be slowly eliminated as those trunks are extended into the Holmwood sector. The cost of this service will be borne by the developer. • The forcemain will be approximately 3,500 metres long. The capacity of the lift station and the diameter of the forcemain are to be determined. The lift station and forcemain, as an option, may be constructed by the developer. • The proposed storm pond is adequate for the 1 in 2 year storm for the area between Zimmerman Road and former Range Road 3044. A plan must also be developed for the 1 in 2 year storm east of Range Road 3044. In addition a model must be prepared and submitted for approval for the 1 in 100 year storm for the area east of Zimmerman Road. <p><i>Water and Sewer Comments provided on February 19, 2014</i></p> <ul style="list-style-type: none"> • Sanitary sewer system – The proposed sanitary sewer servicing plan is unacceptable and further discussion is necessary. • Storm sewer system – More information is required on the size and other design parameters of the proposed future stormwater pond east of Zimmerman Road. • Water distribution system – More information is required to ensure velocities in the distribution mains remains below 3 m/s under peak flow conditions. This may require in some pipe upsizing. 	<p>The Developer has been working with the Transportation and Utilities Department to ensure their requirements are fulfilled.</p> <p>The Concept Plan report has been updated as required to address the comments provided by the Transportation and Utilities Department.</p>



Saskatoon Public Schools
Inspiring Learning



**GREATER
SASKATOON
CATHOLIC
SCHOOLS**

April 30, 2014

Mr. Darryl Dawson
Manager, Design Review
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK, S7K 0J5
Darryl.Dawson@Saskatoon.ca

Dear Mr. Dawson,

Subject: Proposed Amendments to Rosewood Concept Plan

It was with significant interest that we, at Saskatoon Public Schools and Greater Saskatoon Catholic Schools, reviewed the proposed amended Rosewood Concept Plan. As you know, we are very busy in the planning stages for our new schools in four new neighborhoods in Saskatoon, with Rosewood being one of those schools. We have had a long history of building schools in this city with the City of Saskatoon as a significant partner in the process. This, we believe, has been a strength of our history and something which we want to build upon in this time of rapid growth.

To that end, we appreciate the opportunity to have frequent dialogue with the City regarding any factors in neighborhood development that potentially could impact our schools. One such factor is traffic flow and, in particular, how that contributes to student safety. These new subdivisions are very large and as a result, our schools will also be very large and in a concentrated location. Traffic flow and safety is a paramount concern for our boards and, we assume, the City of Saskatoon as well.

The proposed amended concept plan, in our opinion, represents a better plan for traffic pattern and volume near our schools as compared to the original plan. With the majority of vehicular traffic entering from the east and the west rather than the middle/south, we feel that this will alleviate significant traffic volume from around our schools. Regardless, with in excess of 1100 students plus 90 daycare children on site each day, there will be significant local traffic already. Moving the non-school related traffic to the east and west makes good sense.

In conclusion, we thank the City for the opportunity to respond to this proposed change and for having heard our concerns regarding traffic and safety in all four new school sites. We hope that these opportunities for dialogue continue and that the strong working relationship between our parties continues as the main purpose is to best serve the needs of our communities now and into the future.

Sincerely,

Mr. Ray Morrison, Board Chair
Saskatoon Public Schools

Ms. Diane Boyko, Board Chair
Greater Saskatoon Catholic Schools

c: J. Drexel, Arbutus Properties



Shaping Saskatoon

Bridging to Tomorrow... for a 21st Century City



Project Name: Proposed Rosewood Neighbourhood Concept Plan Amendment
Applicant: Arbutus Properties
File: PL 4131-33-2

Community Engagement Summary

Project Description

A public open house was held for the proposed Rosewood Concept Plan Amendment. Information about the proposed Concept Plan was also posted on the Shaping Saskatoon online engagement tool (Shaping Saskatoon). Information was also provided at the meeting about the associated Official Community Plan Amendment and Zoning Bylaw Amendment.

The proposal will provide for the inclusion of lands east of Zimmerman Road as a Regional Commercial Area consisting of commercial and light industrial land uses. Also proposed are changes to the layout and land use pattern of the eastern portion of the neighbourhood, including new opportunities for higher-density residential and mixed-use development along appropriate corridors. Roadway access to the neighbourhood from Highway 16, previously proposed to be via Rosewood Gate South, is now proposed via Zimmerman Road.

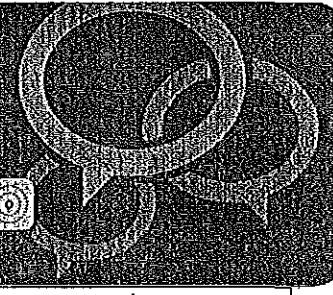
The open house was held in the atrium of the Elim Church on March 20, 2014, from 5 p.m. to 8 p.m. The Ward Councillor was in attendance.

In addition to the open house and Shaping Saskatoon, the Administration also met with the Rosewood Community Association on February 3, 2014, to discuss the proposal. A facilitated information session was also held on May 6, 2014.

Community Engagement Strategy

Purpose	To inform and consult. Participants were provided an overview of the proposal and an opportunity to ask questions of both City staff and the developer. Written comments were accepted at the open house and on Shaping Saskatoon for two weeks following the open house.
How will the information be used	Comments gathered from the open house and on Shaping Saskatoon will be used to inform the decision making process.
Tools used	Information boards were presented at the public open house and were posted on Shaping Saskatoon. Participants were given the opportunity to discuss the proposal with City staff and the developer. Comment sheets were provided at the open house. Comments could also be provided on Shaping Saskatoon for two weeks following the open house. Individuals could also provide comments to the Planning and Development Division directly (contact information was included on the public notices and on Shaping Saskatoon).

Shaping Saskatoon



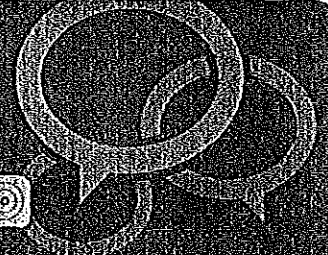
Notification	2517 public open house notices outlining the details of the proposal were sent to property owners, as well as neighbouring property owners using Canada Post Admail, as well as addressed mail. The Rosewood, Briarwood, and Lakeridge Community Associations were also notified. The open house and Shaping Saskatoon was also advertised in <u>The StarPhoenix</u> for two weeks prior to open house.
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Summary of Community Engagement Feedback

Public Open House Attendees: 81 signed in

Written comments received at the openHouse and on Shaping Saskatoon:

<i>Commercial</i>	New commercial will be a great asset.
	Multi-use/commercial is a drastic change to the existing plan.
	No concerns if it is developed appropriately.
<i>Change to neighbourhood</i>	Bought into a neighbourhood, and now that plan is changing.
	Rosewood was marketed as "country living in the city". This changes that.
	Prefer to have a Mac Store in the south-east.
<i>Transportation</i>	Removing Rosewood Gate South access is a mistake. Keep single right lane out on Rosewood Gate South.
	Removal of fly-over is a significant issue. Bought into Rosewood because of multiple exits and now this is changing.
	Removal of the Rosewood Gate South access is a concern and will increase traffic in front of my house.
	Concerned about traffic flow around schools.
	Perimeter Hwy through a neighbourhood is a concern.
	Road network may encourage cutting through the neighbourhood to the commercial development.
	Move the school off the busy street where the multi-sites are.
	Zimmerman Road needs to connect to McOrmond.
<i>Servicing</i>	Ensure that lift station is included in the amendment (otherwise misleading).
	Need to ensure sanitary capacity is a dealt with.
<i>Comparison between Approved and Proposed</i>	Change in density is misleading.
<i>Industrial Development</i>	Concerned about industrial development proposed, in particular pollution.
<i>Parks</i>	Please ensure parks are developed in a decent time frame.
	Multi-unit housing behind cemetery should be a park. Hard to understand why someone would want to live overlooking a cemetery.



Next Steps

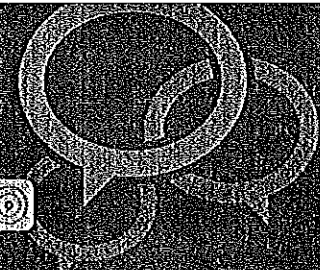
Action	Anticipated Timing
Planning and Development Report prepared and presented to Municipal Planning Commission (MPC). MPC reviews the proposal and recommends approval or denial to City Council.	May 20
Public Notice – report prepared and Public Hearing date set. The Willowgrove/University Heights, Briarwood, College Park East, and Arbor Creek/Erindale Community Associations, Community Consultant, and the Ward Councillor will be provided with direct notice of the public hearing.	May 29
Public Hearing – Public hearing conducted by City Council, with the opportunity provided for interested persons or groups to present. The proposal is considered together with the reports of the Planning and Development Division, MPC, and any written or verbal submissions received by City Council.	June 9
Council Decision – may approve or deny the proposal.	June 9

Prepared by:

Christine Gutmann, Senior Planner
 Planning and Development Division
 May 6, 2014

Attachments

1. Notice of Public Open House
2. Notice of Facilitated Information Session



PUBLIC OPEN HOUSE

Amendment to the Rosewood Neighbourhood Concept Plan

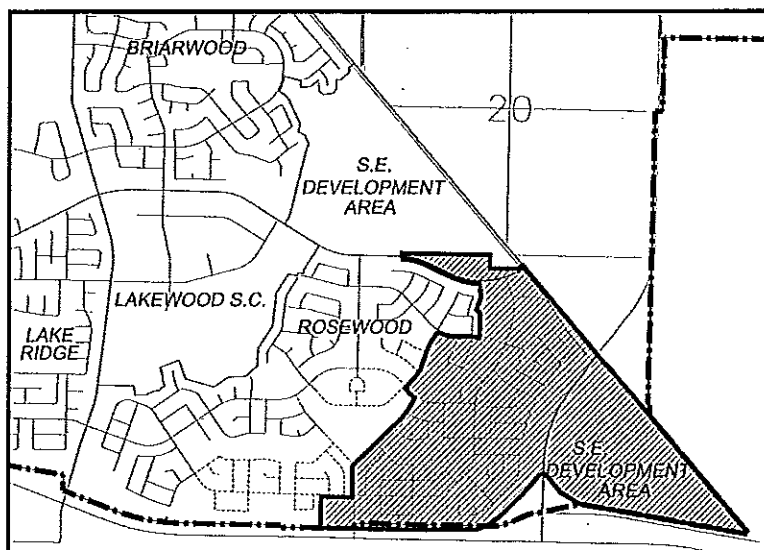
Thursday, March 20, 2014

5:00 - 8:00 PM (Come-and-Go)

Location: Elim Church (Atrium) – 419 Slimmon Road

A major amendment to the Rosewood Neighbourhood Concept Plan is proposed to accommodate a number of changes to the east side of the neighbourhood. The amendment will provide for the inclusion of lands east of Zimmerman Road as an employment area, consisting of commercial and light industrial land uses. Also proposed are changes to the layout and land use pattern of the eastern portion of the neighbourhood, including new opportunities for higher-density residential and mixed-use development along corridors. Roadway access to the neighbourhood from Highway 16, previously proposed to be via Rosewood Gate South, is now proposed for Zimmerman Road.

The proposed changes will add 152 acres to the neighbourhood, bringing the total area to 876 acres. The original concept plan, approved by City Council in 2008, projected a total neighbourhood population of 10,657 residents. The proposed amendment would result in approximately 11,890 residents.



PROPOSED AMENDMENT TO THE ROSEWOOD CONCEPT PLAN

 Amendment Area



Amendments to the Official Community Plan and Zoning Bylaw related to this concept plan amendment are also proposed.

The open house will provide an opportunity to view the proposals and to ask questions to City of Saskatoon staff and development partners.

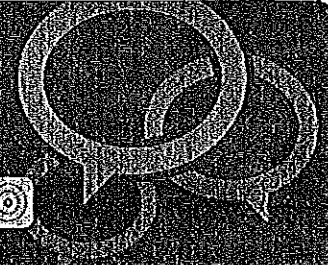
Can't make the open house? Visit www.shapingsaskatoon.ca/discussions to view details of the proposals and to share your thoughts. Details of the proposal will be made available online March 20th.

For more information, please contact:

Christine Gutmann, Senior Planner

Planning & Development Division, Community Services Department, City of Saskatoon
222-3rd Avenue North Saskatoon, S7K 0J5

Email: christine.gutmann@saskatoon.ca PH: (306) 975-2993 Fax: (306) 975-7712



PUBLIC INFORMATION MEETING & OPEN HOUSE

Amendments to the Rosewood Neighbourhood Concept Plan

Tuesday, May 6, 2014

Elim Church – 419 Slimmon Road

You're invited to a public event to discuss proposed amendments to the Rosewood Neighbourhood Concept Plan.

PUBLIC INFORMATION MEETING | 6:00 PM – Chapel

Amendment by Arbutus Properties

An update will be provided on the major amendment to the Rosewood Neighbourhood Concept Plan proposed by Arbutus Properties, which includes the inclusion of lands east of Zimmerman Road as an employment area consisting of commercial and light industrial land uses.

OPEN HOUSE | 5:00-8:00 PM – Atrium

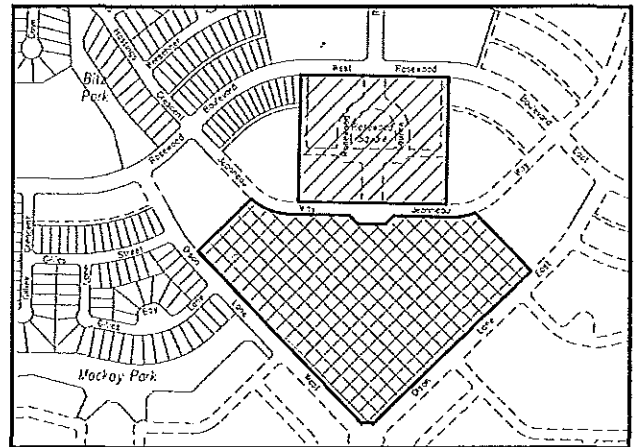
Village Square

Saskatoon Land is proposing a change to the design of the Village Square and the configuration of adjacent development parcels. The change is intended to provide greater pedestrian connectivity, more on-street parking in the area, and greater flexibility for site design on the development parcels.



Neighbourhood School Site

Boychuk Investments, in collaboration with the City of Saskatoon, is proposing minor changes to the concept plan to provide for a school site in order to meet the Province of Saskatchewan's new joint school model requirements.

Please note that details on the design and construction timeline of the school facilities will not be available at this open house.



PROPOSED AMENDMENT TO THE
ROSEWOOD CONCEPT PLAN

-  Village Square Amendment Area
-  School Sites Amendment Area



Can't make the open house? Visit www.shapingsaskatoon.ca/discussions to view details of the concept plan amendment and to share your thoughts. Details of the proposal will be made available online approximately one week prior to the meeting.

For more information, please contact:
Christine Gutmann, Senior Planner
Planning & Development Division, Community Services Department, City of Saskatoon
222-3rd Avenue North Saskatoon, S7K 0J5
Email: christine.gutmann@saskatoon.ca PH: (306) 975-2993 Fax: (306) 975-7712



City of
Saskatoon
Office of the City Clerk

222 - 3rd Avenue North ph 306•975•3240
Saskatoon, SK S7K 0J5 fx 306•975•2784
May 22, 2014

City Clerk

Dear City Clerk:

**Re: Proposed Rosewood Neighbourhood Concept Plan Amendment
(Files: CK. 4110-40; PL. 4131-33-2)**

The following is a report of the Municipal Planning Commission:

"The Municipal Planning Commission, at its meeting held on May 20, 2014, considered a report of the General Manager, Community Services Department, dated April 30, 2014, regarding the proposed Rosewood Neighbourhood Concept Plan and reviewed the matter with the Administration and with Mr. Jeff Drexel, Arbutus Properties and Mr. Tom Mercer, Stantec.

Discussion took place with respect to the size of the core park and whether it would be adequate during peak enrollment of the two schools that will be located on the site. The Administration was requested to report back on the issues raised by the Commission, including the possibility of rebalancing green space and precedence regarding amount of green space required for the number of children enrolled in schools.

The Commission supports the recommendation of the General Manager, Community Services Department, that the proposed amendment to the Rosewood Neighbourhood Concept Plan be approved subject to the following:

- 1) that a 2.0 metre buffer strip be provided on the north side of Taylor Street, adjacent to the 3.90 hectare Multi Site; and
- 2) that the buffer strip on the south side of Taylor Street be extended to the Canadian Pacific Railway."

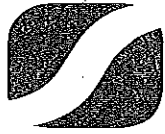
The Commission respectfully requests that the above report be considered by City Council at the time of the public hearing with respect to the above proposed Concept Plan amendment.

Yours truly,

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

Elaine Long, Secretary
Municipal Planning Commission

EL:sj



City of
Saskatoon
Office of the City Clerk

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

May 29, 2014

City Clerk

Dear City Clerk:

**Re: Proposed Rosewood Neighbourhood Concept Plan Amendment
(Files CK. 4110-40 and PL. 4131-33-2)**

The Planning and Operations Committee reviewed a report of the General Manager, Community Services Department, dated April 30, 2014, regarding an application from Arbutus Properties to amend the Rosewood Neighbourhood Concept Plan with the Administration and Mr. Jeff Drexel, Arbutus Properties and Mr. Tom Mercer, Stantec.

A representative of the Rosewood Community Association also addressed the Committee, expressing concerns regarding the timeline of the process, density statistics and the elimination of the Rosewood Gate interchange.

The Committee was also advised that the Municipal Planning Commission reviewed the matter and has concerns with respect to the size of the core park which will serve the two schools, and that it has requested information from the Administration regarding the amount of green space needed for the number of children enrolled in schools. However, these concerns do not affect the proposed recommendations.

Following discussion regarding density, interchange options, the support of the two school boards and office space moving from the downtown, the Planning and Operations Committee supports the following recommendation of the Community Services Department:

that the proposed amendment to the Rosewood Neighbourhood Concept Plan be approved subject to the following:

- 1) that a 2.0 metre buffer strip be provided on the north side of Taylor Street, adjacent to the 3.90 hectare Multi Site; and
- 2) that the buffer strip on the south side of Taylor Street be extended to the Canadian Pacific Railway.

Yours truly,

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

Elaine Long, Secretary
Planning and Operations Committee

EL:aam

4/10-40
RECEIVED

MAY 20 2014

CITY CLERK'S OFFICE
SASKATOON

Subject: FW: Proposed Amendment to the Rosewood Concept Plan - Update

From: gary19 Houseman [<mailto:garyhouseman@hotmail.com>]

Sent: May 20, 2014 8:53 AM

To: Gutmann, Christine (CY - Planning and Development)

Subject: [SPAM] - RE: Proposed Amendment to the Rosewood Concept Plan - Update - Found word(s) make more money in the Text body

Please pass this along to whom it may concern and the city clerks office. Thank you

Dear City Council:

I bought a house in Rosewood over two years ago. My address is 902 ledingham drive. I was part of the early stages of Rosewood since I was attracted to the green space concept and the overall lay out of the area. The many parks, ponds and walking areas are very important and appealing to not only myself but my family as well. I liked the layout since you can walk through almost the entire neighborhood while passing many parks and ponds. I think the small amount of commercial land is also desirable since I didn't want to live in an area with large lots of commercial.

My reason for writing this is for the new proposal of the east side of Rosewood. To say it simply, there is just too much commercial and your turning the area into another Stonebridge or Willowgrove and that is not why I built in Rosewood. I feel there is a blatant disregard for the people that bought in Rosewood under the original neighborhood plan. I don't think it's fair to change the plans so far along in the Rosewood community since many people built and bought houses in the area based on the original designs. Small changes are a reality but this change is not small at all. Changing a road here and there is a small change, this is not a small change. East of the highway could be commercial since that technically isn't a part of the Rosewood community. Taking away single dwelling houses and placing 4 large commercial and mixed use areas in not what rosewood is about in my opinion. Also adding more high density or condo style buildings is not what Rosewood was intended to be. I feel these big development companies are pushing for this to make more money. I feel that when a layout is made and the city approves it, people are going to use that to buy their houses, that are exactly what I did. Now changing the entire east layout is going to add way more traffic and the overall density of the area as well as way more shopping and congestion and that is not why I built in Rosewood. I built in Rosewood to get away from all that and to have a "green community" with as little commercial as possible.

I hope people are like me and bought in Rosewood for a neighborhood that isn't like any other in the city but if this proposal goes through I feel it is just another Stonebridge or Willowgroove which is sad and not the reason I bought in this neighborhood. Thank you for listening to a home owner in Rosewood.

Sincerely,

Dr. Gary Houseman

D.M.D., M.B.A., B.Sc.

garyhouseman@hotmail.com

902 Ledingham Drive
5TV OBl6

4110-40

RECEIVED

MAY 20 2014

CITY CLERK'S OFFICE
SASKATOON

Dear City Council:

Hello my name is Natalie Houseman. I bought a house about two years ago to be a neighbor near my brother. My address is 918 Ledingham Drive. My brother just informed me of the new changes that are proposed for the east side of Rosewood and around the school area.

I have two kids, one is 4 years old and the other is 9 years of age. The reason I bought a house in Rosewood is that there are many walkways and parks for my kids. They enjoy walking and biking around the community in all the green spaces. Most of the area is lower density housing which makes me feel safer walking them around. Very little traffic is ideal for them playing and walking around the community.

I reviewed the overall proposal for the east side of the area and I have many concerns. Firstly being a teacher, I understand the changes around the schools to minimize traffic for the kids. I understand the safety reasons around this which I approve of. My only concern would be that you are eliminating an entry and exit to the area which will increase the traffic along the other roads.

My main concern is the overall level of high density housing and commercial land all along the east side of Rosewood. This is not why I moved to Rosewood and I know that is most definitely not why my brother moved into Rosewood. Increasing the commercial more than what already is approved will cause for even more traffic and lack of safety for my children. The city is turning Rosewood into any other neighborhood in the city. I built in Rosewood for the green spaces, the lakes and the lack of commercial and large multi residential areas. If these changes were in place when they designed Rosewood I never would have moved into it. The proposed amendment will change the entire east side of the community and I will not be taking my children over there due to higher traffic and more congestion. I just feel it would jeopardize the safety of my children.

I would like to see Rosewood stick to its original layout since that is why I built in the area. I understand certain little changes need to be made from time to time but this is a huge change that will alter the complete right side of Rosewood, which will ultimately null and void that part of the community for me since I will be avoiding those areas due to a safety concern for my children.

Thank you for your time.

Natalie Houseman
918 Ledingham Drive
S7V 0B6

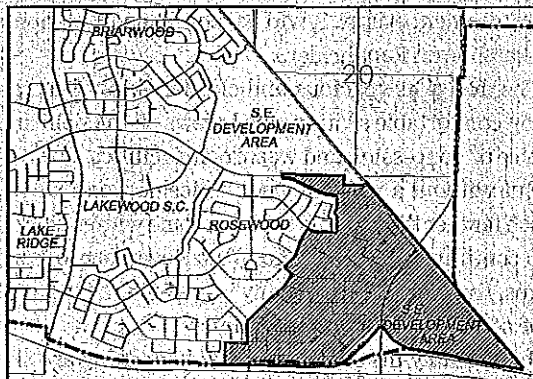
THE STARPHOENIX, SATURDAY, MAY 24, 2014 and
SUNDAY PHOENIX, MAY 25, 2014

PUBLIC NOTICE

PROPOSED AMENDMENT TO THE ROSEWOOD NEIGHBOURHOOD CONCEPT PLAN

Saskatoon City Council will consider an amendment to the Rosewood Neighbourhood Concept Plan, proposed by Arbutus Properties. A Neighbourhood Concept Plan is intended to establish a conceptual framework for the development of a particular neighbourhood within established design, land use and servicing principles. Approval of this amendment will enable the developer to begin the servicing, subdivision and sale of land.

The amendment will provide for additional commercial and industrial lands east of Zimmerman Road. Changes to the layout and land use pattern are also proposed to the area west of Zimmerman Road.



PROPOSED AMENDMENT TO THE ROSEWOOD CONCEPT PLAN

 Amendment Area



INFORMATION - Questions regarding the proposal may be directed to the following:
Community Services Department,
Planning and Development
Phone: 306-975-2993 (Christine Gutmann)

PUBLIC HEARING - City Council will hear all submissions on the proposal and all persons who are present at the City Council meeting and wish to speak on **Monday, June 9, 2014 at 6:00 p.m. 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 a.m. on Monday, June 9, 2014** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposal.

3.b)

BYLAW NO. 9191

The Zoning Amendment Bylaw, 2014 (No. 11)

The Council of The City of Saskatoon enacts:

Short Title

- 1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2014 (No. 11)*.

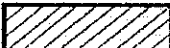
Purpose

- 2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the lands described in the Bylaw from an R1A District to an R1B District.

Zoning Bylaw Amended

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

R1A District to R1B District

- 4. The Zoning Map, which forms part of Bylaw No. 8770, is amended to rezone the lands described in this Bylaw and shown as  on Appendix "A" to this Bylaw from an R1A District to an R1B District.

- (a) Lots 1 – 19, Block 5, as shown on a Plan of Proposed Subdivision of Parcel P, Plan No. 102083510, S.W. ¼ Sec. 18 – Twp. 36 – Rge. 4 – W.3rd Mer., Saskatoon, Saskatchewan dated 2011 by R.A. Webster, S.L.S.

Coming into Force

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

Read a first time this _____ day of _____, 2014.

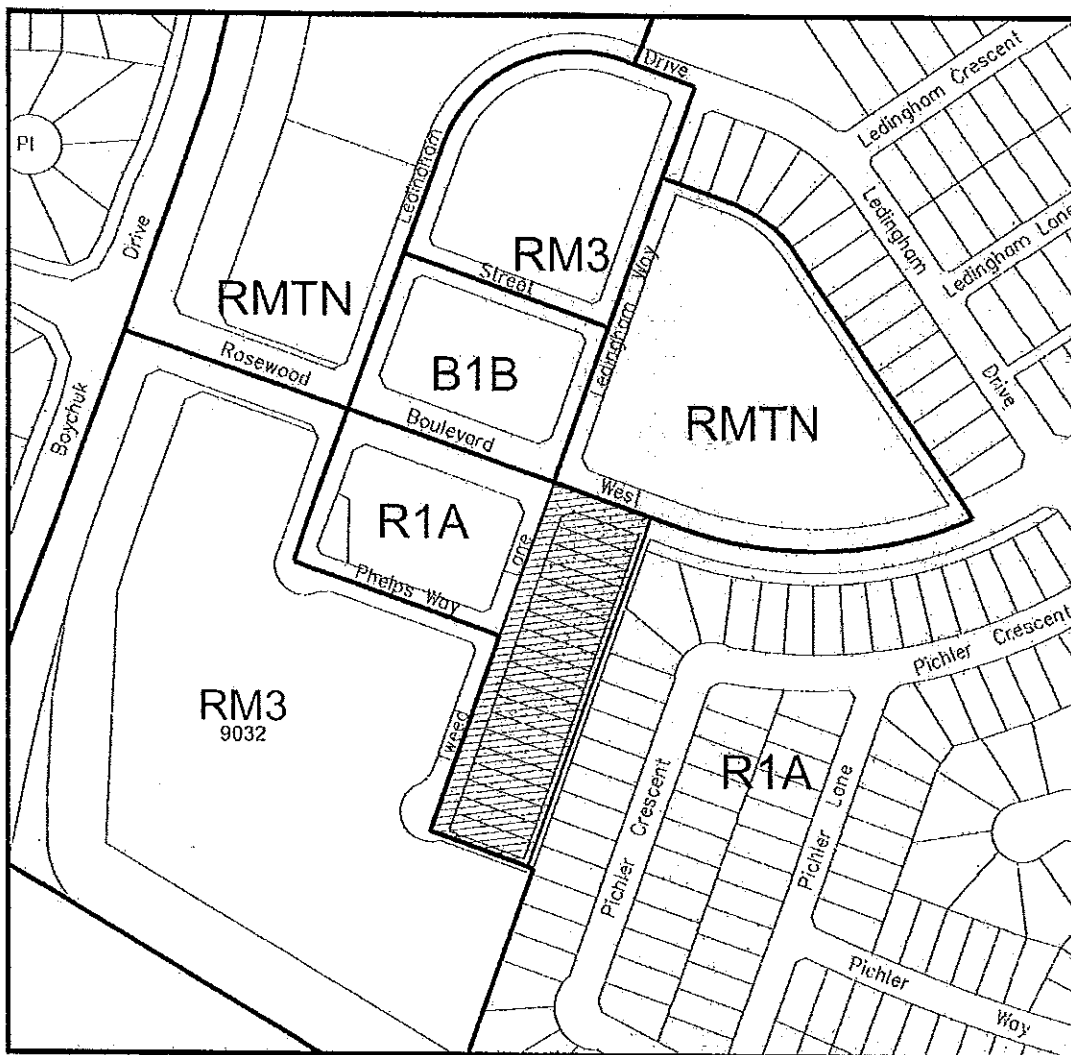
Read a second time this _____ day of _____, 2014.

Read a third time and passed this _____ day of _____, 2014.

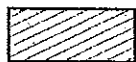
Mayor

City Clerk

Appendix "A"



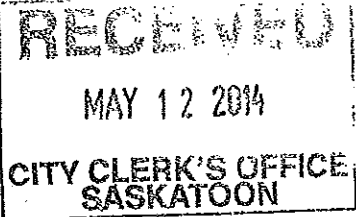
REZONING



From R1A to R1B



4351-014-009



TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: April 30, 2014
SUBJECT: Proposed Rezoning from R1A to R1B – 102 to 175 Tweed Lane
FILE NO.: PL 4350 – Z19/14

RECOMMENDATION:

that a report be forwarded to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone 102 to 175 Tweed Lane from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District, be approved.

TOPIC AND PURPOSE

The purpose of this report is to consider the application from Rosewood Land Inc. to rezone 102 to 175 Tweed Lane in the Rosewood neighbourhood from R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District (see Attachment 1).

REPORT HIGHLIGHT

1. This application is consistent with the approved Rosewood Neighbourhood Concept Plan (Concept Plan).

STRATEGIC GOAL

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

BACKGROUND

During its May 20, 2008 meeting, City Council approved the Concept Plan.

REPORT

Rosewood Neighbourhood Concept Plan

This proposed amendment will accommodate one-unit dwellings and is consistent with the approved Concept Plan.

Official Community Plan Bylaw No. 8769

This area is identified as "Residential" on the Official Community Plan (OCP) – Land Use Map. This application is consistent with that designation.

Comments from Other Divisions

No concerns were identified through the Administrative referral process.

Please refer to Attachment 2 for complete comments.

OPTIONS TO THE RECOMMENDATION

City Council could deny this rezoning application. This option would preclude the implementation of the Concept Plan.

POLICY IMPLICATIONS

There are no policy implications related to this application.

FINANCIAL IMPLICATIONS

There are no financial implications related to this application.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A public information meeting was not held, as the proposed rezoning is consistent with the Concept Plan. The Community Association will be notified of this application prior to the public hearing.

COMMUNICATION PLAN

Public hearing notices will be mailed to property owners within a 75 metre radius of the proposed rezoning. As this proposal is consistent with the Concept Plan, no further communications with the surrounding property owners are planned.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

This application does not have any privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

This application relates to a private development, in which case a CPTED review is not required.

PUBLIC NOTICE

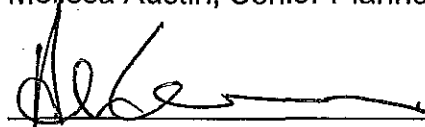
Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify the Community Consultant and the Ward Councillor of the public hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

ATTACHMENTS

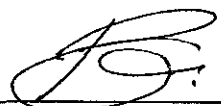
- 1. Location Plan
- 2. Comments from Other Divisions

Written by: Melissa Austin, Senior Planner

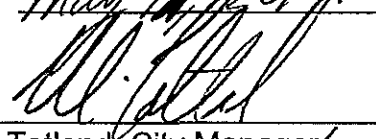
Reviewed by:


Alan Wallace
Director of Planning and Development

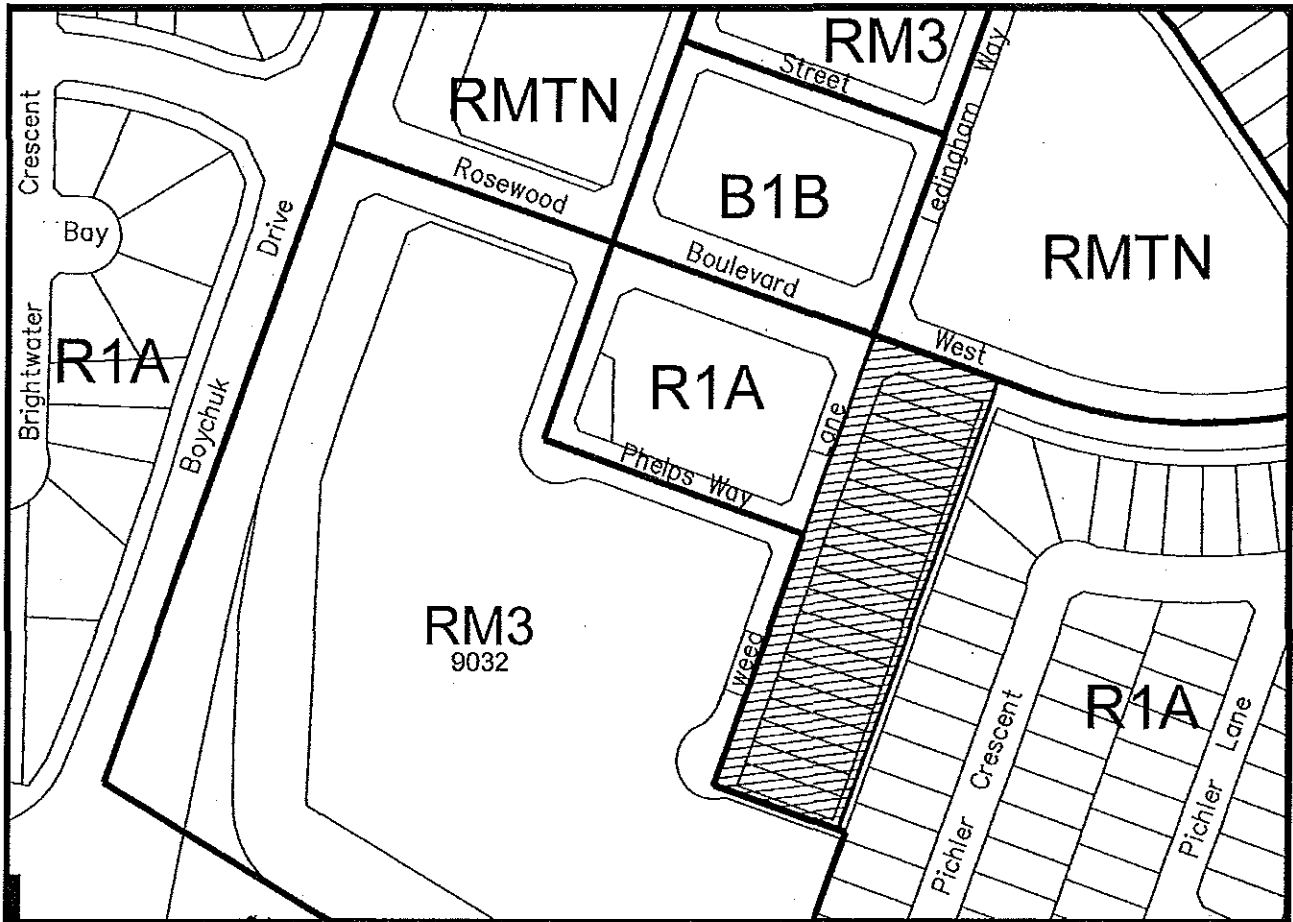
Approved by:


Randy Grauer, General Manager
Community Services Department
Dated: May 14, 2014

Approved by:


Murray Totland, City Manager
Dated: May 14, 2014

Location Plan



PROPOSED REZONING



From R1A to R1B



File No. RZ19-2014



Comments From Other Divisions

Transportation and Utilities Department

The proposed Zoning Bylaw No. 8770 Amendment, as noted, is acceptable to the Transportation and Utilities Department with the following comment:

1. Vertical curb is required on the east side of Tweed Lane.

Saskatoon Transit Division

Saskatoon Transit has no easement requirements regarding the referenced property.



City of
Saskatoon
Office of the City Clerk

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

May 22, 2014

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
 Proposed Rezoning from R1A to R1B – 102 to 175 Tweed Lane
 (Files: CK. 4351-014-009 and PL. 4350-Z19/14)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated April 30, 2014, regarding the above proposed rezoning and supports the recommendation of the Community Services Department that the proposed amendment to Zoning Bylaw 8770 to rezone 102 to 175 Tweed Lane from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District, be approved.

Yours truly,

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

Elaine Long, Secretary
Municipal Planning Commission

EL:sj

**THE STARPHOENIX, SATURDAY, MAY 24, 2014 and
SUNDAY PHOENIX, MAY 25, 2014**

ZONING NOTICE

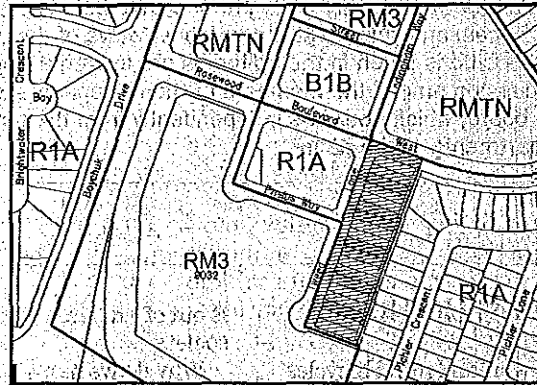
ROSEWOOD NEIGHBOURHOOD

**PROPOSED ZONING BYLAW AMENDMENT –
BYLAW NO. 9191**

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No.8770). By way of Bylaw No. 9191, the Zoning Amendment Bylaw 2014 (No. 11), 103 to 175 Tweed Lane in the Rosewood neighbourhood, as shown in the map below will be rezoned from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District.

LEGAL DESCRIPTION – Lots 1-19, Block 5, Plan 102109711

CIVIC ADDRESS – 103, 107, 111, 115, 119, 123, 127, 131, 135, 139, 143, 147, 151, 155, 159, 163, 167, 171 and 175 Tweed Lane



PROPOSED REZONING

 From R1A to R1B

File No. RZ19-2014



REASON FOR THE AMENDMENT – The proposed rezoning will accommodate one-unit dwellings and is consistent with the approved Rosewood Concept Plan.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:

Community Services Department,
Planning and Development
Phone: 306-975-7723 (Melissa Austin)

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, June 9, 2014 at 6:00 p.m.** in City Council Chamber, City Hall, Saskatoon, Saskatchewan.

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

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, June 9, 2014** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

BYLAW NO. 9192

The Official Community Plan Amendment Bylaw, 2014 (No. 5)

The Council of The City of Saskatoon enacts:

Short Title

- 1. This Bylaw may be cited as *The Official Community Plan Amendment Bylaw, 2014 (No. 5)*.


Purpose

- 2. The purpose of this Bylaw is to amend the Official Community Plan to change the land use designation of the land described in the Bylaw from Suburban Centre to District Commercial.

Official Community Plan Amended

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

Land Use Map Amended

- 4. The Land Use Map, which forms part of the Official Community Plan, is amended to change the land use designation of the land described in this Section and shown as  on Appendix "A" to this Bylaw from Suburban Centre to District Commercial:

- (a) Civic Address: 210 Slimmon Road
Surface Parcel No. 165109608
Legal Land Description: Lot 1A, Block 434, Plan 101861805 Ext 2.

Coming into Force

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

Read a first time this _____ day of _____, 2014.

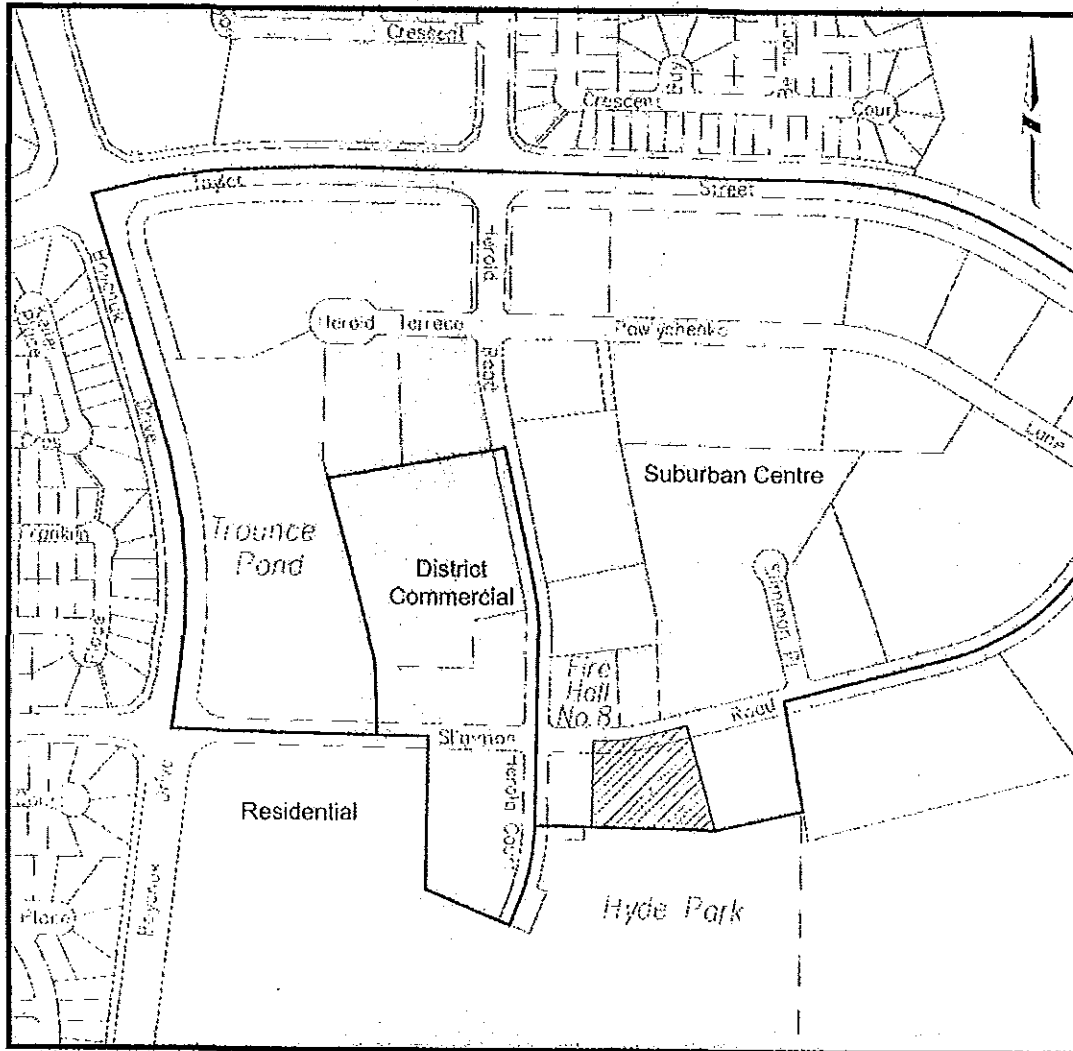
Read a second time this _____ day of _____, 2014.

Read a third time and passed this _____ day of _____, 2014.

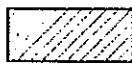
Mayor

City Clerk

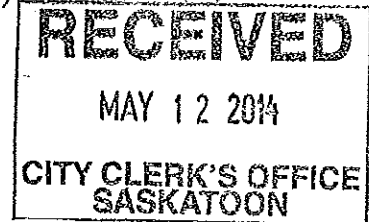
Appendix "A"



OFFICIAL COMMUNITY PLAN AMENDMENT LAND USE MAP

 From Suburban Centre
to District Commercial

4351-014-008



TO: Secretary, Municipal Planning Commission
FROM: General Manager, Community Services Department
DATE: May 5, 2014
SUBJECT: Proposed Rezoning from RM4 to B2 – 210 Slimmon Road
FILE NO.: PL 4350 – Z18/13

- RECOMMENDATION:**
- 1) that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to the Official Community Plan Bylaw No. 8769 - Land Use Policy Map to redesignate 210 Slimmon Road from "Suburban Centre" to "District Commercial," be approved; and
 - 2) that at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone 210 Slimmon Road from an RM4 – Medium/High Density Multiple-Unit Dwelling Residential District to a B2 – District Commercial District, be approved.

TOPIC AND PURPOSE

An application has been submitted by Royalty Construction Inc. requesting to rezone 210 Slimmon Road from an RM4 – Medium/High Density Multiple-Unit Dwelling Residential District to a B2 - District Commercial District (B2 District) (see Attachment 1). This proposed rezoning would facilitate the construction of a commercial development, consisting of two stand-alone buildings and one retail strip mall (see Attachment 2).

REPORT HIGHLIGHTS

1. This proposal addresses the continued market demand for retail space and commercial space in Saskatoon, in a location that is suitable for such development.
2. This proposal complies with all relevant municipal requirements.
3. The application meets on-site parking requirements.

STRATEGIC GOAL

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this report supports the short-term priority of creating complete communities that feature employment and retail shopping opportunities for local residents.

BACKGROUND

In the year 2000, City Council approved the Lakewood Suburban Centre Concept Plan, which proposed 18.3 ha (45.2 acres) of land zoned to accommodate multiple-unit residential development; 6.2 ha (15.3 acres) of land zoned to accommodate institutional uses, such as offices, banks, clinics, clubs, and churches; and to create a 1.0 ha (2.5 acres) district commercial site located at the southwest corner of Slimmon Road and Herold Road. This mix of land use would provide residents of the area with a variety of housing options, along with an array of services and amenities.

REPORT

Official Community Plan (OCP) Bylaw No. 8769

The site located at 210 Slimmon Road is identified as Suburban Centre on the OCP-Land Use Map. This application requires an amendment of the land use designation of this site from Suburban Centre to District Commercial to accommodate the proposed retail strip mall on the site (see Attachment 1).

Zoning Bylaw Amendment

The proposed rezoning of 210 Slimmon Road to a B2 District will replace approximately 0.70 ha (1.7 acres) that was originally proposed to accommodate multiple-unit residential development to other such uses as institutional, commercial, and retail. According to ICR's Retail Survey (Winter 2014), it is identified that the demand for retail and commercial space in the City is high, and the vacancy rate is low (see Attachment 3). The rezoning will stay consistent with the purpose and intent of the Lakewood Suburban Center Area by providing compatible land uses that serve the need of surrounding residents.

Parking Requirements

The parking and loading requirements for shopping centres in the B2 District is one space per 50 square metres (538 square feet) of gross floor area. Given this requirement and the proposed total gross floor area of 1,504 square metres (16,189 square feet), the development would require 31 parking spaces. As per the proposed site plan (see Attachment 2), 79 parking spaces are provided.

Comments from Other Divisions

No concerns were identified through the administrative referral process. Please refer to Attachment 4 for complete comments.

OPTIONS TO THE RECOMMENDATION

City Council could choose to deny this application. This option is not recommended, as this proposal is consistent with the purpose and intent of the Lakewood Suburban Centre Area by providing compatible land uses that serve that serve the surrounding residents.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There is no financial impact.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A public information meeting was held on March 11, 2014, to provide neighbouring residents the opportunity to hear the details of the proposal and for the applicant to obtain public input on this matter. The City was also in attendance to provide details and clarification of the rezoning process.

Public notices were distributed to all property owners within a 75 metre (246 feet) buffer of the proposed site, with a total of 193 notices mailed out to notify residents of the public information meeting. No residents attended the meeting. The Community Engagement Summary can be reviewed in Attachment 5.

COMMUNICATION PLAN

Public hearing notices will be mailed to all property owners within 75 metres (246 feet) of the subject site for notification of the public hearing date. Aside from this, no further consultation is planned beyond the stakeholder involvement noted above.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

This is a privately initiated application; therefore, the CPTED review process does not apply.

PUBLIC NOTICE


Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public

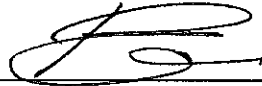
hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing. Notice boards will be placed on the site. The property owners affected by this rezoning will also be notified in writing.

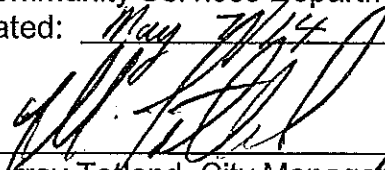
ATTACHMENTS

- 1. Location Maps
- 2. Proposed Site Plan
- 3. ICR Retail Survey (Winter 2014)
- 4. Comments From Other Divisions
- 5. Community Engagement Summary

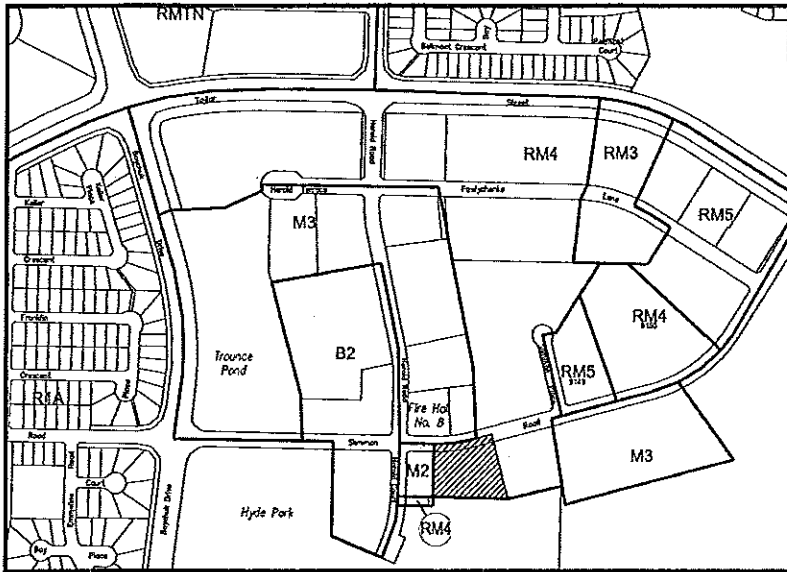
Written by: Melissa Austin, Planner

Reviewed by: 
 Alan Wallace
 Director of Planning and Development

Approved by: 
 Randy Grauer, General Manager
 Community Services Department
 Dated: May 7/14


Approved by: 
 Murray Totland, City Manager
 Dated: May 11/14

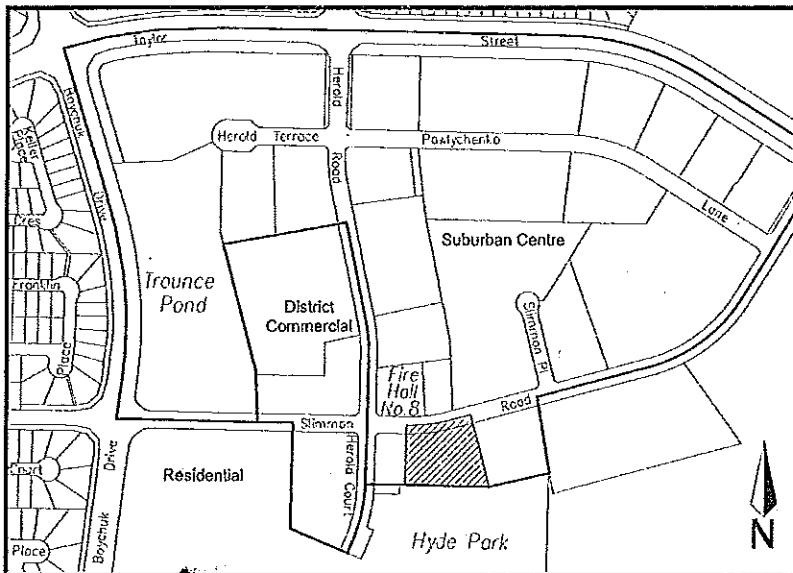
Location Maps



PROPOSED REZONING
From RM4 to B2


— [Hatched Box] — N

File No. RZ18-2013 



PROPOSED OFFICIAL COMMUNITY PLAN AMENDMENT
LAND USE MAP

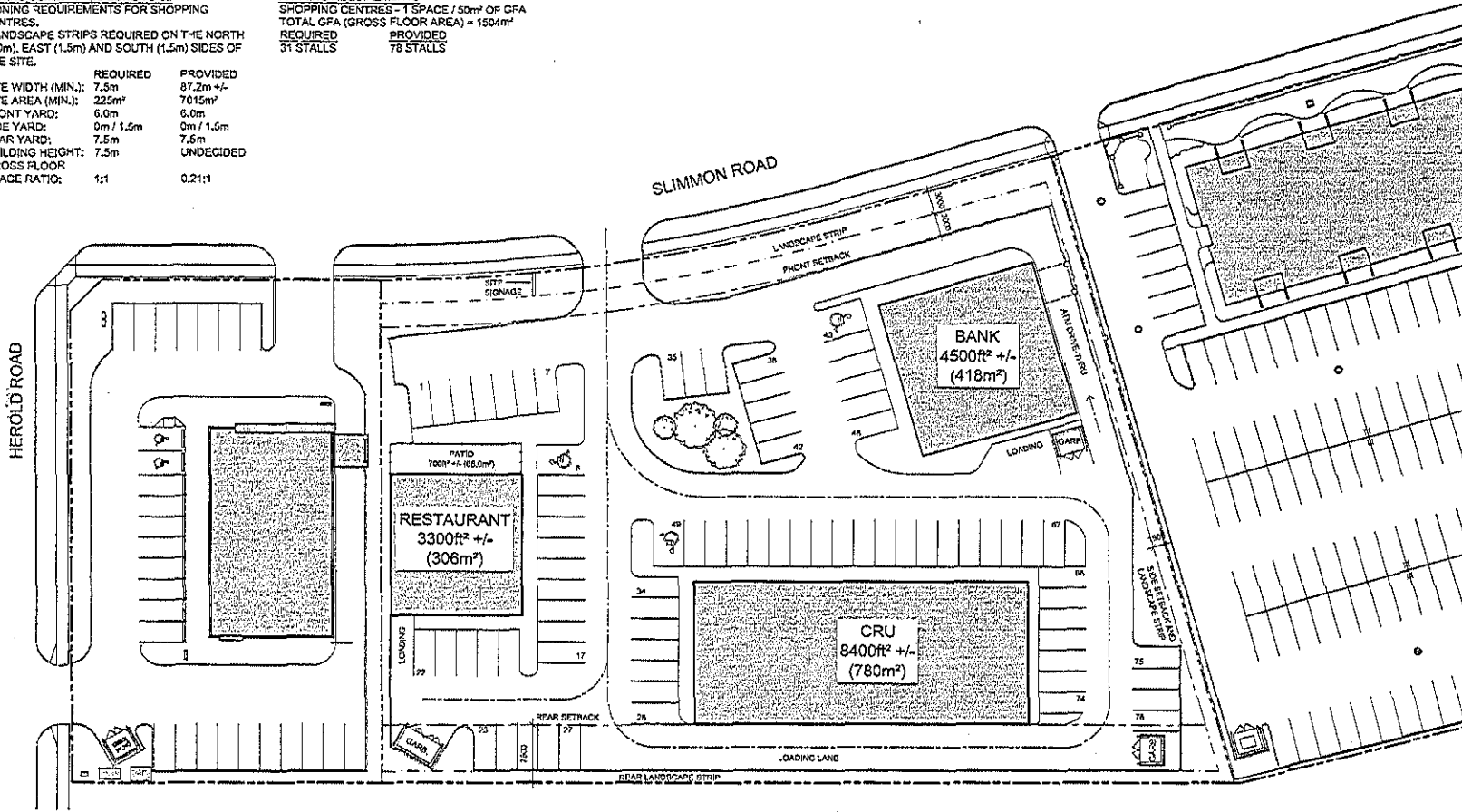
[Hatched Box] From Suburban Centre
to District Commercial

File No. OC24-2014 

ZONING SUMMARY RE-ZONE TO B2
 ZONING REQUIREMENTS FOR SHOPPING CENTRES
 -LANDSCAPE STRIPS REQUIRED ON THE NORTH (3.0m), EAST (1.5m) AND SOUTH (1.5m) SIDES OF THE SITE.


	REQUIRED	PROVIDED
SITE WIDTH (MIN.):	7.5m	87.2m +/-
SITE AREA (MIN.):	225m ²	7015m ²
FRONT YARD:	6.0m	6.0m
SIDE YARD:	0m / 1.5m	0m / 1.5m
REAR YARD:	7.5m	UNDECIDED
BUILDING HEIGHT:	7.5m	UNDECIDED
GROSS FLOOR SPACE RATIO:	1:1	0.21:1

PARKING REQUIREMENTS
 SHOPPING CENTRES - 1 SPACE / 50m² OF GFA
 TOTAL GFA (GROSS FLOOR AREA) = 1504m²
 REQUIRED PROVIDED
 31 STALLS 78 STALLS

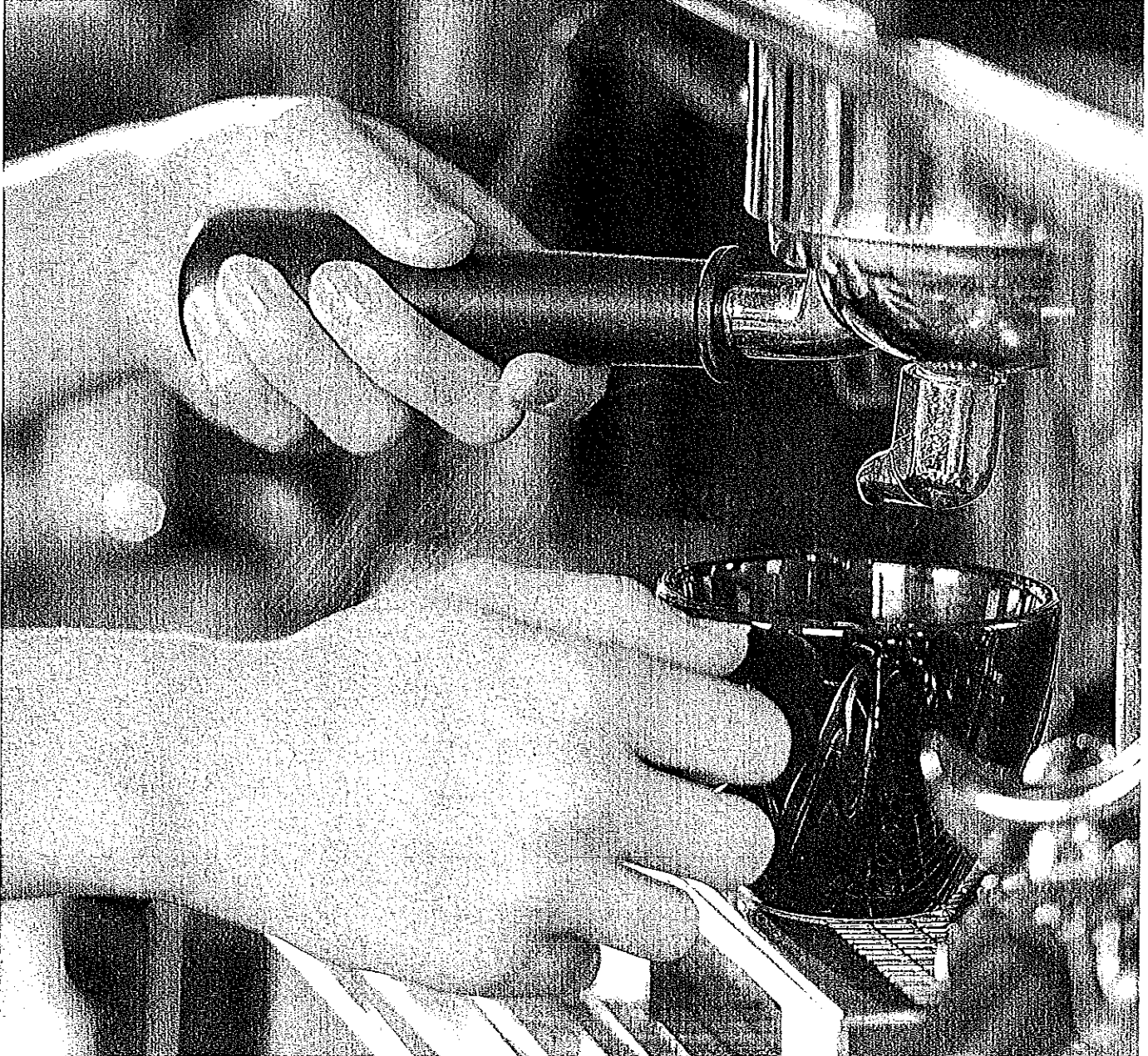


Proposed Site Plan
 (subject to change)

PRELIMINARY
 NOT FOR CONSTRUCTION
 PLOTTED DATE: FEBRUARY 25, 2014

 109 - 3723 Pavilion Street, Regina, SK S4S 0W6 ph (306) 509-2235 109 - 3718 Elbowway Plaza, Saskatoon SK, S7P 0A3 ph (306) 657-6457 www.sepw.ca	PROJECT TITLE SLIMMON ROAD COMMERCIAL PHASE III SASKATOON, SK	DATE 2014.02.25	PROJECT NO. S-05-2014
	DRAWING TITLE SITE PLAN	SCALE 1:500	DRAWN JMD
		CHECKED JLW	

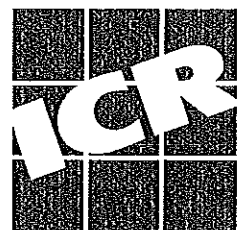
RETAIL SURVEY



SURVEY HIGHLIGHTS

- Market anticipated to grow by 6%
- Retailers interest gathers pace
- Upward pressure on lease rates continues

INTEGRITY COMMITMENT RESULTS



COMMERCIAL REAL ESTATE

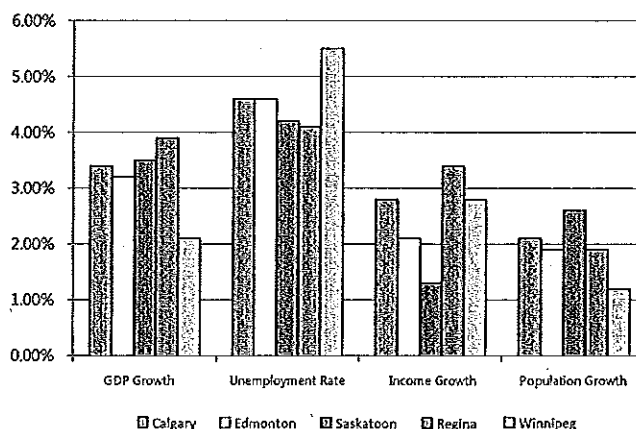
economic overview

Saskatchewan's economic strength continued in 2013 as the province ranked second in the country with a projected Real GDP growth of 3.9%; this growth was above the Canadian average of 2.1%. Although uncertainty surrounded the province in respect to the production of potash, the economic diversity present in Saskatchewan continued to hold strong leading to a higher GDP growth than initially forecasted. In 2014 the provincial workforce is projected to continue to gain momentum as unemployment is expected to remain stable at 4.2% while employment growth may increase to 3.4%; this increase would almost be triple the national rate. The province is likely to keep pace with the national growth as initial GDP forecasts predict an increase of 2.1% for 2014.

In terms of Saskatoon, the city was selected as one of the best mid-sized Canadian cities in which to live in 2013 by *Money Sense Magazine*. Saskatoon is anticipated to have the fastest economic growth in the country with an average increase of 3.7% between 2014-2017. Saskatoon has one of the most diverse economies with the nation's

lowest unemployment rate and an economically sound and thriving job market. According to *Money Sense Magazine*, Saskatoon is recognized as being the most business-friendly city in the nation.

2014 Economic Indicator Forecast



market analysis

Vacancy throughout the city remains competitive as retailers continue to look favorably at the market as retail sales thrive. With construction sluggish in 2013, supply is anticipated to accelerate in 2014 with the majority of the activity taking place within the Stonebridge sub-sector. Initial projections indicate that the retail market may expand by 4-6% over the next 2-3 years. Continued interest from retailers and a lack of available supply continue as the main catalysts for the anticipated growth. Due to a highly competitive market and limited inventory, speculation is that the market is currently underserved by an estimated 600,000 SF.

Fuelled by a shortage of space, an initial expansion of 270,000 SF is projected over the next 12 months with an additional 337,000 SF pending construction for projects such as Preston Crossing Phase V,

Southgate Centre, Blairmore Smart Centres and Cory Common. The majority of the absorption experienced in 2013 was within emerging neighborhoods and it is likely that this trend will continue as demand for inventory in prominent sub-sectors gains momentum.

In previous years much of the newly constructed space has been pre-leased prior to completion and this trend continues. The 143,000 SF at the Stonebridge Centre has been met with high demand as approximately 55% of the space available has been pre-leased with an additional 10% of the space under pending offers. Another new development under construction in Stonebridge is Ironwood which is located at 3203 Preston Avenue. The 50,000 SF project will consist of 3 buildings that will be a mix of retail and office use; 50% of the available space at this development is currently under pending offers.

market stats

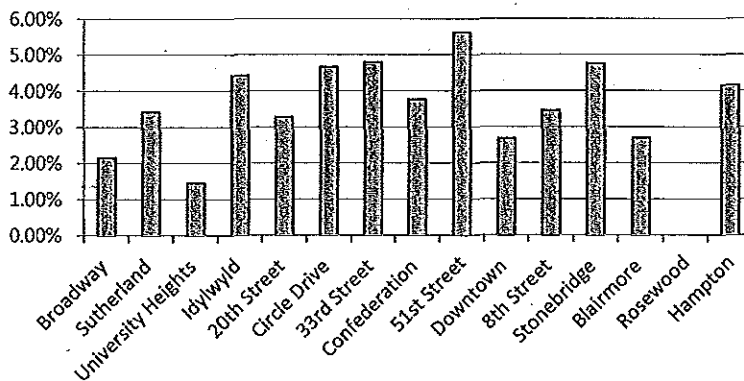
Vacancy	Absorption
January 2014	2013 (January - December)
2.50%	79,500 SF
January 2013	2012 (January - December)
2.44%	278,500 SF

market forecast

As demand for new developments in emerging neighborhoods continues to gather pace, it is likely that lease rates will continue their upward trajectory. Lease rates have increased by 18% since the start of 2011 and it is probable that rates will continue to increase in 2014. Consistent with previous years, expectations continue to be that Stonebridge, University Heights, Blairmore, 8th Street and Downtown subsectors will continue to garner higher market rates. Market rates for new developments ranged from \$23.00 - \$36.00/PSF in 2013.

In terms of cap rates, it is likely that rates may remain stable given the continued immigration and growth of the city. Retail cap rates ranged from 6.3 – 9.8% in 2013, with the median rate being 7.8% according to local appraisers Suncorp Valuations Ltd. and Brundson Junor Johnson Appraisals.

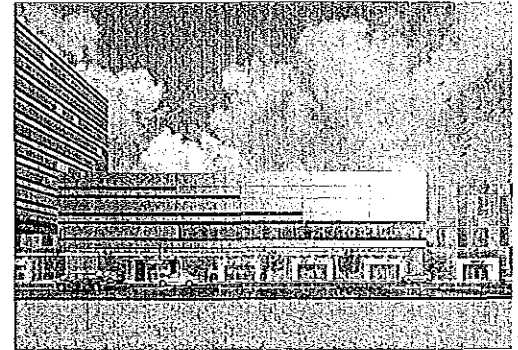
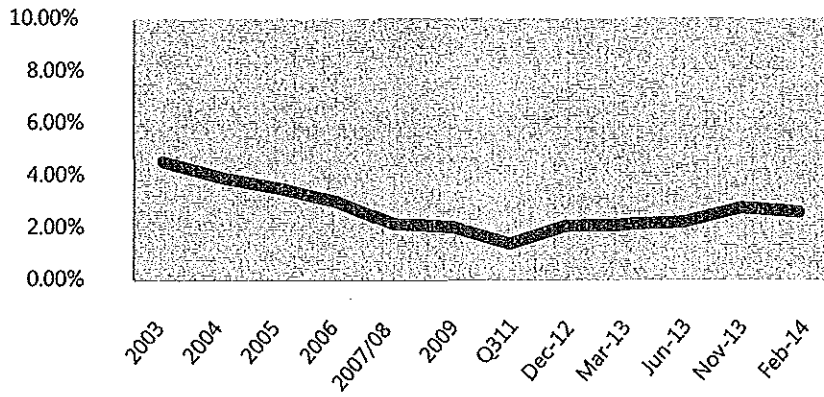
Area Vacancy



Stonegate Centre - 303 Cope Lane

RETAIL SURVEY 2014

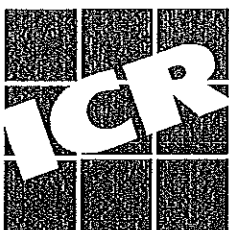
Retail Vacancy



The Promendae - 355 2nd Ave S



Legends Plaza - Warman, SK



COMMERCIAL REAL ESTATE

Please check out our website for additional information
www.icrcommercial.com

Downtown Office
306.664.6116
100 - 261 1st Ave. N
Saskatoon, SK
S7N 1X2

North Office
306.933.2929
840 48th Street E
Saskatoon, SK
S7K 3Y4

Regina Office
306.721.6116
374 Albert Street
Regina, SK
S4R 2N7

Comments From Other Divisions

Transportation and Utilities Department

The proposed Zoning Bylaw No. 8770 amendment, as noted in the report, is acceptable to the Transportation and Utilities Department with the following requirements:

1. A Traffic Impact Study (TIS) is required.
2. A driveway will not be permitted directly across from the fire hall driveway on Slimmon Road.

A TIS was submitted as requested by the Transportation and Utilities Department. The Transportation and Utilities Department reviewed the TIS and accepted the report's recommendations as follows:

1. The Slimmon Road and Harold Road intersection is already an all-way stop. Further mitigation is not required.
2. A driveway crossing directly across from the fire hall driveway will not be permitted.
3. The drive-thru window of the bank will be located to accommodate vehicle queues within the site.

Requirements are satisfied and require no further information.

Saskatoon Transit Division

Saskatoon Transit has no easement requirements regarding the referenced property.



Shaping Saskatoon

Bridging to Tomorrow... for a 21st Century City



COMMUNITY ENGAGEMENT SUMMARY

PUBLIC INFORMATION MEETING FOR PROPOSED REZONING OF 210 SLIMMON ROAD

Applicant: Reg Amendt, Royalty Construction Inc.
File: PL 4350 – Z18/13

Project Description

A public information meeting was held regarding a proposed rezoning of 210 Slimmon Road (Lakewood Suburban Centre Area), from RM4 - Medium/High Density Residential District to B2 - District Commercial District. This proposed rezoning would facilitate the construction for a commercial development, consisting of two stand alone buildings, and one retail strip mall.

The meeting was held at Lakeridge School Library on Tuesday, March 11, 2014 at 7 PM.

Community Engagement Strategy

Purpose:

To inform and consult. Residents were provided with an overview of the applicant's proposal and provided the opportunity to ask questions and provide comments. Written comments (email/comment sheets) were accepted for two weeks following the meeting.

Form of community engagement used:

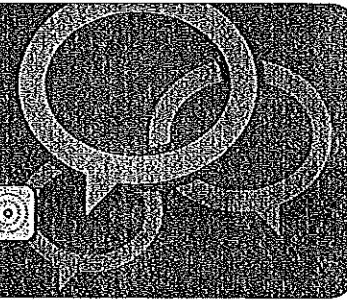
Public Information Meeting – Residents are provided an opportunity to listen to a presentation by the applicant and speak directly with the applicant and/or City staff following the presentation. City staff was in attendance to provide an overview of the rezoning process, and the next steps following the meeting.

Level of input or decision making required from the public:

Comments and opinions were sought from the public.

Who was involved:

- Internal stakeholders: The standard referral process was implemented. Internal Departments were contacted for comments; Transportation & Utilities and Transit Services. Councillor Paulsen was also contacted.
- External stakeholders: Public Notices (attached) were sent to property owners within a 75 metre radius of the subject site – a total of 193 Public Notices were sent out on February 20, 2014. No property owners or nearby residents attended the public information meeting.



Summary of Community Engagement Feedback

This community engagement initiative would have provided interested & concerned individuals with an opportunity to learn more about the proposed use and to provide perspective and comments, which would have been considered by both the proponent and municipal staff in further analysis of this proposal. Since no one attended the meeting, it is believed that there is no opposition to this proposal.

Next Steps

ACTION	ANTICIPATED TIMING
Planning and Development Division prepares and presents to Municipal Planning Commission (MPC). MPC reviews proposal and recommends approval or denial to City Council.	May 6, 2014
Public Notice - Community Consultant, Ward Councillor as well as all participants that attended the Public Information Meeting will be provided with direct notice of the Public Hearing, as well as all residents who were notified previously. A notification poster sign will be placed on site. Advertisements prepared and placed in the Star Phoenix, City Page (as per the City's Public Notice Policy).	May 3 – 10, 2014
Public Hearing – Public Hearing conducted by City Council, with opportunity provided to interested persons or groups to present. Proposal considered together with the reports of the Planning and Development Division, Municipal Planning Commission, and any written or verbal submissions received by City Council.	May 20, 2014
Council Decision - may approve or deny proposal.	May 20, 2014

Prepared by:
 Melissa Austin, Planner
 Planning and Development Division
 April 9, 2014



City of
Saskatoon
Office of the City Clerk

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

May 23, 2014

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Rezoning from RM4 to B2 – 210 Slimmon Road
(Files: CK 4351-014-008 and PL. 4350-Z18/13)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated May 5, 2014, regarding the above proposed rezoning and supports the following recommendation of the Community Services Department:

- 1) that the proposed amendment to Official Community Plan Bylaw 8769 - Land Use Policy Map, to redesignate 210 Slimmon Road from Suburban Centre to District Commercial be approved; and
- 2) that the proposed amendment to Zoning Bylaw 8770 to rezone 210 Slimmon Road from an RM4 – Medium/High Density Multiple-Unit Dwelling Residential District to a B2 – District Commercial District be approved.

Yours truly,

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

Elaine Long, Secretary
Municipal Planning Commission

EL:sj

**THE STARPHOENIX, SATURDAY, MAY 24, 2014 and
SUNDAY PHOENIX, MAY 25, 2014**

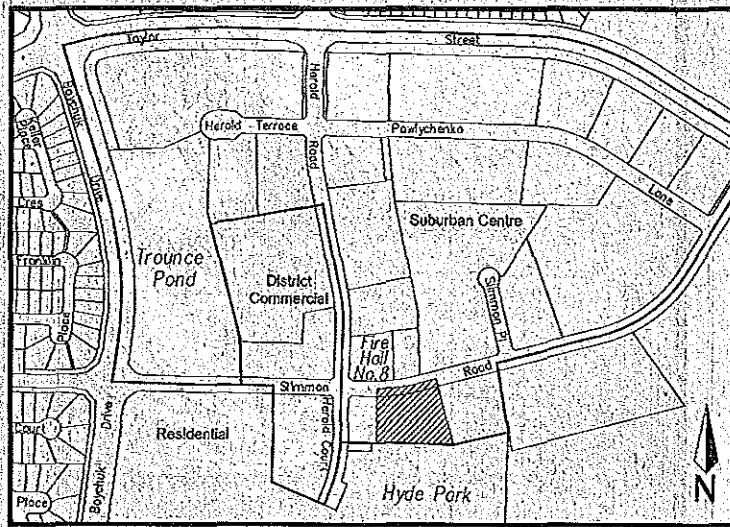
**OFFICIAL COMMUNITY PLAN NOTICE
LAKEWOOD SUBURBAN CENTRE AREA**

**PROPOSED AMENDMENT TO THE OFFICIAL COMMUNITY PLAN –
LAND USE MAP – BYLAW NO. 9192**

Saskatoon City Council will consider an amendment to the Official Community Plan, Bylaw No. 8769. By way of Bylaw No. 9192, The Official Community Plan Amendment Bylaw, 2014 (No. 5), as shown in the map below will be reclassified from Suburban Centre to District Commercial within the Official Community Plan Land Use Map.

LEGAL DESCRIPTION – Lot 1A, Block 434, Plan 101861805

CIVIC ADDRESS – 210 Slimmon Road



**PROPOSED OFFICIAL COMMUNITY PLAN AMENDMENT
LAND USE MAP**

 From Suburban Centre
to District Commercial



REASON FOR THE AMENDMENT – The proposed amendment would reclassify the land identified in the map above from Suburban Centre to District Commercial, to accommodate a proposed retail/commercial development.

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

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, June 9, 2014, at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, June 9, 2014**, will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

BYLAW NO. 9193**The Zoning Amendment Bylaw, 2014 (No. 12)**

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2014 (No. 12)*.


Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the lands described in the Bylaw from an RM4 District to a B2 District.

Zoning Bylaw Amended

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

RM4 District to B2 District

4. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an RM4 District to a B2 District:

- (a) Civic Address: 210 Slimmon Road
Surface Parcel No. 165109608
Legal Land Description: Lot 1A, Block 434, Plan 101861805 Ext 2.

Coming into Force

5. This Bylaw shall come into force upon the approval of Bylaw No. 9192, *The Official Community Plan Amendment Bylaw, 2014 (No. 5)* by the Minister of Government Relations.

Read a first time this _____ day of _____, 2014.

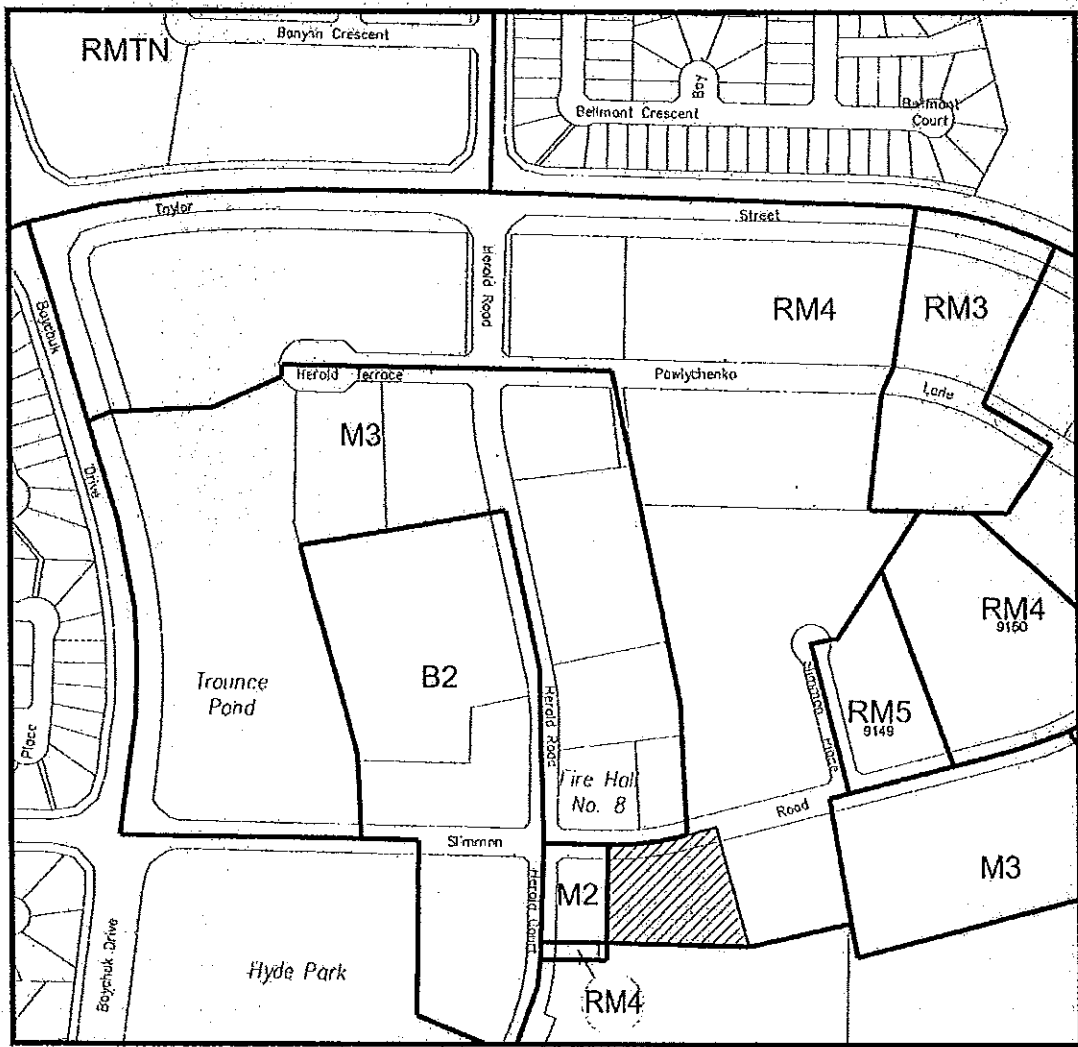
Read a second time this _____ day of _____, 2014.

Read a third time and passed this _____ day of _____, 2014.

Mayor

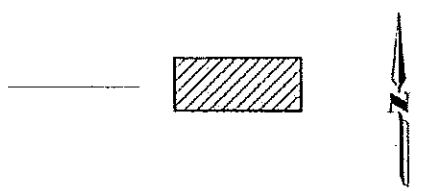
City Clerk

Appendix "A"



REZONING

From RM4 to B2



**THE STARPHOENIX, SATURDAY, MAY 24, 2014 and
SUNDAY PHOENIX, MAY 25, 2014**

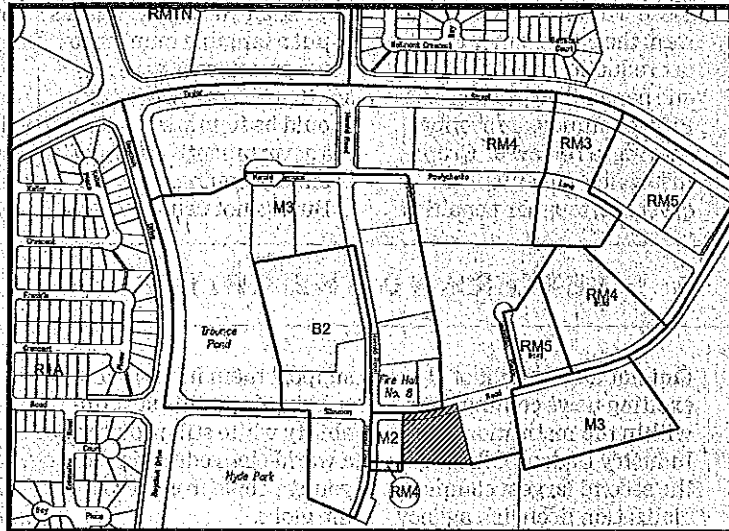
**ZONING NOTICE
LAKEWOOD SUBURBAN CENTRE AREA**

PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9193

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770), By way of Bylaw No. 9193, the Zoning Amendment Bylaw 2014 (No. 12), 210 Slimmon Road in the Lakewood Suburban Centre Area, as shown in the map below will be rezoned from an RM4 – Medium/High Density Multiple-Unit Dwelling Residential District to a B2 – District Commercial District.

LEGAL DESCRIPTION – Lot 1A, Block 434, Plan 101861805

CIVIC ADDRESS – 210 Slimmon Road



**PROPOSED REZONING
From RM4 to B2**

File No. RZ18-2013



REASON FOR THE AMENDMENT – The proposed rezoning will facilitate the construction of a proposed retail/commercial development.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:

Community Services Department, Planning and Development
Phone: 306-975-7723 (Melissa Austin)

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, June 9, 2014 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.

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

All submissions received by the City Clerk by 10:00 a.m. on Monday, June 9, 2014 will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

5a) UNFINISHED BUSINESS

COMMUNICATIONS TO COUNCIL

DEFERRED FROM CITY COUNCIL AGENDA OF TUESDAY, MAY 20, 2014

B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL

2) Ray and Doreen Perreault, dated May 2

Commenting on civic issues. (File No. CK. 150-1)

RECOMMENDATION: that the information be received.

3) Doug Pegg, dated May 4

Commenting on Saskatoon Transit. (File No. CK. 7310-1)

RECOMMENDATION: that the information be received.

4) Sandeep Sharma, Sri Sathya Sai Baba Centre, dated May 4

Requesting City Council approve Walk for Values event and to proclaim the week of June 14, 2014 as Walk for Values week. (File No. CK. 205-5)

RECOMMENDATION:

- 1) that permission to be granted to hold a Walk for Values Event, subject to any administrative conditions; and
- 2) that City Council approve the proclamation as set out above; and the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council.

5a – Unfinished Business

Items Which Require the Direction of City Council

Page 2

5) Abebe Biratu, Saskatoon Oromo Self Help Association Corporation dated May 7

Providing information about a protest held May 9, 2014, against the killing of Oromo university students. (File No. CK. 205-1) (Saskatoon Police Services contacted to inform of this event.)

RECOMMENDATION: that the information be received.

6) Gary Derald

Commenting on the state of the roads in the city. (File No. CK. 6315-1)

RECOMMENDATION: that the information be received.

7) Irwin Blank, Chief Executive Officer, Saskatchewan Assessment Management Agency, dated May 7

Advising of SAMA 2014 Annual Meeting Resolution. (File No. CK 180-11)

RECOMMENDATION: that the information be received and referred to the Administration for any further handling.

10) Elaine Long, Secretary, Development Appeals Board, dated May 6

Advising of hearing of the Development Appeals Board with respect to the property located at 311 Cope Lane. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

11) Elaine Long, Secretary, Development Appeals Board, dated May 12

Advising of hearing of the Development Appeals Board with respect to the property located at 27 Beurling Crescent. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION

1) Larry Sinnett, dated April 30

Commenting on multi-unit recycling fee. (File No. CK. 7830-5) (Referred to the Administration for further handling and response to the writer.)

2) Bob Eaton, Chair, Board of Directors, Saskatchewan Jazz Festival dated April 30

Commenting on the policing of events serving alcohol in Saskatoon Parks. (File No. CK. 5000-1 & 205-1) (Referred to the Administration for further handling and response to the writer.)

3) Pat Danyluk, dated May 2

Commenting on garbage can tags. (File No. CK. 7830-3) (Referred to the Administration to respond to the writer.)

4) Jim McAllister, dated May 5

Commenting on garbage can tags. (File No. CK. 7830-3) (Referred to the Administration to respond to the writer.)

5) Sharon Elder, dated May 6

Commenting on possible repairs to University Bridge. (File No. CK. 6050-7) (Referred to the Administration to respond to the writer.)

6) Peter Kasco, dated May 3

Commenting on road marking. (File No. CK. 6315-1) (Referred to the Administration for further handling and response to the writer.)

7) Allan Herman, dated May 6

Commenting on street sweeping. (File No. CK. 6315-1) (Referred to the Administration for further handling and response to the writer.)

5a – Unfinished Business

Items Which Have Been Referred for Appropriate Action

Page 2

8) Clint Greenhough, dated May 5

Commenting on the state of fire-damaged property. (File No. CK. 4400-1) (Referred to the Administration for further handling and response to the writer.)

9) Dennis Kavaz, dated May 5

Commenting on noise and speed levels on McClocklin Road. (File No. CK. 375-2) (Referred to the Administration for further handling and response to the writer.)

10) Erin Humphrey, dated May 6

Commenting on taxi service in Saskatoon. (File No. CK. 175-1) (Referred to the Administration for further handling and response to the writer.)

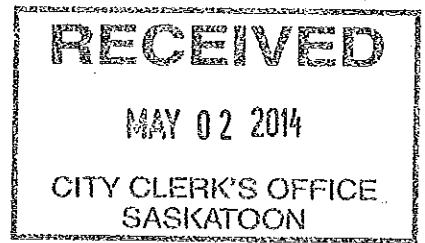
11) Colleen Miller, dated May 9

Commenting on the City Park Residential Parking Permit Program. (File No. CK. 6120-4-4) (Referred to the Administration for further handling and response to the writer.)

RECOMMENDATION: that the information be received.

B2)
150-1

From: CityCouncilWebForm
Sent: Friday, May 02, 2014 8:26 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Ray and Doreen Perreault
124 Carleton Dr.
saskatoon, Saskatchewan
s7h-3n6

EMAIL ADDRESS:

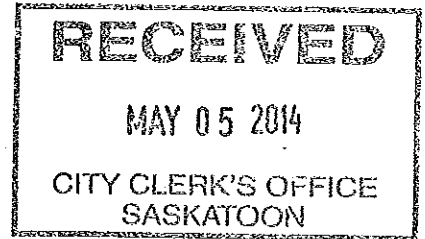
rdfishing@sasktel.net

COMMENTS:

It seems every day we have new charges for something . these add up for us taxpayers. garbage is a very sore point with us and the art commity should be fired. Councile has been hyjacked by a few do-gooders .

B3)
7310-1

From: CityCouncilWebForm
Sent: Sunday, May 04, 2014 11:30 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Doug Pegg
166 Queen St
Saskatoon, Saskatchewan
S7k 5v8

EMAIL ADDRESS:

barrycudda59@gmail.com

COMMENTS:

Dear Mayor and council

I rely on public transit, and in the ten or so years I have been using it, it has gone from bad to worse. The routes keep changing, the terminals are unsafe, the busses keep breaking down, and the drivers seem stressed out. I have heard they are the lowest paid in Canada, maybe that's why.

I hope that now that the city has finally realised the importance of maintaining the roads, the transit system will get a boost in funding. Instead of raising taxes again, why not cut back other less important programs like grass cutting, rink and swimming pool maintenance, pest control, among others, control, which can be done just as well and probably cheaper by the private sector.

Thank you.

Susan Pegg

B4)



May 5th 2014

His Lordship Mayor of Saskatoon &

Members of the City Council

Office of the City of Saskatoon,

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

Respected His Lordship Mayor of Saskatoon & Members of the City Council:

Sub: 1. Request to Support WALK For VALUES on Saturday June 14, 2014 &

2. City Council to Proclaim the Week of June 14, 2014 as "Walk for Values Week"

Sri Sathya Sai Baba Centre of Saskatoon is a non-profit, non-denominational Spiritual Organization open for all adults, youths and children drawn from all Faiths to serve the Society, train our children and adults to practice Human Values. We carry out volunteer work for the Meals on Wheels Program, Blood Bank, Food Bank and serve at the Saskatoon Friendship Inn.

Every year, we undertake the community Group work to show our solidarity towards practicing the 5 Basic HUMAN VALUES (TRUTH, LOVE, RIGHT ACTION, PEACE and NON-VIOLENCE) in our daily lives. Towards inculcating the spirit of adhering to these human values, all members of our organization undertake a Walkathon for about one hour on the side walks of Saskatoon once a year singing human values based songs and holding placards toward practicing these values. This is done with a purpose to reinforce these values in those who attend as well as ensure that this message is introduced to all others in our Saskatoon community.

Last year, the event took place on Saturday June 15, 2013 and the City Council gave permission and declared the week as Walk for Values week.

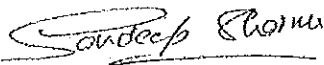
This year we plan to carry out the Walk for Values on Saturday June 14th 2014 between 10.30 a.m. and 12.30 pm. There will be about 50 participants. We have requested all the member organizations under the Multi-Faith to participate in this event.

We have sought the permission of the Infrastructure Services Department, City of Saskatoon through Special events application and are in the process of obtaining their approval to conduct this event. We have also secured required Event Insurance coverage for the participants who will attend this event. Saskatoon Police Services will be contacted to provide security coverage for this event if they deem necessary. Thus, all the formalities and protocol requirements are fulfilled to conduct this event.

By this letter, we are now seeking the permission of your Lordship to approve us to hold the walk for values event in Saskatoon on June 14th and also request the City Council to declare the week of June 14th 2014 as "Walk for Values Week". This will help us create awareness on importance of practicing these values in our Saskatoon community. We would be grateful to have this agenda item going forward on the City Council meeting and the decision conveyed to us before we conduct this event.

We thank Lordship Mayor, and all members of the City Council of Saskatoon for considering our request and encouraging us to conduct this event.

Sincerely yours,



Sri Sathya Sai Baba Centre of Saskatoon

Sandeep Sharma, 1311 Konihowski Road, Saskatoon, S7S1L4, (306) 8504563.

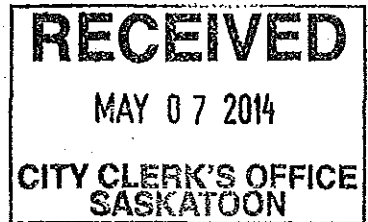
Ranga Ranganathan, 639, Delaronde Crescent, Saskatoon, S7J 3Z9, (306) 2441568.

cc. to: Mairin Loewen, Councilor, City of Saskatoon

Tel: (306) 229-5298; E-mail: mairin.loewen@saskatoon.ca

B5)
205-1

From: CityCouncilWebForm
Sent: Wednesday, May 07, 2014 10:22 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Abebe Biratu
92 Leif Erickson Place Saskatoon
Saskatoon, Saskatchewan
SK S7L 2T6

EMAIL ADDRESS:

abebebiratu@gmail.com

COMMENTS:

Your excellency we request for public rally on April 9, 2014 against the gross human right violation by Ethiopian government and mass killing of Oromo university students while they have been on protest. the following letters explains the background in detail.

To City Council

Call for support to stop mass murders against Oromos by the Ethiopian government security forces
Attention: To His Worship Mayor Donald Atchison's and your councils

We are sending you this letter to seek your support in stopping widespread mass murders and gross human rights violations undertaken by the Ethiopian government against the Oromo people. While killings and detentions of tens of thousands of Oromos has been common place during the last 23 years, the latest mass killings are related to peaceful demonstrations led by Oromo University students and the Oromo community at large who went out to protest against an ill-conceived master plan of Addis Ababa, the Capital City of Ethiopia.

As a background, the City is located in the center of Oromia regional government but it was unjustly made an independent federal region. However, the Ethiopian constitution guaranteed that the Oromia regional government will have a special privilege over the Capital. The rationales for this were that: the capital is located in the heart of Oromia, Oromo resources are used in its development and Oromo communities around the Capital are exposed to severe urban pollution. The special privilege remained on paper but in the meantime Oromos suffered from the expansions of Addis Ababa. For instance, most Oromia rivers passing through or near Addis Ababa have been poisoned to catastrophic extents so much that fishing in them has become a thing of the past. Livelihoods of farming communities downstream are completely destroyed. Additionally, Addis Ababa has been deliberately made to aggressively encroach into Oromia region for the last two decades. In the process farmers were evicted forcefully in large numbers from their ancestral lands with compensations that amounted to less than one-thousands of the value at which the authorities sale land to property developers. The once thriving Oromo farming community were made destitute,

thrown onto the streets and making a living by working on property development sites as laborers or, still worse, as beggars on the streets of Addis Ababa.

It was with this background that the ill-fated City master plan was launched for implementation. It was prepared by the government technocrats with no public participation. The City planners revealed that Addis was set to grow by 20 times of its current size. Clearly, the master plan was a deliberate act to weaken the status of the Oromia regional state in Ethiopia's federal structure. The far reaching implications for the Oromia region come in many forms. The city sprawls into a huge chunk of Oromia land. Hundreds of thousands of more farmers would be evicted and turned into beggars. The City becoming ever larger means it would create a huge hole in Oromia and hence it is meant to eventually divide Oromia into two parts, rendering Oromia an unviable regional unit in Ethiopia's federal structure. Consequently, the ominous master plan caused uproars even among Oromia regional authorities who expressed their concerns during a public debate broadcast on Oromia TV. To express their concerns and exercise their democratic rights, Oromo activists led by University students organized peaceful demonstrations in various parts of Oromia, including at University campuses of Ambo, Madda Walabu, Haro Mayaa, Jimma, Adaama, Wallaga and Addis Ababa universities. While the regional police units were sufficient to accompany the peaceful demonstrators, the Ethiopian government chose to send in its elite but notorious security unit, called the federal police, who are known for their cruelty as snipers and vicious killers. In most university towns, the federal police opened fire with live bullets on peacefully demonstrating and innocent students, their parents and the Oromo community at large. Large scale bloodshed took place in most university towns. The same day and hours when John Kerry, the US Secretary of State, was on a visit and making a speech in Addis Ababa, 48 people were shot and killed by the security forces in just one of the towns, Ambo, 125 km West of Addis Ababa as reported by BBC citing eyewitness accounts. There are reports providing substantial evidences to suggest that the number of people killed during that day in Ambo is much larger than reported by the BBC. Bloodsheds of similar extents have been taking place in most other towns and university campuses throughout the Oromia region, other media outlets reported that 79 university students and civilians shot dead in different locations from April 25, 2014 to May 1, 2014. Additionally, large number of innocent students and civilian population are being arbitrarily arrested and put in the infamous concentration camps of the Ethiopian government, which were already congested with tens of thousands of Oromo detainees who have been languishing there for the last two decades.

We are sending you this letter to draw your attention to the mass murders and gross human rights violations that are being perpetrated by security forces of the Ethiopian government against the Oromo people. This has been intensified in recent weeks but it has been happening relentlessly for most part of the time the current regime in Addis Ababa is in power. It should be noted that it is the minority Tigrean ethnic group who monopolized government machinery in Ethiopia. We urge you to use all means available to you and take actions to put pressure on the dictatorial regime in Addis Ababa to refrain from mass killings of innocent citizens and respect democratic rights of Oromos and other people of Ethiopia.

Thank you in advance for your support in improving human rights conditions in Ethiopia.

Respectfully,

Saskatoon Oromo Self Help Association Corporation

6315-B6

RECEIVED
MAY 13 2014
CITY CLERK'S OFFICE,
SASKATOON

From: Gary Derdall <gderdall@shaw.ca>
Sent: May 12, 2014 11:35 PM
To: Web E-mail - City Clerks
Cc: Garth Brehon
Subject: Attention of City Clerks Office

Hi: I would like a complaint delivered to city council about the terrible condition of the roads in Saskatoon. This has developed over the years as council and administration have completely failed to deal with roads and other infrastructure. Resources have been misallocated to other areas. I have met with visitors from Regina, Calgary and Edmonton who are astonished at the condition of roads in Saskatoon.


I am a retired chemical process specialist with major industrial experience. I have sent the Mayor some technical references from Queens in Kingston and other sources on how to pave and maintain roads. It is not magic and it escapes me how our city government and administration could so completely overlook technology available to those of ordinary skill. And this knowledge has been around for some time.

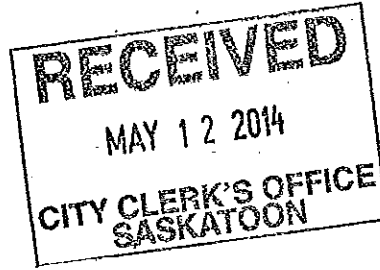
Council has imposed higher taxes on us to overcome its inabilities. Council should pass a motion to retain some outside expertise to look at what has happened and provide ways and means to do things properly.

As things stand, we pay higher taxes and the wretched conditions of road cost us repairs to our good vehicles.

I think there should be resignations at the council and administration levels.

Gary Derdall PhD MBA retired industrialist
Saskatoon SK
*158 A.E. Adams Cres.
Saskatoon, SK. S7K 5M7*

 This email is free from viruses and malware because avast! Antivirus protection is active.



180-11
B7)

To: All Municipalities

May 7, 2014

From: Irwin Blank, Chief Executive Officer

Re: SAMA 2014 Annual Meeting Resolution

Pursuant to sections 21.1(3) and 22(a) of SAMA's *Annual Meeting Bylaw* (the "Bylaw"), attached are copies of the two resolutions which were considered at SAMA's Annual Meeting on April 16, 2014, along with the results of the voting on each resolution (Appendix A).

Background

Two resolutions were considered at SAMA's 2014 Annual Meeting on April 16, 2014.

The first resolution was submitted by the RM of Corman Park No. 344 (2014-1), received by SAMA on January 28, 2014 which is within the required two months prior to the annual meeting period. Notice to all municipalities of resolution 2014-1 was sent on February 21, 2014. This resolution was amended at the Annual Meeting with a copy being forwarded with this notice.

The second resolution was submitted by the RM of Mervin No. 499 (2014-2), received by email on April 11, 2014. This is six days before the Annual Meeting and is deemed to be an emergent resolution as per section 21.1 of the Bylaw. A copy of this resolution is being forwarded with this notice.

This report provides the content of the resolutions and the results of the voting. As required by section 22(a) of the *Annual Meeting Bylaw*, on or before May 16, 2014, SAMA will notify all municipal councils of the results of the voting on each resolution considered at the Annual Meeting. The SAMA Board will be reviewing the results of the voting on each resolution at their next Board meeting on May 21, 2014 and will notify municipal councils, as soon as possible, of the Board's position on the resolution that was passed.

Emergent Resolution 2014-2

submitted by the RM of Mervin No. 499

WHEREAS Commercial Industrial Improvements such as oil wells and related sites are not assessed based on sale values, unlike residential properties which are assessed based on relative sales; and

WHEREAS now that the Provincial Government has implemented a Mill Rate Factor Cap on commercial taxation whereby the cap effects commercial taxation based on any mill rate factors applied within the Municipality and which is set at 9.0 in 2014; and

WHEREAS in calculating the cap to be applied for municipal taxation to commercial properties includes all other taxing classes in the calculation whereby a mill rate factor is applied; and

WHEREAS agriculture land has increased in a reassessment year such as 2013 a similar percentage across the province; and

WHEREAS residential assessed properties vary in their increase across the province based on actual sales; and

WHEREAS if your Municipality has highly assessed residential properties due to its proximity to a city or it has recreational lakes located within it which are popular; and

WHEREAS a Municipality who has low assessed residential properties and which does not have to use mill rate factors to mitigate shifts in taxation in a reassessment year due to the reassessment having little or no effect to residential properties and their commercial taxation; and

WHEREAS a Municipality is responsible for ensuring fair levels of taxation based on the services provided; and

WHEREAS a Municipality that has Heavy Oil production which is extracted incurs excessive infrastructure damage due to the nature of the industry and the resulting heavy volumes of water, oil and sand that have to be moved 24/7/365; and

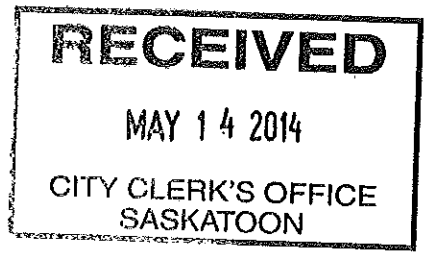
WHEREAS industrial casings bored into the ground to be able to make an oil well productive is presently exempt from being assessed;

BE IT RESOLVED that SAMA lobby the Provincial Government to include the assessment of well casings to ensure industrial wells are being assessed more accurately in terms of the actual equipment being assessed to the site.

PASSED

B8)
375-2

From: CityCouncilWebForm
Sent: May 14, 2014 9:37 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Bob Gawdun
315 Quill Cr.
Saskatoon, Saskatchewan
S7K4V3

EMAIL ADDRESS:

gawdun2@sasktel.net

COMMENTS:

Good morning your Worship and members of Council. I am emailing in regards to the "purposed" noise bylaw before Council. Being a car enthusiast I'm concerned with the way noise levels will be monitored. My personal feeling is that excessive noise from all types of motorized vehicles is the result of the person operating the vehicle. I have a 1968 Camaro and yes it can be quite loud but I operate the vehicle in a fashion to respect others and to also be a good influence on my kids. I have had off the cuff conversions with members of the Police service and when asked a lot of them roll their eyes and wonder themselves how they will enforce this fairly. I personally do not fully agree with "loud pipes save lives" especially since Motorcycle Police never complain. Working for a local Car Dealership we sell cars that have horsepower in excess of 600 HP, and these too can be loud. I hear more of a problem with the Diesel 3/4 ton trucks that are modified but again the noise is controlled by the operator of the gas pedal. Just sit on 8th St. watch and listen. There are laws already in place such as disturbing the peace and stunting. I feel we should let the Police service do the great job they do and ticket those who deserve it. Most car enthusiasts obey the traffic laws and vehicle regulations and tend to police themselves when someone is acting up if not caught. Don't let the few who have no interest in the hobby dictated for the few who do. I would consider coming to a future Council meeting to discuss but I understand this is coming before you on Tuesday the 20th and I'm unavailable at that particular time.

Thank you, Bob Gawdun



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

B10)

May 6, 2014

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Refusal to Issue Development Permit
 Proposed Shopping Centre
 (With Landscape Strip Deficiency, Front Yard Setback Deficiency,
 And Rear Yard Setback Deficiency)
 311 Cope Lane – B2 Zoning District
 Dominador Daplas, North Prairie Developments Ltd.
 (Appeal No. 11-2014)**

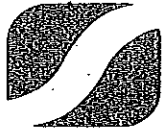
In accordance with Section 222(3)(c) of *The Planning and Development Act, 2007*,
attached is a copy of a Notice of Hearing of the Development Appeals Board regarding the
above-noted property.

Yours truly,

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

DATE:	Tuesday, May 27, 2014	TIME:	4:00 p.m.
PLACE:	Committee Room "E", Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Development Permit Proposed Shopping Centre (With Landscape Strip Deficiency, Front Yard Setback Deficiency and Rear Yard Setback Deficiency) 311 Cope Lane - B2 Zoning District Dominador Daplas, North Prairie Developments Ltd. (Appeal No. 11-2014)		

TAKE NOTICE that Dominador Daplas, on behalf of North Prairie Homes Ltd., 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 shopping centre at 311 Cope Lane.

The property is zoned B.2 under Zoning Bylaw 8770.

Section 10.4.8(1) of the Zoning Bylaw states that a landscaped strip of not less than three metres in width throughout lying parallel to and abutting the front site line shall be provided on every site.

Section 10.4.2(14) of the Zoning Bylaw states that in a B.2 District, all buildings are required to have a minimum front yard setback of 6 metres and a minimum rear yard setback of 7.5 metres.

Based on the information provided:

- the proposed front landscaping strip on the east of the property is noted as being 1.5 metres, resulting in a front yard landscaping strip deficiency of 1.5 metres;
- The proposed building is noted as having a front yard setback of 1.5 metres, resulting in a front yard deficiency of 4.5 metres; and
- The proposed building is noted as having a rear yard setback of 6.294 metres, resulting in a deficiency of 1.206 metres.

The Appellant is seeking the Board's approval for the Development Permit as submitted.

**Development Appeals Board
Appeal 11-2014**

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2780.

Dated at SASKATOON, SASKATCHEWAN, this 6th day of May, 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

B11)

May 12, 2014

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Refusal to Issue Building Permit
Addition to One-Unit Dwelling – Attached Garage
(With Front Yard Setback Deficiency)
27 Beurling Crescent – R1A Zoning District
Jose de Freitas
(Appeal No. 12-2014)**

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,

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

DATE:	Tuesday, May 27, 2014	TIME:	4:00 p.m.
PLACE:	Committee Room "E", Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Building Permit Addition to One-Unit Dwelling – Attached Garage (With Front Yard Setback Deficiency) 27 Beurling Crescent – R1A Zoning District Kevin Graves on behalf of Jose de Freitas (Appeal No. 12-2014)		

TAKE NOTICE that Kevin Graves, on behalf of Jose de Freitas, has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with the City's refusal to issue a Building Permit for a proposed addition to a one-unit dwelling – attached garage at 27 Beurling Crescent.

The property is zoned R1A under Zoning Bylaw 8770.

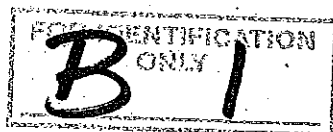
Section 8.2.3.4 of the Zoning Bylaw states that the front yard setback requirement for one-unit dwellings in established neighbourhoods shall not vary by more than 3.0 metres from the average front yard setback of the principal buildings on adjacent, flanking sites provided that in no case shall the setback be less than 6.0 metres.

Based on the information provided, the addition of the garage will move the front building line to within 3.5 metres of the front property line, resulting in a front yard deficiency of 2.5 metres.

The Appellant is seeking the Board's approval for the Building Permit 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. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2780.

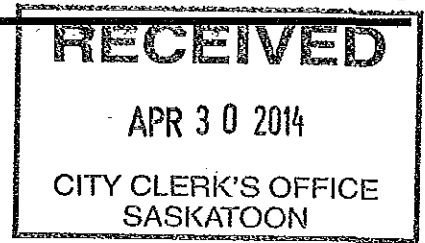
Dated at SASKATOON, SASKATCHEWAN, this 12th day of May, 2014.



Elaine Long, Secretary
Development Appeals Board

7830 (51)

From: Larry <l.sinnett@shaw.ca>
Sent: April 30, 2014 8:32 AM
To: City Council
Subject: FW: Recycle program



Mayor Don

I just received my "Utility Statement" & I am now charged more than the \$4.66 per month for the recycling fee that was passed by council!

Your staff has broken it down to a charge per day of \$0.1606 & if you multiply this out by 365 days; the CITY is over charging everyone. I suppose this is a way to get back the loss that is being incurred by the Condo cheaper rate. Not fair!!

Please have this charge changed to a "FLAT" rate of \$4.66 per month as per Councils motion.

Larry Sinnett
#128-2420 Kenderdine Rd.
Saskatoon, Sk. S7N 4G6
(306) 222 4813 cell
l.sinnett@shaw.ca

From: Larry [<mailto:l.sinnett@shaw.ca>]
Sent: April-20-14 12:05 PM
To: 'city.council@saskatoon.ca'
Subject: Recycle program

I am President of "Kenderdine Court Condo Association" & at our annual meeting last week I was asked to confirm that our "Recycle" charge (that we are charged on our Water & Sewer bill of \$4.66) will be reduced to \$2.51 as per the motion that was passed at the City of Saskatoon Council meeting?

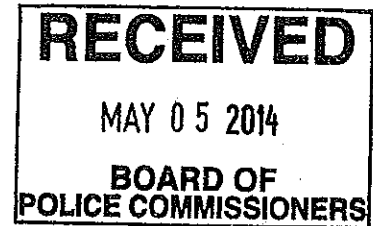
The City delivered the "small Blue bins" to our place last year & we are using them. The residents of our Condo are concerned that the City will not reduce our charge because we have the small bins & not the large bin. We feel that in every other way we are treated as a Condominium (Taxes rate, pavement repair, snow removal & fire hydrant maintenance), so we should be charged \$2.51 like other Condos!

Your response Please

Larry Sinnett
#128-2420 Kenderdine Rd.
Saskatoon, Sk. S7N 4G6
(306) 222 4813 cell
l.sinnett@shaw.ca



5000 (ca)
x 205-1



Bob Eaton
Chair, Board of Directors
Saskatchewan Jazz Festival
701-601 Spadina Crescent East
Saskatoon, SK, Canada, S7K 3G8
April 30, 2014

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

Your Worship, Councilors, and Commissioners:

Initially, you might think that this is a letter of protest but it is not. Please read this letter as one of support and information regarding the issue whether organizations should pay for special police duty officers at their events that served alcohol in Saskatoon parks.

First, some information: On Apr. 29, 2014, The Star Phoenix reported on Monday's meeting of the Executive Committee of Council, "[Police Chief] Weighill noted the affected events are for-profit affairs, rather than charitable events." I want to be clear that the Saskatchewan Jazz Festival is a not-for-profit corporation with charitable status. More particularly, Club Jazz, our event in question, costs the Festival about \$40,000 each year.

Now a bit about Festival attendance: While we proudly say that 85,000 people attend, that is for all events at all fifteen venues. The "beer garden" at Club Jazz is licensed for 650 people. It runs from noon to 10:00 PM for 10 days and only once have we counted 3,000 as the day's attendance. Finally, while I understand that things can get out of hand quickly, I am unaware of a major incident occurring.

City Council & Board of Police Commissioners

April 30, 2014

Page 2

Regardless, the Festival is concerned about the safety of those participating and sees value in having the police present. Our difficulty is that in order to be licensed, SLGA mandates the number of security personnel we must employ at a cost of \$27,500 (est.). The police, at an estimated cost of \$8,232, would be in addition to that.

I look forward to a successful resolution to this problem and am willing to discuss it any time.

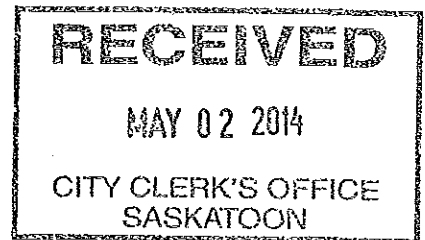
Sincerely,



Bob Eaton
Chair, Board of Directors

C3)
7850-3

From: CityCouncilWebForm
Sent: Friday, May 02, 2014 12:26 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Pat Danyluk
615 Budz Cres
Saskatoon, Saskatchewan
s7n 4n4

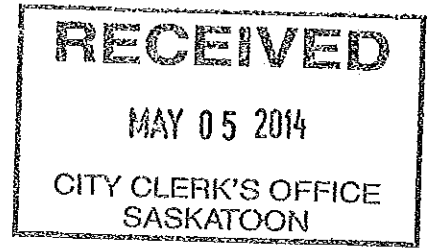
EMAIL ADDRESS:

COMMENTS:

OMG can't believe that we are spending this kind of money to gps our garbage cans!! Have the driver write down on a piece of paper the address of the last house they were at.... cost \$5.00 !!!!! a better use of gps and phone technology is to be able to track were your bus might be and when it will arrive at a certain stop, BUT the garbage, give me a brake, or give the tax payer a brake!!!

7830-3 (C4)

From: CityCouncilWebForm
Sent: May 05, 2014 2:59 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Jim McAllister
1691 Lancaster Crescent
Saskatoon, Saskatchewan
S7M 3V8

EMAIL ADDRESS:

coltrev@shaw.ca

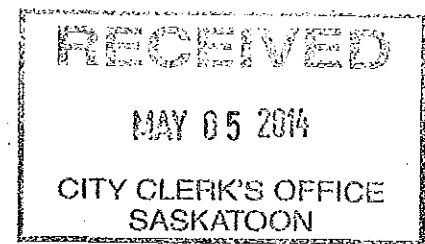
COMMENTS:

I would like an explanation as to how the city justifies spending \$1,200,000.00 on tags for our garbage cans will save the city money. I would think that the Garbage trucks have their route that they will take each day and it will not matter if I put my garbage to the curb or not. Some weeks I do not have much garbage so I do not out my can to the curb. The press release also indicated that this will save thousands of dollars in the missed pickups. Are you telling me and the rest of the taxpayers in Saskatoon that if you miss picking up my garbage you will make a special trip back to my place? This must have been discussed during council meetings; could you please tell me the date of the meeting as I would like to read the discussion and results. If nothing else please explain to me how this will save the city and us taxpayers money.

CS)

6050-7

From: CityCouncilWebForm
Sent: Saturday, May 03, 2014 2:35 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

1704 Shannon Cres

Sharon Elder
Box 21094, Saskatoon. Sk s7l 5n9
saskatoon, Saskatchewan
s7h5n9

EMAIL ADDRESS:

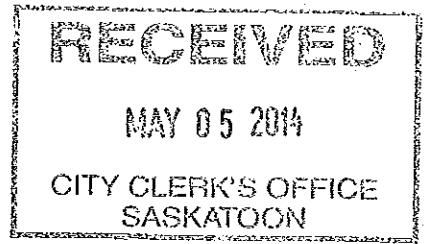
bselder@usa.net

COMMENTS:

have heard that the plan is to close the university bridge for a year or 2 to facilitate repairs. Any chance that the sidewalks will be available for bikers & walkers?

C6)
6315-1

From: CityCouncilWebForm
Sent: Saturday, May 03, 2014 1:39 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Peter Kacso
1007 311 6th Avenue North
Saskatoon, Saskatchewan
S7K 7A9

EMAIL ADDRESS:

pkacso@gmail.com

COMMENTS:

His Worship the Mayor and Members of City Council,

I am writing in regards to the City of Saskatoon's approach to conducting street maintenance, specifically road marking (line painting).

Having worked as a line painter in the Lower Mainland of British Columbia, I feel I could offer some suggestions that would perhaps benefit the City financially and make our City look a little cleaner.

I have two main concerns with how the City marks its roads: first, the City marks (paints) its roads before they are cleaned; secondly, the City marks its roads during the day.

The issue with marking the roads before they are cleaned means that the paint won't adhere properly to the asphalt given the amount of dirt on the road. This poor adhesion leads to premature wear from traffic passing over the markings and from the street cleaners. Often this premature wear necessitates repeat applications within months of the original application. It seems the City pays to have the lines painted, cleans the streets, then paints them again. If we were to clean the streets before painting, we could reduce the number of applications needed; thereby reducing the cost of labour and materials associated to our road maintenance.

The issue of marking the roads during the day means that traffic will run through wet markings, dragging paint into adjacent lanes. I've followed the City's paint truck this season as it painted by the University. It was at about 5:00 pm, a high traffic volume period in this area, and as the truck laid down its markings traffic would drive through the paint as they made lane changes. The paint picked up by the traffic's tires was then dragged into clean lanes leaving ugly paint marks along the street. This could be avoided by having paint crews work at night and by using cones to mark off the fresh lines. By doing so, the City could reduce the amount of paint dragged onto clean pavement and vehicle owners would be at less risk of having wet paint getting onto their vehicle.

I hope that my suggestions will be of some assistance in saving our City money and making it a more beautiful place to live.

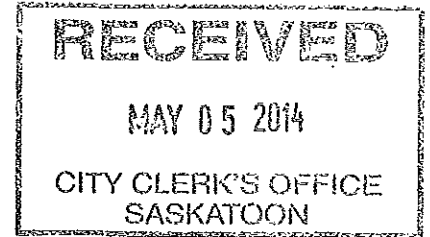
Thank you for taking time to hear my concerns.

Sincerely,

Peter Kacso

6315 (37)

From: CityCouncilWebForm
Sent: Sunday, May 04, 2014 10:01 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Allan Herman
1605 Vickies Ave
Saskatoon, Saskatchewan
S7N2P2

EMAIL ADDRESS:

aldonah@sasktel.net

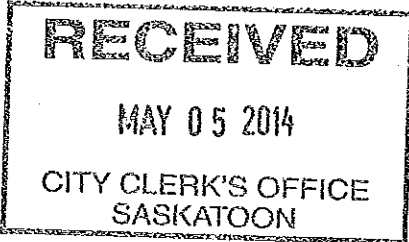
COMMENTS:

While I appreciate the fact that our late spring is putting pressure on civic resources to clean & maintain our streets it appears that some resources are being wasted. Yesterday, May 3, I saw street sweepers working on 115th street where it was obvious that vehicle owners/residents were not given advance notice to move their vehicles. About 30% of the curb lanes were occupied by vehicles and of course the equipment was having to go around them and therefore not doing an effective job of cleaning the streets. It is obvious that this street is going to have to be cleaned again duplicating services that could be applied elsewhere. I wonder how many other times this is being done.

Al Herman

C8)
4400-1

From: CityCouncilWebForm
Sent: May 05, 2014 4:05 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Clint Greenhough
439 Avenue Q South
Saskatoon, Saskatchewan
S7M 2Y4

EMAIL ADDRESS:

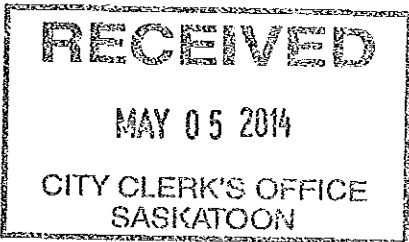
ch_green@shaw.ca

COMMENTS:

417 Avenue Q South had a fire in the home. It has been quite a while since this fire. Is the city going to check as to what will be done to either repair or replace this home. It is not a real eyesore but it would be nice to see it repaired as the windows are boarded up and you can see smoke damage on the exterior.

C9)
375-2

From: CityCouncilWebForm
Sent: Monday, May 05, 2014 2:49 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

dennis john kavaz
1515 korol mews
saskatoon, Saskatchewan
s7r 0j6

EMAIL ADDRESS:

zavak123@hotmail.com

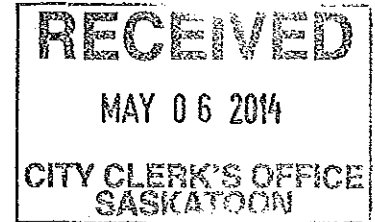
COMMENTS:

I am writing this letter in hopes that something will be done about a serious noise issue that I have been dealing with for 3 painful years. I live in Hampton village, my house backs onto McClocklin rd wick is the road in question. The motorists who use this rd drive on it like it is the Autobahn! The noise that emanates because of this is not normal by any means. It is affecting my health, my childrens health, our livelihoods and the value of my property. As this area grows the problems will go from worse to unfixable. For 3 years I have contacted the city police, the city departments that deal with these issues, my ward counselors and now you. For 3 years I have listened to excuse after excuse and I am simply sick of it. As a taxpayer to this city I demand something be done about this. 2 years ago the city did a sound attuation test. When it was done they said the results were invalid due to all the consruction going on. This is simply untrue. I guarantee you the results were off the charts. When the condos were complete I asked for another test to be done. The answer was no more tests would be done? this makes no sense at all. In 2012-2013 I tried to sell my house. Every single potential buyer said absolutely no because the noise from the road was completely unacceptable. I have since purchased a decibel reader and have been monitoring the noise. At 80dbs hearing loss starts to occur. The noise behind my house can easily get to over 110dbs at any given time of day or night. Bylaw 8244 is put in place to protect me and my family from excessive noise that affects health, comfort, saftey, peace etc. This Bylaw is being broken every single day. It is inexcusable that the city chooses to do nothing about this. I have talked to many neighbors who live near the road, many have complained over the years all to no avail. What kind of city do we live in, where the city could care less about valid concers from it's tapayers. Especially when laws are being broken. It is absolutely shamefull the way the city has chosen to deal with my, and other citizens valid concerns. Our master bedroom is now a big closet, my back yard is unuseable. Me and the children can not enjoy 1 single day in the yard, because their ears start to hurt from the noise. If the city will not do anything about this, i want my property taxes reduced. Why should I have to pay full taxes for half the property. The value of my house has dropped significantly due to the noise, as I have stated above. I am at a total loss why this road is not being slowed down somehow, And why sound barriers are not being put up along this road. It is not right that because this is a new area we are at the bottom of the list for improvements. My tax dollar is as strong as everyone elses. This road system is a poor design that

encourages motorists to speed. The city planners have seriously miscalculated the amount of vehicles that use this road. I can only hope that after reading my letter something concrete will be done about this.

C10)
175-1

From: CityCouncilWebForm
Sent: Tuesday, May 06, 2014 2:50 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Erin Humphrey
217 27th Street West
Saskatoon, Saskatchewan
S7L0J4

EMAIL ADDRESS:

erin0000@gmail.com

COMMENTS:

Hello

I am just emailing you in regards to the cab service in Saskatoon. My family and I have had several bad experiences with the local cab companies over the last few years. Often times I feel that my safety has been in jeopardy while riding in a cab (poor driving skills or inappropriate behaviour from the cab driver). Frustratingly, on several occasions we have had cab drivers dump our groceries on the dirty side walk and drive away.

We have called the cab companies every single time and nothing has changed.

Would it be possible for the City of Saskatoon to create a Taxi/Cab Commission so there is more safety regulation and protocol with taxi service?

Saskatoon is a great city that deserves good public transportation.

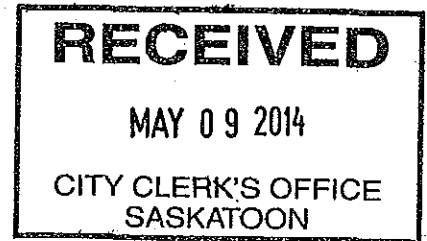
Thanks for your time

Erin Humphrey

C11)

6120-4-4

From: CityCouncilWebForm
Sent: Friday, May 09, 2014 2:51 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Colleen Miller
618 3rd Av N
Saskatoon, Saskatchewan
S7K 2J9

EMAIL ADDRESS:

sorsha35@hotmail.com

COMMENTS:

I am very angry at being refused a visitor parking pass for my street in City park. I was refused because I did not have a vehicle registration. People who do not have vehicles still have visitors! This is a bizarre and unfair policy.

His Worship the Mayor and City Council
The City of Saskatoon

ADMINISTRATIVE REPORTS

Section B – ASSET AND FINANCIAL MANAGEMENT

- B1) **Contract Award Report for
Contracts between \$50,000 and \$75,000
for the Period January 1, 2014 to March 31, 2014
(Files CK. 1000-1 and AF. 1000-1)**
-

RECOMMENDATION: that the information be received.

STRATEGIC GOAL

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

REPORT

In accordance with Policy No. C02-030, Purchase of Goods, Services and Work, the Administration is required to report three times a year on the award of contracts and requests for proposals between \$50,000 and \$75,000. The attached report has been prepared detailing the contract awards for the period January 1, 2014 to March 31, 2014.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The next report will be forwarded to City Council in August 2014, outlining the award of contracts and requests for proposals for the period April 1, 2014 to June 30, 2014.

ENVIRONMENTAL IMPLICATIONS

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

PUBLIC NOTICE

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

ATTACHMENT

1. Contract Award Report - January 1, 2014 to March 31, 2014

- B2) Lease of City-owned Space at Unit 1, 325 - 3rd Avenue North
Trades Labour Corporation
(Files CK. 600-3, AF. 4225-1 and LA. 4225-010-3)**

- RECOMMENDATION:**
- 1) that a Lease Agreement, as set out in this report between the City of Saskatoon (City) and the Trades Labour Corporation for Unit 1 in the City-owned building located at 325 – 3rd Avenue North, for a term of three years, one month, (July 1, 2014 to July 31, 2017) be approved; and

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

TOPIC AND PURPOSE

To receive approval to enter into a lease agreement with Trades Labour Corporation for Unit 1 in the City-owned building located at 325 – 3rd Avenue North.

REPORT HIGHLIGHTS

1. The Trades Labour Corporation is wishing to lease Unit 1, which is currently vacant, in the City-owned building at 325 - 3rd Avenue North.
2. Lease revenues from the main floor will be used to subsidize the ongoing costs associated with Assessment and Taxation's occupancy of the second floor.

STRATEGIC GOAL

This report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes, as well as the long-term priority of exploring alternative sources of revenue to pay for ongoing operations under the Strategic Goal of Asset and Financial Sustainability.

BACKGROUND

At its meeting held on August 18, 2010, City Council approved the purchase of 325 – 3rd Avenue North. The building was purchased to house the Assessment Branch (Assessment and Taxation) on an interim basis to allow for flex space for the reconfiguration of City Hall. Assessment and Taxation currently resides on the second floor of the building. The main floor of the building is divided into three commercial rental units for external commercial tenants.

At the same meeting, it was also approved that this City-owned building at 325 – 3rd Avenue North would be managed by Colliers McClocklin. Property management fees are recovered from the shared occupancy costs paid by the tenants. The lease payments from the three main-floor tenants will fund the ongoing occupancy, heating, and janitorial costs for Assessment and Taxation's occupancy of the second floor. On March 31, 2014, the previous tenant, Leisure Travel, vacated Unit 1. Since then, Colliers McClocklin has been marketing the space.

REPORT

Trades Labour Corporation Requests to Lease Unit 1

The Trades Labour Corporation is an established franchised employment agency in Winnipeg and throughout British Columbia and Alberta, and is interested in establishing a location in Saskatoon. A lease proposal was submitted on their behalf by ICR Commercial Real Estate to Colliers McClocklin to lease Unit 1 at 325 – 3rd Avenue North for use as office space. The other two units are occupied with restaurant tenants, and the addition of an employment agency would provide a good tenant mix.

Lease Revenues Subsidize Assessment and Taxation's Occupancy

Net revenues of \$62,590, plus occupancy costs, will be generated from the proposed net lease over the three year, one-month lease period. These revenues will be used to offset the costs associated with Assessment and Taxation occupying the second floor of

this building. Any surplus funds generated from the lease of the main floor of this building will be held in the building and operating reserve.

Negotiated terms of the agreement include a fixturing period of one month, whereby the tenant is responsible for only the cost of utilities.

OPTIONS TO THE RECOMMENDATION

An option would be to not approve the execution of this lease and have Colliers McClocklin continue to market the property in search of another suitable tenant.

POLICY IMPLICATIONS

There are no identified policy implications.

FINANCIAL IMPLICATIONS

The lease with Trades Labour Corporation will add to the marketability and value of the property, an important factor should the City decide to sell the property at some point in the future.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

There is no communication plan required at this time.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

If approved, the proposed lease will expire on August 31, 2017.

ENVIRONMENTAL IMPLICATIONS

There are no environmental and/or greenhouse gas implications.

PRIVACY IMPLICATIONS

There are no privacy implications.

SAFETY/CRIME PREVENTATION THROUGH ENVIRONMENTAL DESIGN (CPTED)

This lease space is for a separate commercial enterprise. 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.

- B3) Removal of Reserve Price and Relisting of Property**
Sale of 130 and 140 - 4th Avenue North – Current Saskatoon Police Service Headquarters
(Files CK. 600-5, x CK. 4215-1, AF. 600-1 and LA. 4214-013-003)

RECOMMENDATION: that the reserve price set at \$15.6 million for the property at 130 and 140 – 4th Avenue North be removed, and the property be relisted for sale through Colliers International for a period of three months with a list price of \$15.6 million.

TOPIC AND PURPOSE

To request that City Council approve the removal of the reserve price of \$15.6 million previously set for the sale of 130 and 140 – 4th Avenue North, and relist the property with Colliers International for an additional period of three months with a list price of \$15.6 million.

REPORT HIGHLIGHTS

1. Colliers International received considerable interest in the property; however, no bids were submitted within the contract listing period.
2. The Exclusive Sale Listing Agreement with Colliers International expired on March 31, 2014.
3. Recommended strategy to complete a sale of the property.

STRATEGIC GOAL

The sale of 130 and 140 – 4th Avenue North supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by developing a funding strategy for expenses related to new capital expenditures.

BACKGROUND

At its meeting held on August 14, 2013, City Council resolved, in part:

- "3) that Administration issue a tender for sale for 130 and 140 – 4th Avenue North with a reserve bid of \$15.6 million, and that the proceeds from this sale replenish the City's cash holdings and the excess funds be used for the fit-up of 202 – 4th Avenue North."

Subsequent to City Council adopting the above recommendations, a Request for Proposals (RFP) was issued on September 5, 2013, for provision of commercial real estate brokerage services for the marketing and sale of 130 and 140 – 4th Avenue North. The RFP closed on September 11, 2013, and based on the submissions received, Colliers International (Colliers) was chosen, and subsequently awarded the initial listing by City Council at its meeting held on September 21, 2013.

REPORT

Considerable Interest Shown in the Property

Over the past six months, Colliers has marketed the property extensively, both locally and throughout the country. Colliers has provided a listing report that details the comprehensive marketing effort undertaken by their assigned sales team.

As outlined in the agreement, commissions payable upon sale of the property are to be two percent (2%) of the purchase price, plus applicable taxes. To promote interest and participation with agents outside of Colliers' firm, commissions would be shared on a 50/50 basis in the event that the sale transaction involved cooperating agents. Colliers cited in their RFP submission, "Although Colliers has a large sales team, we want to ensure we engage every possible sales agent from other companies to ensure maximum exposure to the market and their clients."

Although considerable interest was expressed and numerous discussions were held with a number of interested parties, no bids were received. Under terms of the contract,

Colliers was not able to accept or entertain offers less than the stated reserve price of \$15.6 million. Colliers' sales team reported that interested parties throughout the marketing period had expressed significant concerns over the fixed reserve price, suggesting that they simply could not make the numbers work.

Exclusive Sale Listing Agreement with Colliers in Effect until March 31, 2014

The Exclusive Sale Listing and Sale Agreement made with Colliers was in effect until March 31, 2014. Subsequent to expiration of the agreement, should a sale of the property be completed with any party who had discussions with Colliers regarding the property during the contract period, the City of Saskatoon (City) is obligated to pay the applicable sale commissions for a period of six (6) months. This is a standard clause in this type of agreement. The City's obligation in this regard has been confirmed by the City Solicitor's Office.

Recommended Strategy to Complete a Sale of the Property

In debriefing discussions, Colliers indicated that the property received considerable interest throughout the marketing period by a number of parties; however, a common concern expressed was the reserve price of \$15.6 million.

Colliers' recommended strategy to move forward to complete a sale of the property is to replace the reserve price of \$15.6 million with a list price of \$15.6 million. Although only a subtle change, this would allow Colliers to accept and review any and all offers, thereby providing a gauge as to the value the market places on the property. The City would not be bound to accept any of the offers received.

Proceeding in this manner will require formal approval and direction by City Council to remove the reserve price. It is recommended the listing period be for the duration of three months with a complete remarketing effort. If an acceptable offer is received during the listing period, the Administration will bring the appropriate report forward for City Council's consideration.

POLICY IMPLICATIONS

There are no policy implications anticipated at this time.

FINANCIAL IMPLICATIONS

Financial implications are unknown at this time; however, it is intended that the proceeds from the sale of 130 and 140 – 4th Avenue North be used to replenish the City's cash holdings used to acquire 202 – 4th Avenue North and adjacent parking lots on 5th Avenue. Any excess revenues from this sale will be used for redesign and fit-up costs for the newly acquired building to accommodate civic staff.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Stakeholder involvement has included discussions with Saskatoon Land and members of the Leadership Team.

COMMUNICATION PLAN

A communication plan has been prepared in relation to the purchase of the property at 202 – 4th Avenue North to address the corporation's short and long-term accommodation needs and the Civic Accommodations Planning Project in general. The sale of the current Saskatoon Police Service Headquarters property falls within that overall accommodation strategy; however, no specific communication plan has been developed relating specifically to the sale of the property.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Once a conditional agreement is reached or an offer for consideration is received, City Council will be presented with a report with a recommendation from the Administration.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications with the options presented.

PRIVACY IMPLICATIONS

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no CPTED implications with the options presented.

Administrative Report No. 10-2014
Section B – ASSET AND FINANCIAL MANAGEMENT
Monday, June 9, 2014
Page 9

PUBLIC NOTICE

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

Section C – CORPORATE PERFORMANCE

C1) 2013 Contract Negotiations (2013 – 2016) The Saskatoon Civic Middle Management Association, 222 (Files CK. 4720-8 and HR. 4720-12)

- RECOMMENDATION:**
- 1) that the proposed changes set out in the Revision to the Collective Agreement with respect to the 2013 – 2016 Collective Agreement with The Saskatoon Civic Middle Management Association, 222 be approved; and
 - 2) that His Worship the Mayor and the City Clerk be authorized to execute the revised contract under the Corporate Seal.

STRATEGIC GOAL

This report supports the goal of Asset and Financial Sustainability through open, accountable and transparent decisions on allocation of resources.

REPORT

The bargaining team of the City of Saskatoon and The Saskatoon Civic Middle Management Association, 222 reached a Memorandum of Agreement for a term of four (4) years from January 1, 2013 to December 31, 2016. The Union has ratified the terms of the Memorandum of Agreement.

Attachment 1 is the Revision to the Collective Agreement and identifies the wage adjustments recommended and other Collective Agreement changes.

PUBLIC NOTICE

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

ATTACHMENT

1. The Saskatoon Civic Middle Management Association, 222 Revision to the Collective Agreement – May 28, 2014

C2) First Quarter Results
City of Saskatoon's 2014 Corporate Business Plan and Budget
The Roads Ahead
(Files CK. 430-72 and CP. 115-3)

RECOMMENDATION: that the information be received.

REPORT

In an effort to be more accountable, transparent, and efficient in the management of the City of Saskatoon's (City) key priorities and financial resources, this report presents the first quarter results for the City of Saskatoon's 2014 Corporate Business Plan and Budget – *The Roads Ahead*, as of March 31, 2014.

Quarterly status updates on the City's Corporate Business Plan and Budget help to ensure that City Council and the Administration are aware of emerging business plan and budget issues and challenges, so they can react accordingly. By providing these quarterly reports, this helps the City to mitigate any financial or corporate risks that may result from unplanned events or new challenges that may emerge throughout 2014.

The initiatives that are approved in the business plan have been sorted according to the Strategic Goals that were approved as part of the City of Saskatoon's Strategic Plan 2013 - 2023. The budget allocations are reported according to Business Lines.

Business Plan Highlights

Attachment 1 provides a summary of the status (as of March 31, 2014) of the key projects outlined in the 2014 Corporate Business Plan and Budget.

The following are highlights of these projects:

Corporate Governance and Finance

- Three Civic Service Reviews (CSR) will be completed in 2014: Roadways, Parks and Waste Management. CSRs for Roadways and Parks started in March; Waste Management is scheduled to start in the second quarter.
- Continuous Improvement (CI) initiatives are underway throughout the corporation. Process reviews were undertaken in Purchasing, Business Licensing, and at the Water Treatment Plant.

- The pilot project for Service Saskatoon, Report a Pothole, was launched in March 2014, allowing citizens to make service requests online and also allowing civic staff to report back when the work is complete.

Corporate Asset Management

- Facilities and Fleet Management continues to partner with Environmental and Corporate Initiatives on energy initiatives, and has undertaken civic facilities energy and water monitoring.

Environmental Health

- Through membership in Municipal Collaboration for Sustainable Purchasing, a ten-step action plan has been drafted and includes the identification of pilot purchases that will use environmental criteria for decision making. The next steps will be to develop tools such as training for staff and templates for purchasing documents.
- The Landfill Gas Collection project was commissioned in March 2014, and operation of the Power Generation Facility also began in March.

Fire

- Five stakeholder meetings were held with Fire Department staff to discuss departmental continuous improvement. A report will be presented to Executive Committee in the fall.

Recreation and Culture

- PCL Construction Management Inc. was awarded the contract for the Kinsmen Park Phase 1 construction.
- As a benchmarking exercise, Saskatoon was one of seven mid-sized Canadian cities to participate in the measurement of its cultural investments between 2009 and 2012. Over the four-year study period, Saskatoon ranked first in operating, second in overall investment, fourth in capital investments, and sixth in grants.

Community Support

- The Age Friendly Saskatoon Phase 2 report was presented to City Council in January. The report contains a series of recommendations for how to make Saskatoon more age friendly.
- The Atoske Alumni group was formed and is working on enhanced training opportunities for Aboriginal youth.

Economic Diversity and Prosperity

- Building permit numbers are slightly ahead of permits than in the first quarter of 2013 by 4.9%. The value of construction associated with those permits in the first quarter of 2014 is slightly behind the numbers achieved at the end of the first quarter in 2013 by 23.9% (Attachment 2).

Building permits issued to the end of March 2014 represent the creation of 665 new residential units, compared to 401 for the same time period in 2013.

Urban Planning and Development

- Neighbourhood Level Infill Development Guidelines are complete and new standards have been developed, which will be presented to City Council in June 2014.
- The Saskatoon North Partnership for Growth (P4G) held its kickoff meeting which was attended by elected officials in February 2014. Staff from the five partnering municipalities have been working on a Draft Terms of Reference; Work Plan; Communications and Engagement Strategy; and Budget for a Regional Plan.

Utilities

- The Avenue H Reservoir Expansion, Enhanced Disinfection and High Lift Pumping Station project is at the 87% stage, with completion scheduled for the fall of 2014.

Year-end Budget Projections

With respect to the 2014 budget projections to year-end, a net deficit of \$1.947 million is being projected upon reviewing first quarter results (Attachment 3). It is cautioned that this is an early projection and subject to substantial variance as the quarters proceed.

The Administration will be taking all reasonable measures to bring in a balanced budget at year-end.

Several divisions have identified CI initiatives and have embarked on process improvements that are expected to be completed in 2014. The CI initiatives are expected to improve the efficiency and increase the effectiveness of civic operations resulting in improved customer service and savings of \$1.4 million in 2014.

The following is a summary of the items contributing to the projected variance (does not include Police):

Corporate Asset Management

- Fleet Services: Pricing on unleaded fuel is about \$1.20 per litre compared to budget of \$1.08, causing an over-expenditure of \$215,000. However, the Fuel Stabilization Reserve has a \$1 million balance and will cover this deficit at year-end for a net zero impact.

Transportation

- Snow Removal: An estimated \$1.1 million deficit is being projected as a result intensified snow removal operations. Significantly more resources were spent on removal than in typical years, due in part to a reassignment of crews following the formation of ice pack on residential streets and removing snow against freeway barriers. A \$489,000 reserve balance would exist at year-end to help cover a portion of the deficit leaving a net impact of \$580,000. The Administration will strive to reduce this impact through deferral of purchases, deferral of discretionary spending, and reduced contract costs in late 2014.
- Street Lighting: Projected to be \$240,000 over budget due to increased efforts in 2013 and 2014 to install lights in new subdivisions, resulting in more lights being operational in 2014.

Taxation and General Revenues

- General Revenue: Provincial utility franchise fees are higher than anticipated by \$511,000 due to increased consumption and customer growth in natural gas, while electrical usage increased related to growth.

- Property Levy: Assessment growth was \$486,000 higher than the anticipated amount of \$5 million due to increased construction activity.
- Municipal Revenue Sharing: This will be \$350,000 under the budgeted amount due to an adjustment in the estimated PST base which is used to calculate this grant.
- Grant-in-Lieu of Taxation: Saskatoon Light & Power is projecting a lower grant-in-lieu of taxation in the amount of \$166,000 resulting from decreased consumption revenue.

Environmental Health

- Waste Handling Service: Increased equipment rentals for the landfill, as well as lower revenues, are contributing to a projected \$382,000 deficit.

Fire

- The contract settlement for the Fire Department is expected to result in a deficit for salaries of \$1.6 million. However, through continuous improvement efforts identified to date, and one-time expenditure reductions, the overall deficit is forecast at \$823,000. The Fire Department is striving to offset this various through CI initiatives.

Recreation and Culture

- LeisureCard revenues are projected to be \$278,000 lower than budget but offset by higher paid admissions of \$148,000. Community Services is reviewing the services it provides to determine the necessary program changes.

Utilities

- Saskatoon Light & Power is projecting a \$364,000 deficit due to overall reduced usage. However, expenditure savings and decreased transfers to reserves will bring the utility into a break-even situation by year-end.
- The Water and Wastewater utilities are projecting a combined deficit of \$514,000 due mostly to the high volume of repairs required for water main breaks over the first quarter of 2014. This deficit can be covered by the Water and Wastewater Stabilization Reserve.

ENVIRONMENTAL IMPLICATIONS

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

DUE DATE FOR FOLLOW-UP AND/OR PROJECTION COMPLETION

The Second Quarter Report for 2014 will be tabled with City Council at its August 2014 meeting.

COMMUNICATION PLAN

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

A news release will be prepared to highlight the reasons for the projected deficit and to highlight the progress that has been made to date on the projects and initiatives in the 2014 Corporate Business Plan.

PUBLIC NOTICE

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

ATTACHMENTS

1. 2014 Corporate Business Plan -- 1st Quarter Report (January 1, 2014 to March 31, 2014)
2. Building Permit Statistics for YTD March 31, 2014 vs. YTD March 31, 2013
3. 2014 Year-end Projection for Period Ending March 31, 2014

Section D – TRANSPORTATION & UTILITIES

**D1) Capital Project #1417-8 – Land Development – TR SWR – Blairmore –
HI-Force Main – Lift Station to Marquis Trunk
Elk Point Sanitary Sewer Force Main Outlet Drop Structure
Tender Award Contract No. 14-0366
(Files CK 7820-3 and WWT-7990-94)**

- RECOMMENDATION:**
- 1) that additional funding of \$1,848,000 be transferred to Capital Project #1417-8 – Land Development – TR SWR – Blairmore – HI-Force Main – Lift Station to Marquis Trunk, from the Trunk Sewer Reserve and the Prepaid Service Reserve as outlined in this report;
 - 2) that the tender submitted by Saskcon Repair Services Ltd. for the construction of the Elk Point Sanitary Sewer Force Main Outlet Drop Structure, Contract No. 14-0366, at a total cost of \$1,296,750 (including GST) be accepted; and
 - 3) that the City Solicitor be instructed to prepare the necessary contract for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

TOPIC AND PURPOSE

This report is to obtain City Council's approval to award a tender submitted by Saskcon Repair Services Ltd. (Saskcon), the lowest qualified bidder, for Contract No. 14-0366, Elk Point Sanitary Sewer Force Main Outlet Drop Structure.

REPORT HIGHLIGHTS

1. A permanent drop structure is required at the discharge end of the force main to allow the Elk Point Lift Station to become fully functional.
2. The Elk Point Lift Station and Force Main will be utilized for flood protection in the Confederation area.
3. Tenders closed April 23, 2014, and the low bid by Saskcon is recommended for acceptance.

STRATEGIC GOAL

The recommendations in this report support the City of Saskatoon's Strategic Goal of Sustainable Growth. This infrastructure project is part of the overall strategy that services new neighbourhoods, provides basement flood protection for existing

neighbourhoods, and frees up capacity in the interceptor which will enable densification of the downtown core.

BACKGROUND

Capital Project #1417-8 – Land Development – TR SWR – Blairmore – HI-Force Main – Lift Station to Marquis Trunk involves several parts which are in different phases of completion. Several tenders have been awarded, which began with the Elk Point Lift Station, for approximately \$10.6 million. The second contract awarded was for a 14km force main across the north end of the city which runs from the Elk Point Lift Station to the drop structure, which will be at the corner of Wanuskewin Road and Arthur Rose Avenue. The force main has been completed at a cost of approximately \$21.5 million. A \$4.8 million contract has been awarded for an Odour Control Facility which will remove the odour, at the discharge end of the force main, caused by the long retention time in the force main.

REPORT

Permanent Drop Structure is Required

The force main is temporarily connected to the Marquis trunk using a shallow buried line running into a manhole. The drop from the force main to the trunk is very deep; and therefore, a specialized drop structure is needed. The retention time of the wastewater in the force main is also many hours which will cause the wastewater to produce strong odours that must be dealt with. The drop structure allows a way to extract these gases to be treated by the Odour Control Facility.

Elk Point Lift Station and Force Main will be Utilized for Flood Protection

The Confederation area has experienced problems with basements flooding in the past; super pipes have been installed to help with the problem. In addition to this, a new Borden Place Lift Station has been built to pump excess flows from the area to the Elk Point Lift Station. From there, it is pumped through the 14km force main through the drop structure into the Marquis Trunk, which is connected to the Wastewater Treatment Plant. This new route will provide more capacity to the wastewater system in the city's interceptor sewer which runs along the riverbank. The drop structure outlined in this report is the last part of this overall project remaining to be awarded.

Tenders Closed and Low Bidder Recommended

Tenders were opened publicly on April 23, 2014. Eight tenders were received for Contract No. 14-0366, Elk Point Sanitary Sewer Force Main Outlet Drop Structure, and are listed below:

Bidder	Location	Total Tender Price
Saskcon Repair Services Ltd.	Saskatoon, SK	\$1,296,750.00
JDL Underground Ltd.	Saskatoon, SK	\$1,680,000.00
Acadia Construction	Saskatoon, SK	\$1,769,249.00
MacEwen Constructors Inc.	Saskatoon, SK	\$1,900,290.00
Hamm Construction Ltd.	Saskatoon, SK	\$2,545,015.20
Allan Construction	Saskatoon, SK	\$2,781,450.00
Kelsey Pipeline Ltd.	Saskatoon, SK	\$3,097,500.00
Sprague-Rosser Contracting Co. Ltd.	Edmonton, AB	\$3,845,000.00

All of the bidders acknowledged the addendums and provided the required Bid Bond and Consent of Surety. Engineering Services reviewed the tenders and recommends acceptance of the low bid from Saskcon. This company also constructed the Elk Point Lift Station.

OPTIONS TO THE RECOMMENDATION

There are no other options presented. This project was previously tendered earlier in 2014, but the lowest bid was \$1,778,700 and was deemed excessive. The project scope was revised and the work re-tendered.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The net cost to the City for the lowest qualified bid, submitted by Saskcon, is as follows:

Drop Structure and Piping	\$1,150,000
Material Testing	10,000
Contingency	<u>75,000</u>
Subtotal	\$1,235,000
GST	<u>61,750</u>
Total Tendered Price	\$1,296,750
GST Rebate	(61,750)
Net Cost to the City	<u>\$1,235,000</u>

The consultant's pre-tender estimate was \$1,300,000 (excluding GST).

As the project evolved, design changes and modifications have been required along the way. This drop structure was not included in the original scope of work, but has been identified as a required component. The additional funding required to fully complete this project is estimated to be \$2,100,000. Of that amount, \$252,000 will be charged directly to Capital Project #1678 – Wet Weather Inflow Remediation. It is recommended that the remaining \$1,848,000 be funded from the Trunk Sewer Reserve in the amount of \$777,000 and the Prepaid Services Reserve in the amount of \$1,071,000.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
	\$1,848,000	\$1,848,000		\$1,848,000	

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There is no public and/or stakeholder involvement planned for this phase of the project.

COMMUNICATION PLAN

When complete, the project will improve wastewater capacity for the west area of the city; and therefore, will be considered for the 2014 Service, Savings and Sustainability Report.

Construction for this project will not impact residents or businesses in the area.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

This project should be completed by April 2015.

ENVIRONMENTAL IMPLICATIONS

The project will require the use of materials, consumption of natural resources, and generation of greenhouse gas emissions relating to construction activities. However, the project will provide a measure of flood protection, in addition to the other capacity-related sanitary sewer structures on the west side of the city. The overall impact on greenhouse gas emissions has not been quantified.

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.

D2) Supply of Liquid Chlorine to the Water Treatment Plant Tender Award Contract No. 14-0495 (Files CK 7920-1 and WT 1015-11)

- RECOMMENDATION:**
- 1) that the low bid submitted by ClearTech Industries Inc. for the supply of liquid chlorine for the next three years, for a total blanket purchase order of \$201,474.00 (GST included), be accepted; and
 - 2) that Purchasing Services issue the appropriate blanket purchase order.

TOPIC AND PURPOSE

The Administration is requesting City Council approve the award of a tender for the supply of liquid chlorine for the next three years. Council approval is required because of the commitment of funding from future budget years.

STRATEGIC GOAL

The use of chlorine in the water treatment process supports the City of Saskatoon’s Strategic Goal of Quality of Life as it is critical in the production of safe, high quality drinking water.

BACKGROUND

Chlorine is a critically important chemical used on an ongoing basis at the Water Treatment Plant to disinfect all treated water entering the distribution system. Chlorine residual management in the treated potable water is strictly regulated by the Water Security Agency within the Permit to Operate a Waterworks.

REPORT

The existing blanket order to supply chlorine to the Water Treatment Plant will soon expire. Quotations were requested for the supply of chlorine for one year, with the option to extend the contract into a second and possibly a third year. Tenders were received from ClearTech Industries Inc. and Brenntag Canada Inc. for the annual supply of chlorine for the Water Treatment Plant.

A summary of the bids is as follows:

Suppliers	Year 1		Year 2		Year 3	
	Unit Cost \$/tonne	Total Cost 130 tonnes	Unit Cost \$/tonne	Total Cost 130 tonnes	Unit Cost \$/tonne	Total Cost 130 tonnes
ClearTech Industries Inc.	\$750	\$97,500	\$750	\$97,500	\$750	\$97,500
(Accumulative Cost)		\$97,500		\$195,000		\$292,500
Brenntag Canada Inc.	\$1,050	\$136,500	\$1,100	\$143,000	\$1150	\$149,500
(Accumulative Cost)		\$136,500		\$279,500		\$429,000

ClearTech Industries Inc. is a local distributor and successfully supplies chlorine to other water treatment plants throughout Saskatchewan. To secure long-term stable and reasonable pricing, it is recommended that the low bid from ClearTech Industries Inc. be accepted for the full three year term of the tender.

OPTIONS TO THE RECOMMENDATION

An alternate option is to award the contract for one year at a time.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The net cost of the multi-year blanket purchase order for the years 2014-2015, 2015-2016, and 2016-2017 is as follows:

Year 1 Supply	\$ 97,500.00
Year 2 Supply	97,500.00
Year 3 Supply	<u>97,500.00</u>
Subtotal	\$292,500.00
P.S.T. Exempt	0.00
G.S.T.	<u>14,625.00</u>
Total Upset Fee	\$307,125.00
Less G.S.T. Rebate	<u>(14,625.00)</u>
Net Cost to City	<u>\$292,500.00</u>

Approved funding within the 2014 Operating Budget - Treatment Pumping Storage, has sufficient funds for Year 1 of the contract. The cost to supply chlorine in Year 2 and Year 3 will be included in the 2015 and 2016 Operating Budgets.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$292,500			\$292,500	\$292,500	

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There is no public or stakeholder involvement.

COMMUNICATION PLAN

Information on the Water Treatment Plant, the treatment process, and frequently asked questions is available on the City's website at www.saskatoon.ca.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The recommended contract is for three years; therefore, no follow-up is required until May 2016.

ENVIRONMENTAL IMPLICATIONS

The water treatment and distribution systems are regulated by the Water Security Agency; drinking water quality is further regulated by Health Canada and the Ministry of Environment to ensure treated water is safe for consumption. The impact of chlorination on greenhouse gas emissions has not been quantified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There is no CPTED review required.

PUBLIC NOTICE

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

D3) Change Notice Emergency Sewer Main Repair (Files CK 7820-1 and PW 8020-1)

- RECOMMENDATION**
- 1) that City Council approve the Change Notice in the amount of \$141,694.87 (including taxes) to Allan Construction, for emergency sewer repair services, and
 - 2) that Purchasing Services issue the appropriate Change Notice.

TOPIC AND PURPOSE

The purpose of this report is to obtain the approval of City Council for a Change Notice to Allan Construction pertaining to a sole-sourced emergency sewer repair at the intersection of Ruth Street East, Irvine Avenue and Cantlon Crescent. The original estimate was \$78,750, which was established prior to commencement of excavation. Upon excavation, the actual damage was much more extensive than originally

anticipated, and the total cost was \$220,444.86. In accordance with the Corporate Purchasing Procedure (Administrative Policy A02-027) where the extension exceeds 25% of the approved amount, City Council approval is required.

REPORT HIGHLIGHTS

1. This winter, the Water and Sewer Maintenance Section contracted over 20 different contractors to assist with repairing water main breaks, and awarded work based on their availability, equipment and size of crew required.
2. Due to the unique nature of the work required for this particular repair, Allan Construction was retained.
3. The scope of work changed once the site was excavated and additional problems were discovered; therefore, the cost increased significantly.

STRATEGIC GOALS

The solution outlined in this report supports the Strategic Goal of Quality of Life. Wastewater service is essential to quality of life.

REPORT

Contractors to Assist with Water and Sewer Repair

To maintain a high level of service, the City of Saskatoon must restore essential services within a timely manner. The 2014 winter season was unusually cold and thus caused exceptionally high numbers of water and sewer service interruptions. As noted in a previous report to Council, interruptions were reported faster than the Water and Sewer crews could respond; therefore resulting in sourcing work to contractors.

Original Scope of Work

A blockage in the sewer main was discovered on the west side of the manhole at the intersection of Ruth Street East, Irvine Avenue and Cantlon Crescent. This was a particularly deep sewer (>17 feet), which required special equipment and experience. The sewer main was thought to be collapsed, and in that state it posed a health and safety risk to the public and had the potential to cause public and private property/environmental damage. Until it was repaired, it was being diverted and required workers to be present on site 24/7.

Over 20 contractors were contacted about this job and 13 advised that they were capable of performing a deep sewer repair. Out of those 13, four were interested and potentially available. Allan Construction was selected based on availability, required equipment, and size of crew.

The initial estimate from Allan Construction was \$75,000 for the required sewer repairs. After excavation began, the scope of the problem changed, which drastically affected the cost, giving rise to this Change Notice.

Change of Scope of Work

Initially, the work was to be a repair at the west side of the sanitary sewer manhole and piping. After exposing the manhole, it was discovered that the vertical manhole column had dropped down significantly. This was most likely caused by a water main break that occurred earlier in the winter, which created a void. The bottom of the manhole, and subsequently all four attached sewer mains had dropped between 4 and 6 inches. This caused the sewer mains to shear break, making it impossible to properly repair them without excavating, resetting and replacing the entire manhole and associated piping.

The sewer mains were all located below pressurized water mains and storm sewers in that intersection. Therefore, in order to replace the sewer mains it became necessary to also replace a section of water main and a cross connection fitting, and two sections of storm sewers.

OPTIONS TO THE RECOMMENDATION

The only option would have been to use the City's Water and Sewer Maintenance crews; however, this was a large job that would have required significant resources for an extended period, which would have impacted the ability to restore the high number of water interruptions that were taking place during this period.

POLICY IMPLICATIONS

The recommendation is in accordance with the Corporate Purchasing Procedure (Administrative Policy A02-027) where the extension exceeded 25% of the approved amount, therefore, requires the approval of City Council.

FINANCIAL IMPLICATIONS

The net cost to the City of Saskatoon for the original estimate, the Change Notice, and the total is shown below:

	Original estimate	Change Notice	Total
Cost	\$75,000.00	\$134,947.49	\$209,947.49
GST (5%)	<u>3,750.00</u>	<u>6,747.37</u>	<u>10,497.37</u>
Subtotal	\$78,750.00	\$141,694.86	\$220,444.86
GST Rebate	<u>(3,750.00)</u>	<u>(6,747.37)</u>	<u>(10,497.37)</u>
Net Cost to the City	\$75,000.00	<u>\$134,947.49</u>	\$209,947.49

Funding exists within the 2014 Operating Budget to award this contract extension.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$134,947.49			\$134,947.49		

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not required.

COMMUNICATION PLAN

A communications plan is not required.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

D4) Capital Project #1243 – WWT – Lift Station Upgrades Spadina Lift Station Bypass Building Engineering Services Fee Increase (Files CK. 7820-3 and WWT. 7990-79)

- RECOMMENDATION:**
- 1) that Council approve an increase in the upset fee for engineering services to CH2M HILL Canada Limited for the design and engineering services during construction of the Spadina Lift Station Bypass by an amount of \$203,354.70 (including GST and PST); and
 - 2) that the City Solicitor amend the existing Engineering Services Agreement between CH2M HILL Canada Limited and the City of Saskatoon.

TOPIC AND PURPOSE

That City Council increase the engineering contract with CH2M Hill Canada Limited (CH2M HILL), for the Spadina Lift Station Bypass Building project by \$203,354.70 (including taxes). This change is a result of a new design solution that is significantly different than that originally contemplated. This will increase the contract value to \$443,988.70 (including taxes).

REPORT HIGHLIGHTS

1. The Spadina Lift Station is a critical part of the wastewater treatment system.
2. A temporary bypass for the Spadina Lift Station will be converted into a permanent facility.
3. The project has changed significantly, resulting in increased consulting fees.

STRATEGIC GOAL

This project supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by ensuring that the reliable operation of the wastewater system is

maintained by providing a backup system to the Spadina Lift Station. The solution proposed is roughly \$15 Million less expensive than constructing a second lift station.

BACKGROUND

An RFP was issued in May of 2013 for the design of a bypass system for the Spadina Lift Station. The bypass system will significantly defer the need to replace the lift station, and will provide overload pumping capacity during high flow events. No proposals from engineering consultants were received. After a review of suitable options, and considering the need to complete the design, CH2M HILL was selected as the most suitable consultant for the project. Administration brought forward a report to City Council at its July 17, 2013 meeting, at which time CH2M HILL was awarded the work for \$240,634.00 (including taxes). The scope of work included design and construction engineering services for the Spadina Lift Station Bypass Building.

REPORT

Spadina Lift Station

The Spadina Lift Station was constructed in 1969 and handles approximately 60% of the entire flow to the Wastewater Treatment. This is a critical lift station in the City's wastewater system, and a failure at this point in the system could result in spills to the river. Having a permanent bypass building will provide redundancy for this facility. Originally, it was planned that a second Spadina Lift Station, estimated at over \$20 million, be built beside the existing structure. After reviewing the lift station infrastructure, it was determined that the bypass system was a much more cost effective solution, saving approximately \$15 million in capital expenditures.

Temporary Bypass for the Spadina Lift Station

In 2011, dual bypass pipelines and two portable diesel pumps were installed to bypass the lift station. The two pumps were designed to supplement the lift station high-flow, wet-weather events or to handle the flow during low-flow periods when the lift station is taken out of service. Also, if other areas of the City experienced problems, the pumps could be moved to those locations on an emergency basis.

Change to the Project

The preliminary design is now complete and the solution has changed significantly from the original concept. The original design was to add a third larger diesel pump to the

original two pumps and house them in a building. The new approach consists of using two larger electric pumps constructed over a new wet well, which is a deep concrete pit that acts as a holding tank for the incoming wastewater. There will also be a diesel generator included in the system for backup during power failures to prevent spilling to the river. This will provide a more reliable system and increased capacity when compared with the original concept. The portable pumps will now be more readily available to deploy where needed during emergency events.

Based on the new design, the estimated total engineering and design fees are expected to be \$443,998.70, which is an increase of \$203,354.70 over the original estimate. The original cost of construction was estimated at \$2.5 million. The updated cost now is estimated to be \$5 million, and will result in a superior solution to that originally considered.

OPTIONS TO THE RECOMMENDATION

There are no other options to this recommendation.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The net cost to the City for the engineering services, as submitted by CH2M HILL, would be as follows:

Addition Detailed Design	\$174,520.00
Addition Construction Services	<u>16,658.00</u>
Total Increased Price	\$191,178.00
GST (5%)	9,558.90
PST (30% of design costs)	<u>2,617.80</u>
Total Increase	\$203,354.70
GST Rebate	<u>(9,558.90)</u>
Net Increase Cost to the City	<u>\$193,795.80</u>

Capital Project #1243 – WWT – Lift Station Upgrades provides funding for the upgrading of the sanitary sewer lift stations throughout the city. There is sufficient funding in Capital Project #1243 – WWT – Lift Station Upgrades to cover this increased expenditure.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$193,795.80		\$193,795.80		\$193,795.80	

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There is no public or stakeholder involvement.

COMMUNICATION PLAN

Before the start of construction, households adjacent to the Spadina Lift Station (the closest households are approximately 80 meters to the west) will receive informational flyers. The flyers will include project information, expected timelines, and who to contact for more information. If the Meewasin Trail is affected, signs will be placed advising users. Public Service Announcements (PSAs) and social media will be used to inform the public.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

This project should be completed by June 2015.

ENVIRONMENTAL IMPLICATIONS

The recommendation to expand the Engineering Services Agreement with CH2M HILL is not associated with a specific environmental implication. However, the decision to operate a permanent bypass building will provide redundancy and improved resiliency to extreme or unanticipated events. The overall impact on greenhouse gas emissions has not been quantified.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There is no CPTED review required.

Administrative Report No. 10-2014
Section D – TRANSPORTATION & UTILITIES
Monday, June 9, 2014
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PUBLIC NOTICE

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

Respectfully submitted,

Marlys Bilanski, General Manager
Asset and Financial Management

Catherine Gryba, General Manager
Corporate Performance Department

Jeff Jorgenson, General Manager
Transportation & Utilities Department

CONTRACT AWARD REPORT
Contracts \$50,000 - \$75,000
for the Period January 1, 2014 to March 31, 2014

<u>Date</u>	<u>Project Title</u>	<u>Department</u>	<u>Contractor/Supplier</u>	<u>Contract Amt</u>	<u>Purchase Method</u>
14/01/27	New Flyer Parts B.O.	Transportation & Utilities	New Flyer	\$ 75,000.00	Sole Source
14/03/19	Alternate Services for Access Transit	Transportation & Utilities	The United Group	\$ 75,000.00	Competitive
14/01/27	Custom Aluminum Body	Asset & Finance	General Body & Equipment Ltd.	\$ 70,823.50	Competitive
14/01/23	Repair of Retaining Wall at Diefenbaker Hill	Asset & Finance	Carmont Construction	\$ 68,361.52	Competitive
14/02/24	11 ft. Mower	Asset & Finance	Cervus Equipment	\$ 60,500.00	Competitive
14/03/26	Safety Vests/Coveralls/Overalls	Transportation & Utilities	Sask Abilities Council	\$ 59,000.00	Competitive
14/01/27	Ford Escape SUVs	Asset & Finance	Merlin Ford Lincoln	\$ 57,217.62	Competitive
14/01/20	Cummins Repair Parts B.O.	Transportation & Utilities	Cummins Western Canada LP	\$ 50,000.00	Sole Source
14/01/22	Nova Bus / Prevost Parts B.O.	Transportation & Utilities	Prevost, A Division of Volvo Group	\$ 50,000.00	Sole Source
14/03/26	Transit Shelters B.O.	Transportation & Utilities	Daytech Mfg. Ltd.	\$ 50,000.00	Sole Source

ATTACHMENT 1

B1)

**The Saskatoon Civic Middle Management Association, 222
Revision to the Collective Agreement
May 28, 2014**

C1)

Negotiations between the City of Saskatoon and The Saskatoon Civic Middle Management Association started on December 16, 2013 and a Memorandum of Agreement was reached on May 16, 2014. The Union has ratified the terms of the Memorandum of Agreement. The contract is for a term of four (4) years from January 1, 2013 to December 31, 2016.

1. Wages

The following wage adjustments will be applied:

January 1, 2013	2.50%
January 1, 2014	2.20%
January 1, 2015	2.65%
January 1, 2016	2.65%

2. Term

The term of the agreement is for four (4) years. The term is for the period January 1, 2013 to December 31, 2016.

3. Other Collective Agreement Changes

a) Article 6. Communications Committee

The provision has been deleted as it is obsolete.

b) Article 13. Appointments/Vacancies

The parties agreed to extend the length of time that positions will be posted.

c) Article 21. Vacation Entitlement

Effective January 1, 2015, the provision has been modified to provide employees who have thirty (30) years of service or more with the City one (1) additional vacation day per year up to a maximum of five (5) additional days.

d) Article 23. Employee Benefits

The parties agreed to use Operating Surplus from the health/dental plan to make improvements to the Dental Plan. Coverage of 80% for basic work increased from an annual maximum of \$1,500 to an annual maximum of \$2,000. Coverage of 60% for major work increased from an annual maximum of \$1,500 to an annual maximum of \$2,000. Coverage of 50% for orthodontic work for dependents increased from a \$1,500 lifetime maximum to a \$2,000 lifetime maximum.

The parties agreed to add a new provision for Compassionate Leave which provides such leave based on consideration of the individual circumstances.

The parties negotiated a boot allowance provision that provides employees will receive up to \$200 reimbursement once every two years for CSA Approved safety footwear which is required for their jobs.

4. Housekeeping and Administrative Changes

Numerous housekeeping changes in relation to the amendment of titles (i.e. Branch Manager to Director) and renumbering articles in the Collective Agreement.

C2)



2014 Corporate Business Plan
1st Quarter Report
January 1 to March 31, 2014

Corporate Governance and Finance

Action	Comments
Development and implementation of Service Saskatoon - A coordinated approach to responding to citizen calls and inquiries on programs and services.	The pilot project for Service Saskatoon, Report a Pothole, was launched in March 2014. This online application allows citizens to make service requests online and also allows civic staff to report back when the work is complete.
Introduce an Electronic Agenda Management system and video streaming for standing Committee meetings.	The Request for Proposals for this project was finalized in the early part of the 1st quarter and was issued in February 2014. Project planning will commence in early May, with implementation and training for this phase of the project anticipated to take approximately five months to complete.
<p>Continuous Improvement Strategy</p> <ul style="list-style-type: none"> - Civic Service Reviews - Internal Process Reviews - Innovation Coaches 	Three Civic Service Reviews (CSRs) will be completed in 2014: Roadways, Parks and Waste Management. Roadways and Parks CSRs started in March; Waste Management is scheduled to start in the 2nd quarter. The New Commercial Business License Application Process was reviewed in February. Review of Tuition Reimbursement process to be started in 2nd quarter. Goal for 2014 is at least one Internal Process Review per division.
Succession Planning - Develop a process that ensures a smooth transition of knowledge and skills to successors.	Framework for a succession planning process was developed as part of an overall plan for recruiting and leadership development based on competencies. Work will continue this year to further define the process and will then be rolled it out to the Leadership Team and Senior Management Team.
Corporate Website - Develop a new website that is more customer and citizen friendly.	The Project Steering Committee held a kick off meeting with zu to start work on the website redesign. Four internal discovery workshops were held to map out current services and identify potential improvements and opportunities for future online services. The public can sign up to provide input and test the new website components as they are developed.
Fundraising Strategy - Develop a formalized corporate strategy and/or a philanthropic policy.	Research on information relating to policies or practices used in other cities is ongoing.

Corporate Governance and Finance

Action	Comments
<p>Long-Term Financial Plan - Develop a plan which combines financial forecasting with financial strategizing to identify future challenges and opportunities, causes of fiscal imbalances, and strategies to secure financial sustainability.</p>	<p>Current financial principles and policies are being documented and will be tabled with the Executive Committee in the 2nd quarter.</p>

Environmental Health

Action	Comments
<p>Continue to implement Greenhouse Gas (GHG) Reduction Plan</p> <ul style="list-style-type: none"> - update GHG emissions inventory - develop an Energy and GHG reduction Business Plan - establish an Environmental Sustainability Reserve 	<p>Greenhouse gas emissions from civic operations have been estimated for 2013. Projects that will achieve a 30% reduction below 2006 emissions levels have been identified. The business plan identifying the time line and funding plan to implement these projects will be presented to City Council in September.</p>
<p>Develop a sustainable Procurement Strategy to maximize the economic, social, and environmental benefits of City purchasing practices.</p>	<p>The City is a member of the Municipal Collaboration for Sustainable Purchasing. A ten-step action plan has been drafted and purchases using new environmental criteria will be piloted this year. Training for staff responsible for purchasing and templates for purchasing documents are being developed.</p>
<p>Launch a recycling program for multi-unit dwellings.</p>	<p>The Administration is working with Cosmopolitan Industries to finalize the terms and reporting requirements for a contract to collect recycling from multi-unit residential buildings. The tentative launch date of this program is November 2014.</p>
<p>Landfill Optimization Strategy - Implement a strategy to indefinitely extend life of the Landfill.</p>	<p>The Leaves & Grass (Green Cart) Collection Program has been expanded in 2014 and will reduce the amount of organic material going to the Landfill. Future waste diversion initiatives including a multi-family recycling program, a city-wide organics management strategy and the development of "Recovery Park" construction and demolition waste facility will reduce the amount of waste entering the Landfill, thereby extending the life of the Landfill.</p>
<p>Recovery Park - Complete construction of a facility to divert residential construction and demolition waste from the landfill for re-use in other construction projects.</p>	<p>Construction of this new site for construction material recycling will begin this summer. Recycled materials will be used in the construction. Site users will be able to access the facility near the Landfill by crossing a separate scale. Tipping fees (lower than Landfill rates) will be established this summer.</p>
<p>Clean Energy Project - Complete Landfill Gas Collection project.</p>	<p>This project was commissioned in March 2014. Operation of the Power Generation Facility began on March 26, 2014.</p> <p>Some site work remains that will be completed this spring.</p>

Environmental Health

<p>Clean Energy Project - Complete Turbo Expander Power Generation Facility at the Green Energy Park.</p>	<p>SaskEnergy issued a Request for Proposals for equipment supply for the turboexpander generator systems. A construction tender is planned for the fall of 2014; the facility is expected to be operational by the fall of 2015.</p>
<p>Develop a Clean Energy Master Plan that identifies options to generate power within Saskatoon.</p>	<p>Work on a Master Plan has been put on hold. A number of clean energy projects across Saskatoon continue to be developed.</p>
<p>Storm Response Policy - Develop a formal policy to address tree related issues as a result of major wind storms.</p>	<p>Urban Forestry has created an operational Weather Response Plan which will be inserted into the Parks Emergency Response Manual for use in 2014. Going forward, this Plan will be reviewed annually and amended as needed. When faced with weather events causing severe tree damage, the Parks Division's policy will be to refer to this Plan.</p>
<p>Soil Handling Strategy - Establish soil protection and remediation policies and procedures for City-owned properties.</p>	<p>Contaminated soils have been managed under the Soil Handling Strategy for 15 civic projects. Conceptual design of a temporary storage site is complete. Responsible encapsulation and re-use strategy for soils, sweepings and other inert materials are now developed. Strategy will be further piloted throughout the 2014 construction season.</p>
<p>Watershed Management - Participate in integrated watershed management through studies and planning.</p>	<p>Through the South Saskatchewan Watershed Stewards, the City partnered with the University of Saskatchewan to develop a proposal for the creation of a water allocation strategy for the river to ensure a sustainable supply of quality drinking water into the future. The annual Saskatchewan Association of Watersheds Conference was held in Saskatoon in March of 2014.</p>
<p>Air Management - Participate in the new Air Management Zone to guide air protection efforts in the region.</p>	<p>The new Air Management Zone engaged 39 organizations in membership in its first year. Five continuous air quality monitoring stations were established in the region, up-wind of Saskatoon. An air quality workshop was held in Saskatoon in January of 2014.</p>
<p>Implement the Garbage Service verification to improve service and achieve cost savings through efficiencies.</p>	<p>Garbage trucks have been outfitted with GPS systems and onboard cameras, computers, and barcode readers. The application of tags to 66,000 garbage carts will begin in May.</p>
<p>Energy Efficiency Within City Fleet of Vehicles and Equipment - Implement the use of bio fuels, compressed natural gas, pilot projects, and route optimization using GPS in the vehicle and equipment fleet.</p>	<p>Currently using bio fuel diesel in all fleet in the corporation blended at 2% bio diesel from the vendor. By late 2014, the blend will increase to 4% - 5%. Route optimization hardware and GPS on all garbage trucks was installed in the spring of 2014.</p>

Fire

Action	Comments
<p>Fire Station No 10 - Construction of a new fire station in the northwest section in 2014.</p>	<p>Through fire deployment analysis, it has been determined that the location for the station in the North West Sector should be moved to the Community of Elk Point in the vicinity of Latrace Road and Claypool Drive.</p> <p>A report will be going to City Council in the 2nd quarter of 2014 recommending that Saskatoon Land sell the current location and seek property as indicated. This land should be serviced by 2016.</p>
<p>Derelict Structures - Develop a coordinated approach to address derelict structures.</p>	<p>The Derelict Structure Program was developed under the concept of "incentives" to the property owners if they were to remove the outbuildings.</p> <p>Through discussions with Assessment & Taxation and Community Services, it was determined that the identified properties were of no value; therefore, there was no incentive other than through the existing Bylaw No. 8175 to deal with these concerns.</p>
<p>Creation of a Vacant Properties Bylaw.</p>	<p>Presently working with the City Solicitor's Office to identify vacant properties in Saskatoon that could be expropriated and turned back into the Land Bank for immediate resale.</p>
<p>Fire Department Office and Training Facilities - Develop a plan for future upgrades or replacement.</p>	<p>Presently seeking a private partner to help establish a funding source for this training facility to be built in conjunction with the Civic Operations Center. The addition to the Fire Hall #1 is to accommodate a new communications center to enable it to be accessible.</p>

Taxation

Action	Comments
<p>Alternative Revenue Sources - Investigate ways and opportunities to help alleviate pressure on the Property Tax Levy.</p>	<p>While nothing specific has been undertaken in the 1st quarter, this initiative remains a high priority.</p>

Recreation and Culture

Action	Comments
River Landing - Phase 2 - Complete final phase of construction (including accessible walkway from the Spadina Crescent roundabout down to the riverfront).	The final phase of construction will proceed at the riverfront at River Landing this spring. An official opening is anticipated later this year.
Develop a Sport, Culture, Recreation and Parks Master Plan.	Developed a Request for Proposals that will be released in early May.
Build a city centre facility that has sport, culture and recreation activity spaces that meet the needs of the community.	This is an unfunded capital project for 2015. Facility design is planned to start in 2015, subject to capital budget approval.
Increase Rentals at Leisure Recreation Centres - Increase activity space rentals during low usage periods at indoor leisure centers.	Leisure Centres are developing strategies to attract groups that are not currently using activity space during low usage times.
Kinsmen Park and Area Redevelopment and implementation.	PCL Construction Management Inc. was awarded the contract for the Kinsmen Park Phase 1 construction. Scope of the project includes rides plaza, play area, donor recognition items, path connections, utility/site work, and improving the parking lot and Spadina connection.
Park upgrades	<p>Dundonald Park Phase 1: Maintenance by contractor this season. FAC is expected this fall. Phase 2 of the project has been tendered.</p> <p>Pleasant Hill Park: Construction is complete. City Council's approval is anticipated in the spring of 2015.</p> <p>Grace Adams Park Phase 2: Construction completion anticipated in the summer of 2015.</p>
Off-Leash Recreation Area - Development of new areas.	Detail designs were completed and submitted for CPTED review for the new off-leash recreation area in Caswell and Hyde Park. Plans for a new off-leash recreation area in Hampton Village began for a spring public engagement meeting.
Cultural Assessment - Develop a process for major infrastructure projects.	The purpose of this recommendation is to develop a process to determine opportunities for cultural expressions in civic spaces and places. The first stage of this project has been completed with the adoption of the new Public Art Policy that connects public art to designated civic capital projects. The next stage will be to define what qualifies as a "designated civic capital project".

Recreation and Culture

Action	Comments
<p>Cultural Research Project - Continue partnership with the University of Saskatchewan.</p>	<p>The City of Saskatoon and the University of Saskatchewan are continuing their partnership in community and cultural mapping. The purpose of these mapping projects is to better understand the scope and impact of culture in Saskatoon, both at the city-wide level and at the neighbourhood level and how it impacts quality of life. In the summer of 2014, two University of Saskatchewan students will map all arts and cultural venues and facilities in Saskatoon whether they be private, public or not-for-profit.</p>
<p>Compare Saskatoon's per capita municipal cultural investment to other municipalities.</p>	<p>As a benchmarking exercise, Saskatoon was one of seven mid-sized Canadian cities to participate in the measurement of their cultural investments between 2009 and 2012. Over the four-year study period Saskatoon ranked 1st in operating, 2nd in overall investment, 4th in capital investments, and 6th in grants. A report and the study are scheduled for presentation to the Planning & Operations Committee on May 27.</p>
<p>Remai Modern Art Gallery of Saskatchewan (AGS) - Construction.</p>	<p>The Remai Modern AGS is under construction. 70% of the concrete has been poured to date.</p>

Community Support

Action	Comments
Inter-cultural Education - Promote existing awareness programs and establish new ones aimed at reducing racial prejudice and promoting inter-cultural competencies.	The Cultural Diversity and Race Relations (CDRR) office linked anti-racism education to the annual Living in Harmony Awards on March 21 by providing an educational activity kit through the City's school division partners. It provides anti-racism public education by way of presentations, workshops, facilitation, conferences, and community groups and employers within Saskatoon.
Culture Plan - Implement recommendations focusing on a review of the Culture Grant program to develop a long-term strategy to invest in and support the cultural sector in Saskatoon.	The review of both the Culture Grant Program and the Cultural Grant Capital Reserve has been completed. Recommended changes to eligibility, adjudication, responsibility, and allocation of grant funds were adopted by City Council in October 2013, and applied to the 2014 Culture Grant allocation.
Seniors Policy Framework and Action Plan - Collaborate with the Saskatoon Council on Aging to develop a seniors policy framework and action plan.	The Age Friendly Saskatoon Phase 2 report was presented to City Council in January 2014. The report contained a series of recommendations for how to make Saskatoon more age friendly.
Urban Aboriginal Leadership Program - Enhance and develop new partnerships.	The Atoske Alumni group was formed and is working on enhanced training opportunities for Aboriginal youth.
Conduct an analysis of the current practices of the funders in the Saskatoon Collaborative Funders Partnership (SCFP) to identify areas where efforts can be strategically coordinated to improve communication with community-based organizations.	The SCFP is currently working on an impact strategy analysis that includes a review of the current practices of the funders that make up the partnership (as well as other related funders where possible). It is designed to help funders understand one another's priorities and actions more fully, and identify areas where they can coordinate their efforts more strategically. The final report and recommendations from this analysis will be completed by the end of June.
Develop a cost effective plan for the ongoing delivery of neighbourhood based programs as the city continues to grow.	Developing baseline costs for the community associations, looking for opportunities to connect community associations for joint program delivery where feasible, and continuing to work towards a new plan for supports to community associations.

Community Support

Action	Comments
<p>Corporate Accessibility Plan - implement a collaborative, long-range, ongoing effort to address accessibility of civic facilities, programs, services, and infrastructure including:</p> <ul style="list-style-type: none"> - installation of audible pedestrian signals - curb ramps - sidewalks - facility accessibility - access Transit Services 	<p>Facilities staff is working with a consulting firm to complete a review of the City's building and design standards in comparison to the fully Accessible Design Standards. A summary report will be available by June.</p>

Corporate Asset Management

Action	Comments
<p>Construct a permanent snow storage facility as part of the new Civic Operations Centre (COC). - Permanent Snow Management Facilities - Satellite yards – identify three new sites</p>	<p>A snow storage facility is part of the COC. This P3 project is in the Request for Proposals phase. Development of a facility for the South East quadrant of the city continues in conjunction with other future growth initiatives.</p>
<p>Develop an Energy Management Program for effective management of water, electrical and natural gas consumption within civic facilities.</p>	<p>Twelve civic facilities now have energy and water monitoring systems. The information gathered by these systems will lead to utility reductions and productivity improvements within building operations. Results will be reported in December. Alternative energy projects are also proceeding at Shaw and Lakewood Civic Centres. Combined Heat and Power units will be installed by early 2015.</p>
<p>Asset Management System - Develop a service agreement and implement a system to measure, monitor, and report on how service levels are being met.</p>	<p>New computer maintenance management system (TMA Systems) to be operational by July 1. Integration with other systems is underway and training for trades and operations has begun.</p>
<p>Continue work on civic accommodation in City Hall to further examine the immediate and long-term space requirements.</p>	<p>Space alterations have begun at Civic Square East (CSE) on the 3rd and 4th floors in preparation for the relocation of civic employees from leased locations. Relocations into CSE will begin in June and wrap up by the end of July. Space alterations include new flooring, paint, sectioning of office areas, and HVAC upgrades.</p>
<p>Construct a new Transit facility in 2015/2016 as part of the new Civic Operations Centre.</p>	<p>The COC P3 project is in the Request for Proposals phase with the three shortlisted proponents.</p>
<p>Remote Trunked Radio System - Add site to meet civic demand and provincial emergency communication networks.</p>	<p>Remote radio communications site to be built on the West side to alleviate coverage issues. Design in 2017 to do an engineering study where best location might be. Construction in 2018 to be funded through radio infrastructure reserve by an increase in user fees.</p>
<p>Develop a reserve to address the replacement of assets in the areas directly adjacent to civic facilities.</p>	<p>Reserve details and report have been developed. The Administration has been working on a funding mechanism which includes a small portion transferred from an existing reserve.</p>

Land Development

Action	Comments
<p>Area Concept Plans</p> <ul style="list-style-type: none"> - Blairmore Suburban Development Area 	<p>Development of an area concept plan for the third neighbourhood in the Blairmore sector continued and a draft concept plan was produced. A number of supporting studies related to the design and development of the concept plan were completed or initiated including: a Retail Impact and Demand Study; a Traffic Impact Study; and a Hydro-geological Study. Following the completion of these studies, Saskatoon Land anticipates applying for neighbourhood concept plan approval in the fall of 2014.</p>
<p>Area Concept Plans</p> <ul style="list-style-type: none"> - University Heights (UH) Suburban Development Area 	<p>Conducted UH3 design visioning session with Saskatoon Land staff. Met with representatives of Long Range Planning and Transportation to determine how best to incorporate the goals of the City of Saskatoon's Strategic Plan and Growing Forward! Shaping Saskatoon into the design of the neighbourhood. The North Commuter Parkway team met to determine how the Parkway design will be incorporated into the neighbourhood design. Met with the MVA to discuss how the Northeast Swale will interface with the neighbourhood.</p>
<p>Servicing of Land and Lot Sales</p> <ul style="list-style-type: none"> - Kensington - Aspen Ridge - Marquis Industrial - Evergreen 	<p>Kensington - 410 lots planned for servicing completion and sale in 2014. Phase 2 public tender of three lot groupings completed with all lots sold. Phase 2 lot draw for 88 lots completed in April. 45 lots remain in inventory for sale over the counter. Servicing work for the remaining lots is ongoing; lot draw planned for the fall of 2014.</p> <p>Aspen Ridge - 374 lots planned for servicing in 2014. Lot draws planned for the fall/winter of 2014.</p> <p>Marquis Industrial - Public tender for eight heavy industrial sites planned for July 2014. Servicing of 37 parcels totaling approximately 65 acres will start when site conditions allow.</p> <p>Evergreen - 314 lots planned for servicing in 2014. Preparation for public tender of five lot groupings and spring lot draw now complete.</p>

Land Development

Action	Comments
<p>A total of 83 acres of multi-family land will be serviced in 2014.</p>	<p>Evergreen - 58 acres of multi-family land planned for servicing completion and sale in 2014. Construction tenders have been awarded and work on site will start in late May, weather permitting. Public tenders for these sites will take place in the fall.</p> <p>Kensington -16.5 acres of multi-family parcels are planned for completion and sale in 2014. All construction tenders for servicing this land have been awarded. Release of these sites by public tender will take place in the fall of 2014.</p> <p>Parkridge/Rosewood - A further 8.5 acres of multi-family land will be serviced and offered for sale in Parkridge and Rosewood. All tenders for this construction were awarded in 2013 with completion expected in the fall of 2014.</p>
<p>North Downtown Area Master Plan - Create a comprehensive vision and plan for the vacant City-owned land resulting from the extension of 25th Street to Idylwyld Drive and the relocation of the City Yards from the city's central business district.</p>	<p>The Master Plan is nearing completion and the community will have an opportunity to review the final concept plan in June.</p> <p>An Area Revitalization Program is being further studied. This concept aligns with the principle of "development pays for development" rather than the mill rate paying for enhanced infrastructure.</p>
<p>New Arterial Road Construction</p> <ul style="list-style-type: none"> - Fedoruk Drive - McOrmond Drive - Claypool Drive - Neault Road 	<p>Fedoruk Drive - Detailed design complete; to be tendered in the 2nd quarter, construction in 2014.</p> <p>McOrmond Drive (Nelson to Fedoruk) - Tendered and awarded; construction to be completed in 2014.</p> <p>McOrmond Drive (south of Highway 5) - Detailed design underway; to be tendered in the 3rd quarter of 2014.</p> <p>Claypool Drive - Tender issued, to be awarded in the 2nd quarter, construction completed in 2014.</p>

Land Development

Action	Comments
<p>New Parks Development</p> <ul style="list-style-type: none"> - Montgomery - Parkridge - Stonebridge - Rosewood - Evergreen - Kensington 	<p>Montgomery MR4: Design pending; anticipated substantial construction completion in the fall of 2016.</p> <p>Stonebridge MR13: Preliminary design complete; anticipated substantial construction completion in the fall of 2014. (Note: this project managed by independent consultant for the developer.)</p> <p>Rosewood: Bitz and Adams Parks - construction complete.</p> <p>Swick Park: Final design pending construction of Pichler Road. Construction will be scheduled upon completion of road construction.</p> <p>Evergreen: Funk Park (linear) anticipated substantial construction completion in the summer of 2014. Funk Park (neighbourhood) design completion in the winter of 2014 with an anticipated 2015 construction.</p> <p>Korpan Park: Anticipated substantial construction completion in the fall of 2014.</p> <p>Kensington MR11: Preliminary design complete; anticipated substantial construction completion in the fall of 2014. (Note: this project managed by independent consultant for the developer.)</p> <p>Kate Waygood Phase 2: Anticipated substantial construction completion in the fall of 2014.</p>

Urban Planning and Development

Action	Comments
Financing Growth - Undertake a study on the analysis and assessment of the cost of growth.	This study is nearing completion and is expected to be presented to the Executive Committee in June 2014. A final report will be released to the public in early September.
Growing Forward! - Corridors: <ul style="list-style-type: none"> - Identification of corridors for enhanced density and development. 	Urban Systems is currently preparing an analysis based on public input and technical information related to city-wide corridors as potential opportunities for development. Further work will be carried out throughout 2014.
Growing Forward! – Infill Development Strategy: <ul style="list-style-type: none"> - Create an intermediate strategy. 	The Intermediate Strategy for infill development will be prepared as part of the Growing Forward! project through the corridor identification and densification opportunities.
Growing Forward! – Future Employment Areas: <ul style="list-style-type: none"> - Evaluation of potential areas. 	The Employment Area Plan is being developed as part of the Growing Forward! initiative and will provide a high-level plan to ensure new major employment areas are provided in a dispersed pattern in the new Growth Plan to 500,000.
Active Transportation Plan - Present a five-year capital plan for the expansion of cycling infrastructure (pathways, bike lanes, sharrows) and expand educational and awareness initiatives.	The Terms of Reference for the new Active Transportation Plan is being developed with a new Steering Committee, and will be presented to City Council in June 2014.
Growing Forward! - Transit: <ul style="list-style-type: none"> - New Neighbourhood Design from a long-term Transit perspective - Transit Demand Study - Rapid Transit options 	Taking Stock, Visioning, and Engagement Summary reports are completed and being forwarded to City Council for information. A series of communication projects are being developed between June and August 2014 to ensure general public and stakeholders informed.
Heritage Policy - Implement a policy and support program to better integrate heritage and urban development planning.	The Heritage Plan was delivered to the MHAC (Municipal Heritage Advisory Committee) and formation of a new Heritage Registry remains a priority for 2014.

Urban Planning and Development

Action	Comments
Completion of Concept Plans <ul style="list-style-type: none"> - Elk Ridge - Aspen Ridge 	The Concept Plan for Aspen Ridge is now at reporting stage with completion expected by June 30. The Elk Point Concept Plan will follow in September.
Neighbourhood Concept Plans <ul style="list-style-type: none"> - Brighton - Rosewood (review to increase development opportunities) 	Brighton is being presented to City Council for approval in May 2014. The Neighbourhood Concept Plan for Rosewood is nearly complete and will be reported to City Council by the end of June 2014.
Sector Plans <ul style="list-style-type: none"> - North Industrial - South West 	Sector Plans are being developed for both North and South West Sectors.
Local Area Plans (LAP) <ul style="list-style-type: none"> - Mayfair/Kelsey Woodlawn - Meadowgreen - Montgomery - Varsity View 	LAP for Mayfair is in progress and will be completed in 2014. Varsity View is complete. The Meadowgreen LAP is now underway with a launch meeting to be held in April and Montgomery in 2015.
City Centre Plan - Complete the plan and develop a Master Plan for a new Civic Plaza.	City Centre Plan Phase 3 has been adopted and is being implemented. The Civic Plaza will commence under a separate Capital Budget.
Neighbourhood Level Infill Development Guidelines - Complete and submit to City Council for approval.	The final report is complete, and new standards have been developed which will be presented to City Council in June 2014.
Planning District - In partnership with the RM of Corman Park, complete new concept plans for various sectors within the Planning District	Draft Concept Plans for the South West and North West areas of the Corman Park-Saskatoon Planning District will be used to inform the work on a Regional Plan. No additional Concept Plans will be completed; a broader Regional Plan is being done instead.
Regional Planning - Create a new framework to accommodate development in the Saskatoon region.	The Saskatoon North Partnership for Growth (P4G) held its kickoff meeting in February 2014 with elected officials in attendance. Staff from the five partnering municipalities have been working on a Draft Terms of Reference; Work Plan; Communications and Engagement Strategy; and Budget for a Regional Plan.

Urban Planning and Development

Action	Comments
Refinement of Wetland Inventory and the preparation of Wetland Development and Management Guidelines.	Phase 2 of the Wetlands Policy is in progress and remains a priority.
<p>Growing Forward! - Transportation:</p> <ul style="list-style-type: none"> - Develop a vision and strategic plan for active transportation - Transportation Master Plan - Evaluation of river crossing capacity - Pedestrian Master Plan 	Terms of Reference for this Plan are currently being developed and remain a priority item.
<p>Streetscaping</p> <ul style="list-style-type: none"> - Central Avenue between 108th and 113th Street - 20th Street between Avenue E to Avenue H - 25th Street from 1st Avenue to Idylwyld Drive, including Idylwyld Gateway 	The 20th Street Streetscaping project has been divided into two, with one block being completed in 2014, and the remainder in 2015 due to environmental requirements. Central Avenue Phase 2 will be substantially completed in 2014. Idylwyld Gateway is awaiting approval from CP Rail before tender is issued.
Relationships with First Nations - Enhance relationships with those that have land development interests in the Saskatoon region.	Following the Saskatoon Regional Growth Summit, an expression of interest was circulated to invite municipalities and First Nations to collaborate on broader regional planning issues. The first meeting was held on March 22, 2014, led by the Saskatoon Regional Economic Development Authority (SREDA). A First Nations Community Profiles publication has been drafted to promote economic opportunity and relationship-building between First Nations and non-First Nations.
Housing Business Plan - Implement the City's new 10 year housing plan with renewed targets, support programs and funding beginning 2014.	The Annual Report to City Council and ten year Housing Plan was referred to the 2015 Budget Committee. Seeking an increase of \$750,000 to increase targets for large family homes and more transitional affordable rentals. On track to meet or exceed the 2014 target of 480 units.

Utilities

Action	Comments
<p>Flood Control - strategy will be expanded with the installation of additional "super pipes" in Confederation Park, Westview, Early Drive, Erindale, Lakeview, and Dundonald.</p>	<p>The contract for the Brevoort Park and Lakeview flood control projects was successfully awarded in December 2013 to Innovative Civil Solutions. The projects are scheduled to begin May 5 and be completed in October 2014.</p> <p>Community engagement is being conducted with stakeholders of Lakeview Park to ensure safe and efficient use throughout the summer. This project is on track and scheduled to be completed by the Building Canada Fund agreement deadline of January 31, 2015.</p>
<p>Obtain accreditation for the Environmental Lab located at the Waste Water Treatment plant and Water Lab at the Water Treatment Plant.</p>	<p>Environmental Lab - Preparing CALA Accreditation application and will be submitted beginning of June 2014. The Water Lab has obtained CALA Accreditation.</p>
<p>Avenue H Reservoir Expansion, Enhanced Disinfection, and High Lift Pumping Station.</p>	<p>The project is at the 87% stage with completion scheduled for the fall of 2014. Tie in to the distribution system is taking place and facility commissioning plans are being reviewed.</p>
<p>Water Reservoir Located at 42nd Street West - Expanded and combined with a new pumping facility to service the industrial and northeast residential areas.</p>	<p>The project is at the 65% stage with completion scheduled for March 2015. Tie in to the distribution system is proceeding.</p>
<p>Odour Abatement - Wastewater building upgrades.</p>	<p>The consultant will present the 50% design for review in May. The foul air containment cover was awarded to VCM with completion scheduled for September 2014.</p>
<p>Operations/ Maintenance Building Upgrades - Wastewater building upgrades.</p>	<p>The project is at the 70% stage with completion scheduled for December 2014.</p>
<p>Energy Recovery & Electrical Redundancy - Clean Energy Project - Complete co-generation project at the Wastewater Treatment Plant.</p>	<p>The consultant completed the financial analysis based on the capital cost estimate and cash flows. The Administration is currently reviewing the analysis.</p>
<p>Energy Efficiency at the Water and Wastewater Treatment Plants - Implement practices.</p>	<p>An energy management information system has been investigated for the Wastewater Treatment Plant. Next steps are currently being discussed.</p>

Transportation

Action	Comments
<p>Implement a new Neighbourhood Traffic Management Process - Review of eight neighbourhoods:</p> <ul style="list-style-type: none"> - Hudson Bay Park - City Park - Caswell Hill - Westmont - Varsity View - Haultain - Holliston - Brevoort Park 	<p>The first stage of the process has been completed which included the initial meeting to discuss traffic issues in each of the eight neighbourhoods. All eight neighbourhood meetings started in January and will be completed in the 2nd quarter.</p> <p>The second stage, which includes analyzing comments, gathering data and developing the plan, will be completed in the 2nd and 3rd quarters.</p>
<p>Parking Meter Infrastructure - Replace infrastructure.</p>	<p>The Request for Proposals for this project closed in January 2014. The proposals have been evaluated and negotiations are currently underway with the preferred proponent. Approval of a contract is expected in the 2nd quarter and implementation in the 3rd quarter.</p>
<p>Build North Commuter Parkway and a Traffic Bridge (NCP)</p>	<p>The NCPP/Traffic Bridge work continued on assembly of Request for Proposals documents to allowed budgets. The funding plan for the project has yet to be finalized although the submission to P3 Canada for Federal funding was received by its Board in March.</p>
<p>ITS - Implementation of software/Intelligent Transportation System (ITS) upgrades to improve Transit customer experience.</p>	<p>ITS hardware installation will be completed by May 31. Delays to upgrade of corporate software will result in an estimated three-month delay in implementation of the "Where's My Bus" feature.</p>
<p>Increase Transit Ridership</p> <ul style="list-style-type: none"> - Transit Market Research - Transit Service - availability, frequency, reliability 	<p>A comprehensive approach to transit market research has been incorporated into the Growing Forward! Initiative. A complete market study and functional design for an updated transit system has been included in this work. In the interim, route enhancements will be made to make sure the existing service adapts to changing transit patterns and city growth.</p>

Building Permit Statistics for YTD Mar. 31, 2014 vs. YTD Mar. 31, 2013

Category	Number of Permits			Construction Value (\$million)		
	YTD Mar31/14	YTD Mar31/13	Change %	YTD Mar31/14	YTD Mar31/13	Change %
Residential	665	630	5.6%	\$88.6	\$81.4	8.8%
Apartments & Housing Projects	52	34	52.9%	\$34.9	\$17.3	101.7%
Commercial	69	70	-1.4%	\$30.3	\$49.3	-38.5%
Industrial	45	44	2.3%	\$19.8	\$23.2	-14.7%
Institutional & Assembly	11	21	-47.6%	\$4.1	\$52.6	-92.2%
Other (includes demolition permits)	35	37	-5.4%	\$1.1	\$11.2	-90.2%
TOTAL	877	836	4.9%	\$178.8	\$235.0	-23.9%

Summary of permits over \$10M approved to March 31, 2014

VARIANCE REPORT & FORECAST SUMMARY
as of March 31, 2014

in 000's	2014 Total Budget	2014 Forecasts	2014 Forecast vs Budget	%
Community Support	12,481	12,610	128	1.03%
Corporate Asset Management	7,770	7,985	215	2.77%
Corporate Governance and Finance	51,715	51,786	71	0.14%
Environmental Health	11,157	11,610	453	4.06%
Fire & Protective Services	42,187	43,011	823	1.95%
Land Development	0	0	0	0.00%
Policing	76,009	76,009	0	0.00%
Recreation & Culture	30,622	30,733	111	0.36%
Taxation and General Revenues	(316,608)	(317,089)	(482)	0.15%
Transportation	79,199	80,598	1,400	1.77%
Urban Planning and Development	5,467	5,414	(53)	-0.97%
Utilities	0	0	0	0.00%
TOTAL	0	2,667	2,667	
Transfer from Reserve (Snow & Ice)			(489)	
Transfer from Reserve (Fuel Stabilization)			(231)	
Deficit (Surplus)			1,947	0.61%

His Worship the Mayor and City Council
The City of Saskatoon

LEGISLATIVE REPORT

Section B – OFFICE OF THE CITY SOLICITOR

**B1) Governance Review – Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014*
(File No. CK. 255-2)**

RECOMMENDATION: that City Council consider Bylaw No. 9170.

TOPIC AND PURPOSE

This report outlines the methodology used by our Office in preparing proposed Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014*. Also, it summarizes the provisions which are included in the proposed bylaw.

REPORT

1. Methodology

The proposed bylaw was prepared after reviewing:

- relevant enabling legislation including *The Cities Act* and *The Planning and Development Act, 2007*;
- relevant bylaws including *The Council and Committee Procedure Bylaw, 2003* and *The City Administration Bylaw, 2003*;
- relevant Council and administrative policies;
- procedural bylaws from the cities of Calgary, Edmonton, Regina and Winnipeg;
- *Bourinot's Rules of Order* and *Robert's Rules of Order*; and
- various articles and commentaries on the rules of parliamentary procedure.

Each section of the current bylaw, *The Council and Committee Procedure Bylaw, 2003*, was carefully considered using the following analysis:

- what does the current section say?
- is the section adequate in its present form?
- is anything missing?

- is there anything confusing about the section?
- do we follow the section or has some modified practice been adopted?
- how can the section be improved?
- what do other cities do?
- can the terminology be updated or clarified?

Also, our Office compared the current bylaw with bylaws from other cities to determine if comparable practice would suggest additions to our bylaw. For example, our current bylaw has no provision relating to “question and answer period”, even though it is a well-established practice and appears on every Council agenda.

Finally, the proposed bylaw was drafted to reflect what we considered to be the “best practice” for Saskatoon’s Council. We believe that the proposed bylaw is comparable to what other cities do, and reasonably reflects the rules of proper parliamentary procedure.

2. Specific Explanatory Notes

Organizational Meeting Sections are included which set out the requirements for the annual organizational meeting of Council.

Establishment of two Types of Council Meetings Sections are included which create two types of Council meetings – Regular Business Meeting and Public Hearing Meeting – each to be held on the same day.

These sections are consistent with procedure followed in Calgary and Edmonton.

Extension of Time of Meetings Sections are included which outline how the time for meetings may be extended. A Council meeting may be extended past 11:00 p.m. by unanimous consent. The meeting continues until business is complete, there is a motion to adjourn or quorum no longer exists.

An Executive Committee meeting may be extended past 6:00 p.m. by a majority vote of the members present. The meeting continues until business is complete, there is a motion to adjourn or quorum no longer exists.

There is no provision to extend the time of Standing Policy Committee meetings. Standing Policy Committee meetings with unfinished business are set over for the next meeting of that Standing Policy Committee or a special meeting called to deal with the unfinished business.

These sections reflect current practice and are consistent with the procedure followed in Edmonton.

Changing Meetings, Cancelling Meetings, Special Meetings and Meetings Through Electronic Means Sections are included which deal with changing meetings, cancelling meetings, special meetings and meetings through electronic means. Changing meeting dates/times or cancelling meetings require 24 hours' notice to all Council members. Special meetings may be called by the Mayor or chair of the Council Committee or a majority of members. Special meetings require 24 hours' notice which must be given to all members and the public. Meetings through electronic means may take place in an emergency.

These sections reflect current practice and are consistent with the procedure followed in Calgary, Edmonton, Regina and Winnipeg.

Communications and Requests to Speak to Council and Council Committees Sections are included which deal with communications from members of the public and requests to speak to Council or a Council Committee. Communications and requests to speak to Council on matters that are not on a Council agenda, other than requests for proclamations or flag raisings, will be referred by the City Clerk to the appropriate Council Committee or the Administration.

These sections reflect the changes to the Council Committee structure whereby matters are delegated to Council Committees for decision or initial consideration and are similar in nature to those in Calgary .

Point of Order, Privilege and Procedure Sections are included in the proposed bylaw covering points of order, privilege and procedure. Points of order and points of privilege are ruled upon by the Mayor or the chair but are appealable to the whole of Council or Council Committee and decided by majority vote.

For points of procedure, the Mayor or chair provides an opinion which cannot be appealed to the whole of Council.

These sections reflect current practice and are consistent with the procedure followed in *Bourinot's Rules of Order*, and Calgary, Edmonton, Regina and Winnipeg.

Conduct in Gallery Sections are included in the proposed bylaw which address conduct in the Council Chamber gallery.

These sections reflect current practice and are consistent with the procedure followed in Calgary, Edmonton, Regina and Winnipeg.

Conduct of Members Sections are included in the proposed bylaw which address conduct of Council members.

These sections reflect current practice and are consistent with the procedure followed in Calgary, Edmonton, Regina and Winnipeg.

Urgent Business Sections are included which allow for matters of urgent business to be added to the agendas of Council and Council Committees. Items which are received after the City Clerk's deadline will be sent out prior to the meeting and may be added to the agenda upon a majority vote of Council or Council Committee.

These sections are consistent with the procedure followed in Calgary and Regina.

Inquiry Sections are included which describe how a Council member may make an inquiry to a Council Committee, a Civic Board or the Administration. Inquiries must be in writing. If the cost to respond to an inquiry is likely to exceed \$1,000.00, Council may direct the Administration to proceed with the inquiry by a majority vote.

These sections incorporate the procedure followed in Calgary.

Question Period Sections are included which describe how a Council member may ask a question of the Administration in respect of a matter of sufficient urgency and importance to require an immediate answer. Each Council member is limited to two questions. Questions are to be phrased to elicit an answer and not to provoke debate.

These sections reflect the current practice and are consistent with the procedure followed in Calgary.

Motions to Amend Sections are included which describe how motions to amend may be made in Council and in Committee. They clarify what is a proper amendment, and describe how to deal with each amendment or subamendment. They clarify that there is no limit to the number of amendments or subamendments that may be proposed. The practice of a Council or Council Committee member stating an intention to propose an amendment is specifically authorized.

These sections follow the recommended practice set out in *Bourinot's Rules of Order*.

Dividing a Motion into Parts Sections are included which describe the procedure for dividing a motion into separate recommendations in Council and in Committee. If a motion contains distinct recommendations, a member may request or the person chairing the meeting may direct that each recommendation be voted on separately. The practice of a Council or Council Committee member adding a recommendation to the motion is specifically authorized, provided it is relevant to the original motion and does not alter the intent of the original motion.

The sections reflect current practice and are consistent with the procedure followed in Calgary, Edmonton, Regina and Winnipeg.

Motion Arising Sections are included which describe when a separate motion may be made on a matter that is already before Council or a Council Committee. A motion arising on the same matter is permitted if it relates to an item which has just been considered and does not alter in a significant way the principle embodied in the original motion.

These sections specifically authorize what we understand to be Council's current practice.

Consent Agenda Sections are included which describe the procedure for the consent agenda portion of a Regular Business Meeting. The consent agenda, which includes those reports that received unanimous approval at a Council Committee, shall be moved, seconded and voted upon, without debate, as one item. If a Council member wishes to debate an item included in the consent agenda, the item shall be removed from the consent agenda and addressed immediately following approval of the consent agenda.

Motion to Reconsider and to Rescind Sections are included which describe the procedure for reconsidering and rescinding motions. A reconsideration occurs at the same meeting at which an original motion is passed. A motion to rescind occurs at a meeting subsequent to the meeting where the original motion passed. A motion to rescind must be made by way of a notice of motion. Notice may be waived by unanimous consent of the members present. A motion to rescind succeeds with six votes rather than a majority of votes. A motion to rescind cannot be made when a matter can be reconsidered and when action has been taken on the original motion which cannot be undone. There is no time limit on the requirement to rescind a motion.

These sections follow recommended practice set out in *Bourinot's Rules of Order*, and Calgary, Edmonton, Regina and Winnipeg.

Notice of Motion Sections are included which describe the procedure for the introduction of a new matter at a Council or Council Committee meeting. The introduction of a new matter must be done by notice of motion. The notice of motion must be in writing, and be submitted to the City Clerk: 1) at a Regular Business Meeting of Council or Council Committee meeting for consideration at the next Regular Business Meeting of Council or Council Committee meeting or 2) prior to the deadline for filing materials with the City Clerk prior to a Regular Business Meeting of Council or Council Committee meeting for consideration at that Council or Council Committee meeting. Council may, by unanimous consent of the members present, waive the requirement for notice.

These sections are substantially the same as the current bylaw, and are consistent with the practice in Edmonton, Regina and Winnipeg.

Debate on Motion Sections are included which prescribe the rules for debate on a motion before Council or a Council Committee. In Council, each member may speak once to a motion, and may not speak for longer than five minutes. The mover of the motion shall be given the first opportunity to speak, and shall be allowed a further three minutes to reply at the conclusion of the debate. Council may, by a majority vote of the members present, allow a member to speak to the same motion more than once and for longer than five minutes.

In Committee, there is no limit to the number of times a member may speak. Informal discussion of a matter is permitted even when no motion has been made.

These sections are substantially the same as the provisions in the current bylaw. The sections clarify the right of the mover of the motion to speak twice to the motion. These sections are consistent with the practice in Calgary, Edmonton, Regina and Winnipeg.

Voting of Council and Council Committee Members Sections are included which prescribe the rules for voting at Council and Council Committee meetings. A member is required to vote on a matter before Council or a Council Committee unless the member is required to abstain from voting pursuant to *The Cities Act*. If a member is not required to abstain from voting and abstains from voting, the member is deemed to have voted in the negative. The City Clerk is required to record each abstention in the minutes of the meeting.

These sections are substantially the same as the provisions in the current bylaw. They are consistent with the requirements of section 72 of *The Cities Act*.

Majority Decision A section is included which provides that unless a greater percentage of votes is required in the bylaw, all questions in Council are to be decided by the majority of the votes.

This section was added to be consistent with section 73 of *The Cities Act*.

Recorded Vote A section is included which provides for a recorded vote if requested by a Council member.

This section is substantially the same as the current section and is consistent with section 75 of *The Cities Act*.

Tied Vote Sections are included which describe what happens in the event of a tied vote in Council or in Committee. If there is a tied vote, the bylaw or resolution is defeated.

These sections are substantially the same as the current section and are consistent with section 76 of *The Cities Act*.

Passing of Bylaws A section is included which describes the rules for passing a bylaw. Every bylaw must have three distinct and separate readings. A bylaw must not have more than two readings at a Council meeting unless the members present unanimously agree to consider third reading. A bylaw shall be considered by Council immediately following the consideration of the report or item to which the bylaw relates.

This section is substantially the same as the current provision, except for eliminating consideration of the bylaw by the Committee of the Whole. This section is consistent with section 77 of *The Cities Act*.

Procedure for Public Hearings A section is included which describes the rules for public hearings. Any matter requiring a public hearing will be held at a Regular Public Hearing Meeting of Council.

The procedure for public hearings is substantially the same as the current provision – with one procedural change. If the matter concerns the passage of a bylaw, that bylaw shall be introduced in Council and given first reading without amendment or debate. If the matter concerns the passage of a resolution, that resolution shall be introduced, moved and seconded without amendment or debate. At this point, the hearing shall be declared open and the hearing shall proceed in the usual fashion. Upon completion of the hearing, Council will consider the matter and vote on the bylaw or resolution.

This change reflects the procedure set out in section 207 of *The Planning and Development Act, 2007*. The matter to be considered is put before Council before the public hearing is held. The procedure is the same whether the matter to be considered is a bylaw or resolution.

The proposed section is consistent with the requirements of *The Cities Act*, the City's Public Notice Policy, and *The Planning and Development Act, 2007*.

Establishment of Council Committees Sections are included which establish the Standing Policy Committees of Council. Each Council Committee has a mandate, prescribed policy areas and specific delegated authority. The complete function of each Council Committee is set out in schedules to the proposed bylaw.

These sections reflect Council's deliberations.

Council Committee Meetings Sections are included which establish the date, time and place of Council Committee meetings. Regularly scheduled meetings will be held on the dates and times established by Council at an organizational meeting. Except where otherwise determined by Council, regularly scheduled meetings shall be held on Mondays. All meetings shall be held in the Council Chamber.

Council and Council Committee Chair Sections are included which describe the appointment and powers of the chair of each Standing Policy Committee. Each Council Committee shall elect a chair and, in the absence of the chair, a vice-chair to preside at Council Committee meetings and to decide all questions of procedure, points of order and points of privilege. A Council member cannot chair more than one Standing Policy Committee. The chair is entitled to participate in debate, and to vote on all motions before the Council Committee and when wishing to make a motion, the chair must vacate the chair until the motion has been dealt with. These procedural rules will apply to the Mayor as chair of a Council meeting as well.

These sections are substantially the same as the current provisions.

Quorum at Council and Council Committee Meetings A quorum for Council and Executive Committee is a majority of Council members. A quorum for a Standing Policy Committee is three members. The Mayor if present, is counted for the purpose of achieving quorum.

Attendance by Other Members A section is included which deals with Council members attending meetings of a Standing Policy Committee of which they are not

members. A Council member may attend and take part in Council Committee meetings of which they are not members, but may not vote on any matter before the Council Committee.

This section is substantially the same as the current provision.

Advisory Committees A section is included which continues the existing Advisory Committees established under the current bylaw. The sections are substantially the same as the current provisions. A subsection has been added for each Advisory Committee specifying to which Standing Policy Committee the Advisory Committee reports. Reports from an Advisory Committee will be received and reviewed by the appropriate Standing Policy Committee and may be forwarded to Council for information.

Offences and Penalties A section is included which describes the offences and penalties under the proposed bylaw. Two offences are created: disrupting a Council or Council Committee meeting and refusing to leave a meeting when requested to do so by the person presiding at the meeting.

A person convicted of an offence under the proposed bylaw is liable on summary conviction to a fine of not more than \$10,000.00. The maximum fine amount was not changed from the current bylaw.

Schedules Schedules are attached to the proposed bylaw and will provide more detailed information about various matters contained in the proposed bylaw. The schedules pertain to the following matters:

- Regular Business Meeting Agenda
- Public Hearing Meeting Agenda
- Public Council Committee Meeting Agenda
- In Camera Executive Committee Meeting Agenda
- Council Committee Mandates

The use of schedules allows for easy reference, and facilitates possible amendments in the future. Schedules are used in the procedure bylaws of Calgary and Edmonton.

Legislative Report No. 6-2014
Section B – Office of the City Solicitor
Monday, June 9, 2014
Page 10

ATTACHMENT

1. Proposed Bylaw No. 9170, *The Procedure and Committees Bylaw, 2014.*

Respectfully submitted,

Patricia Warwick, City Solicitor

BI

Bylaw No. 9170

The Procedures and Committees Bylaw, 2014

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BYLAW NO. 9170

The Procedures and Committees Bylaw, 2014

Whereas, pursuant to section 55 of *The Cities Act*, a Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 100 of *The Cities Act*, a Council may delegate its powers or duties to a Council Committee;

And Whereas The City of Saskatoon desires to establish rules and provisions to regulate the conduct of business in Council meetings and Council Committee meetings and to establish Council Committees;

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

PART I

Short Title and Interpretation

Short Title

1. This Bylaw may be cited as *The Procedures and Committees Bylaw, 2014*.

Definitions

2. In this Bylaw:
 - (a) "**Acting Mayor**" means the councillor appointed by Council to act as the mayor if both the Mayor and the Deputy Mayor are unable to perform the duties of the Mayor;
 - (b) "**adjourn**" means to suspend proceedings to another time or place;
 - (c) "**administration**" means the City Manager of The City of Saskatoon or an employee accountable to the City Manager, but does not include the City Clerk or the City Solicitor;
 - (d) "**Chair**" means a person who has the authority to preside over a meeting;
 - (e) "**City**" means The City of Saskatoon;

- (f) **"City Clerk"** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act*;
- (g) **"City Manager"** means the person appointed as the administrative head of The City of Saskatoon pursuant to section 84 of *The Cities Act*;
- (h) **"City Solicitor"** means the person appointed as the full-time city solicitor for The City of Saskatoon;
- (i) **"consent agenda"** means that portion of a Regular Business Meeting containing reports from Council Committees which received unanimous support at the committee prior to forwarding the reports to Council, and which may be adopted by a consent motion;
- (j) **"consent motion"** means a motion to adopt, without debate, the recommendations of several reports from Council Committees which have received unanimous consent at the Council Committee prior to forwarding the reports to Council;
- (k) **"Council"** means the Council of The City of Saskatoon;
- (l) **"Council bar"** is the physical divider in the Council Chamber that separates Council and Council Committees from the public gallery;
- (m) **"Council Committee"** means a committee established by Council pursuant to this Bylaw, comprised of Council members only, and includes:
 - (i) the Executive Committee; and
 - (ii) all Standing Policy Committees;
- (n) **"Council Committee member"** means a Council member appointed to a Council Committee;
- (o) **"Council meeting"** means a meeting of Council and includes:
 - (i) a Regular Business Meeting;
 - (ii) a Regular Public Hearing Meeting; and
 - (iii) a special meeting;

- (p) "**Council member**" means a member of Council as defined in *The Cities Act*;
- (q) "**councillor**" means a Council member other than the Mayor;
- (r) "**Deputy Mayor**" means the councillor appointed by Council to act as the mayor in the absence or incapacity of the Mayor;
- (s) "**electronic**" means electronic as defined in *The Electronic Information and Documents Act, 2000*;
- (t) "**in camera**" means in the absence of the public;
- (u) "**inquiry**" means a request in writing made by a Council member at a Council meeting for a report providing information typically related to an operational matter or a matter of particular interest in a ward;
- (v) "**Mayor**" means the Council member duly elected in the City of Saskatoon as the Mayor in accordance with *The Local Government Election Act*;
- (w) "**mover**" means a person who presents or proposes a motion or amendment;
- (x) "**notice of motion**" means a notice provided by a Council member that a formal proposal will be placed before a meeting for debate and decision, typically relating to a substantive policy change or a matter of general application in the City;
- (y) "**point of order**" means an issue raised by a Council member in a meeting claiming that the procedures of the meeting or of an individual Council member are contrary to the procedural rules or practices;
- (z) "**point of privilege**" means an issue raised by a Council member in a meeting on any matter related to the rights and privileges of Council or individual members and includes:
 - (i) organization and existence of Council;
 - (ii) comfort of Council members;
 - (iii) conduct of employees of The City of Saskatoon or members of the public in attendance at the meeting;

- (iv) accuracy of the reports of Council's proceedings; and
- (v) reputation of Council or Council members;
- (aa) "**point of procedure**" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand;
- (bb) "**quorum**" means the number of persons required to be present at a meeting to validate the transaction of business;
- (cc) "**recess**" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
- (dd) "**Regular Business Meeting**" means a meeting of Council other than a Regular Public Hearing Meeting;
- (ee) "**Regular Public Hearing Meeting**" means a meeting of Council at which matters requiring a public hearing or public notice are considered;
- (ff) "**returning officer**" means a person specified or appointed as a returning officer pursuant to section 28 of *The Local Government Election Act*;
- (gg) "**seconder**" means a person who formally supports a motion or amendment at the time it is proposed;
- (hh) "**special committee**" is a committee established pursuant to section 81 of this Bylaw as a special committee;
- (ii) "**special meeting**" is a meeting of Council or a Council Committee other than a regularly scheduled meeting;
- (jj) "**Standing Policy Committee**" means a committee established as a Standing Policy Committee with the prescribed mandate as provided in this Bylaw;
- (kk) "**urgent business**" means a time sensitive matter which requires Council's immediate and urgent consideration;
- (ll) "**Vice-Chair**" means the person who has the authority to preside at a meeting in the absence of the Chair.

Principles and Purposes of Bylaw

3. The purpose of this Bylaw is to establish rules to follow in governing the City and to establish Council Committees.

Requirement for Information to be in Writing

4. A requirement pursuant to this Bylaw that any information or documents be in writing is satisfied if the information or document:
 - (a) is in an electronic form; and
 - (b) is accessible so as to be useable for subsequent reference.

PART II Application

Application

5.
 - (1) This Bylaw applies to all meetings of Council and Council Committees.
 - (2) This Bylaw prevails if there is any conflict between this Bylaw and any other bylaw or policy.

PART III Council Procedure

DIVISION I First Meeting and Organizational Meetings

First Meeting

6.
 - (1) The first Council meeting shall be held on the Monday immediately following a general election.
 - (2) At the first Council meeting:
 - (a) the returning officer shall provide Council with a copy of the declaration of results with respect to the election;

- (b) every Council member shall take the oath of office pursuant to section 68 of *The Cities Act*; and
- (c) Council shall make appointments to the Standing Policy Committees for the remainder of the current year.

Organizational Meetings

- 7. (1) An organizational meeting shall be held each year and shall be part of the Regular Business Meeting in November.
- (2) At the organizational meeting, Council shall establish:
 - (a) the term and rotation schedules for the positions of Deputy Mayor and Acting Mayor;
 - (b) dates, times and places for regularly scheduled meetings of Council and Council Committees; and
 - (c) Standing Policy Committee appointments for the following year.

DIVISION II Council Meetings

Regularly Scheduled Meetings

- 8. There shall be two types of regularly scheduled Council meetings:
 - (a) a Regular Business Meeting; and
 - (b) a Regular Public Hearing Meeting.

Date of Meetings

- 9. (1) Every regularly scheduled Council meeting shall be held on the dates established at the organizational meeting.
- (2) Except where otherwise determined by Council at an organizational meeting, regularly scheduled Council meetings shall be held on Mondays.

- (3) No Council meetings shall be held between nomination day under *The Local Government Election Act* and the election day for a general election.

Dispensing with Notice of Regularly Scheduled Meetings

10. (1) Notice of regularly scheduled Council meetings need not be given.
- (2) Notwithstanding subsection (1), the City Clerk may advertise the date, time and place of any regularly scheduled Council meeting by:
 - (a) placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the regularly scheduled Council meeting;
 - (b) posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the regularly scheduled Council meeting; and
 - (c) posting a notice on the City's website no later than the Friday preceding the date of the regularly scheduled Council meeting.

Place of Meetings

11. Every regularly scheduled Council meeting shall be held in the Council Chamber.

Time of Meetings

12. (1) Every Regular Business Meeting shall commence at 1:00 p.m. and shall adjourn by 5:00 p.m.
- (2) Every Regular Business Meeting shall recess for 15 minutes at approximately 3:00 p.m.
- (3) Every Regular Public Hearing Meeting shall commence at 6:00 p.m. and shall adjourn by 11:00 p.m.
- (4) Every Regular Public Hearing Meeting shall recess for 15 minutes at approximately 8:00 p.m.
- (5) Additional recesses may be called at the direction of the Mayor.

Unfinished Business

13. (1) A Regular Business Meeting not completed by 5:00 p.m. shall reconvene immediately following the completion of the Regular Public Hearing Meeting.
- (2) A Regular Business Meeting reconvened pursuant to subsection (1) not completed by 11:00 p.m. shall reconvene at 1:00 p.m. on the following business day.
- (3) A Regular Public Hearing Meeting not completed by 11:00 p.m. shall reconvene at 1:00 p.m. on the following business day.
- (4) If it is necessary to reconvene a Regular Business Meeting and a Regular Public Hearing Meeting on the following business day, the Regular Public Hearing Meeting shall commence at 1:00 p.m., followed by the Regular Business Meeting.

Extension of Time

14. (1) Subject to section 57, regularly scheduled Council meetings shall not continue later than 11:00 p.m.
- (2) If Council extends its meeting pursuant to section 57, the meeting shall continue until:
 - (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

Changing Date, Time and Place

15. (1) Subject to subsection (2), Council may change the date, time or place of a regularly scheduled Council meeting.

- (2) If Council changes the date, time or place of a regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the meeting at which the change was made; and
 - (b) the public.

Cancellation

16. (1) Subject to subsection (2), Council may cancel a regularly scheduled Council meeting.
- (2) If Council cancels a regularly scheduled Council meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council member not present at the Council meeting at which the decision to cancel was made; and
 - (b) the public.

Special Meetings

17. (1) The City Clerk shall call a special meeting of Council whenever requested to do so by the Mayor or a majority of all councillors. A request for a special meeting of Council shall be in writing.
- (2) The City Clerk shall give notice in writing of a special meeting to each Council member and to the public at least 24 hours in advance of the special meeting.
- (3) The notice shall state:
 - (a) the purpose of the special meeting; and
 - (b) the date, time and place of the special meeting.
- (4) Notwithstanding subsection (2), a special meeting may be held with less than 24 hours' notice to the Council members, and without notice to the public, if all Council members agree to do so, in writing, immediately before the beginning of the special meeting.

Meeting Through Electronic Means

18. (1) In an emergency, a Council meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the City Clerk is in attendance at that place; and
 - (c) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- (2) Council members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

Actions in Public

19. (1) An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public Council meeting.
- (2) Every person has the right to be present at Council meetings that are conducted in public unless the person presiding at the Council meeting expels a person for improper conduct.

Meetings to be Public

20. Subject to section 21, Council shall conduct all Council meetings in public.

In Camera Meetings

21. (1) Council may meet in camera if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- (2) Council may meet in camera for the purpose of long-range or strategic planning, but no business may be transacted at that meeting.
- (3) No bylaws may be passed at an in camera Council meeting.

- (4) If Council, while meeting in camera, is of the opinion that a particular item should not be considered in camera, Council shall not consider that item, but shall:
 - (a) direct that it be placed on the public agenda of the next Council meeting; or
 - (b) permit the administration to withdraw the matter.

Method of Giving Notice

- 22. (1) Any notice respecting a Council meeting is deemed to have been given to a Council member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- (2) Notice to the public of a Council meeting as required by sections 15, 16, 17 or 18 is sufficient if the notice is posted:
 - (a) at City Hall; and
 - (b) on the City's website.

DIVISION III Communications and Requests to Speak to Council

Communications – General

- 23. (1) When a person wishes to have a letter or other written communication considered by Council, it shall be addressed to the City Clerk, and:
 - (a) clearly set out the matter in issue and the request; and
 - (b) (i) for written correspondence, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or

- (ii) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- (2) A communication received by the City Clerk which does not meet the conditions in subsection (1) or is abusive in nature shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (3) A communication received by the City Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Communications – Matter on Council Agenda

- 24. (1) A written communication pertaining to a matter already on a Council agenda must be received by the City Clerk no later than 10:00 a.m. on the morning of the Council meeting in order to be included on the Council agenda.
- (2) A written communication received before the deadline referred to in subsection (1) shall be placed by the City Clerk on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.

Communications – Matter not on Council Agenda

- 25. (1) Written communications that do not relate to a matter on a Council agenda shall be referred by the City Clerk to:
 - (a) the appropriate Council Committee; or
 - (b) the administration.
- (2) A referral pursuant to subsection (1) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Executive Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.

- (3) If a communication is referred to the administration, a copy of the communication and any reply shall be placed in a folder in the City's online file sharing service for access by Council members.
- (4) No written communication shall be considered by Council if, within the 12 months immediately preceding the communication, Council has dealt with the same or substantially the same matter by resolution or bylaw.
- (5) If a written communication is refused pursuant to subsection (4), the communication, and any reply, shall be filed by the City Clerk in a folder on the City's online file sharing service for access by Council members.
- (6) Communications respecting a matter for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any City bylaw shall not be referred to a Council Committee, but rather to the Department or Division having carriage of the appeal on the City's behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
 - (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;
 - (b) in the case of assessment matters, to the Director of Assessment & Taxation;
 - (c) in the case of business licensing matters, to the General Manager of Community Services;
 - (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Corporate Performance;
 - (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.

Requests to Speak – Matter on Council Agenda

26. (1) If a person wishes to speak to Council on a matter already on a Council agenda, for which a hearing is not required, that person shall notify the City Clerk in writing, which notice shall set out the reason for the request to speak.
- (2) A request to speak to Council pursuant to subsection (1) must be received by the City Clerk before 10:00 a.m. on the day of the Regular Business Meeting.

- (3) The City Clerk shall refer the request to speak to Council pursuant to subsection (1) to the Council meeting dealing with that particular matter, whenever possible.
- (4) Notwithstanding subsections (1) and (2), when consideration of a matter on the agenda of a Council meeting is deferred as unfinished business to a later Council meeting, only those persons who had requested to speak to Council at the original Council meeting shall have the right to be heard at the later Council meeting

Requests to Speak – Matter not on Council Agenda

27. (1) If a person wishes to speak to Council on a matter not on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the subject matter and reason for the request to speak.
- (2) The request to speak pursuant to subsection (1) must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.
- (2) Upon receipt of a request to speak to Council pursuant to subsection (1), the City Clerk may:
 - (a) in the case of requests for a proclamation or a flag raising, refer the matter to Council; or
 - (b) in the case of all other matters, refer the matter to the appropriate Council Committee to hear from the person.
- (3) A referral pursuant to subsection (2) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Executive Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (4) The City Clerk shall refuse to accept a request to speak to Council if Council or a Standing Policy Committee has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.
- (5) If a request to speak to Council is refused pursuant to subsection (4), a copy of the request and any reply, shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.

- (6) If a request to speak to Council concerns a matter which Council has delegated to a Council Committee, the request shall be referred to the appropriate Council Committee.
- (7) The time allowed for each person speaking to Council shall be five minutes, excluding any time spent addressing any questions posed by Council members.

**DIVISION IV
Control and Conduct at Council Meetings**

Mayor

- 28. (1) The Mayor shall:
 - (a) preside at all Council meetings;
 - (b) preserve order at Council meetings;
 - (c) enforce the rules of Council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- (2) The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other Council members.
- (3) When wishing to make a motion, the Mayor shall:
 - (a) vacate the chair, and request that the Deputy Mayor take the chair;
 - (b) if the Deputy Mayor is absent, the Acting Mayor shall take the chair; and
 - (c) the Mayor shall remain out of the chair until the motion has been dealt with.

Deputy Mayor

- 29. (1) Council shall appoint a Deputy Mayor.

- (2) The Deputy Mayor is to act as the Mayor if:
 - (a) the Mayor is unable to perform the duties of Mayor; or
 - (b) the office of Mayor is vacant.

Acting Mayor

30. (1) Council shall appoint an Acting Mayor if:
 - (a) both the Mayor and the Deputy Mayor are unable to perform the duties of Mayor; or
 - (b) both the office of Mayor and the office of Deputy Mayor are vacant.
- (2) The Acting Mayor shall be the Council member who last acted as Deputy Mayor.

Point of Order

31. (1) A Council member may rise and ask the Mayor to rule on a point of order.
- (2) When a point of order is raised, the Council member speaking shall immediately be seated and shall remain seated until the Mayor decides the point of order raised.
- (3) A point of order must be raised immediately at the time the rules of Council are breached.
- (4) The Council member against whom a point of order is raised may be granted permission by the Mayor to explain.
- (5) The Mayor may consult the City Clerk or the City Solicitor before ruling on a point of order.
- (6) A point of order is not subject to amendment or debate.

Point of Privilege

32. (1) A Council member may rise and ask the Mayor to rule on a point of privilege.

- (2) After the Council member has stated the point of privilege, the Mayor shall rule whether or not the matter raised is a point of privilege.
- (3) If the matter is determined to be a point of privilege, the Council member who raised the point of privilege shall be permitted to speak to the matter.
- (4) If the point of privilege concerns a situation, circumstance or event which arose between Council meetings, the Council member shall raise the point of privilege immediately after adoption of the minutes of the previous Council meeting.
- (5) The Mayor may consult the City Clerk or the City Solicitor before ruling on a point of privilege.
- (6) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to Council.

Point of Procedure

33. (1) Any Council member may rise and ask the Mayor for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the Council member speaking shall immediately be seated until the Mayor responds to the inquiry.
- (3) After the Council member has asked the point of procedure, the Mayor shall provide an opinion on the rules of procedure bearing on the matter before Council.
- (4) The Mayor may consult the City Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Mayor's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of Council.

Appeal

34. (1) Any Council member may appeal any ruling of the Mayor on a point of order or point of privilege to the whole of Council.
- (2) A ruling of the Mayor must be appealed immediately after the ruling is made or the ruling will be final.

Conduct in Public Gallery

35. All persons in the public gallery at a Council meeting shall:
- (a) refrain from addressing Council or a Council member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones; and
 - (e) ensure that all recording, audio visual and photographic equipment is silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

Conduct of Members

36. (1) A Council member wishing to speak at a meeting shall obtain the approval of the Mayor before speaking.
- (2) When addressing a Council meeting, a Council member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a Council member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it, and reflecting on the motives of the Council members who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Council member is addressing the Mayor, all other Council members shall:
- (a) remain quiet and seated;

- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Council members shall remain seated and be silent once a question is put to vote and until the vote is declared.
 - (5) Council members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the Council meeting.

Improper Conduct

- 37. (1) The Mayor may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in section 35, leave or be expelled from the meeting.
- (2) No person in the public gallery shall refuse to leave a Council meeting when requested to do so by the Mayor.
- (3) Any person who refuses to leave when requested to do so may be removed.
- (4) If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Mayor may recess the meeting until the person leaves or adjourn the meeting to another day.

Leaving the Meeting

- 38. Every Council member who leaves a Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the City Clerk and extend respects to the Mayor.

Leaving Seats

- 39. The Council members shall not leave their places upon conclusion of a Council meeting until the Mayor leaves the chair.

Persons Allowed Within the Council Bar

40. (1) In addition to Council members, the following persons shall be allowed to sit within the Council bar during Council meetings:
- (a) the City Manager;
 - (b) the City Clerk;
 - (c) the City Clerk's Secretary;
 - (d) the City Solicitor;
 - (e) such other members of the administration as authorized by the City Manager; and
 - (f) such persons as are permitted by the Mayor.
- (2) In the absence of any person mentioned in subsection (1), a person acting on their behalf may sit within the Council bar during Council meetings.

DIVISION V Council Meeting Procedure

Procedure and Rules

41. (1) When any matter arises relating to Council procedure, which is not covered by this Bylaw, the matter shall be decided by reference to *Bourinot's Rules of Order of Parliamentary Procedure*.
- (2) In the event of any conflict between the provisions of this Bylaw and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of this Bylaw shall apply.

Suspension of Rules

42. Any of the rules contained in this Bylaw not specified in *The Cities Act* may be suspended for any one meeting by a unanimous vote of the Council members present at the Council meeting.

Order of Business and Agenda

43. (1) The order of business for a Regular Business Meeting shall be as set out in Schedule "A".
- (2) The order of business for a Public Hearing Meeting shall be as set out in Schedule "B".
- (3) The City Clerk shall prepare the agenda for Council meetings and distribute copies of the agenda, along with all reports or communications to be dealt with at the Council meeting, to each Council member no later than 4:00 p.m. on the Wednesday immediately preceding the Council meeting.
- (4) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- (5) If, for any reason, the City Clerk is unable to meet the deadline mentioned in subsection (3), the City Clerk shall prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the Council meeting.
- (6) Business shall be considered in the order in which it stands on the agenda, unless Council alters the order of business for the convenience of the Council meeting by a majority vote of the Council members present.
- (7) All administrative reports submitted for inclusion in a Council agenda must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.

Urgent Business

44. (1) The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the City Clerk.
- (2) In these circumstances, the administration shall submit a report to the City Clerk including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- (3) The City Clerk shall distribute any requests from the administration to add a matter of urgent business to the agenda to the Council members as soon as they are available.

- (4) During the confirmation of the agenda, a Council member may move to add a report, communication, speaker or motion to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council may only consider a matter of urgent business by a majority vote of Council members present.

Minutes

45. (1) The City Clerk shall record the minutes of each Council meeting and shall distribute copies of the minutes of the last Council meeting to each Council member at least 48 hours before the next Council meeting.
- (2) Any Council member may request that a portion of the minutes be read aloud.
- (3) Any Council member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

46. (1) The Mayor shall take the chair and commence the meeting at the time specified for the meeting and as soon as a quorum is present.
- (2) If neither the Mayor nor the Deputy Mayor is present within five minutes of the time specified for the meeting and a quorum is present, the Acting Mayor shall take the chair and commence the meeting until the arrival of the Mayor or the Deputy Mayor.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the Council meeting shall stand adjourned until the next regularly scheduled meeting.

Quorum

47. (1) A quorum of Council is a majority of Council members.
- (2) Any act or proceeding of Council that is adopted at any Council meeting at which a quorum is not present is invalid.

Inquiry

48. (1) A Council member may make an inquiry at any Council meeting regarding any matter to:
- (a) any Council Committee;
 - (b) any board of a controlled corporation as defined in *The Cities Act*;
 - (c) the Saskatoon Board of Police Commissioners;
 - (d) the Saskatoon Public Library Board;
 - (e) the board of a business improvement district as defined in *The Cities Act*; or
 - (f) the administration.
- (2) All inquiries must be in writing and delivered to the City Clerk.
- (3) The City Clerk shall refer all answers to inquiries to a Council meeting.
- (4) The Mayor may rule that any inquiry is out of order as not constituting a proper inquiry and refuse to put forward the inquiry.
- (5) Any Council member may request further information if they feel the reply to an inquiry is insufficient, but this request must be approved by Council.
- (6) When the cost to respond to an inquiry, incurred by reason of:
- (a) the time of City employees which must be taken away from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or
 - (c) the necessity of obtaining and paying for the information required to answer the inquiry,

is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the administration shall report the anticipated cost to Council before undertaking a response to the inquiry.

- (7) When the administration has reported pursuant to subsection (6), Council may, by a majority vote of the Council members present:
 - (a) direct that the administration proceed with the investigation necessary to answer the inquiry; and
 - (b) shall provide for the payment of costs.
- (8) An inquiry is not debatable until the reply has been made or presented at a Regular Business Meeting.
- (9) A Council member who made an inquiry may, at a Regular Business Meeting, instruct the administration to abandon the inquiry.

Question Period

49. (1) Question period is open to Council members only.
- (2) No Council member shall be allowed to ask more than two questions.
- (3) Notwithstanding subsection (2), a Council member may ask a supplementary question to clarify an original question.
- (4) Questions shall only be asked in respect of matters of sufficient urgency and importance to require an immediate answer.
- (5) Any preamble to questions posed shall be as brief as possible. An excessively long preamble is not permitted. No preamble is allowed in a supplementary question.
- (6) Questions shall be phrased to elicit an answer and not to provoke debate.
- (7) Questions shall not be asked on matters that are outside the legislative or administrative jurisdiction of Council and the administration.
- (8) Questions shall not deal with matters that are the subject of litigation to which the City is a party.
- (9) Questions shall not be asked on matters already on the agenda of Council.
- (10) Questions shall be directed to the administration and shall be answered by the City Manager or another member of the administration within the bar.

Replies to Questions

50. Replies to questions shall be brief and factual, and shall not provoke debate.

DIVISION VI Motions in Council Meeting

Motions and Debate

51. (1) A motion shall not be considered until it has been seconded.
- (2) When a motion is under debate, no other motions may be made, except:
- (a) to refer the motion to a Council Committee or the administration for a report back to Council;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date;
 - (d) to request that the motion be put to a vote;
 - (e) to extend the time for a Council meeting; or
 - (f) to adjourn the meeting.
- (3) Any motions allowed under subsection (2) shall be considered in the order in which they were moved.

Motion to Amend – General

52. (1) Except as provided in subsection (12), any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
- (a) relevant to the main motion;

- (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended.
- (4) A subamendment must be:
 - (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
- (6) There is no limit to the number of amendments or subamendments that may be proposed.
- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.
- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;

- (b) a motion to defer to a fixed date, except as to the date;
- (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

53. (1) A Council member may request or the Mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Council shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
- (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

Motion Arising

54. When a particular matter is before Council, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Motion to Defer to a Fixed Date

55. (1) Where a majority of all Council members decide to defer a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- (2) The only amendment allowed to a motion to defer to a fixed date is to change the date.

- (3) Notwithstanding subsection (1), Council may consider a deferred motion before the fixed date if a majority of all Council members agree that the motion may be considered before that date.

Request that Motion be put to Vote

56. (1) A motion requesting that a motion be put to a vote shall not be moved or seconded by a Council member who has spoken to the original motion.
- (2) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (3) If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without further amendment or debate.
- (4) If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

Motion to Extend Time

57. (1) Subject to subsection (2), regularly scheduled Council meetings shall not continue later than 11:00 p.m.
- (2) Council may extend a regularly scheduled meeting beyond 11:00 p.m. with unanimous consent of the Council members present.
- (3) If any person is speaking at 11:00 p.m., the Mayor shall wait until that person is finished speaking before asking Council to consider whether it wants to extend the time of the meeting.

Motion to Adjourn

58. (1) A motion to adjourn is allowed at any time during a Council meeting, except:
 - (a) when a Council member is speaking;
 - (b) when Council members are voting on a motion;
 - (c) when a recorded vote is being taken;

- (d) when Council is considering a motion requesting that a motion be put to a vote; or
 - (e) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
- (2) A motion to adjourn shall be decided without debate.

Consent Agenda

59. (1) The consent agenda portion of a Regular Business Meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- (2) If a Council member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the Mayor calls the question, and the item shall be removed from the consent agenda without further debate or vote. Any items so removed shall be addressed immediately following approval of the consent agenda.
- (3) If an item is removed from the consent agenda pursuant to subsection (2), a person may address Council on the item.

Motion to Move In Camera

60. (1) A Council member may make a motion that a Council meeting move in camera.
- (2) The motion to move in camera must:
- (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) include the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the Council meeting to be held in camera.
- (3) No bylaw shall be passed at an in camera meeting.

Motion Contrary to Rules

61. The Mayor may refuse to put to Council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of Council.

Withdrawal of Motion

62. The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

63. (1) A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to reconsider is in order whether the original motion passed or failed.
- (3) A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.
- (4) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (5) A motion to reconsider may be seconded by any Council member regardless how the member voted on the original motion.
- (6) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (7) A motion to reconsider cannot be amended.
- (8) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (9) If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- (10) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

64. (1) A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- (2) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (3) A motion to rescind may be made at any time following the Council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (4) A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- (5) A motion to rescind is debatable.
- (6) A motion to rescind may be amended.
- (7) Except as provided in subsection (8), a motion to rescind shall only be made by a notice of motion duly given pursuant to section 64.
- (8) Council may, by unanimous consent of the members present, waive the requirement for notice.
- (9) A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- (10) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Notice of Motion

65. (1) A motion introducing a new matter shall not be considered by Council unless:
 - (a) a notice of motion has been submitted in writing to the City Clerk at a previous regularly scheduled Council meeting; or

- (b) a notice of motion has been provided to the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before Council.
- (3) Council may, by unanimous consent of the members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Regular Business Meeting.

Motion Arising from Communications

- 66. Council may consider a motion arising from a communication to Council at a current Regular Public Hearing Meeting if it is a motion to make a proclamation or approve a flag raising.

Debate on Motion

- 67. (1) Subject to subsections (4) and (5), no Council member shall speak more than once to a motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) No Council member shall speak longer than five minutes on the same motion.
- (3) The mover of the motion shall be given the first opportunity to speak.
- (4) The mover of the motion shall be allowed a reply at the conclusion of the debate, which reply shall not be longer than three minutes.
- (5) Council may, by a majority vote of the members present, allow any member to speak to the same motion more than once or for longer than five minutes.

Legal Advice

- 68. Where a majority of the Council members present at a Council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

Voting of Council

69. (1) A Council member attending a Council meeting shall vote at the meeting on a matter before Council unless the Council member is required to abstain from voting pursuant to *The Cities Act* or any other Act.
- (2) If a Council member is not required to abstain from voting on a matter before Council and abstains from voting, the Council member is deemed to have voted in the negative.
- (3) The City Clerk shall ensure that each abstention is recorded in the minutes of the meeting.

Voting of Mayor

70. The Mayor shall vote with the other Council members on all questions.

Majority Decision

71. Unless a greater percentage of votes is required by any provision of this Bylaw, at every Council meeting, all questions are to be decided by a majority vote of the Council members present.

Recorded Vote

72. (1) Before a vote is taken by Council, a Council member may request that the vote be recorded.
- (2) If a vote is recorded, the minutes must show the names of the Council members present and whether each voted for or against the proposal or abstained.

Tied Vote

73. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

DIVISION VII
Bylaws

Passing of Bylaws

74. (1) Every proposed bylaw must have three distinct and separate readings.
- (2) A proposed bylaw must not have more than two readings at a Council meeting unless the Council members present unanimously agree to consider third reading.
- (3) A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.

DIVISION VIII
Public Hearings

Procedure for Public Hearings

75. (1) When Council is required to give public notice of a matter or to hold a public hearing on a matter pursuant to *The Cities Act, The Planning and Development Act, 2007*, or any other Act or any bylaw or policy of the City, the bylaw or resolution shall be considered at a Regular Public Hearing Meeting.
- (2) The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) if the matter concerns the passage of a bylaw, the proposed bylaw shall be introduced in Council and given first reading without amendment or debate;
- (b) if the matter concerns the passage of a resolution, the proposed resolution shall be introduced, moved and seconded without amendment or debate;
- (c) the Mayor shall declare the hearing on the matter open;
- (d) the administration shall present a report on the bylaw or resolution under consideration including the administration's recommendations;

- (e) if the matter concerns a land use or development matter, the Municipal Planning Commission may present any matters which it has considered and may make recommendations to Council;
 - (f) all interested parties shall be heard;
 - (g) if the matter concerns a specific proposal, the proponent shall be given the first opportunity to make representations on the matter;
 - (h) after the proponent, any other interested persons shall be given an opportunity to make representations on the matter;
 - (i) the proponent shall be given a final opportunity to respond to the representations of the other interested persons;
 - (j) Council may request further information from the administration;
 - (k) Council shall receive all reports, correspondence and other materials submitted on the matter under consideration;
 - (l) the Mayor shall declare the hearing closed;
 - (m) Council shall then consider the matter and, at the conclusion of its deliberations, it shall vote on the bylaw or resolution in accordance with the provisions of this Bylaw.
- (3) The time allowed for the proponent and each interested person to make representations shall be five minutes excluding any time spent addressing any questions posed by Council members.
- (4) A public hearing may be adjourned to a date certain.

**PART IV
Council Committee Procedure**

**DIVISION I
Council Committees**

Executive Committee

76. (1) The Executive Committee is hereby established.
- (2) The function of the Executive Committee, including its mandate, policy areas and delegated authority is set out in Schedule "E".

- (3) The Executive Committee shall consist of all Council members.
- (4) The Mayor is the Chair of the Executive Committee.
- (5) The procedure and conduct of the Executive Committee and its members shall be in accordance with this Part.

Environment, Utilities and Corporate Services Committee

77. (1) The Environment, Utilities and Corporate Services Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Environment, Utilities and Corporate Services Committee, including its mandate, policy areas and delegated authority is set out in Schedule "F".
 - (3) The Environment, Utilities and Corporate Services Committee shall consist of five councillors, appointed annually.
 - (4) The procedure and conduct of the Environment, Utilities and Corporate Services Committee and its members shall be in accordance with this Part.

Finance Committee

78. (1) The Finance Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Finance Committee, including its mandate, policy areas and delegated authority is set out in Schedule "G".
 - (3) The Finance Committee shall consist of five councillors, appointed annually.
 - (4) The procedure and conduct of the Finance Committee and its members shall be in accordance with this Part.

Planning, Development and Community Services Committee

79. (1) The Planning, Development and Community Services Committee is hereby established as a Standing Policy Committee.

- (2) The function of the Planning, Development and Community Services Committee, including its mandate, policy areas and delegated authority is set out in Schedule "H".
- (3) The Planning, Development and Community Services Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Planning, Development and Community Services Committee and its members shall be in accordance with this Part.

Transportation Committee

80. (1) The Transportation Committee is hereby established as a Standing Policy Committee.
- (2) The function of the Transportation Committee, including its mandate, policy areas and delegated authority is set out in Schedule "I".
- (3) The Transportation Committee shall consist of five councillors, appointed annually.
- (4) The procedure and conduct of the Transportation Committee and its members shall be in accordance with this Part.

Mayor Ex-Officio Member

81. (1) The Mayor shall, by virtue of the office or position, be a voting member of each Standing Policy Committee.
- (2) When present at a meeting of a Standing Policy Committee, the Mayor shall be included for determining whether a quorum exists.

Special Committees

82. (1) Council may appoint special committees as required and provide for the membership and functions of such committees and to whom they shall report.
- (2) Council shall appoint the Chair of each special committee.

- (3) All meetings of special committees shall be called by the Chair, or in the Chair's absence, the City Clerk, whenever requested by a majority of the members of the special committee.

DIVISION II
Council Committee Meetings

Date of Meetings

83. (1) Regularly scheduled Council Committee meetings will be held on the dates and times established by Council at an organizational meeting.
- (2) Except where otherwise determined by Council at an organizational meeting, regularly scheduled Council Committee meetings shall be held on Mondays.
- (3) No Council Committee meetings shall be held between nomination day under *The Local Government Election Act* and the election day for a general election.

Dispensing with Notice of Regularly Scheduled Meetings

84. (1) Notice of regularly scheduled Council Committee meetings need not be given.
- (2) Notwithstanding subsection (1), the City Clerk may advertise the date, time and place of any regularly scheduled Council Committee meeting by:
 - (a) placing an advertisement in a newspaper circulating in Saskatoon on the weekend preceding the date of the regularly scheduled Council Committee meeting;
 - (b) posting a notice on the bulletin board in the lobby of City Hall no later than the Friday preceding the date of the regularly scheduled Council Committee meeting; and
 - (c) posting a notice on the City's website no later than the Friday preceding the date of the regularly scheduled Council Committee meeting.

Place of Meetings

85. Every regularly scheduled Council Committee meeting shall be held in the Council Chamber.

Time of Meetings

86. (1) No more than two Standing Policy Committees shall meet on any given day.
- (2) Standing Policy Committees shall meet from 9:00 a.m. to 1:00 p.m. or from 2:00 p.m. to 6:00 p.m., but no two Standing Policy Committees shall meet at the same time on the same day.
- (3) The Executive Committee shall not meet at the same time as a Standing Policy Committee.
- (4) Regularly scheduled meetings of the Executive Committee shall commence at 1:00 p.m. and shall not continue later than 6:00 p.m.
- (5) Notwithstanding subsection (4), the Executive Committee may extend a regularly scheduled meeting beyond 6:00 p.m. with the consent of the majority of the members present.
- (6) Every Council Committee meeting shall recess for 15 minutes at the approximate midpoint of the Council Committee meeting.
- (7) Additional recesses may be called at the direction of the Chair.

Unfinished Business

87. If the business of a Council Committee meeting is not completed at that meeting, the unfinished business shall be set over to the next regularly scheduled Council Committee meeting or to a special meeting called to consider the unfinished business.

Changing Date, Time and Place

88. (1) Subject to subsection (2), a Council Committee may change the date, time or place of its regularly scheduled meeting.

- (2) If a Council Committee changes the date, time or place of its regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) any Council Committee members not present at the Council Committee meeting at which the change was made; and
 - (b) the public.
- (3) Notwithstanding subsection (2), a Council Committee meeting may be held with less than 24 hours' notice to all members and without notice to the public if all Council members agree to do so, in writing, immediately before the beginning of the meeting.
- (4) The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection (3) may be given in person or by facsimile, electronic mail or other similar means.

Cancellation

89. (1) Subject to subsection (2), a Council Committee may cancel its regularly scheduled meeting.
- (2) If a Council Committee cancels its regularly scheduled meeting, the City Clerk shall give at least 24 hours' notice of the change to:
 - (a) all Council members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.

Special Meetings

90. (1) The City Clerk shall call a special meeting of a Council Committee whenever requested to do so by the Chair or by a majority of the members of that committee. A request for a special meeting of a Council Committee shall be in writing.
- (2) The City Clerk shall give notice in writing of a special meeting to all Council members and to the public at least 24 hours in advance of the meeting.

- (3) The notice shall state:
 - (a) the purpose of the meeting; and
 - (b) the date, time and place of the meeting.
- (4) Notwithstanding subsection (2), a special meeting may be held with less than 24 hours' notice to all Council members, and without notice to the public, if all Council members agree to do so, in writing, immediately before the beginning of the meeting.

Meeting Through Electronic Means

91. (1) In an emergency, a Council Committee meeting may be conducted by means of a telephonic, electronic or other communication facility if:
 - (a) notice of the meeting is given to the public including the way in which the meeting is to be conducted;
 - (b) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the City Clerk is in attendance at that place; and
 - (c) the facilities permit all participants to communicate adequately with each other during the meeting.
- (2) Council Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Actions in Public

92. (1) An act or proceeding of a Council Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public Council Committee meeting.
- (2) Everyone has the right to be present at Council Committee meetings that are conducted in public unless the person presiding at the Council Committee meeting expels a person for improper conduct.

Meetings to be Public

93. Subject to section 94, Council Committees shall conduct all Council Committee meetings in public.

In Camera Meetings

94. (1) Council Committees may meet in camera if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- (2) If a Council Committee, while meeting in camera, is of the opinion that a particular agenda item should not to be considered in camera, the Council Committee shall not consider that item, but shall:
- (a) direct that it be placed on the public agenda of the next meeting of the Council Committee; or
 - (b) permit the administration to withdraw the matter.

Method of Giving Notice

95. (1) Any notice respecting a Council Committee meeting is deemed to have been given to a Council Committee member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- (2) Notice to the public of a Council Committee meeting as required by sections 88, 89, 90 and 91 is sufficient if the notice is posted:
- (a) at City Hall; and
 - (b) on the City's website.

DIVISION III
Communications and Requests to Speak to Council Committees

Communications – General

96. (1) When a person wishes to have a letter or other communication considered by a Council Committee, it shall be addressed to the City Clerk, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) (i) for written correspondence, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
(ii) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- (2) A communication received by the City Clerk which does not meet the conditions in subsection (1) or is abusive in nature shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (3) A communication received by the City Clerk which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Communications – Matter on Council Committee Agenda

97. (1) The City Clerk shall, whenever possible, include any written communication that relates to a matter already on the agenda of a Council Committee to the Council Committee meeting dealing with the matter.
- (2) A written communication pertaining to a matter already on a Council Committee agenda must be received by the City Clerk no later than 5:00 p.m. of the business day immediately preceding the Council Committee meeting in order to be included on the Council Committee agenda.
- (3) Notwithstanding subsection (2), communications may be submitted online until 8:00 a.m. on the day of the Council Committee meeting.

Communications – Matter not on Council Committee Agenda

98. (1) Written communications that do not relate to a matter on a Council Committee agenda shall be referred by the City Clerk to:
- (a) the Executive Committee;
 - (b) the appropriate Standing Policy Committee; or
 - (b) the administration.
- (2) In order for the communication to be included on the agenda of the next Council Committee meeting, it must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.
- (3) A referral pursuant to subsection (1) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Executive Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (4) If a communication is referred to the administration, a copy of the communication and any reply shall be placed in a folder in the City's online file sharing service for access by Council members.
- (5) No communication on the same or substantively the same matter shall be considered for at least 12 months after a resolution or bylaw concerning the matter was passed.
- (6) If a communication cannot be considered because it does not comply with subsection (5), the communication, and any reply, shall be filed by the City Clerk in a folder on the City's online file sharing service for access by Council members.
- (7) Communications to a Council Committee respecting a matter for which an appeal to an independent tribunal exists pursuant to *The Cities Act* or any bylaw shall be referred to the Department or Division having carriage of the appeal on the City's behalf. Without limiting the generality of the foregoing, the following matters shall be referred:
- (a) in the case of property maintenance and nuisance abatement matters, to the Fire Chief of the Saskatoon Fire Department;

- (b) in the case of assessment matters, to the Director of Assessment & Taxation;
- (c) in the case of business licensing matters, to the General Manager of Community Services;
- (d) in the case of the collection, handling and disposal of waste and recyclable material, to the General Manager of Corporate Performance;
- (e) in the case of requests for forgiveness of City mortgages under the lot allocation program, to the Director of Saskatoon Land.

Requests to Speak – Matter on Council Committee Agenda

99. (1) If a person wishes to speak to a Council Committee on a matter already on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the reason for the request to speak.
- (2) A written request to speak to a Council Committee pertaining to a matter already on a Council Committee agenda must be received by the City Clerk no later than 5:00 p.m. of the business day immediately preceding the Council Committee meeting in order to be included on the Council Committee agenda.
- (3) Notwithstanding subsection (2), written requests to speak to a Council Committee may be submitted online until 8:00 a.m. on the day of the Council Committee meeting.
- (4) The City Clerk shall refer the request to speak to a Council Committee pursuant to subsection (1) to the Council Committee meeting dealing with that particular matter, whenever possible.
- (5) Notwithstanding subsections (1), (2) and (3), when consideration of a matter on the agenda of a Council Committee meeting is deferred as unfinished business to a later meeting, only those persons who had requested to speak to the original Council Committee meeting shall have the right to be heard at the later Council Committee meeting.

Requests to Speak – Matter not on Council Committee Agenda

100. (1) If a person wishes to speak to a Council Committee on a matter not on an agenda, that person shall notify the City Clerk in writing, which notice shall set out the subject matter and reason for the request to speak.

- (2) The request to speak pursuant to subsection (1) must be received by the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.
- (3) Upon receipt of a request to speak to a Council Committee pursuant to subsection (1), the City Clerk may:
 - (a) in the case of requests for a proclamation or a flag raising, refer the matter to Council; or
 - (b) in the case of all other matters, refer the matter to the appropriate Council Committee to hear from the person.
- (4) A referral pursuant to subsection (3) shall be made in the discretion of the City Clerk, who may consult with the City Manager regarding matters to be referred to the Executive Committee and with the General Manager responsible for administrative support to each of the Standing Policy Committees regarding matters to be referred to that Standing Policy Committee.
- (5) The City Clerk shall refuse to accept a request to speak to a Council Committee if Council or a Council Committee has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by resolution or bylaw.
- (6) If a request to speak to a Council Committee is refused pursuant to subsection (5), a copy of the request, and any reply, shall be filed by the City Clerk in a folder in the City's online file sharing service for access by Council members.
- (7) The time allowed for each person speaking to a Council Committee shall be five minutes, excluding any time spent addressing any questions posed by Council Committee members.

DIVISION IV
Control and Conduct at Council Committee Meetings

Chair

101. (1) Standing Policy Committees shall elect a Chair from among the Standing Policy Committee members at the first meeting after each organizational meeting. If the Council Committee is unable to elect a Chair, then Council shall select the Chair from among the members of that Standing Policy Committee at the next Regular Business Meeting.

- (2) No Council member shall act as Chair of more than one Standing Policy Committee at any given time.
- (3) The members of each Standing Policy Committee shall elect a Vice-Chair who shall preside at meetings in the absence of the Chair.
- (4) If neither the Chair nor the Vice-Chair is present at a meeting of a Standing Policy Committee, that Standing Policy Committee shall elect a Chair from among its members for that meeting.
- (5) The Chair shall preside at each meeting, participate in the debate, and shall vote on all motions.
- (6) The Chair shall decide all questions of procedure, points of order and points of privilege.
- (7) When wishing to make a motion, the Chair shall:
 - (a) vacate the chair, and request the Vice-Chair take the chair;
 - (b) if the Vice-Chair is absent, the members shall choose an acting Chair from among the members, the acting Chair shall take the chair; and
 - (c) the Chair shall remain out of the chair until the motion has been dealt with.

Point of Order

- 102.
- (1) A Council Committee member may rise and ask the Chair to rule on a point of order.
 - (2) When a point of order is raised, the Council Committee member speaking shall immediately refrain from speaking further until the Chair decides the point of order raised.
 - (3) A point of order must be raised immediately at the time the rules of the Council Committee are breached.
 - (4) The Council Committee member against whom a point of order is raised may be granted permission by the Chair to explain.
 - (5) The Chair may consult the City Clerk or the City Solicitor before ruling on a point of order.
 - (6) A point of order is not subject to amendment or debate.

Point of Privilege

103. (1) A Council Committee member may rise and ask the Chair to rule on a point of privilege.
- (2) After the Council Committee member has stated the point of privilege, the Chair shall rule whether or not the matter raised is a point of privilege.
- (3) If the matter is determined to be a point of privilege, the member of the Council Committee who raised the point of privilege shall be permitted to speak to the matter.
- (4) The Chair may consult the City Clerk or the City Solicitor before ruling on a point of privilege.
- (5) If the point of privilege concerns a situation, circumstance, or event which arose between meetings of that Council Committee, the Council Committee member shall raise the point of privilege immediately after adoption of the minutes of the previous Council Committee meeting.
- (6) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the Council Committee.

Point of Procedure

104. (1) Any Council Committee member may rise and ask the Chair for an opinion on a point of procedure.
- (2) When a point of procedure is raised, the Council Committee member speaking shall refrain from speaking further until the Chair responds to the inquiry.
- (3) After the Council Committee member has asked the point of procedure, the Chair shall provide an opinion on the rules of procedure bearing on the matter before the Council Committee.
- (4) The Chair may consult the City Clerk or the City Solicitor before providing an opinion on the point of procedure.
- (5) A point of procedure is not subject to amendment or debate.
- (6) The Chair's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of the Council Committee.

Appeal

105. Any Council Committee member may challenge the ruling of the Chair. The motion "that the ruling of the Chair be overruled", shall be made, and the question shall be put to a vote immediately without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

Conduct in Public Gallery

106. All persons in the public gallery at a Council Committee meeting shall:
- (a) refrain from addressing the Council Committee or a Council Committee member unless permitted to do so;
 - (b) maintain quiet and order;
 - (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (d) refrain from talking on cellular telephones; and
 - (e) ensure that all recording, audio visual and photographic equipment is silent and operated in such a manner that does not interfere with the meetings or with another person's ability to hear or view the proceedings.

Conduct of Members

107. (1) A Council Committee member wishing to speak at a meeting shall obtain the approval of the Chair before speaking.
- (2) When addressing a Council Committee, a Council Committee member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a Council Committee member, an employee of the City or a member of the public;
 - (c) reflecting on a vote of the Council Committee except when moving to rescind or reconsider it, and shall not reflect on the motives of

the Council Committee members who voted on the motion or the mover of the motion; or

- (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Council Committee member is addressing the Chair, all other Council Committee members shall:
- (a) remain quiet;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Council Committee members shall remain silent once a question is put to vote and until the vote is declared.
- (5) Council Committee members shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the Council Committee meeting.

Improper Conduct

108. (1) The Chair may request that any person in the public gallery who disturbs the proceedings of a Council Committee meeting or acts improperly at a Council Committee meeting, as set out in section 106, leave or be expelled from the meeting.
- (2) No person in the public gallery shall refuse to leave a Council Committee meeting when requested to do so by the Chair.
- (3) Any person who refuses to leave when requested to do so may be removed.
- (4) If a person disturbs the proceedings of a Council Committee meeting or refuses to leave when requested to do so, the Chair may recess the meeting until the person leaves or adjourn the meeting to another day.

Persons Allowed Within the Council Bar

109. (1) In addition to Council Committee members, the following persons shall be allowed to sit within the Council bar during meetings:
- (a) in the case of the Executive Committee meeting, the City Manager;
 - (b) in the case of the Environment, Utilities and Corporate Services Committee meeting, the General Manager of Corporate Performance;
 - (c) in the case of the Finance Committee meeting, the General Manager of Asset & Financial Management;
 - (d) in the case of the Planning, Development and Community Services Committee meeting, the General Manager of Community Services;
 - (e) in the case of the Transportation Committee meeting, the General Manager of Transportation & Utilities;
 - (f) in the case of all Council Committee meetings:
 - (i) the City Clerk;
 - (ii) the City Solicitor;
 - (iii) such other persons as may be permitted by the Chair.
- (2) In absence of any person mentioned in subsection (1), a person acting on their behalf may sit within the Council bar during Council Committee meetings.

DIVISION V Council Committee Meeting Procedure

Procedure and Rules

110. (1) The procedure for Council Committee meetings shall be as set out in Division V of Part III, with any necessary modification, and except as specifically modified in this Part.

- (2) Notwithstanding subsection (1), the following rules apply to Council Committees:
 - (a) motions need not be seconded except motions to reconsider or rescind;
 - (b) there shall be no limit to the number of times a member may speak to a question;
 - (c) a motion requesting that a motion be put to a vote shall not be allowed;
 - (d) informal discussion of a subject shall be permitted when no motion has been made.

Order of Business and Agenda

111. (1) The order of business for a regularly scheduled Council Committee meeting shall be as set out in Schedule "C".
- (2) The order of business for an in camera Council Committee meeting shall be as set out in Schedule "D".
- (3) The City Clerk shall prepare the agenda for Council Committee meetings and distribute copies of the agenda, along with all reports or communications to be dealt with at the meeting, to each member of the appropriate Council Committee no later than 4:00 p.m. on the Wednesday immediately preceding the Council Committee meeting.
- (4) The agenda shall include the order of business, and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- (5) If, for any reason, the City Clerk is unable to prepare and distribute the agenda by the deadline mentioned in subsection (4), the City Clerk shall prepare and distribute the agenda as soon as reasonably possible to allow members an opportunity to review the agenda prior to the Council Committee meeting.
- (6) Business shall be considered in the order in which it stands on the agenda, unless the Council Committee alters the order of business for the convenience of the meeting by a majority vote of the members present.

- (7) All administrative reports submitted for inclusion in a regular meeting agenda must be received no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.

Urgent Business

112. (1) The administration may request to add a matter to the agenda of a Council Committee meeting as urgent business after the agenda has been prepared and distributed by the City Clerk.
- (2) In these circumstances, the administration shall submit a report to the City Clerk requesting to add the item to the agenda, which shall include an explanation of the reasons and degree of urgency of the matter, as soon as possible.
- (3) The City Clerk shall distribute any requests from the administration to add a matter of urgent business to the agenda to the Council Committee members as soon as they are available.
- (4) During the confirmation of the agenda, a Council Committee member may move to add a report, communication, speaker or motion to the agenda if the matter arises from an unforeseeable situation of urgency.
- (5) Council Committee may only consider a matter of urgent business by a majority vote of Council Committee members present.

Minutes

113. (1) The City Clerk shall record the minutes of each Council Committee meeting and shall distribute copies of the minutes of the last Council Committee meeting to each member of the Council Committee at least 48 hours before the next meeting of the Council Committee.
- (2) Any Council Committee member may request that a portion of the minutes be read aloud.
- (3) Any Council Committee member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

114. (1) The Chair shall take the chair and commence the meeting at the time specified for the meeting and as soon as a quorum is present.

- (2) If neither the Chair nor the Vice-Chair is present within five minutes of the time specified for the meeting and a quorum is present, the Chair elected by the Council Committee members pursuant to section 101 shall take the chair and commence the meeting until the arrival of the Chair or the Vice-Chair.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the meeting shall stand adjourned until the next regularly scheduled Council Committee meeting.

Quorum

115. (1) A quorum of a Council Committee shall be three Council Committee members.
- (2) Any act or proceeding of a Council Committee that is adopted at any Council Committee meeting at which a quorum is not present is invalid.

Attendance by Other Members

116. (1) Council members may attend and take part in the meetings of Standing Policy Committees of which they are not members, but shall not vote on any matter before the Standing Policy Committee.
- (2) Council members who are not members of a Standing Policy Committee shall be given an opportunity to speak on a matter after the Council Committee members present have had an opportunity to speak.

Access to Documents

117. Every Council member shall have access to:
 - (a) the agenda of a meeting of a Standing Policy Committee;
 - (b) the minutes of a meeting of a Standing Policy Committee after they have been approved by the Standing Policy Committee;
 - (c) any report, memoranda or other material submitted to a Standing Policy Committee; and
 - (d) any written communications submitted to a Standing Policy Committee.

DIVISION VI
Motions in Council Committee Meetings

Motions and Debate

118. (1) When a motion is under debate no other motions may be made, except:
- (a) to refer the motion to the administration for a report back to the Council Committee;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date; or
 - (d) to adjourn the meeting.
- (2) Any motions allowed under subsection (1) shall be considered in the order in which they were moved.

Motion to Amend – General

119. (1) Except as provided in subsection (12), any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended.
- (4) A subamendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and

- (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
- (6) There is no limit to the number of amendments and subamendments that may be proposed.
- (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.
- (8) Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- (9) The main motion shall not be debated until all amendments to it have been put to a vote.
- (10) Amendments shall be put in the reverse order to the order in which they were moved.
- (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date.

Dividing a Motion into Parts

- 120. (1) A Council Committee member may request or the Chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) The Council Committee shall then vote separately on each recommendation.

- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

Motion Arising

121. When a particular matter is before a Council Committee, a motion arising on the same matter is permitted provided:
 - (a) the proposed motion is related to and arises from an item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Motion to Defer to a Fixed Date

122. (1) Where a majority of the Council Committee members present decide to defer a motion to a fixed date, the motion cannot be considered by the Council Committee until the fixed date.
- (2) The only amendment allowed to a motion to defer to a fixed date is to change the date.
- (3) Notwithstanding subsection (1), a Council Committee may consider a deferred motion before the fixed date if a majority of all Council Committee members agree that the motion may be considered before that date.

Motion to Adjourn

123. (1) A motion to adjourn is allowed at any time during a Council Committee meeting, except:
 - (a) when a Council Committee member is speaking;

- (b) when Council Committee members are voting on a motion;
 - (c) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
- (2) A motion to adjourn shall be decided without debate.

Motion to Move In Camera

124. (1) A Council Committee member may make a motion that the Council Committee meeting move in camera.
- (2) The motion to move in camera must:
- (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) include the titles or subject of the items to be discussed; and
 - (c) include the reason for the Council Committee meeting to be held in camera.

Motion Contrary to Rules

125. The Chair may refuse to put to the Council Committee a motion which is, in the opinion of the Chair, contrary to the rules and privileges of the Council Committee.

Withdrawal of Motion

126. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

127. (1) A motion to reconsider is in order whether the original motion passed or failed.
- (2) A motion to reconsider may only be made at the same Council Committee meeting as the original motion was voted on.

- (3) A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (4) A motion to reconsider may be seconded by any Council Committee member regardless how the member voted on the original motion.
- (5) A motion to reconsider is debatable, only if the motion being reconsidered is debatable.
- (6) A motion to reconsider cannot be amended.
- (7) A motion to reconsider shall require a majority vote of the members present at the meeting.
- (8) If a motion to reconsider is adopted, the original motion is immediately placed before the Council Committee to be reconsidered.
- (9) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

128. (1) A motion to rescind an original motion pertaining to a matter within the delegated authority of the Council Committee may be made at any time following the Council Committee meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (2) A motion to rescind may be moved and seconded by any Council Committee member regardless how they voted on the original motion.
- (3) A motion to rescind is debatable.
- (4) A motion to rescind may be amended.
- (5) Except as provided in subsection (6), a motion to rescind shall only be made by a notice of motion duly given pursuant to section 129.
- (6) A Council Committee may, by unanimous consent of the members present, waive the requirement for notice.
- (7) A motion to rescind shall, in all cases, require a majority vote of all Council Committee members to pass.

- (8) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Notice of Motion

- 129. (1) A motion introducing a new matter shall not be considered by a Council Committee unless:
 - (a) a notice of motion has been submitted in writing to the City Clerk at a previous regularly scheduled Council Committee meeting; or
 - (b) a notice of motion has been provided to the City Clerk no later than 12:00 p.m. on the Tuesday immediately preceding the Council Committee meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before the Council Committee.
- (3) A Council Committee may, by unanimous consent of the members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Council Committee meeting.

Motion Arising from Communications

- 130. A Council Committee may consider a motion arising from a new communication to a Council Committee at a current regularly scheduled Council Committee meeting if:
 - (a) it is a motion to accept the information as received; or
 - (b) it is a motion to refer the matter to the administration.

Legal Advice

131. Where a majority of the members present at a Council Committee meeting wish to receive legal advice in private, the Council Committee may recess for a period of time sufficient to receive legal advice.

Voting of Council Committees

132. (1) A Council Committee member attending a Council Committee meeting shall vote at the meeting on a matter before the Council Committee unless the member is required to abstain from voting pursuant to *The Cities Act* or any other Act.
- (2) If a Council Committee member is not required to abstain from voting on a matter before the Council Committee and abstains from voting, the Council Committee member is deemed to have voted in the negative.
- (3) The City Clerk shall ensure that each abstention is recorded in the minutes of the meeting.

Majority Decision

133. Unless a greater percentage of votes is required by any other provision of this Bylaw, at every Council Committee meeting, all questions are to be decided by a majority vote of the Council Committee members present.

Tied Vote

134. If there is an equal number of votes for and against a resolution, the resolution is defeated.

PART V Advisory Committees

Advisory Committees

136. (1) Council hereby establishes the following advisory committees:
- (a) Advisory Committee on Animal Control;
 - (b) Municipal Heritage Advisory Committee;

- (c) Naming Advisory Committee;
 - (d) Cultural Diversity and Race Relations Committee;
 - (e) Saskatoon Environmental Advisory Committee;
 - (f) Social Services Subcommittee;
 - (g) Traffic Safety Committee;
 - (h) Visual Arts Placement Jury; and
 - (i) Accessibility Advisory Committee.
- (2) Advisory committees shall be composed of persons appointed by Council. Council members may be appointed to serve on advisory committees.

Advisory Committee on Animal Control

136. (1) The Advisory Committee on Animal Control shall consist of 10 members.
- (2) The advisory committee shall provide advice on all policy matters relating to animal services.
- (3) The advisory committee shall report to the Planning, Development and Community Services Committee.

Municipal Heritage Advisory Committee

137. (1) The Municipal Heritage Advisory Committee is established pursuant to *The Heritage Property Act*.
- (2) The Municipal Heritage Advisory Committee shall consist of 15 members.
- (3) The advisory committee shall provide advice on any matter arising out of *The Heritage Property Act* or the Regulations thereunder and the Civic Heritage Policy.
- (4) The advisory committee shall report to the Planning, Development and Community Services Committee.

Naming Advisory Committee

138. (1) The Naming Advisory Committee shall consist of six members.
- (2) The advisory committee shall receive and screen suggestions for naming all streets, City-owned facilities, suburban development areas, neighbourhoods and parks.
- (3) The advisory committee shall report to the Planning, Development and Community Services Committee.

Cultural Diversity and Race Relations Committee

139. (1) The Cultural Diversity and Race Relations Committee shall consist of 18 members.
- (2) The advisory committee shall monitor and provide advice on issues relating to the Cultural Diversity and Race Relations Policy.
- (3) The advisory committee shall report to the Environmental, Utilities and Corporate Performance Committee.

Saskatoon Environmental Advisory Committee

140. (1) The Saskatoon Environmental Advisory Committee shall consist of 11 members.
- (2) The advisory committee shall provide advice on policy matters relating to the environmental implications of City undertakings and to identify environmental issues of potential relevance to the City.
- (3) The advisory committee shall report to the Environment, Utilities and Corporate Services Committee.

Social Services Subcommittee

141. (1) The Social Services Subcommittee shall consist of five members.
- (2) The advisory committee shall make recommendations regarding the allocation of funds in the social services category of the Assistance to Community Groups: Cash Grants Program.
- (3) Meetings of the advisory committee shall be closed to the public.

- (4) The advisory committee shall report to the Finance Committee.

Traffic Safety Committee

142. (1) The Traffic Safety Committee shall consist of 12 members.
- (2) The advisory committee shall provide advice on policy matters related to traffic safety.
- (3) The advisory committee shall report to the Transportation Committee.

Visual Arts Placement Jury

143. (1) The Visual Arts Placement Jury shall consist of seven members.
- (2) The advisory committee shall adjudicate on the appropriateness and quality of art for placement in open space, civic facilities and other City-owned property with the exception of the Remail Art Gallery of Saskatchewan.
- (3) The advisory committee shall report to the Planning, Development and Community Services Committee.

Accessibility Advisory Committee

144. (1) The Accessibility Advisory Committee shall consist of nine members.
- (2) The advisory committee shall:
 - (a) develop an action plan to provide short and long-term goals for improving accessibility to City services, facilities and infrastructure (the "Action Plan") for Council's consideration;
 - (b) monitor and evaluate progress in achieving goals stated in the Action Plan;
 - (c) provide advice on policies and programs for improving accessibility to City services, facilities and infrastructure;
 - (d) act as a resource respecting development and implementation of a public relations campaign to promote the City's efforts to make City services, facilities and infrastructure accessible and barrier free;

- (e) receive referrals from and provide advice on accessibility issues;
 - (f) when instructed, encourage and promote communication and co-ordination between and among City departments, local businesses, and other levels of government respecting accessibility issues;
 - (g) ensure adequate and appropriate consultation with the community of common interest for persons with disabilities and/or persons fulfilling the role of primary caregiver to a person with a disability; and
 - (h) when required, establish ad hoc task groups to undertake specific tasks within the advisory committee's mandate.
- (3) This advisory committee shall report to the Finance Committee.

PART VI Offences and Penalties

Offences and Penalties

145. Every person in the public gallery who:

- (a) disrupts a Council meeting or a Council Committee meeting for any reason; or
- (b) refuses to leave the Council Chamber when requested to do so by the Mayor or the Chair,

is guilty of an offence and liable on summary conviction to a fine of not more than \$10,000.00.

PART VII
Miscellaneous

Bylaw No. 8198 Repealed

146. Bylaw No. 8198, *The Council Committee and Procedure Bylaw, 2003* is repealed.

Coming into Force

147. This Bylaw shall come into force on the 1st day of July, 2014.

Read a first time this _____ day of _____, 2014.

Read a second time this _____ day of _____, 2014.

Read a third time and passed this _____ day of _____, 2014.

Mayor

City Clerk

Schedule "A"

Regular Business Meeting Agenda

1. **National Anthem and Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Business Meeting**
4. **Public Acknowledgments**
5. **Question Period**
6. **Unfinished Business**
7. **Consent Agenda**
8. **Reports from Administration and Committees**
 - 8.1 **Administrative Reports**
 - 8.2 **Legislative Reports**
 - 8.3 **Standing Policy Committee Reports**
 - 8.3.1 **Environment, Utilities and Corporate Services**
 - 8.3.2 **Finance**
 - 8.3.3 **Planning, Development and Community Services**
 - 8.3.4 **Transportation**
 - 8.4 **Executive Committee**
 - 8.5 **Other Reports**
9. **Inquiries**
10. **Motions** (notice previously given)
11. **Giving Notice**
12. **Urgent Business**
13. **In Camera Session** (optional)
14. **Adjournment**

Schedule "B"

Public Hearing Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Public Hearing Meeting**
4. **Public Hearings**
5. **Proclamations and Flag Raisings**
6. **Adjournment**

Schedule "C"

Public Council Committee Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Committee Meeting**
4. **Communications** (requiring the direction of the Committee)
5. **Requests to Speak** (new matters)
6. **Reports from Administration**
7. **Urgent Business**
8. **Adjournment**

Schedule "D"

In Camera Council Committee Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda and In Camera Items**
3. **Adoption of Minutes of In Camera Council Committee Meeting**
4. **Unfinished Business**
5. **Communications** (requiring the direction of the Committee)
6. **Reports from the Administration**
7. **Urgent Business**
8. **Verbal Updates**
 - 8.1 **Council Members**
 - 8.2 **Administration**
9. **Adjournment**

Schedule "E"

Executive Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Executive Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration;
 - (c) to exercise every power or duty delegated by Council; and
 - (d) to supervise the City Manager, the City Clerk and the City Solicitor.

Policy Areas

2. The policy areas for the Executive Committee include:
 - (a) legal services and matters under litigation;
 - (b) legislative services;
 - (c) corporate projects;
 - (d) corporate governance;
 - (e) collective bargaining negotiations;
 - (f) human rights complaints, and wrongful dismissal actions;
 - (g) government relations;
 - (h) aboriginal affairs;
 - (i) strategic planning;
 - (j) controlled and statutory corporations;
 - (k) City pension plans;
 - (l) annual City budget process;
 - (m) regional planning;
 - (n) intergovernmental immigration policy and consultations; and
 - (o) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Executive Committee:
 - (a) the formulation and recommendation to Council of policies, plans, bylaws and any other matter that is not covered within the policy area of any other Standing Policy Committee;
 - (b) the conduct of all formal relationships with the Province of Saskatchewan and the Government of Canada;
 - (c) the consideration and report to Council on matters relating to employee pensions;
 - (d) the supervision of the City Manager and the recommendation of the terms and conditions of his or her employment including compensation to Council;
 - (e) the supervision of the City Clerk and the City Solicitor, and the setting of the terms and conditions of their employment including their compensation to be included in their Office budgets;
 - (f) the receipt of all reports from the City Manager with the exception of those reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (g) the receipt of all reports from the City Clerk with the exception of those reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (h) the receipt of all legal advice and reports from the City Solicitor with the exception of advice and reports which deal with matters that have specifically been delegated to one of the Standing Policy Committees;
 - (i) the approval or denial of requests for renovations to City Hall by Council members;
 - (j) the consideration and recommendation to Council on all matters referred to it by Council, a Standing Policy Committee or the Mayor.

Schedule "F"

Environment, Utilities and Corporate Services Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Environment, Utilities and Corporate Services Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Environment, Utilities and Corporate Services Committee include:
 - (a) water;
 - (b) wastewater;
 - (c) storm water;
 - (d) climate change;
 - (e) recycling;
 - (f) waste;
 - (g) electricity;
 - (h) information technology;
 - (i) human resources, but not including collective bargaining matters, human rights complaints and wrongful dismissal actions;
 - (j) corporate communications, marketing and advertising;
 - (k) citizen engagement;
 - (l) sponsorship and naming rights for City-owned and civic partner controlled assets; and
 - (m) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Environment, Utilities and Corporate Services Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the receipt and final consideration of quarterly reports from the administration covering departmental staffing levels and statistics;
 - (c) the approval of potable waterline connections;
 - (d) the approval of contributions of gifts and memorials of a sensitive nature;
 - (e) the approval of exemptions under *The Noise Bylaw*;
 - (f) the approval of all productivity improvement and green loans to civic departments and controlled corporations.

Schedule "G"

Finance Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Finance Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Finance Committee include:
 - (a) finance;
 - (b) revenue collection;
 - (c) assessment;
 - (d) facilities;
 - (e) audits;
 - (f) all land matters including acquisitions, sales and leases of land, and the land development program;
 - (g) vehicles and equipment, not including Transit and Fire vehicles and equipment; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Finance Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the setting of remuneration for members of the Saskatoon Board of Revision;

- (c) the approval of requests by persons appointed to Boards, Commissions and Committees to attend conferences and seminars;
- (d) the approval of requests for transcripts of a Council meeting by a Council member;
- (e) the approval of Tag Days;
- (f) the approval of interest rates to be charged on past due accounts;
- (g) the overall supervision of the land development program including:
 - (i) the approval of the sale of City-owned serviced land; and
 - (ii) the approval of direct sales and long-term leases under the City's Industrial Land Incentives Program;
- (h) the approval of all incentives under the Business Development Incentives Program, except for property tax abatements;
- (i) the overall supervision of the City's annual and long-term audit plans including the approval of the selection and terms of engagement of an internal and external auditor which includes the enterprise risk management audit function, and the implementation of internal controls over financial reporting, operational effectiveness and efficiency, regulatory compliance, fraud prevention and detection, and safeguarding corporate assets;
- (j) the approval of all leases of privately owned property by the City for civic purposes.

Schedule "H"

Planning, Development and Community Services Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Planning, Development and Community Services Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration; and
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Planning, Development and Community Services Committee include:
 - (a) planning and urban design;
 - (b) development regulation;
 - (c) affordable housing;
 - (d) arts, culture, recreation and immigration;
 - (e) parks;
 - (f) fire prevention and suppression;
 - (g) municipal heritage matters; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Planning, Development and Community Services Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the approval of a request from the civic administration to advertise a proposed amendment to *The Zoning Bylaw* or *The Official Community Plan*, if the City is the applicant;

- (c) the final review of a denial or the imposition of conditions on a subdivision application by a development officer under *The Subdivision Bylaw*;
- (d) the approval of assistance for special events;
- (e) the establishment of the list of standard facilities to be used in calculating neighbourhood, local and district parks, and recreation levies;
- (f) the approval of assistance for community groups;
- (g) the approval of leasing of civic buildings to outside organizations;
- (h) the approval of special occasion licences if the application does not comply with policy;
- (i) the approval of innovative housing incentives, except for property tax abatements;
- (j) the approval of names to be included on the Names Master List for naming City-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks;
- (k) the approval of all incentives under the Downtown Housing Incentives program, except property tax abatements;
- (l) the approval of all incentives under the Vacant Lot and Adaptive Reuse Incentive Program, except property tax abatements;
- (m) the approval of the purchase of works of art, and the approval of the sites where works of art may be located;
- (n) the designation of specific City-operated recreational facilities where advertising signs promoting the sale and consumption of beverage alcohol will be permitted;
- (o) the resolution of all 9-1-1 monitoring group disputes.

Schedule "I"

Transportation Committee

Mandate

1. With respect to all matters within the committee's policy areas, the mandate of the Transportation Committee is:
 - (a) to provide advice and recommendations to Council;
 - (b) to oversee the implementation of approved policy decisions by the civic administration;
 - (c) to exercise every power or duty delegated by Council.

Policy Areas

2. The policy areas for the Transportation Committee include:
 - (a) transit services;
 - (b) streets, roadways and public rights of way, and associated transportation infrastructure;
 - (c) bridges and structures;
 - (d) active transportation;
 - (e) transportation planning;
 - (f) snow grading, removal and management;
 - (g) street maintenance, repair and replacement; and
 - (h) any other related area.

Delegated Authority

3. The following powers or duties are delegated to the Transportation Committee:
 - (a) the receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
 - (b) the approval of the criteria for acceptable transit advertising;
 - (c) the approval of encroachment agreements;
 - (d) the granting of vending rights to special events on public property.

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

PLANNING AND OPERATIONS COMMITTEE

Composition of Committee

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

1. Proposed Amendments to Use of Sidewalks – Vending Policy No. C09-013 (File No. CK. 370-1)

RECOMMENDATION: that the proposed amendments to the Use of Sidewalks – Vending Policy C09-013 be approved.

Attached is a report of the General Manager, Community Services Department, dated May 9, 2014, proposing amendments to Use of Sidewalks – Vending Policy C09-013 to address a number of housekeeping items, to accommodate the provision of parking patios within on-street parking stalls, and to mandate the Planning and Development Division to assume responsibility for the administration of the Policy.

Your Committee reviewed the report with the Administration as well as with a representative of the Riversdale Business Improvement District, at which time the following further information was provided:

- The number of parking spaces used for a parking patio would be restricted to the number of spaces fronting the business.
- The Riversdale Business Improvement District is in favour of parking patios because they will be controlled, input will be from those directly affected, there will be a limit as to how many will be allowed on a block, and they will create a positive street experience.

- All of the business improvement districts were consulted and are supportive of the City Centre Plan. All were advised of the proposed amendments to the Use of Sidewalks – Vending Policy and no responses were received from the other BIDs. Their input will be sought for each application received.
- The Administration will ensure there is coordination between food truck vendors and sidewalk patios.

The Planning and Operations Committee supports the above recommendation.

**2. Zoo Program/Paws-Inn Concession Agreement
(Files CK. 4205-8 and RS. 290-38)**

- RECOMMENDATION:**
- 1) that the City of Saskatoon and the Saskatoon Zoo Society enter into a one-year agreement for services at the Saskatoon Forestry Farm Park and Zoo for 2014, in accordance with the terms set out in this report; and
 - 2) that the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Attached is a report of the General Manager, Community Services Department, dated May 2, 2014, requesting approval to award a one-year contract to the Saskatoon Zoo Society to offer education programs and operate the concession at the Saskatoon Forestry Farm Park and Zoo.

Your Committee has reviewed the matter and is submitting it to City Council for information.

**3. System Reliability Statistics – Saskatoon Light & Power
(Files CK. 2000-1 and WT. 2004-1)**

- RECOMMENDATION:** that the information be received.

Attached is a report of the General Manager, Transportation and Utilities Department, dated May 9, 2014, providing information for the first quarter of 2014, as well as statistical information on system reliability achieved by Saskatoon Light & Power over the past 10 years, and comparing those against statistics achieved by other Canadian urban utilities.

Your Committee has reviewed the matter and is submitting it to City Council for information.

**4. Retail Growth in Saskatoon
(Files CK. 4125-1 and PL. 4125-1)**

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Community Services Department, dated May 14, 2014, providing information regarding the growth of retail floor space in Saskatoon and planned locations for new retail developments in the short and medium term.

Your Committee has reviewed the matter and is submitting it to City Council for information.

**5. Cultural Investment by the City of Saskatoon
(Files CK. 5608-1 and RS. 5608-18)**

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Community Services Department, dated May 12, 2014, outlining the findings of a study conducted by Hill Strategies Research Inc., which compares the cultural investments of seven mid-sized Canadian cities, including the City of Saskatoon.

Your Committee reviewed the report with the Administration as well as with Mr. Kelly Hill, Hill Strategies Research Inc., and is submitting it to City Council for information.

**6. 2013 Annual Report – Traffic Safety Committee
(File No. CK. 430-59)**

RECOMMENDATION: that the information be received.

Attached is a memo dated May 20, 2014, from the Secretary, Traffic Safety Committee, forwarding the Traffic Safety Committee's 2013 Annual Report.

Your Committee has reviewed the matter and is submitting it to City Council for information.

**7. Lead Connection Replacement Service Level
(Files CK. 7780-1 and IS. 7820-0)**

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Transportation and Utilities Department, dated May 7, 2014, providing information regarding the current level of service the City provides for the replacement of lead service lines.

Your Committee has reviewed the matter and is submitting it to City Council for information.

**8. 2013 Year-End Report – Leisure Centres
(Files CK. 430-34 and RS. 430-1)**

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Community Services Department, dated May 8, 2014, providing a summary of operations in 2013 for the six indoor leisure centres, four outdoor pools and the Terry Fox Track and Fitness Circuit, located at the SaskTel Sports Centre.

Your Committee reviewed the matter with the Administration and was advised that alternate payment options have been arranged for outdoor pools in 2014.

Your Committee has reviewed the matter and is submitting it to City Council for information.

A copy of the Leisure Centres and Outdoor Pools – 2013 Year-End Report can be viewed on the City of Saskatoon's website at www.saskatoon.ca by clicking "R" for Reports to Council.

Respectfully submitted,

Councillor M. Loewen, Chair

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: May 9, 2014
SUBJECT: Proposed Amendments to Use of Sidewalks – Vending Policy
No. C09-013
FILE NO: CK. 370-1

RECOMMENDATION: that a report be submitted to City Council recommending approval of proposed amendments to Use of Sidewalks - Vending Policy No. C09-013.

TOPIC AND PURPOSE

The purpose of this report is to bring forward proposed amendments to City Council in regard to Use of Sidewalks – Vending Policy No. C09-013 (Vending Policy). These proposed amendments address a number of general housekeeping items, accommodate the provision of parking patios within on-street parking stalls, and mandate the Planning and Development Division, Community Services Department, to assume responsibilities for the administration of the Vending Policy.

REPORT HIGHLIGHTS

1. The Vending Policy currently regulates mobile food vendors, including stationary stands, kiosks, carts, and sidewalk cafes on public sidewalks.
2. Proposed amendments to the Vending Policy retains regulations for mobile food vendors and sidewalk cafes, but deletes outdated sections with respect to hours of operation and rental fees (see Attachment 1).
3. Proposed additions to the Vending Policy include regulations to allow for the provision of parking patios, as recommended in the City Centre Plan, and modifies the Vending Policy's name to reflect the use of parking stalls.
4. It is proposed that Planning and Development be delegated with the responsibility for administration of this Vending Policy as it aligns with the work of the Business License Program in licensing on-street food trucks and sidewalk cafes, and will facilitate the provision of an effective approvals process for right-of-way vending activities.

STRATEGIC GOALS

The recommendations in this report support the City of Saskatoon's (City) Strategic Goal of Continuous Improvement by striving to seek efficiencies in the way business is handled. In addition, proposed parking patios support the Strategic Goal of Sustainable Growth by establishing the City Centre as a cultural and entertainment hub.

BACKGROUND

The Vending Policy was approved on May 19, 1998. The purpose of the Vending Policy is to enhance the overall image and economic vitality of commercial areas through the provision of vending on public sidewalks. The Vending Policy itself has remained largely unchanged since its initial approval, and now requires updates to reflect changes in administrative procedures and new approaches to vending.

In addition, at its January 20, 2014 meeting, City Council approved a number of immediate implementation items required to address recommendations outlined in the City Centre Plan. One such item included temporary parking patios, necessitating amendments to the Vending Policy, to accommodate this extended form of a sidewalk cafe.

REPORT

Policy Overview

The Vending Policy is currently administered by the Transportation and Utilities and Asset and Financial Management Departments, with active input from the Business Improvement Districts (BIDs). Since 2012, Community Services has assumed the role of licensing sidewalk cafes.

In 2013, under the Vending Policy, nine food cart vendors and nine sidewalk cafes were licensed to operate on city sidewalks. These uses are permitted within commercial zoning districts, including Downtown and various BIDs.

Updates to the Vending Policy are needed to reflect current practices and business needs, as well as to more effectively align administrative responsibilities for this Vending Policy. The proposed amendments are detailed below.

Policy Updates to Delete Obsolete Items

The Vending Policy makes reference to a number of items that are no longer relevant in the administration of this policy. These items include removing reference to monthly rental fees for vending units and hours of operation. See Attachment 2 for a more detailed description of these obsolete items.

Provision for Parking Patios

The City Centre Plan encourages the seasonal, temporary conversion of on-street parking spaces for outdoor dining opportunities as an extension of a sidewalk cafe, referred to as parking patios. It is recommended that amendments be made to the Vending Policy to allow for parking patios to operate on-street. Parking patios will be permitted in association with an approved restaurant in a B5 or B6 Zoning District as per Section 5.26 of Zoning Bylaw No. 8770 (Zoning Bylaw), subject to a number of provisions including:

- a) may be established only within the timeframe of April 1 and October 31, with all furnishings and objects removed during off-season;
- b) concrete barriers, traffic posts, and fencing, as well as other safety measures specified by Transportation and Utilities be required;

- c) must incorporate temporary landscaping and use high quality weather resistant furnishings;
- d) surface of parking patio must be flush with curb, accessible, and allow proper drainage;
- e) must maintain a clear 2 metre pedestrian passage way;
- f) may not extend across the frontage of adjacent uses; and
- g) must not affect availability of parking downtown.

Applications for parking patios will be subject to a review process similar to that of sidewalk cafes, which includes referral of the proposal to the Saskatoon Health Region, the BIDs, Saskatoon Police Services, Saskatoon Fire, and the Transportation and Utilities and Community Services Departments. In addition, business owners of approved parking patios will be required to pay meter hooding fees to cover the loss of parking meter revenue.

Amendments to the Sidewalk Cafe Guidelines, a companion document to the Zoning Bylaw and Vending Policy, will ensure that parking patios are appropriately located, fit the context of the surrounding area, and are designed to minimize potential nuisances and ensure public safety. The complete list of guidelines and conditions of approval are contained in Attachment 3.

Delegation of Administrative Responsibilities to Planning and Development

Under the Vending Policy, Transportation and Utilities is currently responsible for identifying and approving sites suitable for vending on public sidewalks. BIDs play an important role in the Vending Policy's administration; establishing a process to administer applications to vendors, submitting requests for approval of vending sites to the City, and ensuring vendors are in compliance with the Vending Policy. Transportation and Utilities assumes these responsibilities in the absence of a BID or in cases where a BID currently has no administrative process in place. Asset and Financial Management currently collects the application fees, issues the licenses for sidewalk vendors, and assists in compliance-related matters. The proposed amendments to the Vending Policy would delegate the responsibilities currently held by these departments to the Planning and Development Division, Community Services Department.

Planning and Development has recently taken on the responsibility for licensing sidewalk cafes and on-street mobile food trucks. In assuming the responsibilities for administering the Vending Policy, Community Services can more accurately evaluate public right-of-way vending activities in their entirety. This would include evaluating cumulative impacts of proposed uses and monitoring to ensure required separation distances between food carts, on-street mobile food trucks, sidewalk cafes/parking patios, and permanent established restaurants are maintained.

The Business License Section will coordinate the review of all applications for parking patios. As part of the review, consideration will be given to the overall cumulative effect of using parking spaces for mobile food trucks, parking patios, and other projects (e.g. Protected Bike Lane project) in the Downtown to ensure there remains sufficient

on-street parking available for automobiles. In some cases, this may mean the denial of some applications for parking patios.

Complaints regarding public right-of-way vendors would be enforced jointly by Bylaw Enforcement Officers in the Community Services and Transportation and Utilities Departments.

The Transportation and Utilities and Asset and Financial Management Departments are supportive of this change in administrative responsibility.

OPTIONS TO THE RECOMMENDATION

City Council may choose to reject the proposed amendments to the Vending Policy.

POLICY IMPLICATIONS

Amendments to the Vending Policy are required to institute changes in administrative procedures and to accommodate parking patios.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Consultation for this initiative involved the Transportation and Utilities and Asset and Financial Management Departments, the BIDs, and the City Solicitor's Office.

COMMUNICATION PLAN

Planning and Development will work with the communications staff to develop a press release noting the opportunities for parking patios. Communications will also be forwarded to referring agencies to identify the approved changes to the Vending Policy and to provide updated contact information.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

With the approval of City Council, the policy amendments will be put into place immediately as a number of enquiries regarding potential for parking patios for the upcoming summer season have been received.

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)

No safety and/or CPTED issues have been identified at this time.

PUBLIC NOTICE

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

ATTACHMENTS

1. Use of Sidewalks, Boulevards, and Parking Stalls – Vending Policy No. C09-013.
2. Description of Obsolete Items
3. Sidewalk Cafe Guidelines

Written by: Catherine Kambeitz, Senior Planner

Reviewed by: “Alan Wallace”
 Alan Wallace
 Director of Planning and Development

Approved by: “Randy Grauer”
 Randy Grauer, General Manager
 Community Services Department
 Dated: “May 15, 2014”

Approved by: “Murray Totland
 Murray Totland, City Manager
 Dated: “May 20, 2014”

Please note that strikethroughs denote proposed removal, and bolding denotes proposed changes/additions

1

NUMBER
C09-013

POLICY TITLE <i>Use of Sidewalks, Boulevards and Parking Stalls - Vending</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE June 9, 2014
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 14 - 1988, 19-1988, 4-1994, Administration and Finance Committee Report No. 9-1998</i>	CITY FILE NO. <i>CK 370-1</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

To enhance the overall image and economic vitality of commercial areas through the provision of vending on public sidewalks, **boulevards and on-street parking stalls**.

2. DEFINITIONS

- 2.1 Approved Vending Cart Sites - sites determined by the ~~City Engineer~~ **Community Services Department** to be appropriate for Vending on public Sidewalks.
- 2.2 Boulevard – that portion of the right-of-way that extends from the edge of the Street to the property line of the adjacent property, not including the Sidewalk.
- 2.3 Curb – the dividing line of the Street between the part of the Street intended for the use of vehicles and that intended for pedestrians whether marked with a curbstone or not.
- 2.4 Parking Patio – a Sidewalk Cafe which has been extended to include the temporary conversion of designated Parking Stall(s) located on public Streets.
- 2.5 Parking Stall – any portion of a parking area marked by one or more painted lines, number, meter, pole, sign or other device to indicate that it is intended for the parking of a vehicle.
- 2.6 Sidewalk – portion of the right-of-way designed and intended for use by pedestrians.
- 2.7 Sidewalk Cafe - a group of tables and chairs and other accessories situated and maintained upon a public Sidewalk or Boulevard for the consumption of food and beverages sold to the public from, or in, an adjoining indoor restaurant.

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- 2.8 **Street** – a road, alley or other place designed and intended for use by the general public for the passage of vehicles and pedestrians, but does include a parking lot, whether privately or publicly owned.
- 2.9 **Vending Cart** - stationary stands, kiosks, or mobile units such as hand carts that sell food and beverage items or wares and merchandise on public Sidewalks.
- 2.10 **Vendor** - any person(s) who owns and/or operates a Vending Cart, Sidewalk Cafe, or Parking Patio on public right of way.
- 2.11 **Vending** – engagement in the sale of beverages, food, and other approved products.

3. POLICY

Subject to the conditions of this policy, public Sidewalks, **Boulevards and on-street Parking Stalls** may be temporarily used for the purposes of the following:

- **Vending Carts;**
- **Sidewalk Cafes; and,**
- **Parking Patios.**

This policy does not apply to Vending from pedal powered or motorized vehicles.

This policy does not apply to private property, special events or festivals.

3.1 Location

- a) Vending on public Sidewalks, **Boulevards, and Parking Stalls** shall be permitted only on Approved Vending Cart Sites, **as an approved Sidewalk Cafe, or as an approved Parking Patio.**
- b) Approval of Vending Cart Sites, **Sidewalk Cafes or Parking Patios** shall be based on the following criteria:
- i) There shall be no loading zone, taxi stand, **accessibility ramp**, bus

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stop or **bus shelter** at the Curb. ~~For the purposes of this policy, the entire downtown transit mall shall be considered a bus stop.~~

- ii) There shall be a minimum of 3 metres (10 ft.) between any portion of a Vending Cart and the Curb return.
 - ~~iii) Stationary and mobile vending units must allow a minimum of 1.5m (5 ft.) of sidewalk as passage way for pedestrians.~~
 - iii) **A minimum clear passageway of not less than 2.0 metres for pedestrians shall be maintained between the curb (Vending Carts and Sidewalk Cafes), or any physical obstructions such as utility poles, fire hydrants, bus shelters, parking meters, trees, benches or garbage receptacles.**
 - ~~iv) Outdoor seating for restaurants must immediately abut the private property and must allow a minimum of 1.5m (5 ft.) passage way for pedestrians between the vending location and outside edge of sidewalk.~~
 - iv) **Vending Carts must allow a minimum of 1.5 metres of Sidewalk between private property (or any other obstruction) and the Vending unit, unless permission is granted from the Community Services Department and the owner of the applicable building or structure.**
 - ~~v) There shall be a minimum of 3m (10 ft.) between the location of outdoor seating abutting restaurants and the location of stationary or mobile vending units in order to provide appropriate passage way for pedestrians.~~
 - v) **Sidewalk Cafes and Parking Patios are subject to the regulations set out in the City of Saskatoon's Sidewalk Cafe Guidelines and Zoning Bylaw.**
- c) The Vendor shall not conduct business in such a way as would restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police or sanitation vehicles.

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d) Neither the Vending Cart, nor any items relating to operation of the Vending business, shall lean against or hang from any building or other structure without permission from the owner of the applicable building or structure.

~~3.2 a) All types of products (i.e. popcorn, candy floss, etc.) to be vended on public sidewalks are subject to prior approval by City Council.~~

~~b) Only established businesses may vend from the sidewalk area immediately abutting their property. Other vendors must allow a minimum of 1.5m (5 ft.) of sidewalk between the private property and their vending unit.~~

e) To avoid unnecessary competition, Vending Carts shall not be located within 20 metres (65 ft) of any business (including another Vendor) which is selling similar products.

f) Business Improvement Districts shall allocate Approved Vending Cart Sites to individual applicants in accordance with this policy.

g) For those Approved Vending Cart Sites outside of Business Improvement Districts, the General Manager, ~~Public Works~~ **Community Services Department** shall allocate Approved Vending Cart Sites to individual applicants on a first-come, first-served basis.

~~f) Roller blade vendors are allowed under the following conditions of approval:~~

~~i) \$1 M liability insurance required;~~

~~ii) Type and location of vending booths require prior approval by Meewasin Valley Authority;~~

~~iii) No booths to be allowed in or near the clock tower/dedication areas on Spadina Crescent.~~

3.2 Vending Cart Units

a) Vending Cart units shall be of good quality and aesthetically pleasing in appearance. They shall not have any lights, sounds, or actions which could be a distraction for motorists and/or pedestrians.

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- b) Vending Cart units must be approved by the Saskatoon Health Region.

3.3 Maintenance of Approved Vending Cart Sites, **Sidewalk Cafes and Parking Patios**

- a) The Approved Vending Cart Site, **Sidewalk Cafe or Parking Patio** shall be kept clear of all garbage and litter resulting from Vending operations.
- b) There shall be no permanent modifications made to the public right of way. Any damage to the Sidewalk, **Boulevard, Street** or other public structures resulting from Vending shall be repaired by the City and the costs paid by the Vendor.
- c) **Vending Carts, other than stationary stands or kiosks that have been secured against entry, must be removed from the Sidewalk when not in operation.**

3.4 Insurance - minimum liability insurance of ~~\$500,000~~ **\$2,000,000** is required for each Approved Vending Cart Site, **Sidewalk Cafe or Parking Patio**.

3.5 Theft - the City of Saskatoon assumes no responsibility for any theft of property owned by the Vendor.

3.6 Licenses - all Vendors shall be required to obtain a license under ~~License Bylaw No. 6066~~ The Business License Bylaw. **Parking Patios must, in addition, pay all required parking fees through purchase of meter hood(s).**

~~3.8 Rental Fee - a monthly rental fee of \$50.00 shall be charged for each vending unit. This fee shall be in addition to the annual license fee required under Section 3.7. (Note: This fee has been waived for the next two years and will be reviewed at that time).~~

3.7 Indemnification - the Vendor shall save the City harmless of all activities undertaken by the Vendor.

3.8 Special Events and Festivals - unless otherwise determined by City Council, an individual licensed for an Approved Vending Cart site, **Sidewalk Cafe, or Parking Patio** shall also have authority to provide vending services at that site during special events.

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3.9 Legislation - the Vendor must abide by all laws and regulations, bylaws and resolutions governing the vending operation and must satisfy all levels of government agencies (i.e. Saskatoon Health Region, Police Service etc.). **Sidewalk Cafes and Parking Patios are subject to the City's Sidewalk Cafe Guidelines.**

~~3.12 Hours of Operation - all vendors shall comply with such store closing hours that are in effect and applicable to the vendor. Vending apparatus, other than stands or kiosks which have been secured against entry, must be removed from the sidewalk outside of these hours.~~

3.10 Policy Compliance - the City reserves the right to withdraw Vendor privileges at any location for failure to meet one or more of the requirements outlined in this policy.

4. RESPONSIBILITIES

4.1 Board of Management, Business Improvement Districts

- a) Administer applications for Approved Vending Cart Sites within Business Improvement Districts.
- b) Submit requests for approval of Vending Cart sites to the General Manager, Community Services Department by March 1st of each year.
- ~~e) Submit requests for approval of products to be vended to City Council as necessary.~~
- c) Ensure Vendors comply with the terms and conditions of this policy (and any additional conditions specified by the Board of Management) for those Approved Vending Cart Sites within Business Improvement Districts.
- d) Provide notification of approval to the **General Manager, Community Services Department for Vending Carts, Sidewalk Cafes and Parking Patios within Business Improvement Districts.**
- ~~e) Advise the City Treasurer of the names of approved applicants.~~

4.2 General Manager, ~~Transportation~~ Community Services Department

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- a) Determine and/or approve sites appropriate for Vending on public Sidewalks, **Boulevards and Streets**.
- ~~b) Advise the City Treasurer of "approved vending sites."~~
- b) Administer applications and allocate Approved Vending Cart Sites in accordance with this policy for all sites other than those within Business Improvement Districts.
- c) **Administer applications and approve Sidewalk Cafes and Parking Patios in accordance with this policy, the Sidewalk Cafe Guidelines, and the Zoning Bylaw.**
- d) Ensure Vendor compliance with conditions of this policy.
- e) Assume responsibilities identified in Section 4.1 until such time as the Business Improvement District is in a position to do so.

~~4.3~~ City Treasurer

- f) **Ensure all Vendors are licensed.**
- g) **Collect all license fees.**

4.3 General Manager, Transportation and Utilities Department

- a) **Allocate parking meter hoods to Parking Patios and collect all respective parking fees.**

4.4 City Council

- ~~a) Approve type of product to be vended on public sidewalks.~~
- a) Approve amendments to this policy.

Description of Obsolete Items

1) Monthly Rental Fees

Section 3.8 of the Vending Policy states that a monthly rental fee of \$50 should be charged for each vending unit, in addition to the annual license fee of \$100. When the policy was initially approved in 1998, the monthly fee was waived for a two-year period, and was to be subsequently reviewed thereafter.

The policy has been in place for 15 years, and this monthly rental fee has never been collected. It is the opinion of the Administration that the license fee adequately covers the costs of operating this program, and an additional fee is not warranted. It is recommended that Section 3.8 be removed from the policy.

2) Hours of Operation

Section 3.12 of the Vending Policy states that all vendors shall comply with store closing hours that are in effect and applicable to the vendor. The City no longer regulates hours of operation for businesses and it is therefore recommended that Section 3.12 be removed from the policy.

Please note that strikethroughs denote proposed removal, and bolding denotes proposed changes/additions



Community Services Department
Planning and Development

SIDEWALK CAFE GUIDELINES

The following guidelines establish requirements for the licensing and operation of Sidewalk Cafes and **Parking Patios** located on City of Saskatoon right-of-way (ROW). Applications must be submitted to the Community Services Department and must be approved prior to issuance of a Sidewalk Cafe or **Parking Patio License**. **The Sidewalk Cafe Guidelines are intended to be used as a companion document to Bylaw No. 8770 (Zoning Bylaw) and Policy C09-013 (Use of Sidewalks, Boulevards and Parking Stalls – Vending).** All laws and regulations, bylaws and resolutions governing right-of-way activity must be abided by, including Bylaw No. 2954 (Street Use Bylaw) and Bylaw No. 7200 (Traffic Bylaw).

1.0 Definitions:

Boulevard – that portion of the right of way that extends from the edge of the street to the property line of the adjacent property, not including the sidewalk.

Parking Patio – a sidewalk cafe which has been extended to include the temporary conversion of designated parking stall (s) located on public streets.

Parking Stall – any portion of a parking area marked by one or more painted lines, number, meter, pole, sign or other device to indicate that it is intended for the parking of a vehicle.

Sidewalk – portion of the right-of-way designed and intended for or used by pedestrians.

Sidewalk Cafe – a group of tables and chairs and other accessories situated and maintained upon a public sidewalk or boulevard for the consumption of food and beverages sold to the public from, or in, an adjoining indoor restaurant.

Street – a road, alley or other place designed and intended for or used by the general public for the passage of vehicles and pedestrians, but does include a parking lot, which is either privately or publicly owned.

2.0 General Guidelines:

2.1 **License Required:** the operator of a Sidewalk Cafe or **Parking Patio** must apply for and obtain, annually, a Sidewalk Cafe or **Parking Patio License** prior to commencement of operations.

2.2 **Existing Sidewalk Cafes:** Businesses which are renewing their existing Sidewalk Cafe License will not be required to have their application reviewed by the agencies listed in Section 2.7, provided the business has not changed ownership or the design of their Sidewalk Cafe has not changed from the previous year.

- 2.3 License Fee: No additional fee is charged with each license for the operation of a Sidewalk Cafe or **Parking Patio**; the license is considered an extension of the business' existing Commercial Business License.
- 2.4 Parking Fee: **Parking Patios must pay all required parking fees through purchase of a meter hood(s) prior to the issuance of a license.**
- 2.5 License Conditions: The operator shall agree to abide by the terms and conditions set forth in these guidelines, **in addition to the regulations outlined in Policy C09-013 (Use of Sidewalks, Boulevards and Parking Stalls - Vending) and Bylaw No. 8770 (Zoning Bylaw)**. The General Manager of Community Services (or designate) reserves the right to cancel a Sidewalk Cafe or **Parking Patio** License upon 24 hours notice if the terms and conditions are violated.
- 2.6 Information Requirements: The applicant shall submit a site plan, drawn to scale, which shows the delineated area of the proposed Sidewalk Cafe or **Parking Patio** and proposed location and placement of planters, awnings, tables, chairs, fences and all other accessories in relation to the public sidewalk and/or street and to the indoor restaurant associated with it. The plan must indicate the location of utility poles, hydrants, bus shelters, parking meters, and any other utility or infrastructure related installations. The site plan must also clearly delineate pedestrian passage ways as described in Section 3.8, 4.5 and 5.9 of these guidelines.
- 2.7 Approval: New Sidewalk Cafe applications (or those with changes from a previous year) and all new and pre-existing **Parking Patios**, will be referred to relevant agencies for review and approval. The applicant will be required to submit any missing or additional information required by the approving agencies. Once approval has been confirmed, the Sidewalk Cafe or **Parking Patio** license can be issued. All applications will be referred to the following agencies:
- a) Saskatoon Health Region;
 - b) Saskatoon Police Services;
 - c) Saskatoon Fire Department;
 - d) City of Saskatoon – Right-of-way Approval (Transportation and Utilities Department, Transportation);
 - e) City of Saskatoon – Neighbourhood Planning/Urban Design (Community Services Department, Planning and Development);
 - f) Business Improvement Districts (BIDs) - If the proposed Sidewalk Cafe or Parking Patio is located in a BID;

- g) Saskatchewan Liquor & Gaming Authority - If the proposed Sidewalk Cafe is to serve alcoholic beverages.

3.0 General Conditions of Approval:

- 3.1 **Commercial Business License:** The business must hold a valid City of Saskatoon Commercial Business License.
- 3.2 **Insurance:** A minimum of **\$2,000,000** liability insurance is required for the operation of a Sidewalk Cafe or **Parking Patio**. This liability must indemnify the City of Saskatoon safe and harmless from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of a Sidewalk Cafe or **Parking Patio** in the public right-of-way.
- 3.3 **Performance:** Sidewalk Cafes and **Parking Patios** shall contribute positively to the street activity and perception of the surrounding area. Inappropriate patron or staff behaviour or management practises or increases in calls for service from Police, Fire, or any other agency shall be grounds for immediate termination of the license.
- 3.4 **Accessory Use:** Sidewalk Cafes and **Parking Patios** shall be located adjacent to an existing restaurant and shall be considered an accessory use. Sidewalk Cafes or **Parking Patios** must not extend across the frontage of adjacent uses.
- 3.5 **Alcoholic Beverages:** Alcoholic beverages may be served with food, provided the adjacent restaurant to which it is an accessory use is licensed to serve alcohol and the operator has received the approval of the Saskatchewan Liquor and Gaming Authority.
- 3.6 **Hours of Operation:** A Sidewalk Cafe or **Parking Patio** shall be operated for no longer than the operating hours of the principle use to which it is an accessory.
- 3.7 **Waste & Storage:** The Sidewalk Cafe or **Parking Patio** operator shall maintain the Sidewalk Cafe or **Parking Patio** area and the immediately adjacent area in a clean and safe condition at all times. Waste receptacles and work stations should be located along the building wall of the adjoining restaurant.
- 3.8 **Pedestrian Pathway:** A minimum clear passage way of not less than 2.0 metres for pedestrians shall be maintained between the curb (sidewalk cafes only) or any physical obstruction such as utility poles, fire hydrants, bus shelters, parking metres, trees, benches or garbage receptacles
- 3.9 **Screening:** Visual screening may be allowed at the discretion of the Transportation and Utilities Department.

- 3.10 **Umbrellas:** Any umbrellas shall be located entirely within the approved Sidewalk Cafe or **Parking Patio** area.
- 3.11 **Lighting:** Any lighting of the Sidewalk Cafe or **Parking Patio** shall be of a temporary nature and shall not project onto adjacent properties.
- 3.12 **Signs & Advertising:** Any permanent signs or advertising within the Sidewalk Cafe or **Parking Patio** area require a Sign Permit and shall conform to the Sign Bylaw and Zoning Bylaw.
- 3.13 **Furnishings:** All tables, chairs and decorative accessories in the Sidewalk Cafe or **Parking Patio** should be constructed using weather resistant materials, and must be fully contained within the approved Sidewalk Cafe or **Parking Patio** area.
- 3.14 **Removal of Improvements:** Sidewalk Cafe or **Parking Patio** furnishings, fences, awnings, screens, signs, lighting and other Sidewalk Cafe or **Parking Patio** improvements must be removable and not permanently fixed in place. All objects must be contained within the approved Sidewalk Cafe or **Parking Patio** area and removed during the off-season or after the Sidewalk Cafe or **Parking Patio** ceases operation.
- 3.15 **Utility Access and Infrastructure Improvements:** The City of Saskatoon and public utility agencies retain the right of access to the approved Sidewalk Cafe or **Parking Patio** area for the installation, maintenance and repair of pipes, cables, wires, poles, hydrants, **sidewalks, streets or any other utility or infrastructure installation** as necessary. In case of emergency, no notice may be given. For scheduled work, a minimum notice of 1 week will normally be given. Sidewalk Cafe or **Parking Patio** improvements shall be removed and reinstalled at the Sidewalk Cafe or **Parking Patio** operator's expense.
- 3.16 **Electrical Vaults:** A Sidewalk Cafe or **Parking Patio** or any portion of a Sidewalk Cafe or **Parking Patio** shall not be located above an underground electrical vault.

4.0 Additional Conditions of Approval – Sidewalk Cafes:

- 4.1 **Fencing:** Sidewalk Cafes may be fenced around the perimeter but fences shall not exceed 1 metre in height. Open fencing is preferred to solid fencing but fabric insert panels may be used. Any fencing located within 6 metres of an intersection shall not obstruct the vehicular view angles as determined by the Transportation and Utilities Department.
- 4.2 **Awnings:** The installation of awnings requires a Building Permit and shall conform to the requirements of the Building Bylaw (No. 7306).
- 4.3 **Surface Treatment:** All ground surface area within the approved Sidewalk Cafe area shall be hard surfaced with unit pavers, concrete or asphalt, whichever is consistent with the

immediately adjacent areas. Indoor/outdoor carpeting may be used at the discretion of the Transportation and Utilities Department.

- 4.4 **Landscaping:** Landscaping of the Sidewalk Cafe is encouraged and must be of a temporary nature. Plant material must be contained within the approved Sidewalk Cafe area.
- 4.5 **Access:** The operator shall maintain an unobstructed walkway at a minimum width of 1.5 metres to the entrance of the building and entrance of the Sidewalk Cafe if relevant. The Sidewalk Cafe shall be wheelchair accessible.
- 4.6 **Additional Regulations:** The Community Services Department and Transportation and Utilities Department reserve the right to require additional regulations to ensure that safety regulations are met.
- 4.7 **Denial:** Not all sidewalks or locations are suitable for a Sidewalk Cafe. The Community Services Department maintains the right to refuse issuance of a Sidewalk Cafe license in instances where it is felt that a Sidewalk Cafe may impact public welfare or safety and/or constitute a nuisance.

5.0 Additional Conditions of Approval – Parking Patios:

- 5.1 **Seasonal:** A Parking Patio is permitted to operate seasonally from April 1st to October 31st
- 5.2 **Designated Space:** A Parking Patio must operate solely within the confines of the designated parking space(s). A Parking Patio is not permitted in nose-in or angled parking.
- 5.3 **Separation:** 6 metres must be maintained between the nearest edge of the Parking Patio and the nearest edge of any intersection, crosswalk, bus shelter or bus stop.
- 5.4 **Barriers:** Concrete barriers shall be placed at both ends of the Parking Patio at the discretion of the Transportation and Utilities Department. The concrete barrier that faces oncoming traffic must be angled in such a way that any potential impact will divert vehicular traffic onto the roadway and away from pedestrians.
- 5.5 **Fencing:** Fencing, no greater than 1 metre in height, is required around the perimeter of the Parking Patio. Fencing material shall be robust in nature as determined by the Transportation and Utilities Department.
- 5.6 **Traffic Posts:** Traffic glow posts must be placed along the length of the Parking Patio to alert traffic and to serve as a traffic calming measure. All traffic control

devices (including fencing, concrete barriers and traffic glow posts) must be contained within the approved Parking Patio area. All costs for traffic control devices are borne by the Parking Patio operator.

- 5.7 **Surface Treatment:** Any Parking Patio platform or decking must not be attached to the street, must be flush with the curb, and must allow proper drainage.
- 5.8 **Landscaping:** Landscaping of the Parking Patio is required and must be of a temporary nature. Plant material must be contained within the approved Parking Patio area.
- 5.9 **Access:** Access to the parking patio must be restricted to the sidewalk or boulevard. Parking Patios must be wheelchair accessible.
- 5.10 **Additional Regulations:** The Community Services Department and Transportation & Utilities Department reserve the right to require additional regulations to ensure that safety regulations are met.
- 5.11 **Denial:** Not all streets or locations are suitable for a Parking Patio. The Community Services Department maintains the right to refuse issuance of a Parking Patio license in instances where it is felt that a Parking Patio may impact public welfare or safety, result in a negative impact on the provision of on-street parking, and/or constitute a nuisance. The issuance of a Parking Patio license one year does not guarantee the issuance of a Parking Patio license in subsequent years.

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: May 2, 2014
SUBJECT: Zoo Program/Paws-Inn Concession Agreement
FILE NO.: CK. 4205-8 and RS. 290-38

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

- 1) that the City of Saskatoon and the Saskatoon Zoo Society enter into a one-year agreement for services at the Saskatoon Forestry Farm Park and Zoo for 2014, in accordance with the terms set out in this report; and
- 2) that the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

TOPIC AND PURPOSE

The purpose of this report is to recommend that City Council award a one-year contract to the Saskatoon Zoo Society (SZS) to offer public education programs and operate the concessions at the Saskatoon Forestry Farm Park and Zoo (SFFP&Z).

REPORT HIGHLIGHTS

1. The SFFP&Z plans to open a new gift shop and zoo entrance in 2015, which could impact the operational requirements of the SFFP&Z current contract with the SZS.
2. The term of the contract with the SZS will be for one year, beginning January 1, 2014, and ending December 31, 2014. In 2014, the fees paid to the SZS to provide programming, collection of zoo admission, and operation of Paws-Inn Concession and Gift Shop will increase by \$1,300.

STRATEGIC GOAL

This report supports the City's Strategic Goal of Quality of Life by providing opportunity for citizens to have access to programs that promote education and learning at the SFFP&Z. Furthermore, the SFFP&Z provides citizens and visitors to Saskatoon a unique opportunity to enjoy the natural beauty of the site.

BACKGROUND

The current three-year agreement between the City and the SZS expired on December 31, 2013. The purpose of the contract with the SZS is to provide

educational, interpretive, and environmental programming to the general public. The contract authorizes the SZS to:

- a) provide concession services to the patrons visiting the zoo, Paws-Inn Concession and Gift Shop;
- b) collect admissions to the zoo;
- c) collect the parking fees to access the park; and
- d) operate the Kinsmen Express.

The SZS has reaffirmed their interest to continue operation of the concession/admission booth, provide program services, and is in agreement with the revisions as identified in this report.

REPORT

Over the last eight years, the attendance at the SFFP&Z has increased from an average of 67,000 people to in excess of 125,000 people per year. During this time, the SZS has had to increase many of their programs to keep up with the additional public demand. The agreement negotiated by the Administration is for one year. The majority of changes to the new contract reflect inflationary cost increases for staff and material.

New Gift Shop and Zoo Entrance

Construction for the new gift shop is scheduled to begin in 2014 and be open for the 2015 season. The new gift shop is located next to the Affinity Learning Centre, and the existing concession will remain in its current location (see Attachment 1). This means the SZS will operate two separate buildings in 2015.

The SZS is in the process of developing a business plan that takes into consideration the operation of the new gift shop and a concession in two different locations. The SZS has requested a one-year contract with the City to allow time to develop this new business plan.

Agreement Terms and Conditions

The negotiated changes to the service contract between the City and the SZS are highlighted below:

A. Agreement Term

The agreement term between the City and the SZS is for one (1) year, commencing January 1, 2014, and ending December 31, 2014. Traditionally, the Administration would negotiate a three-year agreement with the SZS. The SZS has asked for a one-year contract to allow them to initiate a study of their governance model, build a business plan for operating the new gift shop at the SFFP&Z (planned for opening in 2015), and prepare a business plan for operating a separate concession.

B. Programming Services

The SZS agrees to provide the interpretive, educational, and environmental program services as outlined in this report. In return, the City will pay a \$48,000 fee to the SZS, which represents an increase of \$1,000.

C. Admissions and Gate Services

The SZS agrees to provide services for the collection of zoo admission fees at the zoo entrance and the collection of parking fees at the park entrance kiosk. In 2014, the City shall pay the SZS the sum of \$15,300, which represents an increase of \$300.

D. Paws-Inn Concession and Gift Shop License

The SZS shall pay the City \$5,100 (plus GST) to operate the Paws-Inn Concession and Gift Shop. This represents a small increase of \$100, compared to the 2013 fee. Contracting the concession services with the SZS allows the SZS to generate revenue to support its programs and other initiatives within the zoo.

Without the support of the SZS, the costs to operate the SFFPZ would substantially increase.

OPTIONS TO THE RECOMMENDATION

There are no options.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

As outlined in the following chart, the 2013 budget for this service was \$62,000. The 2014 budget is \$63,300. This represents a \$1,300 overall increase, or 2.10 percent.

This increase has been included in the SFFP&Z 2014 Operating Budget.

Budgeted Total 2013	Budgeted Total 2014	Increase	Percent
\$62,000	\$63,300	\$1,300	2.10

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

This agreement was developed in discussions with the SZS.

COMMUNICATION PLAN

A communication plan is not required.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The Administration will report back on a new three-year contact in December 2014.

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. Saskatoon Forestry Farm Park & Zoo Gift Shop and Concession Location

Written by: John Moran, Manager, Saskatoon Forestry Farm Park and Zoo

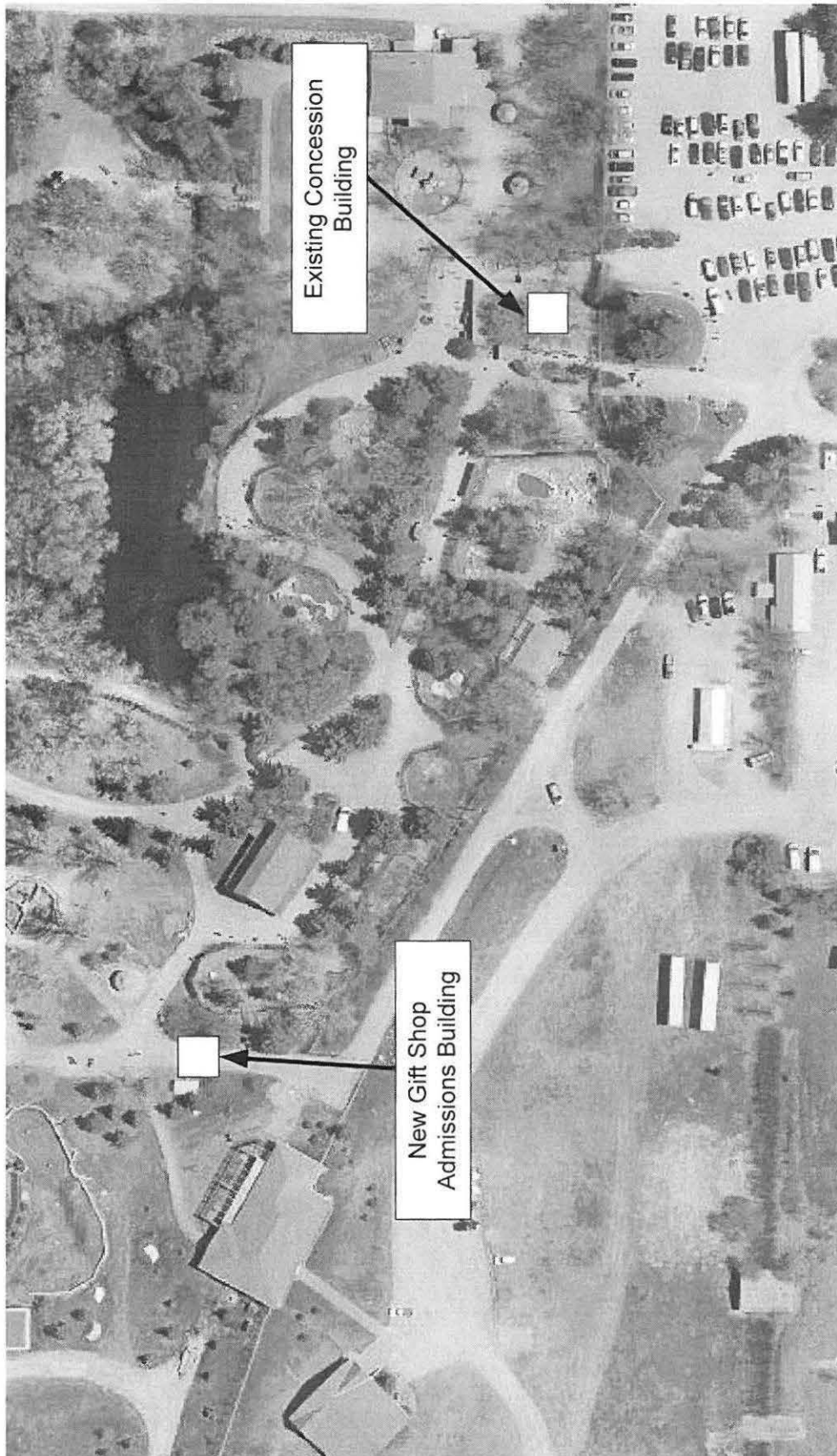
Reviewed by: “Cary Humphrey”
Cary Humphrey
Director of Recreation and Sport

Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “May 15, 2014”

Approved by: “Murray Totland”
Murray Totland, City Manager
Dated: “May 16, 2014”

Saskatoon Forestry Farm Park & Zoo
Gift Shop & Concession Location

ATTACHMENT 1



TO: Secretary, Planning and Operations Committee
FROM: General Manager, Transportation & Utilities Department
DATE: May 9, 2014
SUBJECT: System Reliability Statistics – Saskatoon Light & Power
FILE NO: CK. 2000-1 and WT. 2004-1

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

TOPIC AND PURPOSE

The purpose of this report is to provide statistical information on the system reliability achieved by Saskatoon Light & Power (SL&P) over the past 10 years (2004 to 2013) and to compare those results against statistics achieved by other Canadian urban utilities. Information for the first quarter of 2014 is also provided.

REPORT HIGHLIGHTS

1. SL&P's goal is to meet or exceed the system reliability statistics achieved by the average Canadian urban utility.
2. Reliability statistics for the 10-year period from 2004 to 2013 indicate that SL&P is regularly meeting or exceeding the performance of the average urban utility.
3. The number of power outages has decreased slightly in the period from 2010 to 2013 when compared against the previous six years.
4. Average restoration time for a customer experiencing an outage was 59 minutes (2004 to 2013). This compares to 71 minutes for the average urban utility (2004 to 2012).
5. The four primary causes of outages experienced by SL&P in 2013 were: (1) defective equipment - 32%; (2) scheduled outages for maintenance - 21%; (3) interference by a third party - 20%; and (4) trees contacting overhead power lines - 15%.
6. The number of outages in the first quarter of 2014 (25) was less than the average for this point in time over the past 10 years (34).
7. Over the past year, and in particular the past 4 months, SL&P has provided increased communication with a focus on timely messages to its customers during power outages. This heightened level of communication may have created a perception that outages are occurring more regularly.
8. Infrastructure renewal will allow SL&P to continue to meet its system reliability goals in the future.

STRATEGIC GOALS

This report supports the strategic goal of Asset and Financial Sustainability by providing information on the system reliability of the electrical utility. Tracking this information against specified goals ensures that resources and risks are managed effectively and that services and infrastructure continue to meet the needs of citizens today and tomorrow.

REPORT

SL&P Goals for System Reliability

SL&P is a member of the Canadian Electrical Association (CEA). The CEA collects reliability statistics on behalf of its member companies and reports the averages for comparative purposes.

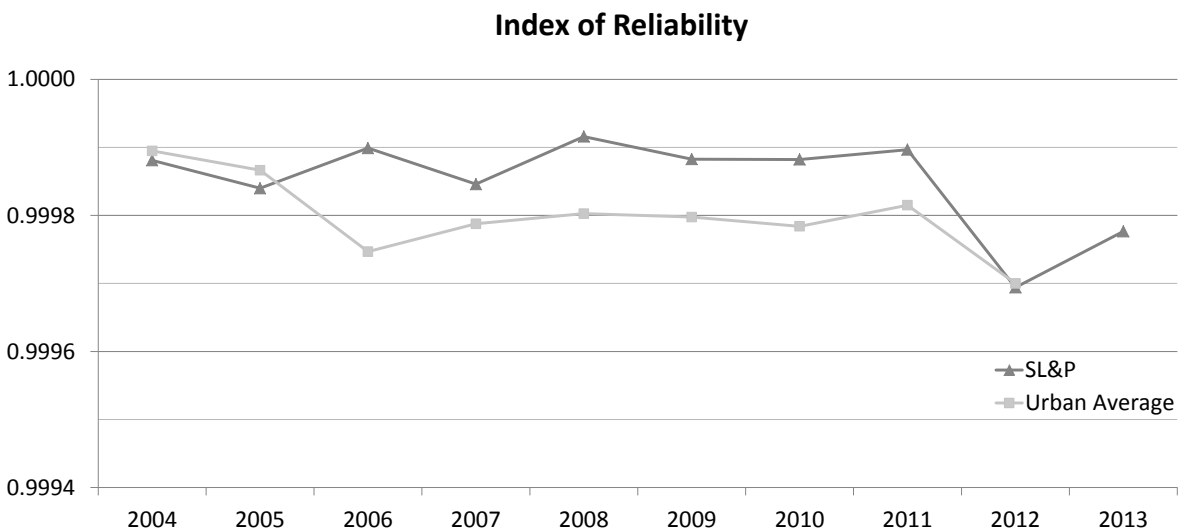
The CEA reports on urban utility statistics separate from rural utilities in order to provide a better basis for comparison. Urban utilities generally have better reliability.

SL&P has set the goal of meeting or exceeding the system reliability performance based on the Canadian Urban Average.

The CEA has not yet released reliability statistics for the 2013 year, so only the information from 2004 to 2012 is shown in this report. CEA averages presented in this report are therefore based on 9 years of statistics.

Reliability Statistics

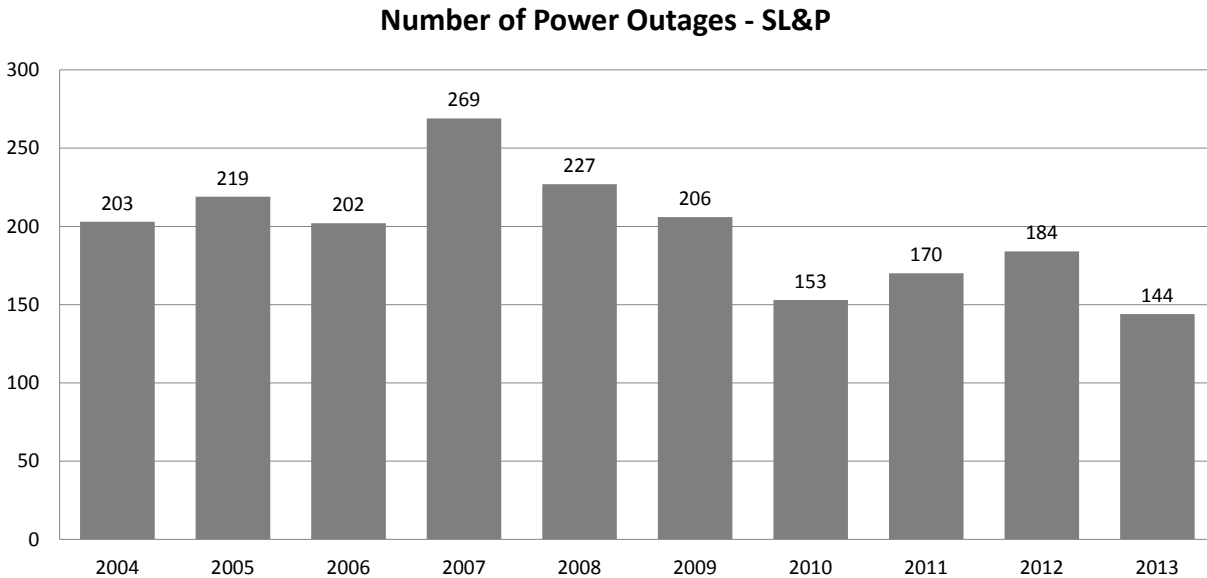
The following chart shows the Index of Reliability (IOR) for SL&P in comparison to the Urban Average. This index measures the availability of service to customers on an annual basis. For example, an IOR of 0.9998 would mean that electrical service is provided 99.98% of the time over a one year period.



This chart shows that SL&P has been consistently meeting its goals and performing as well as, or better than, the Urban Average. This is a key metric for utilities since both the number of outages as well as the duration has an effect on the IOR. The decrease experienced by SL&P in 2012 can be attributed, in part, to the significant wind storms on June 27 and July 4, 2012.

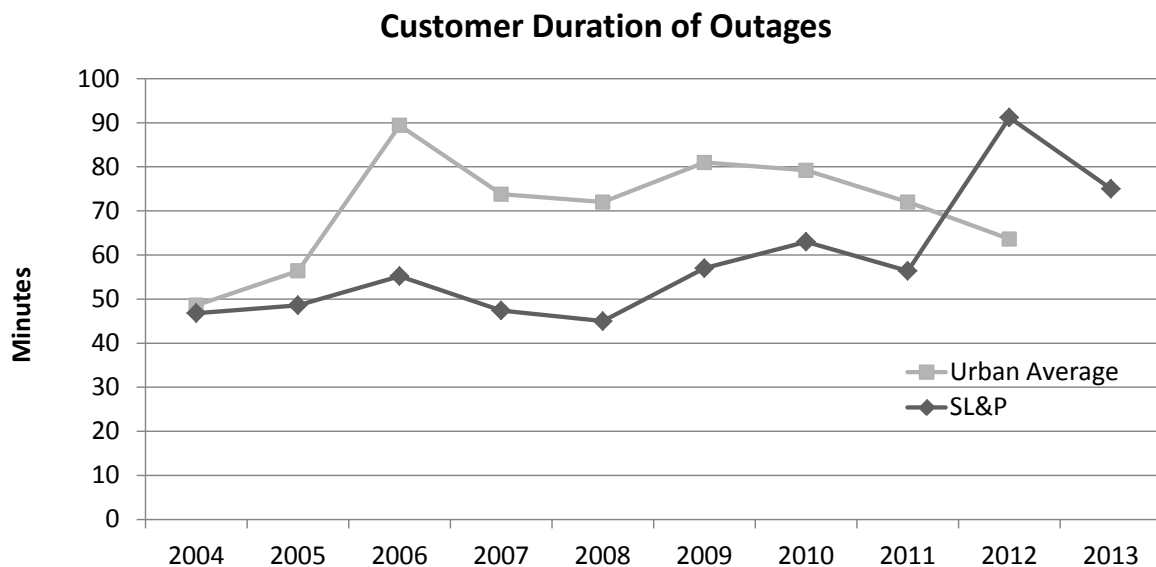
Number of Power Outages

SL&P also tracks the number of outages that are experienced annually and compares against its own performance from previous years. The following chart shows that the number of outages has decreased slightly over the past four years (2010 to 2013).



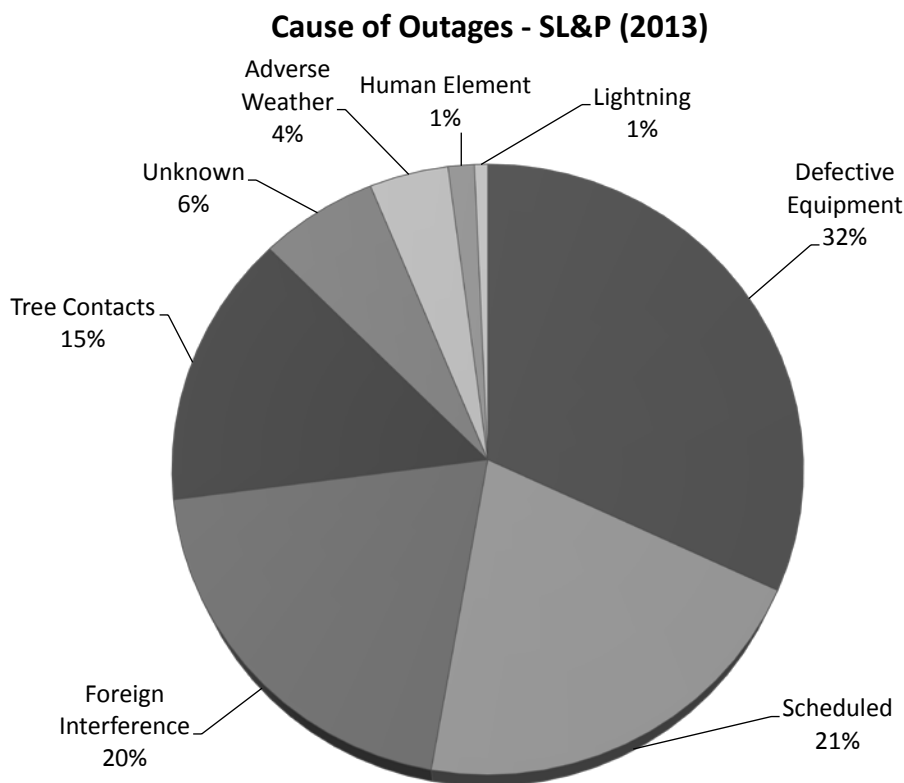
Duration of Power Outages

The following chart shows the average time for restoring power to customers who experienced an outage during the year. The 10-year average for SL&P was 59 minutes. The Urban Average was 71 minutes (2004 to 2012). SL&P, therefore, performed better than the Urban Average in every year except 2012.



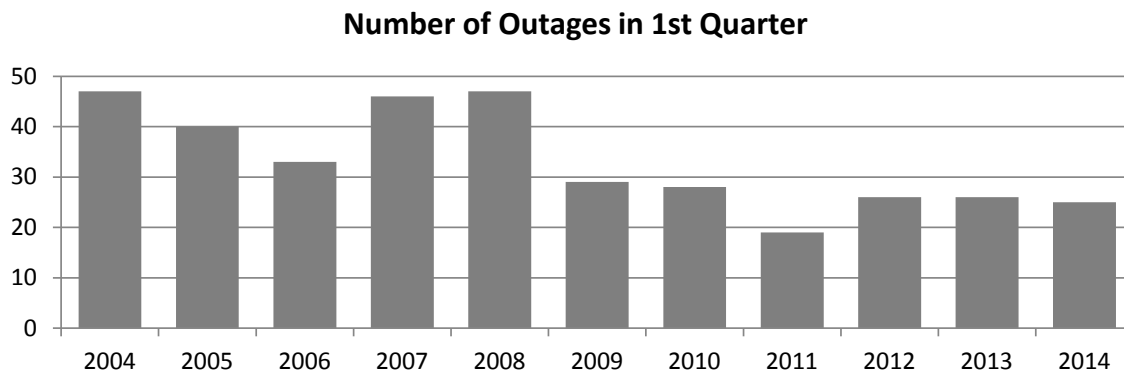
Cause of Outages in 2013

The following chart shows the cause of the outages at SL&P in 2013. The 4 primary causes were: (1) defective equipment; (2) scheduled outages for maintenance work; (3) interference by a third party (such as damage from a vehicle collision, bird contacts with overhead power lines, contractor dig-ins with underground cables, etc.); and (4) and trees contacting overhead power lines.



Number of Outages in 2014

During the first quarter of 2014, SL&P experienced 25 outages. By comparison, during the first quarter of the past 10 years, the average number of outages was 34. Therefore, the number of outages in the first three months of 2014 was below average.



Communication of Outages

Over the past year, the City of Saskatoon started using Service Alerts to communicate with residents during service disruptions. These Service Alerts are made available in a variety of different ways including: on the City's website, Twitter, Facebook and in RSS format. SL&P uses these alerts to inform customers and the media of a power outage, the estimated time for restoration, the cause of the outage and when power will be restored. Since January 2014, additional attention has been given to issuing service alerts as quickly as possible to the initial occurrence of a power outage and to provide timely updates.

As a result of this increased communication, some customers may have the perception that outages have been occurring more regularly on a city-wide basis. SL&P's reliability statistics indicate that there has been no increase in outages recently. It is likely that those following the City of Saskatoon on Twitter, for example, may be aware of outages in other parts of the city that they would not have previously known about.

Infrastructure Renewal

Many electrical utilities across the country have noted that they are facing a significant infrastructure deficit. Most of these deficits have accumulated over the past several decades as growth occurred.

In Saskatoon's case, the growth rate in the 1960s, 70s and early 80s was very significant, and much of it occurred within SL&P's franchise area. The majority of electrical components installed during this time were designed to last 40 to 50 years. As those components are reaching the end of their life, SL&P will now need to focus on maintenance and asset renewal.

The Utility intends to implement an asset management system to help optimize work programs, determine required capital investment levels, and ensure that reliability performance for SL&P continues to meet or exceed the CEA Urban Average.

COMMUNICATION PLAN

In addition to Service Alerts, SL&P is planning to use the NotifyNow system for high impact outages. This will allow increased, direct communication to affected customers through phone, email and/or text message. SL&P expects to begin using this service in summer of 2014 and will communicate to the public the expected instances that this additional service will be used.

Additional measures will be taken to increase awareness of SL&P reliability, and to educate citizens on the communications methods in place for information during power outages.

PUBLIC NOTICE

Public Notice pursuant to Section 3 of Policy No. C01-21, Public Notice Policy, is not required.

Written by: Trevor Bell, Director of Saskatoon Light & Power

Approved by: “Jeff Jorgenson”
Jeff Jorgenson, General Manager
Transportation & Utilities Department
Dated: “May 16, 2014”

Copy – City Manager
SLP Reliability Statistics

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: May 14, 2014
SUBJECT: Retail Growth in Saskatoon
FILE NO.: CK. 4125-1 and PL. 4125-1

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

TOPIC AND PURPOSE

This report provides information about the growth of retail floor space in Saskatoon and the planned locations for new retail developments in the short and medium term.

REPORT HIGHLIGHTS

1. The City of Saskatoon (City) plans for commercial areas through Official Community Plan Bylaw No. 8769 (OCP Bylaw), and Sector and Neighbourhood Concept Plans to ensure that there is an adequate supply of commercial land and that it is of an appropriate type and distribution according to a hierarchy.
2. Saskatoon has traditionally provided most of the regional commercial opportunities in the region; however, as regional growth continues at a rapid pace, more retail opportunities may be expected in locations outside Saskatoon.
3. The City monitors retail space (ft²) per capita to ensure that a sufficient quantity of retail space is always available to meet demand as Saskatoon's population grows.
4. Development sites are available to accommodate about 700,000 ft² of retail floor space. Developments in the planning stages amount to about 2.56 million ft².

STRATEGIC GOALS

This report supports the Strategic Goals of Economic Diversity and Prosperity and Sustainable Growth. Specifically, it addresses how the City is planning to accommodate more growth in the retail sector and how that helps ensure the long-term viability of commercial areas and the neighbourhoods they support.

BACKGROUND

Retail growth closely follows population growth. It normally follows and serves emerging markets, whether they are new neighbourhoods, districts, sectors, or revitalization projects. The City plans for all forms of development through the OCP Bylaw. The OCP Bylaw includes a land use map which designates land for a

variety of land use categories. The OCP Bylaw is based on studies, research, and information obtained from a variety of sources.

In 2011, the City commissioned a consultant to undertake a comprehensive look at Saskatoon's growth and forecasts for growth in the retail sector. This report forecasts Saskatoon's retail demand to a population of 325,000. Conclusions in the report have subsequently been factored into planning for retail areas in new and amended Sector Plans (Holmwood and University Heights).

REPORT

Commercial Area Planning Policy

The OCP Bylaw divides retail areas into categories based on the form and the intended market to be served. The categories below are explained in detail in Attachment 1:

- a) Downtown;
- b) Regional Commercial Areas;
- c) Suburban Centre Commercial Areas;
- d) Special Area Commercial Areas;
- e) Arterial Commercial Areas;
- f) District Commercial Areas; and
- g) Neighbourhood Commercial Areas.

As the city and region grows, the supply of commercial land must grow to meet demand. Through Sector Plans and Area Concept Plans, the City plans for commercial development to ensure that there is an adequate supply of commercial land and that it is of an appropriate type and distribution for the markets served. Planning for new commercial sites must also take into account:

- a) the ability for the area to be efficiently served by transportation, transit, and utilities;
- b) potential impact on established commercial areas; and
- d) compatibility with surrounding land uses.

This policy framework balances the need to address the market for growth in commercial areas with support for the continued viability of existing commercial and neighbourhood areas. The City has a role to ensure that sufficient retail land is always available to achieve this balance and that infrastructure is phased efficiently.

When retail development proposals are brought forward that have the potential to impact other commercial areas, retail demand studies will be requested to help inform the decision-making process.

Regional Commercial

Saskatoon is growing rapidly and many new markets are emerging within the city. The region is also growing and creating demand for retail space both within Saskatoon and

the Saskatoon region. Saskatoon has traditionally provided most of the regional shopping opportunities and will continue to do so. However, with a larger regional plan currently being developed, and with continued growth in the communities surrounding Saskatoon, there are expectations amongst regional partners that more retail opportunities will be accommodated in locations outside Saskatoon. For example, both Martensville and Warman have announced sites for large format retail stores.

Saskatoon currently has three regional commercial locations. These are Preston Crossing, Blairmore Suburban Centre, and Stonegate Centre. Another three sites are in the current planning stages with two located in the Holmwood Suburban Development Area and one in the Rosewood extension. Further regional sites are also envisioned as the City grows. Additionally, expansion of existing regional commercial sites within the city may be possible, subject to further evaluation.

Retail Space (ft²) Per Capita

A common measurement for assessing retail growth in relation to population growth is retail floor space (ft²) per capita. Retail space per capita has been observed in the following communities:

City	Retail Space (ft²) per Capita
Edmonton	32.0
Calgary	34.0
Winnipeg	27.2
Regina	49.8
Saskatoon	48.0

(above values based on data from Colliers International)

Saskatoon	41.4
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(based on City business license and assessment data)

There is a wide range between municipalities and data sources. Tracking methodology varies widely, meaning that cross comparisons have limited value. However, there is merit to measuring Saskatoon's own performance over time, and through planning, ensure that a sustainable level is maintained. Informed by the 2011 Report, the City has identified a sustainable range for retail floor area of 40 to 45 ft² per capita in Saskatoon.

Retail Developments – Approved and Planned

The Administration has compiled a partial inventory of currently available and approved major retail development opportunities, as well as those in the planning stages (see Attachment 2). This information is summarized below.

Currently available or approved retail developments:

Commercial Category	Estimated Site Area (hectares)	Estimated Floor Area* (ft²)
Downtown	0.57	19,000
Regional	7.84	217,000
District and Neighbourhood	16.28	468,000

*In some cases floor area equivalent has been estimated based on established development patterns.

The above list identifies a total of 704,000 ft² that is currently available or approved for development. This is not an exhaustive list. Smaller scale greenfield retail opportunities and significant redevelopment opportunities exist in the City Centre and elsewhere but are not accounted for in this table.

The City Centre Plan states that approximately 26 percent of the City Centre study area is vacant land or surface parking. Most of this land can be considered “development ready,” meaning that there is significant available land for retail (and other types of) development in the City Centre that is not being utilized. The Growing Forward! Shaping Saskatoon project will help identify additional redevelopment opportunities along major corridors.

Retail developments in the planning stage:

Commercial Category	Est. Site Area (hectares)	Est. Floor Area* (ft²)
Regional	63.95	1,607,000
Arterial (Mixed Use)	23.46	131,000
District and Neighbourhood	66.01	823,000

The above list identifies a total of 2.56 million ft² that is in the planning stages. Information on these plans is incomplete and subject to change, but the above provides an order-of-magnitude estimate for retail opportunities in Saskatoon in the medium-term. Developments such as the North Downtown Master Plan, River Landing, University of Saskatchewan lands, and longer-range development in the Suburban Development Areas is not included but will be available for retail uses in the long term.

Approved/development-ready and planned commercial developments combined account for an estimated 3.27 million ft² of retail floor area. Based on the City’s performance target range of 40 to 45 ft² per capita, this will be sufficient retail space to accommodate population growth to approximately 330,000. Additional planning is in progress to ensure an adequate distribution of retail opportunities and that long-term needs are met to a population of 500,000.

PUBLIC NOTICE

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

ATTACHMENTS

1. City of Saskatoon Commercial Hierarchy
2. Major Retail Developments in Saskatoon – Approved and Pending

Written by: Chris Schulz, Senior Planner II
Long Range Planning Section

Reviewed by: Don Cook, Manager
Long Range Planning Section

Reviewed by: “Alan Wallace”
Alan Wallace
Director of Planning and Development

Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “May 16, 2014”

cc: Murray Totland, City Manager

S:\Reports\CP\2014\P&O – Retail Growth in Saskatoon\kt

City of Saskatoon Commercial Hierarchy

As per Official Community Plan Bylaw No. 8769

- A. Downtown – the centre and heart of the financial, administrative, cultural, and commercial activities of the city and region. The long-term viability of retail and commercial activity in the Downtown is a factor in the evaluation of Regional, Suburban Centre, Special Area, and Arterial commercial areas.
- B. Regional Commercial Areas – provide space for large format or “big box” retail stores, and complementary uses that serve a city-wide and regional market.
- C. Suburban Centre Commercial Areas – provide a broad range of shopping centre, retail, and service activities intended to meet the needs of the population within each Suburban Development Area (50,000 - 80,000 people).
- D. Special Area Commercial Areas – because of unique attributes, such as location, type of use, form, development history, etc., these areas do not readily fit into the normal hierarchy of commercial land use designations. They typically feature an urban, street-oriented form of development, and a broad mixture of uses and are found in historic “main street” areas of the city.
- E. Arterial Commercial Areas – include those businesses normally located along highways and other major roadways. Historically, this category has been oriented toward automobiles, but recent amendments enable development oriented toward a range of transportation modes.
- F. District Commercial Areas – provides for level of service and a range of commercial uses suitable to meet the needs of from two to five neighbourhoods. They may be automobile or pedestrian-oriented, depending on the circumstances.
- G. Neighbourhood Commercial Areas – provided as necessary in each neighbourhood to serve the daily convenience needs of residents in the neighbourhood.

**Major Retail Developments in Saskatoon
Approved and Pending**

ATTACHMENT 2

Major Approved, or Currently Available Retail Development Opportunities

(retail area amounts are a mix of actual values and estimates based on assumed yields by retail category)

Project/Site	Type/Market	Approx. Land Area (hectares)	Approx. Land Area (acres)	Approx. Retail Area (m²)	Approx. Retail Area (ft²)	Status
Willowgrove Neighbourhood Commercial	Neighbourhood	1.20	2.97	4,645	50,000	In development
Stonebridge District Commercial	District	7.61	18.80	13,192	142,000	In development
Stonebridge Neighbourhood Commercial (east)	Neighbourhood	1.17	2.89	3,623	39,000	In development
The Banks	Downtown	0.57	1.41	1,765	19,000	Development approvals in place
Blairmore Suburban Centre	Regional	4.31	10.65	10,219	110,000	Development approvals in place
Preston Crossing Phase 5	Regional	3.53	8.72	9,941	107,000	Development approvals in place
Rosewood Commercial (west)	Neighbourhood	0.92	2.27	3,252	35,000	Fully serviced
Evergreen Neighbourhood Commercial	Neighbourhood	0.84	2.08	2,973	32,000	Fully serviced
Kensington Neighbourhood Commercial	Neighbourhood	4.54	11.21	15,794	170,000	Servicing 2014-2016
Vacant Sites in City Centre	Downtown and Special Area	41.44	102.4	NA	N/A	Approximately 26 percent of land in city centre is surface parking. Majority of sites are development-ready.

Retail Sites in the Planning Stage

(all retail area amounts are estimates based on assumed yields by retail category and land use mix)

Project/Site	Type/Market	Approx. Land Area (hectares)	Approx. Land Area (acres)	Approx. Retail Area (m²)	Approx. Retail Area (ft²)	Status
Rosewood Regional Commercial	Regional	29.15	72.03	68,005	732,000	Plan under review
Rosewood Commercial (West of Zimmerman Drive)	District	7.27	17.96	12,635	136,000	Plan under review
Rosewood Commercial (West of Zimmerman Drive (Mixed Use))	District/Mixed Use	6.87	16.98	3,530	38,000	Plan under review
Rosewood Village Square	Neighbourhood	2.16	5.34	7,525	81,000	Plan under review
Stonebridge Neighbourhood Commercial (Cory Park Greenhouse site)	Neighbourhood	1.00	2.47	3,530	38,000	Neighbourhood Concept Plan approved. Awaiting commercial development proposal.
Evergreen District Village	District/Mixed Use	9.26	22.88	4,831	52,000	Plan under review
Aspen Ridge	District/Mixed Use	14.84	36.67	7,711	83,000	Plan under review
Elk Point	Neighbourhood	8.63	21.33	9,012	97,000	Plan under review
	District	3.67	9.07	6,317	68,000	
Brighton - 8th Street	Arterial/Mixed Use	23.46	57.97	12,170	131,000	Plan under review.
Brighton	District and Neighbourhood	12.31	30.42	21,368	230,000	Plan under review. (Dundee Developments)
Holmwood Suburban Centre	Regional	34.80	85.99	81,290	875,000	Sector Plan approved. Plan in development (Dream Asset Management)

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: May 12, 2014
SUBJECT: Cultural Investment by the City of Saskatoon
FILE NO.: CK. 5608-1 and RS. 5608-18

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

TOPIC AND PURPOSE

This report outlines the findings of a study that compared the cultural investments of seven mid-sized Canadian cities, including the City of Saskatoon (City).

REPORT HIGHLIGHTS

1. Culture is an important tool in building a healthy and sustainable city.
2. The City of Saskatoon's primary role in culture is as a planner, facilitator, funder, and enabler.
3. As a benchmarking exercise, the City participated in a seven-city study measuring municipal cultural investments for the years 2009 to 2012.
4. Over the four-year study period, Saskatoon ranked second in overall investment, first in operating supports, sixth in grants, and fourth in capital investments.

STRATEGIC GOALS

This report supports the Strategic Goal of Quality of Life, specifically long-term strategies of implementing the Culture Plan and supporting community building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations.

This report also supports the Strategic Goal of Sustainable Growth, specifically the four-year program strategy completing the City Centre Plan and the long-term strategy of establishing the City Centre as a cultural and entertainment district with employment, corporate offices, and store front retail.

BACKGROUND

Saskatoon was one of seven mid-sized Canadian cities to participate in the measurement of their cultural investments between 2009 and 2012 (see Attachment 1). The study was conducted by Hill Strategies Research Inc, a Canadian company specializing in applying social science research methods to the arts sector. The study was modelled on a study conducted by Hill Strategies Research Inc. for Vancouver,

Calgary, Toronto, Ottawa, and Montreal, as well as a separate study for the City of Mississauga.

The main goal of the study was to quantify the City's current investment in culture using established methodology and definitions and to benchmark that investment by comparing it to similar sized cities. Another goal was to track whether the level of investment has increased or decreased since 2009.

REPORT

Culture as a Tool for Building Healthy, Sustainable, Competitive Cities

Creativity, culture, and quality of place have become important drivers in local economies. Access to cultural amenities is widely acknowledged as a distinguishing feature that defines living choices. By investing in a community where people want to live and work, Saskatoon increases its chances that business and investment will follow. Also, having a vibrant arts scene is viewed as a means to retain local artists and cultural workers who will choose to remain in a city where their talents can be nurtured and inspired.

Culture is also integral to placemaking; that is, establishing identity and pride of place and creating a high-quality functional urban environment. This, in turn, expands opportunities for tourism, and supports an enriched quality of life economically, environmentally, and socially.

The City's Role in Culture

The City has long understood the benefits and impact of cultural investment. As evidence, City Council adopted the Saskatoon Culture Plan (Plan) in September 2011. While the Plan acknowledges that culture is a community-wide endeavour, it does identify the important role that the City plays as a planner, facilitator, funder, and enabler of culture in Saskatoon.

The breadth of the City's commitment to, and investment in, culture reflects these roles. Investments in cultural facilities, such as the 2,000-seat Sid Buckwold Theatre, help to realize the potential of culture as an economic force in the City Centre. Placemaking initiatives, such as public art, can be considered planning functions that contribute to neighbourhood vitality by enriching city spaces. The City's funding function is supported by culture grants to arts organizations and festivals that activate culture and cultural opportunities throughout the city, while the city's heritage is preserved and promoted through initiatives ranging from heritage facade grants to the Marr Residence program. Finally, investments in the Remai Modern Art Gallery elevate the tourism profile of Saskatoon regionally, nationally, and internationally.

Seven-City Study Measuring Municipal Cultural Investment

Saskatoon was one of seven mid-sized Canadian cities to participate in the measurement of their cultural investments between 2009 and 2012. The cities, including their 2011 census population, from west to east, were:

- a) Richmond, BC (190,500);
- b) Edmonton, AB (812,200);
- c) Saskatoon, SK (222,200);
- d) Windsor, ON (210,900);
- e) Hamilton, ON (519,900);
- f) Oakville, ON (182,500); and
- g) Halifax, ON (390,100).

For the purpose of this study, municipal cultural investment included operating, grant, and capital expenditures related to the performing arts, visual and media arts, crafts, design, museums, heritage, special events, multidisciplinary activities, creative and cultural industries, City-owned cultural facilities, cultural districts, public art, and other art purchases.

Excluded from the study were: inter-departmental costs, such as finance, human resources, and corporate marketing; zoos and aquariums; recreation, sports, nature parks, horticulture, and agriculture; nature parks; agricultural exhibitions, centres and fairs; arenas and multi-plexes; and tax exemptions and in-kind services.

Given that investment levels can fluctuate, due in part to one-time special projects, the study was conducted using a four-year period from 2009 to 2012, thus providing a multi-year average for comparison purposes. Also, this four-year period ensured there would be a one-year overlap, for comparison purposes, with a similar study conducted for Vancouver, Calgary, Toronto, Ottawa, and Montreal for the years 2006 to 2009, and an overlap with a study undertaken for the City of Mississauga for the period 2008 to 2011.

The City's Investment in Culture

The seven-city study found that over the four-year study period Saskatoon ranked:

- a) second only to Edmonton, in overall annual investment, at \$32.36 per capita;
- b) first overall, in terms of operating expenditures, at \$26.23 per capita;
- c) sixth out of seven, in terms of grants to community cultural organizations, at \$3.17 per capita; and
- d) fourth, in terms of capital investments, at \$5.96 per capita.

In addition, the study found that the growth in cultural investment in Saskatoon between 2009 and 2012 (76 percent) was larger than that measured in the other cities (53 percent in Oakville, 39 percent in Richmond, 33 percent in Windsor, 23 percent in Edmonton, 17 percent in Hamilton, and a 5 percent decrease in Halifax). This growth is particularly evident in the category of capital expenditures for 2012, where one-time project specific expenditures elevated Saskatoon's ranking to first in overall cultural expenditures and first in capital expenditures for that year. Incremental increases in major culture grants moved Saskatoon to fourth overall in the grants category for 2012.

Comparing Saskatoon to the six cities that participated in separate studies required that Saskatoon's population from the 2006 census be used, rather than 2011 census data. Using the city's 2006 census population (202,400), Saskatoon's level of investment in 2009 was \$29.38 per capita. In 2009, compared with the other cities, Saskatoon would have been surpassed by Montreal (\$54.91), Vancouver (\$47.33), and Calgary (\$42.39) but would have exceeded Ottawa (\$27.58), Toronto (\$18.98), and Mississauga (\$9.44).

While the Administration will continue to analyze the findings, this study indicates that:

- a) the City recognizes the importance of investing in culture;
- b) the City's investments in cultural infrastructure ensures that the conditions necessary for culture to occur and thrive in Saskatoon exist;
- c) while the City's grant spending is lower than most, it is growing incrementally;
- d) the City's overall culture spending is significant and growing, which in turn positively contributes to our high quality of life as we become an even more attractive place to live.

Past studies suggest that municipalities in Saskatchewan are among the strongest arts funders, relative to their counterparts elsewhere in the country. Understanding the full ecology of arts support and funding in Saskatchewan is one goal of a larger research project that the Administration is participating in. The Saskatchewan Partnership for Arts Research (SPAR) Arts Ecology Project, established by Saskatchewan Arts Alliance, the University of Regina, the Saskatchewan Arts Board, and SaskCulture will examine many aspects of how the arts work and how they are funded in Saskatchewan. For the City, an important outcome of this study will be the collection and analysis of data concerning all funding sources, including other levels of government, of the arts in Saskatoon.

In conclusion, the City's investments in culture:

- a) support Saskatoon's economy, including the creative sector;
- b) contribute to efforts to ensure Saskatoon has a thriving and lively downtown;
- c) help to maintain the character and identity of Saskatoon neighbourhoods;
- d) enable residents of all ages and income levels to have access to arts and cultural opportunities; and
- e) facilitate dialogue, acceptance, and cooperation between cultures.

PUBLIC NOTICE

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

ATTACHMENT

1. Cultural Investment by the City of Saskatoon 2009 to 2012

Written by: Kevin Kitchen, Community Initiatives Manager

Reviewed by: “Lynne Lacroix”
Lynne Lacroix
Director of Community Development

Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “May 16, 2014”

cc: Murray Totland, City Manager

S:/Reports/CD/P&O Cultural Investment by the City of Saskatoon\kt

Cultural Investment by the City of Saskatoon

2009 to 2012



Report prepared by Kelly Hill



May 2014

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Executive Summary

The main goal of this study is to quantify the City of Saskatoon's current investment in the arts, culture, and heritage using established methodology and definitions. Another important goal is to track whether the level of investment has increased or decreased since 2009.

Benchmarking of cultural investment levels can help municipal representatives understand how their city compares with other municipalities across the country. This information can be very useful, given the growing recognition that local investment in culture contributes to economic and social development. As noted in the City of Saskatoon's Culture Plan, "culture is inextricably linked to the city's economic, environmental, and social well-being". The Culture Plan also notes that "opportunities for culture and recreation are among Saskatoon's greatest strengths and vital to building a healthy city".

Via the Creative City Network of Canada, Hill Strategies Research approached staff members from a number of cities to see if they were interested in a custom study of cultural investments for four fiscal years (2009, 2010, 2011, and 2012). Seven cities decided to participate in this year's data capturing effort: Richmond, Edmonton, Saskatoon, Windsor, Hamilton, Oakville, and Halifax. The project is modelled on a similar study conducted for five of Canada's largest cities (Vancouver, Calgary, Toronto, Ottawa, and Montreal) as well as a separate study for the City of Mississauga.

No data currently cover municipal cultural spending in any detail, as Statistics Canada's *Government Expenditures on Culture* dataset only provides an estimate of cultural spending in *all* Canadian municipalities, with no breakdowns by municipality and only limited breakdowns by type of spending. Furthermore, Statistics Canada has discontinued the *Government Expenditures on Culture* survey.

As context to the analysis of Saskatoon's cultural investment, the next section of the summary provides information about the City's plans and non-financial supports for culture.

Saskatoon's plans and non-financial supports for the cultural sector

In September 2011, Saskatoon Council approved the City's first-ever Culture Plan. Some of the goals of the Culture Plan are to:

- Support the economy, including the creative sector;
- Attract and retain youth;
- Ensure that Saskatoon has a thriving and lively downtown;
- Maintain Saskatoon neighbourhoods' character and unique identity;
- Ensure that residents of all ages and income levels have access to arts and cultural opportunities; and
- Position the arts as a way to build bridges between cultures.

Providing a five to ten year vision for culture in Saskatoon, the Culture Plan identifies six strategic directions:

1. Arts sector support
2. Heritage
3. Youth
4. Diversity
5. Neighbourhoods
6. City Centre

The remaking of the Mendel Art Gallery into the Remai Art Gallery of Saskatchewan is a major development in Saskatoon's cultural sector. The Remai Art Gallery will be the largest in the province, bringing world-class national and international exhibitions to Saskatoon and celebrating Western Canada's contribution to the visual arts world.

In addition to its direct financial support for culture, the City of Saskatoon also provides significant indirect or non-monetary supports for the sector:

- Property tax abatements for arts and heritage organizations worth \$193,000 in 2012.
- Donation of services for arts, heritage, and festivals. These donations have been valued at about \$24,000.

Definition of municipal cultural investment

"Municipal cultural investment" includes operating, grant, and capital expenditures related to the performing arts, visual and media arts, crafts, design, museums, heritage, special events, multidisciplinary activities, creative and cultural industries, city-owned cultural facilities, cultural districts, public art, and other art purchases.

Net investment represents what is spent on cultural programs and services from the municipal tax base. Net investment, which excludes other sources of funding or revenue, is the main focus of this summary.

The raw cultural investment data were compiled by Saskatoon cultural staff members for 2009, 2010, 2011, and 2012 using the same definition of cultural services as other cities that have participated in this process. City staff held teleconferences with representatives from other municipalities and Hill Strategies Research to discuss the definition of culture before collecting and submitting their draft data. Kelly Hill of Hill Strategies Research closely examined the data submitted by City staff to ensure accuracy and consistency with other participating cities. A number of minor adjustments were made to the submitted data based on discussions between Hill Strategies and cultural staff members.

Note: While Saskatoon's arts and culture staff work within the Community Development Division of the City's Community Services Department, support for culture spans a number of municipal departments. The financial data in this report go beyond budgets managed directly by the Community Development Division, including City work units such as the Recreation & Sport Division, Saskatoon Land Division, the Planning & Development Division, City Clerks – City Archives, the Saskatoon Public Library, the Mendel Art Gallery Board, and Facilities & Fleet Management Division. Capital investments made by the City to build or maintain key cultural facilities, spaces, and infrastructure are also included.

Over \$10 million – or \$47 per local resident –invested in Saskatoon's cultural sector in 2012

The City of Saskatoon invested a net amount of \$10.5 million in the cultural sector in 2012, including \$5.2 million in operating expenditures, \$840,000 in grants, and \$4.4 million in capital expenditures.

The City of Saskatoon's investment represents \$47.05 per local resident in 2012 (based on the 2011 census population of 222,200). This includes \$23.43 in operating expenditures, \$3.78 in grants, and \$19.84 in capital expenditures.

The relatively large capital expenditures in 2012 reflect, in large part, the City of Saskatoon's substantial investment in the redevelopment of the Mendel Art Gallery into the Remai Art Gallery of Saskatchewan. The City's capital expenditures on culture were only \$1.64 per capita in 2009.

Operating expenditures increased from \$22.34 per capita in 2009 to \$23.43 in 2012, a 5% increase. (Like all figures in this report, these changes have not been adjusted for inflation or population growth.) While operating expenditures include administrative and staff costs, the largest components relate to City-owned facilities such as the Mendel Gallery, TCU Place, and local heritage properties.

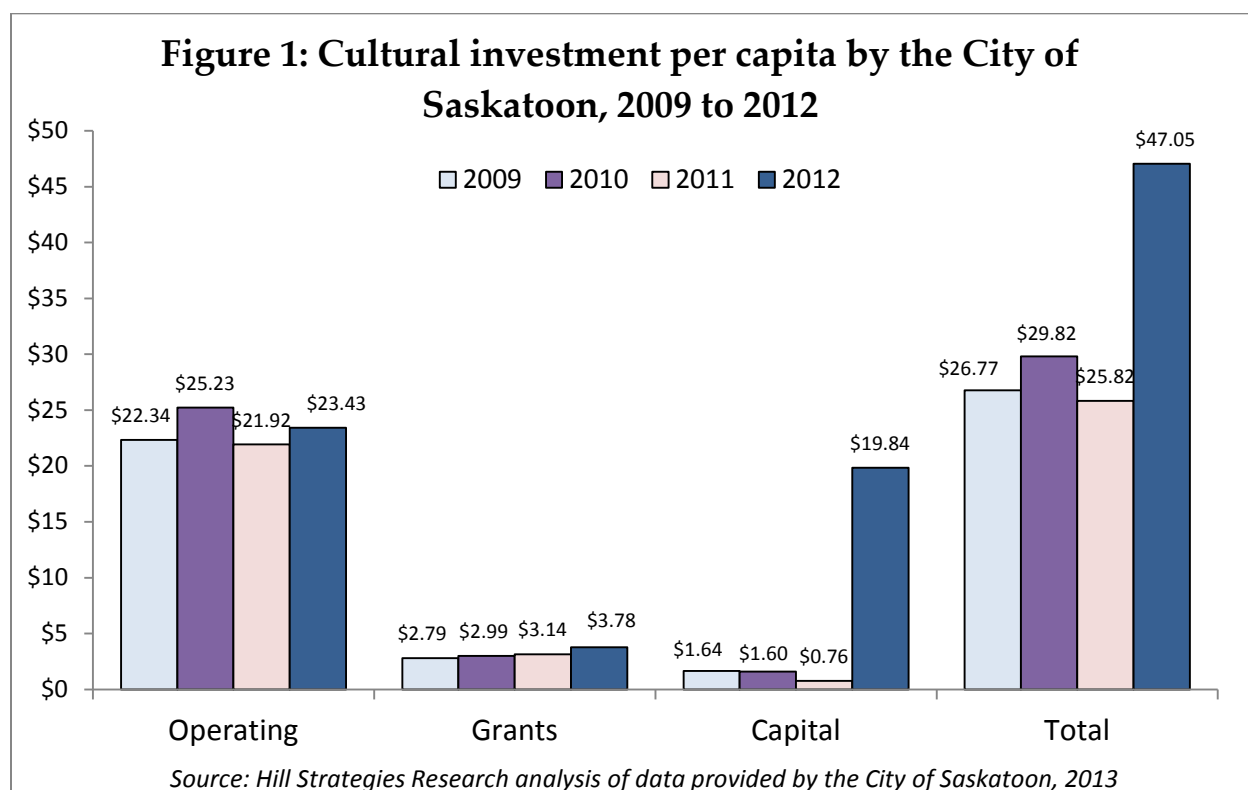
Grants from the City of Saskatoon to arts, culture, and heritage organizations increased from \$2.79 per resident in 2009 to \$3.78 in 2012. This 35% increase reflects the increase in operating and project grants as well as the phase-in of a capital granting program.

Two key indicators are examined in this report: 1) average spending over all four years; and 2) spending in 2012, the most recent year.

Overall cultural investment increased by 76% between 2009 and 2012

The City of Saskatoon's net cultural investment increased from \$5.9 million in 2009 to \$10.5 million in 2012, a 76% increase. On a per capita basis, the City of Saskatoon's investment in culture increased from \$26.77 per local resident in 2009 to \$47.05 in 2012.

Figure 1 demonstrates that the change in per capita investment was driven by a sharp increase in capital investments in 2012.



Saskatoon ranks second among seven cities on four-year average investment

Seven cities participated in the measurement of their cultural investments between 2009 and 2012: Edmonton (2011 census population of 812,200); Hamilton (519,900); Halifax (390,100); Saskatoon (222,200); Windsor (210,900); Richmond, B.C. (190,500); and Oakville (182,500).

The amounts invested by each of the cities fluctuated from year to year between 2009 and 2012. For this reason, the average annual investment per capita was compared between the cities, in addition to single-year data for 2012. An analysis of the four-year average investment in culture shows that Edmonton (\$34.39) ranks ahead of Saskatoon (\$32.36), followed by the other five cities: Richmond (\$23.52); Hamilton (\$23.51); Oakville (\$19.28); Halifax (\$17.19); and Windsor (\$12.49).

Operating expenditures on culture averaged \$23.23 in Saskatoon over the four-year period. This ranks first among the seven participating cities, followed by Hamilton (\$14.22), Halifax (\$12.85), Edmonton (\$11.77), Richmond (\$11.72), Oakville (\$10.30), and Windsor (\$4.53).

The four-year average of Saskatoon's cultural grants (\$3.17) ranked sixth among the seven cities, behind Edmonton (\$10.59), Richmond (\$5.60), Hamilton (\$4.49), Windsor (\$3.65), and Halifax (\$3.63), and ahead of only Oakville (\$0.99).

Capital expenditures on culture averaged \$5.96 in Saskatoon over the four-year period, ranking fourth among the seven cities. Capital expenditures over the four-year period were highest in Edmonton (\$12.03), followed by Oakville (\$8.00), and Richmond (\$6.20). The other three cities ranked below Saskatoon: Hamilton (\$4.80), Windsor (\$4.31), and Halifax (\$0.71).

2012: Saskatoon had substantial cultural investments compared with other cities

As noted above, the City of Saskatoon's net investment in culture was \$47.05 per capita in 2012 (with a large capital investment in that year). This level of investment ranks Saskatoon above the six other cities participating in this study (\$38.68 in Edmonton, \$31.85 in Richmond, \$24.10 in Hamilton, \$17.25 in Halifax, \$16.69 in Oakville, and \$15.30 in Windsor).

If Saskatoon's large capital investments are removed from the calculations, the City invested \$27.21 via operating expenditures and grants in 2012. By this revised measure, Saskatoon still ranks first among the seven cities, above Edmonton (\$23.90), Hamilton (\$19.50), Richmond (\$19.32), Halifax (\$16.66), Oakville (\$14.20), and Windsor (\$9.52).

Saskatoon's per capita investments via operating expenditures (\$23.43) and capital expenditures (\$19.84) both ranked first among the cities in 2012. Operating expenditures in the other cities were \$14.89 in Hamilton, \$13.22 in both Richmond and Oakville, \$13.24 in Halifax, \$11.83 in Edmonton, and \$5.87 in Windsor. Capital expenditures in the other cities were \$14.77 in Edmonton, \$12.53 in Richmond, \$5.79 in Windsor, \$4.59 in Hamilton, \$2.48 in Oakville, and \$0.59 in Halifax.

Saskatoon's cultural grants (\$3.78) ranked fourth among the seven cities in 2012, behind Edmonton (\$12.07), Richmond (\$6.09), and Hamilton (\$4.61), but ahead of Windsor (\$3.65), Halifax (\$3.42), and Oakville (\$0.98).

The growth in cultural investment in Saskatoon between 2009 and 2012 (76%) is larger than that measured in the other cities (53% in Oakville, 39% in Richmond, 33% in Windsor*, 23% in Edmonton, 17% in Hamilton, and a 5% decrease in Halifax). None of these figures were adjusted for inflation or population growth. (**Windsor's investments in 2009 were somewhat lower than normal because of a strike by municipal staff in that year. This would inflate the rate of change in Windsor between 2009 and 2012.*)

Details of Saskatoon's cultural investment

Table 1 provides details about the net cultural investment by the City of Saskatoon between 2009 and 2012, as well as the corresponding per capita amounts. (Net investment represents what is spent on cultural programs and services from the municipal tax base.)

Table 1: Net cultural investment by the City of Saskatoon, 2009 to 2012 (2011 Census population: 222,200)								
Type of investment	Expenditures (\$ millions)				Per capita expenditures			
	2009	2010	2011	2012	2009	2010	2011	2012
Operating expenditures	\$5.0	\$5.6	\$4.9	\$5.2	\$22.34	\$25.23	\$21.92	\$23.43
Grants	\$0.6	\$0.7	\$0.7	\$0.8	\$2.79	\$2.99	\$3.14	\$3.78
<i>Subtotal: Operating + grants</i>	<i>\$5.6</i>	<i>\$6.3</i>	<i>\$5.6</i>	<i>\$6.0</i>	<i>\$25.13</i>	<i>\$28.21</i>	<i>\$25.06</i>	<i>\$27.21</i>
Capital expenditures	\$0.4	\$0.4	\$0.2	\$4.4	\$1.64	\$1.60	\$0.76	\$19.84
Total (operating + grants + capital)	\$5.9	\$6.6	\$5.7	\$10.5	\$26.77	\$29.82	\$25.82	\$47.05
<i>Source: Hill Strategies Research analysis of data provided by the City of Saskatoon, 2013</i>								

Section 1: Introduction

The main goal of this study is to quantify the City of Saskatoon's current investment in the arts, culture, and heritage using established methodology and definitions. Another important goal is to track whether the level of investment has increased or decreased since 2009.

Benchmarking of cultural investment levels can help municipal representatives understand how their city compares with other municipalities across the country. This information can be very useful, given the growing recognition that local investment in culture contributes to economic and social development. Culture has myriad social connections, including strong relationships with education, citizens' social engagement, volunteering, and improved health. As noted in the City of Saskatoon's Culture Plan, "culture is inextricably linked to the city's economic, environmental, and social well-being". The Culture Plan also notes that "opportunities for culture and recreation are among Saskatoon's greatest strengths and vital to building a healthy city".

Included in this study: operating, grant and capital expenditures related to ...

- performing arts
- visual and media arts
 - crafts
 - design
 - museums
 - heritage
 - special events
- multidisciplinary activities
- creative and cultural industries
- city-owned cultural facilities
 - cultural districts
 - public art
- other art purchases

Via the Creative City Network of Canada, Hill Strategies Research approached staff members from a number of cities to see if they were interested in a custom study of cultural investments for four fiscal years (2009, 2010, 2011, and 2012). Seven cities decided to participate in this year's data capturing effort: Richmond, Edmonton, Saskatoon, Windsor, Hamilton, Oakville, and Halifax.

The project is modelled on a similar study conducted for five of Canada's largest cities (Vancouver, Calgary, Toronto, Ottawa and Montreal)¹ as well as a separate study for the City of Mississauga.

No data currently covers municipal cultural spending in any detail, as Statistics Canada's *Government Expenditures on Culture* dataset only provides an estimate of cultural spending in *all* Canadian municipalities, with no breakdowns by municipality and only limited breakdowns by type of spending. Furthermore, Statistics Canada has discontinued the *Government Expenditures on Culture* survey.

¹ *Municipal Cultural Investment in Five Large Canadian Cities*, Hill Strategies Research Inc., January 2012.

Section 2: Local structure, plans, and non-financial supports for the cultural sector

This section contains a general overview of the cultural services structure in the City of Saskatoon. This information provides context for the analysis of financial support for the cultural sector in the next section of the report.

City staff members provided Hill Strategies with documents and web links providing information about Saskatoon's organizational structure, plans, and non-financial supports for the cultural sector. Hill Strategies reviewed this information and created the following description, which covers:

- Arts and culture – Vital to building a healthy city
- Local initiatives and municipal structure
- Culture Plan
- Key directions
- Remai Art Gallery of Saskatchewan
- Indirect supports for culture

Arts and culture – Vital to building a healthy city

As noted in the City of Saskatoon's Culture Plan, "opportunities for culture and recreation are among Saskatoon's greatest strengths and vital to building a healthy city". Furthermore, "culture is inextricably linked to the city's economic, environmental and social well-being".

Local initiatives and municipal structure

While Saskatoon's arts and culture staff work within the Community Development Division of the City's Community Services Department, support for culture spans a number of municipal departments. Some key components of cultural support in Saskatoon include:

- Cultural Grant Program (major arts institutions, festivals, heritage)
- Cultural community development
- Arts programming, Culture Days
- Heritage: Facade Rehabilitation and Renovation Grant, special projects (e.g., Doors Open)
- Built heritage database
- Community heritage register
- Heritage awards
- City archives - reference services
- Local history room – Saskatoon Public Library
- Public art – permanent and temporary
- Commemoration program

- Mendel Art Gallery
- Historic cemeteries: Nutana and Woodlawn National Historic Site both have designation
- Stewards of Heritage Properties: Marr Residence, Albert Community Centre, 1913 Superintendent's Residence – Saskatoon Forestry Park & Zoo, Bowerman House
- TCU Place - Sid Buckwold Theatre

These civic programs and initiatives are supported by or involve the following City work units: Community Development Division; Recreation & Sport Division; Saskatoon Land Division; Planning & Development Division; City Clerks – City Archives; Facilities & Fleet Management Division; Saskatoon Public Library; Mendel Art Gallery Board.

City of Saskatoon – Arts and Culture

<http://www.saskatoon.ca/DEPARTMENTS/Community%20Services/Communitydevelopment/artsculture/Pages/arts.aspx>

The underpinnings of many of Saskatoon’s current cultural undertakings were established in the City’s successful bid to be a Cultural Capital of Canada in 2006. The initiatives and projects that resulted from this designation helped thousands of people to engage in a collective creative experience. For example, Saskatoon residents viewed public art that offered an interpretation of their collective past. Artists-in-the-community led residents to act in plays about their neighbourhoods while young artists gained skill and confidence guided by talented mentors. People participated in the dances of other cultures, and they joined thousands in celebrations of the city’s centennial. Equally important was the engagement of the community as a whole on the need and value of the arts, culture, and heritage to our city. Cultural Capitals proved to be a defining moment in Saskatoon’s cultural evolution – so much so that it led to calls for Saskatoon to sustain the momentum through the development of a culture plan.

Culture Plan

In September 2011, Saskatoon Council approved the City’s first-ever Culture Plan. Some of the goals of the Culture Plan are to:

- Support the economy, including the creative sector;
- Attract and retain youth;
- Ensure that Saskatoon has a thriving and lively downtown;
- Maintain Saskatoon neighbourhoods’ character and unique identity;
- Ensure that residents of all ages and income levels have access to arts and cultural opportunities; and
- Position the arts as a way to build bridges between cultures.

Six guiding principles were key in the development of the Culture Plan: accessible, inclusive in diversity, collaborative, sustainable, innovative, and responsible leadership. The Culture Plan involved extensive community consultations, including discussions with:

- A wide range of City departments and divisions;
- Not-for-profit arts, culture, and heritage organizations;
- Individual artists from a range of disciplines;
- Business leaders inside and outside the creative industries;
- The University of Saskatchewan;
- Local school boards;
- Community associations; and
- Hundreds of residents through the *Saskatoon Speaks – City Visioning* community conversations.

The Culture Plan also outlines the role that the City of Saskatoon can play in culture, specifically as an enabler, convenor, broker and facilitator.

City of Saskatoon Culture Plan (2011)

<http://www.saskatoon.ca/DEPARTMENTS/Community%20Services/Communitydevelopment/artsculture/Pages/CulturePlan.aspx>

Key directions

Providing a five to ten year vision for culture in Saskatoon, the Culture Plan identifies six strategic directions:

1. Arts sector support
2. Heritage
3. Youth
4. Diversity
5. Neighbourhoods
6. City Centre

Aiming to build capacity within the cultural sector, strategies related to arts sector support include developing a strong knowledge base and understanding of cultural resources throughout the city; coordinating roles, responsibilities and delivery mechanisms among funding and support agencies to address Culture Plan objectives; and focusing on building long-term stability within Saskatoon’s cultural sector.

In the area of heritage, the Culture Plan strives to ensure that cultural heritage is conserved and valued. Strategies within this strategic direction include identifying and conserving Saskatoon’s distinctive natural and built heritage resources; piloting and promoting innovative approaches

to interpreting and promoting cultural heritage resources and experiences; and building upon the City's and community's capacity to support heritage conservation.

The youth-related strategy aspires to cultivate the conditions for youth and young professionals to thrive, including strategies to: explore partnerships to develop small business supports focused on artists and creative entrepreneurs; connect youth to training opportunities in the cultural sector; and leverage partnerships with educational institutions to generate opportunities for new research and mentorship.

The diversity strategy seeks to value and celebrate diversity and strengthen opportunities for cultural interaction by supporting and enabling cross-cultural initiatives in the community as well as developing opportunities for diverse cultural expression in civic spaces and places.

Regarding neighbourhoods, the Culture Plan endeavours to support and enable cultural development at the neighbourhood level. Neighbourhood-related strategies include: developing a neighbourhood-based cultural facility strategy; integrating a cultural approach to the community planning and development process; initiating and supporting partnerships to deliver a cultural campaign, unique to each neighbourhood; and developing a Public Art Program that includes new policies and procedures for commemorative and interpretive public art.

The Culture Plan also aims to develop the city centre as a cultural district. Strategies related to City Centre cultural development include reinforcing the clustering of cultural infrastructure and activities in the city centre and facilitating access by walking, biking and transit; supporting the emergence of River Landing as a new cultural gathering place; and supporting collaborative efforts that enhance tourism destinations, products and experiences.

Remai Art Gallery of Saskatchewan

The remaking of the Mendel Art Gallery into the Remai Art Gallery of Saskatchewan is a major development in Saskatoon's cultural sector. The Remai Art Gallery will be the largest in the province, bringing world-class national and international exhibitions to Saskatoon and celebrating Western Canada's contribution to the visual arts world.

On June 3, 2011, Saskatoon philanthropist Ellen Remai announced a donation of \$30 million to the project, on behalf of the Frank and Ellen Remai Foundation. The gift provides for \$15 million toward the construction costs of the 12,600-square-metre, four-storey gallery, and \$500,000 annually for 30 years to enhance the new gallery's exhibition programming.

The three levels of government have committed a total of \$51 million for construction of the new gallery, and the remainder has been raised by the Board of Trustees through a \$20-million private sector fundraising campaign. The Remai Art Gallery of Saskatchewan is expected to open in 2016.

Indirect supports for culture

In addition to its direct financial support for culture, the City of Saskatoon also provides significant indirect or non-monetary supports for the sector:

- Property tax abatements for arts and heritage organizations worth \$193,000 in 2012.
- Donation of services for arts, heritage, and festivals. These donations have been valued at about \$24,000.
- Approval, development, and planning work related to cultural areas such as the plan to develop the City Centre as a cultural hub.

The City also owns and operates spaces and facilities that help activate and encourage culture to happen. For example, riverbank parks are home to the community's major festivals, the riverbank amphitheatre at River Landing serves as a cultural gathering place, and the City also has a portable stage that it rents for a low fee.

Section 3: Saskatoon's cultural investment

This section provides the overall dollar value and per capita calculation of Saskatoon's financial support for the cultural sector in 2009, 2010, 2011, and 2012. Comparisons with other cities that participated in the data collection process are also provided here, based on per capita amounts using the 2011 census population.²

Definition and methodology

"Municipal cultural investment" includes operating, grant and capital expenditures related to the performing arts, visual and media arts, crafts, design, museums, heritage, special events, multidisciplinary activities, creative and cultural industries, city-owned cultural facilities, cultural districts, public art, and other art purchases.³ In cases where recreation or other facilities or squares are partially used for culture, a portion of the expenses has been included in the study.⁴

The definition used in this report bears many similarities to, but is slightly narrower than, what Statistics Canada measured in order to produce estimates of government spending on culture.⁵

Public libraries are an important community resource and often a venue for significant cultural activity. However, in Saskatoon, as in many cities, public libraries are managed by a separate library board. For this reason, as well as to focus on other types of cultural investments, library expenditures are excluded from this study.

The data represent actual amounts spent in each year, not budgeted amounts.

The raw cultural investment data were compiled by Saskatoon cultural staff members for 2009, 2010, 2011, and 2012, using the same definition of cultural services as other cities that have participated in this process. City staff held teleconferences with representatives from other participating cities and Hill Strategies Research to discuss the definition of culture before collecting and submitting their draft data. Kelly Hill of Hill Strategies Research closely examined the data submitted by City staff to ensure accuracy and consistency with other cities.

² Population data from the 2011 census were used in order to ensure the comparability of the population estimates between the participating cities.

³ The detailed definition is provided in an appendix.

⁴ These expenses are allocated by the number of cultural events as a proportion of total events in the facility or by the square footage of spaces with a cultural use as a proportion of total square footage. The exception to this rule is local arenas, which have not been considered cultural facilities for the purposes of this report because they are most commonly used for large sporting events. It should be noted, however, that large-scale concerts and performances sometimes take place in arena facilities.

⁵ Key differences relate to the exclusion, in this study, of some heritage-related expenditures and the exclusion of library expenditures. These modifications are not intended to imply that excluded aspects of the definition are less important for creative-city building. Rather, the modifications reflect the simple fact that these items could not be reliably measured for this study. As noted in the introduction to this report, Statistics Canada's *Government Expenditures on Culture* dataset, which has now been discontinued, provided an estimate of cultural spending in all Canadian municipalities, with no breakdowns by municipality and only limited breakdowns by type of spending.

A number of minor adjustments were made to the submitted data based on discussions between Hill Strategies and cultural staff members.

The cultural investment data capture both “gross” and “net” investment. Gross expenditures include investment from the municipal tax base as well as all other sources of funds that are used for cultural investment, including transfers from other levels of government for cultural projects or programs, revenues from ticket sales for city-owned or operated cultural spaces, rental revenues for city-owned cultural spaces, and sponsorships of city-managed cultural programs and events.

Net investment represents what is spent on cultural programs and services from the municipal tax base. Net investment, which excludes other sources of funding or revenue, is the main focus of this report.

Data limitations

Per capita figures, although a widely used basis for comparison, are not a perfect comparator between cities, especially in cases where there is a large population disparity.⁶

Furthermore, municipal cultural investments tend to fluctuate from year to year. For example, a city that has made a major (but short-term) capital investment in a cultural facility may rank very highly for a short period of time but may not have the largest ongoing support for the cultural sector.

In addition to overall cultural investments per capita, two other key measurements are provided in this report to attempt to address these concerns: 1) operating and grant expenditures per capita (eliminating the effects of large capital spending); and 2) average annual investment per capita over the whole period (2009 to 2012).

In theory, another key indicator might be operating and grant expenditures on culture as a percentage of total municipal operating spending. However, cities in different provinces have significantly different financial responsibilities and therefore significantly different spending levels.⁷ As such, comparisons on this basis between cities in different provinces are not appropriate.

⁶ For example, a very small city that has a city-owned museum or performing arts centre might have much higher per capita cultural spending than a very large city with a broad range of cultural programs and services.

⁷ For example, take the cities of Saskatoon, Saskatchewan (population 222,200) and Windsor, Ontario (population 210,900). Despite their similar population levels, Saskatoon’s total spending in 2012 was approximately one-half of that of Windsor. The majority of this difference is due to the absence of spending on social and family services in Saskatoon. This is the largest line item in Windsor’s budget.

Over \$10 million – or \$47 per local resident – invested in Saskatoon's cultural sector in 2012

The City of Saskatoon invested a net amount of \$10.5 million in the cultural sector in 2012, including \$5.2 million in operating expenditures, \$840,000 in grants, and \$4.4 million in capital expenditures.

The City of Saskatoon's investment represents \$47.05 per local resident in 2012 (based on the 2011 census population of 222,200). This includes \$23.43 in operating expenditures, \$3.78 in grants, and \$19.84 in capital expenditures.

The relatively large capital expenditures in 2012 reflect, in large part, the City of Saskatoon's substantial investment in the redevelopment of the Mendel Art Gallery into the Remai Art Gallery of Saskatchewan. Saskatoon's capital expenditures were very low in 2009 (\$1.64 per capita). This amount did not change in 2010 (\$1.60) and decreased in 2011 (\$0.76) before increasing exponentially in 2012 (\$19.84) due to the investment in the Remai Gallery.⁸ Like all figures in this report, these changes have not been adjusted for inflation or population growth.

City of Saskatoon grants increased substantially

Grants from the City of Saskatoon to arts, culture, and heritage organizations increased from \$2.79 per resident in 2009 to \$3.78 in 2012. This 35% increase reflects the increase in operating and project grants as well as the phase-in of a capital granting program. Figure 2 shows that Saskatoon's cultural granting increased in every year between 2009 and 2012.

Saskatoon operating expenditures increased very slightly

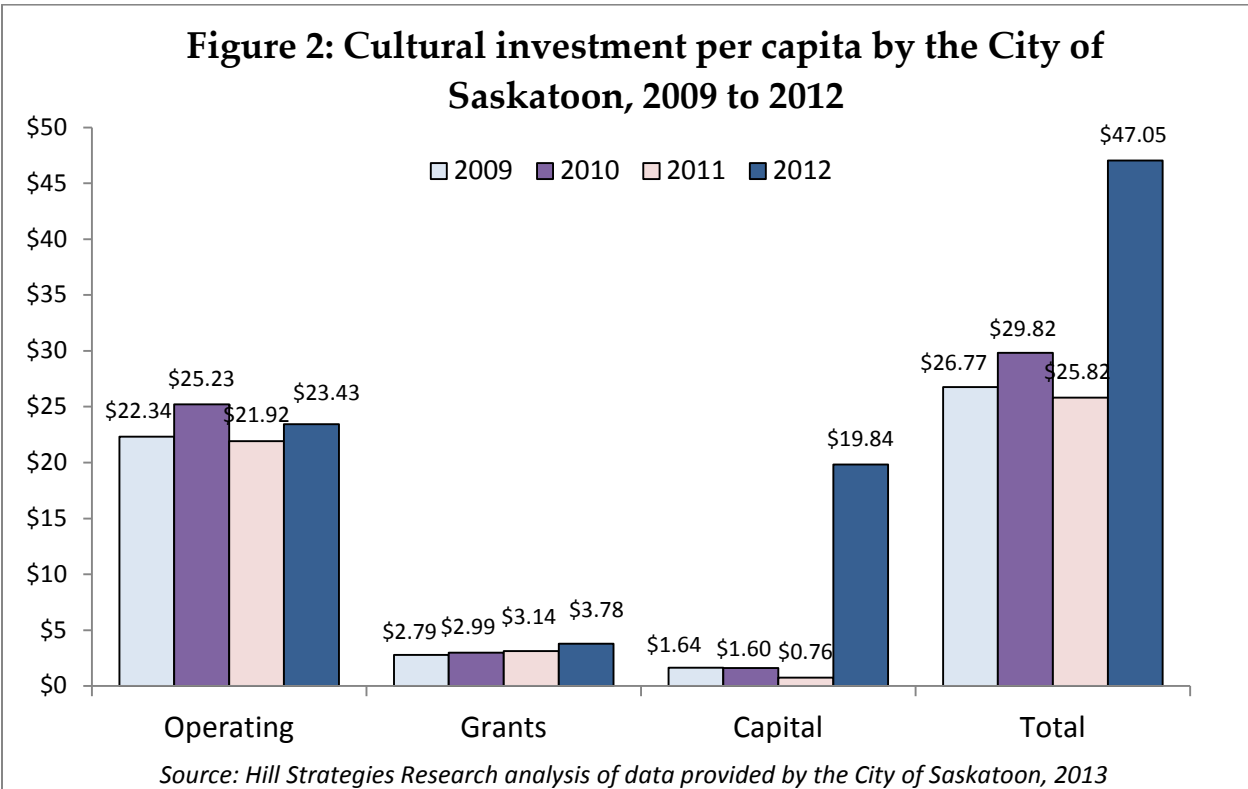
As shown in Figure 2, operating expenditures increased from \$22.34 per capita in 2009 to \$23.43 in 2012, a 5% increase. While operating expenditures include administrative and staff costs, the largest components relate to City-owned facilities such as the Mendel Gallery, TCU Place, and local heritage properties.

Overall cultural investment increased by 76% between 2009 and 2012

The City of Saskatoon's net cultural investment increased from \$5.9 million in 2009 to \$10.5 million in 2012, a 76% increase (not adjusted for inflation or population growth).

Saskatoon's investment in culture increased from \$26.77 per local resident in 2009 to \$47.05 in 2012. Figure 2 demonstrates that the change in per capita investment was driven by a sharp increase in capital investments in 2012.

⁸ A growing need for capital refurbishment in the cultural sector has also been identified in reports such as *Under Construction: The State of Cultural Infrastructure in Canada*. Nancy Duxbury (Ed.). Vancouver: Centre of Expertise on Culture and Communities, Simon Fraser University (2008).



Figures 3 and 4 provide a breakdown of the City’s net investment in culture in 2009 and 2012. As shown in Figure 3, the City’s investment in the cultural sector in 2009 was dominated by operating expenditures (83%), followed by grants (10%), and capital expenditures (6%). Figure 4 shows that, in 2012, operating expenditures were still the largest component (50%), but capital expenditures were also significant (42%). Grants – although larger in 2012 than in 2009 – represented only 8% of total cultural expenditures in 2012.

Figure 3: Breakdown of City of Saskatoon cultural investment in 2009

Total: \$5.9 million

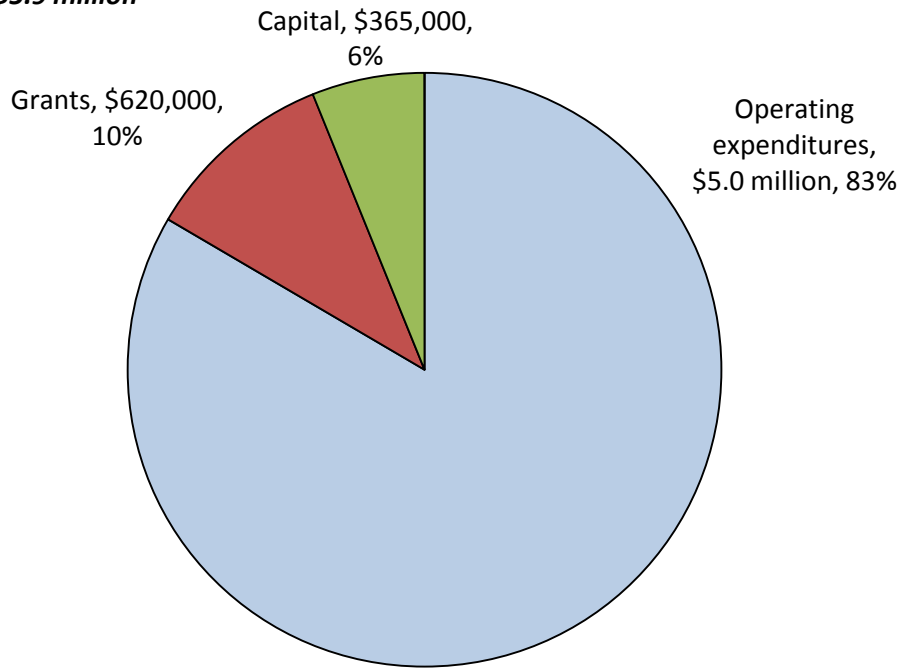
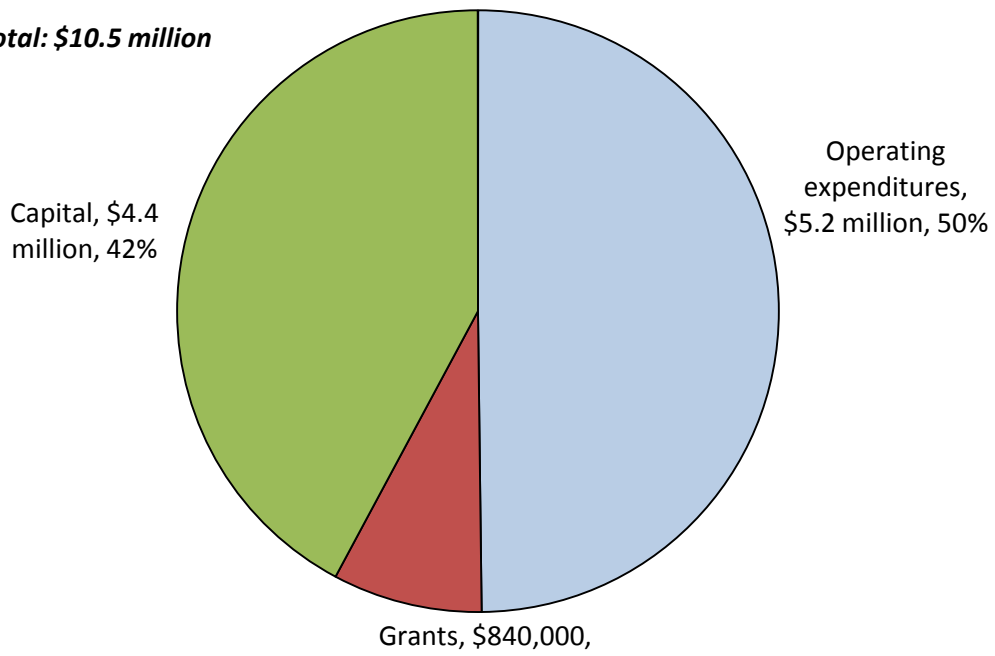


Figure 4: Breakdown of City of Saskatoon cultural investment in 2012

Total: \$10.5 million



Source: Hill Strategies Research analysis of data provided by the City of Saskatoon, 2013

Four-year average: Saskatoon ranks second among seven cities

Only a limited number of cities have conducted this type of measurement of their municipal cultural investments. As such, the pool of comparison cities is somewhat limited. Seven cities participated in the measurement of their cultural investments between 2009 and 2012.

- Edmonton (2011 census population of 812,200)
- Hamilton (519,900)
- Halifax (390,100)
- Saskatoon (222,200)
- Windsor (210,900)
- Richmond, B.C. (190,500)
- Oakville (182,500)

The amounts invested by each of the cities fluctuated from year to year between 2009 and 2012. For this reason, the average annual investment per capita was compared between the cities, in addition to single-year data for 2012. An analysis of the four-year average investment in culture shows that Edmonton (\$34.39) ranks ahead of Saskatoon (\$32.36), followed by the other five cities: Richmond (\$23.52); Hamilton (\$23.51); Oakville (\$19.28); Halifax (\$17.19); and Windsor (\$12.49).

Operating expenditures on culture averaged \$23.23 in Saskatoon over the four-year period. This ranks first among the seven participating cities, followed by Hamilton (\$14.22), Halifax (\$12.85), Edmonton (\$11.77), Richmond (\$11.72), Oakville (\$10.30), and Windsor (\$4.53).

The four-year average of Saskatoon's cultural grants (\$3.17) ranked sixth among the seven cities, behind Edmonton (\$10.59), Richmond (\$5.60), Hamilton (\$4.49), Windsor (\$3.65), and Halifax (\$3.63), and ahead of only Oakville (\$0.99).

Capital expenditures on culture averaged \$5.96 in Saskatoon over the four-year period, ranking fourth among the seven cities. Capital expenditures over the four-year period were highest in Edmonton (\$12.03), followed by Oakville (\$8.00), and Richmond (\$6.20). The other three cities ranked below Saskatoon: Hamilton (\$4.80), Windsor (\$4.31), and Halifax (\$0.71).

2012: Saskatoon had substantial cultural investments compared with other cities

As noted above, the City of Saskatoon's net investment in culture was \$47.05 per capita in 2012 (with a large capital investment in that year). This level of investment ranks Saskatoon above the six other cities participating in this study (\$38.68 in Edmonton, \$31.85 in Richmond, \$24.10 in Hamilton, \$17.25 in Halifax, \$16.69 in Oakville, and \$15.30 in Windsor).

If Saskatoon's large capital investments are removed from the calculations, the City invested \$27.21 via operating expenditures and grants in 2012. By this revised measure, Saskatoon still

ranks first among the seven cities, above Edmonton (\$23.90), Hamilton (\$19.50), Richmond (\$19.32), Halifax (\$16.66), Oakville (\$14.20), and Windsor (\$9.52).

Saskatoon's per capita investments via operating expenditures (\$23.43) and capital expenditures (\$19.84) both ranked first among the cities in 2012. Operating expenditures in the other cities were \$14.89 in Hamilton, \$13.22 in both Richmond and Oakville, \$13.24 in Halifax, \$11.83 in Edmonton, and \$5.87 in Windsor. Capital expenditures in the other cities were \$14.77 in Edmonton, \$12.53 in Richmond, \$5.79 in Windsor, \$4.59 in Hamilton, \$2.48 in Oakville, and \$0.59 in Halifax.

Saskatoon's cultural grants (\$3.78) ranked fourth among the seven cities in 2012, behind Edmonton (\$12.07), Richmond (\$6.09), and Hamilton (\$4.61), but ahead of Windsor (\$3.65), Halifax (\$3.42), and Oakville (\$0.98).

The growth in cultural investment in Saskatoon between 2009 and 2012 (76%) is larger than that measured in the other cities (53% in Oakville, 39% in Richmond, 33% in Windsor*, 23% in Edmonton, 17% in Hamilton, and a 5% decrease in Halifax). None of these figures were adjusted for inflation or population growth. (**Windsor's investments in 2009 were somewhat lower than normal because of a strike by municipal staff in that year. This would inflate the rate of change in Windsor between 2009 and 2012.*)

Saskatoon's investment in 2009 compared with six larger cities

Five large cities participated in the initial study of cultural investments between 2006 and 2009. Following the publication of the initial report, the City of Mississauga undertook a process of measuring their cultural investment between 2008 and 2011. Given the availability of their data for at least one identical year, these cities are also potential comparator municipalities. However, their population bases are much larger than Saskatoon's:

- Toronto (2011 census population of 2,615,100)
- Montreal (1,649,500)
- Calgary (1,096,800)
- Ottawa (883,400)
- Mississauga (713,400)
- Vancouver (603,500)

A proper comparison with the five large cities in the original study requires two adjustments to the above analysis of Saskatoon's per capita investment: 1) The focus is on 2009, the first year covered by this report but the only year in common with the previous study. 2) In order to be consistent with the previous study, Saskatoon's population from the 2006 census is used, rather than 2011 census data.

Using the City's 2006 census population (202,400), Saskatoon's level of investment in 2009 was \$29.38. Compared with the five large cities, Saskatoon would have been surpassed by Montreal (\$54.91), Vancouver (\$47.33), and Calgary (\$42.39) in that year. The cultural investment by the City of Saskatoon in 2009 was larger than that by Ottawa (\$27.58), Toronto (\$18.98), and Mississauga (\$9.44).

Full details: Saskatoon cultural investment

Table 2 provides full details about the gross and net cultural investment by the City of Saskatoon between 2009 and 2012, as well as the corresponding per capita amounts. Gross cultural investment in Saskatoon increased from \$8.2 million in 2009 to \$13.1 million in 2012, a 59% increase (not adjusted for inflation or population growth). Gross expenditures include investment from the municipal tax base as well as all other sources of funds that are used for cultural investment, including transfers from other levels of government for cultural projects or programs, revenues from ticket sales for city-owned or operated cultural spaces, rental revenues for city-owned cultural spaces, and sponsorships of city-managed cultural programs and events. Net investment – the main focus of this report – represents what is spent on cultural programs and services from the municipal tax base.

Table 2: Cultural investment by the City of Saskatoon, 2009 to 2012
(2011 Census population: 222,200)

Type of investment	<i>Expenditures (\$ millions)</i>							
	Gross				Net			
	2009	2010	2011	2012	2009	2010	2011	2012
Operating expenditures	\$7.2	\$8.1	\$7.6	\$7.8	\$5.0	\$5.6	\$4.9	\$5.2
Grants	\$0.6	\$0.7	\$0.7	\$0.8	\$0.6	\$0.7	\$0.7	\$0.8
<i>Subtotal: Operating + grants</i>	\$7.9	\$8.7	\$8.3	\$8.7	\$5.6	\$6.3	\$5.6	\$6.0
Capital expenditures	\$0.4	\$0.4	\$0.2	\$4.4	\$0.4	\$0.4	\$0.2	\$4.4
Total (operating + grants + capital)	\$8.2	\$9.1	\$8.5	\$13.1	\$5.9	\$6.6	\$5.7	\$10.5
Type of investment	<i>Per capita expenditures</i>							
	Gross				Net			
	2009	2010	2011	2012	2009	2010	2011	2012
Operating expenditures	\$32.62	\$36.32	\$34.31	\$35.26	\$22.34	\$25.23	\$21.92	\$23.43
Grants	\$2.79	\$2.99	\$3.14	\$3.78	\$2.79	\$2.99	\$3.14	\$3.78
<i>Subtotal: Operating + grants</i>	\$35.42	\$39.30	\$37.45	\$39.04	\$25.13	\$28.21	\$25.06	\$27.21
Capital expenditures	\$1.64	\$1.60	\$0.76	\$19.84	\$1.64	\$1.60	\$0.76	\$19.84
Total (operating + grants + capital)	\$37.06	\$40.90	\$38.22	\$58.88	\$26.77	\$29.82	\$25.82	\$47.05
<i>Source: Hill Strategies Research analysis of data provided by the City of Saskatoon, 2013</i>								

Appendix: Definition of municipal cultural investment

Division of cultural investments into gross and net expenditures

The data in this report captures both “gross” and “net” investments for operating, grant and capital expenditures on culture. The text of the report focuses on the net cultural investments, while detailed tables in the report also contain the gross investment figures.

Gross expenditures

Gross expenditures include investments from the municipal tax base as well as all other sources of funds that are used for cultural investments, including transfers from other levels of government for cultural projects or programs, revenues from ticket sales for city-owned or operated cultural spaces, rental revenues for city-owned cultural spaces, and sponsorships of city-managed cultural programs and events.

Net expenditures

In general, net investments represent what is spent on cultural programs and services from the municipal tax base. For the most part, net investments exclude all other sources of funding or revenue.

Local cultural funding does not have to come from property taxes to be included in the data. For example, proceeds from a hotel levy should be included, provided that there is municipal discretion involved in applying the levy and/or distributing the proceeds. These amounts could be included in performing arts, heritage, or other areas that are funded by the proceeds.

Net expenditures might also include some exceptional items related to discretionary municipal cultural investments. Because the decision-making process for investing the funds is at the discretion of the local city council (or individual local politicians) and is similar to the process of directing municipal tax revenues, these exceptional items are included in the net investment figures even though they do not come from regular tax revenues.

An example of discretionary municipal cultural investments relates to funds received in Ontario via “Section 37” negotiations with developers. These private funds, negotiated between the developer, the local councillor and city staff, are directed toward community benefits in return for higher density. In cases where these community benefits are allocated to cultural spaces and activities, these funds would be included in net municipal investments in culture.

Non-monetary (indirect) investments, such as property tax relief for not-for-profit cultural organizations, are excluded from the data.

Specific items included in the definition of cultural investments

Operating

Expenditures from the municipal operating budget on:

Live performing arts

- City-owned and/or city-operated theatres

Visual and media arts, crafts, and design

- Art purchases paid through the operating budget
- Public art development (Public art purchases should be included in the capital section.)
- Urban planning involvement in cultural programs such as public art or design
- Awards for urban design
- Most urban design expenditures are excluded from the study.

Museums and heritage

- Museum and heritage services
- Science-related museums
- Historic sites and heritage buildings that are used for cultural purposes (if city-owned or city-funded)
- Heritage planners or other similar staffers (who may work outside of the cultural services department but are dedicated to culture/heritage work).
- Heritage or historical archives (excluding archives related solely to city decision-making)

Cultural development, special events and multidisciplinary activities

- Cultural development
- Community arts / "Cultural mediation"
- Culture-dedicated centres
- Special projects (time-limited)
- Cultural festivals and special events (If these include cultural and non-cultural elements, only the cultural portion of these expenditures was included.)
- Cultural awards
- Parks board arts and culture program (only if a specific budget line identifies arts and cultural program expenditures within the Parks and Recreation budget, a parks agency or board of the municipality, or a parks arm's-length organization)

- Supplementary funding to schools for arts and music programming: Halifax, by Council decision-making, allocates amounts directly for school arts and music programs. This amount is included in operating expenditures.

Creative and cultural industries

- Film and TV development and support / film or screen-based media office (including arm's length organizations)
- Support to creative and cultural industries (animation, publishing, music, etc.)

General administration related to municipal cultural service delivery

- Management and administrative expenses related to the cultural services department's programs and services (such as wages, salaries, benefits and purchases of goods and services)
- Utility expenses for city-owned cultural facilities paid through the operating budget
- Consultants' fees for cultural projects

Grants

Expenditures from the municipal operating and/or capital budget on:

Live performing arts

- Funding of individuals and organizations in circus, dance, music, opera, and theatre. Includes grants administered by the municipal government and those administered by an arm's length organization.

Visual and media arts, crafts, and design

- Funding of individuals and organizations in visual and media arts, crafts, and design. Includes grants administered by the municipal government and those administered by an arm's length organization.

Museums and heritage

- Funding of individuals and organizations involved in museums, archives and built heritage. Includes grants administered by the municipal government and those administered by an arm's length organization.

Cultural development, special events and multidisciplinary activities

- Funding of individuals and organizations involved in multidisciplinary arts activities, cultural festivals and events, community arts (cultural mediation), arts education and leisure-time non-professional arts activities. Includes grants administered by the municipal government and those administered by an arm's length organization.

Creative and cultural industries

- Funding for interactive digital media was included by those municipalities that fund this type of activity through their cultural services department, typically via a screen-based media office.
- Funding of individuals and organizations involved in writing, publishing, radio, TV, broadcasting and sound recording. Includes grants administered by the municipal government and those administered by an arm's length organization.

Capital improvement grants

- Grants for capital improvements by cultural organizations in all disciplines. Includes grants administered by the municipal government and those administered by an arm's length organization.

General administration related to arm's length delivery of cultural grants

- Funding for the administrative expenses related to the arm's length delivery of cultural grants (such as arts councils).

Capital

Expenditures from the municipal capital budget on:

City-owned cultural facilities

- Annual maintenance and repair of city-owned cultural facilities
- Major renovations of city-owned cultural facilities
- One-time or emergency capital expenditures on city-owned cultural facilities
- Capital expenditures related to historic / heritage buildings that have a cultural use

Cultural districts

- Development and revitalization of cultural districts. Excluded are any costs for revitalization of historic neighbourhoods or squares.

Public art, other art purchases, and maintenance costs

- Purchase or development of public art that resides on public spaces
- Other art purchases
- Plaques and statues maintained by the city's cultural services department

Specific items excluded from the definition of cultural investments

All other city expenditures are excluded from the study. In particular, expenditures on the following items are excluded.

Exclusions from operating and grant expenditures

Inter-departmental costs such as finance, human resources and corporate marketing

- Operating 'overhead' or costs associated to the running of the office that are paid by other departments such as Finance, Human Resources, Corporate Marketing, etc.
- Operating expenditures from other city-run departments, boards, agencies or commissions such as economic development, social services, planning, transportation, water, fire, police, public transit, etc., unless there is a line item for arts and cultural expenditures (as may be the case with public art or heritage planning).
- Expenses for culture-related tourism marketing initiatives are only included if the initiatives are managed by cultural staff members, not a tourism or economic development office.

Zoos and aquariums

- Zoos and aquariums were excluded from the study frame because they are typically managed by a separate entity that does not have a close link with the cities' cultural services departments.

Recreation, sports, nature parks, horticulture and agriculture

- Community or recreational centres offering cultural leisure / sports programs (other than the culture-dedicated centres noted above in the inclusions)
- Non-professional arts training in community centres are excluded (as per the above bullet point). Often, these expenditures are quite small and difficult to separate from non-cultural expenses in the same locations.
- Cultural events in municipally-owned sports venues (hockey arenas, etc.): Because arenas are most commonly used for large sporting events, expenses on concerts and other performances held in municipally-owned arenas are excluded from the data.
- Major events that are predominantly sports-related in nature. An example is the Calgary Stampede, which is largely a sporting event and was not included in the large cities study (based on the narrower definition of "culture" used in the report).
- Nature parks
- Horticultural societies
- Agricultural exhibitions, centres and fairs

Other exclusions

- Tax exemptions and in-kind services
- Religious organizations

- Language training
- Development and promotion of languages
- Non-cultural Aboriginal activities

Exclusions from capital expenditures

Exceptional capital investments

- Large capital investments for which a full accounting of the net costs was not available during the timeframe of the study.
- Exceptional capital investments meet the following criteria: 1) The net expenditure for the cultural capital project is at least as large as the city's other net capital expenditures for cultural purposes within the same fiscal year; 2) Financing for the capital project is complex and occurs over more than one fiscal year; and, most importantly, 3) Financing for the capital project was not finalized within the timeframe of the fiscal years analyzed in the study.

Certain expenditures on historic or heritage buildings, facilities, neighbourhoods, or squares

- Capital expenditures related to historic or heritage buildings with a non-cultural use
- Restoration costs for heritage buildings for which the future use is unknown (i.e., may or may not have a cultural use).
- Costs for revitalization of historic neighbourhoods or squares
- *Note: While these items could certainly be considered cultural expenditures, there were significant disparities in the original study between Montreal and the four other cities in terms of expenditures on these items, partly because Montreal is a much older city than the four others.*

Public art on privately-owned spaces

- Capital expenditures related to public art that resides on private spaces (typically purchased by private developers through a municipal requirement or incentive policy). However, the gross spending figures include some rare cases where privately-commissioned public art works reside on public spaces.

Plaques and statues maintained by other city departments

- Capital expenditures related to plaques and statues maintained by other city departments

Office of the City Clerk

To: Secretary
Planning and Operations Committee

Date: May 20, 2014

Phone: (306) 975-3240

Our File: CK. 430-59

From: Joyce Fast, Secretary
Traffic Safety Committee

Your File:

Re: 2013 Annual Report – Traffic Safety Committee

Attached is the 2013 Annual Report of the Traffic Safety Committee, which the Committee has approved for submission to City Council through the Planning and Operations Committee.

Would you please place this matter before the Planning and Operations Committee at its next meeting.



JF:rmr

Attachment

ADVISORY COMMITTEE REPORT

TO: Secretary, Planning and Operations Committee
FROM: Chair, Traffic Safety Committee
DATE: April 15, 2014
SUBJECT: 2013 Annual Report – Traffic Safety Committee
FILE NO. CK. 430-59

RECOMMENDATION: that the information be received and forwarded to City Council for information.

BACKGROUND

The mandate of the Traffic Safety Committee is to provide advice to City Council on policy matters relating to traffic safety. The Committee reports to City Council through the Planning and Operations Committee. The Committee also provides education and awareness programs relating to traffic safety.

The 2013 membership of the Traffic Safety Committee was as follows:

Councillor Zach Jeffries
Ms. Deb Taylor, representing the general public
Mr. Rod Meier, representing the general public
Mr. Tim Sellar, representing the general public
Mr. Doug Hingston, representing the general public
Mr. Lloyd Driedger, representing the Saskatchewan Trucking Association
(January—July 2013)
Mr. Brock Girling, representing the Saskatchewan Trucking Association
(August—December 2013)
Mr. Brian Fehr, representing the Saskatoon and District Safety Council
Mr. Brady Ives, representing SGI – Traffic Safety Promotion Division
Ms. Cora Janzen, representing the Saskatoon Health Region
Mr. Ken Claffey, representing the Board of Education for Saskatoon Schools –
Driver Education
Ms. Sue Gauthier, representing the Citizens' Advisory Council of the Saskatoon
Board of Education (January—November 2013)
Sergeant Dan Bryden, representing the Saskatoon Police Service – Traffic
Division

REPORT

Summary of Activities for 2013

1. Traffic Safety Education and Awareness

As part of the Traffic Safety Committee's initiative to promote traffic safety, the Committee, with the assistance of Rawlco Transit, prepared a transit tailboard advertisement which was displayed on six City buses for ten weeks commencing

August 26, 2013, and again for four weeks in mid-November, 2013. The tailboard advertisement displayed the slogan: “are you THAT driver? It’s up to you”, and depicted an aggressive-looking driver. The Committee rented SGEU’s electronic billboard on 22nd Street again this year, which displayed the 2012 slogan regarding talking and texting while driving, along with the related fine. SGEU in turn donated the rental amount to the Children’s Wish Foundation.

2. Reports/Presentations from Administration

The Committee received a presentation from a member of the Riversdale Community Association and Princess Alexandra School Community Council, regarding traffic concerns on Avenue H by Princess Alexandra School. The Administration agreed to review the options to slow traffic down by the school.

The Administration provided verbal reports on matters raised during the year by the Committee.

3. Issues Identified by Committee Members

Throughout the year, the Committee identified a number of traffic safety concerns that the Administration reviewed and took appropriate action, if required, as well as responded to the Committee. The following traffic issues were raised by Committee members and reviewed by the Administration:

- Appropriate signage needed at the temporary roundabout on 23rd Street and Avenue K.
- Increased lighting on the 42nd Street Bridge underpass may be required as this is a busy pedestrian corridor to access the dog park at Sutherland Beach.
- Possible safety issue with the crosswalk by Lakeview School and the need for a crosswalk light over the street.
- Concern for pedestrian safety on main thoroughfares such as Warman Road.
- Reduced sightlines at Attridge Drive and Circle Drive due to snow piles.
- Lack of signage at Wiggins and College Drive travelling east.
- Speed bumps or crosswalk lights needed to improve visibility for those crossing Avenue H in front of Princess Alexandra School.
- School zone monitoring/ticketing services needed as many schools have problems with vehicles that are parked where they should not be when children are being dropped off and picked up from school.
- Need traffic lights to be installed at Highway 5 and Highway 41.
- Warning lights and acceleration lanes needed at Highway 16 and 71st Street.
- Use of temporary curbing/traffic calming at certain intersections is restrictive for large vehicles when turning.
- Sink hole at Gray Avenue and Fitzgerald Street in need of repair.
- Signage indicating the right lane ends is needed on Cumberland Avenue southbound between 8th Street and 7th Street.
- Reduced speed sign needed southbound on Preston Avenue approaching 14th Street.

- Restricting left turns at Duchess Street from Second Avenue North (southbound) needs to be reviewed.
- Improvement needed for North Industrial area street sweeping.
- Need for “U-turns prohibited” signage at Alberta Avenue and Circle Drive eastbound as vehicles are making U-turns at the light to get onto the entry ramp to go onto Idylwyld Drive North.
- Intersection of 36th Street and Idylwyld Drive North is obstructed by a tree when making a right-hand turn onto Idylwyld Drive northbound.
- The concrete divider at Warman Road overpass and Circle Drive is out of alignment.
- The Stop sign at 71st Street and the service road is bent and in need of replacement.
- Increased traffic at the intersection of Lorne Avenue and Ruth Street since the opening of the South Bridge and need for replacing the current 4-way Stop with traffic signals.
- Possible speed limit signage needed to indicate merging speed from eastbound Circle Drive onto northbound Highway 11.
- A longer green arrow needed at Acadia Drive and 8th Street from the north side.
- Yield sign missing at 108th Street and Preston Avenue.
- Merging lane needed from Hart Road onto 22nd Street East.
- Hazards with lack of snow removal in front of schools—children climbing over snow banks or sliding down them in close proximity to vehicles. (It was noted that this is a snow removal contract issue and perhaps revisions to the contract may be required.)

Plans for 2014

The Traffic Safety Committee, in consultation with the Administration, will pursue opportunities for further traffic safety education.

“Joyce Fast” for
Mr. Ken Claffey, Chair
Traffic Safety Committee

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Transportation & Utilities Department
DATE: May 7, 2014
SUBJECT: Lead Connection Replacement Service Level
FILE NO: CK. 7780-1 and IS. 7820-0

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

TOPIC AND PURPOSE

This report is to inform City Council of the current level of service the City provides for the replacement of lead service lines.

REPORT HIGHLIGHTS

1. The City's current approach for the Lead Service Lines (LSL) Replacement Programs is to completely replace any lines that require alteration or are disturbed in any way; any lines in the right-of-way of a roadway that is being reconstructed; and any lines requested by the property owner for replacement are placed in a queue for replacement within two to three years.
2. The budget for this program was increased from \$988,000 in 2013 to \$1,500,000 in 2014 in order to accelerate the replacement of LSLs.
3. Homeowners in the replacement queue can replace their connection at their own cost (at any time) and will later be reimbursed for the City portion of the connection. Reimbursement occurs when the homeowner's property comes up in the queue at the City's tendered contract price from the year that the homeowner completed the replacement.

STRATEGIC GOALS

The information presented in this report supports the City's Strategic Goal of Quality of Life as residents with lead service lines will benefit directly from an accelerated replacement cycle. The Strategic Goal of Asset and Financial Sustainability is also supported as the approach to replace LSLs, in conjunction with water main replacement and major roadway reconstruction, is considered to be an optimally coordinated approach.

REPORT

Water service lines are small diameter pipes which connect properties to the water main in the street. Saskatoon has approximately 61,000 total water service lines, of these, approximately 5,300 were installed between the early 1900s and early 1950s and are made of lead.

The replacement of LSLs is funded from Capital Project #1615 – Water Distribution. In 2013, \$988,000 was allocated to the program. For 2014, the budget was increased to \$1,500,000.

Responsibility for all service lines, whether or not they are made of lead, is shared between the City and the property owner. Those made of lead are known to have a potential to leach lead into the affected property's water supply. There are multiple initiatives that can reduce lead concentration levels in drinking water, including:

- altering treatment processes at the plant;
- flushing cold water at the tap before consumption;
- using filters at the tap;
- replacement of LSLs; and
- replacement of pipes, fittings or faucets inside the home which contain lead.

The City's current strategy to reduce lead concentration in drinking water includes providing educational letters to property owners and residents serviced by LSLs. These letters are delivered periodically in an attempt to ensure property owners or new residents understand what steps they need to take in order to ensure their drinking water contains acceptable levels of lead. Residents are also informed that the City offers a cost share program to replace LSLs at the request of the property owner.

Lead Service Lines (LSL) Replacement Programs

Anytime an LSL is replaced it must be done completely, from the water main in the street to the water meter in the house. The City has a cost sharing program where the property owner is responsible for 40% of the contract cost of the replacement. This cost is intended to represent the property owner's portion of the connection, which is from property line to the footing of the house. The portion of work inside the house to reconnect from the footing to the water meter is fully the homeowner's responsibility. The property owner can pay the contractor directly for their portion of the contract costs, or defer their costs to their property taxes over one year, interest free.

The City replaces LSLs in the following situations:

1. If the LSL requires alteration or is disturbed in any way. These instances usually arise when a connection is leaking or when other construction is taking place (i.e. physical replacement of a water main to which the connection is attached). In these cases, the LSL must be fully replaced.
2. During major road reconstruction. This does not apply to road preservation treatments, such as asphalt overlays or micro-sealing.
3. At the request of the homeowner. Homeowners can contact the City and be placed in a queue for replacement based on when they called. Homeowners are notified of the approximate wait time.
4. When an LSL is in a "common trench" with another asset that is being replaced. The most common case for this situation is when a sewer connection fails.

Level of Service and Funding

The City's current LSL replacement programs and funding levels ensure that there is no annual backlog of replacements for altered, disturbed or roadway construction driven programs. The nature of these programs is that they must be complete on an annual basis with no carryover.

The homeowner-requested LSL replacement program currently has a waiting list of approximately 201 properties. In 2010, 2011 and 2012 there was an average of 38 properties added to the list. In 2013, 123 properties were added to the list.

The current level of service is as follows:

- That all lead connections, where the connection requires any alteration or where the connection will be disturbed due to adjacent work, are replaced annually. This is estimated at 75 LSLs per year.
- That all lead connections within the right-of-way of roadways which are undergoing major reconstruction are replaced prior to road work. It is estimated that 25 LSLs per year will be replaced as a result of road reconstruction work; however, this could vary from year to year.
- That 100 lead connections from the queue of homeowner-requested replacements are replaced annually. It is estimated that this replacement rate will maintain the homeowner request backlog at a steady level.
 - A homeowner in the queue may also, at any time, hire their own contractor and complete the work (full replacement of the lead connection) at their own cost. The City will then reimburse the homeowner the cost of the City's portion of the replacement when their property is reached in the queue, at the City's contract price from the year that the replacement was completed by the homeowner.

With a waiting list of 201 for homeowner-requested replacements, the maximum wait period is approximately two years. The Administration will continue to monitor the waiting list trends and will report to Council if significant changes occur.

The cost to the City for this level of service is estimated to be \$1,500,000 annually, which includes the City's portion of the replacement costs (60% of the contracted bid price), plus any road restoration. This represents the replacement of 200 LSL's and is a 52% increase over 2013 funding.

At a rate of 200 LSL replacements per year, all 5,300 LSLs in Saskatoon will be replaced by 2040.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The financial implication of the City's current lead service level is an estimated cost of \$1,500,000 annually. This provision is currently funded through the approved water and sewer capital programs funded from the Infrastructure – Water and Waste Water Reserve.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The recommendations in this report were developed in conjunction with the Public Works and Construction & Design divisions.

COMMUNICATION PLAN

Saskatoon's water supply is one of the safest in the world. To ensure it remains safe, the City conducts rigorous monitoring of the water supply at both the Water Treatment Plant and in the water distribution system (water main lines). Tests for the presence of lead in our water supply show that our drinking water is virtually lead free. The lead level content in Saskatoon drinking water, when it enters the distribution system, is less than 0.0001mg/L, or 100 times lower than the Health Canada limit.

However, it is known that small amounts of lead have been found in household tap water where the service connection or plumbing system (solder, brass fittings) contains lead. When drinking water sits stagnant in household plumbing pipes, this lead can dissolve into the drinking water.

Transportation & Utilities Department has developed an action plan outlining Saskatoon's current approach to corrosion control and water quality issues caused by lead materials in the City's water system. This includes a communication plan to educate and inform the citizens of Saskatoon's approach to lead connections and associated water quality issues. Communications tools include the City's website, a letter mailed periodically to property owners and occupants with lead service connections advising them of the replacement program, a brochure, and a letter to residents who request a new utility account at a property known to have an LSL.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The Administration will continue to carry out the program as described in this report. A further report will be submitted if circumstances change significantly, such as an increased waiting list size for homeowner requested locations.

ENVIRONMENTAL IMPLICATIONS

The recommendations will result in the consumption of energy and materials associated with the activities of the Lead Connection Replacement program, including the

generation of greenhouse gas emissions. The overall impact on greenhouse gases has not been quantified at this time.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

PUBLIC NOTICE

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

Written by: Stephen Wood, Manager, Water and Sewer Preservation
Asset Management Section

Reviewed by: Rob Frank, Manager, Asset Management Section

Reviewed by: Mike Gutek, Director of Major Projects

Reviewed by: Reid Corbett, Director of Saskatoon Water

Approved by: “Jeff Jorgenson”
Jeff Jorgenson, General Manager
Transportation & Utilities Department
Dated: May 20, 2014

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: May 8, 2014
SUBJECT: 2013 Year - End Report – Leisure Centres
FILE NO.: CK. 430-34 and RS. 430-1

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

TOPIC AND PURPOSE

This report provides a summary of the operations for the six indoor leisure centres, four outdoor pools, and the Terry Fox Track and Fitness Circuit located at the SaskTel Sports Centre.

REPORT HIGHLIGHTS

1. Facility Operations (rentals) have shown revenue increases of 4.1 percent from user group rental, and 10.2 percent in internal rental from Recreation and Sport delivery of programs.
2. Leisure centre admission revenues have decreased by 2.9 percent compared to 2012. This decrease is primarily attributed to fewer LeisureCards being purchased, most of which is a result of a 17.1 percent decline at Shaw Centre.
3. Registered program revenues increased by 5.1 percent over 2012 revenues. The increase is primarily due to a 2.0 percent increase in aquatic registration, and a 3.0 percent increase from a rate increase.
4. Outdoor pools operations have shown revenue increases of 7.8 percent in general admissions, and a 22.5 percent increase in swim lesson registration. This increase is primarily a result of 28 additional operation days in 2013 because of the delay in the opening of Mayfair Pool in 2012.
5. Cost recovery overview shows that rates for indoor recreation and competitive facilities continued to improve over 2013. Children's registered aquatic programs have remained above the target rate of 85 percent.

STRATEGIC GOAL

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report supports the long-term strategy to improve the quality of life for Saskatoon residents. The operation of leisure centres and outdoor pools provide citizens with access to facilities and programs that promote active living. The ability to participate in active healthy activities is an essential part of individual and community health.

BACKGROUND

As part of the Recreation and Culture business line, the leisure centres and outdoor pools provide a wealth of opportunities for citizens to participate and enjoy the benefits of sport, recreation, and culture activities.

The Recreation and Sport Division is responsible for the design and delivery of programs. The majority of programs offered through the six indoor leisure centres and four outdoor pools include swimming lessons, fitness classes, drop-in fitness opportunities, and both registered and drop-in recreation classes.

Recreation and Sport manages and operates recreation facilities to support those activities delivered by the City, non-profit groups, and other leisure service providers including the private sector (e.g. sports medicine, massage therapy, and Tae Kwon Do). In managing these facilities, Recreation and Sport staff ensure the facilities are welcoming, safe, well maintained, attractive, and accessible. This is central to the success of meeting the demands of leisure service providers who operate programs at City-owned facilities.

The Recreation and Sport Division has three distinct program areas:

- a. Facility Operations Rental – This program function is sometimes referred to as the “landlord” function that represents expenses and revenues related to facility space rental by external groups and for programs delivered by Recreation and Sport.
- b. Unstructured Drop-In Programs – This program function represents the expenses and revenues for the delivery of drop-in programs (e.g. lane swim, public swim, family swim, and fitness classes).
- c. Structured Registered Programs – This program function represents the expenses and revenues for the delivery of adult and youth registered programs (e.g. swimming lessons and learn to skate).

REPORT

The Leisure Centres and Outdoor Pools Annual Report (Annual Report) will highlight the year’s accomplishments, opportunities, and challenges. Details for participation rates generated in 2013, as compared to 2012, are shown in Attachment 1.

Revenue Increase

Overall, the leisure centres generated operating revenues of \$11,710,500 in 2013. This was an increase of \$380,400 (3.4 percent) over 2012.

In 2013, external rental revenues showed a revenue increase of \$51,500 or 4.1 percent. Internal rental revenues showed an increase of \$373,700 or 10.2 percent. The internal rental revenue increase can partly be attributed to recognizing Community Development programs (i.e. summer youth programs) being reported as internal programs.

For concession services at the leisure centres, 2013 lease revenue was \$52,100, compared to \$48,700 in 2012 (7 percent increase). This increase is primarily explained by the number of leisure centre concessions that were vacant for part of 2012.

In 2013, approximately 5,700 athletes and coaches attended events at the Shaw Centre (approximately 2,500 athletes) and the Saskatoon Field House (approximately 3,200 athletes). See page 7 of Attachment 1 for a list of events.

Leisure Centre Admissions

Overall, general admission revenues for indoor leisure centres decreased \$135,800 in 2013 compared to 2012, a decrease of 2.9 percent. In 2013, the total admission volumes (head count) at the leisure centres was 757,421, a decrease of 71,155 admissions or 9.5 percent. The decrease is primarily a result of lower admission volumes at Shaw Centre (47,819) and Lakewood Civic Centre (17,297).

To address the decline in admission volumes at leisure centres, a preliminary review began to identify ways to reverse this trend. From this review, four projects were initiated in 2013, as follows:

- i. A Brand Ambassador was created with the key purpose to canvas the community to promote programs offered at the leisure centres (see page 11 of Attachment 1);
- ii. Two-Week Trial Passes were introduced to potential new LeisureCard holders. The pass introduces the benefits of a leisure centre for a two-week time period (see page 11 of Attachment 1);
- iii. Family Fun Packs were developed as a limited time promotion targeting families to attend the City's attractions: leisure centres, skating arenas, and the Forestry Farm Park & Zoo (see page 12 of Attachment 1); and
- iv. The Admissions Market Research Request for Proposal was developed and issued. The high-level research, to be completed in June 2014, will outline what is working and what is not (e.g. price, program quality, promotions, and customer service). For further details, view page 12 of Attachment 1.

Drop-In Online Information System continues to be improved to provide customers with accurate information regarding programs at the leisure centres.

The Community Development Leisure Access Cards allow residents with low incomes to participate in recreation activities. Usage decreased by approximately 3,500, a 5 percent decrease. A total of approximately 81,500 usages were recorded.

Registered Programs

Registered program revenues increased by \$57,900 in 2013, an increase of 5.1 percent from 2012. The majority of programs are swimming lessons for children, with approximately 15,900 registrations in 2013, an increase of 200 registrants from 2012.

Following is an overview of the registered programs offered in 2013:

- i. Red Cross Swim Lessons are popular, especially at the Parent/Tot and pre-school levels. The courses during prime time are often full. Recreation and Sport staff program plan to accommodate as many lessons as possible, keeping in mind pool capacity and instructor availability.
- ii. Forty new lifeguard/instructors were hired due to staff turnover. Recruitment and training of lifeguards continues to be a priority in 2014.
- iii. Lakewood Civic Centre's themed birthday party packages are well received, hosting 33 parties.
- iv. Sport & Splash Camp for the age groups of 7 to 9 and 10 to 13 were offered at Shaw Centre and Lawson Civic Centre. A total of 115 youth participated in the seven camps offered in 2013.

Outdoor Pool Operations

The outdoor pools (Lathey, George Ward, Mayfair, and Riversdale) operate between June and August, with capacity amongst the four pools being approximately 2,000 people. Weather is a significant factor for outdoor pool operations. History shows that when temperatures are 24 degrees Celsius (C) and higher, pools draw a large number of customers. In 2013, of the 89 days outdoor pools were open, 44 days experienced temperatures at, or above, 24 degrees C.

In 2013, there was an increase of 1,874 admissions at the outdoor pools, an increase of 2.2 percent. General admission revenues at the outdoor pools in 2013 increased by \$21,600, or 7.8 percent compared to 2012. Registration revenues at outdoor pools increased by \$14,600 (22.5 percent increase). These increases are mainly due to 28 additional operation days in 2013 as a result of a delay in opening the new Mayfair Pool in 2012.

The 2013 outdoor pool season extended into early September at George Ward and Riversdale Pools. This coincides with school starting after Labour Day weekend.

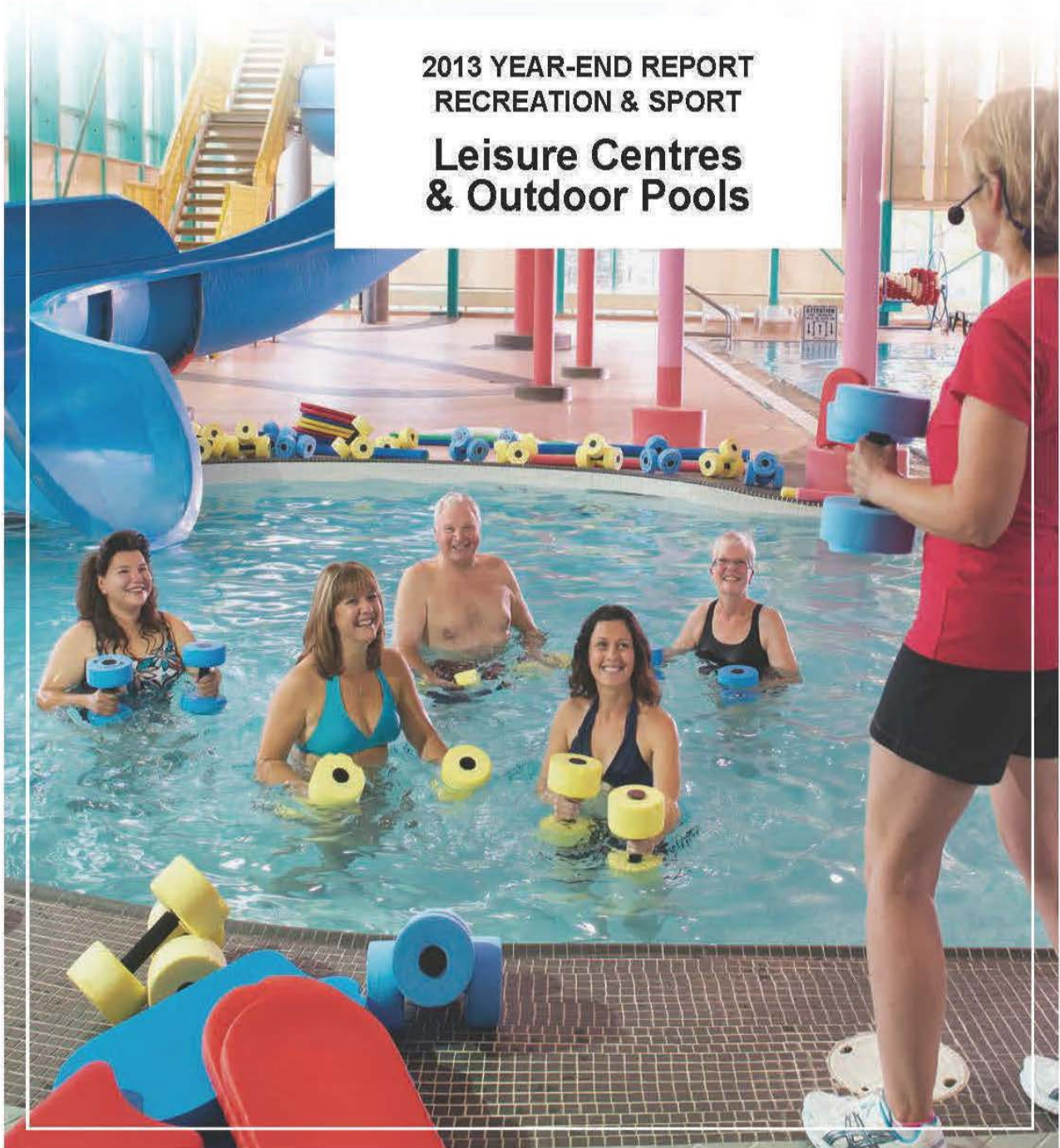
Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “May 20, 2014”

cc: Murray Totland, City Manager

S/Reports/RS/2014/P&O – 2013 Year-End Report – Leisure Centres/ks



**2013 YEAR-END REPORT
RECREATION & SPORT
Leisure Centres
& Outdoor Pools**



2013 Year-End Report Recreation & Sport Division Leisure Centres and Outdoor Pools

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The Recreation & Sport Division is dedicated to providing access to a range of recreation, sports, and fitness opportunities that are affordable and responsive to community needs.

Introduction

As part of the Recreation & Culture business line, the Leisure Centres and Outdoor Pools provide a wealth of opportunities for citizens to participate and enjoy the benefits of sport, recreation, and culture activities. These activities are a core element of Saskatoon's quality of life, and an essential part of individual and community health.

The Recreation & Sport Division is responsible for the design and delivery of programs. The majority of programs offered through Leisure Centres and Outdoor Pools include swimming lessons, fitness classes, drop-in fitness opportunities, and both registered and drop-in recreation classes.

To encourage repeat customers and attract new clientele, front-line staff spend time getting to know customers in order to offer choices that meet their needs. Informed and responsive front-line staff provides reception, registration, and booking services for the facilities.

The Recreation & Sport Division also manages and operates recreation facilities to support those activities delivered by the city, non-profit groups and other leisure service providers including the private sector. In managing these facilities, Recreation & Sport staff ensure the facilities are welcoming, safe, well maintained, attractive, and accessible program venues. This is key to the success of meeting the demands of leisure service providers who operate programs at city-owned facilities.

This report will highlight and summarize the rental operations and programs services for Leisure Centres and the four Outdoor Swimming Pools.



Shaw Centre Competitive Pool

Photo Courtesy: Murray Sackmann

COSMO CIVIC CENTRE

Cosmo Civic Centre's combination of fitness/recreation facilities and meeting space makes it great for mixing business with pleasure for rental groups.

In addition to the Carlyle King Branch Library and Cosmo Arena which is open October through March for ice rentals and public skating programs, Cosmo Civic Centre also has a racquetball, gymnasium, fitness room, multi-purpose rooms and theatre.

HARRY BAILEY AQUATIC CENTRE

With aquatic toys, a wide range of swimming lessons, and aquatic fitness programs, Harry Bailey Aquatic Centre remains an active aquatic facility that serves the public well. This facility provides a practice environment for aquatic sports, it is also a great place to train and learn new skills in Scuba diving, canoeing and kayaking.

LAKWOOD CIVIC CENTRE

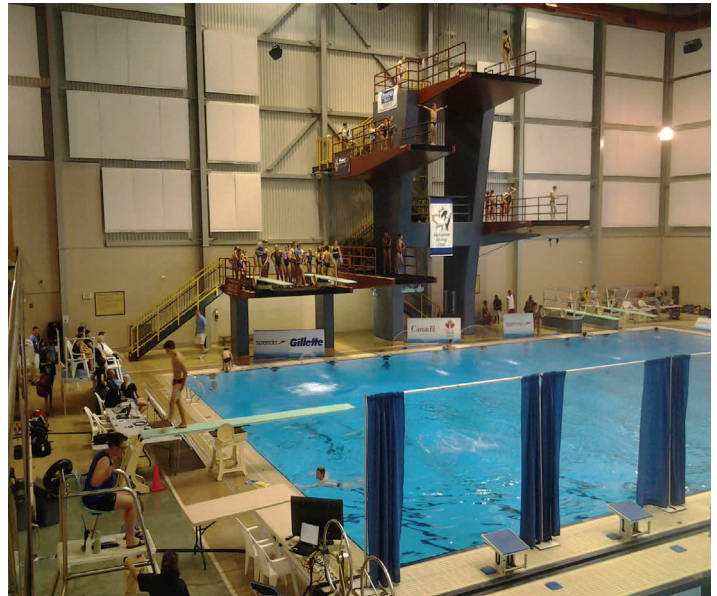
Lakewood Civic Centre houses a spacious tropical pool and waterslide, fitness facilities, meeting and recreational space, multi-purpose rooms, and the Cliff Wright Branch Library all under one big roof. To compliment the broad variety of programming and rental opportunities, Lakewood has an active child-minding service.

LAWSON CIVIC CENTRE

Lawson Civic Centre is home to Saskatoon's first and only wave pool. The multipurpose room is perfect for fitness activities, for use as a dance studio, and for larger meetings and seminars. The fitness room provides weight training and cardio equipment, and there is a sauna overlooking the pool. This facility is also home to the Rusty MacDonald Branch Library.

SHAW CENTRE

The Shaw Centre is a state-of-the-art aquatic and fitness facility offering a wide variety of recreation, health and fitness opportunities to



2013 Dive Canada Junior Nationals hosted at Shaw Centre

Photo Courtesy: Murray Sackmann

the residents of Saskatoon.

The story of the Shaw Centre is unique as it came to life as part of an integrated partnership between the City of Saskatoon, Saskatoon Public Schools and Greater Saskatoon Catholic Schools. By developing a collaborative approach to combining their resources, a fully integrated destination centre was created which includes the Shaw Centre, Tommy Douglas Collegiate, Bethlehem Catholic High School and Morris T. Cherneskey Multi-District Park.

The centrepiece of the Shaw Centre is the primary 50-metre indoor stainless steel competitive pool, which is specifically designed to meet or exceed Fédération Internationale de Natation (FINA) regulations for hosting national and international competitions for competitive and synchronized swimming, water polo, and diving. The competitive pool has the largest metric volume of water (4.83 million litres) in the world for a stainless steel indoor pool. In addition, there is a six-lane warm-up pool, a leisure pool with a water slide, water toys, spectator seating, and wheelchair-accessible hot tubs.

The Shaw Centre also includes a three-lane walk/jog track, fitness room, multipurpose room, child-minding room, and more.

SASKATOON FIELD HOUSE

Versatility is the key feature of the Saskatoon Field House. In addition to being a fitness and high-performance athletic training centre, it is a great place to hold meetings, workshops, clinics, and world-class events.

The 48,000 square foot main field area can accommodate up to 4,500 people. The retractable bleachers adjacent to the main field seat 3,500 people. The 17,000 square foot second level area includes a weight room, fitness/dance studio, multipurpose room and two meeting rooms.

FITNESS CIRCUIT & TERRY FOX TRACK

Located in the SaskTel Sports Centre, the Terry Fox Track provides a 365-metre surface for year round walking and jogging. Located around the perimeter of the indoor soccer field, the two-lane track and soccer playing area are separated using a ceiling to floor nylon safety net system.

The Fitness Circuit is located on the second floor. Featuring easy-to-use, circuit style resistance machines, and a variety of cardio equipment, the Fitness Circuit offers an efficient, effective, and safe total body workout in just minutes.

OUTDOOR POOLS

Many Saskatoon residents list our Outdoor

Pools as their favourite way to beat the summer heat! George Ward Pool, Riversdale Pool, Lathey Pool, and Mayfair Pool are traditionally open daily starting in June and close towards the end of August.

Riversdale Pool is on Avenue H North between 11th Street and 16th Street. This pool was built in 1928, and the basin was replaced in 1996. It has an occupancy rating of 750 people and a modern change room facility. This rectangular shaped pool has a large shallow area for children, a separate water slide drop off area, a diving area with two one metre boards, and a lane swimming area.

Mayfair Pool is on Avenue F North between 31st Street and 32nd Street. The original pool was built in 1959 and the new Mayfair Pool was opened on August 10, 2012. The new pool can hold 350 people and has a water slide, diving board, on-deck showers, a concession, two water features, and a Community Room.

George Ward Pool is on 5th Street East between Louise Avenue and Grosvenor Avenue. This pool was built in 1965 and has an occupancy rating of 650 people. It is in the traditional rectangle shape, offers a shallow end, lane swim, and diving boards. It has a great space for barbeque usage.

Lathey Pool is on Taylor Street between Albert and Lansdowne Avenue. This pool was built in 1989 and is a leisure pool that has two 25 metre swim lanes and a zero depth (beach) area for young toddlers. The occupancy rating is 300 people.



2013 Highlights

The indoor recreation and competitive facilities had another busy year in 2013. A few of the major highlights for 2013 are:

- In June 2013, a new point of sale system, RecTrac, was activated at the Leisure Centres and Outdoor Pools. The new system allows for more detailed reporting for sales and admissions and provides a more thorough auditing function.
- Registered programs at the Leisure Centres continue to be popular. Revenue for registered programs increased by 5.1% from 2012. As in 2012, approximately 80% of registered aquatic program participants are from Saskatoon while 20% are from Greater Saskatoon.
- The Customer Service Section provides program support in terms of phone-in registration, facility booking, and staff scheduling. In 2013, 65 percent of program registrations were handled via phone-in registration, with online registration at 35 percent this year.
- Facility & Fleet Management Building Reserve Fund, collected over the past 25 years, allowed updates to be completed at Lakewood Civic Centre: the flooring was replaced in the hallways and lobby area and multiple areas were painted to brighten up the facility.
- Admission revenues began to see a decrease in late 2012 and the decline continued throughout 2013. Revenues for general admissions decreased by 2.9% from 2012, largely due to fewer LeisureCard sales in 2013. Recreation & Sport customer service staff processed approximately 7,739 new LeisureCard sales and renewals in 2013, down from 9,490 in 2012.
- The Leisure Access program supported through the Community Development Branch continues to bring in significant number of customers who might not otherwise be able to afford to participate. The program allows low income residents of Saskatoon, the opportunity to participate in recreation opportunities offered by the city. Total Leisure Access card scans in 2013 were approximately 89,400, represented by approximately 7,500 residents. This is a decrease of approximately 4% over 2012 usage.

2013 Revenues by Source

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Landlord Function						
External Rentals	\$ 1,025,600	\$ 1,153,600	\$ 1,172,400	\$ 1,248,600	\$ 1,298,600	4.00%
Internal Rentals	\$ 2,830,700	\$ 3,375,800	\$ 3,528,800	\$ 3,672,200	\$ 4,045,900	10.20%
Concessions	\$ 94,500	\$ 73,400	\$ 56,700	\$ 48,700	\$ 52,100	7.00%
Other Rental Revenue	\$ 125,300	\$ 126,500	\$ 136,100	\$ 137,900	\$ 132,900	-3.60%
Subtotal	\$ 4,076,100	\$ 4,729,300	\$ 4,894,000	\$ 5,107,400	\$ 5,529,500	8.30%
Program Function						
Admissions	\$ 3,422,900	\$ 4,459,900	\$ 4,650,000	\$ 5,012,900	\$ 4,898,700	-2.30%
Registered Programs	\$ 1,003,100	\$ 1,057,300	\$ 1,174,100	\$ 1,209,800	\$ 1,282,300	6.00%
Subtotal	\$ 4,426,000	\$ 5,517,200	\$ 5,824,100	\$ 6,222,700	\$ 6,181,000	-0.70%
Total Revenue	\$ 8,502,100	\$ 10,246,500	\$ 10,718,100	\$ 11,330,100	\$ 11,710,500	3.40%
% Change	13.60%	20.50%	4.60%	5.70%	3.40%	

Note: Revenues include Outdoor Pools

Facility Operations — Landlord (Rental) Function

On May 28, 2012, City Council reconfirmed that the overall cost-recovery objectives for the landlord function of the indoor Leisure Centres remain at 70 percent and that this objective be achieved by continuing to increase rental rates by 4 percent annually.

Overall in 2013, the facility operations function showed revenue increases of \$51,500 (4.1 percent) for external rentals, this increase was due largely to rate changes as rental hours have remained similar to 2012. In 2013, internal rentals saw an increase of \$373,700 (10.2 percent) for the delivery of Recreation & Sport programs. The primary factor for the increase was from more aquatic registered program hours booked than in 2012.

EXTERNAL RENTALS

External rental revenues reflect the program partnerships and lease agreements in place at each of our indoor Leisure Centres with external agencies.

2013 Revenues by External Rentals

	2009 Actual	2010 Actual	2011 Actual Restated	2012 Actual Restated	2013 Actual	% Change Previous Year
Indoor Leisure Centres						
Cosmo Civic Centre	\$ 179,400	\$ 184,200	\$ 141,100	\$ 135,000	\$ 144,800	7.30%
Saskatoon Field House	\$ 345,700	\$ 383,100	\$ 401,100	\$ 430,000	\$ 448,300	4.30%
Harry Bailey Aquatic Centre	\$ 292,000	\$ 190,800	\$ 212,200	\$ 214,700	\$ 217,700	1.40%
Lakewood Civic Centre	\$ 76,400	\$ 73,300	\$ 68,000	\$ 68,900	\$ 65,000	-5.70%
Lawson Civic Centre	\$ 25,100	\$ 19,100	\$ 18,600	\$ 19,800	\$ 23,300	17.70%
Shaw Centre	\$ 107,000	\$ 303,100	\$ 326,300	\$ 373,800	\$ 394,600	5.60%
Total Revenue	\$ 1,025,600	\$ 1,153,600	\$ 1,167,300	\$ 1,242,200	\$ 1,293,700	
% Change	11.80%	12.50%	1.20%	6.40%	4.10%	

Notes: Effective 2013, rentals for Community Development programs (i.e. summer youth) are reported in "Internals" vs "Externals". Revenues for 2011 and 2012 have been restated to show this.

2013 Rental Highlights

Shaw Centre

- 2013 was the fourth full year of user-group rentals in our newest facility. Staff continue to work with the clubs to meet their ongoing and special event needs.
- Major events hosted at the Shaw Centre in 2013 included Water Polo Women's U22 Nationals, Canada Games Dive Trials, Dive Canada Junior Nationals, Westerns Swim Meet and the annual Goldfin Invitational. Over 2,500 athletes passed through the doors.

Saskatoon Field House

- Indoor track meets continue to be successful rentals attracting large numbers of athletes and spectators. Five major events were hosted at the Saskatoon Field House in 2013 including the Downtown Lions Sled Dog, the Knights of Columbus Indoor Games, the Saskatoon Kinsmen Indoor Track Meet, Special Olympics Track event, and the Canadian Amateur Wrestling Championships. Approximately 3,200 athletes attended these events. Several other high school and elementary track meets were also held in 2013.
- In 2013, Recreation & Sport conducted a detailed review of rental capacity in a variety of Leisure Centre spaces including pools, gym space, multi-purpose rooms and meeting rooms. The results

of this study indicate at various facilities there are open rental time blocks that occur during week-day mornings and afternoons.

2014 Opportunities and Challenges

- In 2013, as part of the Rental Capacity Review process, Recreation & Sport identified broad based strategies that will target low usage times within our facilities. These strategies include stakeholder identification, an expanded marketing plan, and a needs assessment for attracting new rentals.

INTERNAL RENTALS

Internal rental revenues reflect the costs associated with the direct delivery of programs in each of our Leisure Centres.

2013 Revenues by Internal Rentals

	2009 Actual	2010 Actual	2011 Actual Restated	2012 Actual Restated	2013 Actual	% Change Previous Year
Indoor Leisure Centres						
Cosmo Civic Centre	\$ 153,600	\$ 159,700	\$ 169,000	\$ 175,800	\$ 183,400	4.30%
Saskatoon Field House	\$ 581,400	\$ 603,900	\$ 628,100	\$ 653,300	\$ 661,900	1.30%
Harry Bailey Aquatic Centre	\$ 587,400	\$ 631,500	\$ 658,700	\$ 685,100	\$ 736,000	7.40%
Lakewood Civic Centre	\$ 550,200	\$ 549,700	\$ 579,900	\$ 604,300	\$ 652,800	8.00%
Lawson Civic Centre	\$ 413,200	\$ 399,800	\$ 415,800	\$ 432,400	\$ 475,700	10.00%
Shaw Centre	\$ 544,900	\$ 1,031,200	\$ 1,077,300	\$ 1,121,300	\$ 1,336,100	19.20%
Total Revenue	\$ 2,830,700	\$ 3,375,800	\$ 3,528,800	\$ 3,672,200	\$ 4,045,900	
% Change	25.90%	19.30%	4.50%	4.10%	10.20%	

Notes: Effective 2013, rentals for Community Development programs (i.e. summer youth) are reported in "Internals" vs "Externals". Revenues for 2011 and 2012 have been restated to show this.

- Internal rental hours for public drop-in programs (fitness classes, public swims, lane swimming, etc.) remained similar in 2013 compared to 2012. Approximately 38,200 hours for public drop-in programs were booked for 2013 while 38,000 public drop-in hours were booked in 2012.
- In 2013, Recreation & Sport booked approximately 5,800 hours for registered programs (the majority are for swim lessons), an increase of 1,400 hours from 2012. Lawson Civic Centre (694 hours), Shaw Centre (415 hours), and Harry Bailey Aquatic Centre (90 hours) offered more aquatic registered programs to accommodate the increased demand.

CONCESSIONS

The 2013 lease revenue for concession services at the Leisure Centres increased approximately 7% from 2012. This increase is primarily explained by the number of new service providers in the Leisure Centre concessions that were vacant for part of 2012.

Facility Operations — Program Function

The program function is comprised of both general admissions and registered programs. Overall, the program function (including Outdoor Pools) had a decrease of \$41,700 (-0.7 percent) from 2012. This decrease is explained primarily through a decline in drop-in admissions.

2013 Revenues by Source

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Program Function						
Admissions	\$ 3,422,900	\$ 4,459,900	\$ 4,650,000	\$ 5,012,900	\$ 4,898,700	-2.30%
Registered Programs	\$ 1,003,100	\$ 1,057,300	\$ 1,174,100	\$ 1,209,800	\$ 1,282,300	6.00%
Subtotal	\$ 4,426,000	\$ 5,517,200	\$ 5,824,100	\$ 6,222,700	\$ 6,181,000	-0.70%

Note: Revenues include Outdoor Pools

LEISURE CENTRE ADMISSIONS

General admissions provide the public with access to the City's recreation facilities and to instructor-led classes (i.e. aerobics and aqua fitness) on a "drop-in" basis, for which pre-registration is not required.

General admission revenues for indoor Leisure Centres decreased \$135,800 (-2.9 percent) in 2013 compared to 2012. Admission volumes decreased by 9.5% from 2012 (see table on page 10), most of which can be attributed to fewer people visiting Shaw Centre (-17.1 percent). The decrease is primarily a result of lower LeisureCard sales and subsequently scans or uses, predominantly at Shaw Centre.

2013 Revenues by General Admissions

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Indoor Leisure Centres						
Cosmo Civic Centre	\$ 57,800	\$ 56,400	\$ 61,100	\$ 65,400	\$ 63,800	-2.40%
Saskatoon Field House	\$ 908,200	\$ 896,600	\$ 1,016,500	\$ 1,072,300	\$1,078,400	0.60%
Harry Bailey Aquatic Centre	\$ 512,800	\$ 524,600	\$ 557,300	\$ 582,300	\$ 595,200	2.20%
Lakewood Civic Centre	\$ 796,900	\$ 827,200	\$ 840,100	\$ 995,600	\$ 981,600	-1.40%
Lawson Civic Centre	\$ 498,900	\$ 481,400	\$ 504,500	\$ 541,800	\$ 583,800	7.80%
Shaw Centre	\$ 450,200	\$ 1,120,800	\$ 1,403,500	\$ 1,480,200	\$1,299,000	-12.20%
One time LeisureCard sales adjustment*		\$ 303,500	\$ 33,400	\$ -	\$ -	
Subtotal	\$3,224,800	\$4,210,500	\$4,416,400	\$4,737,600	\$4,601,800	-2.90%
% Change	7.30%	30.60%	4.90%	7.30%	-2.90%	

* 2010, 2011 - adjustment necessary to recognize the value of unused leisure card sales.

2013 Total Admission Volumes

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Indoor Leisure Centres						
Cosmo Civic Centre	9,626	8,763	7,756	7,784	5,948	-23.60%
Saskatoon Field House	171,893	160,175	161,069	158,245	153,425	-3.00%
Harry Bailey Aquatic Centre	111,061	108,453	105,123	101,641	96,062	-5.50%
Lakewood Civic Centre	185,994	185,483	168,691	188,666	171,375	-9.20%
Lawson Civic Centre	114,568	102,361	98,961	100,917	99,107	-1.80%
Shaw Centre	100,381	246,600	279,174	279,323	231,504	-17.10%
Total Attendance	693,523	811,835	820,774	836,576	757,421	-9.50%
% Change	15.20%	17.10%	1.10%	1.90%	-9.50%	

Note: Prior to 2013 bulk ticket sales were considered to equal the numbers admitted on bulk tickets. Effective 2013, actual bulk ticket admissions were reported. For example, in 2013 adult bulk ticket sales were 82,835 while adult bulk ticket admissions were 67,400.

2013 Program Overview

- The Community Development Branch Leisure Access Cards allow residents with low incomes to participate in recreation activities. Usage decreased by approximately 3,500 (-5 percent) in 2013 compared to 2012. A total of approximately 81,500 usages were recorded between indoor Leisure Centres and Outdoor Pools. Shaw Centre, Lakewood Civic Centre, and Harry Bailey Aquatic Centre continue to see the largest portion of Leisure Access card usage. Riversdale Pool is also well used by Leisure Access Card holders (over 4,000 scans in 2013).
- The number of drop-in fitness class opportunities increased in 2013. Overall, Recreation & Sport offered 741 drop-in fitness classes in 2013 compared to 718 in 2012. To keep up with the increased demand for fitness classes in 2013, we recruited and trained 5 aqua fitness instructors, 5 fitness yoga instructors, and 2 group fitness instructors.
- In 2013 Recreation & Sport staff continued to improve the Drop-in Online Information System to provide customers with accurate information regarding programs at our Leisure Centres. This system can be updated with schedule changes and program cancellations on a daily basis. Our printed schedules provide a broad overview of what is offered at our facilities but changes occur due to instructor and space availability.

Brand Ambassador

- As a result of lower than expected admission volumes, Recreation & Sport developed a plan to get into the community to promote the programs offered at the Leisure Centres. Between May and November, various events and workplaces were attended to hand out promotional materials and give-aways such as stress balls, shoe bags, and courtesy passes to entice people to visit a Leisure Centre.
- Just over 1,300 courtesy passes were handed out at these events to people who expressed interest in visiting a Leisure Centre. Approximately 340 courtesy passes from this initiative were redeemed, a return rate of 26%. This is significantly higher than the industry standard of roughly 10% return rate.
- Due to the Brand Ambassador program success it will continue at select events in 2014.

Summer Outdoor Fitness Classes

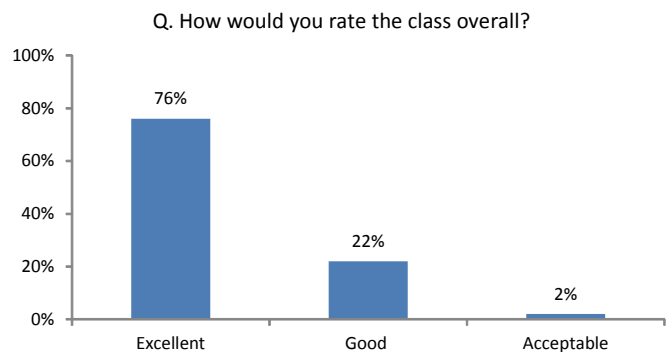
- The Summer Outdoor Fitness Class initiative was developed in partnership with Saskatoon Health Region *in motion* to offer free summer outdoor fitness classes during the lunch hour.
- Seven local fitness providers delivered 14 weeks of fitness class opportunities to encourage people who live, work or visit the downtown area to be more physically active. Fitness classes were offered at Kiwanis Memorial Park on Tuesdays and Thursdays from 12:00pm to 12:45pm from June to September.
- A total of 439 participants attended the 28 fitness class opportunities. Only two of the 28 classes were cancelled due to inclement weather.



Summer Outdoor Fitness Class

Photo Courtesy: Erin Berger

Overall Customer Satisfaction Rating 2013 Summer Outdoor Fitness Class Evaluation



2014 New Initiatives

In late 2012, Recreation & Sport began to notice a downward trend in Leisure Card sales and admission volumes at the Leisure Centres. As a result, a Recreation & Sport innovation team met to discuss opportunities and initiatives to reverse this trend and increase admission volumes.

2- Week Trial Pass

- As an introduction to the City's Leisure Centres a 2-Week Trial Pass is being offered for a nominal fee allowing potential new LeisureCard customers the ability to try out the benefits of a LeisureCard for a two-week time period.



Family Fun Packs

- In 2014, *Family Fun Packs* will be offered as a new limited time promotion designed especially for families and include family admission passes to the City's most popular attractions:
 - * Three Family Leisure Centre Admissions
 - * Two Family Skating Arena Admissions
 - * One Family Saskatoon Forestry Farm Park & Zoo Admission
 - * Three Family Outdoor Pool Admissions



2014 Opportunities and Challenges

Further to the 2014 new initiatives, the Recreation & Sport Division will be conducting detailed and comprehensive public opinion research and internal reviews of our program offerings. Result of the research and reviews will set the direction for long-term planning for the Recreation & Sport Division.

Leisure Centre Market Research Survey

- In December 2013, the Recreation & Sport Division committed to conducting a survey that will provide us with a high-level assessment of the public's opinions, perceptions and expectations of the programs and services offered at the City's 6 Indoor Leisure Centres and the Fitness Circuit & Terry Fox Track. The survey will also gather information on customer service levels, usage patterns, admission options, promotion opportunities and customer profile information. The feedback received will be an important part of the short and medium term planning being undertaken by Recreation & Sport.

Fitness Program Review

- Beginning in 2014, the Recreation & Sport Division will start a comprehensive fitness program review. The fitness program review will include detailed analysis of the Leisure Centre Market Research Survey results as well as a statistical review of registered and drop-in fitness programming at the Leisure Centres and Outdoor Pools.

Aquatics Review

- 2014 will see the start of a comprehensive review of Recreation & Sport's aquatic offerings. This review will include offering a balanced aquatic program with a reasonable mix of self-directed (drop-in) or instructor led (registered) programs and the ability to provide adequate staffing levels.

LEISURE CENTRE REGISTERED PROGRAMS

Registered programs take the form of a scheduled class with an instructor who leads the participants through a pre-defined set of activities for which preregistration is required.

2013 Revenues by Registered Programs

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Indoor Leisure Centres						
Cosmo Civic Centre	\$ 40,900	\$ 31,300	\$ 30,600	\$ 26,200	\$ 25,300	-3.40%
Saskatoon Field House	\$ 59,700	\$ 67,800	\$ 79,200	\$ 58,200	\$ 60,700	4.30%
Harry Bailey Aquatic Centre	\$ 216,600	\$ 164,600	\$ 201,800	\$ 209,400	\$ 217,400	3.80%
Lakewood Civic Centre	\$ 304,000	\$ 360,100	\$ 395,100	\$ 376,600	\$ 381,600	1.30%
Lawson Civic Centre	\$ 258,300	\$ 228,700	\$ 245,200	\$ 280,800	\$ 312,100	11.10%
Shaw Centre	\$ 67,200	\$ 150,000	\$ 164,800	\$ 193,800	\$ 205,800	6.20%
Total Revenue	\$ 946,700	\$ 1,002,500	\$ 1,116,700	\$ 1,145,000	\$ 1,202,900	
% Change	12.70%	5.90%	11.40%	2.50%	5.10%	

Registered program revenues increased \$57,900 (+5.1 percent) from 2012.

The majority of our registered programs continue to be swimming lessons for children (approximately 15,900 registered in 2013, compared to 15,700 in 2012). Adults and older adults continue to favour the drop-in format to accommodate their flexible schedules. Lawson Civic Centre and Shaw Centre offered more programming to accommodate the growing demand.

In 2013, Recreation & Sport offered approximately 2,800 registered programs with over 17,200 registrants. This compares to 3,090 registered programs and 17,000 registrants in 2012.

2013 Registered Program Overview

- Red Cross Swim Lessons continue to be very popular. Especially the Parent/Tot and preschool levels.
- Harry Bailey Aquatic Centre is the primary lifesaving and first-aid training facility for the City of Saskatoon. In 2013, 46 courses were offered with 374 participants. The completion rate for these courses was 93%
- Lakewood Civic Centre birthday party packages continue to be well received. In 2013, 33 themed birthdays were celebrated at Lakewood Civic Centre.

- Private swim lessons also continue to be popular with parents. 2013 had 459 register for private swim lessons.
- Sport & Splash Camp, offered at Shaw Centre and Lawson Civic Centre, added camps for the 7-9 age group in addition to the 10-13 age group. A total of 115 youth participated in the seven camps offered in 2013.
- As in previous years there was a large turnover of lifeguards and swim instructors. In 2013 Recreation & Sport hired 40 new lifeguards. Recruiting and training lifeguards continues to be a top priority in 2014.

2014 Opportunities and Challenges

- Program staff will continue to develop new registered programs in 2013 targeted at engaging our aging population. The majority in the age group prefer the flexibility of drop-in programming, but many of our introductory and “learn-to” programs are popular as registered programs.
- The Brand Ambassador initiative will also continue to reach out into the community at various events and public gathering places to promote programs at the leisure facilities.
- New programs that focus on group fitness training for sports teams, youth groups, and clubs will be implemented in 2014.
- Themed birthday party packages will also be offered at Shaw Centre in 2014.

- 2013 saw some challenges in the online registration process as the City servers used to host the online registration system failed and some customers were delayed in registering for programs. The online registration system is now hosted off-site, and 20 phone lines, in total, are available to accommodate higher volumes.

OUTDOOR POOL ADMISSIONS

Each year, City Council approves an annual operating budget for the four outdoor swimming pools through the annual budget review process. Recreation & Sport staff allocates a fixed number of days to each pool based on the approved operating budgets:

- Lathey and Riversdale Pools - 80 operating days - mid June to September 1
- George Ward and Mayfair Pools - 70 operating days - mid June to late August

For optimum patron usage and accessibility, all four swimming pools are open in early to mid June. This is to accommodate the volume generated through school rentals and public admission times.

2013 Total Admission Volumes

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Outdoor Pools						
4 Outdoor Pools	70,747	79,971	76,583	86,041	87,915	2.20%
% Change	-20.00%	13.00%	-4.20%	12.30%	2.20%	

2013 Revenues by General Admissions

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Outdoor Pools						
George Ward Pool	\$54,800	\$60,900	\$68,600	\$70,600	\$87,100	23.40%
Lathey Pool	\$43,600	\$52,700	\$63,600	\$64,900	\$67,600	4.20%
Mayfair Pool	\$21,700	\$27,400	\$0	\$21,300	\$45,600	114.10%
Riversdale Pool	\$78,000	\$108,400	\$101,400	\$118,500	\$96,600	-18.50%
<i>Subtotal</i>	<i>\$198,100</i>	<i>\$249,400</i>	<i>\$233,600</i>	<i>\$275,300</i>	<i>\$296,900</i>	<i>7.80%</i>
% Change	-11.60%	25.90%	-6.30%	17.90%	7.80%	

2013 Outdoor Pool Overview

- 2013 saw the Outdoor Pool season extended into early September at George Ward and Riversdale Pools to coincide with schools not starting until after the Labour Day weekend. Overall, in 2013 Outdoor Pools were open a total of 287 days, compared to 259 days in 2012.
- Although open longer than in 2012, Mayfair Pool and Riversdale Pool were delayed opening in 2013 for maintenance reasons. In 2013 Mayfair Pool was open a total of 56 days compared to 26 days in 2012, while Riversdale Pool was open for 73 days in 2013 compared to 81 days in 2012.

2014 Opportunities and Challenges

- Weather is a significant factor in Outdoor Pool operations. Recreation & Sport history shows that when temperatures are 24°C and higher, pools draw a large number of customers. When temperatures are 20°C and lower, fewer customers are attracted to Outdoor Pools. Of the 83 days Outdoor Pools were open in 2013 there were 44 days where the temperature was at or above 24°C.

OUTDOOR POOL REGISTERED PROGRAMS

Registration revenue at Outdoor Pool swimming lessons increased by \$14,600 (22.5 percent) compared to 2012.

2013 Revenues by Registered Programs

	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	% Change Previous Year
Outdoor Pools						
George Ward Pool	\$ 23,400	\$ 25,100	\$ 27,100	\$ 27,200	\$ 30,700	12.90%
Lathey Pool	\$ 17,100	\$ 17,000	\$ 19,600	\$ 23,600	\$ 26,100	10.60%
Mayfair Pool	\$ 3,200	\$ 2,000		\$ -	\$ 6,200	
Riversdale Pool	\$ 12,700	\$ 10,700	\$ 10,700	\$ 14,000	\$ 16,400	17.10%
Total Revenue	\$56,400	\$54,800	\$57,400	\$64,800	\$79,400	
% Change	6.60%	-2.80%	4.70%	12.90%	22.50%	

- In 2013, 208 swim lessons were offered at the Outdoor Pools which accommodated a total of 1,256 registrants. This is an increase from 175 lessons and 1,053 registrants in 2012. Mayfair Pool did not offer swim lessons in 2012 because of delayed opening following construction.



Waterslide at Mayfair Pool

Photo Courtesy: Lindsay Cockrum

Cost Recovery Overview

On May 28, 2012, City Council reconfirmed that the overall cost-recovery objective for the landlord function of the indoor Leisure Centres remain at 70 percent and that this objective be achieved by continuing to increase rental rates by 4 percent annually.

On May 14, 2012, City Council reconfirmed that the cost-recovery objective for children's registered aquatics (swimming lessons) remain at 85 percent of the total cost for providing these programs. The objective is to be achieved with a 3 percent increase in lesson fees on April 1 of 2013, 2014 and 2015.

Comparison of Actual Cost Recovery Rate to Target

	Target Rate	2009 Actual	2009 Without Shaw Centre	2010 Actual	2011 Actual	2012 Actual	2013 Actual
Rental Program	70.0%	63.6%	69.3%	66.7%	68.5%	68.6%	72.8%
Admission and Drop-in Program	65.0%	56.4%	61.0%	60.9%	60.8%	62.7%	58.5%
Children's Registered Aquatic Programs	85.0%	72.4%	76.4%	82.0%	86.1%	88.1%	92.6%
Combined Admission and Registration		58.8%	63.5%	63.5%	64.0%	65.4%	61.8%
Outdoor Pools		27.8%		31.6%	32.7%	36.7%	39.0%

In 2013, our cost recovery rates for admission and drop-in program decreased from previous years primarily due to lower LeisureCard sales.

Rental program has exceeded cost recovery targets for the first time since tracking began. Children's registered aquatic programs continues to exceed the cost recovery target. Administration will continue to monitor cost recovery rates in relation to the target rate and anticipated annual inflation increases.

In 2013, the Administration continued work on a rental and program review with the intent to improve cost recovery ratios. A preliminary review of activity space utilization has revealed that activity spaces are not used to capacity during non-peak periods (for example, between 1pm and 4pm on weekday afternoons). To attain cost recovery objectives in the long term, the Administration will explore ways to increase day-time capacity in an attempt to hold rates.

Cost of Programs Per Saskatoon Resident

	2011 Population	2011 Net Operating Cost	2011 Cost Per Person	2012 Population	2012 Net Operating Cost	2012 Cost Per Person	2013 Population	2013 Net Operating Cost	2013 Cost Per Person
Facility Rental Function	232,780	\$ 2,237,000	\$ 9.61	236,500	\$ 2,323,400	\$ 9.82	246,300	\$ 2,056,200	\$ 8.35
Program Delivery Function	232,780	\$ 3,115,600	\$ 13.38	236,500	\$ 3,112,900	\$ 13.16	246,300	\$ 3,585,100	\$ 14.56
Outdoor Pools	232,780	\$ 651,600	\$ 2.80	236,500	\$ 624,600	\$ 2.64	246,300	\$ 620,000	\$ 2.52

2014 Opportunities and Challenges

As a result of exceeding the target rate for children's registered aquatic programs, the Administration will investigate if rates can be held as part of the 2015 budget process.

The Leisure Centre Market Research survey results will guide short and medium term planning to reach the target rate in the admission and drop-in program.

The Administration is also exploring other opportunities to increase admission volumes and rental capacity while ensuring there is the appropriate program mix that is affordable and accessible to all residents.

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. Community Support Program Pilot Project Review
(Files CK. 5605-3 and PL. 5400-125)

RECOMMENDATION:

- 1) that the Community Support Program Pilot Project be extended, with modifications, as outlined in this report, until December 31, 2015;
- 2) that the funding for the Community Support Program Pilot Project continue to be drawn from parking meter revenues in the amount of \$450,000 per year;
- 3) that the City Solicitor be directed to extend the Memorandum of Agreement between the City of Saskatoon and the Saskatoon Downtown Business Improvement District until December 31, 2015;
- 4) that the City Clerk's Office be directed to extend the term and support of the Street Activity Steering Committee until December 31, 2015;
- 5) that City Council authorize the Street Activity Steering Committee to update the Street Activity Baseline Study in 2015; and
- 6) that the Administration report back to City Council in September 2015 with the results of the updated Street Activity Baseline Study and the modified pilot project.

Attached is a report of the General Manager, Community Services Department dated May 12, 2014, providing an update on the Community Support Program pilot project and recommending an extension of the pilot project with modifications.

Your Committee has reviewed the report with the Administration as well as with representatives of the Broadway Business Improvement District and Riversdale Business Improvement District, and a representative of the Community Support Program Steering Committee and the Saskatoon Anti-Poverty Coalition, and supports the above recommendations.

**2. Inquiry – Councillor D. Hill (April 16, 2012)
Newspaper Vending Machines Policy
(File No. CK. 300-0-1)**

- RECOMMENDATION:**
- 1) that effective January 1, 2015, rates be increased as outlined in the report of the General Manager, Transportation and Utilities Department dated May 2, 2014;
 - 2) that the proposed amendments to Policy C07-013, Newspaper Vending Machines be approved; and
 - 3) that the City Clerk be instructed to make the necessary changes to the attached policy.

Attached is a report of the General Manager, Transportation and Utilities Department, dated May 2, 2014, requesting approval to amend Policy C07-013, Newspaper Vending Machines, to change and update the criteria for newspaper vending machine placement.

Your Committee reviewed the matter, and asked the Administration to add to Section 4.1 that the vendor be responsible for informing nearby property owners of the placement of the new vending boxes.

The Administration and Finance Committee supports the recommendations above, with the addition to Section 4.1 as requested.

**3. 2014 Saskatoon Transit Route Enhancements
(Files CK. 7300-1 and WT. 7300-1)**

- RECOMMENDATION:**
- 1) that the information be received; and
 - 2) that the Administration meet with the school boards and report back in August providing an update on discussions.

Attached is a report of the General Manager, Transportation and Utilities Department, dated May 7, 2014, informing the Committee of route and service enhancements that will be implemented this summer in order to address existing challenges relative to customer feedback, schedule adherence, service demands and capacity limitations.

Your Committee reviewed the matter with the Administration and a representative of Amalgamated Transit Union 615. Discussion took place regarding providing service to schools and the Administration was asked to meet with the school boards and report back in August providing an update on discussions.

The Administration and Finance Committee supports the above recommendations.

**4. Western Yellowhead Air Management Zone Membership Renewal
(File No. CK. 180-15 and CP. 0174-027)**

- RECOMMENDATION:** that the City of Saskatoon continue membership in the Western Yellowhead Air Management Zone Inc.

Attached is a report of the General Manager, Corporate Performance Department, dated May 20, 2014, recommending continued membership on the new Western Yellowhead Air Management Zone.

Your Committee has reviewed the matter and supports the recommendation above.

**5. 2014 Membership – South Saskatchewan River Watershed Stewards
(Files CK. 225-1 and CP. 155-01)**

- RECOMMENDATION:** that the City of Saskatoon continue membership in the South Saskatchewan River Watershed Stewards incorporated.

Attached is a report of the General Manager, Corporate Services Department, dated May 20, 2014, recommending continuing membership on the Saskatchewan River Watershed Stewards Incorporated.

Your Committee has reviewed the matter and supports the recommendation above.

6. Report on Investments – December 2013
(Files CK. 1790-3 and AF. 1790-3)

RECOMMENDATION: that the information be received.

Attached is a report of the CFO and General Manager, Asset and Financial Management Department, dated May 14, 2014, providing information regarding recent interest rate developments and trends, current investment activity and portfolio performance.

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

7. Traffic Pattern Changes – Circle Drive South
(Files CK. 6320-1 x 6050-9)

RECOMMENDATION: that the information be received.

Attached is a report of the General Manager, Transportation and Utilities Department, dated April 29, 2014, providing follow-up information on traffic pattern changes resulting from the opening of the Circle Drive south project in August 2013.

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Monday, June 9, 2014
Administration and Finance Committee
Page 5

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

Respectfully submitted,

Councillor T. Paulsen, Chair

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Community Services Department
DATE: May 12, 2014
SUBJECT: Community Support Program Pilot Project Review
FILE NO.: PL 5400-125

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

- 1) that the Community Support Program Pilot Project be extended, with modifications, as outlined in this report, until December 31, 2015;
- 2) that the funding for the Community Support Program Pilot Project continue to be drawn from parking meter revenues in the amount of \$450,000 per year;
- 3) that the City Solicitor be directed to extend the Memorandum of Agreement between the City of Saskatoon and the Saskatoon Downtown Business Improvement District until December 31, 2015;
- 4) that the City Clerk's Office be directed to extend the term and support of the Street Activity Steering Committee until December 31, 2015;
- 5) that City Council authorize the Street Activity Steering Committee to update the Street Activity Baseline Study in 2015; and
- 6) that the Administration report back to City Council in September 2015 with the results of the updated Street Activity Baseline Study and the modified pilot project.

TOPIC AND PURPOSE

The purpose of this report is to update the Administration and Finance Committee and City Council on the Community Support Program (CSP) Pilot Project and to recommend an extension of the CSP Pilot Project with modifications. The CSP Pilot Project is slated to end July 31, 2014. A decision must be made to either continue or end the program.

REPORT HIGHLIGHTS

1. The scope of the CSP Pilot Project is wider than the initial panhandling concern.
2. The CSP has logged 5,641 (83 per week) occurrences, bylaw contacts, public interactions, and encounters since July 2012.

3. The Street Activity Steering Committee (SASC) believes that the CSP is making a positive difference in the identified Business Improvement Districts (BIDs), however, the CSP has not been operating long enough to fully assess its impact.
4. Program modifications are recommended in order to increase the program's effectiveness, and in response to recommendations made by the Street Activity Baseline Study Update 2013 (SABS Update 2013), the SASC, and the affected BID boards.

STRATEGIC GOAL

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life ensuring Saskatoon is a warm, welcoming, and well-managed people place. This goal is supported by reducing and preventing crime in the city, increasing public perceptions of safety, and by identifying health and safety as top priorities.

BACKGROUND

Establishment of the CSP began with a request from City Council to expand Panhandling Bylaw No. 7850 around the liquor store in the Riversdale BID (RBID). The Panhandling Task Force was established to look at the issue and consult with stakeholders. The City Solicitor was also to offer a legal opinion on a number of options to amend the bylaw. In its March 22, 2011 report to the Administration and Finance Committee, the City Solicitor reported that:

"It became clear that there are problems of "street safety" (including, but not limited to, panhandling) in various areas of Saskatoon, although we are lacking good information on the specifics in many cases; and there are programs in larger cities which combine enforcement measures and active outreach measures to deal with the issues Saskatoon is now experiencing.."

During its December 5, 2011 meeting, City Council approved, in principle, the provision of five civilian uniformed Community Support Officers to patrol the Riversdale, Broadway, and Downtown BIDs for a two-year term to address immediate issues, based on the Street Activity Baseline Study 2011 (SABS 2011) (see Attachment 1). City Council also approved the establishment of a Safe Streets Commission to address the long-term issues of why people are on the streets in the first place.

Additional information regarding the creation and summary of the CSP is included in Attachment 2. The CSP Pilot Project was fully functional and on the street on July 9, 2012.

This report was tabled at the April 28, 2014 Administration and Finance Committee meeting. There were a number of questions posed by the Committee, and as a consequence, Planning and Development Division offered to address those questions and resubmit the report for consideration. The questions that arose related to:

- the program extension seemed too long;

- clarification of the funding source and implications for the Streetscape Reserve;
- revised and clarified indicators of success; and
- address any duplication of services between the CSP and the Saskatoon Police Service (SPS).

REPORT

Scope of the Current Pilot Project

The CSP is a hybrid that blends community outreach and bylaw enforcement. The program's mission is to provide a safe and enjoyable street experience for everyone in the community. It is a total approach to community, safety, and health. The identifiable uniformed foot patrols reassure community members and businesses, and coordinates with community support organizations, and the SPS.

Included in the CSP mandate is the enforcement of certain bylaws. They can do an educational stop, give a warning, or write a ticket for the infraction. The program was established to build relationships with the businesses, public, and vulnerable people. The CSP does this by stopping the person and doing some education first, if they continue then the warning is issued, followed with a ticket the next time. The CSP indicates they gain compliance from most people without having to issue a ticket. Their uniform also instills compliance as they can see people move or make a different decision when they spot the CSP staff on patrol.

The CSP Numbers

The CSP tracks program activity on a daily basis. Attachment 3 shows compiled statistics for July 9, 2012, to December 31, 2013.

A. Occurrences

An occurrence is an activity that requires action and generates a report by the CSP. The CSP logged 1,422 occurrences that involved 1,734 individuals over this time. This is an average of 44 occurrences per week. The majority of these occurrences are discovered while on patrol (57 percent) or from a phone call to the office line (25 percent). Of the calls that are made to the office, 91 percent were from businesses.

B. Bylaw Enforcement

Patrol statistics show 1,236 interactions with people that relate to the bylaws, which is an average of 17 per week. To date, the CSP has given out 29 official warnings and written 15 tickets.

C. Public Interactions and Encounters

Public interactions are those activities where the CSP is in contact with residents, businesses, or vulnerable people. Data shows 1,304 public interactions, averaging 22 per week. Encounters are updates and connections that the CSP maintain to keep up to date with what is happening on the street. There were 1,679 of these contacts.

The 2014 first quarter shows the number of occurrences is up 50 percent and the number of individuals served is up 46 percent over the same time period in 2013 (see Attachment 3). Calls to the office are up 72 percent, over 2013, which is indicative of more awareness of the program and more people on the street as the weather warms up. In addition, March had the highest number of calls for service, at 189; averaging over 9 calls per working day. Finally, March also had the highest number of SPS dispatches at 33; 11 percent of the CSP calls for service.

SPS Calls for Service

SPS has compared the calls for service from the year prior, to the start of the CSP and the first year of the program, and have identified calls that typically fit under the CSP mandate (see Table 1).

	Downtown (Percent)	Riversdale (Percent)	Broadway (Percent)
Suspicious Persons	7.3 (+50)	-9.2 (-61)	-3.7 (-4)
Drunkenness	-3.9 (-42)	6.2 (+56)	7.0 (+8)
Disturbance	2.1 (+14)	17.9 (+171)	-16.5 (-18)
Panhandling	19.4 (+6)	-57.7 (-15)	-100 (-7)
All Types of Calls for Service	-0.2 (-18)	0.2 (+18)	-7.8 (-88)

Table 1: Percent difference in calls for service for year prior to (2011 to 2012) and first year of CSP (2012 to 2013). Bracketed numbers are the change in actual number of calls for service.

SPS dispatched 160 calls to the CSP during the period July 2012 to December 2013. Of these, SPS also dispatched a police unit to 74 (46 percent) of these calls due to their protocols. This duplication only refers to these calls that were dispatched from SPS.

SPS dispatches to CSP are steadily increasing with growing knowledge and confidence in the CSP. March 2014 was the busiest month, with 33 calls dispatched by SPS to the CSP. These 33 SPS dispatches represent 11 percent of all calls to the CSP.

A. Duplication of Service with CSP

There are times when both services attend a call. It may be that SPS is the only option for transportation to a safe place if the individual is incapacitated and the CSP cannot walk them where they need to go or assist them to transit. CSP will also call SPS if their call is violent, criminal, or beyond their mandate. The CSP will attend the scene until SPS arrives, which secures the scene and prevents any further issues.

Reported Public Perception of Safety

The SABS Update 2013 report shows that 89 percent of Saskatoon residents feel safe in the city. Sixty-eight percent of respondents feel safer, or as safe, as they did three years ago. Perceptions of safety during the day have risen or remained the same in

Broadway and Riversdale with a small decrease in the Downtown. At night, those feeling "very" or "somewhat safe" have increased or remained stable. An increase of 7 percent who feel safe in the RBID at night, should be noted. Overall, perceptions of safety on 20th Street and the west side has improved.

In general, the SABS Update 2013, SPS calls for service, and the number of CSP interactions with the general public, businesses, and vulnerable community members are showing improved perceptions of safety in the three BIDS. Although it may be difficult to show a direct link to the CSP after only one year, these areas are moving in the right direction and "indications are that the CSP is having a positive impact in each of the three BIDS" (see 2013 Recommendations in Attachment 1).

A. Level of Community and BID Support

The Downtown and Broadway BID boards see value in the program and are supportive of extending the pilot program to reinforce its effectiveness. The RBID board is not supportive of the CSP program. The board states it has not seen appreciable results from the program and the public perceptions results in the SABS Update 2013 still show a significant spread between Riversdale and the other two BIDS. The Administration has met with all three of the Executive Directors of the affected BIDS, as well as the majority of the boards.

Letters of support were received by both the City and the CSP. These letters are from businesses and service providers and can be found in Attachment 4.

The majority of the SASC is in favour of extending the program and believes the evaluation time was too short.

The SPS is supportive of the CSP based on shared goals, philosophies, and anecdotal information. In the view of the SPS, the statistics do show a drop in some crimes and increased public perceptions of safety in the BIDS, but it is difficult to state if it is a direct result of the CSP.

Police Administration is committed to working more closely with the CSP and examining their use of the CSP, as well as working with the CSP to capture data in the most efficient manner.

Proposed Program Modifications

The Administration is recommending an extension to the CSP Pilot Project in a modified form.

The Administration is recommending improvement in two areas:

1. Key Indicators of Success
2. Program Modifications

1. Key Indicators

The CSP tracks a large number of indicators through their reports and patrol counts. They also keep a written record of concerns or complaints, client information, developing trends, warnings or cautions that have already been issued, needed follow-ups, as well as other information. Attachment 5 is a summary of the information the CSP collects.

Attachment 6 identifies the key indicators that will measure success in achieving the CSP program outcomes. The Key Indicators of Success table clearly identifies the program outcomes, how these will be measured, and what indicators will be used to measure success. If the CSP pilot is extended, these indicators will be tracked and reported out. These indicators are a combination of existing and new indicators for the CSP; however, all indicators are now clearly tied to a measure and a program outcome. It is also important to note that this evaluation will be tracking changes in outcomes and not just measuring outputs.

2. Program Modifications

If the extension of the CSP Pilot Project is approved, modifications to the program will be made and the effectiveness of these changes will be monitored.

Program Modifications being considered include:

- a) greater concentration of patrols on key retail streets;
- b) greater concentration of patrol hours during peak hours;
- c) establish and track key indicators and measure success;
- d) utilize database software to track incidents and trends; and
- e) undertake additional marketing and communications to increase awareness.

OPTIONS TO THE RECOMMENDATION

The alternative is to discontinue the CSP at the end of the CSP Pilot Project on July 31, 2014. This would result in the termination of five positions; funding of \$450,000 would be re-allocated according to Streetscape Reserve formula . The Partnership and the CSP staff are aware of the potential for the program to end on this date.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The CSP budget was initially estimated at \$550,000 per year. The financial summary from The Partnership, which operates the CSP, shows the cost of the program was less than the original estimate (see Attachment 6). Salaries are the largest portion of the budget at approximately 80 percent. Total program budget numbers are lower because

there was not a full complement of officers for the entire year. The Marketing and Advertising budget was also substantially underspent.

The cost of a final update to the SABS 2011 at the end of the extended CSP Pilot Project is estimated at \$50,000. Total cost to extend the CSP Pilot Project to December 2015, including modifications and the final study, would be \$650,000 (\$450,000 per year) for the 17 months.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
	\$	\$	\$ 650,000	\$ 650,000	\$

In December 2011 Council resolved:

“that starting in 2013, \$.50 of parking meter revenues be allocated 100% to the Business Improvement District Streetscape Reserve with the proviso that the amount distributed to general revenues and the cost of operating the program be equal or better than the amount provided in 2009.”

The CSP is currently funded from parking meter revenue. The distribution of the \$2.00 parking meter revenues is distributed as follows:

- a) \$0.50 – 100 percent to the Streetscape BID Reserve (CSP Program is funded from here).
- b) \$0.25 – 100 percent to mill rate
- c) \$1.25 distributed as follows:
 - i) \$30,000 per year to the Downtown Housing Reserve;
 - ii) 3 percent to the Business Improvement Districts (1 percent each);
 - iii) 44.33 percent to the Streetscaping Reserve;
 - iv) 4.12 percent to the Parking Capital Reserve; and
 - v) the balance is allocated to general revenues and to operate the program.

Extending the CSP Pilot Project until December 31, 2015 requires approval for funding from this existing source. Funding from the 0.50 cents in parking metre revenue is more than sufficient to fund the CSP program until end of 2015.

Alternate funding options which may be considered could include:

- A. Mill Rate
Cost of the program could be drawn directly from the mill rate. This would add pressure to the existing funding of other programs which rely on the mill rate and the service would no longer be dedicated to only the BID areas.
- B. Parking Revenues – General Revenues
Cost of the program could be drawn from the parking meter revenues that are currently directed to general revenues (mill rate). This would allow the CSP to remain linked to the Downtown, Broadway, and Riversdale BIDs.
- C. New Parking Meter Revenue Funding Formula

Revamp the parking meter revenue funding formula to include the CSP program and clarify the funding amounts that are identified. This would clarify where the funding is coming from, where it is going, and how much is available.

D. **Outside Funding**

The cost of the program would be drawn from private or other levels of government. It is doubtful that the SASC would be able to devote the time needed to achieve this. The steering committee is made up of the three BID executive directors and the co-chair of the Saskatoon Anti Poverty Coalition. All have indicated that their boards would not be in favour of this work.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

City Council established the membership and mandate of the SASC which oversees the entire project. The SASC includes the Executive Directors of the Downtown, Broadway, and Riversdale BIDs, a representative from Saskatoon Anti-Poverty Coalition, SPS, as well as support from City Solicitors, and Planning and Development's Neighbourhood Safety.

The SASC also meets with a group of service providers on alternate months. Meeting with the group of service provider stakeholders continues the connection with this group and strengthens the relationship between the CSP and existing services.

The Executive Directors of the three BIDs are members of the SASC and are responsible for relaying information back to their boards. When invited, the CSP supervisor and/or the Neighbourhood Safety Coordinator have met with these boards to update them on studies and activities and address any concerns they may have.

COMMUNICATION PLAN

Communication of the program increased in 2013. Posters were printed and posted in all the BIDs and other businesses and facilities. There were additional radio ads at the end of 2013 and additional television ads in the first quarter of 2014. In addition, a Flow magazine ad appeared in the March 2014 issue which has an estimated readership of 25,000. All are intended to help communicate the CSP program to the citizens of Saskatoon.

If City Council approves the extension of the CSP Pilot Project, the SASC members would update their organizations directly. The SASC would update the service provider group at their next regular meeting. This information will also be tabled at the Safe Streets Commission for their information.

A marketing plan to increase awareness of the program through print, radio, television, or other mediums will be identified if the CSP Pilot Project is extended.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The SASC will report out on an annual basis as required by the program contract. A final report and recommendations, from the Administration, will be submitted to Committee and City Council in September 2015.

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

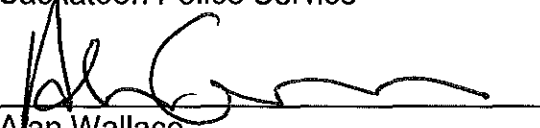
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

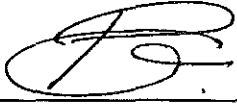
ATTACHMENTS

1. Executive Summaries of Street Activity Baseline Study 2011 and Street Activity Baseline Study Update 2013
2. Community Support Program Pilot Project Summary and Backgrounder – March 2014
3. Community Support Program Report - July 9, 2012 to December 31, 2013 and 2014 First Quarter Update
4. Letters of Support - Community Support Program
5. Summary of Information Collected - Community Support Program
6. Key Indicators – Community Support Program

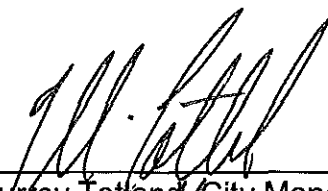
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Reviewed by: 
Alan Wallace
Director of Planning and Development

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Randy Grauer, General Manager
Community Services Department
Dated: May 15, 2015

Approved by:



Murray Tottand, City Manager
Dated: May 19/14

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Executive Summaries of Street Activity Baseline Study 2011 and Street Activity Baseline Study Update 2013

EXECUTIVE SUMMARY -- STREET ACTIVITY BASELINE STUDY 2011

BACKGROUND

A research project was commissioned by the City of Saskatoon to establish a base line study of street level activity in Saskatoon. The results of this study can be used to establish future programs needed to address the issues surrounding street activity that are experienced when there is significant growth in a city. This report details the results of this study. It provides a basis for future policy and program development, many of which likely spread across multiple levels of government.

To meet the objectives of this research project, Inshtrix Research conducted a number of research activities. These included a survey of the Saskatoon public, desk research, a focus group and intercepts with panhandlers, intercepts with the Saskatoon public as well as businesses, and interviews with local service providers.

In terms of the survey portion of this project, a total of 621 surveys were completed via the Inshtrix SaskWatch Research™ panel. A probability sample of the same size would yield a margin of error of +/-3.93%, 19 times out of 20. Inshtrix researchers also approached Saskatoon residents on the street in key areas of the city where street activity was frequently reported, including 8th Street, Broadway, Downtown, 20th Street, 22nd Street and around Confederation Mall. In total 154 intercept surveys were completed.

Inshtrix researchers also approached a variety of Saskatoon businesses in areas that reported a high concentration of negative street activity. The intercepts with businesses were conducted with the person managing the store at the time of the visit. In total 66 intercepts were conducted with businesses to get their perceptions and beliefs on street activity in the area.

Finally, to get additional context, our researchers consulted with service providers who regularly work with those on the street. These included service providers that work with at-risk youth, the homeless, those with mental health issues, and those struggling with addictions. These interviews provided additional insight on those who are on the street as well as the perceived gaps in the support systems.

PERCEPTION BASED STUDY

Examining perceptions of residents was a key objective of the study and is important when understanding feelings of safety in a city. Perceptions are what people believe to be true, regardless of how reality may be comprised, and therefore form the basis of beliefs regarding safety in Saskatoon.

ENGAGEMENT FROM THOSE CONSULTED

Overwhelmingly, almost all those consulted for this project were very engaged in the issue of street activity. This was evident in that businesses would spend significant amounts of time with the researchers, explaining their concerns and providing details of their experience with negative street activity. The panhandlers were also very open about their experience and willing to discuss why they

panhandle. Many panhandlers mentioned they were appreciative of being consulted. The residents were very engaged in the issue. This was evident in that 84.1% of the residents who answered the survey agreed that the subject matter of the survey was important to them personally.

CHANGE OF FOCUS

Interestingly, the evolution of the research project led to the focus from an initial concentration on street activity and panhandling in particular, to a focus on broader issues including gang activity, public drunkenness, loitering, groups of young people (that to some appear intimidating), drug trafficking, and street fights. The change of focus was a direct result of consultations with Saskatoon residents, the businesses, and the panhandlers themselves. What became apparent as the research was carried out was that while the issue of panhandling is perceived as a concern, it was not the primary concern among those consulted.

KEY THEMES

From the research conducted there were a number of key themes that emerged. These themes can be grouped into the following conclusions:

Negative Street Activity

Is a Concern; Panhandling Is Not the Primary Concern

Negative street activity such as drug trafficking, street fights, public drunkenness, groups of young people, and perceived gang activity are of greater concern to residents and businesses than is panhandling. Panhandling is still an issue that people would like addressed, however other issues are of greater importance when it comes to safety concerns. The survey as well as the intercepts with both businesses and residents identified that the primary reasons for feeling unsafe in certain areas are related to issues such as sketchy/strange people, being afraid of being mugged/assaulted or criminal activities in general, perceived gang activity and/or groups of people loitering, and public drunkenness. Many residents and consumers regard panhandlers as mainly passive and having addictions or mental health issues. Businesses do not like having panhandlers outside their place of business or coming into their operation, but a majority commented that their primary concerns are the sketchy people, perceived gang activity, drug trafficking, groups of young people loitering, and public drunkenness. In some circumstances, this activity has negatively impacted their business by intimidation of their customers. In addition, the panhandlers also expressed concerns regarding their safety in terms of other negative street activity. Many do not panhandle after dark due to concerns of being “jumped.”

Saskatoon Panhandlers

Saskatoon panhandlers are not making a lot of money on the streets and the majority do suffer from addictions and/or mental health issues (e.g. depression, schizophrenia). Average amount a panhandler makes a day varies between \$20.00 and \$40.00. In terms of addictions, the majority are addicted to the “softer” drugs including alcohol, pot/marijuana, and cigarettes.

Most residents are uncomfortable around panhandling and recognize the negative impacts it can have on businesses. Panhandlers themselves even mentioned they realize they probably have a negative impact on businesses.

Overall, however, most residents see the panhandlers in Saskatoon as passive in nature. The prevalence of aggressive panhandling is seen as fairly low, with most residents sharing speculations of what may happen rather than what *does* happen. Businesses themselves acknowledged there are other issues they contend with and the panhandlers, most of whom they know, are generally not their biggest concern but rather other negative street activity occurring in their area.

Complex Issue; No Easy Answer

Businesses and residents alike recognize that the issue of panhandling and other negative street activity is a complex one and there is no easy solution. Many viewed the problem as having many issues including addictions, mental health, youth-at-risk, and poverty. When asked what solutions should be provided to deal with panhandling, in both the survey and the intercepts, the majority stated support programs needed to be developed to deal with the underlying cause of the issue and not fines or jail time. The primary reason for believing that fines will not be appropriate is that, for many, they will not be able to afford to pay the ticket.

Given the complexity of the negative street activity, there is acknowledgement that this is a problem requiring a long term solution. Examples of solutions brought forth to address negative street activity drop centers for youth (which are open all hours), wet beds, education opportunities to complete grade 12, paid training opportunities, and affordable housing options.

Partnerships Are Critical

Partnerships are needed to work with a complex issue such as negative street activity. The issues are varied and no single agency can address all the different problems. Agencies need to deal with issues such as mental health, youth at risk, poverty, and addictions. Such a varied number of issues require agencies to work together in a coordinated approach so that those who need assistance can obtain it. Other municipalities have formed partnerships using many different structures. Almost all involve the business community, police service, health authorities, departments within provincial and municipal governments, and service providers. The goal is coordinated and targeted funding for programs that deal with the issues that matter most to the city residents.

Uniformed Presence

Residents and businesses commented during the intercepts on what a difference a uniformed presence makes in Saskatoon. Many businesses were highly complimentary of “the beat” officers. There are a number of options possible to leverage this, including increasing the police presence and/or the creation of the role of Bylaw Officers in Saskatoon. As has been done in Calgary, the Bylaw Officers can be linked to the appropriate service providers that can offer help to those on the street. Their role is not just one of providing tickets. Since emphasis has been placed by the public and the businesses on assisting those partaking in negative street activity, having a Bylaw Officer operating as both someone who can give tickets (when necessary) as well as an outreach worker may be beneficial. A variety of communities are utilizing outreach workers in a number of capacities related to both street activity and panhandling. The effectiveness has been demonstrated in terms of fewer number of panhandlers on the street and more impoverished members of society being connected with service providers.

Accountability and Measurement

Ongoing research creates a unified understanding among policy makers, the public, service providers, and other stakeholders. It also measures the success over time of the initiatives. Measurement regarding changes in perceptions of safety is important to determine if the initiatives are working and making a difference. Other elements to examine include improved agency coordination, communication and growth, and effective and coordinated efforts of time and money in addressing and preventing negative street activity from occurring.

Executive Summary - Street Activity Baseline Study Update 2013

BACKGROUND AND METHODOLOGY

The 2013 Street Activity Baseline Study Update is a follow-up to the 2011 Street Activity Baseline study.

The objectives of this study are to examine the following:

- Changes in perceptions since the 2011 study regarding safety and street activity in Saskatoon and the three Business Improvement Districts (BIDs): Downtown, Broadway, and Riversdale
- Awareness levels and perceived impact of the Community Support Program (CSP)

In order to meet these objectives, Insightrix Research employed several research methodologies including the following:

- An online street activity and CSP perceptions study with Saskatoon residents
- Intercept interviews with the general public and businesses (owners, supervisors, and managers) in the three BIDs
- A focus group with residents of the Lighthouse Supported Living facility
- An online bulletin board with service providers
- In-depth interviews with the CSP Officers

Specific details on each of these can be found in the Methodology section of this report.

PERCEPTION-BASED STUDY

As with the 2011 study, it is important to note that this is a perception-based study meaning that each of the groups examined provided answers based on their own perceptions rather than established facts. Perceptions are important to know as they form the basis of residents' beliefs regarding safety and the impact of the CSP in Saskatoon. Additionally, gaps between perception and

reality can be identified in order for communication campaigns to be optimized accordingly.

KEY THEMES

The following are the key themes that emerged from the research.

Program's Positive Impact

Overall, there is a definite feeling that negative street activity is declining in Saskatoon. Some of this is attributed to the CSP but many, businesses in particular, feel that it is too early to tell as the program has only been in existence for one year.

Addressing the Root Cause

Although the levels of street activity are seen as changing for the better, many stress that addressing the root causes of the activity is still of key importance. In Saskatoon, the most pressing issues are perceived to be poverty, housing, and addictions.

Program Awareness and Familiarity need to Increase

Unaided awareness of the CSP and what it does is low, especially among the general public.

In the online study of Saskatoon residents, only 4% knew the program by name without being prompted. Once given the name of the program, 35% of residents say they have heard of it. When provided with a description of the program, this increases to 41%.

Since awareness increases once a name and description is provided, there is a need to improve communication about the program objectives and accomplishments.

Differences among Areas

Each of the three BIDs has a unique feel and identity, as well as different types and levels of street activity. As such, any programs seeking to address street activity in each area should be tailored appropriately.

Downtown: Seen as the hub of the city, with a good selection of restaurants and shopping, Downtown is a heavy traffic area. As such, it is an ideal place for panhandlers to situate themselves. As with previous years, this is not seen as more than just “annoying.” Loitering and “sketchy” people continue to be a concern, but it is generally agreed that this has declined over the past few years. The closure of the McDonald’s and Olympia restaurants is seen as being a key reason, although it is unclear if those who used to congregate around the restaurants are gone or have simply moved further down 2nd Avenue. CSP Officers say that they engage in a mix of bylaw enforcement and community outreach in the Downtown area.

Broadway: When asked about street activity in the area, people and businesses in the area are far more likely to talk about the wide variety of festivals than the various negative types of street activity. There is some panhandling in the area, but of more concern is street activity related to festivals and bars (noise, intoxicated people, garbage, etc.). Buskers are seen as part of the feel and atmosphere of the area and as providing entertainment. CSP Officers note that their primary role in this area is bylaw enforcement.

Riversdale: Many noted that the area is becoming more vibrant and more of a destination area than it has been in the recent past. However, the area is still associated with many of the more negative and more serious street activities. Drug use, prostitution, and crime are activities that come up in many interviews. CSP Officers say that community outreach is their main focus here. Those who live and work in the area often note, however, that the area has a worse reputation than it deserves.

Recognizability

Although a few among the general public, businesses, and service providers have questioned the effectiveness and recognizability of having the CSP Officers wear uniforms, program officers note that while, at first glance the uniforms may be confusing, they are actually well-known among those with whom they interact most often. Officers say that those who need to know who they are know them almost immediately.

Conclusions from the Perceptions Study with Saskatoon Residents

The following are conclusions drawn specifically from the online perceptions study done with residents of Saskatoon.

- Overall, people continue to feel safe in Saskatoon.
 - Of the three specific areas examined, Broadway is perceived as being the safest, followed by the Downtown area and Riversdale.
- Few Saskatoon residents (4%) know the CSP by name. Once given the name, awareness of the program increases to 35%. After being given a description, this increases to 41%.
 - Despite this level of awareness, familiarity with the program (i.e., knowing what the program is designed to do) among those aware of it is low.
 - While it is not necessary for the public to be aware of all details of the program, it will be beneficial to share success stories in order to help educate Saskatoon residents about the purpose and accomplishments of the program in order to increase support.
- Despite its short existence and limited staff, the CSP is beginning to have a positive impact on safety perceptions.
 - Some Saskatoon residents believe that the program is making the BIDs safer (between 25% and 31%, depending on the area) and is effective at addressing the less serious of street activities (between 25% and 34%, depending on the activity).

RECOMMENDATIONS

Indications are that the CSP is having a positive impact in each of the three BIDs, although impact levels are difficult to assess as the program has only been running for one year.

Recommendations moving forward include the following:

- **Continue the Community Support Program.**
 - Although the program has been running for only one year, those who are familiar with the program believe it is having an impact. Those who are unfamiliar with the program believe it is a good idea.
- **Increase staffing levels.**
 - Five people do not seem to be enough to run the program effectively given the large area of operations.
- **Continue to clarify and communicate the program objectives and purpose to all three groups identified in the Community Support Program mandate: the public, business owners, and vulnerable persons.**
 - Awareness and familiarity with the program, especially among the public, could be higher.
 - It may be of benefit to give the program a catchier, more memorable name or acronym.
- **Use this study as a benchmark to track future progress.**
 - Since the program has only been in existence for one year, this study establishes a perception benchmark. It is recommended that the program be tracked and in two years, another study be conducted to examine any changes in public perception and gauge the impact of the program in the areas of operation (Downtown, Broadway, and Riversdale).

Community Support Program Pilot Project Summary and Backgrounder March 2014

Summary

The uniformed presence that the CSP presents, contributes to perceptions of safety on the street. On patrol and checking in with businesses and vulnerable people tends to identify issues early and halt some behaviour on sight. Attending to someone in distress or intoxicated helps other BID users feel like the situation is under control and also prevents the person the CSP is dealing with from causing an issue down the street. Even if the CSP are awaiting SPS arrival, they keep the situation under control and their very presence contributes to residents feelings of safety.

The CSP also has the potential to reduce interactions and costs to SPS, the Health Region, service providers, and the justice system. They may also have an impact on the severity of the call. For example, helping an intoxicated person home or to a shelter in the winter may circumvent an ambulance call, a hospital stay, and potentially a death. Connecting a person with mental health issues and poor behaviour gets that person connected with a service provider or notifies the case worker that there is an issue. Supporting a business person who is trying to decrease inappropriate use of their property can save time and costs associated with not working on their business.

The program tracks the number of occurrences and the individuals served, as well as daily patrol statistics. Daily Patrol statistics do not require a report and better capture regular day to day activities.

The CSP logged 1,422 occurrences, between July 9, 2012 and December 31, 2013, and served 1,734 individuals. This is an average of 44 occurrences per week. These calls show the distribution of occurrences amongst businesses, the public and vulnerable persons, which are the program's mandated populations. The majority of these occurrences are discovered while on patrol (57 percent) or from a phone call to the office line (25 percent). Of the calls that are made to the office, 91 percent are from businesses. Of all the occurrences, 55 percent are given an immediate referral or recommendation to another service.

Patrol statistics show 1,236 interactions with people that relate to the bylaws, which is an average of 17 per week. The majority of their contact is education; however, they give out warnings to repeat offenders, and if there is no change in behaviour, a ticket is issued. This was a choice made when the program was developed. Writing a ticket is not the CSP's first act, but staff will write tickets if warranted. To date, the CSP has given out 29 official warnings and written 15 tickets, which is about 3 percent of all occurrences.

Public interactions are those activities where the CSP is in contact with residents, businesses, or vulnerable people. These interactions can be a short conversation for

updates or a longer interaction that can be anywhere from 10 to 30 minutes. Data shows 1,582 public interactions, averaging 22 per week.

The CSP track a large number of indicators through their reports and patrol counts. They also keep a written record of concerns or complaints they should be aware of on patrol; information regarding a client; developing trends; warnings or cautions that have already been issued; needed follow-ups; as well as other information. The group also tracks events in the BIDS, to attend the event, be aware of events that might affect pedestrian flows or increase the need for added support to visitors and the general public, or concerts that might have an effect on patrol duties.

Background:

The following is a summary of the reports and actions around the Community Support Program pilot project.

2010

Saskatoon has a Panhandling Bylaw which was passed in 1999 and amended in 2003. The Bylaw recognizes that panhandling, in general, is a permitted activity. However, the Bylaw prohibits coercive (aggressive) panhandling and panhandling from the occupants of vehicles. The Bylaw also prohibits panhandling within ten metres of the doorway to banks, credit unions or trust companies; and within ten metres of ATM machines, bus stops and bus shelters. Panhandling on a bus is also prohibited.

In July of 2010, Councillor Lorje made a Council enquiry which requested that the Administration consult with various groups connected to panhandling and report back, in particular, on reinstating in the City's Panhandling Bylaw the restriction on panhandling within 10 metres of a doorway to a liquor store or a beer and wine store. A report was prepared and sent to City Council. City Council approved the recommended restriction against panhandling while intoxicated. However, City Council also resolved:

"that the matter of panhandling within 10 meters of a doorway to a liquor store or a beer and wine store be referred to the Administration and Finance Committee for further review and that the various stakeholders be invited to attend (ie. Saskatoon Police Service, Business Improvement District s, Anti-Poverty Coalition). "

The panhandling which continues to be legal is what the Courts have sometimes referred to as "passive" panhandling. "Passive" panhandling is the act of asking another for money (with or without words, and with or without approaching someone) in a manner that does not infringe the prohibitions in the Bylaw. It is this passive panhandling that is under consideration as potentially being prohibited. The other (aggressive) forms of panhandling have already been prohibited. Also, as we understand it, the enquiry regarding prohibition applies only to panhandling. There has been no request to consider prohibiting other users of the street such as buskers, street vendors and charities asking for money.

2011

Establishment of the CSP began with a request from City Council to expand Panhandling Bylaw No. 7850 around the liquor store in the Riversdale BID. The Panhandling Task Force was established to look at the issue, and consult with stakeholders. The City Solicitor was also to offer a legal opinion on a number of options to amend the bylaw. During the course of their meetings and research, the issue took on a broader mandate. In its March 22, 2011 report to the Administration and Finance Committee, the City Solicitor reported that:

“It became clear that there are problems of ‘street safety’ (including, but not limited to, panhandling) in various areas of Saskatoon, although we are lacking good information on the specifics in many cases; and there are programs in larger cities which combine enforcement measures and active outreach measures to deal with the issues Saskatoon is now experiencing..”

The Panhandling Task Force then recommended a “scan” of the community to collect good information on the panhandling and street safety situation in Saskatoon. The scan, the Street Activity Baseline Study 2011, included:

- 1) identifying areas in the city where street activity is a nuisance, identifying what segment of this activity is panhandling, and the type of street activity and panhandling that was occurring in each area;
- 2) identifying the effect of street activities and who was being affected;
- 3) identifying who is involved in street activity and why; and
- 4) identifying known best practices that may be suitable for Saskatoon.

The Street Activity Baseline Study 2011

This study identified a number of key themes:

- 1) negative street activity is a concern; however, panhandling is not the primary concern;
- 2) many residents and consumers saw panhandlers as mainly passive and having addictions or mental health issues, while businesses do not like having panhandlers outside their businesses. They identified sketchy people, perceived gang activity, drug trafficking, loitering, and public drunkenness as bigger issues;
- 3) residents and businesses recognize that the issue of panhandling and other negative street activity is a complex one with no easy solutions. The majority believe support programs are needed to deal with the underlying issues;
- 4) partnerships are critical to address complex issues related to negative street activity;
- 5) a uniformed presence makes a difference; and
- 6) a hybrid outreach worker and bylaw officer will support linkages with service providers, as well as have the ability to write tickets.

During its December 5, 2011 meeting, City Council approved, in principle, the provision of five civilian uniformed Community Support Officers to patrol the Riversdale, Broadway, and Downtown BIDs for a two-year term to address immediate issues, based on the Street Activity Baseline Study 2011. City Council also approved the establishment of a Safe Streets Commission to address the long-term issues of why people are on the streets in the first place.

2012

During its March 5, 2012 meeting, City Council established the details of the CSP, including management structure, operational details, budget, and program/job descriptions. The CSP includes a highly visible uniformed group of four officers and one supervisor. For safety reasons, the uniformed officers patrol in pairs and work Tuesday to Saturday from 8 a.m. to 10 p.m. in overlapping shifts.

During its March 26, 2012 meeting, City Council approved the two-year contract with the Downtown BID - The Partnership to deliver the CSP Pilot Project. City Council also established the membership and mandate of the Street Activity Steering Committee, which oversees the entire project.

The CSP

The main duties of the CSP officers include:

- 1) patrols, primarily on foot, identified areas of the City to provide a familiar, highly visible, and accessible uniformed presence;
- 2) assists community members in need in accessing relevant supports, such as healthcare, addictions and crisis counselling, food and shelter, etc., and contacts appropriate community support agencies when necessary;
- 3) responds to requests regarding panhandling, loitering, public drunkenness, and other related activities, and is responsible for the enforcement of relevant municipal bylaws. Contacts civic organizations, such as the Saskatoon Police Service (SPS), when necessary;
- 4) establishes and facilitates partnerships with local businesses, residents, and community support organizations in order to be aware of potential issues and areas of concern. Assists with the identification of locally highlighted issues and collaborates with community support agencies, residents, and others to develop and implement resolutions to these issues;
- 5) promotes relevant social programs to members of the community in need; and
- 6) provides support in the prevention of criminal activities and provincial offences.

The CSP Pilot Project

The CSP Pilot Project was fully functional and on the street on July 9, 2012. The scope of the pilot project is much wider than the initial panhandling request, due to the primary concerns of Saskatoon residents that identified a wider concern around negative street activity in Saskatoon (see attached CSP brochure).

Partnerships

Throughout the process to set up the Community Support Program, various Service Providers were brought together to keep the groups apprised of the progress and tap into their expertise in the field. The Street Activity Steering Committee and the Service Provider Group continued to meet throughout the pilot project.

The SASC and the CSP supervisor meet with a number of service providers on a bi-monthly basis. This service provider meeting is intended to provide a venue to share information and identify trends. These partners include but are not limited to:

- Saskatoon Crisis Intervention
- Saskatoon Housing Coalition
- Saskatoon Health Region – Mental Health (Brief Detox Unit)
- Saskatoon Health Region – Sexual Health
- Saskatoon Community Youth Arts Program (SCYAP)
- Saskatoon Tribal Council – STC-Urban Services
- EGADZ
- Youth Mental Health and Addictions Services
- Lighthouse
- YWCA
- AIDS Saskatoon
- Salvation Army

In addition, the CSP works closely with Saskatoon Police Service (SPS) and are in constant radio contact while on patrol. SPS can dispatch directly to the CSP and the CSP patrol can call in to SPS as needed. The supervisor has attended the SPS parade to update officers and participates on the Central Division Advisory Committee and the monthly Most Active Person discussions. This sharing of information on specific activity and persons of interest benefits both parties.

The program liaises with local businesses within the BIDs to identify issues and collaborate with them to generate solutions. Involvement ranges from calling to report a concern, signalling officers while they are out on patrol to assist with a situation, providing information regarding an occurrence before or after it is concluded and requesting involvement for mediation with a customer demonstrating behavioral concerns. When reasonable and if possible officers will provide limited information regarding the outcome of the call to ensure the business understands what action was taken.

Officers establish contact with businesses on a continual basis to gain information from them regarding concerns and issues they experience. Every effort is made to understand when concerns tend to occur and the nature of the concern so that patrols can be concentrated around the issue. Frequently patrolling and having a visible uniformed presence when concerns peak has been known to deter and over time

reduce unwanted behavior that has been identified. This is often seen with reports regarding suspicious behavior, intoxicated persons, and groups of people loitering.

The program also has representation on the following groups and committees:

- Street Activity Steering Committee
- Service Provider Group
- Central Division Advisory Committee – Saskatoon Police Service
- Cooperative Policing
- Housing First
- The Lighthouse Stabilization Unit
- Cold Weather Strategy

Community Support Program staff attend events that are relevant to program operations, businesses, safety, and public attendance in large numbers. The following list includes examples of events that CSOs attended whether to patrol or participate:

- Homeless count (September 24, 2012)
- Plan to End Homelessness Summit – CSP Supervisor attended as a panel expert
- Potash Corp Fireworks Festival
- Saskatoon Police Service Community Consultation
- Experience Downtown Sidewalk Sale
- Broadway Street Fair
- Culture Days in Riversdale
- SPS Community BBQ
- Poverty Awareness Week – attended events in the area
- Rock 102 FM Show & Shine
- Civic Pancake Breakfast
- Bicycle Scavenger Hunt (Bylaw presentation and information package delivered to participants)
- The Fringe Festival
- Transit Services 100 Year celebration
- Delivered Volunteer Safety Presentation in collaboration with SPS for 2012 Homeless count

2013

The Street Activity Baseline Study Update 2013

As part of this CSP Pilot Project, an update to the Street Activity Baseline Study was conducted in July 2013, after one year. This report was conducted to help measure changes in perceptions of safety in the three BIDs since the establishment of the CSP Pilot Project. The update examined changes in perceptions of safety, where street activity was taking place since the 2011 study, as well as the awareness levels and perceived impact of the CSP.

The key themes that the update identified were:

- 1) overall, there is a definite feeling that negative street activity is declining, and some is attributed to the CSP, but many feel it is too early to confirm since the program has only been in existence for one year;
- 2) although street activity is seen as changing for the better, addressing the root causes is still of key importance; and
- 3) awareness of the CSP and its objectives and accomplishments needs to improve.

2014

A final report for City Council on the status of the Community Support pilot project, through the Administration and Finance Committee is slated for April 2014.

who?

Community Support
Program Pilot Project

what?

Safe streets for all

when?

Year-round foot patrols

where?

Downtown, Riversdale
& Broadway Business
Improvement Districts (BID)

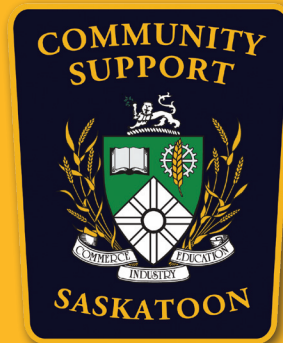
why?

Address public concerns of
street safety and provide
support

City of Saskatoon Street Activity Steering Committee

The City of Saskatoon Street Activity Steering Committee oversees the Community Support Program. The committee includes the Executive Directors from the Downtown, Riversdale and Broadway Business Improvement Districts, the Saskatoon Anti-Poverty Coalition, Saskatoon Police Service and the City of Saskatoon.

*According to the 2011
Street Activity Baseline Study,
businesses and residents
identified negative street
activity as the primary reason
for feeling unsafe in
certain areas.*



**COMMUNITY
SUPPORT PROGRAM**

306.382.6935

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communitysupportssaskatoon.ca

SASKATOON COMMUNITY SUPPORT PROGRAM



OUR MISSION

*To provide a safe
and enjoyable street
experience for everyone
in our community.*

A Total Approach to Community, Safety & Health

Saskatoon's Community Support Program includes and engages:

THE PUBLIC

The Community Support Program provides a highly visible presence that reassures and responds to the public in the Downtown, Riversdale and Broadway Business Improvement Districts.



BUSINESS OWNERS

The Community Support Program foot patrols liaise with local businesses to identify issues and collaborate to generate solutions.

Initiate and respond to calls from businesses

Link businesses to appropriate services and agencies

Identify and track issues

Education and enforcement of municipal bylaws

Increase awareness of street activity concerns

VULNERABLE PERSONS

The Community Support Program connects community members in need to the appropriate service providers or other supports. Everybody deserves to be safe on the street, and for those who are more vulnerable it is essential.



OUR VALUES

**trust • integrity • respect
honesty • courage**

Respond to requests for assistance

Improve perceptions of safety in the identified Business Improvement Districts

Build trust with all people on the street

Provide general information to the public

Discourage negative street activity



Interact and build trust with people on the street

Match needs and services

Respond to requests for assistance

Maintain strong relationships with service providers

Community Support Program Report
July 9, 2012 to December 31, 2013 and 2014 First Quarter Update

Introduction

On July 9, 2012, the Community Support Program (CSP) began providing highly visible and accessible uniform patrols in the three city centre Business Improvement Districts (BIDs) comprising Downtown, Riversdale and Broadway (Attachment 1). This report provides information generated by the program over an 18 month period including July 9, 2012 to December 31, 2013. Over that time frame the following occurrence information was captured:

Number of Occurrences	1422
Individuals Served	1734
<u>Involvement</u>	
Business	325
Public	226
Vulnerable Persons	1445
<u>Origin</u>	
Foot Patrol	804
Office Line	358
Police Dispatch	151
Self-Initiated by Individuals	85
Follow Up	24
<u>Outcome</u>	
Successful	1221
Could Not Locate	136
Not Able To Assist ¹	65
<u>Referrals</u>	
On Scene/Immediate	522
Recommendation	253
<u>Bylaw Enforcement</u>	
Ticketed	15
Official Warning	29

Table 1

In addition to the statistical data above the CSP officers are also involved in numerous additional encounters that contribute to the availability of the program. Officers have the ability to enforce and provide information on six City of Saskatoon bylaws including:

- The Parks Bylaw
- The Bicycle Bylaw
- The Panhandling Bylaw
- The Waste Bylaw
- The Spitting, Urinating and Defecating Bylaw
- Part IV and Part VI of The Traffic Bylaw (dealing with skateboards and pedestrians)

Additional duties of the CSP officers consist of giving directions, providing business information, dealing with safety concerns, engaging and providing a safe and enjoyable street experience for everyone, as well as interacting and building trust with people on the street.

¹ Examples include a person refusing assistance or police already on scene.

Community Support Program Report
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The table below is a breakdown of the additional contributions that the CSP made within the 3 BIDs in addition to the occurrences that were dealt with.

<i>Daily Patrol Statistics</i>	<i>Sept 1/12 to Dec 31/13²</i>
<u>Bylaws</u>	
Bikes	709
Skateboarding	112
Jaywalking	379
Panhandling	13
Spitting/Urinate/Defecate	12
Parks	0
Littering	7
Other Bylaws	4
Bylaw Totals (includes cautions & information)	1236
PUBLIC INTERACTIONS	
Directions	137
Business Information	42
Service Information	28
Information about the program	385
Transit Information	14
Needle pickup	226
Loitering	10
Suspicious Person	3
Business Connection	263
Public Intoxication	14
Other / Safety	118
Comments	64
<u>Encounters</u>	
Updates	97
Connections	1582

Table 2

- The above statistics are tracked and calculated on a daily basis while out on regular patrol duty.
- Over time further patrol statistics were added to better represent the work being done by the CSP officers so there will be categories that were unaccounted for prior to September 1, 2012.
- The category of business connections refers to contact with businesses in the three BIDs to maintain regular contact and ensure awareness of the program is occurring. This information was only documented after July 1, 2013.

In reference to Table 2, officers average 3 – 4 contacts per working day related to providing information and cautions for actions contravening the six bylaws they are authorized to enforce. Over the 18-month period of operations, officers issued 15 tickets and 29 official warnings. Six of the tickets issued were the result of behaviour continuing following the official warning. Officers are diligent at documenting and discussing bylaw violations in an effort to ensure consequences are measured appropriately and try to ensure prohibited actions and corrective measures have been recommended before issuing tickets.

² This reporting table is only for sixteen months as additional information was added to the previous reporting methodology.

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Business

The program liaises with local businesses within the BIDs to identify issues and collaborate with them to generate solutions. Over the reporting period, officers attended 325 calls where businesses were involved in the occurrence. Involvement ranged from calling to report a concern, signalling officers while they are out on patrol to assist with a situation, providing information regarding an occurrence before or after it is concluded and requesting involvement for mediation with a customer demonstrating behavioral concerns. When reasonable and if possible officers will provide limited information regarding the outcome of the call to ensure the business understands what action was taken.

Officers establish contact with businesses on a continual basis to gain information from them regarding concerns and issues they experience. Every effort is made to understand when concerns tend to occur and the nature of the concern so that patrols can be concentrated around the issue. Frequently patrolling and having a visible uniformed presence when concerns peak has been known to deter and over time reduce unwanted behavior that has been identified. This is often seen with reports regarding suspicious behavior, intoxicated persons, and groups of people loitering.

Typically businesses contact the program by phone or engage the officers while on foot patrol to assist them with a situation that is in progress. Since inception, officers attended 358 calls for service made directly to the 306-382-6935 number for reports of an occurrence. Businesses were involved and or included in these calls a total of 325 times. Calls for service are also received from the public. However, the majority of calls result from being out on foot patrol with a total of 804 to the end of 2013.

Another service that we have increasingly provided to businesses is mediation for situations that arise on their premises. These often include things like intoxicated persons, people causing a disturbance to employees or the patrons in a particular business, or concerns with mental illness situations. The businesses would prefer to have an individual access their business but feel that terms and conditions need to be agreed to before that can occur. End results include agreements with a timeframe that outlines a period where the person is prohibited to access the business, an understanding by both parties about the expected behavior and the consequence if they act against the terms, or assisting the business in getting someone to leave the premises without incident.

Public

One of the main objectives of the program is to provide highly visible and uniformed foot patrol presence. This was a recommendation that flowed from the findings of the *2011 Street Activity Baseline Study* around safety and the perceptions of safety in each BID. Regular foot patrols occur in teams of two from 8:00 a.m. to 10:00 p.m. Tuesday – Saturday and the goal is to reach each of the three BIDs a minimum of one time per scheduled 8 hour shift. Depending on call volume each BID typically receives coverage by each patrol team at least once per day.

Based on Table 2, officers accomplish a variety of actions relevant to public interaction, bylaw enforcement and both the perception and prevention of safety. Many of the interactions involve a simple greeting but can also range in scope. From providing directions and business information to deterring negative and in some cases illegal activity, officers strive to maintain an approachable demeanor in an effort to assist anyone in the business district, or direct them to the appropriate resource.

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While on patrol officers are aware of their surroundings and encounter unique circumstances that require intervention. Some examples include assisting individuals with a disability issue navigate a safe crossing, reporting traffic signals that are not working, reporting animal concerns, preventing potential altercations, and assessing child welfare concerns. There are often involvements that do not meet what one might consider "typical" criteria, but something can be done to support a person or direct them to the proper resource to ensure something or someone does not fall through the cracks. Many people that experience contact in a unique circumstance often do so because of the uniformed, approachable appearance and they are typically appreciative and often inquire about the program.

The following are examples of comments that were shared with the CSOs while in the community:

- *"Nice to see you out here, it's about time"* – Customer of a local business
- *"Having you out here is a good thing. People doing bad things scatter when they see you coming"* – Community member
- *"I feel safe knowing your around"* – Employee with a service provider
- *"We already notice a difference. You guys do a good job"* – Local business, while making reference to a decrease in the number of individuals that wander in and cause a disturbance in their business
- *"You do good work"* – Lawyer in the community
- *"We need more of you guys"* – Community member(s)
- *"Needed you guys"; "commendable what you do"; "we need your help... the Police need your help"* – Business Employee
- *"We appreciate it; the program really works"* – Business owner, Riversdale BID
- *"Just seeing you around is a good thing; makes people think twice"* – Community member, Downtown
- *"I saw you on TV. Community Support its needed, brave of you guys to be out here. Winnipeg has this, was wondering when Saskatoon would get this"* – Young male, Downtown & Riversdale resident
- *"Do you stay outside most of the day? It's appreciated."* – Midtown Plaza employee, downtown
- *"The crowd that hangs out at this location is not around as much anymore."* (November 14th, 2012) *"Nice to see you out her at least no one is around"* (February 8th, 2013) – Two comments of customers/residents outside of a local business in reference to a location known for loitering concerns
- *"Good job, thank you"* – Community member, Downtown who witnessed officers engage a group to prevent jaywalking
- *"Great work. You stopped me for jaywalking before and were polite about it and I have never done that again."* - Community member, Downtown

Vulnerable Persons

The third approach that the program is involved with is assisting vulnerable people that are frequently encountered. Since inception, dealing with people in vulnerable situations has accounted for the majority of involvements for the program. Of the 1,734 people served, 1,445 individuals or groups of individuals are seen as vulnerable to conditions that put them at risk of being unsafe. Officers interact and work to build trust with people on the street. As a result, officers have matched people's needs with the appropriate service. After connecting people to a service, officers offer support as people transition through personal, social and medical involvements.

In March and April, 2013, the program Supervisor's report to the *Street Activity Steering Committee* identified concerns about vulnerable people who were being dealt with by both Saskatoon Police Service and the Community Support Officers. Many of the individuals did not require police intervention and it was important to strengthen the communication with the police service. Out of this meeting the most active person case

Community Support Program Report
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meetings were scheduled to ensure that an individual experiencing social needs, dealing with addictions issues, living with a mental illness or medical condition that required support was better served by the Community Support Officers when possible.

The program also identifies trends or patterns that they observe as a result of the familiarity of the people and the areas covered. From the end of May, 2013 through the month of July, 2013, officers worked on advocating for the clean-up of a few problematic areas to deter negative and unsafe activities that were occurring. There was a considerable amount of beneficial information that was gathered regarding housing concerns and safety. With information and assistance from Community Support Officers, service providers, businesses in the area, BID Executive Directors, and individuals directly involved, the program supervisor contacted Public Health and Saskatoon Police. The data provided contributed to the clean-up and removal of three building structures and unkempt property that was fostering hazardous activity.

One of the challenges that officers encountered early on was a barrier to appropriate transportation. In response to this concern, Saskatoon Transit Service was contacted to discuss the opportunity to utilize transit services as a supplementary service as the officers saw fit. Benefits include safe and appropriate transportation for intoxicated persons, improved call times for officers and employees who have called for assistance, and diverting calls that do not require police assistance. Although there has been an effective response to this issue, further dialogue continues to address scenarios that provide complex issues (see attachment provided by Saskatoon Transit Service).

Events and Committee Meetings

Officers attend events that are relevant to program operations, businesses, safety, and public attendance in large numbers. The following list includes examples of events that CSOs attended whether to patrol or participate

- Homeless count (September 24, 2012)
- Plan to end homelessness summit – CSP Supervisor attended as a panel expert
- Potash Corp Fireworks Festival
- Saskatoon Police Service Community Consultation
- Experience Downtown Sidewalk Sale
- Broadway Street Fair
- Culture Days in Riversdale
- SPS Community BBQ
- Poverty Awareness Week – attended events in the area
- Rock 102 FM Sow & Shine
- Civic Pancake Breakfast
- Bicycle Scavenger Hunt (Bylaw presentation and information package delivered to participants)
- The Fringe Festival
- Transit Services 100 Year celebration
- Delivered Volunteer Safety Presentation in collaboration with SPS for 2012 Homeless count

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The program has representation on the following groups and committees:

- Street Activity Steering Committee
- Service Provider Group
- Central Division Advisory Committee – committee of the Saskatoon Police Service
- Cooperative Policing
- Housing First
- The Lighthouse Stabilization Unit
- Cold Weather Strategy

Highlights and Challenges

Calls from businesses have steadily increased and in November and December 2013, they exceeded the patrol calls for the first time. Businesses are utilizing the program to express ongoing concerns and officers are recommending resolutions ranging from increased patrols and overall presence (at peak times of concerns whenever possible); business participation; and referrals to the Saskatoon Police Service and other relevant agencies.

Overall the program is being recognized on the street and in the community as a credible program delivering community support and contributing to safer streets by aiding in identifying potential long-term solutions based on firsthand experience. As the program continues to mature, collaborative work with the Street Activity Steering Committee continues to evaluate and provide a service that offers businesses, the public and vulnerable people the support that best suits the City of Saskatoon.

Some of the challenges of the program include the following. There continues to be difficulty when dealing with individuals who present with social needs, housing concerns, addictions issues and mental illness or other health concerns. As a result the program Supervisor has maintained contact with service providers including the Saskatoon Health Region (i.e. Mental Health & Addiction Services, Community Mental Health Nurses, etc.), shelters, Ministry of Social Services, Saskatoon Crisis Intervention Services, and Saskatoon Police Service to work on more effective methods of working together in the best interest of the individual.

Personnel concerns have been experienced as well. With a staff of five and patrols being done in teams of two, the Supervisor is required to cover days missed from holidays, vacancies, sick or injured employees. As a result there has been an unavoidable reduction of patrol time which influences productivity and success of the program. Finally, one of the most difficult tasks involves capturing an accurate portrayal of what the program accomplishes. Work is continually being done to improve reporting procedures and statistical data. Some type of database for the program has been recommended as a possible solution.

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2014 Statistical Update

Calls Received by the Community Support Program		
Period of January 1 st to April 30 th (year to date comparison)		
	Current Period (Year to date)	Comparison to same period in previous year
Number of Occurrences	484	322
Individuals served	603	413
Involvement		
Business	196	111
Public	72	71
Vulnerable Persons	508	375
Origin of the Call		
Foot Patrol	189	169
Office	165	96
Police Dispatch	55	35
Self-Initiated by Individuals	69	16
Follow Up	6	6
Outcome		
Successful	403	271
Could Not Locate	60	34
Not Able To Assist	21	17
Referrals		
On Scene/Immediate	213	148
Recommendation	131	52
Bylaw Enforcement		
Tickets Issued	5	N/A*
Warnings	4	N/A*
Information	134	N/A*

*Started tracking Bylaw enforcement numbers on warnings and information in March of 2013 so no comparison number to report for 2013.

February 13, 2014
 Update May 9, 2014
 Lesley Prefontaine, Supervisor
 Community Support Program



103-506-25th Street East • Saskatoon, SK • S7K 4A7 • Phone (306) 933-6200 • Fax (306) 664-1974

February 24, 2014

Elizabeth Miller
Senior Planner- Neighbourhood Safety
City of Saskatoon

Dear Ms. Miller,

I am writing to offer continued support for the Community Support Officer Program in Saskatoon. As a 24 hour human service responding to a range of emergency social, emotional and psychological needs, we are aware of the stress that many individuals and families face in this growing city. The Community Support Officers are positioned to prevent a situation from escalating and can offer a connection at the time of need.

From our experience the CSO program is making a difference in Saskatoon for citizens and businesses in need. They also are able to partner with many services such as ours for prompt and caring resolution for often difficult situations.

We are in support of this service continuing to do their good work.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rita Field", is written over a large, light blue oval shape.

Rita Field
Executive Director



RBC
Royal Bank

Feb 26, 2014

To Whom It May Concern

Dear Sir or Madam:

Royal Bank of Canada
Main Branch
154 1st Avenue South
Saskatoon, Saskatchewan S7K 1K2
Tel.: 306-933-3400
Fax: 306-933-3723

I am writing to you today to support our Community Support Officer Program. I want to tell you that since I have moved downtown in April 2013 to work in the financial industry, I have had numerous occasions to call this team for assistance with people that are either under the influence of drugs and/or alcohol, or rude and threatening, or begging our clients and staff for money. The streets of Saskatoon appear to have more and more panhandlers and street people that are bothersome to our staff and to our clients. Most recently we have encountered a person who attends our work place daily. We have called the police when we are not able to reach the CSO team. The CSO team has been here many times in the last few weeks just to help remove him from the premises. He now brings other people with him and they drink, smoke and urinate in our stairwell. They have recently set off our smoke alarms in the middle of the day therefore causing us loss of business, disruption to our business, and general fear to our staff and clients.

This team provides the support we need to feel safe and secure in our work place and walking to our bus or cars. When we call for help, the team comes to assess the situation and will take that person (or persons) to a location where they can get treatment. When the situation is more intense, they can contact the police and get assistance to the situation quicker. Their very presence provides a sense of relief to our staff and clients, knowing that we are attempting to provide a safe environment for them to come into.

The team that we work close with genuinely cares for the well being of people, knowing there is a history and how they can get them into a program that will help. I have seen them take people into the mall for a warm cup of coffee on a bitter cold day. Sometimes just a walk down the street to the Lighthouse will give them some warmth, food and beverage.

If there is a worthwhile program on the streets of Saskatoon, it is the CSO program! Please ensure this program continues as they are a huge asset to our downtown community.

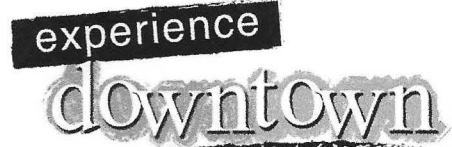
Thank you for considering this recommendation.

Yours truly,

Heather Wielgoz
Manager Client Care
RBC
Main Branch
Saskatoon, Sk

March 5, 2014

Ms. Elisabeth Miller
Senior Planner – Neighbourhood Safety
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K 0J5



THE PARTNERSHIP

Saskatoon Downtown Business Improvement District

Dear Elisabeth,

At a recent meeting of the Board of Management for the Saskatoon Downtown Business Improvement District, board members discussed the Community Support Program and the future of the program. Although supportive of a continuation of the pilot project, the Board believes some changes are necessary to improve the program when officers are patrolling downtown.

In order for the program to be successful, overall visibility of officers must increase so that people frequenting downtown can expect consistency in seeing officers on patrol. To this end, one suggestion is for officers to focus their patrol efforts downtown in areas of high pedestrian activity including 2nd Avenue, 21st Street, and parts of 1st Avenue and 3rd Avenue, which could be referred to as their "core patrol area." A target of 80% of their time would be spent in the core area when downtown with the remaining 20% spent outside the area or attending calls for service.

Within the downtown core patrol area, officers would work very closely with businesses and become "regulars" where people working in the area would know officers by name and vice versa. Officers would be able to more easily identify potential problems and seek solutions for them if they were patrolling a smaller area more regularly. In addition, an enhanced relationship with businesses would lead to businesses being more likely to ask for assistance and work collaboratively on any issues or concerns.

The current deployment model sees four officers and one supervisor spread out over three business improvement districts. The current patrol area is very large, and officers spend a portion of their day in each of the three BIDs. As a result, the likelihood for people visiting a BID to actually see a Community Support Officer while in a particular BID is low. Realistically, five officers could quite easily patrol within downtown alone.

The Partnership is supportive of the program continuing yet recognizes that changes to the current format must occur with measurable results. If possible, creating a closer working relationship with the Saskatoon Police Service with respect to information sharing and data collection would also help.

Without program changes, the BIDs of Broadway, Riversdale, and Downtown will be in a similar position in the future as BID Boards debate the merits of the program. Likewise, City Council will be faced with trying to decide whether the program is making a difference to three important business districts within the city.

Please ensure this letter is forwarded to His Worship, Mayor Atchison and members of City Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brent Penner', is written over a light grey background.

Brent Penner
Executive Director

242 Third Avenue South Saskatoon SK S7K 1L9
P: 306.665.2001 • F: 306.664.2245
www.downtownsaskatoon.com • admin@downtownsaskatoon.com



Downtown Saskatoon



@DowntownStoon

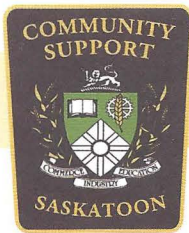
To whom it may concern:

The Community Support Program Has been a help to us with different situation that we have at the branch. We are glad that they are walking about in the downtown area and easy to get a hold. Please continue this service to the down town merchants.

Sincerely,



Leslie Mills
BMO Bank of Montreal
Financial Service Coordinator



COMMUNITY SUPPORT OFFICER PROGRAM

160B - 2nd Avenue North • Saskatoon, SK S7K 2B2
T: (306) 382-6935 • E: cso.supervisor@sasktel.net

I (print name) Sunny Mundi, give permission to the Community Support Program to share my testimonial/message in any manner that pertains to their program and with those who would benefit from hearing my message.

I agree to have my name attached to this testimonial YES NO

I give permission for the CSO's to share my photo YES NO

TESTIMONIAL/MESSAGE :

The work being done by the CSOs in downtown is great. They help by removing the hindrances to business and without a loss of dignity for the people with less control over themselves.

My thanks go out to them and I would stand able and ready to help when I can.

By signing this form, I confirm that I understand the terms of the above disclosure and I am at least 18 year of age.

SIGNATURE *Sunny Mundi*

DATE Mar 13, 2014

SIGNATURE OF OFFICER/WITNESS _____

DATE _____

CSO Supervisor

From: Black, Wes SLGA <WBlack@slga.gov.sk.ca>
Sent: March-14-14 11:52 AM
To: cso_supervisor@sasktel.net
Cc: Nystrom, Doug SLGA
Subject: Community Support Officer Program

Dear Sirs and Madams of the Street Activity Steering Committee,

I am writing to show support for the Community Support Officer Program. I manage the Riversdale Liquor Store on 20th street and we have utilized their services on more than a few occasions. Whether it is to help clear out people loitering in front of the store, or if we have needed help dealing with intoxicated people, they have been there for us. Their presence is of benefit to us as we regularly have customers who feel intimidated by some of the people who hang out around our business. Shoplifting is also a problem we face, and it always catches the attention of all customers in the store when the support officers check in to see if all is well. Probably the best deterrent for shoplifting that we could have.

I feel that the program does benefit our community and helps support the surrounding businesses. To lose the Community Support Officer Program would not benefit anyone in Riversdale, probably just the opposite.

Sincerely,
Wes Black – Manager
Riversdale Liquor Store
(306)933-5312.

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error, please notify the sender of the message and delete immediately. Do not use, copy, distribute or print this e-mail.



COMMUNITY SUPPORT OFFICER PROGRAM

160B - 2nd Avenue North • Saskatoon, SK S7K 2B2
T: (306) 382-6935 • E: cso.supervisor@sasktel.net

I (print name) ROSE RAWLUK, give permission to the Community Support Program to share my testimonial/message in any manner that pertains to their program and with those who would benefit from hearing my message.

I agree to have my name attached to this testimonial YES NO

I give permission for the CSO's to share my photo YES NO

TESTIMONIAL/MESSAGE :

Tennifer Zenger & I both work at windmill fees at 1302 14th St. W. We both agree that the Community Support Program is of great benefit to this neighbourhood. We feel that we do not have as many prostitutes and other questionable people hanging around on the street corners. The prostitutes have been of concern to us over the years. Occasionally they will approach some of our customers, who do not appreciate it. When the prostitutes stand by our shop we politely ask them to move and most of them will move on however we have been sworn at & threatened. The officers in our area have ^{been} doing a wonderful job. They are always patrolling the streets no matter how terrible the weather is. We have called them several times & just their presence will get people to move on. We would like to see this program continued making this a better & safer place.

By signing this form, I confirm that I understand the terms of the above disclosure and I am at least 18 year of age.

SIGNATURE Rose Rawluk

DATE May 02/14

SIGNATURE OF OFFICER/WITNESS _____

DATE _____

CSO Supervisor

From: Balsevich@shaw.ca <no-reply@weebly.com>
Sent: April-30-14 9:20 AM
To: cso_supervisor@sasktel.net
Subject: New Form Entry: Contact Form

You've just received a new submission to your [Contact Form](#).

Submitted Information:

Name

Leslie Balsevich

Email

Balsevich@shaw.ca

Comment

Absolutely the community support program should continue. In fact, I would like to see more officers on the street. This should not be seen as a "program" but as a necessity for the social and financial success of an urban community.

SUMMARY OF INFORMATION COLLECTED
Community Support Program

The Community Support Program tracks occurrence data and patrol statistics. **Occurrence information** is related to an occurrence that was generated by a call to the office, referral from the public, dispatch by Police Service, or on view, which means the officers came across the occurrence while on patrol. **Patrol statistics** are tracked and calculated on a daily basis while out on regular patrol duty. They are not related to a specific occurrence.

Occurrence Data

General

Date
 Time of Call
 Time of Attendance
 Time Cleared
 Sex
 Estimated age
 Ethnicity

CONTACTS

Personal information if volunteered
 Contacts if volunteered

DESCRIPTION OF EVENT

Community Support Officer
 Written description of the call, what was done, and referral or action
 BID area
 Call type
 How the call came about
 Who was involved?
 Call outcome
 Type of referral and to what agency/organization
 Specific referral
 Bylaw type
 Bylaw enforcement action

Patrol Statistics

Bikes
 Skateboarding
 Jaywalking
 Panhandling
 Spit/Urine/Defecate
 Parks
 Littering
 Directions
 Business Info
 Service Info
 Program Info
 Transit Info

Medical

Loitering
 Suspicious Persons
 Business Connect
 Public Intoxication
 Other / Safety
 Comments
 Updates
 Connections
 Other Bylaws

COMMUNITY SUPPORT PROGRAM PILOT PROJECT

Program Mission

To provide a safe and enjoyable street experience for everyone in our community.

Why?

To address the public's concerns of street safety and provide support.

Who Does the Program Serve?

1. Businesses
The CSP foot patrols liaise with local businesses to identify issues and collaborate to generate solutions in the Downtown, Broadway, and Riversdale Business Improvement Districts (BIDs).
2. General Public
The CSP provides a highly visible presence that reassures and responds to the public in the Downtown, Broadway, and Riversdale Business Improvement Districts (BIDs)
3. Vulnerable Community Members
The CSP connects community members in need to the appropriate service providers or other supports. Everyone deserves to be safe on the street, and for those who are more vulnerable it is essential.

What Does the Program Do?

1. Businesses
 - Initiate and respond to calls
 - Link businesses to appropriate services and agencies
 - Identify and track issues
 - Education and enforcement of municipal bylaws
 - Increase awareness of street activity concerns
2. General Public
 - Improve perceptions of safety in the identified Business Improvement Districts (BIDs)
 - Respond to requests for assistance
 - Build trust with all people on the street
 - Provide general information to the public
 - Discourage negative street activity
3. Vulnerable Community Members
 - Interact and build trust with people on the street
 - Match needs with services
 - Respond to requests for assistance
 - Maintain strong relationships with service providers

How Will This Be Measured?

COMMUNITY SUPPORT PROGRAM PILOT PROJECT

The CSP tracks a large number of indicators through their reports and patrol counts. They also keep a written record of concerns or complaints; client information; developing trends; warnings or cautions that have already been issued; needed follow-ups; as well as other information.

Key Indicators of Success for the CSP Pilot Program extension will include:

Program Outcomes	How To Measure	Indicators of Success
ALL		
Increase perceptions of safety	Street Activity Baseline Survey updates	<ul style="list-style-type: none"> Increased perceptions of safety in BIDs
Establish a program database	Increased ability to target program resources	<ul style="list-style-type: none"> Strategic use of data to identify hotspots and emerging issues geographically
BUSINESSES		
Liaise with businesses	Number of business contacts Frequency of business contacts	<ul style="list-style-type: none"> Number and frequency of contacts rise
Increase awareness of street activity concerns	Survey of Business satisfaction	<ul style="list-style-type: none"> Businesses more aware of CSP and when to call Increased awareness among all staff Businesses and staff feel safer
Collaborate with businesses to resolve issues	Number of collaborations and/or mediations	<ul style="list-style-type: none"> Number of collaborations Number of successful mediations
GENERAL PUBLIC		
Reassures and responds to public and discourages negative street activity	Uniformed foot patrol Support Information Attendance at public events	<ul style="list-style-type: none"> Response time Time in attendance Number of events attended
Build trust with all people on the street	Number and frequency of general public contacts Origin and purpose of calls to CSP	<ul style="list-style-type: none"> Time on the street Calls for service On view calls
VULNERABLE PERSONS		
Build trust with vulnerable people on the street	Connect people in need with appropriate services Identify successful interventions (number of near misses)	<ul style="list-style-type: none"> Number and frequency of contacts Number of individuals served Number and type of Near Misses
Maintain strong relationships with Service Providers	Participation in service provider partnerships	<ul style="list-style-type: none"> Number and frequency of Service Provider connections
BYLAW ENFORCEMENT		
Bylaw Information, Education, and Enforcement	Number and frequency of bylaw enforcement contacts	<ul style="list-style-type: none"> Number of tickets Number of Warnings Number of Educational stops
Strong Connection with Saskatoon Police Service (SPS)	SPS and CSP connections strengthened Improved collaboration for data sharing and recording	<ul style="list-style-type: none"> Number of SPS dispatches to CSP Number of direct referrals from CSP to SPS

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Utilities & Transportation Department
DATE: May 2, 2014
SUBJECT: Enquiry – Councillor D. Hill (April 16, 2012)
 Newspaper Vending Machines Policy
FILE NO: CK 300-0-1

RECOMMENDATION: that the following report be submitted to City Council recommending:

- 1) that effective January 1, 2015, rates be increased as outlined in the report;
- 2) that the proposed amendments to Policy C07-013, Newspaper Vending Machines be approved; and
- 3) that the City Clerk be instructed to make the necessary changes to the attached policy.

TOPIC AND PURPOSE

This report is to obtain City Council approval to amend Policy C07-013, Newspaper Vending Machines to changing and updating criteria for newspaper vending machine placement.

REPORT HIGHLIGHTS

1. The current policy does not limit placement of vending machines in certain areas.
2. Recommended changes allow for greater controls and bring the policy in line with other municipalities.
3. An increase of fees for the annual license is recommended to cover the Administration and inspection costs.

STRATEGIC GOAL

This report supports the City of Saskatoon Strategic Goal of Moving Around. The purpose is to regulate the placement of newspaper vending machines on public right-of-way to ensure their placement does not adversely affect vehicular and pedestrian traffic and safety.

BACKGROUND

City Council at its meeting held April 16, 2012, requested that the Administration provide a report to Councillor D. Hill's enquiry on the newspaper vending machines policy.

"Would the Administration please provide a status report on newspaper vending machines policy. Please include details on rates and consultations with residential neighbourhoods."

With an influx of newspaper vending machines, there is a need to revise the current policy to ensure vending machine placement allows for the safe movement of vehicular and pedestrian traffic.

The current policy governing the placement of newspaper vending machines does not, in some circumstances, meet the Transportation Association of Canada (TAC) guidelines limiting the Administration's ability to control proper placement and removal of machines.

REPORT

Current Policy

Policy C07-013, Newspaper Vending Machines inadequately addresses the requirements for placement and site development for these machines. This has led to an inundation of improperly placed machines in residential neighbourhoods and on street corners. In some situations, the machine's placement does not allow for minimum widths, as set by the TAC manual standards, on sidewalks and pathways to safely accommodate pedestrian traffic.

In addition, numerous vending machines are not properly secured and could become hazards. Lack of maintenance and sheer numbers of vending machines could also result in undesirable situations, which could be rectified through bylaw improvements.

Policy Changes

The Administration has compared the existing policy with those of other cities, namely Regina, Winnipeg and Ottawa. A number of changes are recommended (Attachment 1). The changes will provide the Administration with more control in managing the placement, quantity and quality, and the ability to manage and maintain records more accurately with the number and location of newspaper vending machines throughout the City of Saskatoon.

Fee Increase

Currently an annual license and inspection yearly fee is \$23 per box and an additional yearly fee of \$35 per box for the establishment and improvement of anchoring sites within the Business Improvement Districts (BIDS).

Administration is recommending an increase to the license and inspection yearly fee to \$40 per box, while maintaining the yearly additional charge of \$35 per box charge within

the BIDS. All fees are subject to the collection of GST. This will ensure full cost recovery for administration of requests and field inspection following placement.

The recommendation for policy changes are comparable and in line with other municipalities throughout Canada such as Regina, Winnipeg and Ottawa.

OPTIONS TO THE RECOMMENDATION

Council may choose to maintain the policy as it stands.

POLICY IMPLICATIONS

Council Policy C07-013, Newspaper Vending Machines will need to be updated to reflect the changes.

FINANCIAL IMPLICATIONS

The recommended increase to the fees will ensure full cost recovery for administration and inspection of the newspaper vending machines.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

On January 14, 2014, there was communication sent via email to Planet S, Verb and Metro. All provided feedback on the proposed changes. In addition, information on the changes was sent to the BIDS for comment.

External stakeholders raised concerns in regards to detailed site plans; however, to be able to maintain an accurate inventory and to make sure that all boxes are in compliance with the policy, a site plan is required.

Feedback was also received on the restriction of boxes on local residential streets. There was concern that this may limit the available locations within the city.

Internal stakeholders including Traffic Operations, Urban Design and Solicitors viewed the vending machines attached to public fixtures, poles and light standards as a concern causing the potential for damage and possible interference with the function and maintenance.

Newspaper vendors are concerned with how to install newspaper vending machines; therefore, they are securely anchored or in some cases chained to some form of infrastructure, as weighing down the machines does not prevent them from being removed. Urban Design has suggested a possible system to anchor into concrete or paving stones, as best suited for the location, particularly in BIDs.

COMMUNICATION PLAN

A targeted communication plan will be developed with Communications. This will include direct messaging to external stakeholders, ensuring that all media outlets with distribution in Saskatoon are made aware of the policy changes. Updates for the general public will be made on the City's website.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

If the recommendation for proposed amendments to Policy C07-013, Newspaper Vending Machines is approved, the policy will be modified for City Council's approval. Implementation of the policy amendments is planned for January 1, 2015.

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 necessary.

PUBLIC NOTICE

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

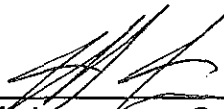
ATTACHMENT

1. Policy C07-013, Newspaper Vending Machines

Written by: Lana Dodds, Traffic Program Coordinator, Transportation

Reviewed by: Angela Gardiner, Director of Transportation

Approved by:


 Jeff Jorgenson, General Manager
 Transportation & Utilities Department
 Dated: May 29/2014

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE <i>Newspaper Vending Machines</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>February 10, 1986</i>
		UPDATED TO <i>June 12, 2000</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 8-1986 and Administration and Finance Committee Report No. 6-2000</i>	CITY FILE NO. <i>CK. 300-4</i>	PAGE NUMBER <i>1 of 7</i>

1. PURPOSE

To regulate the placement of newspaper vending machines on public right-of-way and to ensure that their placement does not adversely affect vehicular and pedestrian traffic and safety.

2. DEFINITIONS

2.1 Newspaper: A publication or local periodical that:

- i) contains primarily items of news and other informative articles and usually advertising; and
- ii) is distributed at least bi-weekly;
- iii) ~~must have no more than 60% advertising content by area, but does not include a publication primarily for advertising or an advertising supplement to or contained in a newspaper.~~

2.2 **Block** - The length or area of a street between two other streets that join that street at an angle.

2.3 **Right-of-way** – A parcel of land (acquired for public use or service) which contains a street, sidewalk and boulevard.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>2 of 7</i>

3. POLICY

The City may, subject to the following criteria, approve the placement of newspaper vending machines on public right-of-way:

3.1 Location

- a) Vending boxes ~~shall~~ **are to** be located/placed so as not to interfere with the free flow of pedestrians or the safe movement of vehicles.
- b) Vending boxes are to be located/placed:
 - i) At least 3.0 metres away from pedestrian crosswalks marked or unmarked at street intersections and mid-block crossings.
 - ii) **Clear of the sight triangle at the corners of un-signalized street intersections (current sight triangles are 10 metres back from curb projection from a street intersection) to not obstruct the visibility of motor vehicle operators using the intersection. Vending boxes are to be placed 3.0 metres away from the corners at signalized intersections to avoid interference with pedestrian activity.**
 - iii) **A minimum of 0.5 meters away from sidewalk/pathway edge. Where sidewalk is entire boulevard width, must maintain at least 1.8 meters of clear sidewalk width with appropriate consideration given to disabled persons using the sidewalk.**
 - iv) **On the boulevard where the width is greater than 2.0 meters (measured between the sidewalk and face of curb) and has a public sidewalk or existing paved pathway. There must be a minimum of .5 meters away from curb.**

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>3 of 7</i>

- v) **A minimum of 1.0 meters away from taxi stands, loading zones, driveways, laneway entrances and parking meters, and in such a manner which does not impede the use of or access to a parked vehicle.**
 - vi) **Clear of the loading/unloading platform of a bus stop (measured as a rectangle 12 meters long and within the area between the curb face and the property line, starting 1.5 meters in advance of the bus stop sign).**
 - vii) **A minimum of 0.5 meters from traffic control devices, street name sign posts, utility poles or equipment, curb stop boxes, or other structures within the right-of-way and a minimum of 3.0 meters from a fire hydrant.**
 - viii) **So as they are self-supporting and shall not be attached to any City works, including, but not limited to a traffic control device, traffic signal pole, sign post or any other post or pole or other equipment erected and maintained by the City or public utility company or both.**
 - ix) **So as not to obstruct any commercial store display window unless authorized, in writing, by the store occupant.**
 - x) **Away from building entrances so as not to impede ingress/egress to the building or in direct alignment with wheelchair accessible ramps.**
 - xi) **On the private property side of the sidewalk only if approved by the Administration and provided the property owner consents in writing.**
- c) Vending boxes will NOT be allowed on:
- i) Public property other than right-of-way.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>4 of 7</i>

- ii) The portion of a street intended for the movement of vehicles.
- iii) **Medians, islands or parks.**
- iv) **Streets classified as “local” within residential areas.**

d) **Locations within Business Improvement Districts**

The following further requirements must be followed for placement in the Business Improvement Districts:

- i) **Where installed, vending machines must first fill the space in the newspaper corrals as provided by the City/Business Improvement Districts.**
- ii) **The Business Improvement Districts will have input on placement of vending machines.**

3.2 **Dimensions/Features**

- a) Vending boxes ~~shall~~ **are not to** exceed 1.25 metres in height and occupy an area greater than 0.35 square metres.
- b) **Vending boxes ~~shall~~ are not to have any ~~no~~ sharp corners or glass or any window unless made of a shatter proof material.**
- c) **Vending boxes ~~shall~~ must be of good quality and in good repair.**
- d) **Each compartment of the vending box must be equipped with a self-closing door.**
- e) **No printed or advertising matter on the vending box is permitted other than**
 - o **The name of the publication being offered;**
 - o **The publishers name; and**
 - o **Instructions for the use of the vending box; and**
 - o **The unit(s) identification number.**

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>5 of 7</i>

3.3 Maintenance

- a) **The area in the immediate vicinity of the vending box shall must be kept clear of all garbage and litter resulting from the vending operation.**
- c) **The vending box shall must be removed for repair immediately when damaged. No-(no major repairs will be permitted on-street).**
- d) **Upon removal for repair, any anchors or objects used to secure box, which and-cannot be removed, must be covered during maintenance.**

3.4 Security

Vending boxes must be secure against removal.

3.5 Non-Compliance

- a) Failure to comply with the requirements of this Policy may result in the withdrawal of the vendor's permit and removal of the applicable vending box(es).
- b) **Upon notification to vendor, removal must be within 48 hours, lif not, the City will remove the box(es). Costs related to removal and storage will be charged to the vendor.**

3.6 Withdrawal of Privileges

- a) **The Transportation and Utilities Department may, at any time and for any reason, require the removal of a vending box(es) from public right-of-way - i.e. the vendor shall not, by virtue of having been issued a permit, have exclusive jurisdiction over the public right-of-way on which the vending machine(s) is placed.**

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>6 of 7</i>

- b) **Upon notification to vendor, removal must be within 48 hours, if not, the City will remove the box(es). Costs related to removal and storage will be charged to the vendor.**

3.7 Fees

All vending boxes will be subject to the payment of an annual license and inspection fee.

- 3.8 **The City reserves the right to relocate or remove vending units to accommodate emergency repairs or maintenance of any pavement, walk, street light, and signal light or underground facility.**

4. RESPONSIBILITIES

4.1 Vendor is responsible for:

- a) Applying to the **Transportation and Utilities** Department for the placement of vending boxes on public property.
- b) **Providing a site map for each location that includes an aerial photograph of the area.**
- c) Complying with the terms and conditions set out in this and other Corporate Policies.
- d) **Ensuring that boxes are properly maintained at all times, including the removal of graffiti.**
- e) Maintaining an amount and form of liability insurance coverage acceptable to the City Solicitor.
- f) **Upon permanent removal of vending box, the area must be restored to its original condition.**

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-013

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Newspaper Vending Machines</i>	<i>February 10, 1986</i>	<i>June 12, 2000</i>	<i>7 of 7</i>

4.2 Director of Corporate Revenue is responsible for:

- a) Ensuring vendors are licensed and adhere to approved locations.

4.3 Transportation and Utilities Department is responsible for:

- a) Administering this policy.
- b) Determining and approving the appropriate location of all newspaper vending boxes.
- c) Advising the Director of Corporate Revenue of approved locations.
- d) Advising the Community Services Department of the approved locations prior to issuance of permits for vending machines.

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Transportation & Utilities Department
DATE: May 7, 2014
SUBJECT: 2014 Saskatoon Transit Route Enhancements
FILE NO: WT 7300-1

RECOMMENDATION: that the information be received.

TOPIC AND PURPOSE

The purpose of this report is to inform Committee of route and service enhancements that will be implemented this summer. The changes are required in order to address existing challenges relative to customer feedback, schedule adherence, service demands, and capacity limitations.

REPORT HIGHLIGHTS

1. The proposed 2014 Saskatoon Transit Route Enhancements are needed to meet the short term needs of current Transit customers, and address current routing issues.
2. Saskatoon Transit has also heard that our customers want a more direct trip, reasonable travel time, a predictable schedule and, in some areas, increased frequency. This proposal aims to address these needs where possible.
3. Administration has taken into consideration data compiled from customer surveys, customer complaints and feedback, on-site observations, operator concerns, issues raised by the Joint ATU/Management Productivity Committee, ridership data, and open house presentations to resolve as many issues as possible while staying within budgetary allocations.
4. The proposed changes for 2014 include adjustments to Routes 1, 3, 4, 5, 11, 14, 21, 22, 23 and 25, three new services, and the addition of two new express routes (beginning September 2, 2014).
5. To present the proposed changes to the public, Saskatoon Transit held open house feedback sessions on March 11 and 12 with 92 residents in attendance. For customers who were not able to attend, Transit conducted an online survey via the Shaping Saskatoon online engagement tool and received 211 responses directly related to the changes and another 60 commenting on transit in general. In total, over 370 people provided feedback on the proposal.
6. This is expected to be the last major change to transit routes until a new Bus Rapid Transit-based service is introduced.

STRATEGIC GOAL

The recommendations in this report support the long-term strategy to increase transit ridership by establishing Saskatoon Transit as a viable option for transportation under the Strategic Goal of Moving Around.

BACKGROUND

The existing route system is based on the 2005 re-design, and has continually been evolved in an attempt to keep up with customer needs. The Growing Forward! Shaping Saskatoon initiative will develop an entirely new route system based on a rapid transit foundation. However, the new system of routes is still in the early design phases, and as such, the existing routes will be the basis for Transit for the next few years. Route enhancements are, therefore, required in order to meet the needs of Transit customers until such time as the new system is implemented.

REPORT

Administration has taken into consideration data compiled from customer surveys, documented customer complaints, on-site observations, operator concerns, issues raised by the Joint ATU/Management Productivity Committee, ridership data, and open house presentations to resolve as many issues as possible while staying within budgetary allocations. Through other feedback, Administration has also heard that our customers want a more direct trip, reasonable travel time, a predictable schedule, and in some areas increased frequency.

As Saskatoon continues to grow at a rapid pace, adding roughly the population of Estevan to our city each and every year, transit routes and schedules must be re-adjusted from time to time to ensure area coverage, schedule compliance, route efficiency, and travel times are reasonable and achievable. Increased traffic volumes since 2006 has significantly affected Saskatoon Transit, since the same roadways used by citizens are used by transit buses. This, combined with ever increasing ridership, results in a required evolution of transit service. We know that transit cannot be everything to everyone, but what we can do is provide as much service as possible to try to accommodate the majority of our customer's travel needs.

While the 2014 Route Enhancements package does include a large number of changes, it is important to understand that many routes are closely intertwined with strategic time points and transfer connections to keep the entire system synchronized. To make a change to one route causes a ripple effect where other route check points and transfer connections may be affected and subsequently require an adjustment or adjustments to keep the system synchronized.

2014 Route Enhancements

The 2014 Route Enhancements proposal focuses on the key principles of:

- Addressing routes which currently have reliability and capacity issues.
- Streamlining routes so they are more direct and may reduce trip time.
- Adjusting routes to better reflect resident's trip needs.
- Increasing service frequency in some areas where passenger numbers are high.

- Adding new services to address new neighbourhoods and provide more efficient and desirable service in existing neighbourhoods.
- Changes that are consistent with the principles of the Growing Forward! Future Transit Plan.

In addition to these principles, careful consideration was given to:

- The efficient application of all available resources.
- The understanding that schedule adherence is not achieved simply by the addition of travel time, but by establishing a balance between area coverage and direct routing to strive towards a competitive option to the private vehicle.
- The operational requirements of the routing relative to operator amenities and achievable expectations.

These proposals do not remove service from any neighbourhood, but in the interest of increased route efficiency and reliability the service may need to be accessed differently. For example, the service may be provided by a different route, customers may need to use a different bus stop, or frequency may be adjusted to reflect demand. All proposed changes are still in compliance with the Official Community Plan with respect to the current walking distance guidelines.

The proposed changes for 2014 include adjustments to Routes 1, 3, 4, 5, 11, 14, 21, 22, 23 and 25, three new services and the addition of two new express routes (beginning September 2, 2014). Some of the changes are slight adjustments to routing and others include splitting neighbourhoods from one route into two separate routes to create a more direct trip with a reasonable travel time.

Since these proposals involve some renumbering and renaming of routes, this overview will explain the impact on specific neighbourhoods as opposed to actual route changes. Many areas will experience the same or an improved level of service with the only noticeable change being the route number on the bus. Any route or area not included in these proposals will remain unchanged.

Westview

- Will be serviced with 30 minute frequency by **Route 23** on Richardson Road and peak hour service by **Route 22** on 37th Street.

Hudson Bay Park

- Service frequency is unchanged, but will now be serviced by **Route 3**.

Massey Place

- Current bidirectional frequency is unchanged and will be serviced by **Route 23** with a new connection at 33rd Street to City Centre via 33rd Street and Idylwyld Drive.

Pleasant Hill

- Service frequency is unchanged. The unused service on the Avenue R and 21st Street loop around St. Paul's Hospital and on Avenue P between 20th and 29th Streets will be removed.
- Additional service will be provided from Confederation Terminal to City Centre via 22nd Street, Whitney Avenue and 20th Street.

8th Street

- **Route 8** will provide service between Centre Mall and City Centre via 8th Street and Sid Buckwold Bridge.

Riversdale, King George and Holiday Park

- Service frequency is unchanged and will now be serviced by **Route 9** and linked to Confederation Terminal.

Blairmore

- Service between City Centre and Confederation will be provided by the new **Route 7** providing bidirectional service through Dundonald.
- Service between Confederation Terminal and Blairmore will be provided by **Route 23** with service frequency increased to 15 minutes during peak service hours.

Fairhaven

- Service frequency is unchanged. **Route 9** will cover a portion of the existing **Route 5** to reduce trip times and ensure schedule reliability.
- Express service will be provided during the A.M. peak hours from Fairhaven and Parkridge to the University via City Centre to alleviate capacity demands.

Mayfair

- Service frequency is unchanged and service will be provided by **Route 4**.

Caswell

- The stop at Avenue H and 31st Street will be removed. Avenue H between 29th and 33rd Streets will be serviced by stops at 29th Street and 33rd Street.

City Park

- Frequency on Queen Street and 7th Avenue North to 33rd Street will be increased to 15 minutes with the additional service provided by **Route 4**.

North Industrial

- Service frequency unchanged. Routing along 43rd and 45th Streets will be removed to gain reliability with reduced travel time.

Montgomery

- Will be serviced by **Route 9** and peak hour service by **Route 22**.

Hampton Village

- Service frequency to be increased to 30 minutes and direct service between Hampton Village and Blairmore will be provided by the **Route 23**.

Lawson/Credit Union Centre serviced by Route 25

- Replacement of Lawson Terminal transfer point with on route connection to **Route 14** will shorten travel time and increase schedule reliability.

Stonebridge

- A new **Route 26** will increase frequency to 15 minutes along Clarence Avenue and provide an additional link between Stonebridge and the U of S. This routing will also provide service between Stonebridge and Market Mall.

Rosewood

- Will receive peak hour service to the Centre Mall Terminal.

Further information and maps on the proposed changes can be found in Attachment 1.

Customer Engagement Feedback

Through the customer feedback received by Administration, there were many positive comments received, particularly about the proposed new services and the reconnection of Riversdale, King George and Holiday Park with the Confederation Terminal. In total, we received feedback from over 370 residents with 59% responding that they were either neutral or positive about this proposal.

There were some concerns expressed with peak hour frequency not being adequate on individual routes. While Administration recognizes that frequency is key to an effective system, current resource allocation does not allow for any increase in service frequency on any neighborhood route. It only allows some minor increases along major roadways, where increased frequency will be achieved by several routes.

Transfers were also a source of concern for customers, as these proposals do require some new transfers to get to certain destinations. Administration understands the importance of this and will ensure, where possible, that transfer connections will have a reasonable time for customers to make the connection, without having to wait for an extended period. In reducing trip times/length and ensuring schedule adherence, there is no way to completely eliminate transfer connections when travelling from one side of the city to the other.

With respect to the open house held on the east side of the city, residents in attendance and those who completed online surveys responded with concerns on Route 70/80 (which was not included in the proposals). Concerns with these routes were capacity during peak times and residents travelling downtown did not want to travel through so many neighbourhoods or stop at the university. From this feedback, we have included a proposal for two new express routes, from Erindale/Arbor Creek and Willowgrove, to

take customers downtown with one stop on College Drive to service University riders. This service will not travel through Place Riel, therefore reducing the trip time for Downtown commuters.

Other comments received include changing the proposed name for Route 9 to #9 Riversdale, and a special running down 33rd, Idylwyld and 25th Street to the University bypassing the downtown terminal. Both of these ideas have been addressed and will be implemented with the updated proposal.

These changes for 2014 become part of a broader customer improvement package that Transit Administration is working towards over the next 2-3 years. Initiatives within this time will work towards creating the foundation for a long term BRT-based system being developed through the Growing Fwd! project.

These customer initiatives include, building trust and goodwill with our current and potential rider base by taking a 'customer first' approach in everything that we do, from information tools such as maps and signage, to route design and design of customer amenities. In 2014, we will begin a 10 year program to replace all of our existing customer benches with a new modern and more comfortable design, incorporating aspects such as recycling and installing an additional 130 benches over this period. Transit Administration will also be releasing a Request for Proposals in 2014 to increase the number of shelters at stops. In addition to these, some higher frequency stops will begin to have a 'facelift' including larger waiting platforms and increased passenger amenities.

In the process of building trust with our current ridership, we have also aimed to increase transparency in our major decision making processes. For example, this year was the first year that route adjustments were brought through a rigorous public consultation process, giving customers and citizens an opportunity to voice their opinions on the changes and to have a real impact on the final proposal brought forward to City Council.

Focusing on the customer, Administration is making technology improvements in the near future. This includes an updated website, separate from the main City of Saskatoon website, which focuses on getting customers the information they need in the easiest way possible. It will also have a mobile optimized view, allowing customers to get the information they need any time. In addition to this website, a full upgrade is being performed on the software that is used for Transit planning, dispatching etc. which will include a complete revamp of the current Customer Trip Planning experience and a new option to view where your bus is in real time. The new GPS based system will provide stop announcement to let customers know where they are and if their stop is approaching.

In 2014 Transit introduced a new Service Alert process to notify customers of delays, cancellations or factors affecting on time performance. Customers have also told us that they would like more convenient payment options, so in 2014, Transit will be

introducing online reloading for monthly passes and tickets and will explore the option of mobile ticket payment and cashless payments for single ride fares in future.

Most importantly, in 2014, Saskatoon Transit conducted a research study to better understand citizens' awareness of, attitudes toward, and perceptions of transit services in the city. This study identified the following key themes and issues among the current transit ridership: which are outlined below.

- Common frustrations of customer include:
 - Inconvenience
 - Long trips
 - Infrequent service
 - Inconsistent service
 - Lack of route options
 - Anxiety in making connections and transfers
 - Inadequate facilities (e.g. shelters)
 - Overcrowding on buses or not being able to get on a full bus during peak times.
- Familiarity with public transit service options is low, riders were mostly familiar with the route they took and not any alternatives.
- Taking the bus is considered most appealing for trips to and/or from school, university, downtown, or work.
- Transit is a less desirable option for social events, recreational activities, medical appointments, errands, or grocery shopping.
- However, interest in new services, especially a new website and GPS services, is of interest, with many claiming they would ride more frequently if such services were offered.
- Finally, the most preferred channels for communication from Saskatoon Transit are website and mobile applications.

This research report has facilitated the early stage development of Customer Key Performance Indicators. These are metrics which are important to current and potential riders and provide a way for Transit Administration to measure our success and improvement on these factors. This project will also include an audit of our customer service processes, to look at where improvements can be made in how we interact with customers.

OPTIONS TO THE RECOMMENDATION

As an information report, no options are presented. During the development of the 2014 Route Enhancements, many options were developed and evaluated. The recommended changes are largely considered a package, as cost reductions balance additions.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proposed route enhancements are cost neutral, as many of the proposed changes are a reallocation of current resources. New services will be implemented by reallocating our peak hour extras, resulting in no additional cost to implement these services.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

To present the proposed changes to the public, Saskatoon Transit held two open house feedback sessions on March 11 and 12 with 92 residents in attendance. For customers who were not able to attend, Transit conducted an online survey via the Shaping Saskatoon online engagement tool and received 211 responses. In total, over 370 people provided feedback on the proposal (refer to Attachment 2 for a general summary of the responses).

In addition to public feedback, recommendations in this report include feedback obtained from stakeholder engagement with the Joint ATU/Management Productivity Committee.

COMMUNICATION PLAN

To communicate the various route enhancements for 2014 to customers, Saskatoon Transit will follow a communication campaign similar to 2012 and 2013, which was well received and considered successful by the public and staff.

The communication plan will consist of a combination of advertising and community information sessions to reach the widest audience possible. Customers will be informed of the enhancements before they take effect through a booklet outlining the changes. Information will also be provided in updated transit route brochures, posters to be placed in all buses and shelters of effected routes, articles provided to Community Associations, informational open houses, information kiosks at shopping malls and the downtown terminal, the City Page, the City of Saskatoon website, news media and social media. Additionally, Transit staff will be riding the bus routes which will be affected by the changes in order to provide information to riders.

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

All changes are scheduled for implementation effective June 29, 2014.

ENVIRONMENTAL IMPLICATIONS

The proposed changes will result in one additional bus during off peak service. This will require an additional travel time of six hours per day (Monday to Friday) with a total 1,560 hours per year. These additional hours translate to an increase in emissions of 51 tonnes CO₂e per year.

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required.

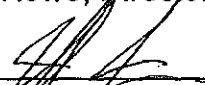
PUBLIC NOTICE

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

ATTACHMENTS

1. 2014 Saskatoon Transit Route Enhancements Proposal.
2. 2014 Route Enhancements Engagement Summary.

Written by: Bob Howe, Director of Saskatoon Transit

Approved by: 
Jeff Jorgenson, General Manager,
Transportation & Utilities Department
Dated: May 21/2019

Copy: City Manager
2014 Saskatoon Transit Route Enhancements

Saskatoon Transit 2014 Route Enhancements Proposal



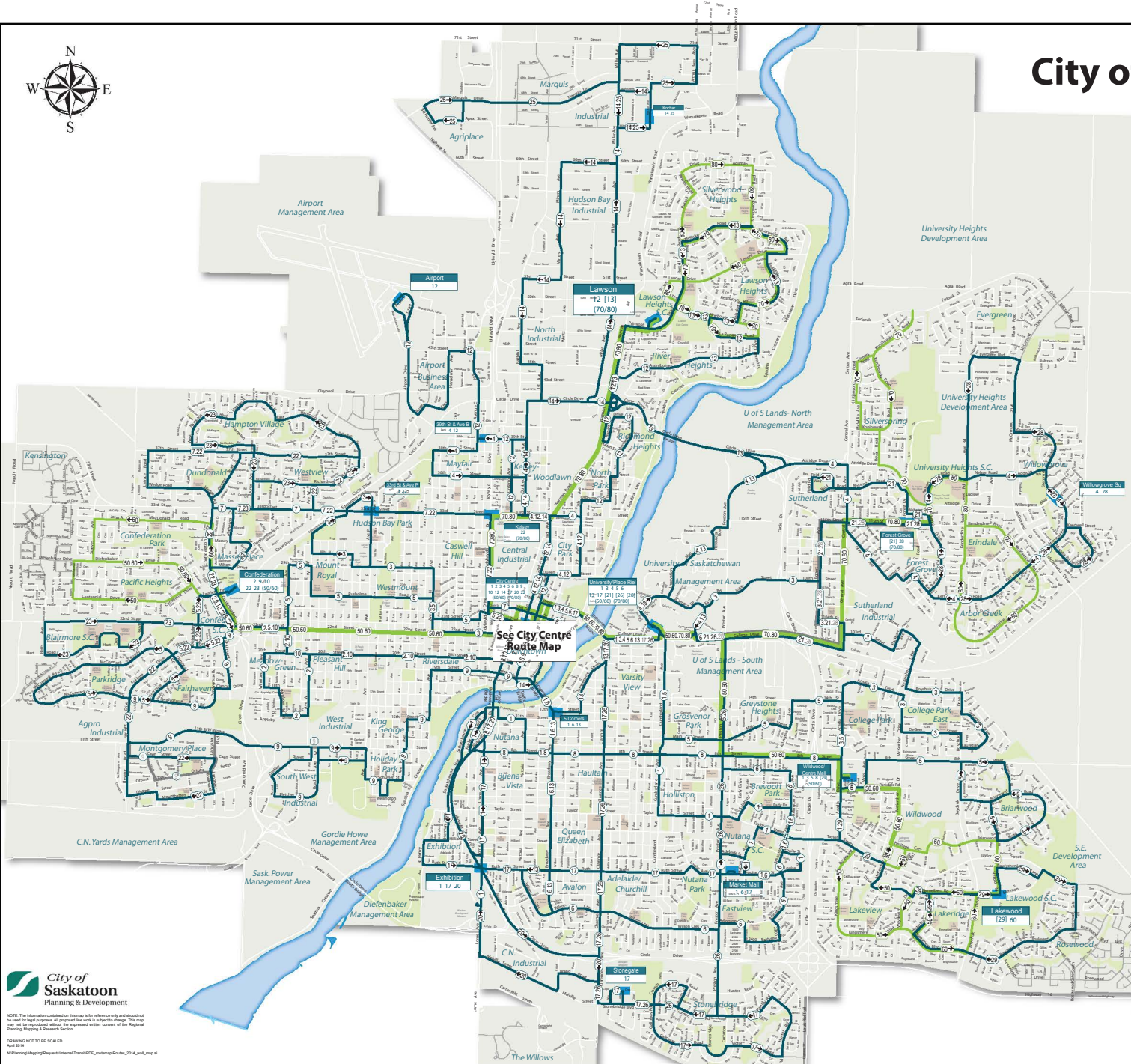
2014 Changes Overview

Route	Proposed Changes	New Route Name
1 Wildwood / Westview	Route 1 is removed from the west side and residents are now serviced by the new #10. Exhibition loop previously serviced by #11 is now included in #1 routing.	1 Wildwood / Exhibition via City Centre
2 8th Street / Meadowgreen	Route 2 west side routing remains unchanged, however east side is removed and now serviced by the new #8.	2 Meadowgreen / City Centre
3 College Park / Riversdale	3 Riversdale is now 3 Hudson Bay Park and includes Westmount and Hudson Bay Park (previously serviced by #1 and #11). Riders in Holiday Park, King George and Riversdale are now serviced by the new #9.	3 College Park / Hudson Bay Park
4 Willowgrove Sq / Blairmore	4 Blairmore is now 4 Mayfair and includes service in City Park and Mayfair. Riders who previously used #4 on the west side are now serviced by the new #7 or #23.	4 Willowgrove / Mayfair
5 Briarwood / Fairhaven	5 Fairhaven is now 5 McCormack. The Fairhaven portion is removed and now serviced by the new #9.	5 McCormack / Briarwood
New! 7 Dundonald / City Centre	#7 is the previous #4 Blairmore with the Blairmore portion removed. Dundonald is now serviced bi-directional.	nil
New! 8 8th Street / City Centre	#8 will service the east side where #2 has been removed and now service 8th Street to Idywyld then to City Centre.	nil
New! 9 Riversdale / City Centre	# 9 will service areas removed from the #3, #5 and #23. Residents in King George, Holiday Park and Riversdale will now have direct access to the Confederation business district.	nil
New! Pleasant Hill / City Centre via 20th Street	#10 will service areas removed from the #1.	nil
11 Mayfair / Exhibition	This route will no longer be in service, residents will now be served by the #4 and #1.	nil
14 North Industrial / City Centre	City Park service is removed and now served by #4. Service along 43rd St and 45th St between 1st Ave and Millar Ave is removed.	nil
22 City Centre / McCormack	Service from Fairhaven, Parkridge and Massey Place is removed and now serviced by the #9 and #5. Service is now extended to Montgomery for peak periods.	22 Montgomery via Confederation / City Centre
23 Hampton Village / Montgomery	#23 is removed from Montgomery and now served by #9 and #22. Routing now includes service to Blairmore, Massey Place and Westview.	23 Blairmore / Hampton Village
25 Lawson / Credit Union Centre	#25 will now stay as a neighbourhood service in the North end and will not travel to the Lawson Terminal. Passengers will have a timed transfer to the #14 for transfers.	25 Credit Union Centre
New! 26 Stonebridge / University	New route which will service Stonebridge and the University via Preston Ave and Clarence Avenue.	nil
New! Downtown / University Express	Three new limited stop express routes (am peak only) to service downtown and the university for residents in Fairhaven and Parkridge, Arbor Creek and part of Erindale and Willowgrove.	nil
New! Rosewood	Neighbourhood feeder service to provide connections to the #50 and #60 and the Centre Mall Terminal.	nil



City of Saskatoon Transit Map

Effective April 2014



SASKATOON transit

- 1 Wildwood/Exhibition (via City Centre)
- 2 Meadowgreen/City Centre
- 3 College Park/Edmonton Ave
- 4 Willowgrove/Mayfair
- 5 McCormack/Briarwood
- 6 Broadway/Market Mall (via City Centre)
- 7 Dundonald/City Centre
- 8 8th Street/City Centre
- 9 Fairhaven/City Centre (via 11th Street)
- 10 Pleasant Hill/City Centre (via 20th Street)
- 12 Airport/River Heights
- 13 Lawson Heights/Broadway
- 14 North Industrial/City Centre
- 17 Stonebridge/Market Mall
- 20 South Industrial/City Centre
- 21 University
- 22 Montgomery/City Centre (via Confederation)
- 23 Hampton Village/Montgomery
- 25 Lawson/Credit Union Centre (via City Centre)
- 28 University/Forest Grove
- 29 Rosewood

DART

- 50 Lakeview/Pacific Heights
- 60 Lakeridge/Confederation
- 70 Silverspring/Lawson Heights
- 80 Kenderdine/Silverwood

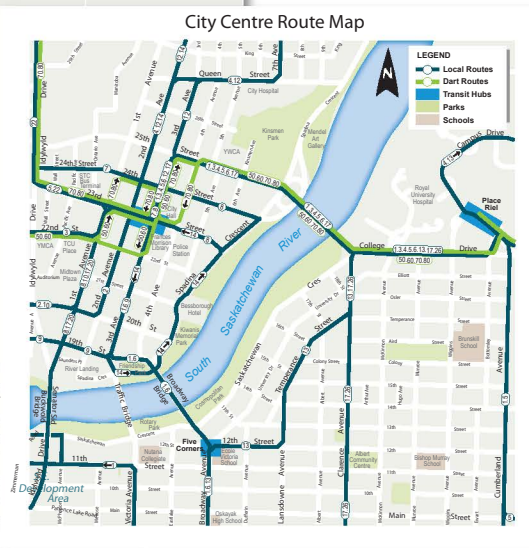
LEGEND

- DART Trunk Route
- DART Branch Route
- Local Service Route
- 12 Peak or Non-Peak Route
- [] Limited Service Route

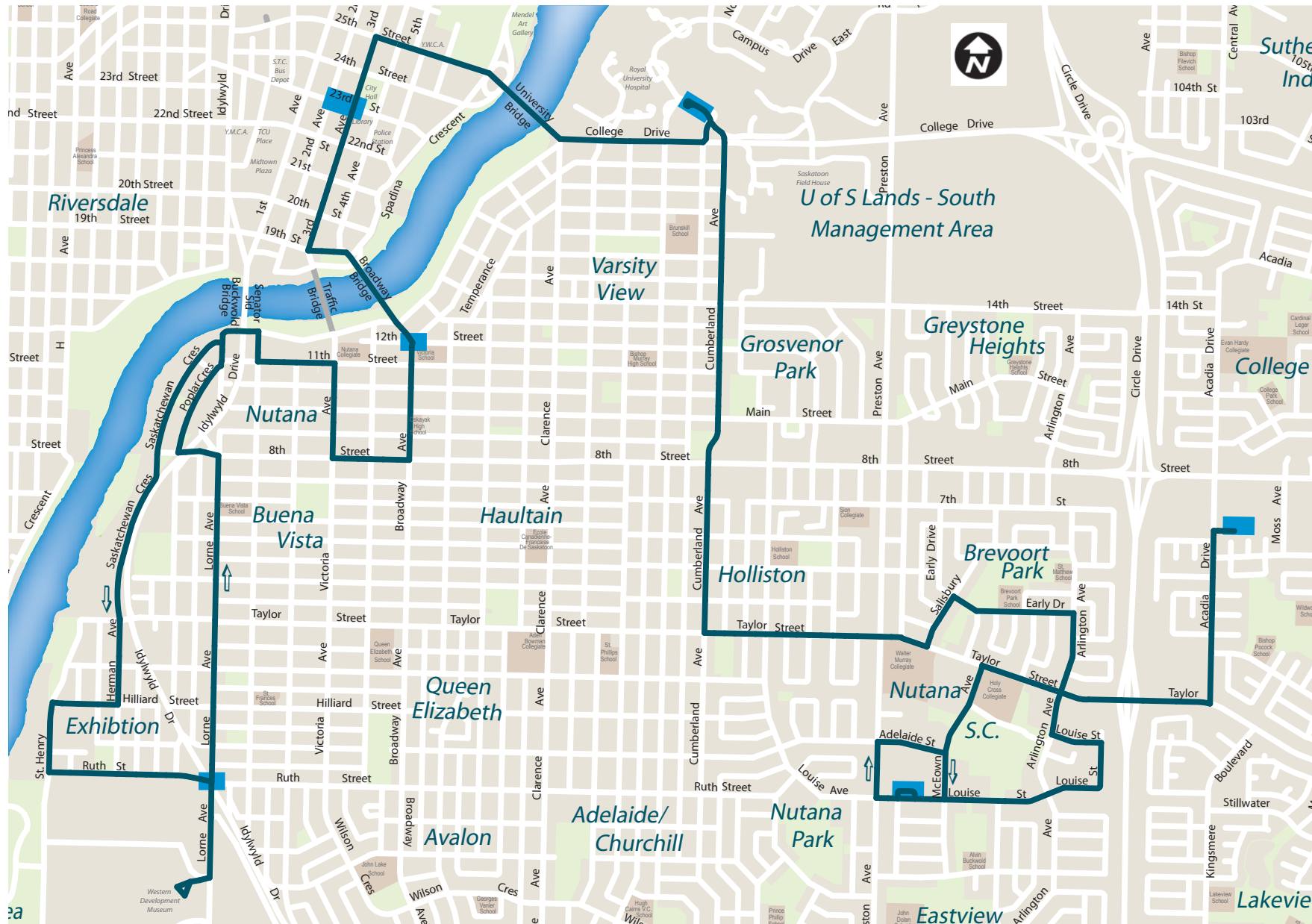
Routes 9 and 28 have different service routes at peak and non-peak times.

Please refer to the individual route schedules for details

Phone & Go: (306) 975-7500
 Click & Go: transit.saskatoon.ca
 Customer Service: (306) 975-3100



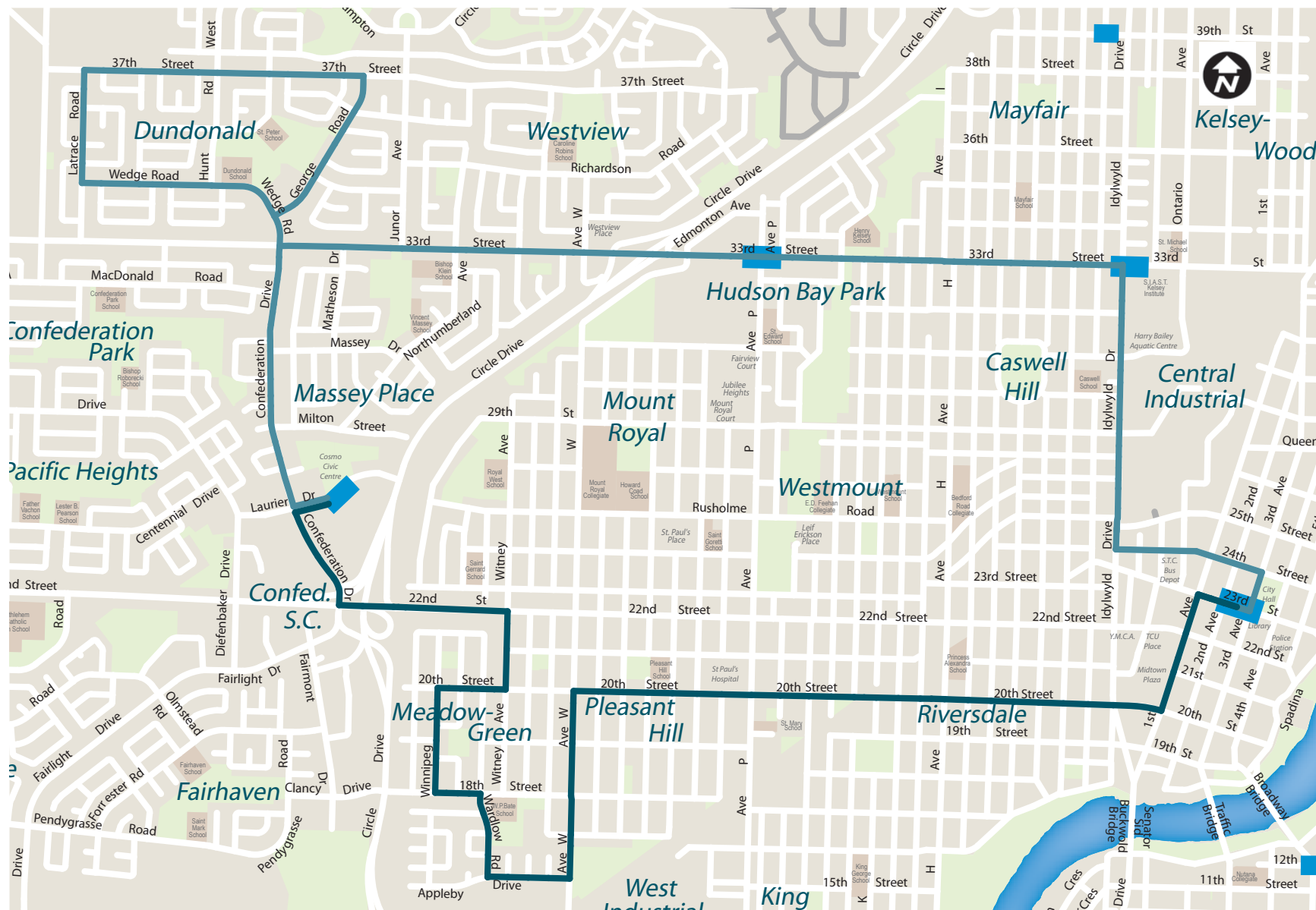
Route 1



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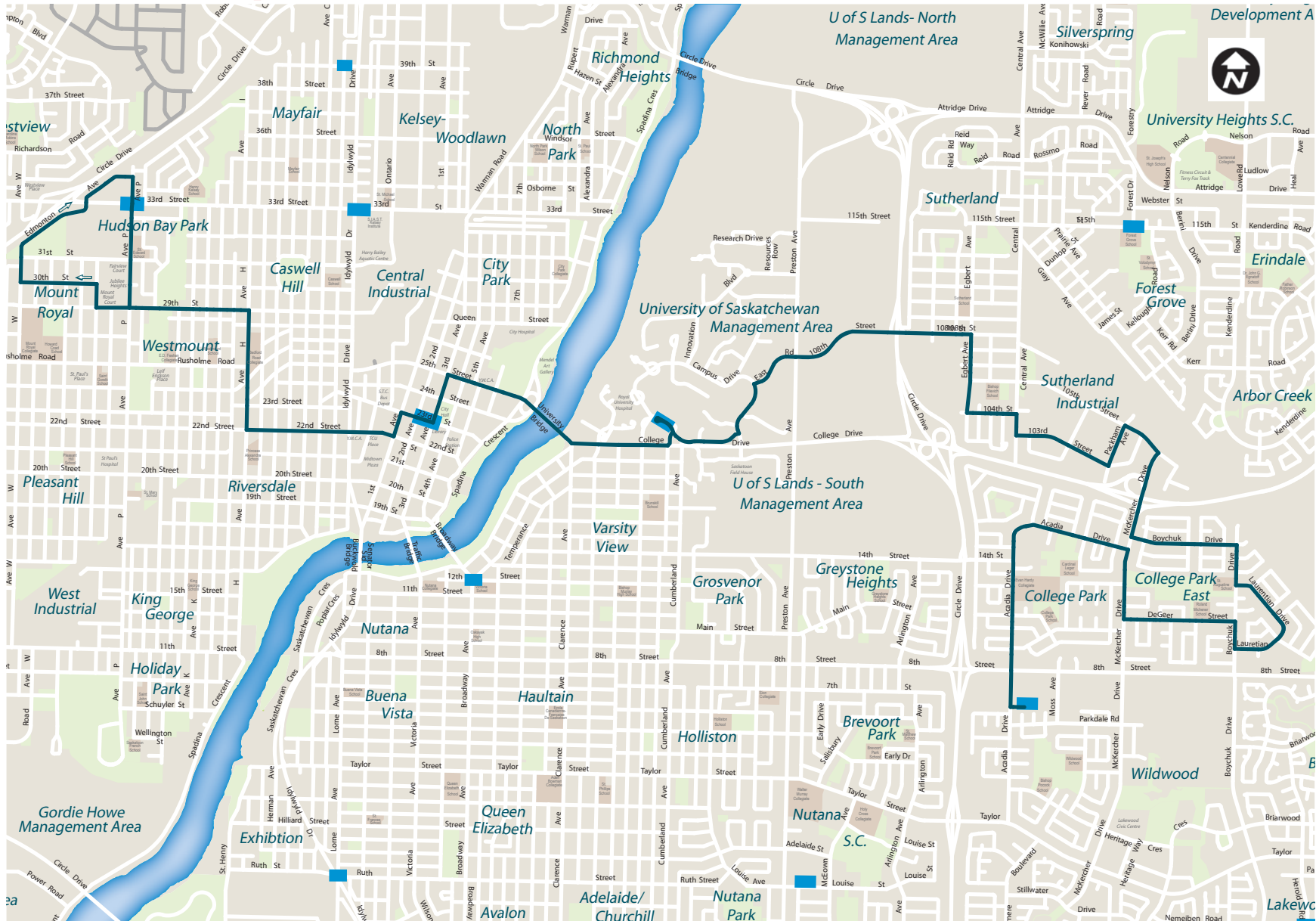
- Route 1 will now include the Exhibition loop previously serviced by the Route 11
- Residents who previously transferred from this route to the Route 2 at Centre Mall, would now transfer to the new Route 8

Route 2 /Route 7



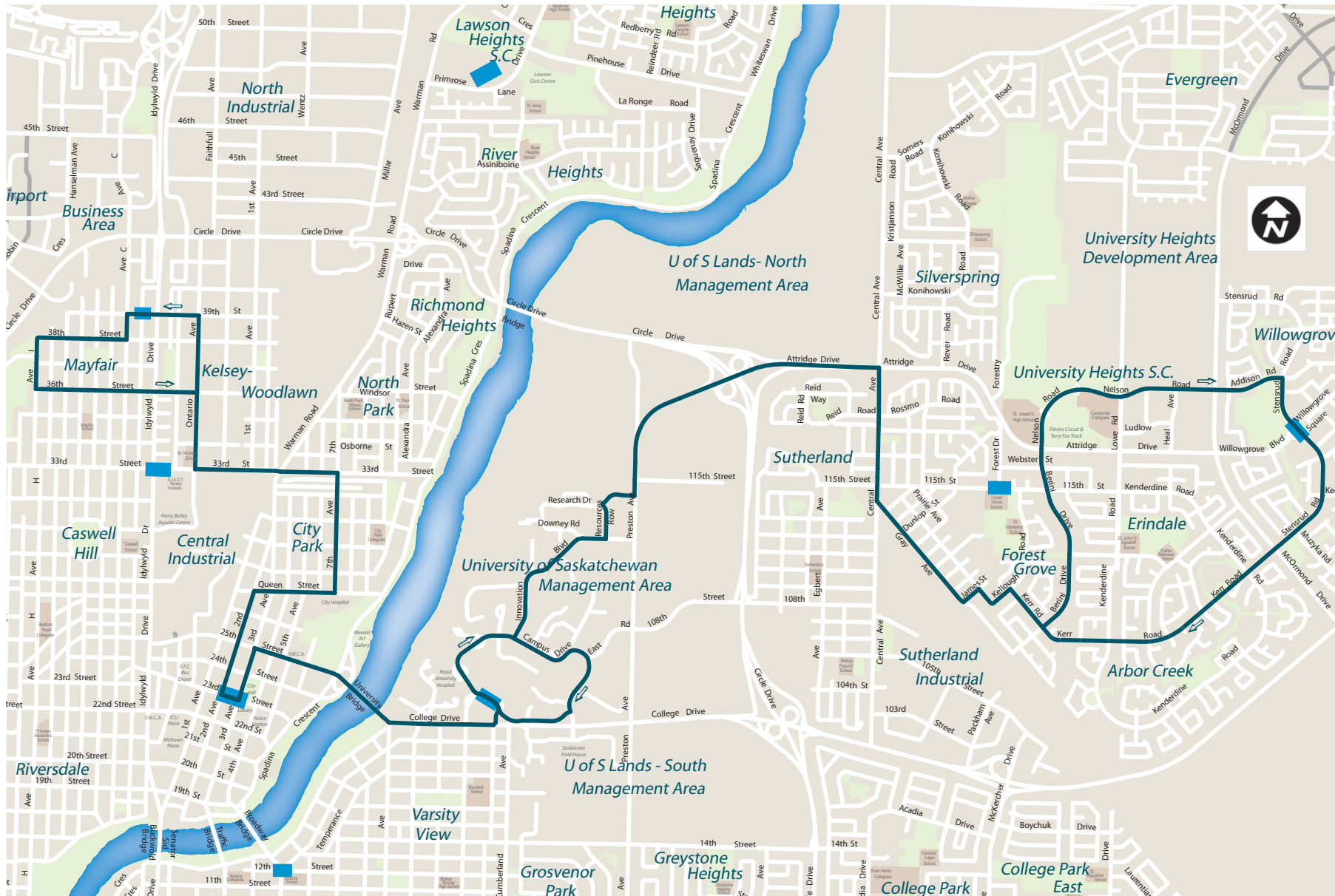
- Route 2 west side routing remains unchanged, however Route 2 is removed from the east side and will now be serviced by the new Route 8
- The new Route 7 is the previous Route 4 Blairmore with the Blairmore portion removed (now serviced by the #23)
- Dundonald is now serviced bi-directional by the new Route 7
- Route 2 and 7 are now linked, so residents transferring between these routes can remain on the same bus.

Route 3 Updated



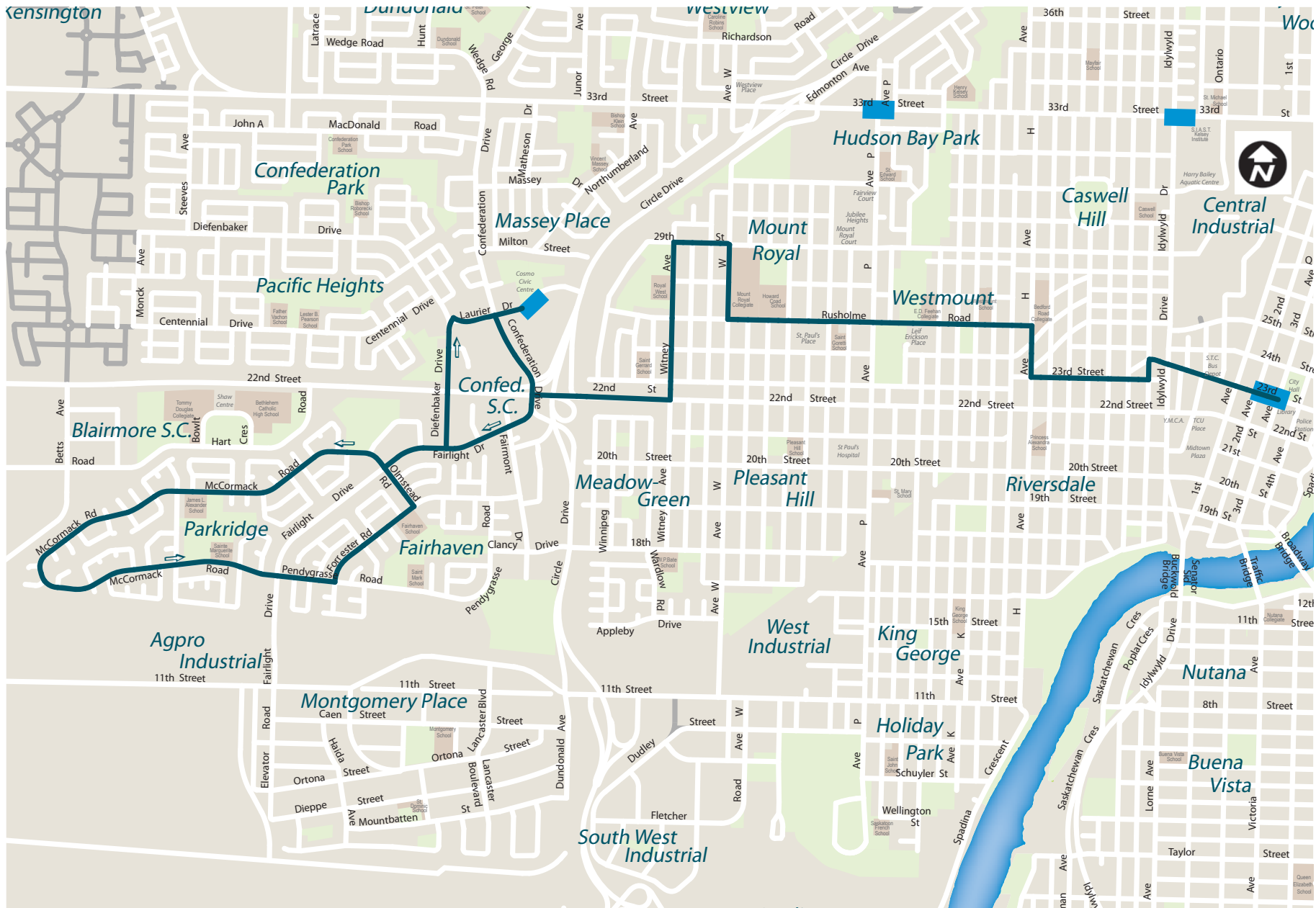
- **Route 3 Riversdale will now become Route 3 Hudson Bay Park and include service in Westmount and Hudson Bay Park which was previously serviced by the Route 1 Westview and Route 11 Mayfair**
- **Riders from Holiday Park, King George and Riversdale will now be able to take the new Route 9 Riversdale**
- **Route 3 College Park remains unchanged**

Route 4



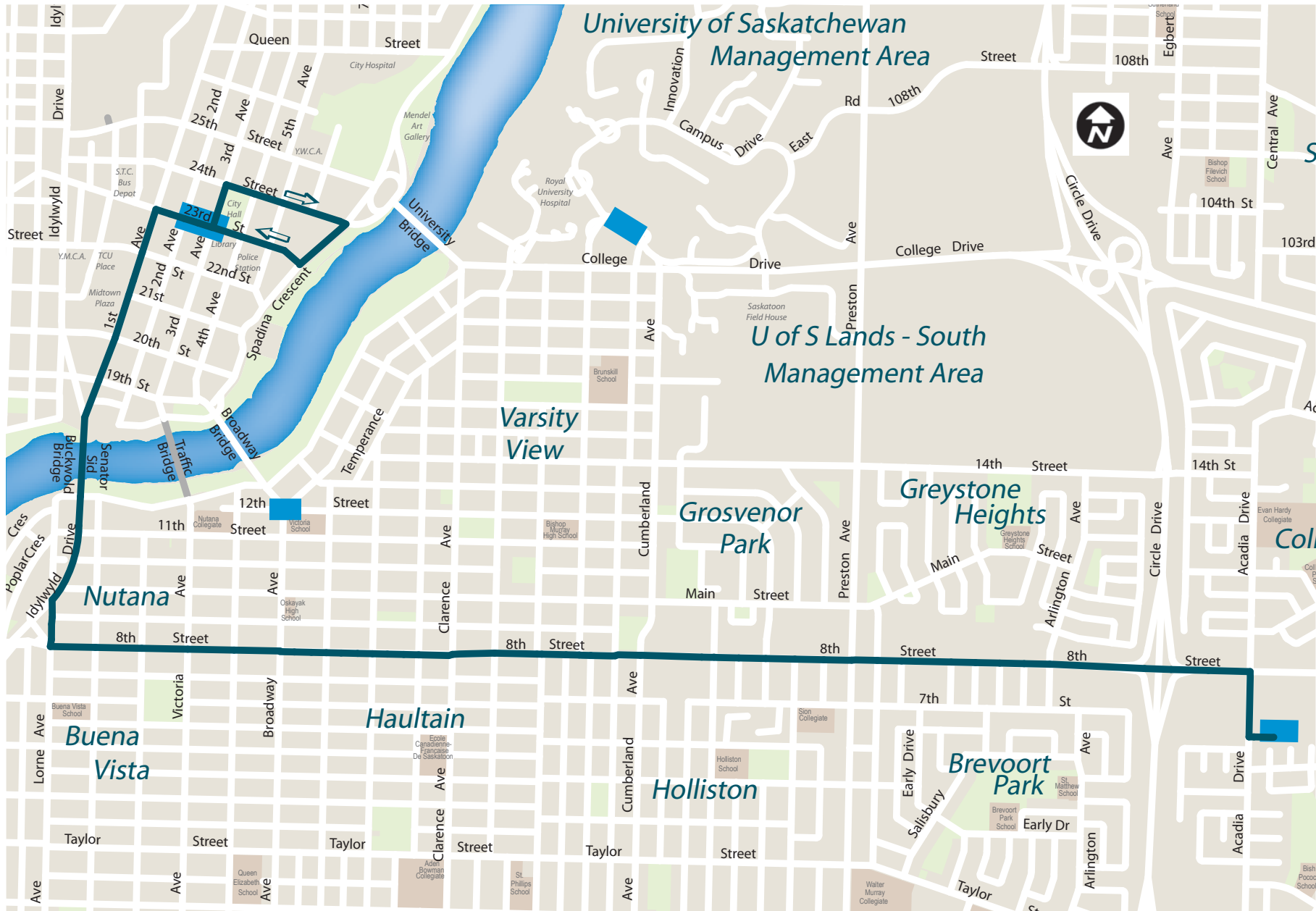
- The Route 4 Blairmore will now become the Route 4 Mayfair
- Customers who have previously used the Route 4 on the west side would now use the new Route 7 or Route 23
- The new Route 4 Mayfair includes City Park (previously serviced by Route 14) and Mayfair (previously serviced by Route 11)

Route 5



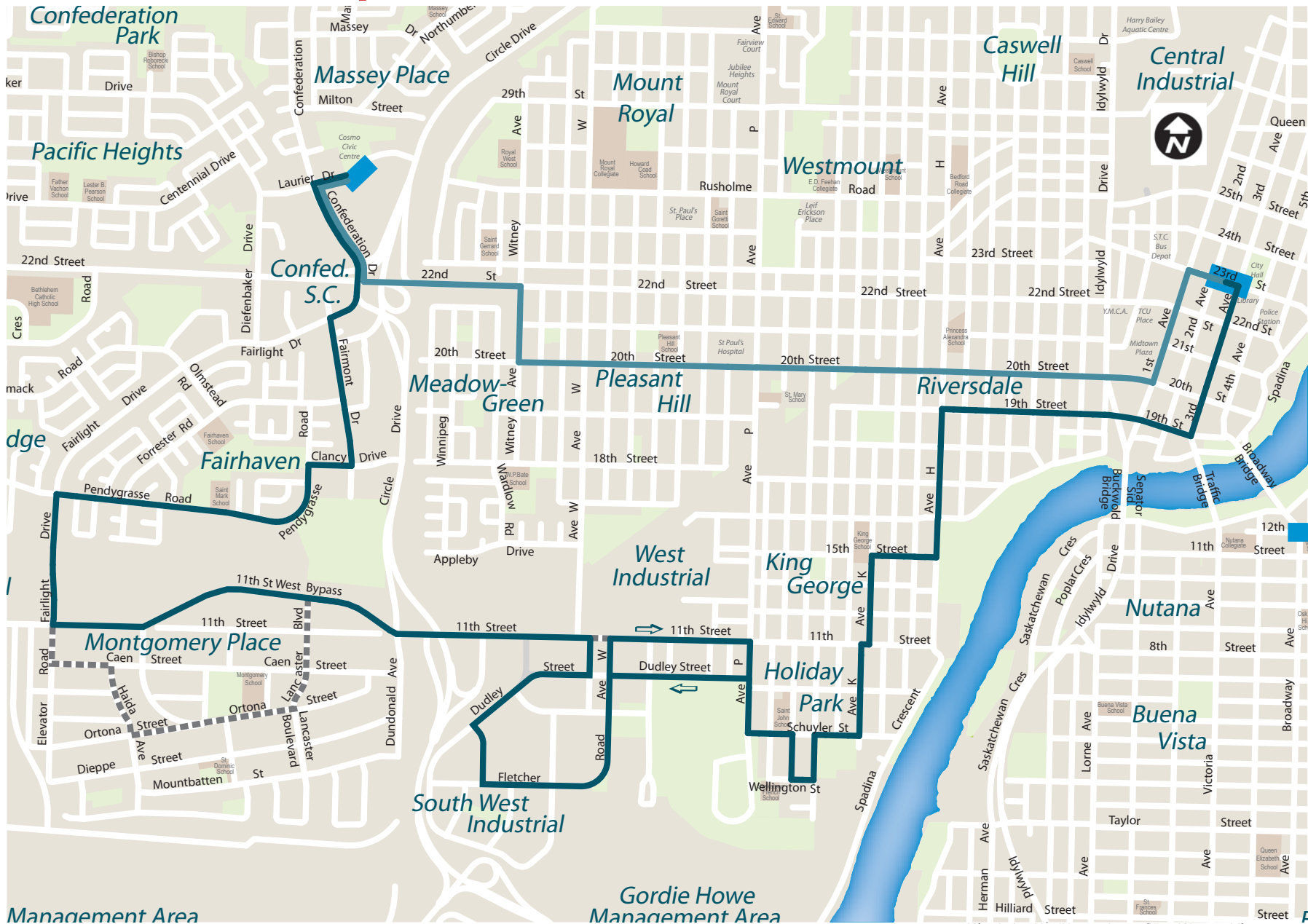
- **Route 5 Fairhaven will now become the Route 5 McCormack**
- **The Fairhaven portion has been removed and is now serviced by the new Route 9**
- **Route 5 Briarwood remains unchanged**

Route 8



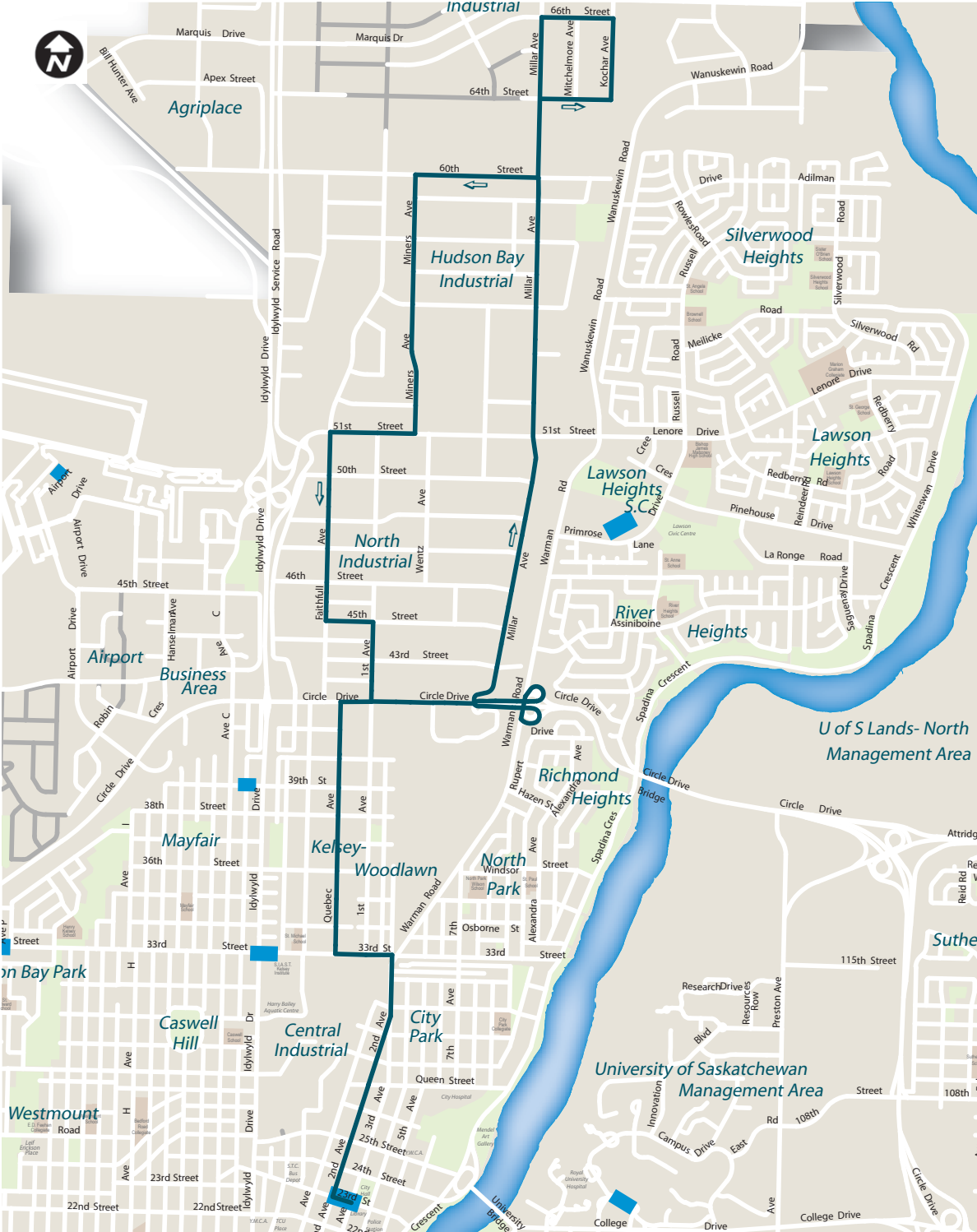
- The new Route 8 will service the east side where the Route 2 has been removed with slight modifications
- Route 8 will now service 8th Street to Idywyld and take the Sid Buckwold Bridge to the City Centre
- Riders heading to Broadway Avenue will need to exit the bus at 8th and Broadway

Route 9 / Route 10 Updated



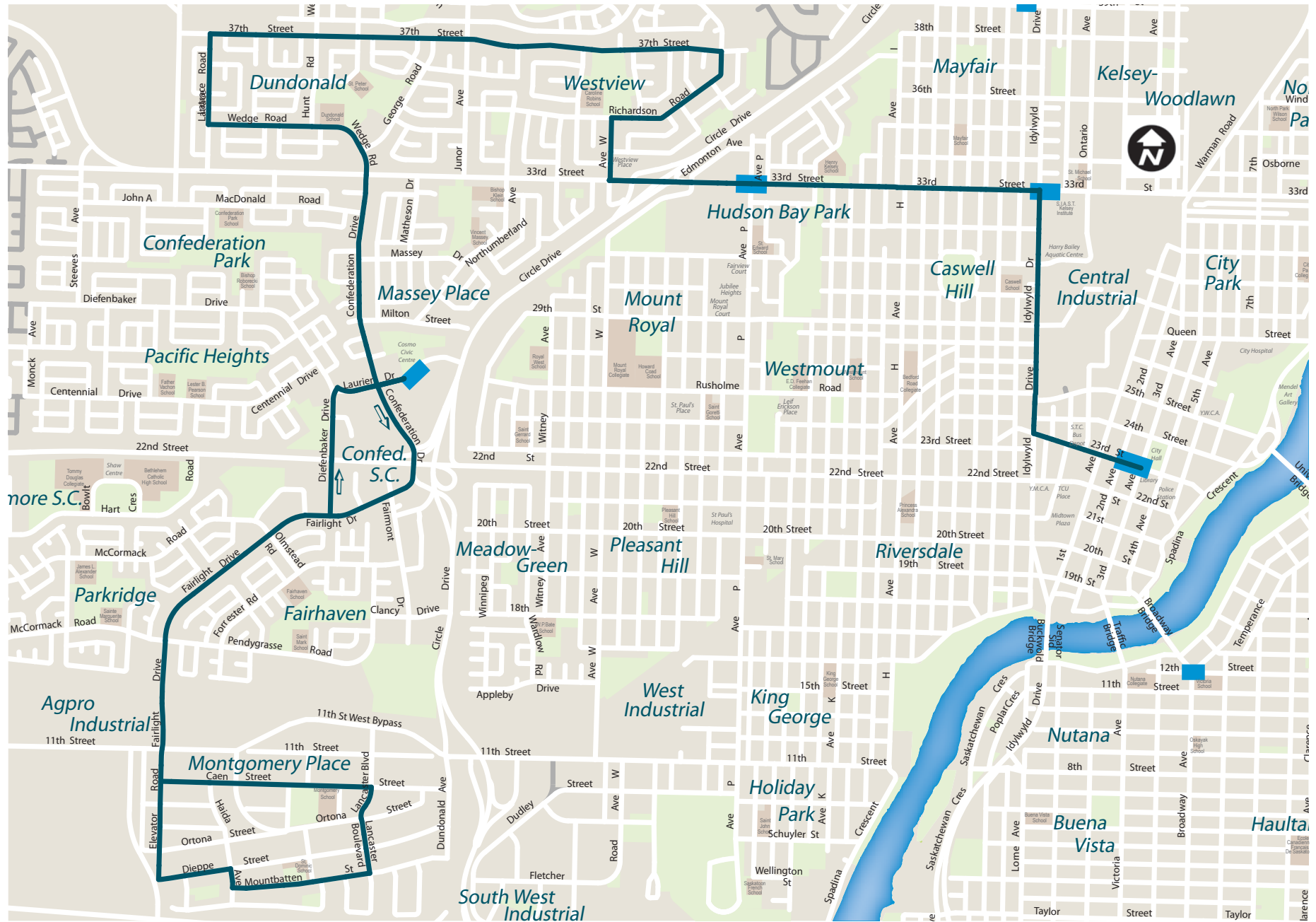
- Route 9 and 10 are new routes servicing areas which have been removed from Route 1 Westview, Route 3 Riversdale, Route 5 Fairhaven and Route 23 Montgomery
- Residents in King George, Holiday Park and Riversdale will now have direct access to the Confederation Business district

Route 14



- City Park service will be removed from the Route 14 and will now be serviced by the Route 4
- Service along 43rd Street and 45th Street between 1st Avenue and Millar Avenue will be removed

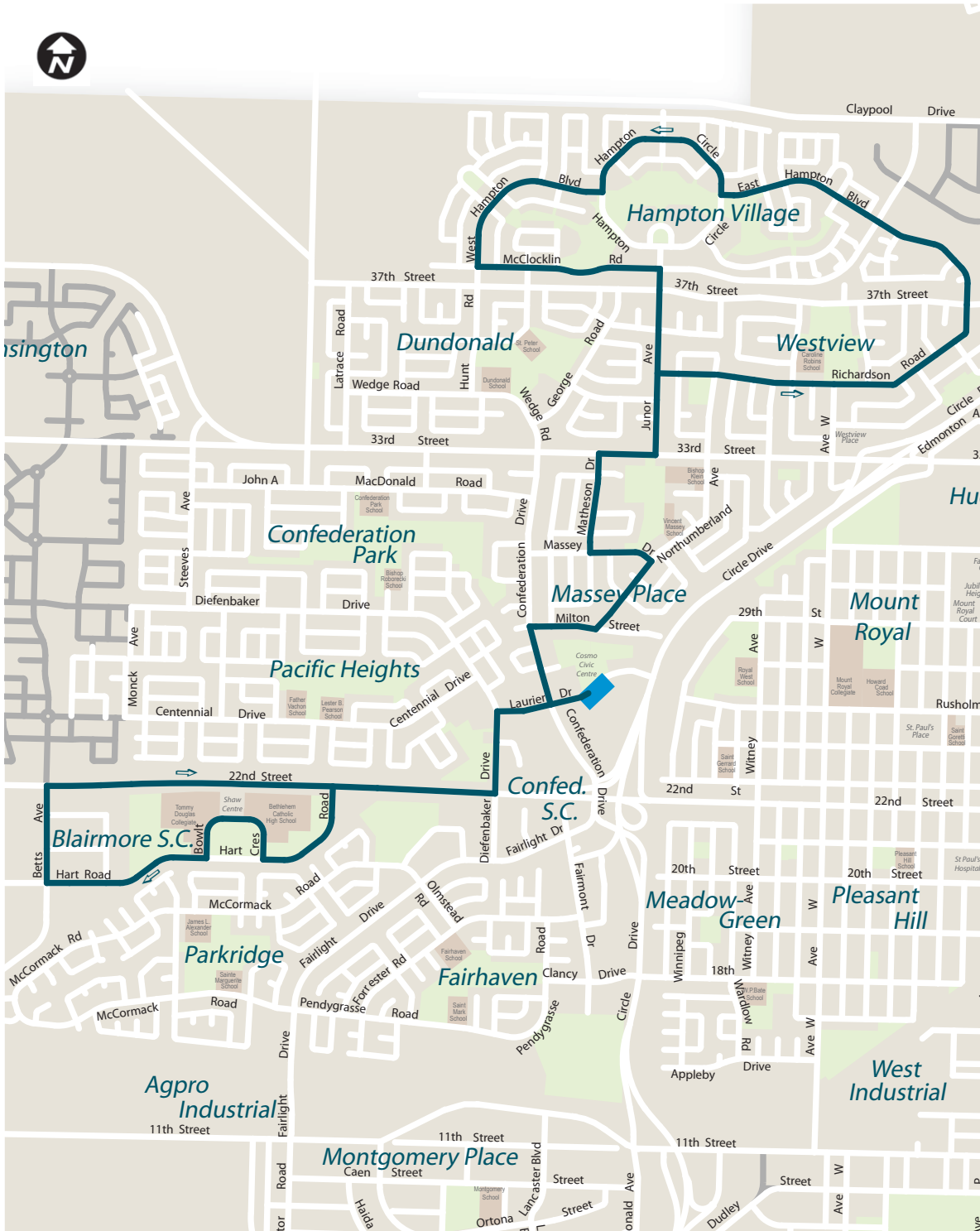
Route 22 Peak Only Service



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- Service from Fairhaven, Parkridge and Massey Place is removed and now serviced by the Route 3 and Route 5
- Route 22 is now extended to Montgomery for peak periods only

Route 23



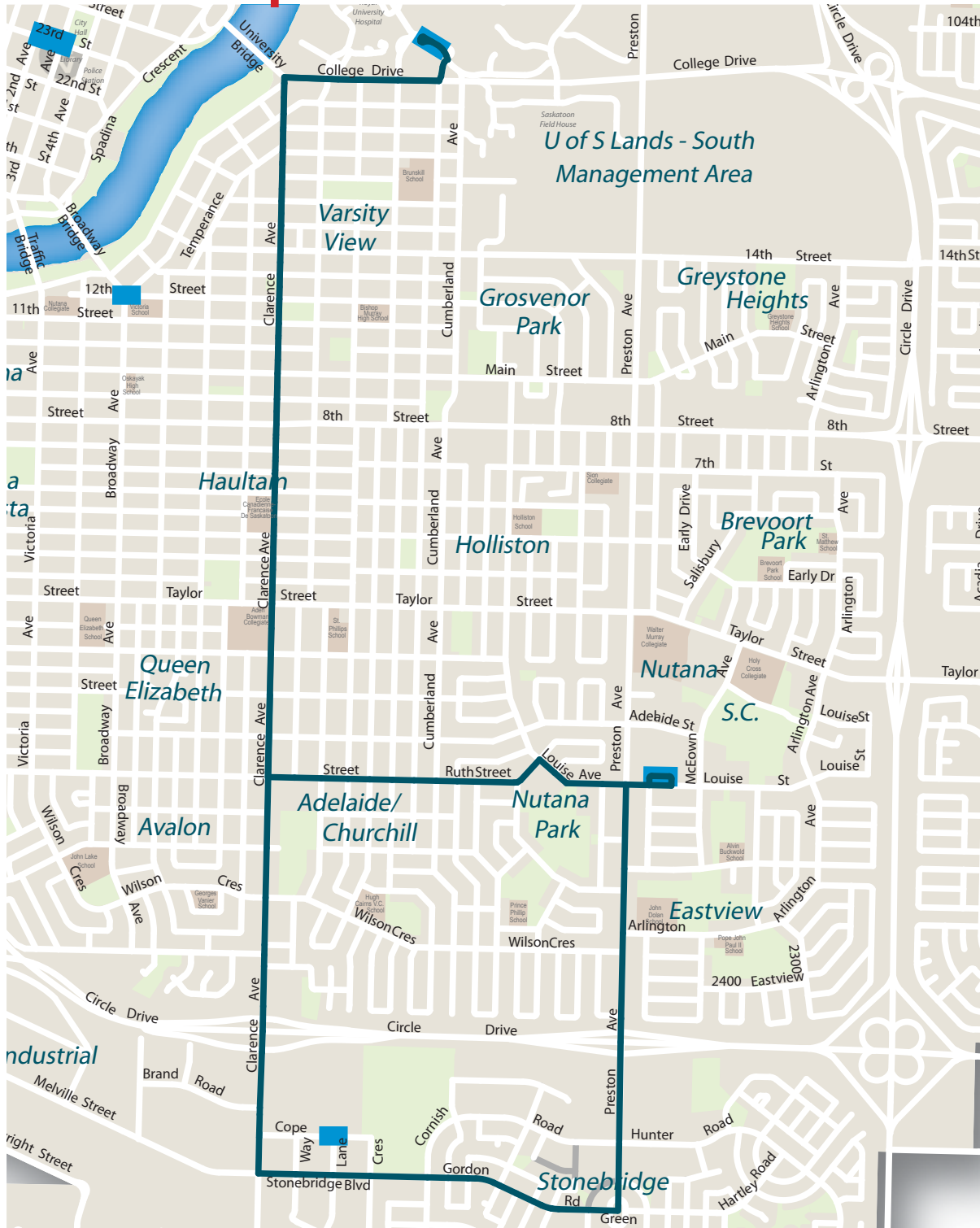
- Route 23 will be removed from Montgomery which will now be serviced by the Route 9 and Route 22
- The south-west end of the route will now service Blairmore, which was removed from the Route 4.
- Service in Blairmore is now enhanced to 15 minutes in peak periods
- The north end of Route 23 now includes the Massey Place and Westview portions from the Route 1
- Hampton village is now serviced on the north side of Hampton Circle

Route 25



- Route 25 will now stay as a neighbourhood service in the north end and will not travel to the Lawson Terminal
- Passengers will have a timed transfer to the Route 14 (at the indicated transfer point on the map) to connect on to transfer points at 33rd Street or Downtown

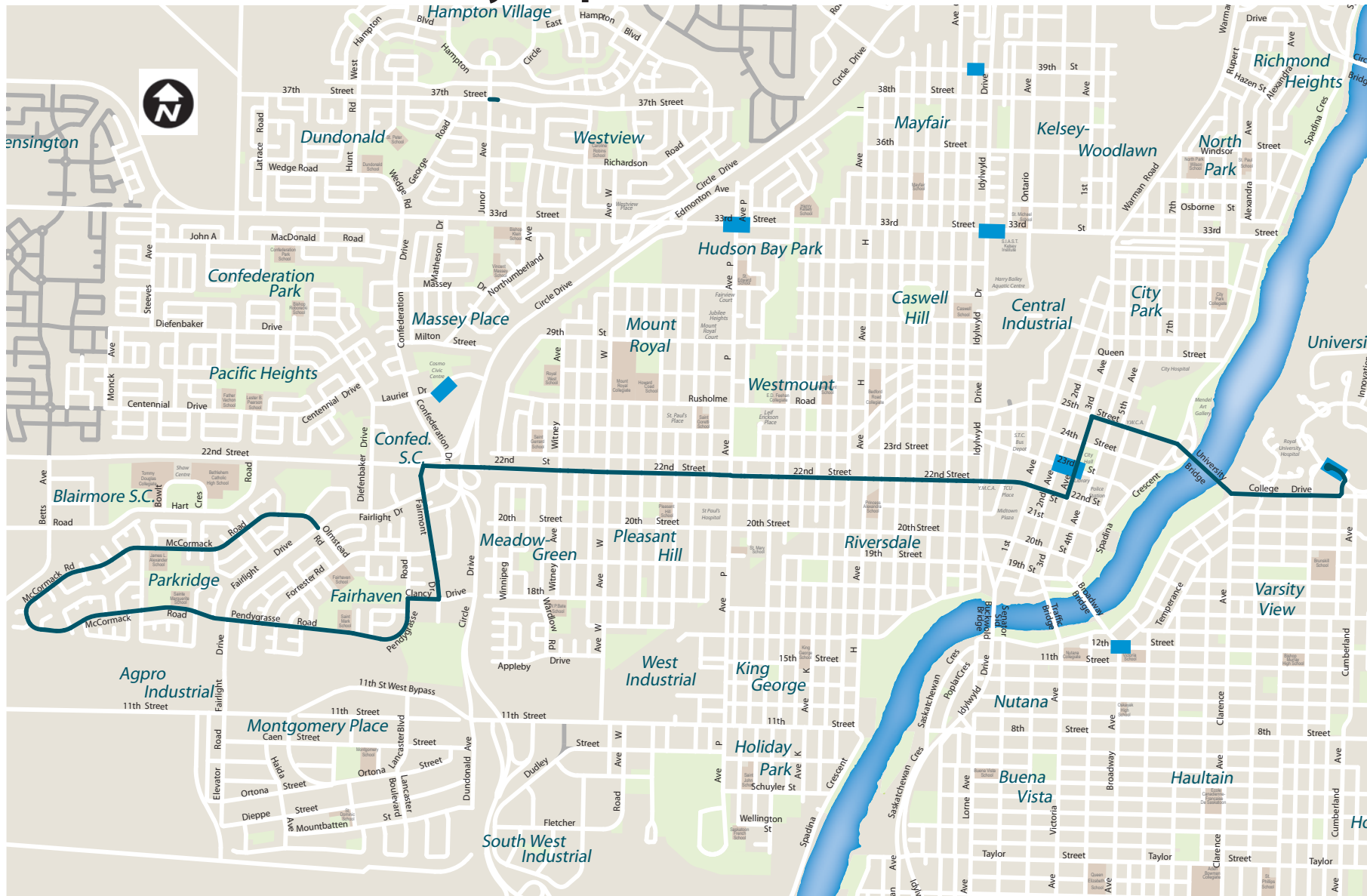
Route 26 Updated



New Service!

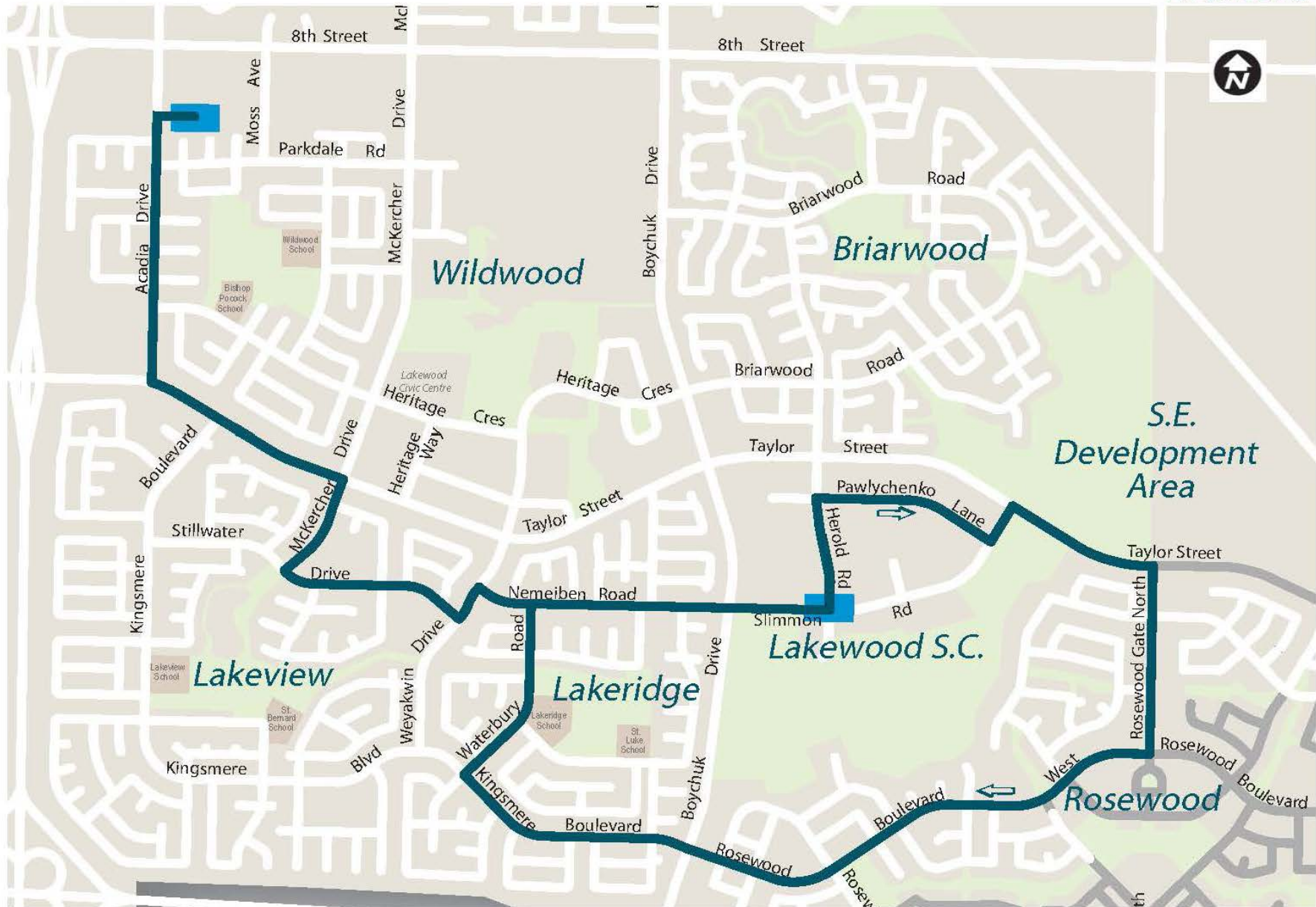
- This is a new route which will service Stonebridge and the University via Preston Avenue and Clarence Avenue
- The Route will provide 15 minute service along Clarence Avenue and also add additional capacity

Downtown/University Express **New Service!**



- This new route (name to be finalized) will be a limited stop express route to provide convenient service to downtown and the university for residents in Fairhaven and Parkridge
- This service will be added for the AM peak only

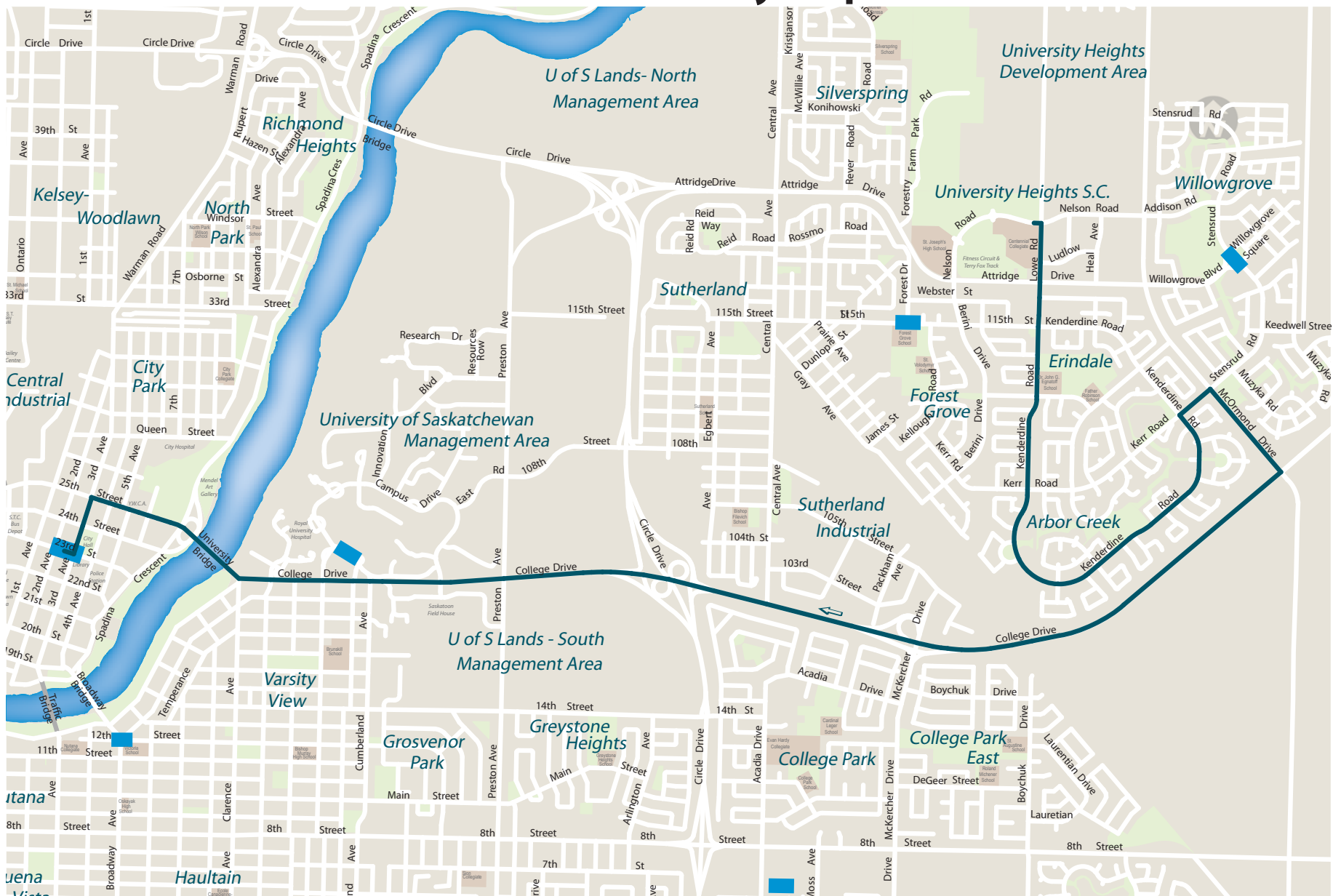
Route 29 New Service! Updated



- This new route will be a neighbourhood feeder which will connect riders with Route 50 and Route 60 and to the Centre Mall Terminal
- This service will be added for peak periods at this time and may be extended in future

New Service!

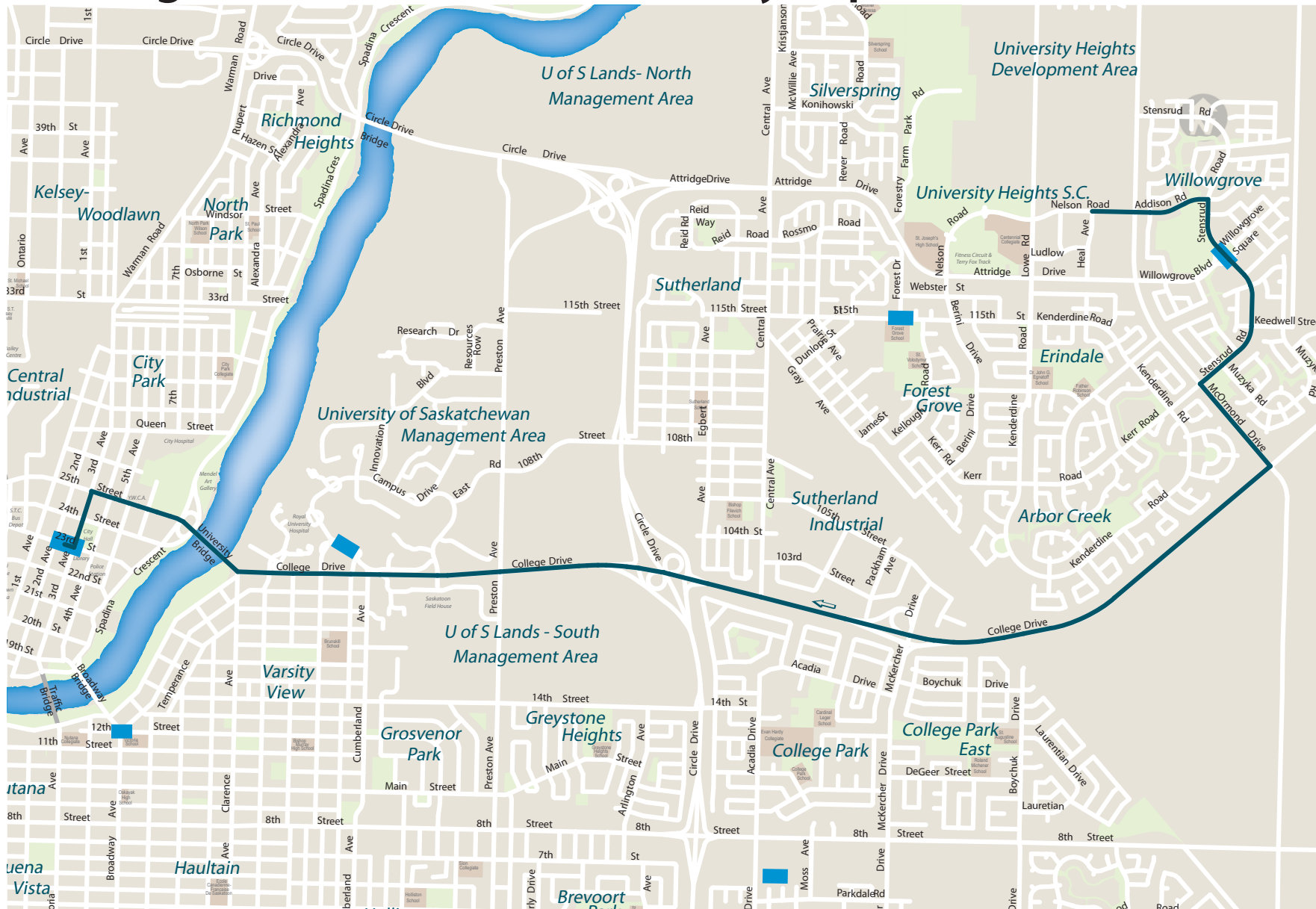
Arbor Creek Downtown/University Express



- This new route (name to be finalized) will be a limited stop express route to provide convenient service to downtown and the university for residents in Arbor Creek and part of Erindale
- This service will be added for the AM peak only

New Service!

Willowgrove Downtown/University Express



- This new route (name to be finalized) will be a limited stop express route to provide convenient service to downtown and the university for residents in Willowgrove
- This service will be added for the AM peak only



2014 Saskatoon Transit Route Enhancements Community Engagement Summary

In 2013, Saskatoon Transit heard from citizens and transit customers that they were concerned that they had not had the opportunity to provide input into the yearly review before the changes were implemented. In response to this feedback, Saskatoon Transit introduced a new process prior to any route change implementation to give customers and citizens an opportunity to provide feedback on the proposed changes.

Community Engagement Strategy

To present the proposed changes to the public, open house feedback sessions were held on March 11th at Mount Royal Collegiate and March 12th at Alice Turner Library. Both sessions ran from 6:30pm until 8:30pm with a brief presentation on the changes and the rationale behind them, as well as an opportunity for questions. Residents attending also had the option to visit discussion stations with information on each route and the proposed changes, and Transit staff were available to answer any further questions and gather feedback. Participants were also asked to complete a brief survey to give feedback on the changes that affect them. Special shuttle services to these locations were also available, to give residents additional transportation options to attend.

Open house information was communicated to residents through multiple channels including the City's website (Saskatoon.ca) and social media. Posters advertising the open houses were placed throughout the downtown and shopping mall terminal locations, at the Transit Customer Service Centre, on all buses and in stops where space permitted. Transit staff also rode the affected routes for the week prior to the open house dates (including weekends and off-peak times) to distribute 10,000 postcards with open house and online engagement information to riders. Advertisements were also placed in the City Pages and Saskatoon Metro.

For residents who were unable to attend the open house sessions, the new online engagement tool, Shaping Saskatoon was also used to give another avenue for feedback. The web address and information about the online opportunity was included in all open house advertising materials. Opportunity for online engagement was available from March 6 to March 29.



After the open house sessions, it was decided to not complete surveys of customers on buses. Transit staff observed that at the open house sessions, attendees needed significant time with the boards to digest and understand the information and needed to ask questions of several experts in the room to get the answers they needed. It was felt this was not achievable with a few minutes at a stop or on a crowded bus.

Summary of Community Engagement Feedback

A total of 92 residents attended the open house sessions and 211 surveys were completed online which were on topic of the 2014 Saskatoon Transit Route Enhancements. An additional 60 surveys were completed which were not related to the proposed changes, but commenting on general issues. In total (including email and phone feedback), we received comments from over 370 residents.

From our on-topic survey completes, 59% of respondents indicated that the proposed changes were either the same or better for them, 39%* of respondents indicated that the changes would negatively impact them, and 2% chose not to respond to the question. Additionally, 60% of respondents felt either neutral or positive about the proposed new services. Many of the negative replies received included feedback which was already addressed in the proposal; they had simply not found the information that they needed.

* It is also important to note that, after a third party review of the survey responses, it was determined that up to 26 of the negative responses were likely related to one 'user' or one 'stakeholder' due to the consistency of language. All of these responses were related to the Route 4.

From the open comments received from all survey completes, the general themes were:

- Need for increased frequency at all times of the day and for schedules at night time and weekends to be consistent with weekday schedules.
- Increased reliability of schedules.
- More buses on the road at peak times as many people do not like to stand or are frustrated with being left behind by a full bus.
- Reduction in travel time and not taking a tour of several neighbourhoods before getting to their destination.
- Many downtown commuters did not like stopping at the university on route to their destination.
- Transfers were an issue of concern; customers were anxious about efficient connections and having to wait in the cold.



Next Steps

The feedback received has been used to modify, where possible, the proposal being presented to City Council. Transit's planning section analyzed each response and whether the concern raised could be addressed within the proposal. This has resulted in some new services being proposed and some slight modifications to routing in order to address the issues.

There were, however, some points of feedback that simply could not be addressed within current budgetary allocations or within the proposed changes. In these situations where re-routing was not possible, Transit's planning section looked to satisfy the most users possible travelling on those routes.

In addition to the modified proposal which will be presented to City Council, Administration will also be providing a follow up summary to those who had requested it, if they provided their email or contact information.

Prepared by:
Alysha Hille, Marketing Manager
Saskatoon Transit
8 April 2014

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Corporate Performance Department
DATE: May 20, 2014
SUBJECT: Western Yellowhead Air Management Zone Membership Renewal
FILE NO: CP.0174-027

RECOMMENDATION: that a report be submitted to City Council recommending that the City of Saskatoon continue membership in the Western Yellowhead Air Management Zone Inc.

TOPIC AND PURPOSE

The Administration recommends continuing membership in the new Western Yellowhead Air Management Zone (WYAMZ), a non-profit organization that works on local air quality management.

REPORT HIGHLIGHTS

1. Membership in the new Western Yellowhead Air Management Zone (WYAMZ) connects the City of Saskatoon to stakeholders in air quality improvement.
2. Five continuous air monitoring stations have been established within the region with monitoring data posted to the WYAMZ's website (www.wyamz.ca).

STRATEGIC GOALS

The recommendation in this report supports the Strategic Goal of Environmental Leadership to keep our city's air clean.

BACKGROUND

The City of Saskatoon (City) joined the Western Yellowhead Air Management Zone (WYAMZ) in 2013. The WYAMZ operates as an independent, collaborative non-profit organization of industry, government, and other representatives for the purpose of collecting credible, continuous air quality data to report to the public and the new Canada-wide Air Quality Management System.

REPORT

Western Yellowhead Air Management Zone Membership

Membership in the WYAMZ is voluntary and provides an opportunity for input into air quality management, along with opportunities to leverage resources for improved air quality outcomes. Organizations producing oil and gas or operating facilities that report its emissions to the National Pollutant Release Inventory (NPRI) are invited to become members.

The City is invited to be a member of the WYAMZ both because the Wastewater Treatment Plant reports to NPRI annually, and to represent public interests in air quality. A representative from the Administration represents the City on the WYAMZ Board of Directors.

Air Monitoring Stations

The WYAMZ reports into a new Canada-wide Air Quality Management System that includes a comprehensive approach to reducing air pollution in Canada. Elements of this approach include updating Canadian Ambient Air Quality Standards, establishing new industrial emissions requirements, and leading regional air quality coordination to better manage both local emissions and transboundary flows.

Five continuous air monitoring stations have been established within the region, with monitoring data posted to the WYAMZ's website (www.wyamz.ca) for North Battleford, Meadow Lake, Unity, Kindersley, and Maidstone. Members of the public can view real-time and historic information on factors that contribute to the Air Quality Index such as Nitric Oxide (NO), Nitrogen Dioxide (NO₂), Oxides of Nitrogen (NO_x), ground level Ozone (O₃), and fine particulate (PM_{2.5}).

The WYAMZ also works to educate emitters and the general public about the importance of air quality and management practices that protect the air. Education activities to date include Clean Air Day (June 5) and participation at industry trade shows.

OPTIONS

City Council may choose not to renew its membership with the WYAMZ, as membership is voluntary.

POLICY IMPLICATIONS

There are no policy implications to report at this time.

FINANCIAL IMPLICATIONS

The annual membership and facility fees for the City to participate in the WYAMZ are \$6,716.41 (including GST). Funds have been allocated within the 2014 Operating Budget for this expenditure.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The WYAMZ has built a membership of 39 organizations in its first year. It is led by a Board of Directors that includes representation from the mining, oil and gas, chemical, agricultural, academic, non-profit, and government sectors.

COMMUNICATION PLAN

Updates on the activities of the WYAMZ will be provided to City Council annually when membership fees are due. If continued membership in the WYAMZ is supported, the Administration will also explore opportunities to expand Clean Air Day activities in Saskatoon.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

An update to City Council will be provided in May 2015.

ENVIRONMENTAL IMPLICATIONS

Membership in the WYAMZ enables the City to participate in initiatives that improve the overall regional air quality and have direct input on decisions that impact the airshed.

PRIVACY IMPLICATIONS

There are no anticipated 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.

Written by: Brenda Wallace, Director of Environmental and Corporate Initiatives,
Corporate Performance Department

Approved by: Kim Matheson For
Catherine Gryba, General Manager
Corporate Performance Department
Dated: May 21, 2014

copy: City Manager

WYAMZ Membership 2014

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Corporate Performance Department
DATE: May 20, 2014
SUBJECT: 2014 Membership - South Saskatchewan River Watershed Stewards
FILE NO: CP.155-01

RECOMMENDATION: that a report be submitted to City Council recommending that the City of Saskatoon continue membership in the South Saskatchewan River Watershed Stewards Incorporated.

TOPIC AND PURPOSE

The Administration recommends continuing membership in the Saskatchewan River Watershed Stewards Incorporated (SSRWS), a non-profit organization that delivers targeted programs to protect the quality and quantity of water in the watershed.

REPORT HIGHLIGHTS

1. The SSRWS leads the implementation of the Source Water Protection Plan for the South Saskatchewan River Watershed.
2. Membership in SSRWS supports initiatives that have a direct and beneficial impact on the city's source of drinking water.

STRATEGIC GOAL

The recommendation in this report supports the Strategic Goal of Environmental Leadership by contributing to the long-term strategy to improve the quality and reduce the quantity of storm water that is returned to the river.

BACKGROUND

The City of Saskatoon (City) joined the SSRWS as a founding member in 2007. The SSRWS works on a variety of initiatives that improve and protect the watershed surrounding Saskatoon, beginning at the Alberta Border and continuing to the confluence with the North Saskatchewan River.

The City has two members on the SSRWS Board of Directors, one City Councillor, and one member from the Administration. The City received a Stewardship Award from the SSRWS in 2009.

REPORT

Source Water Protection Plan

The Province of Saskatchewan initiated watershed planning for the South Saskatchewan River in 2004. The SSRWS was formed in 2007 to implement the resulting Source Water Protection Plan.

Initiatives undertaken by the SSRWS to implement the Plan include:

- promotion of responsible land management practices that conserve, protect, and restore native upland and wetland habitat areas;
- development of educational materials regarding well construction and abandonment to promote protection of groundwater resources;
- investigation of major tributaries that flow into the South Saskatchewan River to form a baseline understanding of fish habitat; and
- creation of Agri-Environmental Group Plans that provides funding for agricultural producers who enact best management practices for environmental protection and stewardship on their farms.

Continued membership with the SSRWS allows the City to stay abreast and contribute to these initiatives. The SSRWS's 2014 Corporate Profile (Attachment 1) highlights some of the programs currently underway.

Benefits to Drinking Water Quality

Membership in the SSRWS provides an opportunity for the City to establish relationships with other stakeholders in the watershed, including urban and rural municipalities, Aboriginal communities, as well as agricultural, educational, industrial, and environmental groups. These relationships provide opportunities to work directly with those upstream of the city's drinking water intakes to reduce the risk and quantity of contaminants potentially entering the river. Membership also provides the opportunity to communicate more effectively with those that are located downstream of the city.

Through the SSRWS, the City has formed a partnership with the University of Saskatchewan's Global Institute for Water Security to work on a water allocation strategy for the South Saskatchewan River. A water quality monitoring project implemented for this strategy brought together stakeholders, including the City of Saskatoon, the University of Saskatchewan, the Meewasin Valley Authority, and the Provincial Ministries of Agriculture and Environment to produce a report identifying key land uses that currently adversely impact water quality in the river. The recommendations of this report will be addressed in future projects that are undertaken through the SSRWS.

OPTIONS

City Council may choose not to renew its membership in SSWRS, as membership is voluntary.

POLICY IMPLICATIONS

There are no policy implications to report at this time.

FINANCIAL IMPLICATIONS

The annual membership fee for the City to participate in the SSRWS is \$20,000. Funds have been allocated within the 2014 Operating Budget for this expenditure.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The SSRWS has built a strong base of members from across the entire watershed. The organization also directly engages organizations to implement watershed education and improvement projects.

COMMUNICATION PLAN

Updates on the activities of the SSRWS will be provided to City Council annually when membership fees are due. Ongoing membership provides an opportunity to be apprised of initiatives that have a direct and beneficial impact on the City's source of drinking water.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

An update to City Council will be provided in May 2015.

ENVIRONMENTAL IMPLICATIONS

Continued membership in the SSRWS enables the City to participate in initiatives that improve the overall health of our watershed and have a direct and beneficial impact on our source of drinking water.

PRIVACY IMPLICATIONS

There are no anticipated privacy implications arising from this report.

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. South Saskatchewan River Watershed Stewards 2014 Corporate Profile.

Written by: Twyla Yobb, Watershed Protection Manager, Environmental and Corporate Initiatives

Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives,
Corporate Performance Department

Approved by: Kim Matheson For
Catherine Gryba, General Manager
Corporate Performance Department
Dated: May 21, 2014

copy: City Manager

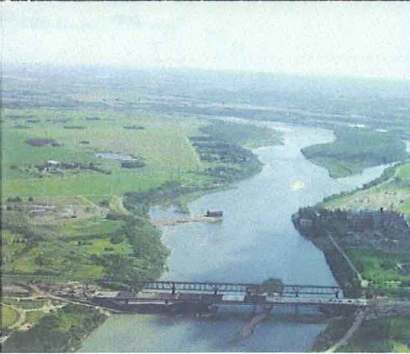
2014 Membership SSRWS



**South Saskatchewan River
Watershed Stewards**



South Saskatchewan River Watershed Stewards Inc.



2014 Corporate Profile

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1. Background

1.1 The South Saskatchewan River Watershed

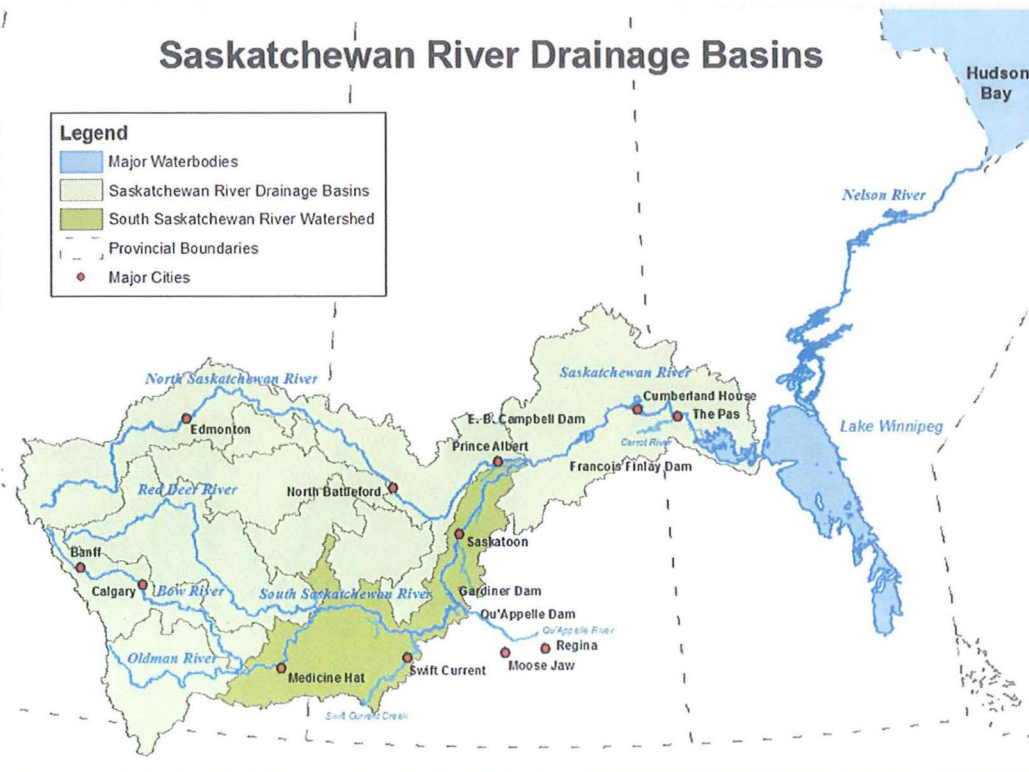
The South Saskatchewan River is one of the largest and arguably most important rivers in Saskatchewan. It is the single largest supplier of water for drinking, irrigation, industrial uses, and recreation, with up to 45% of the provincial population relying on the South Saskatchewan River for their daily needs.

The river begins in Rocky Mountains in Alberta where two mountainous tributaries, the Oldman, and Bow Rivers, join. Shortly downstream from their confluence they are joined with the Red Deer River. After crossing

the Saskatchewan-Alberta border, the joined rivers officially become the South Saskatchewan River.

Once in Saskatchewan, the River travels northeast, becoming Lake Diefenbaker. From this lake, the river flows out of the Gardiner Dam towards the City of Saskatoon then continues north to eventually become the Saskatchewan River at the confluence of the North and South Saskatchewan Rivers. The river continues through the Saskatchewan Delta and into Lake Winnipeg, which eventually drains into Hudson Bay through the Nelson River.

Agricultural irrigation is the single largest consumptive water use from the South Saskatchewan River, followed by industrial, and then municipal uses. On average, about 30% of the flow in the South Saskatchewan River is consumed by human use.



1.2 Organization History

Watershed planners working for the Saskatchewan Watershed Authority (now part of the Water Security Agency) began the establishment of source water protection plans for Saskatchewan's watersheds in 2004.

To facilitate planning and encourage local participation, the South Saskatchewan River Watershed was divided into three different planning areas: the North, Lake Diefenbaker and West (see map). Each area established their own Watershed Advisory Committee (WAC) which includes representatives from urban and rural municipalities, First Nations, and industry, environmental and agricultural interest organizations.

Watershed residents and leaders committed their time and effort from 2004 to 2006 to identify risks related to water quality and quantity in the South Saskatchewan River, and created a work plan, the Source Water Protection Plan, to proactively protect our source water.

In April 2007, the Board of the South Saskatchewan River Watershed Stewards Inc. (SSRWSI) was incorporated to guide the implementation of the plan. By September 2007, core sponsorship funding was secured from the province.

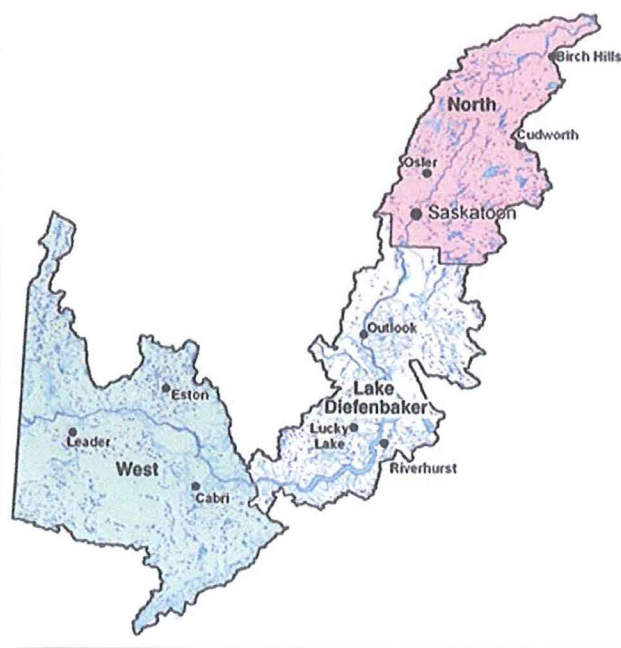
In 2008 SSRWSI began implementing programs for watershed stewardship. The Stewards attend workshops, conferences, and tradeshows to spread the message of stewardship across the watershed. The SSRWSI has moved forward on many of the initiatives of the Source Water Protection Plan, and has obtained additional funding for new programs that enhance protection of our source water.

1.3 Source Water Protection Plan

The Source Water Protection Plan outlines the goals and objectives for source water protection planning within the South Saskatchewan River Watershed, and delegates responsibility for implementation between the South Saskatchewan River Watershed Stewards and the Saskatchewan Watershed Authority. The document identifies several key areas of interest or issues for source water protection including:

- watershed education
- surface and groundwater contamination
- provision of safe drinking water to residents
- potential for water quality issues from Alberta
- pressures from agricultural, oil and gas, acreage, and urban development

Watershed Advisory Committee Areas within the South Saskatchewan River Watershed



1.4 Mission and Vision






The SSRWSI strives to protect water quality and quantity within the South Saskatchewan River. We ultimately believe that watershed stewardship is about serving the community by protecting resources for both the residents, and the natural ecosystems of the watershed.

Our mission is to inspire and empower individuals, groups, communities and industry within the South Saskatchewan River Watershed to participate in stewardship initiatives and activities that will protect the beauty, diversity and integrity of the watershed, while encouraging environmentally sustainable economic and cultural activities.

We envision a future where the People of our Watershed, the Councils which represent them and the Commercial Entities which provide goods and services to them, share a stewardship ethic which ensures the long-term economic and cultural wellbeing of the watershed through ongoing cooperative efforts in ecological protection and conservation.

The goals of the SSRWSI are based on the priorities identified in the Source Water Protection Plan.

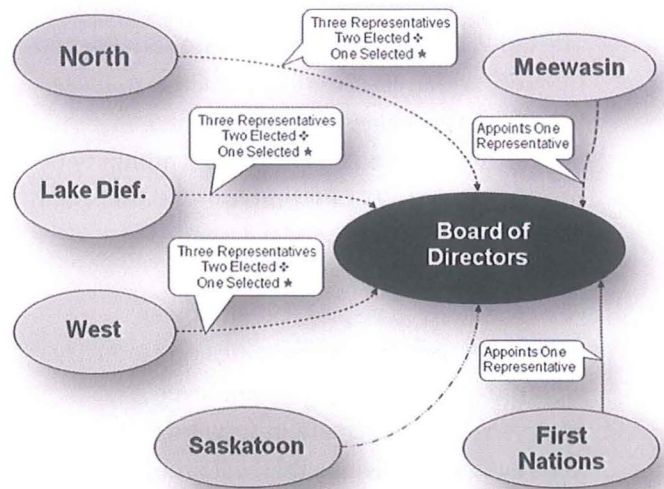
SSRWSI Goals:

-  To protect and preserve the quality and quantity of surface water and ground water
-  To ensure a safe and adequate supply of potable water for the people of Saskatchewan who depend on the South Saskatchewan River Watershed as the source of their drinking water.
-  To engender an appreciation and an understanding of the fundamental importance and value of protecting the water supply.
-  To promote environmentally friendly management practices and support local municipalities and industries, in efforts to incorporate them into their operations
-  To encourage watershed residents to make environmentally sound choices in their homes and their day-to-day lives, by creating awareness, by providing information on what individuals can do
-  To emphasize the economic importance and value of preserving the natural environment, particularly with regards to watercourses, aquifers, riparian areas, and wetlands.

2. Corporate Structure

2.1 Board of Directors

The board of directors for SSRWSI consists of up to three representatives from each watershed planning area, up to two representatives from the City of Saskatoon as the largest municipality in the watershed, and two representatives from special interest groups. Directors are elected for two year terms by the current membership, and are nominated at the watershed advisory committee meetings. The Board also has the power to appoint Board members where there is a vacancy.



Current Board Members

(Apr.2014):

North Watershed Area

Ben Buhler, Mayor, Town of Osler (Chair)
Harold Mueller, Mayor, Town of Cudworth

Lake Diefenbaker Watershed Area

Harold Martens, Reeve, RM of Excelsior
Coy Schellenberg, RM of Victory

West Watershed Area

Rob Oldhaver, Town of Cabri (Vice Chair)
Vaughn Biberdorf, Councillor, Town of Kindersley

City of Saskatoon

Charlie Clark, Councillor
Twyla Yobb, Administration

Meewasin Valley Authority

Mike Velonas, Resource Planning Manager

RM of Corman Park

Judy Harwood, Reeve (appointee)

Pike Lake Cottage and Watershed Association

Les Ferguson, Watershed Representative (appointee)

2.2 SSRWSI Office

Originally based in the town of Outlook, the SSRWSI relocated to a new office in Saskatoon in 2011 to better accommodate their board members, municipal membership, and staff. The office is located in the Norplex Business Center at: 99 A - 2366 Avenue C North

Saskatoon SK, S7L 5X5

3. Support

3.1 Funding

The South Saskatchewan River Watershed Stewards Inc. are funded by the Water Security Agency, by membership fees, and by project-specific funding.

Project-specific funding is obtained from the Environmental Damages Fund (Government of Canada), Agricultural-Environmental Group Plan funding (Ministry of Agriculture), Province of Saskatchewan research funding (via the University of Saskatchewan), Go Green funding (Environment Canada), and internship wage subsidies (Eco Canada) .

3.2 Members

Our members, which include rural and urban municipalities as well as special interest groups, play a fundamental role in supporting the activities of the SSRWSI. In 2007 our very first municipal membership was the City of Saskatoon, who has been steadfast in supporting the activities of the SSRWSI ever since. Many other municipalities and groups have joined the SSRWSI as official members, including:

Towns

Town of Cabri
Town of Cudworth
Town of Eston
Town of Kindersley
Town of Leader
Town of Osler

Villages/Resorts

Village of Alvena

Special Interest Groups

Whitecap Dakota First Nations
City of Saskatoon
Meewasin Valley Authority
Miry Creek Irrigation District
SIEMA
Pike Lake Cottage and Watershed Association

Rural Municipalities

R.M. of Chesterfield
R.M. of Corman Park
R.M. of Deer Forks
R.M. of Excelsior
R.M. of Fish Creek
R.M. of Happyland
R.M. of Kindersley
R.M. of Lacadena
R.M. of Laird
R.M. of Loreburn
R.M. of Miry Creek
R.M. of Montrose
R.M. Prince Albert
R.M. of Rudy
R.M. of Saskatchewan Landing
R.M. of Snipe Lake
R.M. of Victory

3.3 Partners

The South Saskatchewan River Watershed Stewards has worked very closely with the MidSASK REDA organization in Outlook. They were integral in the establishment of the SSRWSI by providing office and web support in our founding years. The Water Security Agency and City of Saskatoon have also provided valuable support since the inception of the Stewards.

Currently, our organization is proud to work with many other partners including governments, municipalities and environmental groups that provide funding, resources and information to promote stewardship within the South Saskatchewan River Basin.



4. Projects and Programs

The South Saskatchewan River Watershed Stewards address the key actions of the Source Water Protection Plan through targeted projects. Five very exciting projects that have been coordinated by the Stewards in partnership with other organizations are outlined below.

Education and Awareness

People often take good quality, abundant water for granted and do not always understand how their actions influence water quality and quantity, or how good stewardship and improved land-use practices can be implemented to maintain and improve their water. Educational programs can raise awareness of watershed issues and change the values and beliefs people have regarding their watershed.

SSRWSI promotes environmental sustainability and water conservation by:

- 🌊 Delivering educational workshops, seminars and field days
- 🌊 Participating in trade shows and conferences
- 🌊 Engaging schools through watershed awareness presentations
- 🌊 Providing information and resources on the organization's website



SSRWSI Presentation

Water Quality Monitoring Project



Algae Bloom, Opimihaw Creek

The Water Quality Monitoring Project is a research and planning initiative that brings together multiple stakeholders for integrated source water protection in the watershed. The purpose of this project is to identify key sources of land use or human activity which can adversely impact water quality in the South Saskatchewan River.

This program was initiated in partnership with the University of Saskatchewan School of Environment and Sustainability (SENS) and with support from the City of Saskatoon, the Meewasin

Valley Authority, and the Provincial Ministries of Environment and Agriculture. The report on the project is available on our website at <http://www.southsaskriverstewards.ca/reports.html>.

Fish Habitat Project

This program identifies and maps key fish habitat areas of the South Saskatchewan River. Field mapping, sampling, and survey techniques are used to gain knowledge of fish habitat in key tributaries that serve as fish spawning areas. This data is available to the public on our website in the form of a final report and web mapping application that illustrates fish habitat protection areas within the watershed.

The Fish Habitat Mapping Project is a partnership with Environment Canada, the Provincial Ministry of Environment, and Fisheries and Oceans Canada.



Yellow Perch (*Perca flavescens*)

Agri-Environmental Group Plans



Well Decommissioning

Agri-Environmental Group Plans (AEGPs) raise awareness of agriculture related environmental issues and provide funding and compensation for producers who wish to implement beneficial management practices (BMPs) for watershed protection on their farms.

The program provides cost-shared funding to encourage the implementation of BMPs for the benefit of agricultural operations and the watershed, addressing issues of water quality, nutrient management, and soil erosion. The program receives partial funding support from the Provincial Council of Agricultural Development and Diversification Boards (PCAB) and their watershed awareness initiative.

Habitat Stewardship Program for Species at Risk

In partnership with the Water Security Agency, the Stewards are working to help land owners and producers enhance and restore the quality of prairie habitat and to secure important habitat for endangered species through management and voluntary stewardship agreements.

Funding is available to landowners for projects that will create, enhance or protect habitat for species at risk. Projects include fencing for grazing management, installing remote watering systems to protect riparian vegetation, and converting cropland to perennial native grasses.



Burrowing Owl (*Athene cunicularia*)

TO: Secretary, Administration and Finance Committee
 FROM: General Manager, Asset and Financial Management Department
 DATE: May 14, 2014
 SUBJECT: Report on Investments – December 2013
 FILE NO: AF.1790-3

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

TOPIC AND PURPOSE

The purpose of this report is to inform City Council of recent interest rate developments and trends, current investment activity, and portfolio performance.

REPORT HIGHLIGHTS

1. No movement in short-term yields.
2. Bond yields begin their ascent.
3. Portfolio liquidity still biased towards cash held at financial institution.
4. More bond holdings accumulated for the civic portfolios.
5. Performance/compliance results positive for 2013.

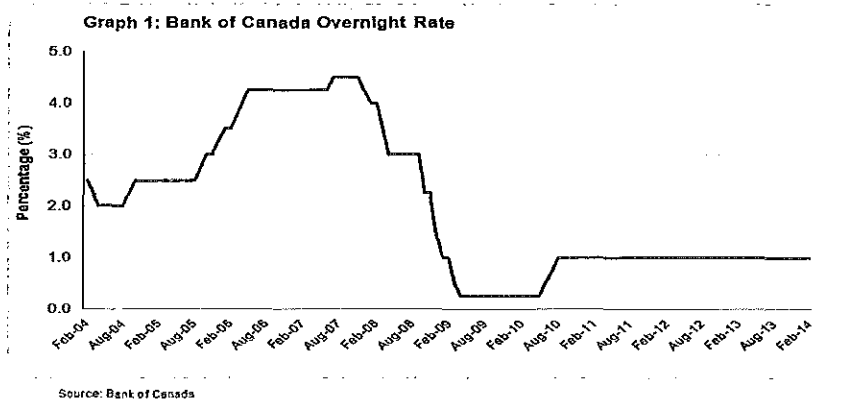
STRATEGIC GOAL

This report supports the long-term strategy to protect the City of Saskatoon's (City) credit rating under the Strategic Goal of Asset and Financial Stability. The high level of cash and investments translates into increased financial flexibility which has a favourable impact on the credit rating process.

REPORT

No Movement in Short-term Yields

The Bank of Canada (Bank) kept the overnight financing rate locked at 1.00% for 2013. The Bank has justified this action by pointing to a low inflation environment. The Bank's inflation target is currently set at 2%, and actual inflation has been hovering around the 1% level. The overnight financing rate has remained at 1% since September 2010.



The overnight financing rate is the interest rate that investment dealers can finance their inventories of securities. The Bank appears content to hold rates at current levels, at least for this year. This means that treasury bill yields and very short-term Government of Canada bond yields will fluctuate in very narrow ranges. Some economists have revised their interest rate projections to show rate increases occurring in mid-2015.

Bond Yields Begin Their Ascent

Canadian bond yields moved gradually lower during the January to April period before moving sharply higher in May and peaking in September. While yields declined somewhat into yearend, the year-over-year moves were significant with 10-year and 30-year bonds trading almost a percentage point higher in yield.

Canada Bond Yields	Dec-12	May-13	Sept-13	Dec-13
2-Year	1.15%	0.93%	1.29%	1.03%
5-Year	1.42%	1.16%	2.09%	1.82%
10-Year	1.89%	1.67%	2.81%	2.77%
30-Year	2.34%	2.35%	3.28%	3.23%

The major catalyst in pushing long-term interest rates higher were expectations that the U.S. Federal Reserve would reduce the amount of bonds purchased (currently \$85 billion per month) through its "quantitative easing" program. A reduction in demand for bonds generally leads to lower bond prices and higher yields. Canadian bond yields followed U.S. Treasury bond yields higher, resulting in a more, upward sloping yield curve (Attachment 1).

Portfolio Liquidity Still Biased Towards Cash Balances Held at Financial Institution

The City utilizes money market investments (maturing < one year) and/or available cash balances to fund the day-to-day cash flows of the corporation. In recent years, the amount of cash held on deposit at the City's financial institution has increased, while the number of money market holdings has declined. This trend is the direct result of accruing interest income at higher, relative bank deposit rates compared to yields available in the money market. Very few money market issuers have posted yields above the City's current bank deposit rate.

More Bond Holdings Accumulated for the Civic Portfolios

Net new bond investment (purchases less maturities/sales) for the General Account totaled \$32.1 million. Municipal bonds and chartered bank senior deposit notes were preferred securities for investment due to their high, relative yields. The majority of bond purchases were limited to maturity terms of five years or less. With the upward swing in bond yields in the fall, it was viewed as an opportunity to increase portfolio yield by investing some funds in the ten-year term.

The Public Library Capital Expansion portfolio was the most active of the reserve funds. Approximately \$5.5 million was placed into fixed and variable rate securities maturing in the one to two-year time frame.

Performance/Compliance Results Positive for 2013

The investment of civic funds is governed by City Council Policy Nos. C12-002, C12-003, and C12-009 which are collectively referred to as Corporate Investment Policy (Policy). On a monthly basis, detailed compliance reports are forwarded to the Investment Committee for approval.

The primary performance objectives and recent results, relating to the investment of civic funds, are outlined below as follows:

1. Capital preservation of the corporation's financial assets

- All securities held by the civic portfolios have a minimum credit rating of A for bonds and R-1 Low for money market securities (Attachment 2).
- During the year, \$2.5 million par value of Tim Horton's bonds were sold into the market following a downgrade to BBB; sales proceeds were re-invested into high quality, chartered bank senior deposit notes.

2. Funding the day-to-day cash flows of the corporation

- Daily cash flows of the corporation were funded in a timely manner throughout the year. Available cash and money market securities represented 10% to 15% of total securities holdings; this was sufficient to pay both operating and capital expenditures.

3. Maximizing return subject to City Council Policy No. C12-009 Portfolio Management

- The budget variance measures the success in meeting the interest income projections:

2013	Budget	Actual	Variance
Interest on Investments	\$9,032,000	\$8,821,832	(\$210,168)
Bank Interest	\$32,100	\$406,330	\$374,230
	\$9,064,100	\$9,228,162	\$164,062

- The income return of the General Account bond/money market portfolios is compared to a benchmark comprised of government and corporate securities matching the average term to maturity of the portfolio:

	2012	2013
Income Return	2.75%	2.53%
Benchmark	1.63%	1.56%
Excess Return	1.12%	0.97%

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The next Report on Investments will be presented to City Council in April 2015.

PUBLIC NOTICE

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

ATTACHMENTS

- Government of Canada Yield Curve.
- Total Portfolio Holdings by Credit Rating and Bond Type.
- General Account Long-Term Investments as at December 31, 2013.

This is an internal City document intended for use by the City of Saskatoon only, and while the information is thought to be correct, care should be used by investors reading this document.

Written by: Murray Gronsdal, Investment Manager

Reviewed by: Investment Committee

Approved by:

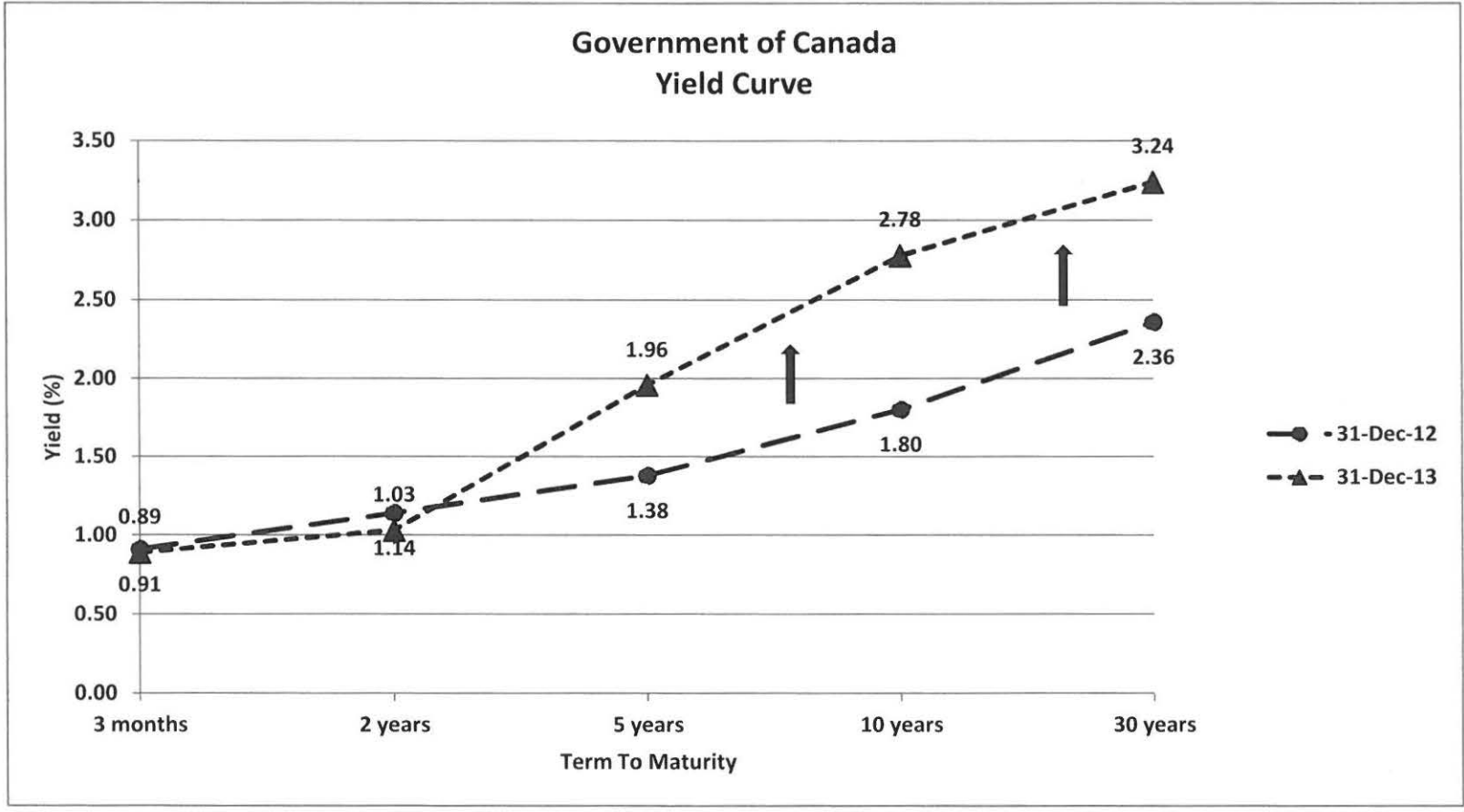


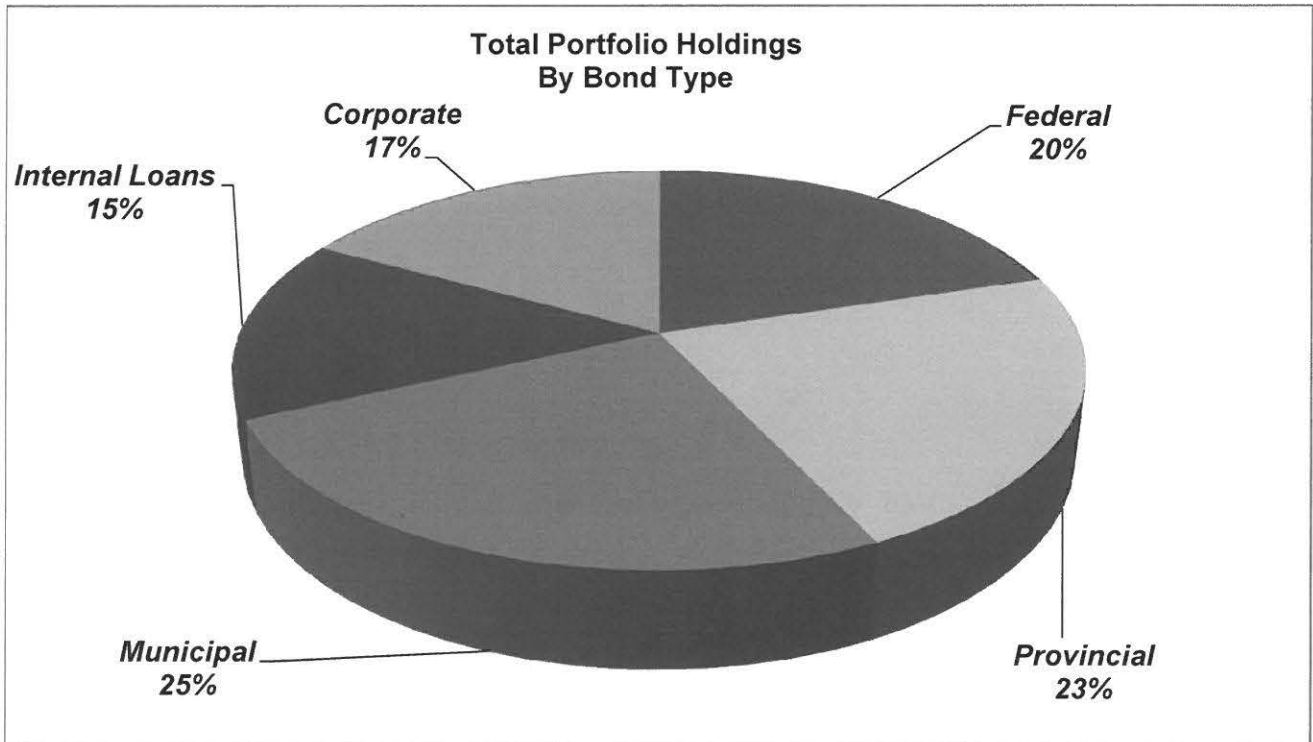
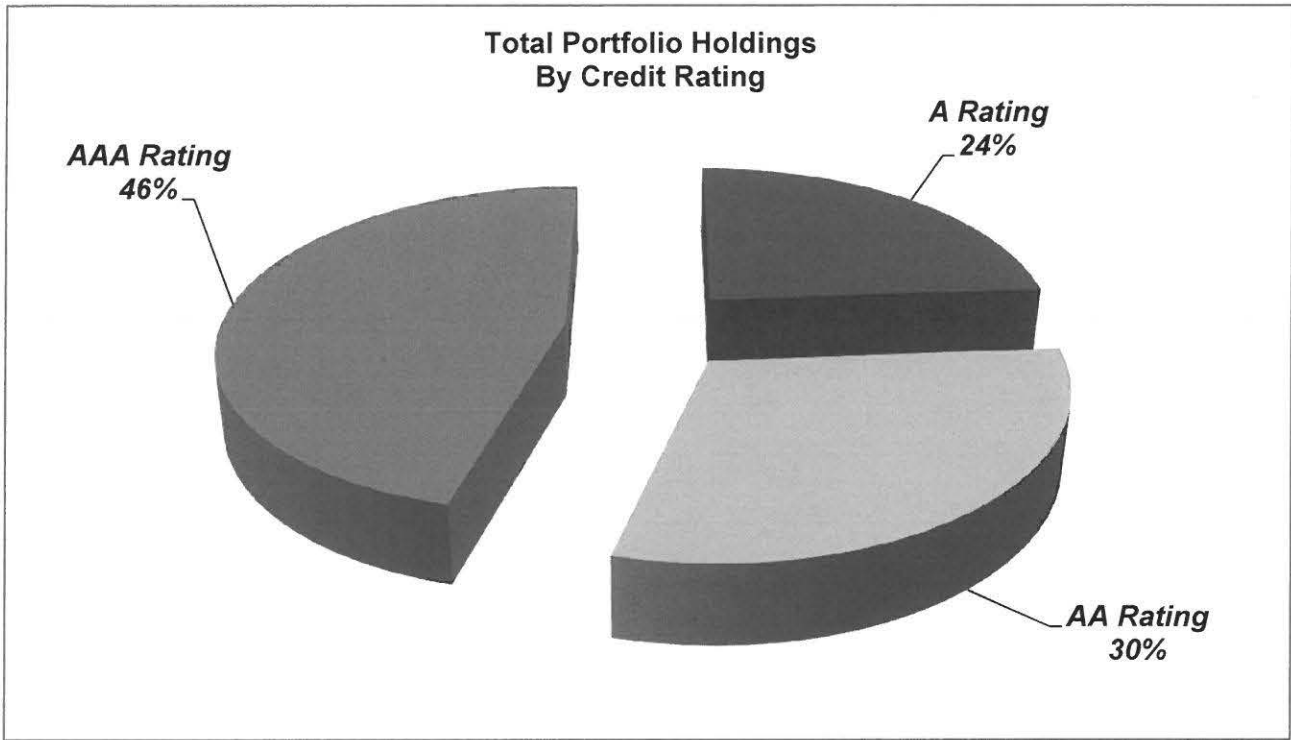
Marlys Bilanski, CFO & General Manager
Asset & Financial Management Department

Dated: May 14/14.

copy: City Manager

Investment Cttee Report 2013





**GENERAL ACCOUNT
LONG-TERM INVESTMENT PORTFOLIO
AS AT DECEMBER 31, 2013**

SECURITY	INTEREST RATE	MATURITY TERM	PAR VALUE	%	UNIT COST	BOOK VALUE	%
2014							
ROYAL BANK OF CANADA DEPOSIT NOTE	5.000	20-Jan-14	2,000,000		102.498	2,049,960.00	
ROYAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+33bp	21-Jan-14	4,000,000		100.204	4,008,175.98	
CAISSE CENTRALE DESJARDINS FRN	3 mo. BA+52bp	11-Feb-14	1,020,000		100.236	1,022,409.94	
NATIONAL BANK OF CANADA FRN	3 mo. BA+13bp	25-Feb-14	2,000,000		100.000	2,000,000.00	
PROVINCE OF SASKATCHEWAN RESIDUAL	4.684	10-Apr-14	5,000,000		69.361	3,468,050.00	
ROYAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+35bp	15-Apr-14	2,207,000		99.945	2,205,793.00	
CITY OF REGINA DEBENTURE	5.200	10-May-14	500,000		105.778	528,890.00	
BANK OF NOVA SCOTIA FLOATING RATE NOTE	1 mo. BA+17bp	28-May-14	3,000,000		100.000	3,000,000.00	
PRINCE EDWARD ISLAND BOND	3.200	2-Jun-14	2,500,000		100.050	2,501,250.00	
CITY OF VANCOUVER DEBENTURE	3.300	5-Jun-14	2,000,000		99.731	1,994,620.00	
CANADA HOUSING TRUST MORTGAGE BOND	3.150	15-Jun-14	5,000,000		103.514	5,175,700.00	
BANK OF MONTREAL FRN	1 mo. BA+17bp	20-Jun-14	2,000,000		100.000	2,000,000.00	
BANK OF NOVA SCOTIA DEPOSIT NOTE	3.430	16-Jul-14	1,000,000		99.991	999,910.00	
PROVINCE OF SASKATCHEWAN COUPON	2.155	4-Aug-14	2,900,000		93.500	2,711,500.00	
NATIONAL BANK OF CANADA FRN	3 mo. BA+63bp	11-Aug-14	2,000,000		100.643	2,012,860.00	
NATIONAL BANK OF CANADA FRN	1 mo. BA+17bp	11-Sep-14	2,000,000		100.000	2,000,000.00	
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+37bp	15-Sep-14	2,000,000		100.000	2,000,000.00	
CITY OF WINNIPEG DEBENTURE	3.300	6-Oct-14	1,000,000		99.909	999,090.00	
BANK OF MONTREAL FRN	1 mo. BA+16bp	15-Oct-14	2,000,000		100.000	2,000,000.00	
ONTARIO HYDRO RESIDUAL	1.510	17-Oct-14	4,700,000		97.511	4,583,017.00	
WATERLOO REGION DEBENTURE	1.550	26-Nov-14	499,000		99.980	498,900.20	
COUNTY OF NORFOLK DEBENTURE	2.800	29-Nov-14	1,170,000		99.962	1,169,555.40	
CANADIAN WHEAT BOARD BOND	4.750	1-Dec-14	5,000,000		102.929	5,146,450.00	
			55,496,000	15.6		54,076,131.52	15.5
2015							
ROYAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+80bp	16-Jan-15	2,000,000		100.000	2,000,000.00	
NATIONAL BANK DEPOSIT NOTE	2.231	30-Jan-15	2,200,000		100.981	2,221,582.00	
PSP CAPITAL INC. FLOATING RATE NOTE	3 mo. BA+39bp	16-Feb-15	6,615,000		100.311	6,635,544.25	
BANK OF MONTREAL FLOATING RATE NOTE	1 mo. BA+40bp	23-Mar-15	2,000,000		100.000	2,000,000.00	
CENTRAL 1 CREDIT UNION FLOATING RATE NOTE	3 mo. BA+45bp	28-Apr-15	2,750,000		100.000	2,750,000.00	
YORK REGION DEBENTURE	3.650	27-May-15	3,172,000		104.920	3,328,062.40	
HALTON REGION DEBENTURE	1.400	3-Jun-15	1,768,000		99.990	1,767,823.20	
BANK OF MONTREAL DEPOSIT NOTE	5.180	10-Jun-15	1,000,000		106.540	1,065,400.00	
PEEL REGION DEBENTURE	1.450	20-Jun-15	1,000,000		99.908	999,080.00	
NIAGARA REGION DEBENTURE	1.750	31-Jul-15	2,304,000		99.913	2,301,995.52	
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+13bp	15-Sep-15	10,000,000		99.920	9,992,000.00	
CANADIAN IMPERIAL BANK OF COMMERCE FRN	3 mo. BA+35bp	23-Sep-15	3,000,000		100.000	3,000,000.00	
REGIONAL MUNICIPALITY OF DURHAM	1.550	16-Oct-15	1,000,000		99.975	999,750.00	
DISTRICT MUNICIPALITY OF MUSKOKA	1.900	17-Oct-15	471,000		99.962	470,821.02	
CITY OF OTTAWA DEBENTURE	1.550	22-Oct-15	2,468,000		99.996	2,467,901.28	
COUNTY OF WELLINGTON DEBENTURE	1.800	30-Oct-15	450,000		99.971	449,869.50	
WATERLOO REGION DEBENTURE	1.750	26-Nov-15	513,000		99.913	512,553.69	
COUNTY OF NORFOLK DEBENTURE	3.050	29-Nov-15	1,210,000		99.816	1,207,773.60	
FARM CREDIT CORPORATION MID TERM NOTE	4.150	1-Dec-15	10,000,000		99.632	9,963,200.00	
CITY OF MONTREAL DEBENTURE	3.150	1-Dec-15	3,000,000		103.430	3,102,900.00	
PSP CAPITAL INC.	2.940	3-Dec-15	600,000		99.958	599,748.00	
			57,521,000	16.2		57,836,004.46	16.6
2016							
CADILLAC FAIRVIEW FINANCE TRUST DEBENTURE	3.240	25-Jan-16	500,000		99.995	499,975.00	
PROVINCE OF NEW BRUNSWICK FRN	3 mo. BA+ 4bp	22-Feb-16	3,000,000		100.000	3,000,000.00	
PROVINCE OF MANITOBA FRN	3 mo. BA+16bp	19-Apr-16	5,000,000		100.205	5,010,250.00	
NATIONAL BANK DEPOSIT NOTE	3.580	26-Apr-16	2,000,000		100.000	2,000,000.00	
PROVINCE OF ALBERTA FRN	3 mo. BA+11bp	27-May-16	6,000,000		99.989	5,999,364.41	
YORK REGION DEBENTURE	4.750	1-Jun-16	2,000,000		99.760	1,995,200.00	
EXPORT DEVELOPMENT CANADA	4.300	1-Jun-16	4,000,000		99.652	3,986,096.00	
ROYAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+36bp	17-Jun-16	3,000,000		100.000	3,000,000.00	
NIAGARA REGION DEBENTURE	1.950	31-Jul-16	1,346,000		99.828	1,343,684.88	
CITY OF TORONTO DEBENTURE	4.850	28-Jul-16	3,000,000		99.577	2,987,310.00	

CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+ 6bp	15-Sep-16	6,000,000	99.900	5,994,000.00
PROVINCE OF MANITOBA FRN	3 mo. BA+15bp	15-Sep-16	10,000,000	99.434	9,943,440.00
REGIONAL MUNICIPALITY OF DURHAM	1.900	16-Oct-16	2,000,000	99.991	1,999,820.00
DISTRICT MUNICIPALITY OF MUSKOKA	2.150	17-Oct-16	485,000	99.812	484,088.20
CAISSE CENTRALE DESJARDINS MID TERM NOTE	2.281	17-Oct-16	1,000,000	100.000	1,000,000.00
COUNTY OF WELLINGTON DEBENTURE	2.000	30-Oct-16	458,000	99.885	457,473.30
WATERLOO REGION DEBENTURE	1.950	26-Nov-16	528,000	99.847	527,192.16
PROVINCE OF SASKATCHEWAN RESIDUAL	2.843	30-Nov-16	1,976,000	85.730	1,694,024.80
			52,293,000	14.7	51,921,918.75
2017					14.9
ROYAL BANK OF CANADA DEPOSIT NOTE	3.660	25-Jan-17	2,000,000	100.147	2,002,938.00
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+20bp	15-Mar-17	11,100,000	100.237	11,126,270.00
CITY OF QUEBEC DEBENTURE	1.800	1-May-17	3,600,000	99.216	3,571,760.00
PROVINCE OF SASKATCHEWAN COUPON	2.020	30-May-17	4,256,250	93.030	3,959,589.38
PROVINCE OF BRITISH COLUMBIA COUPON	4.542	18-Jun-17	8,000,000	61.656	4,932,480.00
PEEL REGION DEBENTURE	2.050	20-Jun-17	3,500,000	99.893	3,496,255.00
CITY OF TORONTO DEBENTURE	5.050	18-Jul-17	1,000,000	99.728	997,280.00
NIAGARA REGION DEBENTURE	2.200	31-Jul-17	1,393,000	99.953	1,392,345.29
CREDIT UNION CENTRE LOAN	5.250	1-Aug-17	1,501,000	100.000	1,501,000.08
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+11bp	15-Sep-17	15,000,000	99.948	14,992,263.00
REGIONAL MUNICIPALITY OF DURHAM	2.250	16-Oct-17	1,000,000	99.916	999,160.00
COUNTY OF WELLINGTON DEBENTURE	2.200	30-Oct-17	468,000	99.929	467,667.72
CITY OF GUELPH DEBENTURE	2.750	9-Nov-17	1,485,000	100.775	1,496,508.75
NB MUNICIPAL FINANCE CORPORATION	3.150	19-Nov-17	1,233,000	99.751	1,229,929.83
WATERLOO REGION DEBENTURE	2.200	26-Nov-17	542,000	99.906	541,490.52
PROVINCE OF SASKATCHEWAN COUPON	4.589	30-Nov-17	4,156,250	60.388	2,509,876.25
			60,234,500	16.9	55,216,813.81
2018					15.9
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+5.5bp	15-Mar-18	5,000,000	100.036	5,001,800.00
PROVINCE OF MANITOBA FRN	3 mo. BA+24bp	2-Apr-18	10,000,000	100.035	10,003,500.00
TORONTO DOMINION BANK DEPOSIT NOTE	2.171	2-Apr-18	300,000	100.000	300,000.00
PROVINCE OF ONTARIO FRN	3 mo. BA+12bp	30-May-18	2,000,000	100.000	2,000,000.00
FINANCEMENT - QUEBEC FLOATING RATE NOTE	3 mo. BA+39bp	1-Jun-18	5,000,000	100.000	5,000,000.00
NB MUNICIPAL FINANCE CORPORATION	2.200	14-Jun-18	2,000,000	99.633	1,992,660.00
PEEL REGION DEBENTURE	2.300	20-Jun-18	1,000,000	99.925	999,250.00
TOYOTA CREDIT CANADA INC. MTN	2.750	18-Jul-18	600,000	99.986	599,916.00
PROVINCE OF ONTARIO FRN	3 mo. BA+16bp	28-Aug-18	2,000,000	100.000	2,000,000.00
REGIONAL MUNICIPALITY OF DURHAM	2.550	16-Oct-18	1,000,000	99.814	998,140.00
MUNICIPAL FINANCE AUTHORITY OF B.C.	5.100	20-Nov-18	2,000,000	99.628	1,992,560.00
CITY OF MONTREAL	5.000	1-Dec-18	500,000	99.148	495,740.00
			31,400,000	8.8	31,383,566.00
2019					9.0
PROVINCE OF MANITOBA FRN	3 mo. BA+12bp	2-Apr-19	2,000,000	100.169	2,003,380.00
PROVINCE OF SASKATCHEWAN COUPON	2.782	30-May-19	4,256,000	85.522	3,639,816.32
CITY OF REGINA DEBENTURE	5.000	2-Jun-19	5,000,000	111.840	5,592,000.00
INTERNAL LOAN - CAPITAL PROJECT 2160	4.500	1-Jul-19	2,326,735	100.000	2,326,735.20
NEWFOUNDLAND & LABRADOR COUPON	3.960	17-Oct-19	2,100,000	69.960	1,469,160.00
CITY OF MONTREAL DEBENTURE	5.450	1-Dec-19	6,000,000	104.875	6,292,500.00
CITY OF TORONTO	4.500	2-Dec-19	5,000,000	108.777	5,438,850.00
			26,682,735	7.5	26,762,441.52
2020					7.7
PROVINCE OF SASKATCHEWAN COUPON	3.063	30-May-20	6,006,000	81.678	4,905,580.68
SOUTH COAST BC TRANSPORTATION AUTH BOND	3.800	2-Nov-20	800,000	99.926	799,408.00
			6,806,000	1.9	5,704,988.68
2021					1.6
CITY OF SASKATOON DEBENTURE	4.700	14-Feb-21	75,000	108.470	81,352.50
CITY OF OTTAWA DEBENTURE	3.400	22-Oct-21	1,000,000	99.840	998,400.00
NB MUNICIPAL FINANCE CORPORATION	3.300	20-Nov-21	2,000,000	99.624	1,992,480.00
CITY OF BRANDON DEBENTURE	4.750	30-Dec-21	534,000	109.140	582,807.60
			3,609,000	1.0	3,655,040.10
2022					1.1
CITY OF OTTAWA DEBENTURE	3.600	22-Oct-22	2,551,000	99.749	2,544,596.99
COUNTY OF WELLINGTON DEBENTURE	3.200	30-Oct-22	1,000,000	99.958	999,580.00

2023			3,551,000	1.0		3,544,176.99	1.0
TORONTO HYDRO CORPORATION DEBENTURE	2.910	10-Apr-23	1,000,000		99.983	999,830.00	
CITY OF TORONTO DEBENTURE	3.900	29-Sep-23	3,000,000		99.713	2,991,390.00	
PROPERTY REALIZED RESERVE - LAND ACQUISITIC	4.250	1-Oct-23	32,000,000		100.000	32,000,000.00	
REGIONAL MUNICIPALITY OF WATERLOO	3.750	24-Oct-23	2,000,000		99.802	1,996,040.00	
CITY OF VANCOUVER DEBENTURE	3.750	24-Oct-23	2,000,000		99.884	1,997,680.00	
2024			40,000,000	11.3		39,984,940.00	11.5
INTERNAL LOAN - CAPITAL PROJECT 2160	5.250	1-Jul-24	7,908,727		100.000	7,908,727.10	
INTERNAL LOAN - CAPITAL PROJECT 1787	5.250	1-Jul-24	7,009,505		100.000	7,009,504.87	
NO DEFINED MATURITY DATE			14,918,232	4.2		14,918,231.97	4.3
EQUITY BUILDING PROGRAM (As per Investment Agreement with Affinity CU)	3.540	N/A	3,000,000	0.8	100.000	3,000,000.00	0.9
PORTFOLIO TOTAL			355,511,467	100.0		348,004,254	100.0

TO: Secretary, Administration and Finance Committee
FROM: General Manager, Transportation & Utilities Department
DATE: April 29, 2014
SUBJECT: Traffic Pattern Changes – Circle Drive South
FILE NO.: CK. 6120-1

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

TOPIC AND PURPOSE

This report is to provide follow-up information on traffic pattern changes resulting from the opening of the Circle Drive South project in August 2013.

REPORT HIGHLIGHTS

1. Changes to traffic patterns that have been observed are very similar to what had been expected.
2. Senator Sid Buckwold Bridge, Idylwyld Drive and 22nd Street West have seen the largest decreases in traffic volumes.
3. Overall river crossing volumes have remained constant, suggesting a re-distribution of trips but not a significant change in trip patterns.

STRATEGIC GOAL

This report supports the City of Saskatoon Strategic Goal of Moving Around as the plans to monitor traffic patterns will assist in ensuring that the traffic flows efficiently and safely throughout the city.

BACKGROUND

The Circle Drive South project represents the completion of Circle Drive and is a key roadway connection across the South Saskatchewan River in the southern portion of the city. There has been significant discussion on the opening of Circle Drive South and the impact of traffic patterns on streets and neighbourhoods.

City Council at its meeting held on August 14, 2013, received a report from the Administration outlining the anticipated traffic pattern changes. The report indicated that the impacts would be monitored and the Administration would submit a follow up report by the early fall of 2014.

REPORT

Traffic Volume Changes on Bridges

The Senator Sid Buckwold Bridge was originally forecasted to have a 17% decrease in traffic volumes. Six months after opening, the traffic volumes have decreased by almost 30%.

The Broadway and University Bridges also had larger than expected decreases in traffic volumes and are operating at a higher level of service because of the reduced volumes.

Table 1: Traffic Volume Changes on Bridges

River Crossing	Estimated Average Annual Daily Traffic (vehicles/day)			Map Location
	Post-Circle Drive South	Pre-Circle Drive South	% Change	
Circle Drive South Bridge	26,300	n/a		A
Senator Sid Buckwold Bridge	38,000	53,200	-29%	B
Broadway Bridge	20,400	23,900	-15%	C
University Bridge	38,600	41,200	-6%	D
Circle Drive Bridge	77,000	82,500	-7%	E
Total	200,300	200,800		

Traffic Volume Reductions on Major Roadways

As previously expected, 22nd Street West and Idylwyld Drive have experienced significant decreases in traffic volumes, as drivers have moved their trips from 22nd Street and Senator Sid Buckwold Bridge to Circle Drive South. This re-distribution of travel is widespread and largely within Circle Drive, the downtown and the core areas.

Table 2: Traffic Volume Reductions on Major Roadways

Segment	Estimated Average Annual Daily Traffic (vehicles/day)			Map Location
	Post-Circle Drive South	Pre-Circle Drive South	% Change	
Idylwyld Drive: 39 th Street - Circle Drive North	16,500	20,700	-20%	F
Idylwyld Drive: Circle Drive South - Lorne Avenue	20,700	27,500	-25%	G
Idylwyld Drive: 19 th Street - 20 th Street	24,300	37,600	-35%	H
Lorne Avenue: Ruth Street - Taylor Street	8,100	11,900	-32%	I
22 nd Street: Circle Drive - Avenue W	36,500	43,700	-16%	J
22 nd Street: Circle Drive - Diefenbaker Drive	27,900	29,500	-5%	K
8 th Street: Clarence Avenue - Cumberland Avenue	26,000	28,700	-9%	L
Avenue P: 11 th Street - 20 th Street	4,900	6,800	-28%	M
Avenue W: 11 th Street - 20 th Street	4,600	4,600	0%	N
Confederation Drive: Laurier Drive - 33 rd St	21,300	23,700	-10%	O

Traffic Volume Increases on Major Roadways

As previously expected, Circle Drive between Highway #11 and Idylwyld Drive has seen a significant increase in traffic volumes; however, increases have also been observed along major arterials connecting to and from Circle Drive in the southern portion of the city (11th Street, Clarence Avenue, and Preston Avenue).

Table 3: Traffic Volume Increases on Major Roadways

Segment	Estimated Average Annual Daily Traffic (vehicles/day)			Map Location
	Post- Circle Drive South	Pre- Circle Drive South	% Change	
Circle Drive: Highway #11 - Preston Avenue	43,500	26,800	+62%	P
Idylwyld Drive: Clarence Avenue - Circle Drive South	44,000	33,100	+33%	Q
11 th Street: Dundonald Avenue - Fairlight Drive	7,900	6,300	+25%	R
11 th Street: Fairlight Drive - Chappell Drive	4,700	3,900	+21%	S
11 th Street: Chappell Drive - Highway #7	4,800	4,500	+7%	T
Clarence Avenue: Circle Drive - Glasgow Street	19,134	16,520	+16%	U
Preston Avenue: East Drive - Louise Street	12,500	10,000	+25%	V

In addition to the volume changes along our major arterial roadways, the pattern of traffic flows has also experienced changes. Avenue W had an increase in northbound traffic and a decrease in southbound traffic; Preston Avenue had an increase in southbound traffic, but no noticeable change in northbound traffic. Clarence Avenue has increased traffic in the southbound direction, and a very large increase in northbound flows.

The changes suggest that new driving behaviour is developing at smaller scales between neighbourhoods. Despite the increases in traffic volumes, the roadways are operating within acceptable levels for major arterials within the city, and no changes are recommended at this time. Transportation will continue to monitor the operation of the City's transportation network making recommendations when required. Transportation maintains an existing traffic monitoring program with the new and reconfigured roadways to be integrated into that existing program.

Additional information is being collected on the western-most segment of 11th Street and will be completed this summer to continue monitoring the volumes along this road.

Traffic Volume Distribution Changes at Major Intersections

Changes to observed peak hour turning movements are very similar to those observed changes in connecting arterial volumes.

Table 4: Traffic Volume Changes at Major Intersections

Intersection	Morning Peak Hour (vehicles/hour)			Afternoon Peak Hour (vehicles/hour)			Map Location
	Pre - Circle Drive South	Post - Circle Drive South	% Change	Pre- Circle Drive South	Post- Circle Drive South	% Change	
Circle Drive North & Idylwyld Drive	6,397	6,117	-4%	7,521	6,779	-10%	W
22 nd Street & Idylwyld Drive	4,159	3,542	-15%	5,127	4,608	-10%	X
11 th Street & Highway #7	876	569	-35%	1,449	1,440	-1%	Y
Circle Drive North & Millar Avenue	5,394	5,165	-4%	6,388	5,542	-13%	Z

The intersection of 22nd Street and Idylwyld Drive has had the most dramatic shift, with decreases in the proportion of northbound left turns and eastbound right turns, as can be expected with drivers choosing Circle Drive South instead of Idylwyld Drive South. The intersection of Circle Drive North and Idylwyld Drive had decreases in both eastbound/westbound through traffic and decreased demand for northbound right turns from Idylwyld Drive. Circle Drive North and Millar Avenue also showed significant decreases in the eastbound/westbound through volumes.

The intersection of Highway #7 and 11th Street West has experienced a significant change in the pattern of traffic using both 11th Street and the relative proportions of turning traffic at the intersection. Additional studies will be undertaken this summer to confirm the new traffic conditions on the western-most segment of 11th Street West.

Traffic Composition on Circle Drive South

The permanent traffic count station on the west abutment of the Circle Drive South Bridge includes the ability to classify vehicles 24-hours a day. The traffic composition on Circle Drive North has remained consistent although with reduced total volumes. Circle Drive South appears to have a higher portion of medium-sized vehicles (likely in-city deliveries).

Table 5: Traffic Composition on Circle Drive

Vehicle Classification	Circle Drive North @ Idylwyld	Circle Drive South Bridge
Light vehicle (automobile)	92%	91%
Medium vehicle (delivery truck etc.)	3%	6%
Heavy vehicle (semi-trailer etc.)	5%	3%

OPTIONS TO THE RECOMMENDATION

As an information report, no options have been identified.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

There are no financial implications.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There is no public/stakeholder involvement.

COMMUNICATION PLAN

This report and information from this report will be available through the City's website (Saskatoon.ca).

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

This informational item is a follow-up report to a previous report.

ENVIRONMENTAL IMPLICATIONS

The opening of Circle Drive South has resulted in traffic pattern changes throughout many areas of the city. The overall impact on greenhouse gas emissions has not been quantified.

PRIVACY IMPLICATIONS

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

CPTED is not required.

PUBLIC NOTICE

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

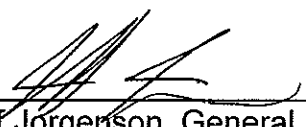
ATTACHMENT

1. Circle Drive South Map – Traffic Impact Study Count Locations

Written by: David LeBoutillier, Planning Engineer, Transportation

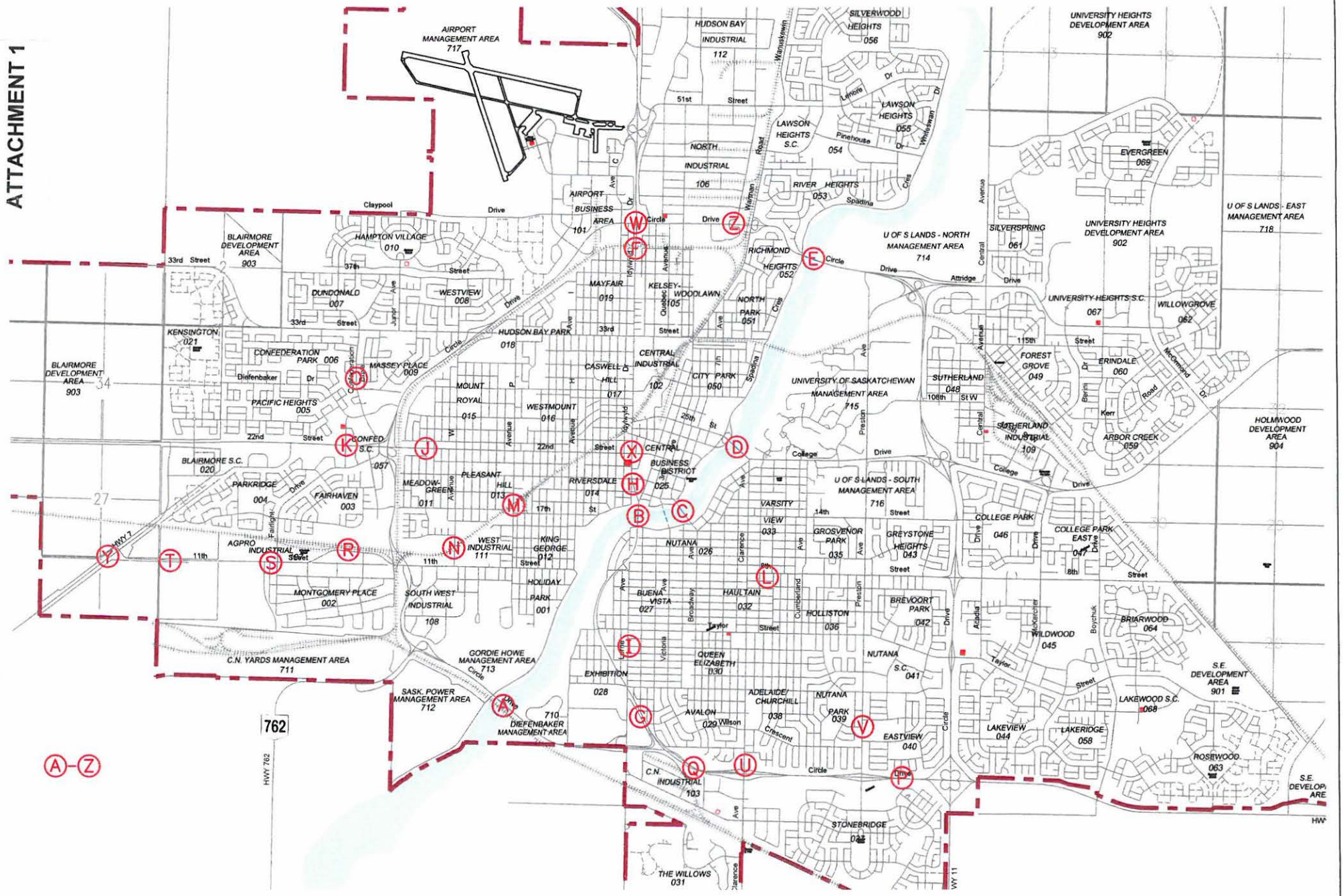
Reviewed by: Angela Gardiner, Director of Transportation

Approved by:



Jeff Jorgerson, General Manager
Transportation & Utilities Department
Dated: May 19/2017

Copy: City Manager
AF DL - Traffic Pattern Changes -- Circle Drive South



FUNCTIONAL

PROJECT NO. 504-0072-100r001

TRANSPORTATION DIVISION – FUNCTIONAL			
ENGINEER	DIRECTOR	DATE	
ENGINEER		DATE	
ENGINEER		DATE	
ENGINEER		DATE	
DRAWN BY	RSY	DATE	2014-04-15



City of Saskatoon
Transportation & Utilities Department
©2013 PROJECTS\DAVE L WALL MAPS\8.5X11 COUNCIL REPORT.DWG

CIRCLE DRIVE SOUTH	
TRAFFIC IMPACT STUDY	
COUNT LOCATIONS	
CHIEF ENGINEER	DATE
SCALES: HOR. MTS	DATE
VERT.	
SHEET NO.	PLAN NO.
	249-0072-100r001

5/1/2014 9:27 AM

His Worship the Mayor and City Council
The City of Saskatoon

REPORT

of the

LAND BANK COMMITTEE

Composition of Committee

Councillor T. Davies, Chair
Councillor R. Donauer
Councillor Z. Jeffries
Councillor M. Loewen
Councillor P. Lorje

1. **Request to Sell City-Owned Property – Eight Lots in Phase 7 of the Marquis Industrial Area**
(Files: CK. 4215, AF. 4214 and LA. 4131-2-010)

- RECOMMENDATION:**
- 1) that the Director of Saskatoon Land be authorized to sell eight lots (Lots 1 to 8, Block 942, Plan 102145687) 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 are to be placed for sale over-the-counter on a first-come, first-served basis;
 - 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by public tender; and
 - 4) that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in the servicing costs and for returned parcels.

Attached is a report of the CFO and General Manager, Asset & Financial Management Department, dated April 29, 2014, requesting approval to sell eight industrial lots from Phase 7B in the Marquis Industrial area through a public tender process.

Your Committee has reviewed this matter with the Administration and supports the above recommendations.

**2. Request to Sell City-Owned Property – Pricing on Five Multi-Family Parcels in the Evergreen Neighbourhood
(Files CK. 4215-1, AF. 4214-1 and LA. 4214-2)**

- RECOMMENDATION:**
- 1) that the Director of Saskatoon Land be authorized to sell Parcel D, Plan No. 102038150; Parcel E, Plan No. 102064294; Parcel N, Plan No. 102077894; Parcel M, Plan No. 102074510; and Parcel O, Plan No. 102088953 on Evergreen Boulevard to the highest bidder through a public tender process with reserve bids;
 - 2) that any of the parcels, which are not sold through the tender process, be placed for sale over-the-counter on a first-come, first-served basis;
 - 3) that the City Solicitor be requested to prepare the sale agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal; and
 - 4) that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and returned parcels.

Attached is a report of the CFO and General Manager, Asset & Financial Management Department dated April 30, 2014, requesting approval to price and sell five multi-family parcels by public tender.

Your Committee has reviewed this matter with the Administration and supports the above recommendations.

3. Request to Resell Single Family City-Owned Property in the Evergreen (Phase 8) Neighbourhood through a Public Tender Process (Files CK. 4215-1, AF 4214-1 and LA. 4218-014-001)

- RECOMMENDATION:**
- 1) that the Director of Saskatoon Land be authorized to sell seven single-family lots in two groupings with the following legal descriptions:
 - Plan 102137633, Block 669, Lots 4, 16 and 17; and
 - Plan 102146891, Block 669, Lots 46 and 47, Block 670, Lots 22 and 23on Baltzan Boulevard and Boykowich Street to the highest bidder through a public tender process with tender conditions and reserve bid prices as outlined in this report, plus applicable taxes;
 - 2) that all lots sold through the public tender process for grouped lots be subject to a three-year build time requirement;
 - 3) that any of the grouped lots which are not sold through the public tender process be sold over-the-counter; and
 - 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.

The following is a report of the CFO & General Manager, Asset & Financial Management Department, dated May 5, 2014:

“TOPIC AND PURPOSE

The intent of this report recommends that groupings of single-family lots be offered for sale to the highest bidder through a public tender process. Saskatoon Land intends to resell seven single-family lots, divided within two groupings in the Evergreen neighbourhood. These groups were previously brought to market with the incorrect reserve bids attached. Re-tendering these lots provides a fair and equitable means of offering the land back to the market.

REPORT HIGHLIGHTS

1. Saskatoon Land is recommending that the two groups of lots with the wrong reserve bid amount be re-tendered.

STRATEGIC GOALS

Under the Strategic Goal of Continuous Improvement, the recommendations in this report support the long-term strategy to provide a coordinated approach to customer service with quick and accurate responses.

BACKGROUND

On March 17, 2014, City Council approved pricing and development controls for the sale of eight groups of single-family lots in the Evergreen and Kensington neighbourhoods. This was done to address requests for bulk lot allocations from Saskatoon Land's Eligible Contractors. All groups of lots were successfully sold through this process; however, shortly after the tender closed, the Administration realized that two of the lot groupings in Evergreen were offered with the incorrect reserve bid price. In order to correct this error, the Administration immediately advised the winning bidders of the oversight and presented the following two options as a remedy:

1. The Administration would honour the contractor's original bid based on the incorrect reserve amount if they wished to still proceed with the sale; or
2. If the contractor did not wish to proceed with the sale at their original bid price, the Administration would return their deposit with no penalty and proceed to re-tender with the correct reserve bid.

Both Eligible Contractors chose the second option, and their deposit cheques have since been returned.

REPORT

In order to be fair to all Eligible Contractors who submitted a bid and to those who may have if the amount of the reserve was correct, it is recommended that the two groups be resold through the public tender process. There are seven lots being tendered in two groupings of lots with reserve bid prices as follows:

The attached map (Attachment 1) shows the Evergreen Phase 8 lots to be offered through public tender in the groupings as follows:

Group A (4 lots)	\$458,000
Plan 102137633, Block 669, Lots 16 and 17	
Plan 102146891, Block 669, Lots 46 and 47	
Group B (3 lots)	\$451,900
Plan 102137633, Block 669, Lot 4	
Plan 102146891, Block 670, Lots 22 and 23	

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.

Payment terms for successful bidders will be similar to the terms used for lots acquired through the normal lot draw process:

- 13% down payment on final sale price of the lot groupings; and
- 8 months to pay out the remaining balance on the lots.

One exception to the above terms is that all lots sold through the public tender process will be considered final sale. Return of public tendered single-family lots will not be permitted.

Saskatoon Land will administer development controls for the identified seven single-family lots which have been previously approved.

Lot prices have been determined based on an examination of current and expected lot prices for comparable properties in the Saskatoon market. A base unit price was used to calculate lot prices. Adjustments were then made to base prices factoring in lot location and characteristics.

OPTIONS TO THE RECOMMENDATION

Another option would be to offer the groupings to the original winning bidders at the same percentage over the correct reserve bid. Under this option, the Administration would apply the same marginal bid above the incorrect reserve to the correct price and proceed with the sale to the previously successful bidders. This option is not recommended as it is likely that more Eligible Contractors would have bid on the parcels had the correct reserve amount been used.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Proceeds from the sale of this land will be deposited into the Evergreen Neighbourhood Land Development Fund.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Saskatoon Land met with the winning bidders of the two groups of lots and informed them of the error. Through discussions, both Eligible Contractors decided to have their cheques returned and agreed to have the lots placed for retender.

Furthermore, one of the original successful bidders has requested that, regardless of the results of the retender, they be given a first right of refusal to repurchase the lot grouping at the new winning bid. The Administration will not be recommending this, as it would not be fair to the successful bidder and it compromises the integrity of the competitive bidding process.

COMMUNICATION PLAN

Notice of the public tender will be advertised in The Star Phoenix a minimum of two Saturdays prior to the tender. A tender package will be provided to all Eligible Contractors, as well as be available on Saskatoon Land's website for information.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

After completion of the tenders, a public meeting will be held with Saskatoon Land's Eligible Contractors in order to refine the process. At that time, it will be determined whether to continue the single family tenders before lot draws or discontinue the practice altogether.

ENVIRONMENTAL IMPLICATIONS

The environmental incentive programs previously approved for use in the Evergreen neighbourhood will continue to be used. Environmental implications stemming from the design of the Evergreen neighbourhood have been presented in previous reports to the Land Bank Committee.

PRIVACY IMPLICATIONS

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The subdivision and sale of these parcels is in conformance with the approved Evergreen Neighbourhood Concept Plan. A CPTED review is not required.

PUBLIC NOTICE

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

ATTACHMENT

1. Map of Evergreen Lots Offered through Public Tender.”

Your Committee has reviewed this matter with the Administration and supports the above recommendations.

4. **Land Bank Operations – Land Development
Annual Report for Year Ending December 31, 2013
(Files CK. 430-61, AF. 430-1, AF. 4110-1 and LA. 0430-4)**

RECOMMENDATION: that the information be received.

Attached is a report of the CFO and General Manager, Asset & Financial Management Department dated April 28, 2014, providing the Saskatoon Land Bank Program 2013 Annual Report, including a summary of revenue sources for 2013 and the benefits of the Land Bank Program.

Your Committee reviewed this matter with the Administration and is submitting it to City Council for information.

Report No. 4-2014
Land Bank Committee
Monday, June 9, 2014
Page 8

**5. Quarterly Report – Builder and Developer Lot Supply – April 2014
(Files 4110-1, AF. 4132-1, AF. 4125-1 and LA. 4138-4)**

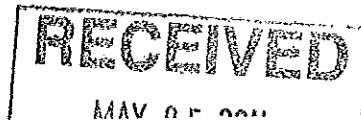
RECOMMENDATION: that the information be received.

Attached is a report of the CFO & General Manager, Asset & Financial Management Department dated April 25, 2014, providing information on builder and developer inventory levels for residential and industrial land in the City of Saskatoon.

Your Committee reviewed this matter with the Administration and is submitting it to City Council for information.

Respectfully submitted,

Councillor T. Davies, Chair



4215-1
2

TO: Secretary, Land Bank Committee
FROM: CFO & General Manager, Asset & Financial Management
DATE: April 29, 2014
SUBJECT: Request to Sell City-Owned Property – Eight Lots in Phase 7 of the Marquis Industrial Area
FILE NOS: AF.4214-1 and LA. 4131-2-010

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

- 1) that the Director of Saskatoon Land be authorized to sell eight lots (Lots 1 to 8, Block 942, Plan 102145687) 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 are to be placed for sale over-the-counter on a first-come, first-served basis;
- 3) that His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by public tender; and
- 4) that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in the servicing costs and for returned parcels.

TOPIC AND PURPOSE

The purpose of this report is to obtain approval to sell eight industrial lots from Phase 7B in the Marquis Industrial area through a public tender process.

REPORT HIGHLIGHTS

1. Eight industrial lots from Phase 7B in the Marquis Industrial area will be sold through a public tender process.

STRATEGIC GOAL(S)

This report supports the City of Saskatoon's 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 eight industrial lots in the Marquis Industrial area through a public tender process. Attachment 1 shows the subject lots on 66th Street. These lots were originally held back due to the surplus of Heavy Industrial (IH) inventory that has since been absorbed by the market.

The eight lots are zoned IH District, the most flexible industrial zoning and allows for a wide range of industrial/commercial uses. Not included in this report is a row of six Light Industrial (IL1) lots that are being held back until further absorption of current IL1 inventory occurs. These lots are in a prime location with good access to Marquis Drive and approaching Idylwyld Drive.

REPORT

The strong economy in the city has resulted in Marquis Industrial heavy industrial inventory being absorbed at a constant rate throughout 2013. A recent report prepared by ICR Commercial indicated that throughout 2013, upwards of 541,000 square feet of industrial space was absorbed in the Saskatoon market. Despite having no heavy Industrial inventory available for purchase from the City at this time, a healthy supply of industrial 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 \$480,000 to \$600,000 per acre be used as a base for establishing the reserve bid. Proposed individual parcel prices are outlined in Attachment 2. 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 resale of land recently sold by the City. Increases in the 2014 prepaid rates have also been factored into the pricing. The average price per acre is \$504,000 and the total proposed sales revenue for the phase is \$6,525,000.

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 Saskatoon Land.

OPTIONS TO THE RECOMMENDATION

The only option would be to not proceed with the sale of the land at this time.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proceeds from the sale of this land will be deposited into the Property Realized Reserve.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Public and/or stakeholder involvement is not applicable.

COMMUNICATION PLAN

Notice of the public tender will be advertised in The StarPhoenix 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 Saskatoon Land website.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

No additional follow-up is required.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no CPTED implications.

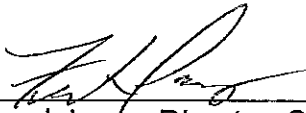
PUBLIC NOTICE

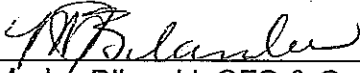
Public Notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

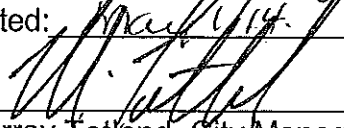
ATTACHMENT(S)

1. Marquis Industrial Phasing Map.
2. Marquis Industrial Price Listing.

Written by: Jeremy Meinema, Finance and Sales Manager

Approved by: 
Frank Long, Director, Saskatoon Land
Dated: May 1, 2014

Approved by: 
Mariys Bilanski, CFO & General Manager
Asset and Financial Management
Dated: May 1, 2014

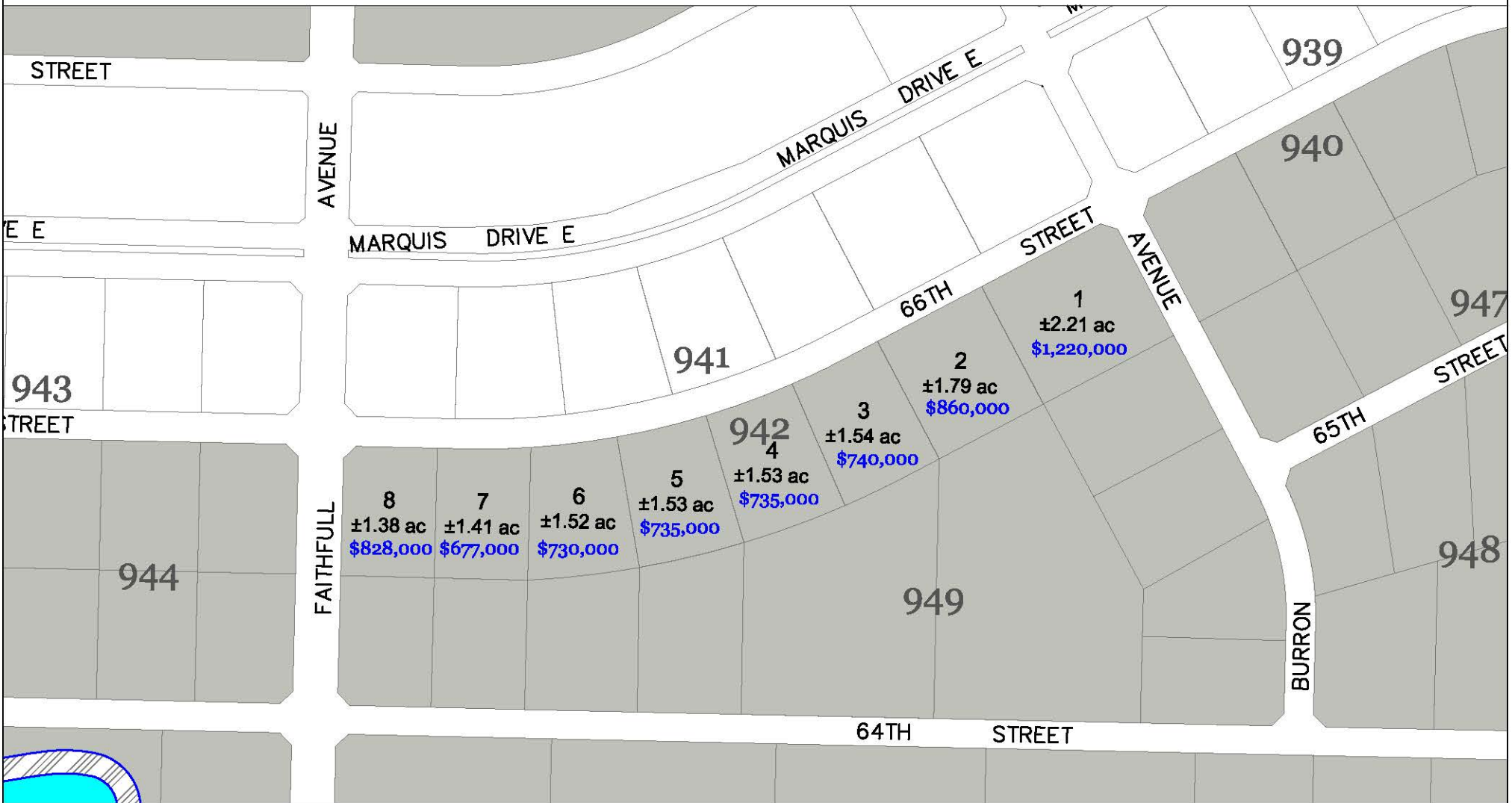
Approved by: 
Murray Toland, City Manager
Dated: May 3, 14

Request for pricing Marquis Phase 7B.doc
copy: His Worship the Mayor

Marquis Industrial Phase 7B Pricing

 Heavy Industrial

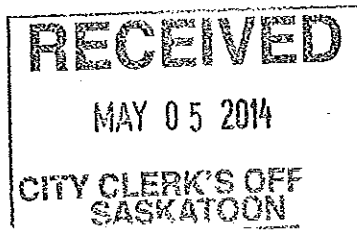
 Light Industrial



Note: Saskatoon Land 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 renderings 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.

Marquis Industrial Price Listing Attachment 2

Phase	Lot	Block	Zoning	Area (ac)	Price/acre	Total
7B	1	942	IH	2.21	\$552,000.00	\$1,220,000.00
7B	2	942	IH	1.79	\$480,000.00	\$860,000.00
7B	3	942	IH	1.54	\$480,000.00	\$740,000.00
7B	4	942	IH	1.53	\$480,000.00	\$735,000.00
7B	5	942	IH	1.53	\$480,000.00	\$735,000.00
7B	6	942	IH	1.52	\$480,000.00	\$730,000.00
7B	7	942	IH	1.41	\$480,000.00	\$677,000.00
7B	8	942	IH	1.38	\$600,000.00	\$828,000.00
Total						\$6,525,000.00
Average					\$504,000.00	



4215-1
2.

TO: Secretary, Land Bank Committee
FROM: CFO & General Manager, Asset & Financial Management Department
DATE: April 30, 2014
SUBJECT: Request to Sell City-Owned Property – Pricing on Five Multi-family
Parcels in the Evergreen Neighbourhood
FILE NOS: AF.4214-1 and LA. 4214-2

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

- 1) that the Director of Saskatoon Land be authorized to sell Parcel D, Plan No. 102038150; Parcel E, Plan No. 102064294; Parcel N, Plan No. 102077894; Parcel M, Plan No. 102074510; and Parcel O, Plan No. 102088953 on Evergreen Boulevard to the highest bidder through a public tender process with reserve bids;
- 2) that any of the parcels, which are not sold through the tender process, be placed for sale over-the-counter on a first-come, first-served basis;
- 3) that the City Solicitor be requested to prepare the sale agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal; and
- 4) that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and returned parcels.

TOPIC AND PURPOSE

The purpose of this report is to obtain approval to price and sell five multi-family parcels by public tender.

REPORT HIGHLIGHTS

1. Reserve bid prices for four group townhouse parcels, and one street townhouse parcel have been determined using a comparable analysis of pricing for similar parcels in the Saskatoon market, and the unique site and situational characteristics of each parcel. Reserve bid prices range from \$1,268,000 to \$3,912,500.

2. A number of development controls are being proposed in order to create character within the neighbourhood, to help fulfil the vision of the neighbourhood design, and to harmonize the interface between various housing forms.

STRATEGIC GOAL(S)

The sale of these parcels supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by increasing revenue sources and reducing reliance on residential property taxes, and by providing revenue to fund new capital expenditures, including core services such as fire halls, roadways, and underground services.

BACKGROUND

Saskatoon Land is requesting approval to price, sell and administer development controls for five multi-family parcels. These five parcels have been held back until now due to the relocation of an existing 138kV power line within the Evergreen Neighbourhood. This power line has now been relocated.

Attachment 1 indicates the location of the five parcels within the context of the entire Evergreen Neighbourhood.

Attachment 2 indicates, within the red dashed border, the location of the five parcels being priced at this time.

These parcels in Evergreen are being priced at this time and are intended to be tendered this summer. Servicing and grading is completed and all deep underground services have been installed. Roadways, curbs and sidewalks have also been completed.

REPORT

Parcel Pricing

Reserve bid prices for these sites had been determined using a comparable analysis of pricing for similar group townhouse parcels in the Saskatoon market, and the unique site and situational characteristics of each parcel. The recommended pricing for these sites is as follows:

Group Townhouse Parcels D, N, M and O

Parcel D	(4.207 acres)	\$930,000/acre	Reserve Bid: \$3,912,600
Parcel N	(1.409 acres)	\$915,000/acre	Reserve Bid: \$1,289,300
Parcel M	(3.259 acres)	\$950,000/acre	Reserve Bid: \$3,096,000

OPTIONS TO THE RECOMMENDATION

The only option would be to not proceed with the sale of the land at this time.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The proceeds from the sale of this land will be deposited into the Evergreen Neighbourhood Land Development Fund.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

These sites are consistent with the approved neighbourhood concept plan. No public and or/stakeholder involvement is required.

COMMUNICATIONS PLAN

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 Saskatoon Land website.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

No additional follow-up is required.

ENVIRONMENTAL IMPLICATION

The Evergreen environmental incentives specific to covering administrative costs for registering projects as Energy Star or Leed certified, will apply to all multi-family townhouse parcels in this phase.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The subdivision and sale of these parcels is in conformance with the approved Evergreen Neighbourhood Concept Plan. A CPTED review is not required.

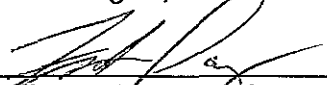
PUBLIC NOTICE

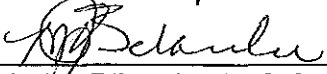
Public Notice, pursuant to Section 3 of the Public Notice Policy No. C01-021 is not required.

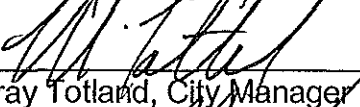
ATTACHMENTS

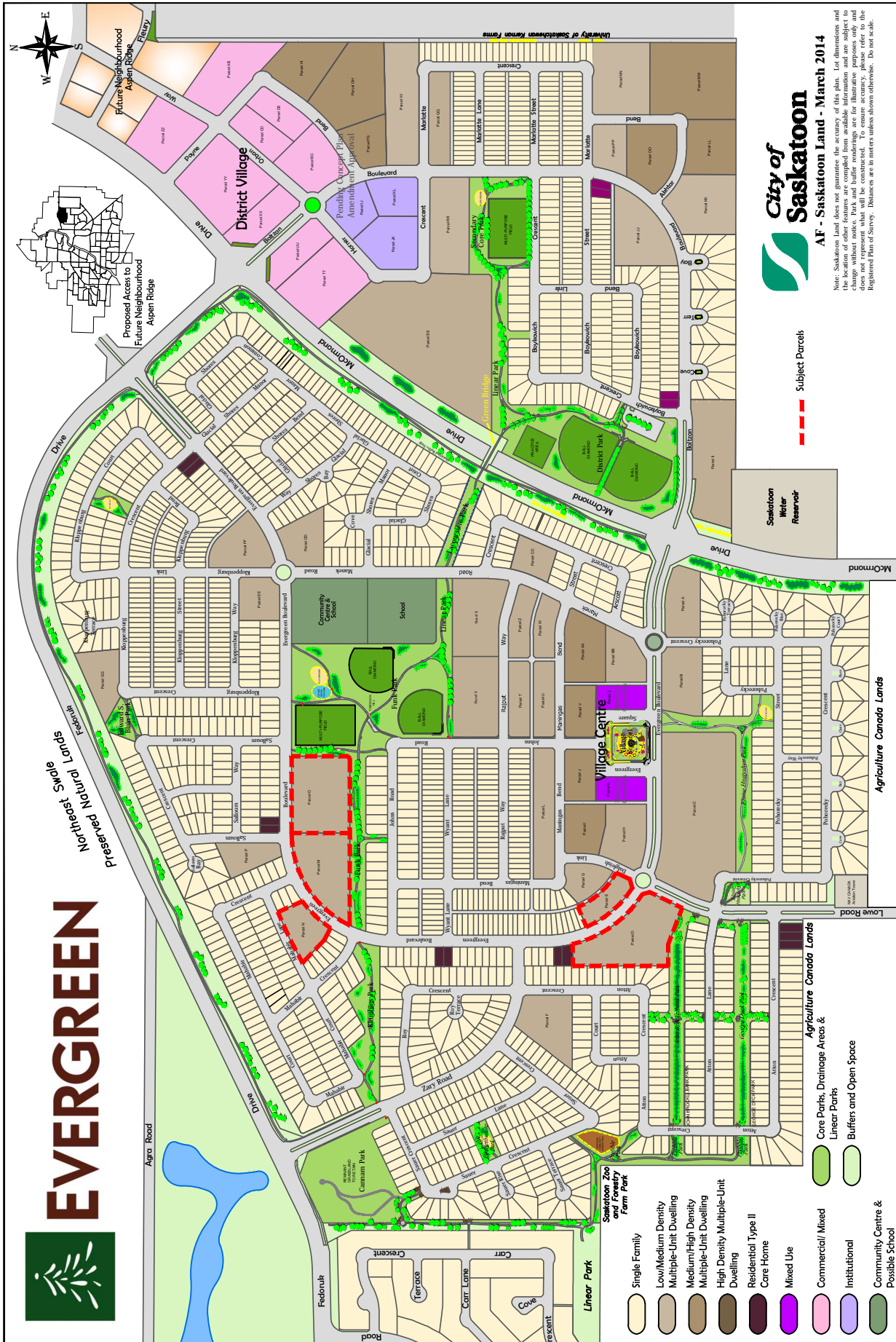
1. Plan of Evergreen.
2. Evergreen Multi-family Site Sales Map.

Written by: Danae Balogun, Planner

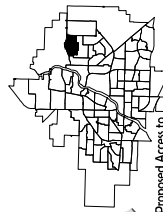
Approved by: 
Frank Long, Director, Saskatoon Land
Dated: April 30, 2014

Approved by: 
Marlys Bilanski, CFO & General Manager
Asset & Financial Management Department
Dated: April 30, 2014

Approved by: 
Murray Totland, City Manager
Dated: May 3/14



EVERGREEN



- Single Family
- Low/Medium Density Multiple-Unit Dwelling
- Medium/High Density Multiple-Unit Dwelling
- High Density Multiple-Unit Dwelling
- Residential Type II Care Home
- Mixed Use
- Commercial/Mixed
- Institutional
- Community Centre & Possible School
- Core Parks, Drainage Areas & Linear Parks
- Buffers and Open Space
- Agriculture Canada Lands

City of Saskatoon
AF - Saskatoon Land - March 2014

--- Subject Parcels

Note: Saskatoon Land does not guarantee the accuracy of this plan. Lot dimensions and boundaries are shown for illustrative purposes only and change without notice. Park and buffer notations are for illustrative purposes only and do 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.



Legend:

Subject Parcels		Lot Number	10	Transformer(2.0m x 2.0m)	
Previous Development		Easement 3m		Utility Pedestal (2.75m x 2.0m)	
Residential Care Home Type II		Easement 5m		Light Standard	
Multi-Family Parcels Group Townhouses		Proposed Bus Stop		Fire Hydrant	
Multi-Family Parcels Street Townhouses		Mail Boxes		Temporary Water Circulator	
Civic Addresses	1234				



Note: Saskatoon Land 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 renderings 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.

EVERGREEN Lots offered through Public Tender

Legend

- Lot Grouping A - 4 Lots \$ 458,000
- Lot Grouping B - 3 Lots \$ 451,900
- 1234 Civic Addresses
- Previous Development
- Residential Care Home Type II
- Multi-Family Parcels
- Multi-Family Parcels (Low/Medium Density)
- Lots With no roof slope req.
- Easement 1.5m
- Easement 3m
- Easement 5m
- City Water & Sewer
- Concrete Swale
- Proposed Bus Stop
- Mail Boxes
- Chain Fence
- Decorative Fence
- Masonry Fence
- Corner Garage Location
- Garage Location
- Walk-out Units
- Concrete Pad
- Fire Hydrant
- Temporary Water Circulator
- Transformer (2.0m x 2.0m)
- Utility Pedestal (2.75m x 2.0m)
- Light Standard
- Utility Corridor
- 138KV Overhead Power Line



Note: The Land Branch does not guarantee the accuracy of the information shown on this plan. This plan is not a legal Plan of Survey. Distances are in metres unless shown otherwise. This is not a legal plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. For more information, please contact the appropriate authority. Do not scale.



RECEIVED

MAY 05 2014

CITY CLERK'S OFFICE
SASKATOON

430-01
4

TO: Secretary, Land Bank Committee
FROM: CFO & General Manager, Asset & Financial Management Department
DATE: April 28, 2014
SUBJECT: Land Bank Operations - Land Development - Annual Report for Year Ending December 31, 2013
FILE NOS: AF.430-1, AF.4110-1 and LA. 0430-4

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

TOPIC AND PURPOSE

The 2013 Annual Report highlights key Saskatoon Land accomplishments, summarizes revenue sources for the 2013 calendar year, and outlines the benefits of the Land Bank Program.

REPORT HIGHLIGHTS

1. The Elk Point Neighbourhood Concept Plan was submitted to Planning and Development in April 2013 and is currently being circulated for comment. This neighbourhood focuses on being walkable and having convenient access to a wide variety of services and amenities, promoting a return to elements commonly found in pre-war North American neighbourhoods. Approval of the Elk Point Concept Plan is anticipated in 2014.
2. The Aspen Ridge Neighbourhood Concept Plan was completed in 2013, and circulated to agencies for comment. The design of this neighbourhood incorporates the strategic goals and the development principles of the evolving Integrated Growth Plan. Unique elements include a multi-way boulevard, two proposed new mixed-use zoning districts, and a greenway that strategically interfaces the neighbourhood with the Northeast Swale. Approval of the Aspen Ridge Concept Plan is anticipated in 2014.
3. The first lot draw in the Kensington Neighbourhood took place in 2013, with the sale of 93 single-family lots. Unique to this lot draw, was the implementation of new development controls which allow for greater flexibility for builders while maintaining desired standards for appearances. The second lot draw in Kensington is to take place in spring of 2014.
4. Land Sales totalled just over \$126 million. Sales highlights include 600 single family lot sales, 27.81 acres of institutional/multi-family sales, 54.80 acres of industrial sales/leases, and 1.48 acres of commercial land.
5. To date, \$105.6 million in net proceeds from the sale of property in Hampton Village, Rosewood, Evergreen, and Willowgrove have been made available for City Council to allocate to various civic projects.

STRATEGIC GOAL(S)

Saskatoon Land is committed to enhancing and improving the Land Bank Program

through customer and builder surveys, up-to-date inventory control and project management software, and continual analysis of market demand and consumer preferences, supporting a culture of Continuous Improvement.

Net proceeds generated by the Land Bank Program provide City Council with additional funding to invest in what matters and provide increased revenue sources and reduced reliance on residential property taxes, supporting Asset and Financial Sustainability.

Saskatoon Land incorporates community focal points in new neighbourhood design such as village squares, streetscaping, and Linear Park design, as well as pre-designating rental, affordable and entry-level housing projects in each neighbourhood, supporting Quality of Life for Saskatoon residents.

Saskatoon Land strives to be a leader in promoting environmental practices through incorporating energy efficient and responsible land use strategies in new neighbourhood design, supporting Environmental Leadership.

Saskatoon Land designs complete communities that support a range of household types and contain a mix of commercial, institutional and residential land uses, purposefully designed to promote transportation options and increase density, supporting the goals of Moving Around/Sustainable Growth.

The Land Bank Program facilitates employment growth and business expansion in the industrial and commercial sectors, through the use of the innovative Industrial Land Incentives Program and the development of suburban centres, supporting Economic Diversity and Prosperity.

BACKGROUND

In 1954, after years of obtaining and selling tax enforcement properties, City Council formalized its involvement in the land development business by actively acquiring land through purchase for future development.

Since that time, the City of Saskatoon has been actively involved in the land development industry in all areas of Saskatoon, including all residential, institutional, commercial, and industrial.

The mandate of the City's Land Bank operation is as follows:

- 1) to provide an adequate supply of residential, institutional and industrial land at competitive market values;
- 2) to provide innovation and leadership in design for new growth;
- 3) to provide financial returns at competitive rates of return-on-investment to the City for allocation to civic projects and programs;
- 4) to assist in the attainment of orderly urban growth; and

- 5) to operate on a level playing field with other land development interests in the community.

In addition to the mandate above, Saskatoon Land plays a significant role in helping City Council and Administration achieve the vision and goals of the Strategic Plan and the development principles of the evolving Growing Forward, Shaping Saskatoon Plan.

To achieve these goals, the Land Bank purchases raw land holdings, and when appropriate market conditions exist, the Land Bank proceeds to design, subdivide, service, market, and sell value added parcels of land.

REPORT

The Annual Report (see Attachment 1) is an abstract of key Saskatoon Land revenues and activities during 2013 and highlights the benefits of the Land Bank Program.

Saskatoon Land revenues for 2013 may be summarized as follows:

- 600 residential lots were sold for a total of \$82,501,916;
- 10 institutional and multi-family parcels totalling 27.81 acres were sold for a total of \$19,026,400;
- 13 industrial parcels totalling 22.03 acres were sold for a total of \$9,629,406;
- 18 industrial parcels totalling 32.77 acres were entered into long-term leasing contracts which represents revenue of \$14,615,900; and
- 1 commercial parcel totalling 1.48 acres was sold for a total of \$999,000.

Total sales revenues for 2013 were \$125,773,622.

The Land Development Section of Saskatoon Land was active, in a variety of ways throughout 2013, in the following project areas:

- Willowgrove;
- Evergreen;
- Rosewood;
- Kensington;
- Aspen Ridge;
- Elk Point;
- Blairmore Suburban Centre (Parkridge); and
- Marquis Industrial.

Revenues generated by the Land Bank Program provide additional funding for many civic projects. To date, \$105.6 million in net proceeds from the sale of property in Hampton Village, Rosewood, Evergreen, and Willowgrove have been made available

for City Council to allocate to various civic projects such as:

- \$14 million to the Affordable Housing Reserve;
- \$8.2 million in operating budget contributions;
- \$11.7 million to inner city renewal projects; and
- \$17 million to various future capital expenditures.

Several other civic programs and projects have resulted from contributions or financing provided by the Property Realized Reserve such as:

- interim financing of numerous civic projects including; land purchases for new roadways, intersection improvements, trunk sewer outfalls, and snow management sites;
- contributions from the Reserve to civic projects such as River Landing, North Downtown redevelopment, and numerous infill projects; and
- land purchases for the purpose of river bank stewardship and natural area protection.

When funds in the Reserve exceed \$24 million (\$27.2 million in 2012), a yearly transfer to the Reserve for Capital Expenditures takes place, reducing the potential for mill rate increases to fund programs and projects.

Contributions made by returns from the investment in and subsequent sales of Land Bank property has resulted in significant savings for Saskatoon taxpayers and contributed to Saskatoon being in the enviable position of having one of the lowest property tax rates in western Canada.

Customer Survey

Saskatoon Land surveyed its eligible contractors in February 2014 to receive feedback regarding their satisfaction with the selection of lots, sales procedures, new tender process for bulk lot purchases, and their satisfaction with the staff's customer service. Attachment 2 shows a sampling of the results from 83 respondents.

Following the trend of previous years, the customer service of Saskatoon Land sales staff has well surpassed an average rating with 96.4 percent of contractors responding they have experienced good to excellent customer service. Following the changing market trend towards affordable homes, the majority of contractors intend to build houses that require conventional (no lane), and narrow lots (with back lane). The response regarding the contractors' support of implementing mandatory energy efficient certification requirements resulted in the majority of respondents (64.8 percent) not in favour. However, if they were to build energy efficient homes, most would choose the ENERGY STAR certification program. The survey also inquired about the contractors' opinion regarding the new public tender of groups of single-family lots. Many of the

small contractors, those who purchase less than 10 lots per year, thought these bulk lot purchases were in favour of the larger builders and were not supportive of this initiative.

In the future, Saskatoon Land will continue to encourage feedback from its eligible builders through surveys. This will allow for the staff at Saskatoon Land to be knowledgeable in its customers' needs, respond to changes in the market, and implement policies that are beneficial to its customers.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Saskatoon Land produces an Annual Report each year, highlighting key Saskatoon Land accomplishments, summarizing revenue sources for the 2013 calendar year, and outlining the benefits of the Land Bank Program. The 2014 Annual report will be available spring 2015.

ENVIRONMENTAL IMPLICATIONS

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

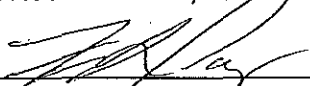
PUBLIC NOTICE

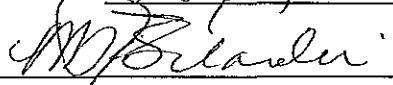
Public Notice, pursuant to Section 3 of Public Notice Policy C01-021, is not required.

ATTACHMENTS

1. Land Branch Annual Report 2013.
2. Land Branch Customer Survey Results.

Written by: Danae Balogun, Planner
Chelsea Mamer, Accountant

Reviewed by: 
Frank Long, Director, Saskatoon Land
Dated: May 1, 2014

Approved by: 
Marlys Bilanski, Chief Financial Officer
Asset & Financial Management Department
Dated: May 14

City of Saskatoon, Saskatoon Land 2013 Annual Report





The City of Saskatoon has been active in the business of developing and selling land since the 1920's, when numerous properties were obtained through tax enforcement. In 1954, City Council formalized its involvement in the land development business by actively acquiring land for future development. This "land-banking" function was unique among municipalities at that time and continues to be one of the more extensive operations of its type. Since the 1950s the City of Saskatoon has played a significant role in developing Saskatoon communities and more recently supplying serviced industrial land to accommodate growth in our vibrant business community and local economy. The City of Saskatoon land development team takes pride in building innovative communities that provide valued amenities, enhanced quality of life, community identity, and lasting value to the investors and families that choose City developments.

The core mandates of the City's Land Bank operation are as follows:

- 1) To provide an adequate supply of residential, institutional and industrial land at competitive market values;
- 2) To provide innovation and leadership in design for new growth;
- 3) To provide financial returns at competitive rates of return on investment to the City for allocation to civic projects and programs;
- 4) To assist in the attainment of orderly urban growth; and
- 5) To operate on a level playing field with other land development interests in the City.

Fifteen staff members comprise Saskatoon Land, Asset and Financial Management Department, and administer the Land Bank Program. In the process of developing the land and offering it for sale, Saskatoon Land staff examines the demand for four different markets: institutional, commercial, industrial and residential. Based on these market assessments, they then arrange for the appropriate quantity and type of land to be designed and developed for eventual sale. In attaining planned land servicing objectives Saskatoon Land draws heavily on the engineering experience and skills of the staff in Saskatoon Water and Construction and Design divisions within Transportation and Utilities Department. This group of civic staff provide the engineering design, drafting, and project management during the servicing phase of the land development process.

As with private sector land developers, Saskatoon Land is subject to all of the procedures and regulations that govern the land development process in Saskatoon. This process is subject to extensive negotiations and influences from many stakeholders including, but not limited to, civic departments, external agencies, and in most instances, private developer partners and land owners.

The City's land development operation, including Saskatoon Land, is self-financing. This includes all business operations including the land development levies and fees, payment of staff salaries, overhead costs, marketing, and the administration of sales. An administration fee is received on all sales and leases and is allocated to the Land Operations Reserve to finance all of the annual operating costs of the Division.

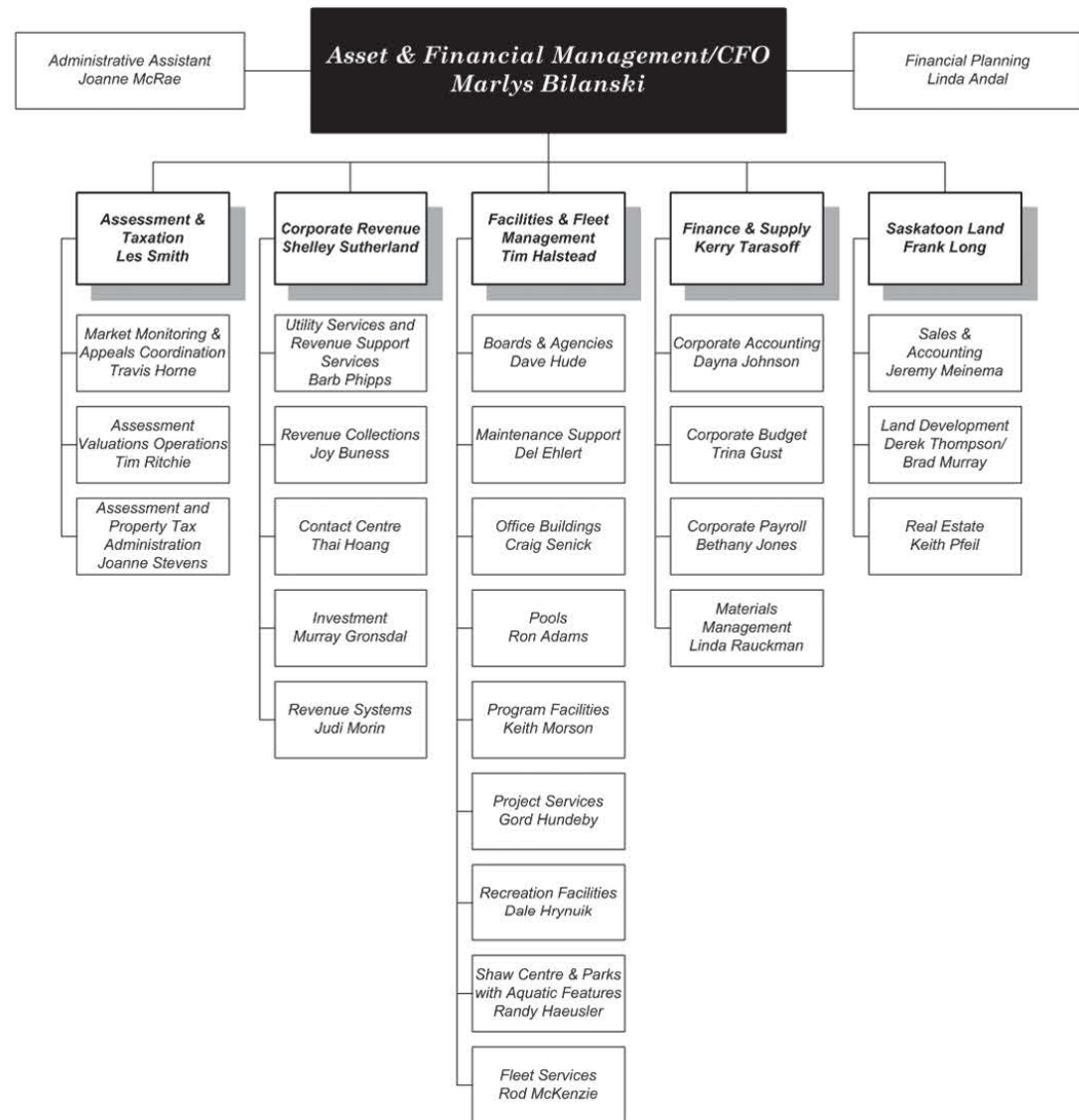
Corporate Realignment

In 2013, the City of Saskatoon underwent significant changes to the organizational structure to improve service delivery, facilitate planning and program development, and streamline operations.

Saskatoon Land, formerly known as the Land Branch, was previously a part of the Community Services Department. As a result of the realignment, Saskatoon Land is now a part of the Asset and Financial Management Department. This change in operating structure addressed potential or perceived conflicts that existed when the Land Branch and the Planning and Development Branch (the planning approval authority) were located within the same department under one General Manager.

In order to assist in streamlining operations and facilitate acquisition planning, Real Estate Services, formerly a part of the Corporate Projects Team, became a part of Saskatoon Land through the realignment process. One of Real Estate Services' primary responsibilities is to identify and acquire strategic land parcels for future development. As such, various functions of Saskatoon Land and Real Estate Services are interdependent and aligning these divisions results in greater efficiencies.

Real Estate Services' current staff of four are responsible for all real estate functions and activities for the Corporation including administering of both internal and external leases, farm leases, coordinating and overseeing the maintenance of lands held for future development, providing valuations and real estate advice to the Corporation as a whole, and playing a primary role in the implementation of the City of Saskatoon's corporate accommodations plan.



Growing Forward! Shaping Saskatoon: A Bridging Document...For the Growth Plan to Half a Million

Growing Forward! Shaping Saskatoon: A Bridging Document...For the Growth Plan to Half a Million is a planning initiative to help guide investments to accommodate growth to half a million people. It is the next step after Saskatoon Speaks to begin implementing some of the input received from that important community visioning exercise.

2011 saw the completion of Saskatoon Speaks, a City-led initiative to engage the community in a discussion about shaping Saskatoon's future.

Residents were asked to share what they value and their aspirations for Saskatoon. In the end, eight interrelated themes and visions were identified. These themes contributed significantly to Council's Strategic Plan 2013-2023.

Developed with community insights and aspirations in mind, the City's 10-year Strategic Plan outlines several key priorities to focus the City's energies. The Growth Plan to Half a Million explores two of these in detail – opportunities for Sustainable Growth and Moving Around the city.

Sustainable Growth and Moving Around are essential considerations for future development areas. Saskatoon Land strives to achieve the goals set by the City of Saskatoon Strategic Plan through designing sustainable, transit supportive neighbourhoods that consist of commercial, institutional and residential land uses.



Saskatoon Land plays a significant role in helping Council and the Administration achieve the vision and goals of the Strategic Plan that were developed during the Saskatoon Speaks visioning process. These goals provide the main direction for Saskatoon Land in its daily operation. This section outlines how Saskatoon Land is accomplishing the relevant strategies and priorities that have been identified for each goal.

Culture of Continuous Improvement

Saskatoon Land staff is committed to continuously improving the Land Bank Program. The long term success of the Land Bank can be attributed to its ability to adjust to varying market conditions and consumer preferences. In the past, Saskatoon Land has undertaken a Value for Service Audit (1999) and Revenue Collection Audit (2008) that focused on program relevance, financial reporting, and internal controls for the timely billing and collection of revenues. The results of these past audits exist in the operation of Saskatoon Land today and form the basis of the current mandate.

Over the past few years, sales policies and procedures used for lot draws and defining eligible contractors have been continually updated and adjusted to reflect current market conditions. In 2013, Saskatoon Land implemented policy changes for lot allocations and long term lease qualifications, updated Eligible Contractor Criteria, and resolved problems encountered in the misuse of Industrial Land Incentives Policy by Long-term Leases.

In April of 2013, new criteria were introduced for Eligible Contractors to remain in good standing. These new criteria included:

- Requirement to keep accounts receivable in good standing;
- Registration of 3rd party new home warranty on every home built in City developments;
- Proof of general liability insurance;
- Proof of WCB coverage or OH&S Clearance
- Submission of annual application by February 28th; and
- Required purchase of 1 lot every 2 years.

The implementation of these new criteria resulted in the removal of 42 contractors, reducing the total number of Eligible Contractors from 198 to 156.

New criteria were also introduced for new probationary builder applicants. In addition to the one year build timeline, 50% down payment and the Eligible contractor criteria, new applicants must also submit a complete business plan including a cash flow forecast, credit check and two industry references. This new criteria resulted in a significant drop in the number of applications received. This along with the requirement to submit the probationary application form by February 28th saw the list drop from 68 to 38, a reduction of 30 probationary applicants. The new criteria for probationary builder applicants and existing Eligible Contractors provides an environment that allows new businesses to enter the Saskatoon homebuilding market and ensures

a fair and reasonable approach to qualifying builder companies that desire lot inventory in Saskatoon Land development areas.

Saskatoon Land is committed to further enhancing and improving the Land Bank Program to ensure it remains a significant player in the Saskatoon land development market. Some short term priorities to reach this goal are identified below:

- Continued customer and builder surveys to engage builders and collect feedback on sales policies, serviced land category demand, and customer service satisfaction;
- Implement the new Land Management System, containing updated inventory control and project management software to track and report revenues, expenses, and to help manage the extensive list of enhancements and neighbourhood development projects;
- Working with corporate website development team to ensure the new website is functional and relevant for Saskatoon Land's role within the City and will provide customers real time inventory data; and
- Continued analysis of market demand and consumer preferences.

Asset and Financial Sustainability

Over the past year Saskatoon Land has continued to assist the Administration and City Council in achieving the priorities outlined within the Asset and Financial Sustainability goal.

In 2013, Saskatoon Land's annual land sales totalled \$125.8 million. To date, \$105.6 million in net proceeds from the sale of property in Hampton Village, Willowgrove, Rosewood and Evergreen have been made available for City Council to allocate to various civic projects. The net proceeds generated by the Land Bank Program provide City Council with additional funding to "invest in what matters". All funds are invested back into the community and the revenues/cash flow assist the City in maintaining the AAA credit rating and reduce the need for external borrowing.

Strong industrial sales and increasing serviced land values have resulted in improved returns and positive contributions to the Property Realized Reserve. In 2013, Saskatoon Land realized \$24 Million in sales and leases of Industrial lands.

The daily operations of Real Estate Services directly relate to helping the City of Saskatoon achieve asset and financial sustainability. In 2013, Real Estate Services acquired 202 4th Avenue North firming up the City's long term accommodations. Additional land acquisitions took place in the northeast to address land requirements for the North Commuter Parkway project and strengthening the City's land ownership in this area.

Going forward, Saskatoon Land will continue to explore strategic land acquisitions to ensure the long term sustainability of the Land Bank program, endeavour to maximize the return on land development investments in all land categories, and continue the long term strategy of providing increased revenue sources and reduced reliance on residential property taxes, while managing risk and protecting the City's AAA credit rating.

Quality of Life

In accomplishing the Quality of Life strategic goal, Saskatoon Land is committed to developing complete communities that offer a range of amenities, housing options, employment opportunities, and recreational opportunities.

Throughout 2013, work progressed on three new neighbourhoods being designed in the University Heights and Blairmore sectors: Aspen Ridge, Elk Point, and the third neighbourhood in the Blairmore sector (currently called Blairmore 3). These neighbourhoods will contain elements such as: community focal points, neighbourhood identity features, convenient access to amenities and recreation, alternate transportation options, and a range of housing choices that ensure community spirit and enhanced quality of life is fostered for future generations.

In 2013, the Evergreen Village Square was tendered and construction began in the fall. A consultant was selected to implement the design and vision for the Square and a landscaping contractor was selected for the construction of the Square. The Square will be a central focal point of the Evergreen Neighbourhood serving as an informal meeting place and a pedestrian destination, contributing to strong sense of community. Two pergolas flank the north and south ends of the Square, a small amphitheatre located centrally, and informal seating is scattered throughout. Two commercial/residential mixed-use parcels are located across the street from the Square, completing the urban focal point for the neighbourhood. Tender of these mixed-use sites may occur later in 2014. The Square is anticipated to be complete fall 2014.

Preliminary design is currently under way for the Kensington Village Square. Preliminary design elements include hard landscaping near the centre, surrounded by green space and seating areas. The tender of the design and construction of the square is anticipated in 2015.

Improving quality of life for Saskatoon citizens and continuing to meet the priorities and strategies identified for this goal will play a significant role in the development of communities and the various projects that are managed by Saskatoon Land.

Environmental Leadership

With the advent of new neighbourhood design opportunities in Willowgrove, Hampton Village, Evergreen, Rosewood, Kensington, and the new neighbourhoods currently being designed, Saskatoon Land has employed a variety of design features aimed at more sustainable development practices and promoting environmental leadership in the Saskatoon development community. Several examples include: LED and dark-sky compliant street lighting, planned community garden spaces, innovative storm water management techniques such as bio-swales, the preservation of existing tree stands and integration of natural areas in new neighbourhoods. Saskatoon Land strives to be at the forefront of sustainable environmental practices within new residential developments, and aims to be a leader in promoting energy efficiency and responsible land use in the Saskatoon development industry.

In the Evergreen and Kensington neighbourhoods, several incentives to encourage builders and individuals to construct energy efficient homes and reduce their environmental footprint were employed. Examples include: rebates for builders that certify their homes as LEED or Energy Star compliant, rain and composting barrel coupons for Evergreen residents, and encouraging keriscaping of private yards. Going forward in 2014, Saskatoon Land is examining implementing incentives for homes that are built to R-2000 and EnerGuide specifications. These incentives encourage the attainment of several strategies and priorities outlined in the Strategic Plan.

To further enhance the priorities within the Environmental Leadership goal, Saskatoon Land Integrated Constructed Wetlands within the Elk Point neighbourhood. Prairie wetlands serve as natural mechanisms for controlling and storing water from precipitation, runoff from spring melt and storm events locally, and slowing the speed of absorption into the groundwater. Elk Point features four ponds that are expected to hold water during normal conditions. The ponds will be located in areas that have naturally occurring wet ponds and will be naturalized with aquatic vegetation and prairie grasses native to the area. The pond and surrounding vegetation will filter and clean stormwater runoff before it enters the underground system.

Moving Around/Sustainable Growth

In achieving the strategies and priorities for the goals of Moving Around and Sustainable Growth, Saskatoon Land has continued to promote neighbourhood designs and complete communities that include: higher density developments that support a range of household types and employment opportunities, as well as enhanced transportation options through the provision of linear parks, purposeful street design, and landscaping details. New neighbourhood designs include district villages – high-density areas designated for commercial, institutional and multi-family development. These district villages are located along collector and arterial roads and are designed to support transit-oriented development through the provision of mixed-use development, bringing together places to live, work and shop. In its recently developed neighbourhoods, Saskatoon Land has doubled gross dwelling unit density to an average of 6-9 units per acre from an average of 3-5 units per acre that was the norm fifteen years ago. New neighbourhoods are designed to offer residents several transportation options through detailed linear park design, intuitive integration

with surrounding neighbourhoods, and traffic calming measures such as roundabouts and landscaped boulevards.

To support strategic development opportunities and promote density along major corridors, Saskatoon Land approached Planning and Development with the desire to create a new mixed-use zoning district in Saskatoon. The intent behind the district is to accommodate a broad range of transit-supportive uses and encourage compact built-form along major corridors. A key application for this district would be along McOrmond Drive within the Aspen Ridge neighbourhood. Saskatoon Land is pursuing a multi-way boulevard design for this portion of McOrmond Drive that creates a functional interface between the arterial roadway and the neighbourhood. Uses such as retail, service commercial, offices, residential and institutional uses in mixed-use buildings, or side by side in separate buildings, is envisaged to front McOrmond Drive, creating a visually pleasing and functional complete street that also acts as a buffer between the arterial roadway and less intensive land uses. The new mixed-use zoning district is currently being developed by Planning and Development and is expected to go before City Council for approval in 2014.

Strategic infill opportunities are a key part of achieving the City's goal of sustainable growth. In 2013, Saskatoon Land tendered three residential infill properties. Saskatoon Land is committed to continued analysis and investigation into the marketability of various City owned parcels that could help attain the objective of balancing growth between suburban greenfield and infill areas.

Economic Diversity and Prosperity

The City's Land Bank has been instrumental in facilitating employment growth and business

expansion and attraction in the industrial sector, and commercial business in both the University Heights, Lakewood and Blairmore Suburban Centres, as well as providing residential housing opportunities for a diverse population.

In the case of an expanding industrial sector, the City's Land Bank has been successful in providing competitive opportunities for both existing and new businesses to have access to the purchase of serviced lands of all kinds, sizes and location depending upon their specific needs.

The City has been innovative in providing opportunities for direct sales based on specific qualifying criteria, and providing competitively priced, and when necessary customized sites. Additionally, Saskatoon Land has taken steps to ensure potential customers are made aware of the City's Industrial Land Incentives Program. This program enables industrial land purchasers to enter into 15 year lease agreements with an option to purchase the land within the 15 year period. This enables companies to defer capital investment in land in favour of their required capital investment in construction and equipment. At present the City has a total of 119 acres in long term leases with a variety of companies. Saskatoon has witnessed positive outcomes on industrial business expansion, attraction and employment growth that promote Saskatoon as a bustling, business friendly city.

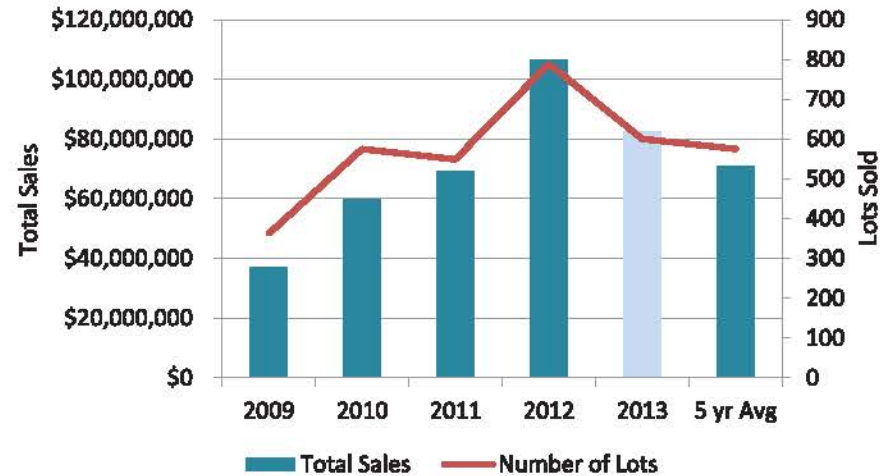
In 2013, Saskatoon's GDP saw an impressive growth of 6.5%. Providing an adequate supply of serviced land in the residential and industrial categories will be a main priority for the Land Bank Program. Despite challenging weather conditions over the past few years, the City has released record amounts of serviced land that has provided our customers with the land parcels to expand their business and continue to invest in our community.

Land Sales for 2013 totalled \$125,773,622. Sales highlights include 600 single family lot sales, 27.81 acres of institutional/multi-family sales and 54.80 acres of industrial sales/leases. A five-year sales comparison by property type is detailed within. Properties with options or deposits in 2013, to be exercised or paid out in 2014, amount to \$2,108,300 on industrial land, \$40,104,195 on multi-family land and \$999,000 on commercial land. These three amounts are in addition to the recorded 2013 sales.

A strong market for residential land in 2013 resulted in high sales for single-family lots at \$82,501,916 with 600 lots sold. This reflects a 29.2% decrease in sales from the previous record breaking 2012 sales year; however it is still evidence of a strong market. The average lot price increased to \$137,503 from 2012's average of \$135,065. To accommodate scheduling constraints with a power line relocation in 2013, 39 lots were sold in Evergreen Phase 7 with a delayed possession date of April 30, 2014. Upon meeting this date, the \$4,680,300 in sales not accounted for in 2013 will be realized, further strengthening the outlook for 2014 single family sales.

The demand for multi-family sites remained strong in 2013. The fall Evergreen tender saw nine of the ten sites sold with bids received in excess of \$1 million per acre. The remaining site was optioned the next day. All ten sites will be recorded as sales in 2014.

Residential Lot Sales 2009 - 2013



Single Family Residential Sales

Year	Total Sales	Number of Lots	Average Price
2009	\$37,116,293	362	\$102,531
2010	\$59,619,450	575	\$103,686
2011	\$69,309,800	549	\$126,247
2012	\$106,566,000	789	\$135,065
2013	\$82,501,916	600	\$137,503
5 yr Avg	\$71,022,692	575	\$123,518



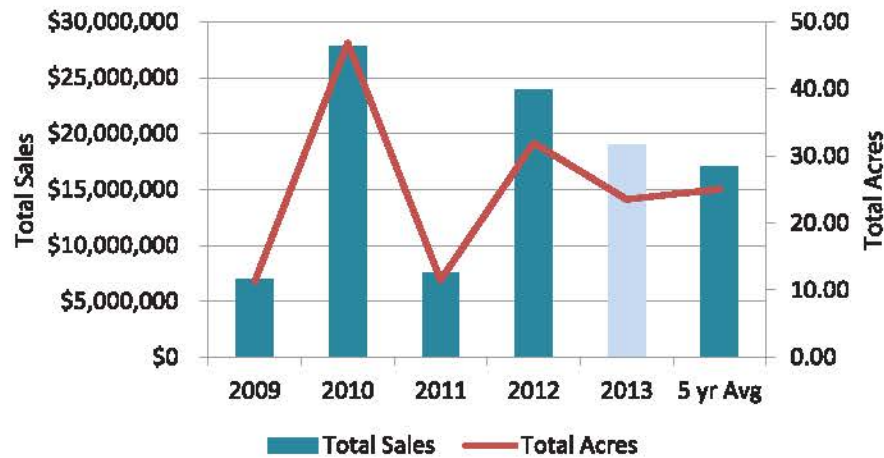
Institutional/Multi-Family Properties

Year	Total Sales	Number of Parcels	Total Acres	Average Price/Acre
2009	\$7,004,555	9	11.38	\$615,514
2010	\$27,860,800	13	46.85	\$594,681
2011	\$7,556,360	4	11.51	\$656,504
2012	\$23,917,100	16	31.96	\$748,345
2013	\$19,026,400	8	23.52	\$808,946
5 yr Avg	\$17,073,043	10	25.04	\$681,722

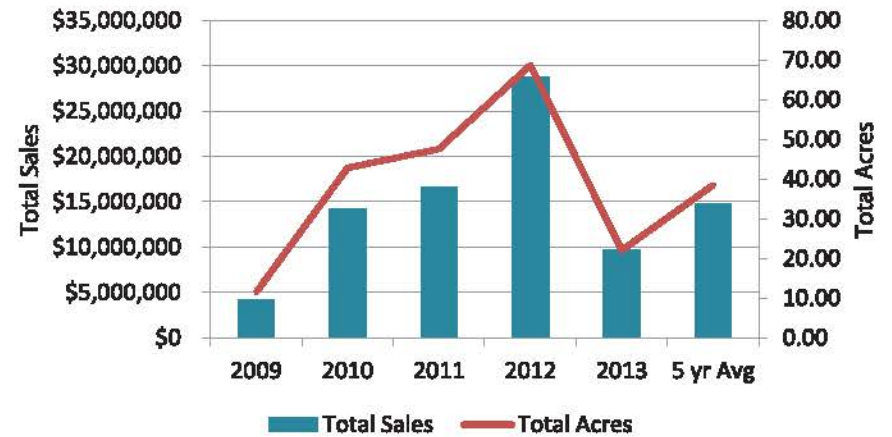
Industrial Properties

Year	Total Sales	Number of Parcels	Total Acres	Average Price/Acre
2009	\$4,232,079	9	11.52	\$367,368
2010	\$14,299,200	19	42.82	\$333,937
2011	\$16,692,900	22	47.62	\$350,544
2012	\$28,728,687	33	68.63	\$418,602
2013	\$9,629,406	13	22.03	\$437,104
5 yr Avg	\$14,716,454	19	38.52	\$382,007

Institutional / Multi-Family Sales 2009 - 2013



Industrial Sales 2009 - 2013



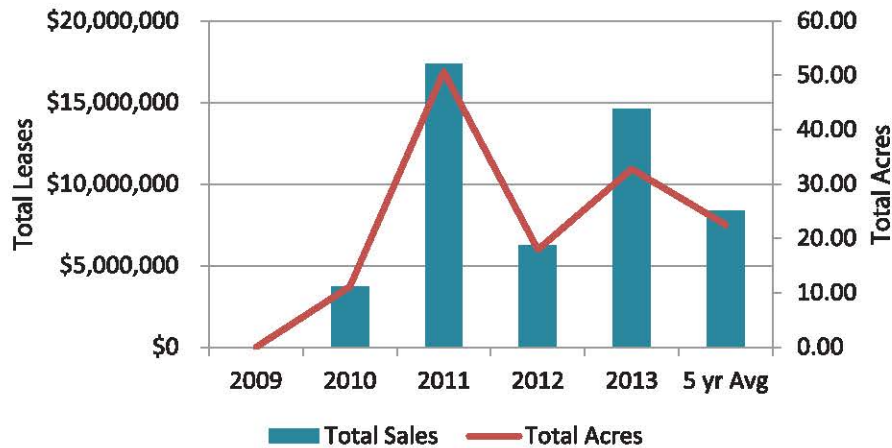
Industrial Long-Term Leases

Year	Total Sales	Number of Parcels	Total Acres	Average Price/Acre
2009	\$0	0	0.00	\$0
2010	\$3,676,450	7	11.10	\$331,212
2011	\$17,331,550	23	50.66	\$342,115
2012	\$6,219,500	5	17.94	\$346,683
2013	\$14,615,900	18	32.77	\$446,015
5 yr Avg	\$8,368,680	11	22.49	\$372,041

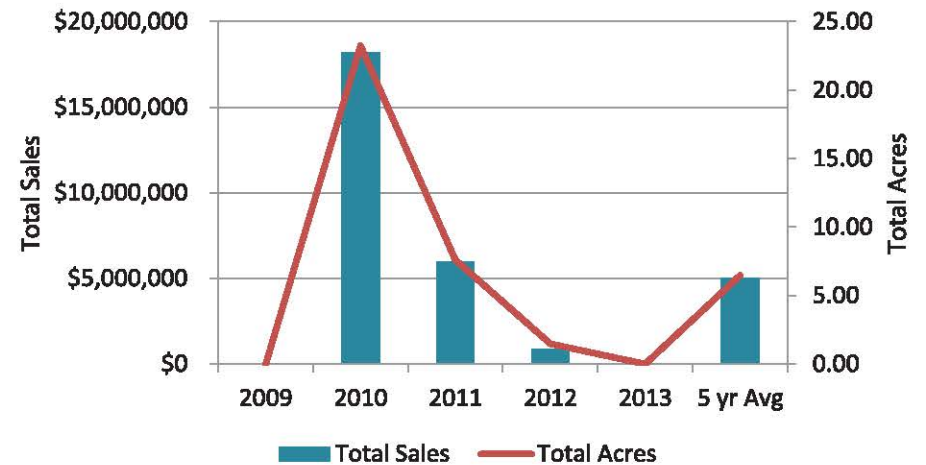
Commercial Properties

Year	Total Sales	Number of Parcels	Total Acres	Average Price/Acre
2009	\$0	0	0.00	
2010	\$18,214,038	1	23.23	
2011	\$5,982,426	3	7.61	\$786,127
2012	\$838,100	1	1.48	\$566,284
2013	\$0	0	0.00	\$0
5 yr Avg	\$5,006,913	1	6.46	\$774,584

Long-Term Leases 2009 - 2013



Commercial



In 2013, 54.8 acres of Industrial zoned land were sold or leased for a total of \$24.3 million. Of these sales, 32.77 acres were sold through the Industrial Land Incentive Program which has a lease term of 15 years and an option to purchase the land at its original sale price at any time after a foundation is constructed on the parcel. Despite the drop in total acres sold between 2012 and 2013, the outlook for Industrial sales in 2014 appears positive. Much of the demand for new land parcels in 2014 is expected to come from end users, rather than the speculative industrial condo development that has fuelled Saskatoon industrial land sales over the past few years.

In 2013, the request for proposal call for the final Willowgrove commercial site at 415 Willowgrove Square was closed with four submissions received. The winning proposal submitted by M&A Homes and AODBT will be recorded as a \$999,000 sale in early 2014.

2013 Single Family Inventory

2013 Single Family Inventory	Hampton Village	Evergreen	Rosewood	Kensington	Total
Beginning Inventory: January 1, 2013	17	8	66	-	91
Less: Lots sold in 2013	11	407	91	91	600
Add: Lots serviced in 2013	-	501	51	93	645
Ending Inventory: December 31, 2013	6	102	26	2	136

2014 Lot Draws

Neighbourhood	# of Lots	Date Released
Evergreen Phase 8	314	May/June
Kensington Phase 2	89	April/May
Kensington Phase 3	200	Sept/Oct
Parkridge Extension	174	Oct/Nov
Aspen Ridge Phase 1	374	Nov/Dec



Kensington

The first lot draw offering for the Kensington neighbourhood took place in the spring of 2013 with the sale of 93 residential lots. Unique to this lot draw, was the implementation of new development controls which allow for greater flexibility for builders while maintaining desired standards for appearances. Saskatoon Land staff review each development control form, ensuring consistency of application and approvals. The process has been positively received and will continue to be used in subsequent single family lot draws in this neighbourhood.

Additional Kensington projects that were initiated in 2013 include:

- Hiring and directing a consultant in the preparation of the marketing video advertising the Kensington lifestyle. The release of this video is anticipated Spring 2014.
- Conceptual design for the Kensington Village Square and Village Centre was initiated. Tender document preparation for construction of the square is anticipated Fall 2014.
- The preparation of the Request for Proposals for 33rd Street landscaping took place. A consultant was selected and detailed design is currently underway.

Parkridge Extension – Concept Plan Amendment

The extension of the Parkridge Neighbourhood was approved by City Council in 2005 as part of the Blairmore Suburban Centre Neighbourhood Concept Plan. Following a detailed servicing analysis, Saskatoon Land applied for amendments to the Blairmore Suburban Centre

Neighbourhood Concept Plan. The amendment reduced the size of the storm pond parcel area, which allowed for the development of 22 additional single family lots and the inclusion of a dry pond which alleviates potential storm water flooding issues between the new and existing areas of Parkridge. The Concept Plan Amendment was approved by City Council December 2, 2013. Saskatoon Land plans to service all 174 single family lots in 2014.

Conceptual Rendering of Kensington Village Square



Rosewood

The final lot draw for single family lots in Rosewood was conducted in 2012, with 19 lots currently remaining available for over-the-counter purchase. In 2013, Saskatoon Land serviced, marketed, and successfully tendered two multi-family sites in Rosewood. In addition, consultation with adjacent lands owners regarding the design of the mixed-use and institutional sites near the Rosewood Village Square may lead to a concept plan amendment and related rezoning application for the Rosewood Village Square. The intent of any proposed amendment and rezoning would be to reconfigure the village square and surrounding parcels to allow for more efficient access, parking, and circulation for pedestrians and vehicles, and to improve the development potential of the building sites. Most importantly, any redesign will focus on the relationship between development parcels and the village square park, with the goal of developing an

attractive and vibrant public space in the village square.

Any proposed concept plan and rezoning application is anticipated to go to City Council for approval in the Summer/Fall of 2014.

Willowgrove

Sales of single-family and multi-family residential properties in the Willowgrove neighbourhood were completed in 2010. In 2012, the first Commercial/Residential Mixed-Use parcel was tendered and awarded and is currently under construction. Once completed, a total of 24,500 square feet of retail/commercial space will be available on the main floor and 48 apartment-style condominiums on the second and third floors. Currently, 60% of the commercial units are either sold, leased, or pending lease, while approximately 30% of the residential units are sold.

In January, 2013, the second and final Commercial/Residential Mixed-Use parcel was tendered, with the successful proponent being selected in June, 2013. Four high quality proposals were received.

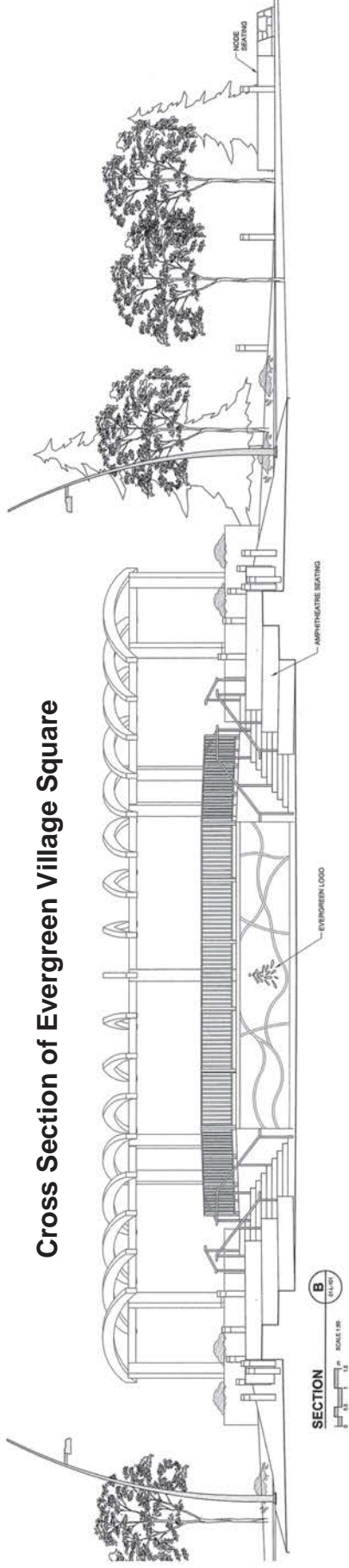
The winning proposal includes two mixed-use commercial/residential buildings. The first building fronts onto Willowgrove Square and features nearly 18,000 square feet of commercial split into 28 units on the main floor with a combination of office and residential units on the second and third floors. The second building is located behind the first building and fronts onto the rear lane. This building contains eight townhouse units, each with their own commercial unit at grade, office space on the second floor, and residential unit on the third floor.

The proposal is currently undergoing architectural review and construction is slated to begin summer 2014.

Rendering of Second Willowgrove Commercial/Residential Mixed-Use Parcel – 415 Willowgrove Square



Cross Section of Evergreen Village Square



Evergreen

Increased demand continued in 2013 for serviced lots in northeast Saskatoon. As such, Saskatoon Land and Transportation and Utilities continued to implement an ambitious subdivision and servicing program for Evergreen. The 2013 plan was, weather permitting, to service 656 new lots and 64.71 acres of multi-family parcels. Due to weather constraints, 501 lots and 32.07 acres of multi-family were completely serviced and available for home construction.

Two lot draws took place in Evergreen, with a total of 401 single family lots being offered for sale in 2013. In addition, 15 multi-family parcels totalling almost 25 acres were offered by public tender.

Some key accomplishments in Evergreen in 2013 included the following:

- The Concept Plan amendment and rezoning application for the southeast portion of the District Village component on the east side of McOrmond Drive was approved May 21, 2013. The redesign reflects both the City's Strategic Plan and the Growth Plan to Half a Million initiative.
- The design for the Concept Plan

amendment and rezoning for the northeast portion of the District Village component on the east side of McOrmond Drive was completed and application was made for City Council approval.

- The detailed design and preparation of tender documents for the Evergreen Square was completed early spring 2013. The construction contract was awarded in the summer of 2013 and work is currently underway. The square is anticipated to be completed fall 2014.

- The detailed design and preparation of tender documents for the Evergreen Green Bridge was completed in the spring of 2013. Construction is currently underway with completion of the structure anticipated in fall of 2014, and landscaping to be completed by August 2015. The Green Bridge will provide a pedestrian connection across McOrmond Drive, joining the east and west portions of the Evergreen neighbourhood.

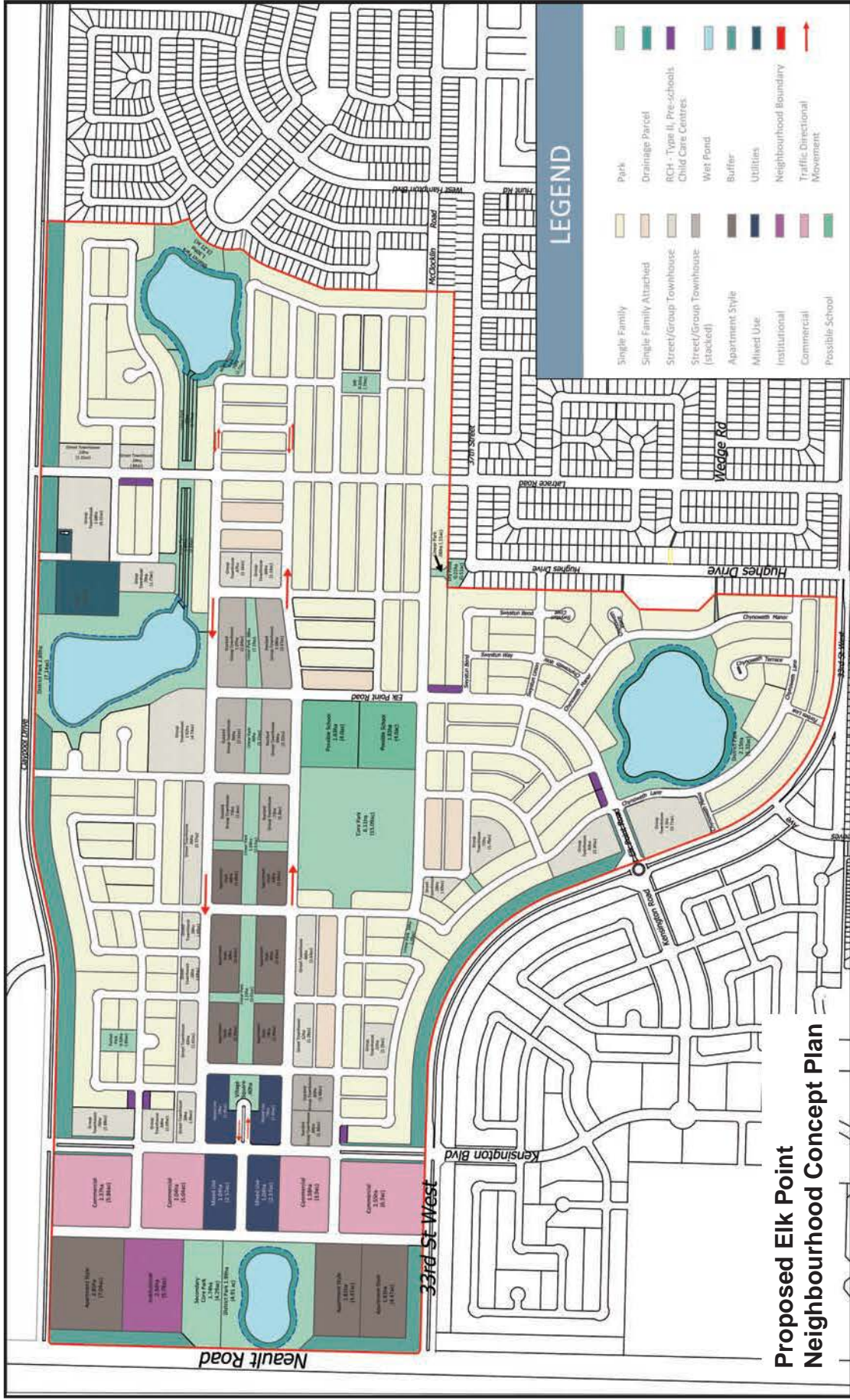
Elk Point Neighbourhood Concept Plan

The Elk Point Neighbourhood Concept Plan was developed by Saskatoon Land in consultation

with its development partner and co-owner of lands within the neighbourhood, Dundee Development Corporation.

Elk Point is the next neighbourhood to be developed in the Blairmore Sector and is located north of Kensington. The design of the Elk Point Neighbourhood has been undertaken with the aim of creating a walkable, well-connected, mixed-use neighbourhood that meets the goals of the City of Saskatoon's Strategic Plan 2013-2023 and Growth Plan to Half a Million.

The design proposes a return to elements commonly found in pre-war North American neighbourhoods, including a largely grid-based street layout, a substantial number of rear-laned lots, and a mix of land uses. The neighbourhood layout is a combination of the Main Street Concept and Transit-Oriented Development; the street layout consists primarily of a rectangular grid pattern, with curvilinear streets and cul-de-sac located in those areas where the shape of the neighbourhood best suits this form of development. The design of the street layout is intended to accommodate a mix of housing options while supporting connectivity for all modes of transportation. Housing options will include a variety of types and tenure options in the single and multi-family market, including



purpose-built rentals, and attainable and entry level housing. This mix of housing forms will promote affordability, diverse lifestyles and accommodate a variety of income levels within the neighbourhood.

Commercial uses have been located on the western edge of the neighbourhood, providing accessibility to traffic along Neault Road and residents living in neighbourhoods other than

Elk Point. These locations also allow for these commercial sites to be integrated with the mixed-use sites and medium density developments in the Village Centre and western area of the neighbourhood.

The proposed plan includes a centrally located corridor and linear park lined with multi-family parcels which will provide multi-modal connections between shops and services and

residential areas. The placement of a significant amount of the neighbourhood population along this central corridor will also promote transit viability and accessibility for residents.

In keeping with the Growth Plan to Half a Million, the neighbourhood was designed to ensure that access points into the neighbourhood provide connectivity with adjacent neighbourhoods. These connections ensure that amenities in

Elk Point are convenient and accessible, and provide connections to existing and future transit facilities to those in adjacent neighbourhoods as well as those living in Elk Point.

The Elk Point Neighbourhood Concept Plan was submitted to Planning and Development in 2013 with approval by City Council anticipated in 2014.

Aspen Ridge

The Aspen Ridge Neighbourhood Concept Plan was submitted to Planning and Development May, 2013. Since that time, Saskatoon Land has continued to refine the design for Aspen Ridge, responding to comments received during the initial and subsequent circulations of the concept plan. Additional exploration has been conducted on the features of the multi-way boulevard concept and how to best integrate vehicular, cycling and pedestrian modes of transportation. Public consultation took place on March 18, 2014; it is anticipated that Aspen Ridge will go before City Council for approval in June, 2014.

Designs for area grading and water and sewer are currently underway for Phase 1 of Aspen Ridge with area grading, deep services, and roadways scheduled to be completed for this phase in 2014. The first lot draw for the Aspen Ridge neighbourhood is anticipated for either late 2014 or early 2015.

Blairmore 3

Preliminary design and brainstorming for Blairmore 3, the next neighbourhood under development in the Blairmore Sector, took place in 2013. The vision for Blairmore 3 is for a compact, sustainable, walkable and mixed-use community with an emphasis on Transit Oriented Development and complete streets which may provide development opportunities for:

- Large format commercial development;
- Mixed-use development;
- Boutique and main-street style commercial development;
- Medium and high density residential development;
- Offices and institutional development;
- Low density street townhouse style development;
- Single family residential development; and
- Light industrial/industrial business park development.

In 2013, the following background research for the area was initiated: Environmental Site Assessment, Natural Areas Screening, Heritage Sensitivity, and a Noise and Vibration Study. A retail study is currently underway to determine market demand in the area, evaluate the impact of the proposed Blairmore 3 commercial lands on the existing retail infrastructure in the City and to

provide a forecast for the anticipated absorption rates of the Blairmore 3 commercial lands, giving consideration to current and anticipated retail supply in the City.

The results of the retail study, as well as the other background documents, are anticipated in the spring of 2014. Design for Blairmore 3 will continue going forward into 2014.

Marquis Industrial

Industrial demand remained strong in Marquis Industrial in 2013. To keep up with demand, Saskatoon Land and Transportation and Utilities subdivided and serviced approximately 99.74 acres (39 parcels) industrial land – 19.27 acres (12 parcels) of light industrial and 80.47 acres (27 parcels) of heavy industrial.

Phase 6B Industrial tender took place in 2013, offering eight industrial parcels just south of 71st Street.

Financial Benefits of the Land Bank Program

The following list outlines various projects and programs that have been funded by allocations from net proceeds generated by the Land Bank Program. To date, \$105.6 million in net proceeds from the sale of property in Hampton Village, Willowgrove, Rosewood and Evergreen have been made available for City Council to allocate to various civic projects. These allocations include:

- \$14.9 million to fund the City's Affordable Housing Reserve commitments;
- \$11.7 million for inner city urban renewal projects, including the Pleasant Hill Revitalization and the 25th Street entrance treatments;
- \$8.1 million over six years for operating budget contributions 2007-2013;
- \$2.5 million to Bridge Reserve;
- \$13.0 million to land acquisitions;
- \$14.0 million, over six years for contributions to various future capital expenditures and reserves including:
 - Fire Hall Land;
 - Reserve for Capital Expenditures; and
 - Infrastructure Surface Reserve.

- \$5.0 million to replace Mayfair outdoor swimming pool;
- \$4.6 million for paved street rehabilitation and road maintenance equipment;
- \$2.0 million for 2013-2022 Housing Business Plan
- \$7.5 million for Road rehabilitation and preservation; and
- \$20.0 million for Prepaid Reserve deficiency.

Several other civic programs and projects have resulted from contributions or financing provided by the Property Realized Reserve. Examples include:

- Land acquisitions for numerous infill developments: Pleasant Hill revitalization, River Landing, North Downtown Brownfield redevelopment, Civic Operations facility;
- Interim financing of land purchases for new roadways, intersection improvements, trunk sewer outfalls, future snow management/material handling, and future land development projects; and

- Lands purchased for the purpose of river bank stewardship and natural area protection (Northeast Swale).

Other corporate programs funded by the contributions associated with the Land Bank operation include:

- Expanded Urban Design mandate (\$750,000 per year since 2005);
- Municipal Enterprise Zone (\$500,000);
- Façade Appearance Grants (\$75,000 – 2011);
- Accelerated new neighbourhood design (\$3.0 million); and
- North Downtown Master Plan prep and site remediation (\$1.0 million).

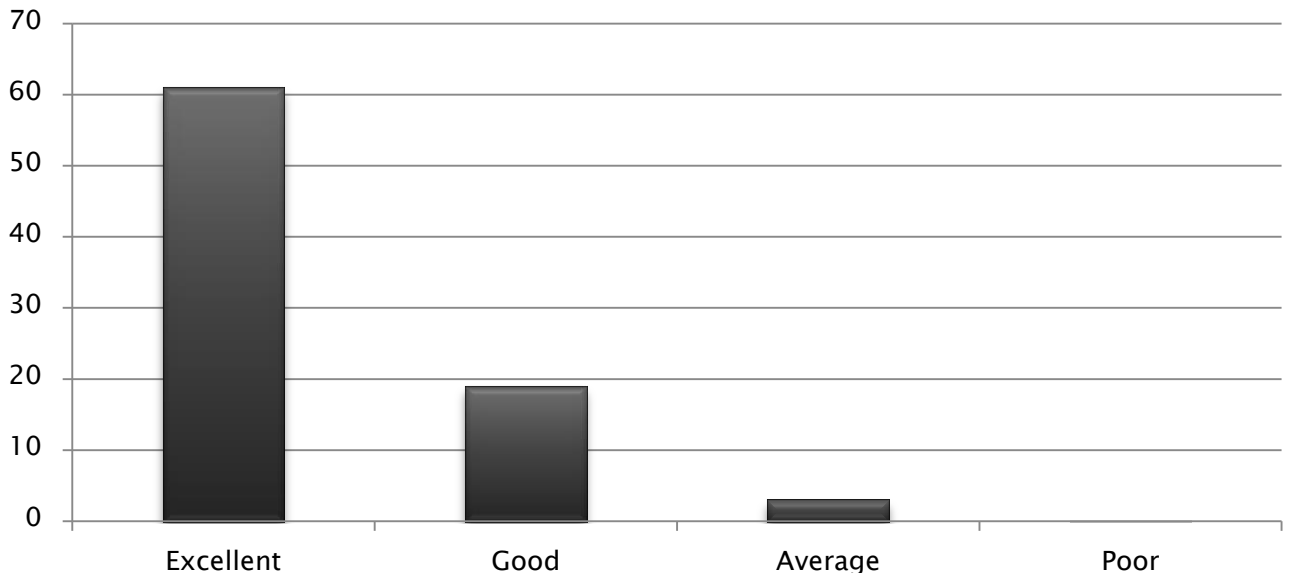
Over time, the Land Bank Program has proven to be a financial asset that would be difficult to replace. Contributions made by returns from the investment in and subsequent sale of Land Bank property has resulted in significant savings for Saskatoon taxpayers and contributed to the City being in the enviable position of having one of the lowest property tax rates in western Canada.





201 3RD AVENUE NORTH, SASKATOON, SK
306-975-3278

Please rate the customer service provided during your recent visits to the Saskatoon Land office.

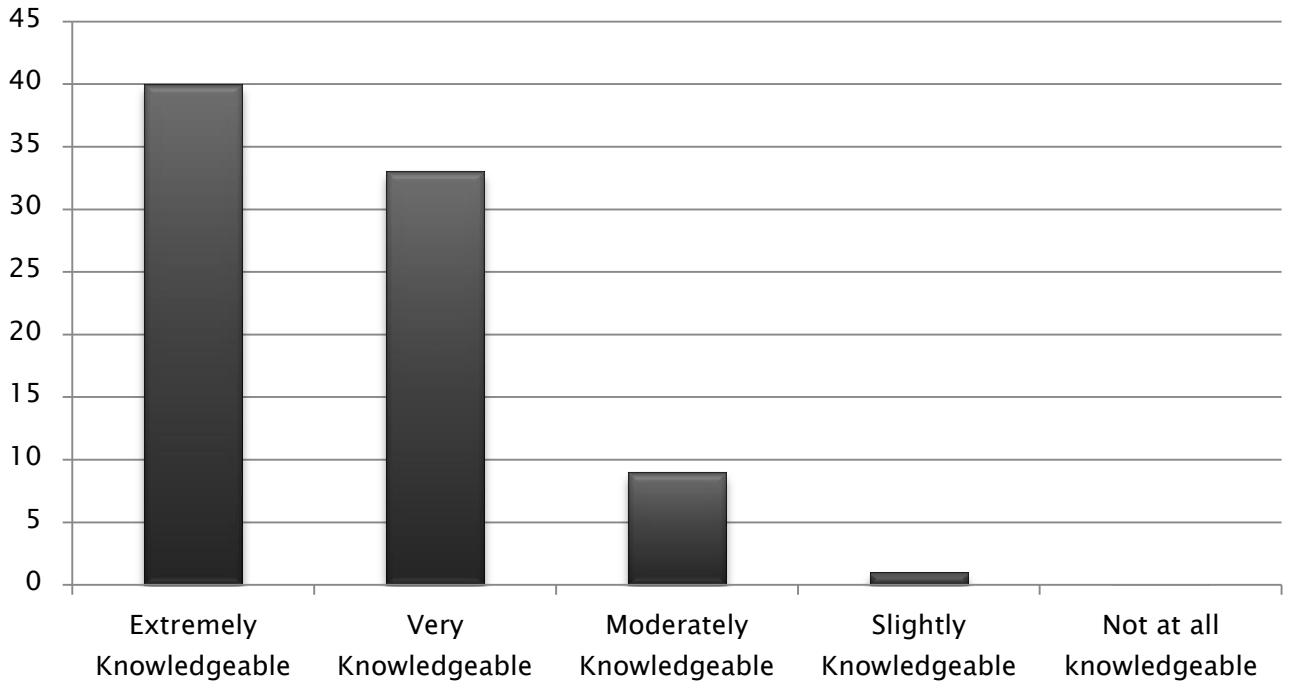


Results		
Excellent	61	73.50%
Good	19	22.90%
Average	3	3.60%
Poor	0	0.00%

Customer Service Comments & Feedback:

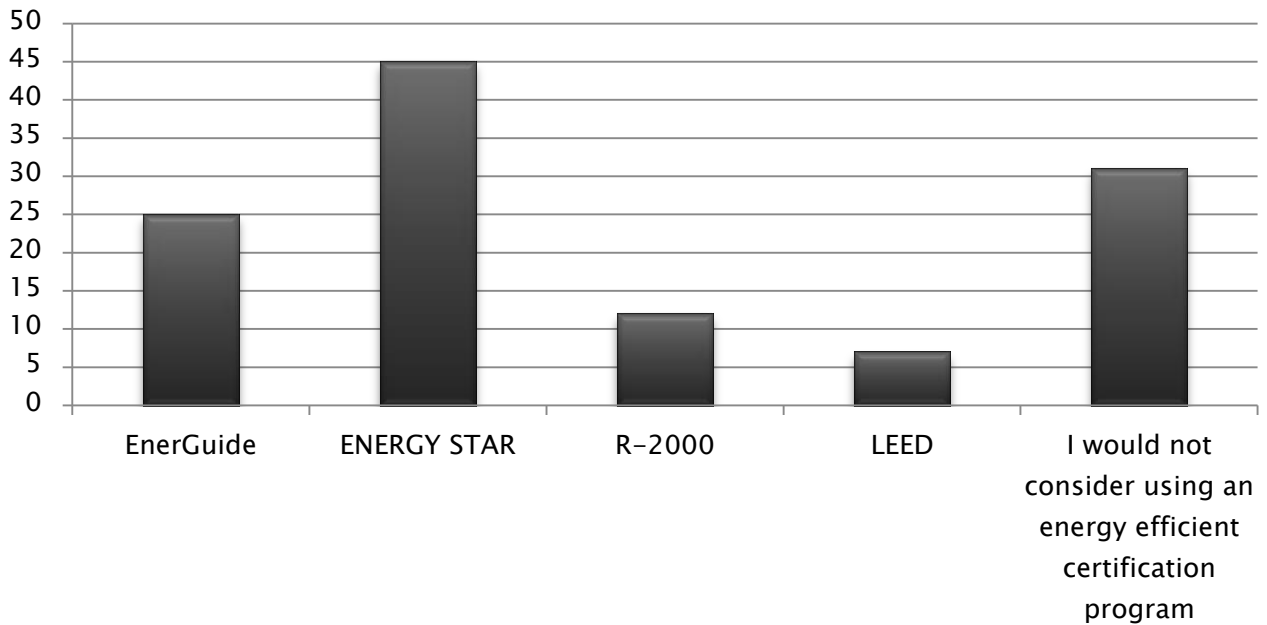
- The ladies do an excellent job and are always helpful.
- Holly and the girls in the office are awesome! Very professional, very knowledgeable and always take the time.
- If every department of the City of Saskatoon was like this group our city would be in better shape. A great bunch of people working. They're knowledgeable and helpful. Great Job.

Please rate the knowledge level of the customer service representatives at Saskatoon Land.



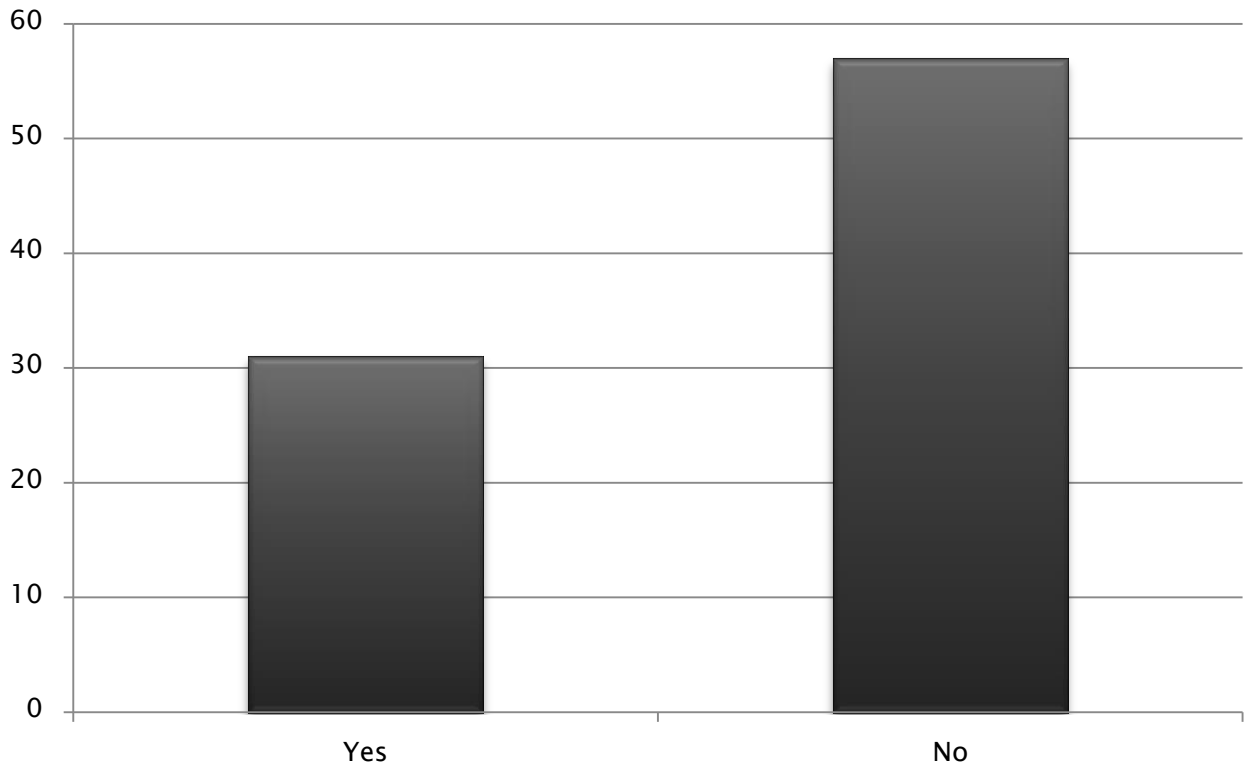
Results		
Extremely Knowledgeable	40	48.20%
Very Knowledgeable	33	39.80%
Moderately Knowledgeable	9	10.80%
Slightly Knowledgeable	1	1.20%
Not at all Knowledgeable	0	0.00%

Which of the following energy-efficient certification programs would your company consider using in the future?



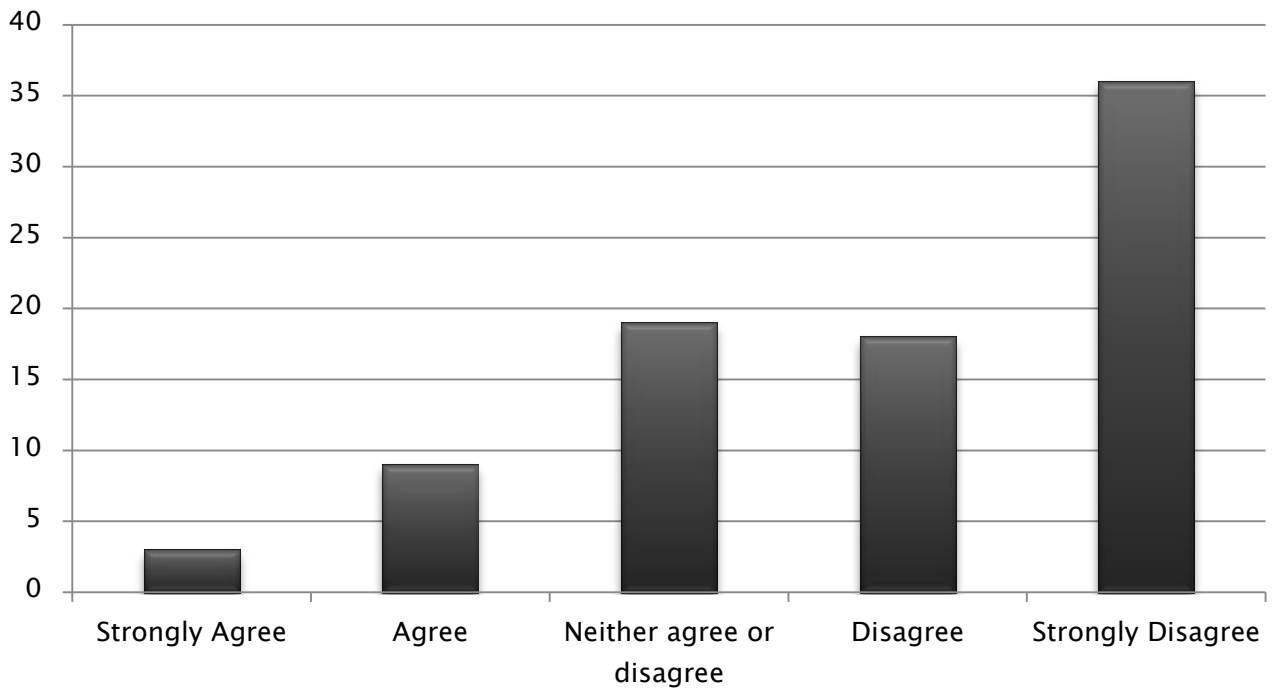
Results		
EnerGuide	25	28.40%
ENERGY STAR	45	51.10%
R-2000	12	13.60%
LEED	7	8.00%
I would not consider using an energy efficient certification program	31	35.20%

Would your company support mandatory energy-efficient certification requirements on homes built in City of Saskatoon development areas?



Results		
Yes	31	35.20%
No	57	64.80%

To address requests from Eligible Contractors for bulk lot purchases, in the next two lot draws, Saskatoon Land is implementing a public tender of groups of single-family lots with reserve bid prices. My company supports this initiative as a viable alternative to acquire additional inventory outside the lot draw.



Results		
Strongly Agree	3	3.50%
Agree	9	10.60%
Neither agree or disagree	19	22.40%
Disagree	18	21.20%
Strongly Disagree	36	42.40%

RECEIVED
MAY 01 2014
CITY CLERK'S OFFICE
SASKATOON

418-1
5.

TO: Secretary, Land Bank Committee
FROM: CFO & General Manager, Asset & Financial Management Department
DATE: April 25, 2014
SUBJECT: Quarterly Report - Builder and Developer Lot Supply – April 2014
FILE NOS: AF. 4132-1, AF.4125-1 and LA.4138-4

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

TOPIC AND PURPOSE

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

REPORT HIGHLIGHTS

1. Land developers in Saskatoon have 235 residential lots in inventory. There is an active builder inventory of 1,455 residential lots.
2. Land developers and builders have approximately 136 acres of multi-family land in inventory, which can potentially accommodate 3,088 multi-family dwelling units.
3. Land developers in Saskatoon are projected to service and release to the market 2,033 single-family residential lots in 2014. This projection assumes optimal weather conditions for servicing and strong contractor performance.
4. There is a healthy supply of vacant industrial land held by recent purchasers.

STRATEGIC GOALS

This report supports the City of Saskatoon's Strategic Goal of Sustainable Growth. Measuring serviced land supply on an ongoing basis ensures sufficient inventories are available to ensure Saskatoon's growth is environmentally and economically sustainable and contributes to a high quality of life. The land development industry is a significant part of the supply chain to facilitate balanced growth, and contributes to creating attractive new people places that reinforce Saskatoon's sense of community.

BACKGROUND

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

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

REPORT

This report identifies single-family and multi-family inventory held by homebuilders and land developers, as well as projected single-family lot availability by neighbourhood, for 2014 from major land developers in Saskatoon. In addition, this report also identifies

which will result in a total of 314 single-family lots. From July to December 2014, Saskatoon Land anticipates holding lot draws for 858 single-family lots. This will include 174 lots in the Parkridge neighbourhood extension, 313 lots in the Kensington neighbourhood, and 371 lots in the first phase of the Aspen Ridge neighbourhood.

The Monthly Building Permit Report indicates that as of April 14, 2014, there have been building permits taken out for 329 single-family dwelling units since January 1, 2014, and 12 two-family dwelling units. By comparison, at the same time in 2013, building permits for 300 single-family dwelling units and 12 two-family dwelling units had been issued. Year over year, this is an increase of approximately ten percent in new single-family dwelling units and no change in two-family dwelling units in the City.

Saskatoon Land began producing a quarterly builder and developer inventory report in 2011. Figure 2 (Attachment 1) shows the single family inventory levels held by builders and developers since 2011.

Figure 2 (Attachment 1) indicates that while developer inventory levels have remained low for the past three years, there has been an active supply of single-family lots held by builders. Builder inventory can act as a buffer in situations of low developer inventory, as developers continue to service land to meet demands brought about by high population growth rates.

Multi-Family Inventory

Table 3 identifies the multi-family inventory held by homebuilders and land developers as of April 14, 2014.

Table 3: Multi-family Inventory, April 14, 2014

<i>Neighbourhood</i>	<i>Builder inventory</i>		<i>Developer inventory</i>				<i>Totals</i>	
	<i>Acres</i>	<i>Possible dwelling units</i>	<i>City</i>		<i>Private</i>		<i>Acres</i>	<i>Possible dwelling units</i>
			<i>Acres</i>	<i>Possible dwelling units</i>	<i>Acres</i>	<i>Possible dwelling units</i>		
Stonebridge	15.77	607	0	0	14.43	296	30.20	903
Willowgrove	7.06	128	0	0	0	0	7.06	128
Hampton Village	7.58	114	0	0	0	0	7.58	114
Blairmore S.C.	4.05	243	0	0	0	0	4.05	243
Lakewood S.C.	5.81	232	0	0	0	0	5.81	232
Rosewood	12.12	182	0	0	4.38	78	16.50	260
Evergreen	53.72	907	0	0	0	0	53.72	907
Kensington	0	0	0	0	11.61	301	11.61	301
Totals	106.11	2,413	0	0	30.42	675	136.53	3,088

Note: The average density of development indicated in the above table is approximately 22 units per acre. This ranges from 15 units per acre for most group townhouse sites to 40 units per acre for three-storey buildings to 60 units per acre for M3 lands in the Blairmore Suburban Centre and Stonebridge.

According to the Monthly Building Permit Report, as of April 14, 2014, building permits were taken out for a total of 329 residential units on multi-family sites. By comparison, at the same time in 2013, building permits for 272 units on multi-family sites had been issued. Year over year, this is an increase of approximately twenty-one percent in multi-family dwelling units in the city.

Figure 3 (Attachment 1) shows multi-family inventory levels held by builders and developers since 2011.

Figure 3 (Attachment 1) indicates that while multi-family builder inventory levels have remained relatively constant, there has been a sharp decline in recent years in multi-family inventory levels held by developers. The downward trend is largely due to a high multi-family absorption rate in 2010 and 2011, following a brief contraction in 2009. The upward trend in developer inventory since the end of 2013 is due to servicing work being completed in 2013. This inventory is expected to be sold and allocated to builders in the near future.

Multi-family developer inventory levels are projected to increase to 2011 levels once servicing is complete for the portion of the Evergreen neighbourhood east of McOrmond Drive and Phase 3 of Saskatoon Land's ownership area in the Kensington neighbourhood which includes several multi-family parcels.

Industrial Land Inventory

Table 4 identifies industrial land inventory held by Saskatoon Land and vacant industrial land holdings held by recent purchasers in the Marquis Industrial and Southwest Industrial areas (as of April 14, 2014).

Table 4: Industrial Inventory, April 14, 2014

Neighbourhood		Vacant Sites (Sold)		Vacant Sites (Optioned)		Unsold Sites (Inventory)		Total
		IL	IH	IL	IH	IL	IH	
Marquis Industrial	No. of sites	35	33	3	6	7	0	84
	Area (ac)	84.11	58.38	5.33	11.94	17.74	0	177.50
Southwest Industrial	No. of sites	7	0	0	0	0	0	7
	Area (ac)	7.01	0	0	0	0	0	7.01
Total No. of Vacant Sites								91
Total Area (ac)								184.51

IL denotes Light Industrial Zoning District, IH denotes Heavy Industrial Zoning District

As indicated in Table 4, there are 184.51 acres of industrial land held by developers or recent purchasers. In addition, Saskatoon Land anticipates holding a tender for approximately 20 acres of industrial land in the Marquis Industrial area in June, 2014.

The absorption rate within industrial areas remains strong. Since January 1, 2014, there have been permits issued for four parcels, totalling approximately 14 acres within the Marquis Industrial Area.

OPTIONS TO THE RECOMMENDATION

There are no options to the recommendation.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

A follow-up report is planned for September 2014.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications and/or greenhouse gas implications.

PUBLIC NOTICE

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

ATTACHMENTS

1. Report Figures:

Figure 1 - New Dwelling Units by Building Classification in Saskatoon, 1996 to Apr.14, 2014.

Figure 2 - Single Family Builder and Developer Inventory Levels, 2011 to Current.

Figure 3 - Multi-Family Dwelling-Unit Builder and Developer Inventory Levels, 2011 to Current.

Written by: Ian Williamson, Planner

Approved by: _____

Frank Long, Director, Saskatoon Land

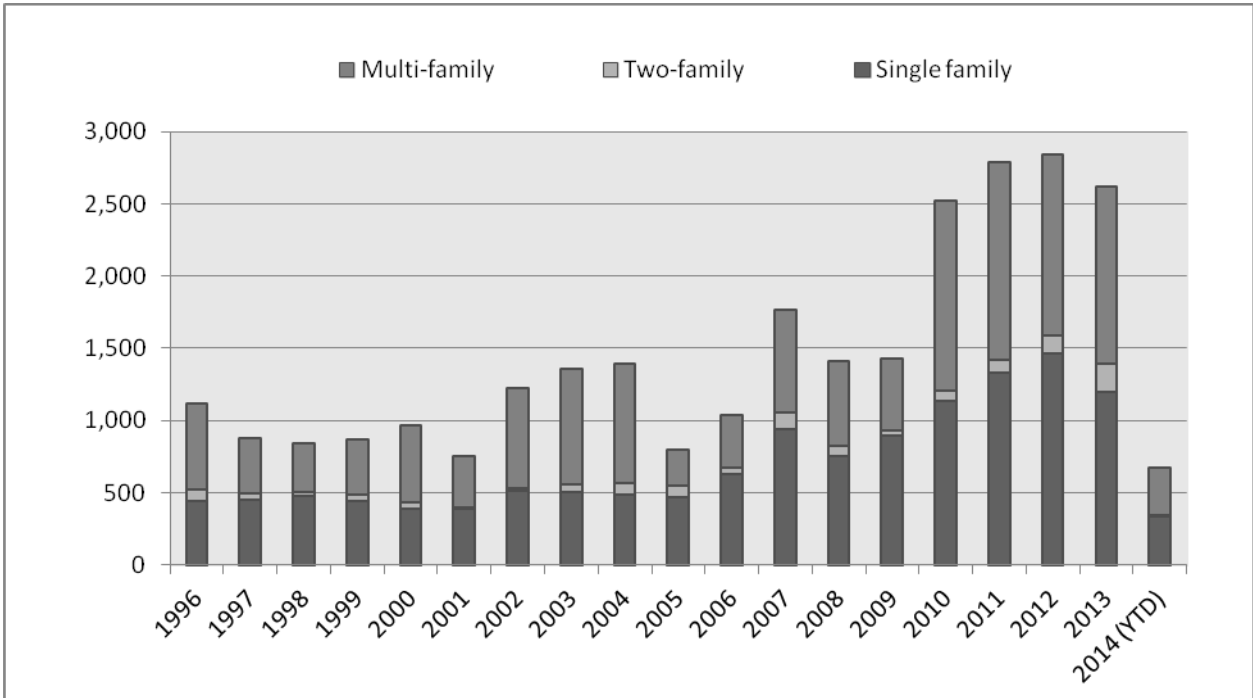
Dated: April 30, 2014

Approved by: _____

Marlys Bilanski, CFO & General Manager
Asset & Financial Management Department

Dated: April 30, 2014

Figure 1: New Dwelling Units by Building Classification in Saskatoon, 1996 to Apr. 14, 2014



Source: City of Saskatoon, Building Standards, Monthly Building Permit Report

Figure 2: Single Family Builder and Developer Inventory Levels, 2011 to Current

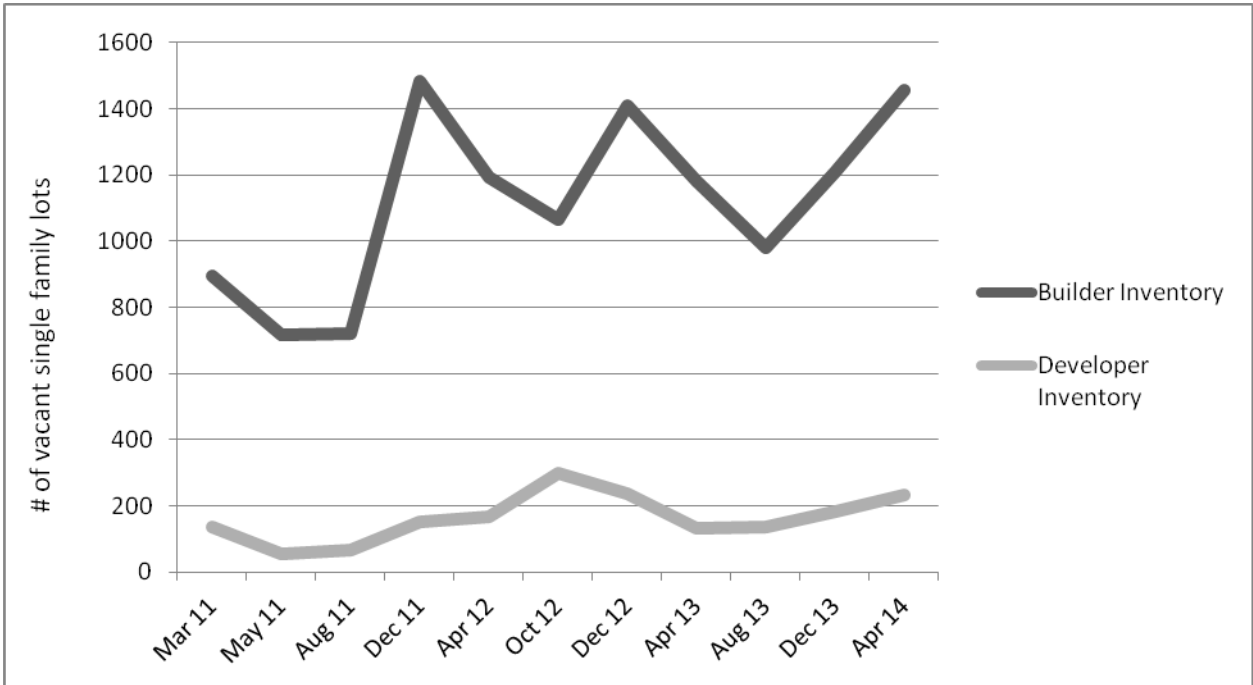
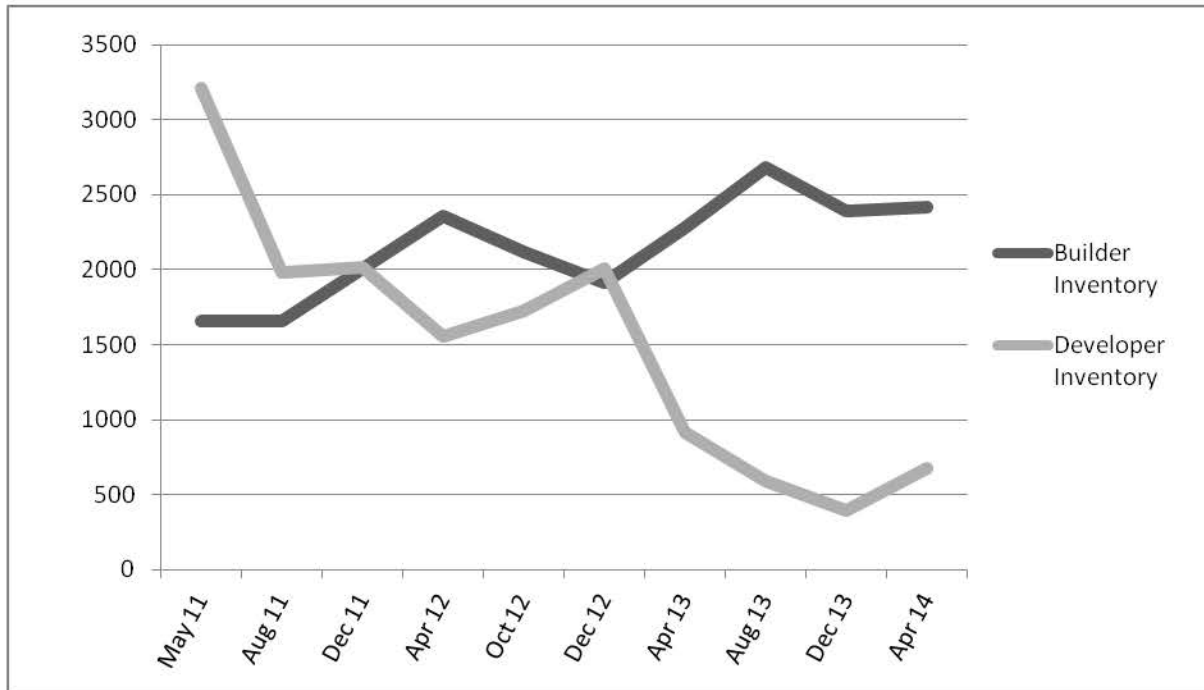


Figure 3: Multi-Family Dwelling-Unit Builder and Developer Inventory Levels, 2011 to Current



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. Communication to Council – Alex Ryback
Request for Noise Bylaw Extension
Fundraising Event – Crohn’s and Colitis
(File No. CK. 185-9)**

RECOMMENDATION: that the decision of Executive Committee to approve the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, on Sunday, June 8, 2014, between 11:00 a.m. and 1:00 p.m., for a charity fundraising event for Crohn’s and Colitis, be received as information.

Your Committee considered the attached referenced communication requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, on June 8, 2014, between 11:00 a.m. and 1:00 p.m. for a charity fundraising event for Crohn’s and Colitis.

As the date of the event was prior to City Council's meeting, your Committee granted approval of the request, and is reporting the decision to City Council for its information.

2. City of Saskatoon Website Redesign Update – Phase II
(File No. CK. 261-20)

RECOMMENDATION: that the information be received.

Your Committee has considered the attached report of the General Manager, Corporate Performance Department dated May 20, 2014, providing a progress update on the Website Redesign Project; specifically, the discovery, planning, and creative design components. The report is being forwarded to City Council for its information.

3. Regional Planning – Saskatoon North Partnership for Growth
Foundational Documents
(File No. CK. 4250-1)

RECOMMENDATION:

- 1) that the Saskatoon North Partnership for Growth foundational documents, as described in this report, be endorsed, comprising:
 - a) Terms of Reference;
 - b) Work Plan, which includes the P4G Regional Plan – Study Area;
 - c) Communications and Engagement Strategy; and
 - d) Budget; and
- 2) that this report be forwarded to the 2015 Business Plan and Budget deliberations.

Your Committee has considered and supports the following report of the General Manager, Community Services Department dated May 9, 2014, regarding the above:

“TOPIC AND PURPOSE

The purpose of this report is to request endorsement of the foundational documents for the Saskatoon North Partnership for Growth (P4G) and its Regional Plan Project. These documents comprise a proposed P4G Terms of

Reference (TOR), Work Plan, Communications and Engagement Strategy, and Budget. These documents have all been approved by the Regional Oversight Committee of P4G. In addition, this report requests endorsement of a revised Study Area for the Regional Plan. These materials are all needed to commence work on the Regional Plan.

REPORT HIGHLIGHTS

1. P4G held its second Regional Planning meeting on April 24, 2014. The following foundational documents were approved, and recommended for endorsement by the Councils of the P4G municipalities:
 - a) TOR, which identifies the creation of two P4G committees, a Regional Oversight Committee (ROC), consisting of elected representatives from each of the municipalities in P4G, and a Planning and Administrative Committee (PAC), consisting of municipal and Saskatoon Regional Economic Development Authority (SREDA) staff. The TOR sets out the scope, duties, membership, and voting structure of each committee;
 - b) Work Plan, which outlines the tasks necessary for completing the Regional Plan;
 - c) Communications and Engagement Strategy, which outlines key stakeholder groups, such as First Nations and land owners, and identifying a variety of communication options; and
 - d) Budget proposal, identifying a need for \$926,000 in funding for the Regional Plan.

2. After the foundational documents have been endorsed by the Councils of the P4G municipalities, the next steps in the Regional Plan process involve hiring a project manager, releasing a Request for Proposals (RFP), and hiring a facilitator/consultant. A facilitator/consultant is expected to be in place in fall 2014, and the Regional Plan is targeted for completion in June 2016.

STRATEGIC GOAL

This report supports the Strategic Goal of Sustainable Growth, specifically the

four-year priority to develop a regional planning partnership to address the challenges of growth and the long-term strategy of planning collaboratively with regional partners and stakeholders.

BACKGROUND

On April 24, 2014, P4G held a second Regional Planning meeting attended by ROC and PAC members. The partner municipalities in P4G consist of the City of Saskatoon (City), the Cities of Martensville and Warman, the Town of Osler, and the Rural Municipality (RM) of Corman Park. The purpose of the meeting was to review and approve the proposed TOR for P4G, and the proposed Work Plan, Communications and Engagement Strategy, and Budget for the Regional Plan. P4G also discussed refining the Study Area for the Regional Plan.

REPORT

The following is an overview of the foundational documents that were approved by the ROC and are being recommended for endorsement by the Councils of the P4G municipalities. Any revisions discussed at the meeting have been incorporated into the attached documents (see Attachments 1 to 4).

TOR

The TOR, recommended by the ROC, is attached (see Attachment 1). It formalizes the P4G committee structure, which consists of the ROC and the PAC. It also addresses the objectives, scope, duties, and responsibilities of each committee.

A summary of P4G committees is as follows:

- I. ROC:
 - a) consists of three representatives from each partnering municipality, one of which is the Mayor/Reeve, and the remaining are members of Council;
 - b) reports to the Councils of the partnering municipalities;
 - c) provides direction to the PAC, regarding the key milestones, corresponding timelines, and resources necessary to complete the Regional Plan; and
 - d) votes on a simple majority basis with each municipality receiving one vote. The voting structure will be reviewed as the P4G membership expands.

It should be noted that other voting structures were considered, such as super-majorities, which factor in the number of municipalities and the population (for example, the Calgary Regional Partnership and the Edmonton Capital Region), and variations on representation by population (for example, the Peel Region and Victoria's Capital Region District). Some of these structures are mandated provincially.

Given the current membership, structure, and work program of P4G, these options are not recommended at this time.

- II. PAC:
- a) consists of up to three administrative representatives from each partnering municipality. It also includes an advisory representative from SREDA. This is essentially the current P4G working group;
 - b) operates under the direction of the ROC;
 - c) operates on a consensus basis, as the current working group has done; and
 - d) prepares the Regional Plan for consideration by the ROC and the Councils of the partnering municipalities, with the assistance of a facilitator/consultant.

Work Plan

The Work Plan recommended by the ROC is attached (see Attachment 2). It outlines the contents of a Regional Plan, and the tasks that will be undertaken to complete it by June 2016. The tasks include:

- a) hiring a facilitator/consultant with experience in preparing and implementing a Regional Plan;
- b) implementing project initiation, including holding a kickoff workshop with P4G to confirm the vision for the Regional Plan, broad goals, and objectives;
- c) engaging stakeholders and the regional community;
- d) creating an interim development strategy to guide development in priority growth areas while the Regional Plan is being completed;
- e) drafting the Regional Plan; and
- f) drafting the governance and administrative structures needed to implement the Regional Plan.

Study Area

A map of the Study Area for the Regional Plan is attached (see Attachment 2A). This Study Area has been refined and is slightly smaller than what was originally proposed by the City and the other P4G partners. It continues to include the potential future growth areas that are important for the City, and it has the administrative support of all of the P4G partners.

The refinements came at the request of the RM of Corman Park at the April 24, 2014 meeting, as they wish to proceed with bylaw amendments that would allow for five residential sites per quarter section, outside the Study Area.

Next Steps

The next steps in the Regional Plan process involve hiring a project manager, releasing an RFP, and hiring a facilitator/consultant. These steps are described below.

Project Manager

A project manager for the Regional Plan will be hired; this is expected to be a staff person from one of the P4G partner municipalities. The project manager will operate under the direction and guidance of the PAC.

RFP

The RFP will be based on the Work Plan that is endorsed by the Councils of the P4G municipalities. The following steps will be involved in preparing the RFP:

- a) the PAC will draft the RFP;
- b) the draft RFP will be presented to the ROC on June 19, 2014, for approval;
- c) a lead municipality will be selected from the P4G municipalities (as P4G is not a legal entity);
- d) the procurement practices of the lead municipality, along with those of the New West Partnership Trade Agreement, will be followed;
- e) the PAC will review proposals, making a recommendation for a facilitator/consultant to the ROC;
- f) the ROC will choose the successful facilitator/consultant; and
- g) the Council of the lead municipality will be asked to award the facilitator/consultant contract.

The RFP must be finalized by the end of June 2014 to ensure that a facilitator/consultant is in place by fall of 2014.

Facilitator/Consultant

The ROC will select a facilitator/consultant who will operate with direction from the PAC. The facilitator/consultant will bring regional planning experience to help facilitate potentially challenging conversations, as well as lead the development of the Regional Plan. As noted in the Work Plan, this work will consist of developing:

- a) a vision;
- b) guiding principles;
- c) goals and objectives for the region;
- d) a regional land use plan;
- e) regional transportation, servicing, and financing strategies;
- f) policies to guide land use and development on a regional scale;
- g) governance and administrative structures for the region; and
- h) a strategy to implement the Regional Plan.

OPTIONS TO THE RECOMMENDATION

The documents attached to this report have been approved by the ROC, who is recommending that they be endorsed by the Councils of the P4G municipalities. As noted, ROC comprises elected officials from each of these municipalities. There is an option to decline to endorse these documents; however, it is not recommended, given that the ROC is recommending them and a significant project delay would result.

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

The budget recommended by the ROC is attached (see Attachment 3). The estimated budget for the Regional Plan is \$926,000. This amount includes an estimated \$240,000 for a dedicated project manager, and the estimated cost for a facilitator/consultant at \$686,000. It does not include in-kind contributions of staff and related resources from each of the partnering municipalities.

The Province has recently indicated it may contribute to the cost of a facilitator/consultant, pending submission of further budget details. These budget details, which will include in-kind contributions, are being prepared by the PAC. Given the success of the funding model utilized for the original Planning for Growth Corridor Study Project, it is proposed that a similar cost-sharing strategy be used for the facilitator/consultant component of the Regional Plan.

The City has \$172,870 remaining in approved Capital Project No.'s 2460 and 2462 for regional planning. Contributions for 2015 and 2016 will be part of the capital budget and capital plan submissions. The partnering municipalities in P4G are in their 2014 budget deliberations.

The financial implications of implementing the Regional Plan, including constructing regional transportation and servicing, and creating regional governance and administrative structures, will be determined as part of the Regional Plan Project. These implications will be addressed in future reports.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

There was no public or stakeholder involvement specific to the foundational documents for P4G.

Regional stakeholders have been involved in a variety of regional initiatives, the most recent being the Saskatoon Regional Growth Summit (Summit) on November 20 and November 21, 2013, and a follow-up meeting hosted by SREDA on March 27, 2014. This meeting was directed at those who had expressed an interest, after the Summit, in collaborating on regional issues. It was attended by representatives of approximately ten municipalities, P4G representatives, and the Whitecap Dakota First Nation. It is expected that once P4G is formalized and these stakeholders' plans have progressed, they will be in a position to join P4G. The next meeting is scheduled for May 22, 2014.

COMMUNICATION PLAN

The Communications and Engagement Strategy, recommended by the ROC, is attached (see Attachment 4). It addresses at a high level:

- a) who will be engaged during the Regional Plan process;
- b) when they will be engaged;
- c) the purpose of engaging them; and
- d) primary methods of communication and engagement.

The Communication and Engagement Strategy includes a preliminary list of key regional stakeholder groups.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

The next Regional Planning meeting will be held on June 19, 2014. As noted in the TOR, P4G will provide quarterly and annual reports to the Councils of the P4G municipalities. It is anticipated that a significant milestone will be achieved by 2015 (to be determined), with project completion by June 2016.

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)

There are no safety/CPTED implications.

PUBLIC NOTICE

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

ATTACHMENTS

1. Saskatoon North Partnership for Growth (P4G) Draft Terms of Reference
2. Saskatoon North Partnership for Growth (P4G) Draft Work Plan
- 2A. P4G Regional Plan – Study Area
3. Saskatoon North Partnership for Growth (P4G) Proposed Budget – June 2014 to June 2016
4. Saskatoon North Partnership for Growth (P4G) Draft Communications and Engagement Strategy”

**4. Meeting Schedule – City Council, Executive Committee,
and Standing Policy Committees - July to December, 2014
(File No. CK. 255-2)**

RECOMMENDATION: that the attached meeting schedule for City Council, Executive Committee, and Standing Policy Committees for the period July to December, 2014, be approved.

In accordance with proposed Bylaw No. 9170 *The Procedures and Committees Bylaw, 2014*, your Committee is recommending approval of the attached schedule of meeting dates for City Council, Executive Committee, and the Standing Policy Committees for the period July to December, 2014.

**5. Appointments to Executive Committee and Standing Policy Committees
(File No. CK. 255-2)**

RECOMMENDATION: that the following appointments be approved for the period July to December, 2014:

Executive Committee

All members of City Council

Standing Policy Committee on Planning, Development & Community Services

Councillor Davies
Councillor Hill
Councillor Jeffries
Councillor Lorje
Councillor Paulsen

Standing Policy Committee on Finance

Councillor Clark
Councillor Donauer
Councillor Iwanchuk
Councillor Olauson
Councillor Paulsen

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Executive Committee
Monday, June 9, 2014
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Standing Policy Committee on Transportation

Councillor Clark
Councillor Davies
Councillor Donauer
Councillor Hill
Councillor Loewen

Standing Policy Committee on Environment, Utilities & Corporate Services

Councillor Iwanchuk
Councillor Jeffries
Councillor Loewen
Councillor Lorje
Councillor Olauson

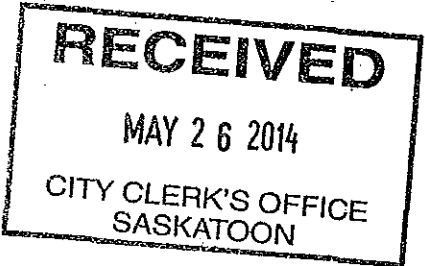
In accordance with proposed Bylaw No. 9170 *The Procedures and Committees Bylaw, 2014*, your Committee submits its recommendations with respect to appointments to Executive Committee and the four new Standing Policy Committees for the period July to December, 2014.

Respectfully submitted,

His Worship Mayor D. Atchison, Chair

185-9 1.

From: CityCouncilWebForm
Sent: May 26, 2014 11:12 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Ryback Alex
550 Delaven Cres.
Saskatoon, Saskatchewan
S7N 2V2

EMAIL ADDRESS:

alex.ryback@gmail.com

COMMENTS:

I would like to request an extension to the noise bylaw for a charity fundraising event for Crohn's and Colitis on Sunday June 8th. Our event takes place in North Kiwanis Park, at the end of 22nd Street. We would like to have amplified music during the hours of 11AM to 1PM, which is outside of the noise bylaw hours. The music will not be very loud, only to serve those in the immediate vicinity surrounding the north side of the bandshell. The music will be served via the city's Community Stage PA system.

This is the 18th year this event has taken place in Saskatoon, though only our first year in this particular park. It is a national event serving to raise funds to find a cure for Inflammatory Bowel Disease.

TO: City Clerk, Executive Committee
FROM: General Manager, Corporate Performance Department
SUBJECT: City of Saskatoon Website Redesign Project Update – Phase II
FILE NO.: CK. 261-20 and CP. 365-4

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

TOPIC AND PURPOSE

This report provides a progress update on the Website Redesign Project; specifically, the discovery, planning, and creative design components.

REPORT HIGHLIGHTS

- 1) Public participation is key to the successful redesign of saskatoon.ca, and the project timeline has been established to ensure as much input and testing as possible.
- 2) zu conducted interviews with internal stakeholder groups at the City of Saskatoon to understand the current use of the web channel.
- 3) As the projects moves into the Connect and Involve stages, the temporary project engagement site (new.saskatoon.ca) will be an integral part of the engagement toolkit.
- 4) zu has recommended that the most effective approach to content development would be for them to contract a content manager.

STRATEGIC GOAL

This report supports the Strategic Goal of Continuous Improvement, with a focus on providing reliable and responsive information to the citizens of Saskatoon. The Website Redesign Project is one of the 4-Year Priority items in the Strategic Plan.

BACKGROUND

The City of Saskatoon's (City) Website Redesign Project – Phase II report was presented to City Council at its meeting on June 24, 2013. The report provided an overview of project progress, outlined the two-step process being used to secure a qualified consultant, and provided a copy of the draft Request for Qualifications (RFQ) and evaluation criteria that was being used to short-list up to five consultants.

The Steering Committee evaluated the submissions using the criteria established in the RFP document. A recommendation report was submitted to City Council at its December 2, 2013 meeting, supporting the proposal submitted by Saskatoon digital media company, zu.

zu recommended developing the new website using a responsive design process. Responsive web design is a design approach aimed at crafting sites to provide an optimal viewing experience, easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from mobile phones to desktop computer monitors).

The key milestones and tentative project schedule that zu proposed included:

- Project start: First week of January 2014
- Discovery Planning and Creative Design – January to November 2014
 - Development of an online site for public engagement and testing – April to October 2014
 - Content Migration and Development – April to October 2014
 - Launch Activities – October and November 2014
- Development of a digital program and strategy that would support continuous improvement of the website – May to November 2014

The report was approved by City Council and work started with zu at the beginning of January 2014.

REPORT

The following information below is the progress to date, as well as the remaining items on the project schedule.

Discovery, Planning and Creative Design

The stages for this phase of the project have been summarized as follows:

- Gather (February to April): zu has gathered key project input and context from internal engagement opportunities, including approximately 15 internal discovery sessions to understand the current use of the web channel. Participants were Division Directors, civic staff, and members of City Council.

An Executive Summary of the discovery sessions is included as Attachment 1.

zu also hosted discovery sessions with business representatives and Information Technology staff to review forms and applications on the City's existing website (eServices).

zu is currently working on an eServices summary report and recommendations regarding implementing eServices in the new website. This report will be presented to the Steering Committee in June and will be part of a future City Council Report.

- Connect (May and June): zu will connect with the City's audiences with a focus on building project awareness and recruiting for public input and developmental testing. This will include a variety of promotional activities such as:
 - paid online display and video advertising campaign to raise awareness of the project and drive traffic to new.saskatoon.ca;
 - utilize the City's existing social channels to establish project hashtag #newsaskatoon, and
 - media releases and associated media scrums.

The Project Steering Committee has been recruiting residents who are interested in providing input and developmental testing. Over 100 people have signed up, which is expected to increase in response to promotional activities.

As the project moves into the development stage, the temporary project engagement site (new.saskatoon.ca) will be an integral part of the engagement toolkit. This temporary City website will be an instrumental focal point for communications, engagement, and testing, leading up to the new website being launched.

The purpose of new.saskatoon.ca is to:

- provide a unified destination for all communications and marketing activity;
- leverage a simple and memorable URL for a call to action for online and offline communications;
- act as a hub and connecting point to online engagement opportunities available on other third party applications (e.g. shapingsaskatoon.ca);
- provide an opportunity to place tracking code for subsequent ads;
- provide a focal point of measurement for project traffic; and
- show the new site build in progress.

The plan is to launch the project engagement site at the end of May or early June.

- Involve (June to October): zu will inform audiences about the project progress and involve them in decisions related to website development and design. This engagement will include the following activities:
 - blog posts, weekly polls, open discussions;
 - facilitated sessions with special interest groups;
 - stakeholder engagement;
 - usability testing;
 - paid online advertising;
 - social media posts; and
 - media releases and associated media scrums.
- Reflect (November and December): zu will reflect on the progress made to date, including key decisions and milestones as we prepare to launch the City's new website. This reflection will include:
 - solidifying support among our participants to be ambassadors for the project as the project proceeds into public launch activities;

- creating shareable media assets for the City and the audience of participants to tell the story of the project; and
- communicating with new audiences that have joined the discussion as a result of the heightened levels of awareness due to the launch timing.

Some of the launch activities included in this phase of the project will include:

- paid online advertising;
- social media posts; and
- media releases and associated media scrums.

Content Migration and Development

In their project submission, zu identified that one of the challenges would be to determine what material can be re-used, developed or re-purposed from the existing website.

Now that zu has been working on the project, the City's options for generating new content for the website have been discussed. zu recommended that the most effective approach would be for them to contract a content manager. As a result, the content manager has been working on the project since mid-April.

The benefits of having an experienced content manager include having someone who:

- understands how web content needs to be written and how the web design process works;
- brings experience of writing in a more customer-focused approach using consistent plain language; and
- can develop and maintain a consistent voice and tone throughout all web properties.

The Project Steering Committee has also formed an Internal Project Team to work with the content manager. The Team has a representative from all Divisions, and these individuals will work with the "subject matter experts" in their Division to review and approve content for the new website. The Internal Project Team will meet once per month as a group and the content manager will meet directly with team members as content is being developed with information from their division.

OPTIONS TO THE RECOMMENDATION

There are no options presented in this report.

POLICY IMPLICATIONS

There are no policy implications related to this report.

FINANCIAL IMPLICATIONS

The approved budget for the entire capital project is \$1.35 million over three years.

The proposed budget estimate in the zu submission was \$822,261:

Base	\$744,510
Planning and Discovery Contingency	\$25,140
Development Contingency	\$52,611
	\$822,261

The balance is allocated internally to project management, communications, content migration, IT support, and equipment.

The RFP required a process and separate pricing for establishing microsites. zu's proposal included information on both the process and the potential costs. Saskatoon Transit had submitted a 2014 Capital Budget request for the creation of a Transit microsite. The cost estimate in the zu proposal is not covered under this website redesign capital project.

The 2014 Transit capital request was approved, and zu is now working on the Saskatoon Transit microsite in conjunction with development of the City's new website.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

A Project Steering Committee has been established to guide and oversee the project. The Committee consists of two members of the general public and eight civic employees.

When developing the RFP, the Project Steering Committee used input from the local software development community and the Phase I report.

There are many opportunities planned for input and communication with City Council, civic staff, stakeholders/special interest groups, and the general public.

As outlined above in the report, the online engagement site for this project will also demonstrate progress and provide opportunities for ongoing feedback as the project moves towards a final public launch.

COMMUNICATION PLAN

To date, a number of project update videos have been produced and shared with civic staff, City Council, and made available to the general public through the City's YouTube channel.

The communication plan has also been included under the Discovery, Planning and Creative Design section.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

Submission of a digital program and strategy report that would support continuous improvement of the website will be part of a future City Council report.

zu's submission outlines the following high-level project schedule, which is subject to change:

- Gather - February to April
 - an eServices summary and recommendations will be part of a future City Council report
- Connect - May and June
- Involve - June to October
- Reflect - November and December
- Launch Activities - November and December

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPLICATIONS

Any privacy implications that may arise in the development of the website will be reviewed by the City Clerk's Office.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

There are no CPTED implications.

PUBLIC NOTICE

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

ATTACHMENT

1. Executive Summary of Internal Discovery Sessions.

Written by: Rob Gilhuly, Website Project Manager, Communications

Reviewed by: Carla Blumers, Director of Communications

Approved by: "Kim Matheson" for
 Catherine Gryba, General Manager
 Corporate Performance Department
 Dated: May 20, 2014

Approved by: “Murray Totland”
Murray Totland, P. Eng., MBA
City Manager
Dated: May 20, 2014

copy: His Worship the Mayor

Website Redesign Project Update_Exec.

Executive Summary

zu conducted interviews with internal stakeholder groups at the City of Saskatoon to understand the current use of the web channel. During the course of our interviews, we met with Division Directors, Marketing and Communications staff, and members of City Council.

Our questions and discussion focused on the following topics:

- > Key external audiences and the services those audiences receive from the City
- > How divisions measure their performance
- > Past feedback from citizens and businesses detailing their experiences doing business with the City online
- > Potential opportunities for service improvement through the use of web technology
- > The City's level of organizational readiness for greater use of web technology to provide service to citizens

The five top issues we discovered are that:

- > The saskatoon.ca website is often overlooked and avoided by residents who find it difficult to use.
- > The City is spending considerable time and effort on reactive communication about its plans and the status of service delivery, often in the form of individual email responses to inquiries that would be better managed through proactive communication on public digital channels.
- > All of the necessary ingredients for a successful digital program – ranging from technology platforms to practices relating to openness and transparency – are not currently in place or being effectively utilized.
- > The City lacks a process for measuring how online services are provided to residents and for assigning responsibility for the website, as the City currently lacks a dedicated staff role responsible for providing strategic leadership for the digital channel.
- > The current approach to developing new online services tends to be fragmented, does not consistently leverage shared technology platforms, and does not adhere to common interaction standards, resulting in a disjointed user experience for residents.

Our summarized recommendations are as follows:

- > We recommend that the City adopt a coordinated approach across divisions for providing digital services to citizens.
- > We recommend that the City communicate sooner, and more frequently, about initiatives and service changes that affect residents. This information must be provided in a way that citizens find individually relevant to them, and according to channel preferences for consuming the information.
- > We recommend that key measures and performance data be gathered on all citizen-facing touchpoints to inform decisions for ongoing service improvement.

- > We recommend that the City take steps to ensure the human aspect of implementing the digital program is adequately supported through training, resources, and appropriate alignment with corporate strategy.
- > We recommend that the City ensure the needs and priorities of residents are clearly reflected in its strategic and daily decisions about how to operate the digital platform.



Saskatoon North Partnership for Growth (P4G)

Draft Terms of Reference

Introduction

In the spirit of regional cooperation, as agreed upon by Saskatoon North Partnership for Growth (P4G) membership as a whole, which includes political and administrative representation of the original partnering municipalities, including the Cities of Warman, Martensville and Saskatoon, the Rural Municipality of Corman Park and the Town of Osler, as well as an advisory representative from the Saskatoon Regional Economic Development Authority (SREDA), the following principles will be used to guide P4G through the Regional Plan development process.

P4G Guiding Principles

1. Be inclusive and respectful
 - Facilitate regional co-operation on all issues of development and the collective growth of the region as is deemed to be beneficial to the overall well being of the region;
2. Embrace diversity
 - Acknowledge that individual interests will vary; encourage regional thinking to consider these in a way to achieve benefit for the region as a whole;
3. Plan for the future
 - Maximize opportunities for cooperation; being prepared will better position the region for growth opportunities and economic prosperity.
4. Communicate and engage
 - Foster openness and trust in all forms of communication and provide support for each member as a successful regional partner, including, partnering municipalities, First Nations, stakeholders, other levels of government and the public; and
5. Proceed incrementally and voluntarily
 - Work together with a common purpose; start with small items which will validate the process and be of interest and benefit to the membership as a whole.

P4G Membership

1. The membership will be comprised of designated members of the original municipal P4G partners, including Cities of Saskatoon, Warman and Martensville, the RM of Corman Park and the Town of Osler. Consideration for expansion of the membership will be given, upon the endorsement of the Terms of Reference and supporting documents, by each partnering Council;
2. SREDA will act as the liaison between P4G and the broader regional community, as individual municipalities and communities identify interest in becoming part of the Regional Plan process; and

3. The P4G membership will be comprised of two committees, a P4G Regional Oversight Committee (ROC), consisting of political representatives/senior management and a P4G Planning & Administration Committee (PAC), consisting of planning and administrative staff from each municipality as well as a SREDA advisory representative.

Regional Plan

With the support and direction of the ROC, the PAC shall investigate and study a coordinated approach to land use, population, transportation, utilities, services, finances and any other matters pertaining to the Regional Plan that is related to the physical, social or economic circumstances of the region and affects or may affect the development of the region as a whole.

The P4G Regional Plan - Study Area, as provided in Attachment A will provide the basis for the regional planning work moving forward, with the understanding that the partnership remain flexible in adjusting the Study Area, where and when it may be appropriate.

With consideration for common guiding principles and acknowledging opportunities to expand the collaborative approach to regional planning, the PAC shall:

1. Create a communication strategy and an engagement process to involve a variety of participants, including other levels of government, First Nations and the broader community, in regional planning;
2. Develop a work plan; aligning the various tasks with a corresponding timeline;
3. Develop a budget outlining financial and staffing resources necessary to initiate, support and implement the Regional Plan;
4. With consideration to items of high regional/local priority, create building blocks to success, which may include:
 - creating an interim land use strategy;
 - developing common data sources; and
 - creating a combined future land use map that includes growth plans for each municipality.
5. With consideration of the building blocks to success, develop a Regional Plan, with the assistance of a project manager and with the assistance of a consultant well versed in regional planning experiences.

It is acknowledged that as the Regional Plan is developed additional strategic priorities may be identified and addressed.

Objectives

To assist P4G in meeting their responsibilities, the membership agrees to:

1. be responsible for, and report to the respective partnering Municipal Councils (Councils) concerning, the activities pertaining to its regional membership;
2. execute programs and undertake studies, with the support of regional facilitation expertise, and as directed or endorsed by the Councils, to assist the regional membership in achieving the Regional Plan; and

3. be responsible for, and report to the Councils concerning, the successful strategy for advancing planning for growth of the region and regional capacity building.

P4G Committees

Regional Oversight Committee (ROC)

1. Each participating municipality shall ask for Council to appoint a maximum of three (3) members to the ROC, one of which is Reeve or Mayor and the remaining are Council members; who will be asked to provide direction to the PAC on matters of regional importance, particularly those involving a financial commitment and for setting priorities for the P4G.
2. From time to time when it may be deemed more appropriate, member(s) of senior management from the partnering municipalities may sit in place of a political representative(s), provided at least one participant is a political representative;
3. The ROC shall operate as a simple majority with each participating municipality or community, receiving one vote; the voting structure will be reviewed as new members are added;
4. Members of the ROC shall agree to a term of three years, unless otherwise determined by the respective Councils. Councils will be required to appoint replacement representatives when necessary;
5. The ROC shall meet quarterly or as deemed necessary;
6. The ROC shall appoint an independent representative to act as ROC Chair;
7. A meeting of the ROC may be called by the Secretary of the Committee on the direction of the Chair of the ROC, or by two (2) members of the ROC;
8. ROC regular meetings shall be held at, The Legends Centre, located at 710 Centennial Boulevard in the City of Warman, SK and that in the case where additional meeting space may be required, location will be determined by the ROC membership;
9. A quorum for meetings shall be a majority of the ROC members based on a single political representative, one of which is either Reeve or Mayor of each municipality, present either in person or by telephone or other telecommunications device that permits all members participating in the meeting to speak to and hear each other;
10. The ROC shall at all times have the right to determine who will be present at any part of the meetings of the ROC which may include but is not limited to, other staff members, technical advisors or guest presenters;
11. The ROC shall at all times have the right to conduct in-camera sessions as required;
12. Where the ROC Chair is not available to attend a meeting, when possible in advance of the meeting, the ROC Chair shall designate one of the elected members for the role of Acting Chair. The ROC will formally appoint the Acting Chair at the beginning of the meeting;
13. The Secretary to the ROC shall be provided by the host municipality, (City of Warman), except when meetings may be held at an alternate location. In those cases, the secretary will be determined by the ROC membership;
14. The Secretary shall prepare each meeting agenda and minutes for circulation prior to the next meeting; and

15. The ROC shall direct PAC on desired strategy to address communications with the media and to ensure all regional planning messaging is developed and portrayed in a consistent manner by the membership.

P4G Planning and Administration Committee (PAC)

1. Each partnering municipality shall appoint representation to the PAC, which includes a maximum of three (3) administrative representatives, one (1) of which is a registered professional planner or administrator. The PAC will also include one (1) designated advisory representative of the Saskatoon Regional Economic Development Authority (SREDA);
2. The PAC shall operate on a consensus basis, in the case where a consensus is not obtained, an item may be referred to the Regional Oversight Committee (ROC) for a decision;
3. Where a vacancy occurs, at any time in the PAC membership, it shall be filled at the discretion of the affected municipality;
4. The PAC shall meet at least once per month, or more frequently as deemed necessary;
5. The PAC shall appoint a designated municipal representative to act as Chair at the first meeting of each year;
6. A meeting of the PAC may be called by the Secretary of the Committee on the direction of the Chair of the PAC, or by two (2) members of the PAC;
7. PAC regular meetings shall be held at the office of the Rural Municipality of Corman Park No. 344, located at 111 Pinehouse Drive, Saskatoon, SK and that in the case where additional meeting space may be required, the location will be determined by the PAC membership;
8. A quorum for meetings shall be a majority of the PAC members based on a single representative of each municipality, present either in person or by telephone or other telecommunications device that permits all members participating in the meeting to speak to and hear each other;
9. The PAC shall at all times have the right to determine who will be present at any part of the meetings of the PAC which may include but is not limited to, other staff members, technical advisors or guest presenters;
10. The PAC shall at all times have the right to conduct in-camera sessions as required;
11. Where the Chair is not available to attend a meeting, when possible in advance of the meeting, the Chair will designate one of the PAC members for the role of Acting Chair. The PAC will formally appoint the Acting Chair at the beginning of the meeting;
12. The Secretary to the PAC shall be designated at the first meeting of each year; and
13. The Secretary shall prepare each meeting agenda and minutes for circulation prior to the next meeting.

Scope, Duties and Responsibilities

P4G Regional Oversight Committee (ROC)

The ROC shall have the following specific functions, duties and responsibilities as it has focus on the growth and promotion of strong regional planning. The ROC may, in its efforts to assist in the creation of the Regional Plan perform the following duties:

1. Act as the oversight group, providing direction to the PAC, to represent the respective Councils, providing direction on priorities and necessary resources to achieve the Regional Plan;
2. Appoint any consultants or employees that may be necessary for the purpose of researching, communicating, preparing and implementing the Regional Plan;
3. Appoint advisory committees whose membership may consist of one or more of the members of the P4G and other persons who, by reason of their expertise in matters before the ROC, are qualified to assist;
4. Receive for consideration (four) quarterly summary reports per year from the PAC on the progress of the Regional Plan, which once endorsed by the ROC, will be shared with the respective Councils;
5. Receive for consideration at the end of each year, a detailed annual report from the PAC on the progress of the Regional Plan, which once endorsed by the ROC, will be shared with the respective Councils;
6. Receive for consideration at the end of each year, a detailed annual financial document from the PAC regarding current and future budgetary requirements necessary to complete and implement the Regional Plan, which once endorsed by the ROC, will be shared with the respective Councils; and
7. Review the PAC successes at the end of each year, requesting feedback from the respective Councils regarding strategic goals as well as direction on priorities for the Regional Plan.

P4G Planning and Administration Committee (PAC)

The PAC shall have the following specific functions, duties and responsibilities as it has focus on the growth and promotion of strong regional planning. The PAC under the direction of the ROC may, in the in its efforts to create the Regional Plan perform the following duties:

1. Work with any consultants, or employees, as directed by ROC, that may be necessary for the purpose of researching, communicating, preparing and implementing the Regional Plan;
2. Compile the necessary background information such as maps, drawings, texts, statistical information and any other material necessary for the study, explanation and solution of problems and matters affecting the development of the Regional Plan;
3. Work with any advisory committees so created by the ROC for the purpose of researching, communicating, preparing and implementing the Regional Plan;
4. Assist with coordination of public meetings and publishing information for the purpose of obtaining input from a wide range of business, government, First Nation and public

stakeholders from the region and any applicable adjacent area in determining the solution of problems or matters affecting the development of the Regional Plan;

5. Prepare for consideration (four) quarterly summary reports on the progress of the Regional Plan, to be provided to the ROC for review, which once endorsed by the ROC, will be shared with the respective Councils;
6. Prepare for consideration at the end of each year, an annual detailed report on the progress of the Regional Plan, to be provided to the ROC for review , which once endorsed by the ROC, will be shared with the respective Councils;
7. Prepare for consideration at the end of each year, a detailed annual financial document regarding current and future budgetary requirements necessary to complete and implement the Regional Plan, which once endorsed by the ROC, will be shared with the respective Councils;
8. Support SREDA in their role as liaison between the broader regional community and P4G membership, in communicating the ongoing regional planning process;
9. Identify the social and economic implications of the Regional Plan recommendations; and
10. Accommodate budgetary reporting cycles of the partnering municipalities when submitting requests for additional resources to the ROC, whenever possible.

It is acknowledged that as the Regional Plan is developed additional resources may be required and that requests for such resources may not fit within the regular budget cycles of the partnering municipalities.



Saskatoon North Partnership for Growth (P4G)

Draft Work Plan

Regional Work Plan

This Work Plan describes the key steps that will be taken by the Saskatoon North Partnership for Growth (P4G) to develop a Regional Plan by June 2016. Some of this work will be prepared by the Planning & Administration Committee (PAC), with reporting to the Regional Oversight Committee (ROC). Some of this work will be done with the assistance of an experienced consultant, working with the PAC and seeking strategic advice from the ROC at certain key milestones. At each step in the Work Plan, PAC will be reporting to, and seeking endorsement from, the Councils of the participating municipalities.

Task – Project Initiation

During this task the guiding documents will be formulated in order to set the project framework and guide the work that follows. In this task PAC will create a Terms of Reference that addresses the structure of P4G including mandate, objectives, committee scope, duties and responsibilities. Study area boundaries and a funding strategy including identifying financial and staff resources needed to complete the project will be determined. Initial discussions by P4G on regional goals, vision and values will be important to set the direction of the project.

Another key component to this task will be to create a Communication and Engagement Strategy for the Regional Plan project which will, at a high level, identify who will be consulted, why, when, and how. It will also identify how that information will be used in creating the Regional Plan. For strategic planning on a regional basis all stakeholders including First Nations, government agencies, broader regional decision makers, stakeholder groups, landowners, and the public must have input into the planning process.

Timeframe: spring 2014

Task – Request for Proposals and Consultant Selection

Through a Request for Proposals, P4G will undertake hiring a consultant with experience in creating and implementing regional plans. Working closely with P4G, particularly the PAC, and using the best practices of other regions that have successfully created and implemented regional plans, the consultant will use the data provided by PAC and facilitate the process of creating a Regional Plan. The Regional Plan will include:

- consolidated regional data;
- vision;
- guiding principles;
- goals and objectives for the region;
- a regional land use plan;
- a regional servicing strategy;

- policies to guide land use and development on a regional scale;
- governance and administrative structures for the region; and
- a strategy to implement the Regional Plan.

Engaging a consultant who has experience in creating and implementing regional plans will:

- provide a qualified, neutral third party with no previous bias to guide the partnering municipalities in working through issues and competing interests;
- leverage the local knowledge of the partnering municipalities, and enable them to quickly build capacity in regional planning;
- ensure the Regional Plan is completed in a timely and efficient way with the help of an experienced consultant;
- ensure the Regional Plan can be implemented successfully; and
- create the opportunity to engage with the broader regional community.

Timeframe: spring 2014 – fall 2014

Task – Workshop/Visioning and Refining the Study Area

In this task P4G, along with the chosen consultant, will kick off the project with a facilitated session that will include both PAC and the ROC to help guide the creation of the Regional Plan by identifying any challenges or immediate needs for the region and give the consultant insight into the region including existing conditions. By identifying challenges as well as prioritized needs of the group, a set of goals and measurable objectives will begin to be developed for the region. These goals and objectives will then help to define a clear and concise vision which in turn will help shape the Regional Plan policies.

During this task further review of the proposed P4G Regional Plan Study Area Map will be undertaken. Current future growth plans for each of the participating municipalities will be used to help confirm study area boundaries and to provide an overall representation of current conditions in the region.

Timeframe: fall 2014

Task – Data Collection

The purpose of this task is to gather any existing background data which may aid in the development of a Regional Plan which may include such things as:

- mapping;
- statistics;
- population projections;
- opportunities and constraints;
- growth and land use plans;
- servicing strategies;
- policies;
- strategic plans;
- consolidated stakeholder contacts;

- ongoing or proposed, regionally significant projects and proposals; and
- inter-governmental agreements pertinent to the Region.

The PAC will be responsible to gather and compile this information so that it can be given to the chosen consultant to help aid them in the development of a Regional Plan.

The consultant will then utilize the data gathered from the municipalities along with additional data provided by strategic stakeholders to analyze the necessary information and develop a larger scale understanding of the current state of the region. This key information will be used throughout the project to make recommendations and formulate policies.

Timeframe: spring 2014 – winter 2014

Task – Interim Development Strategy

There are major growth pressures in the region due to a strong economy and a high population growth rate. The participating municipalities need a mechanism to continue to move forward on regional and locally significant projects while the Regional Plan is being completed. An interim development strategy will be completed early on in the project in order to deal with immediate development pressures in rural development nodes that are located in the potential path of future urban growth. The interim development strategy will enable the partnering municipalities to move forward on development proposals that are a benefit to the region and consistent with the overall goals of a Regional Plan.

To support an interim development strategy, requests may also be made to the province for legislative changes to enable rural development to occur in the path of future urban growth, while ensuring that urban municipalities can grow in a cost-effective way.

Timeframe: summer 2014 – winter 2014

Task – Regional Plan

During this phase the consultant will create a draft copy to be vetted by PAC and subsequently all relevant stakeholders and then a final Regional Plan, to be recommended by P4G and ultimately approved by the Councils of the partnering municipalities. The creation of the Regional Plan will require the consultant to work closely with PAC and key regional stakeholders. This process can be expected to require significant negotiations facilitated by the consultant between the partnering municipalities, to ensure that their growth plans align and that all partners benefit from a regional approach to planning for land use and servicing. It is expected that the Regional Plan will include but not be limited to the following:

- consolidated regional data;
- vision;
- guiding principles;
- goals and objectives for the region;
- a regional land use plan;
- a regional servicing strategy;
- policies to guide land use and development on a regional scale;

- governance and administrative structures for the region; and
- a strategy to implement the Regional Plan.

Broad stakeholder and public engagement will be a critical part of creating the Regional Plan to ensure that it can be successfully implemented.

Timeframe: spring 2015 – June 2016

Task – Governance and Implementation






During this phase of the project PAC and the partnering municipalities will begin to implement the Regional Plan. This work will include:

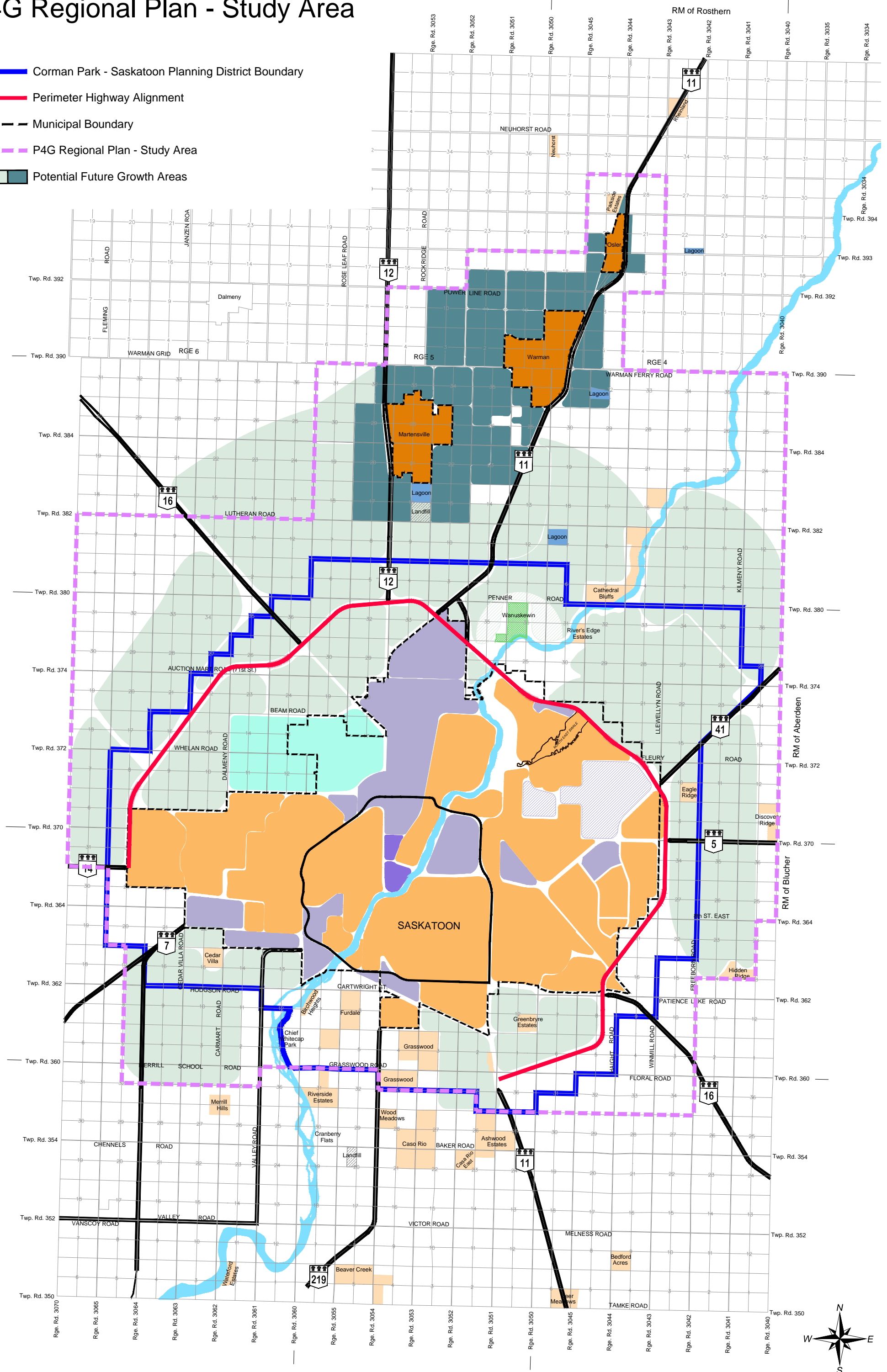
- creating governance and administrative structures;
- identifying and acquiring any necessary resources (for example, staffing and capital funds for regional servicing); and
- if necessary, aligning municipal bylaws and policies with the Regional Plan.

Implementation may happen in phases or be done all at once. Broader regional involvement would also be examined, should additional municipalities in the region wish to sign on to the Regional Plan.

Timeframe: June 2016+

P4G Regional Plan - Study Area

-  Corman Park - Saskatoon Planning District Boundary
-  Perimeter Highway Alignment
-  Municipal Boundary
-  P4G Regional Plan - Study Area
-  Potential Future Growth Areas



PLEASE NOTE: THIS MAP IS **CONCEPTUAL**
AND INDICATES **PROPOSED** GROWTH.
ALL PROPOSED LINEWORK IS SUBJECT TO CHANGE.

May 8, 2014

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Saskatoon North Partnership for Growth (P4G) Proposed Budget – June 2014 to June 2016

Proposed Regional Plan Project Costs – June 2014 to June 2016

The following table presents the estimated costs for the Regional Plan, which consists of the costs for an external consultant and a dedicated municipal Project Manager. The costs do not include any in-kind costs contributed by P4G or the participating municipalities.

Item	2014	2015	2016	Total
Consultant	\$171,500	\$343,000	\$171,500	\$686,000
Municipal Project Manager	\$60,000	\$120,000	\$60,000	\$240,000
TOTAL	\$231,500	\$463,000	\$231,500	\$926,000

The estimated consulting cost is based on the costs of recent land use planning and servicing studies in the Saskatoon region along with the consideration of the costs of regional plans in other jurisdictions.

The estimated cost for a dedicated Project Manager is based on the salary, payroll costs and expenses equivalent to a senior municipal planner with a least 5 years of experience.

For the purposes of this table, the costs are shown divided evenly from June 2014 to June 2016. Consulting costs may vary if payments are made at project milestones. This would be determined before a consulting contract is finalized.

Proposed Regional Plan Project Funding – June 2014 to June 2016

The table below presents the proposed capital funds to be contributed by the partnering municipalities in P4G towards the costs for the Regional Plan. It does not assume any provincial funding assistance for the Regional Plan.

The proposed funds below do not include any in-kind contributions of P4G or the partnering municipalities. Some of the figures reflect approved capital funds, which are noted.

Municipal Partner	2014	2015	2016	Total
City of Saskatoon	\$206,000*	\$60,000	\$30,000	\$296,000
RM of Corman Park	\$100,000	\$50,000	\$50,000	\$200,000
City of Martensville	\$50,000*	\$75,000	\$75,000	\$200,000

City of Warman	\$50,000*	\$75,000	\$75,000	\$200,000
Town of Osler	\$10,000	\$10,000	\$10,000	\$30,000
TOTAL	\$416,000	\$270,000	\$240,000	\$926,000

* approved capital projects

In contrast, the table below shows the proposed capital funds assuming that the Province provides funding assistance for the Regional Plan. The proposed capital funds to be contributed by the partnering municipalities in P4G have been reduced proportionately.

Partner	2014	2015	2016	Total
RM of Corman Park	\$75,00	\$25,000	\$24,000	\$124,000
City of Saskatoon	\$150,000	\$30,000	\$13,000	\$193,000
City of Martensville	\$44,000	\$40,000	\$40,000	\$124,000
City of Warman	\$44,000	\$40,000	\$40,000	\$124,000
Town of Osler	\$6,000	\$6,000	\$6,000	\$18,000
Total P4G Partner Contribution	\$319,000	\$141,000	\$123,000	\$583,000
Provincial Contribution	\$114,333	\$114,333	\$114,333	\$343,000
TOTAL	\$433,333	\$255,333	\$237,333	\$926,000

In its recent response to the P4G's funding request, the Province indicated a willingness to contribute to consulting costs, subject to the submission of budget details. It is proposed that a detailed draft budget be prepared and submitted to the Province asking to commit to contributing 50% of the cost of a consultant, with contributions spread over a three year period. This is consistent with the funding formula for the original Planning for Growth Corridor Study.



Saskatoon North Partnership for Growth (P4G)

Draft Communications and Engagement Strategy

Introduction

This Communications and Engagement Strategy (Strategy) sets the communications and engagement framework for the Regional Plan project. It will serve as a guide for communications and engagement throughout the life of the project and may be updated as needs change. This strategy identifies, at a high level, how an external project communications and engagement will be conducted at key milestones, who will be invited to participate and the potential methods of communications and engagement.

Purpose and Objectives

The purpose of the Strategy is to provide a broad framework for when the P4G would communicate with external stakeholders on why the project is taking place, how the project is progressing and to invite participation in the process. A variety of tools and approaches tailored to each audience will be used to ensure understanding, clear and consistent messaging and to provide a range of forums for participation. This Strategy allows for flexibility in approach throughout the process and will be revisited when a consultant is selected as part of the Request for Proposals (RFP) stage during the project initiation.

The Strategy objectives are as follows:

- generate visibility and understanding of the project so that all stakeholders understand the reason for creating a Regional Plan and their role in its drafting and implementation;
- update stakeholders on project timelines, progress and key deliverables in addition to gathering important data sets and advice from them in forming the Regional Plan;
- utilize a variety of tools, approaches and ideas to ensure messages are received and understood; and
- foster stakeholder buy-in and support for the project and its long-term implementation.

Communications Management Approach

The municipal Project Manager will take a proactive role in working with the consultant to ensure effective communications on this project. Communication with the strategic stakeholder groups will be largely facilitated by the consultant however the Project Manager will provide a single point of contact for internal support to the P4G in this regard.

Anticipated communication activities are provided for the Key Milestones listed in Table 1. This table may be refined with the successful consultant to ensure that all key milestones are identified.

Communications and Engagement Constraints

There may also be legislative, regulatory, technology, or organizational policy requirements which must be followed as part of communications management. These constraints must be clearly understood and communicated to all stakeholders.

As with most project plans, updates to the Strategy may be required as the project progresses due to changes in personnel, scope, schedule, budget, or other reasons.

Stakeholder Communication and Engagement Requirements

The Regional Plan engagement consists of a broad range of stakeholders, all of whom may have differing interests and influence on the project. As such, it is important to determine the communication requirements of these stakeholders in order to more effectively communicate project information. It is imperative that any communications constraints or preferred methods are understood in order to effectively manage stakeholder interest, expectations and influence to ensure a successful project. The P4G Communication and Engagement Strategic Stakeholder Index in Appendix “A” contains a preliminary listing of strategic stakeholders. This list may be expanded to include additional stakeholders as the project proceeds.

Ongoing, two-way communication with a broad range of stakeholders is critical. External stakeholders that have been identified are those that will be both directly and indirectly affected by the project that require consultation, need to remain engaged and/or to be informed of decisions. Strategic stakeholders may be individuals, organizations or groups that may be included in one or more of the following categories according to their level of anticipated engagement in the development of the Regional Plan as follows:

- **Broader Regional Committee** – members of the broader region from adjacent municipalities and First Nations, who have expressed an interest in regional planning. At key stages in the project, information such as the project status should be communicated to keep the broader group informed as they work through their own municipal planning processes in order to potentially join the P4G group in the future.
- **Advisory** – key organizations or groups whose mandates relate to land use, economic development or social services within the study area and can provide valuable input into the development of the Regional Plan. Significant milestone events will require their input, including the kick off, interim land use strategy, regional land use concept and development of the Regional Plan. The advisory stakeholders may also provide important data sets or information during the data collection phase for incorporation into the Regional Plan.
- **Other Levels of Government** – First Nations, Provincial and Federal government ministries or other organizations we may need to seek further advice at particular points in the process based on their specific mandate(s). Their expectations are likely that the Regional Plan acts in the public interest of Saskatchewan, supports organizations’ core business and aligns with existing government initiatives and policies.

- **Public** – those who should be informed at a high level about the project and who can provide general input on key deliverables throughout the duration of the project.

Engagement Tools Communication Methods and Technologies

In order to be effective, project information must be communicated to the strategic stakeholders involved by some method using available technologies. Each specific event will be planned, organized and led by the consultant in collaboration with P4G through the Project Manager. The RFP will ask the consultant to identify and determine a detailed communication and engagement strategy based on the appropriate technologies and stakeholder communication requirements outlined below. These techniques will include some or all of the following:

- **Stakeholder Workshops** – facilitated sessions using a variety of interactive tools to involve participants such as presentations, brainstorming, participatory mapping exercises and break-out sessions. Key municipal staff will be encouraged to attend so that they can interact with stakeholders and hear their feedback first hand. Workshops conducted at key points in the process will be organized and facilitated by the consultant.
- **Public Open Houses** – Public open houses may be held at strategic points in the process to engage the public which will be organized and facilitated by the consultant with support from PAC staff. Advertising utilizing print and visual media, social media and the project webpage prior to each event will be undertaken to ensure good stakeholder participation.
- **Webpage** – a project webpage will be established with links from each municipal website. It will also be used to advertise Public Open Houses and other milestone events. Additionally it will include important contact information related to the project.
- **Media Releases** – the Print/Radio/TV advertising media can also play an important role in creating excitement and disseminating information about the project to a wide audience. Opportunities to engage the media will be sought throughout the duration of the project.
- **Social Media** – social media enhances interactivity and allows for access to a wider audience than traditional communication techniques. Social media can be used in addition to traditional or legislated consultation and engagement practices.
- **Email/Mail Outs** – this direct form of communication will be used to target specific audiences such as those listed in Appendix “A”. This option will be in addition to the above communication techniques listed.

In addition to the above noted tools, organizational policies and standards, legislative requirements for notification and public consultation will be adhered to.

Table 1 - Key Milestones for External Communication and Engagement Opportunities

With a wide range of stakeholders involved in the project it is important to ensure that there are clear timelines and identified protocols in place for communicating project information. These are outlined below. The following table identifies the external communications requirements for this project.

Communication Type	Medium to Deliver Message	Objective of Communication	Timelines	Deliverable
Project Kickoff	<ul style="list-style-type: none"> • Media release, website, social media, email/mail 	<ul style="list-style-type: none"> • Introduce the project team and the project objectives and management approach. 	Fall 2014	<ul style="list-style-type: none"> • Project Timeline and Milestone Documents
Refine Study Area	<ul style="list-style-type: none"> • Media release, social media, email/mail 	<ul style="list-style-type: none"> • Provide strategic stakeholders the map of the refined study area. 	Fall 2014	<ul style="list-style-type: none"> • Study Area Map
Visioning Workshop	<ul style="list-style-type: none"> • Media release, website, email/mail 	<ul style="list-style-type: none"> • Provide the developed goals, vision and values of project to strategic stakeholders, after the P4G visioning workshop. 	Fall – Winter 2014	<ul style="list-style-type: none"> • Visioning Document
Interim Development Strategy	<ul style="list-style-type: none"> • Face to face, media release, website, social media, email/mail 	<ul style="list-style-type: none"> • Legislated communications with strategic stakeholders prior to adoption of the interim development strategy by Municipal Councils. • Possible consultations with Provincial Ministries requesting legislative amendments. 	Winter 2014	<ul style="list-style-type: none"> • Interim Development Strategy
Development of a Draft Regional Plan	<ul style="list-style-type: none"> • Face to face, media release, website, social media, email/mail 	<ul style="list-style-type: none"> • Communicate and engage with strategic stakeholders in conjunction with the development of the draft Regional Plan. 	Early 2015 – Early 2016	<ul style="list-style-type: none"> • Draft Regional Plan
Regional Plan Final Copy	<ul style="list-style-type: none"> • Face to face, media release, website, social media 	<ul style="list-style-type: none"> • Legislated communications with strategic stakeholders prior to adoption of the Regional Plan by Municipal Councils. 	June 2016 +	<ul style="list-style-type: none"> • Final Regional Plan



Appendix “A” P4G Communication and Engagement Strategic Stakeholder Index

This stakeholder registry will be regularly updated based on feedback and suggested inclusions as the project progresses. A more detailed contact listing of the various strategic stakeholders, that can be categorized into one or many of the broad groupings provided below, will be developed by the consultant and municipal Project Manager over the life of the Regional Plan project. It will be important to communicate the project schedule with updates to stakeholders on a regular basis to aid with support and implementation of the Regional Plan.

- Broader Regional Committee
- Citizens, Landowners, Community Associations and Hamlet Boards
- First Nations and other Aboriginal Organizations
- Saskatoon Public Health Region
- Public and Separate School Divisions
- Police, Emergency and Protective Services
- Meewasin Valley Authority
- Saskatoon Airport Authority
- Special Interest Groups
- Business Associations, Chamber of Commerce, etc.
- Community Service and Utility Providers
- Septic Haulers
- Solid Waste Companies
- Home Builders Associations and Developers
- Educational Partners
- Non-Profit Organizations
- Provincial Ministries and Crown Corporations
- Transportation Providers
- Federal and Provincial Agencies
- Rail Companies
- TV, Radio and Print Medias

2014

July						
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27	28	29	30	31		

August						
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31						

September						
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October						
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November						
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30						

December						
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28	29	30	31			

Holiday
SPC on Planning, Development & Community Services Committee 9:00 a.m. – 1:00 p.m.
SPC on Finance 2:00 p.m. – 6:00 p.m.
SPC on Transportation 9:00 a.m. – 1:00 p.m.
SPC on Environment, Utilities & Corporate Services 2:00 p.m. – 6:00 p.m.
Executive Committee 1:00 p.m. – 6:00 p.m.
City Council 1:00 p.m. – 11:00 p.m.
FCM Conference Budget Review – 1:00 – 6:00 p.m.
* No meetings in July
* Each Committee has 5 members with the Mayor as ex officio except Executive Committee is all members of Council
*9 a.m. start

Planning, Development & Community Services

Councillor Davies
Councillor Hill
Councillor Jeffries
Councillor Lorje
Councillor Paulsen

Finance

Councillor Clark
Councillor Donauer
Councillor Iwanchuk
Councillor Olason
Councillor Paulsen

Transportation

Councillor Clark
Councillor Davies
Councillor Donauer
Councillor Hill
Councillor Loewen

Environment, Utilities & Corporate Services

Councillor Iwanchuk
Councillor Jeffries
Councillor Loewen
Councillor Lorje
Councillor Olason

COMMUNICATIONS TO COUNCIL

MEETING OF CITY COUNCIL – MONDAY, JUNE 9, 2014

A. REQUESTS TO SPEAK TO COUNCIL

1) Ben Buhler, dated May 22

Requesting permission to address City Council with respect to membership with the South Saskatchewan River Watershed Stewards. (File No. CK. 225-1)

RECOMMENDATION: that Ben Buhler be heard during consideration of Clause 5 of Administration and Finance Report No. 9-2014.

2) Glenda James, Executive Director, Saskatchewan Brain Injury Association dated May 20

Requesting permission for a representative from the Saskatchewan Brain Injury Association to address City Council with respect to brain injuries and requesting Council proclaim June 2014 as Brain Injury Awareness Month. (File No. CK. 205-5)

RECOMMENDATION:

- 1) that City Council approve the proclamation as set out above; that the City Clerk be authorized to sign the proclamation, in the standard form, on behalf of City Council; and
- 2) that Glenda James be heard.

3) Sarah Marchildon, Executive Director, Broadway Business Improvement District, dated May 30

Requesting to address City Council with respect to Community Support Program Pilot Project Review. (File No. CK. 5605-3)

4) Dave Denny, Chair, The Partnership, dated May 30

Requesting to address City Council with respect to Community Support Program Pilot Project Review. (File No. CK. 5605-3)

Requests to Speak to Council
Monday, June 9, 2014
Page 2

5) Vanessa Charles, Co-Chair, Anti Poverty Coalition, dated June 2, 2014

Requesting to address City Council with respect to Community Support Program Pilot Project Review. (File No. CK. 5605-3)

RECOMMENDATION: that Sarah Marchildon, Dave Denny and Vanessa Charles be heard during consideration of Clause 1 of Administration and Finance Report No. 9-2014.

B. ITEMS WHICH REQUIRE THE DIRECTION OF CITY COUNCIL

1) Ron Smith, Canadian Professional Hockey League, dated May 12

Providing information about the Canadian Professional Hockey League (CPHL). (File No. CK. 150-1)

RECOMMENDATION: that the information be received and forwarded to SREDA and Saskatoon Chamber of Commerce.

2) Scott Ford, Executive Director, Credit Union Centre, dated May 18

Requesting an extension to the time where amplified sound can be heard under the Noise Bylaw to 10:30 p.m. on July 15 to 20, 2014, in Kiwanis Park for Taste of Saskatchewan event. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard under the Noise Bylaw to 10:30 p.m. on July 15 to 20, 2014, in Kiwanis Park for Taste of Saskatchewan event be granted.

3) Mike Cey, Holy Family Cathedral, dated May 20

Requesting an extension to the time where amplified sound can be heard under the Noise Bylaw to Midnight on Sunday, July 20, 2014, at 123 Nelson Road (church parking lot), for Holy Family Cathedral Outdoor Movie Night event. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard under the Noise Bylaw to Midnight on Sunday, July 20, 2014, at 123 Nelson Road (church parking lot), for Holy Family Cathedral Outdoor Movie Night event be granted.

4) Dianne Loraas, Hope Fellowship Church, dated May 21

Requesting the temporary closure of 32nd Street, between Avenues H and I, from 9:00 a.m. to 1:00 p.m. on Sunday, September 7, 2014, for neighbourhood pancake breakfast. (File No. CK. 205-1)

RECOMMENDATION: that, subject to any administrative conditions/concerns, the request be approved.

Items Which Require the Direction of City Council
Monday, June 9, 2014
Page 2

5) Kat Eliason, Education Programmer, Meewasin Valley Authority
dated May 24

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, until 12 Midnight on August 1 to 3, 2014, in Friendship Park, for Meewasin River Cinema 2014. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard under the Noise Bylaw, until 12 Midnight on August 1 to 3, 2014, in Friendship Park, for Meewasin River Cinema 2014 event be approved.

6) Shannon Loutitt, Project Director – Road to Peace & Unity Honour Run
dated May 24

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 7:30 a.m. to 8:45 a.m., on Friday July 18, 2014, at Friendship Park for Honour Run for Our Soldiers event. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard under the Noise Bylaw, from 7:30 a.m. to 8:45 a.m., on Friday July 18, 2014, at Friendship Park for Honour Run for Our Soldiers event be approved.

7) Aysha Yaqoob, Committee Chair, Relay for Life Saskatoon, dated May 20

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 6:00 p.m. on June 13, 2014 to 6:00 a.m. on June 14, 2014 at Diefenbaker Park for 14th Annual Relay for Life event. (File No. CK. 185-9)

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard under the Noise Bylaw, from 6:00 p.m. on June 13, 2014 to 6:00 a.m. on June 14, 2014 at Diefenbaker Park for 14th Annual Relay for Life event be approved.

8) Chad Reynolds & Patrick Wood, Saskatoon Street Food, dated May 29

Requesting the temporary closure of Spadina Crescent, between 2nd and 3rd Avenues (River Landing) from 10:30 a.m. to 10:30 p.m. on September 6, 2014 for Food Truck Festival event. (File No. CK. 205-1)

RECOMMENDATION: that, subject to any administrative conditions/concerns, the request be approved.

9) Brenda Vanstone, Secretary, Newfoundland Dog Clubs of Canada Saskatchewan Region, dated June 2

Requesting temporary exemption from off-leash dogs in Diefenbaker Park on August 29, 2014, from 8:00 a.m. to 4:00 p.m. for Newfoundland Dog Club of Canada's 2014 National Special Committee dog show event. (File No. CK. 205-1)

RECOMMENDATION: that the request for temporary exemption from off-leash dogs in Diefenbaker Park on August 29, 2014, from 8:00 a.m. to 4:00 p.m. for Newfoundland Dog Club of Canada's 2014 National Special Committee dog show event be approved subject to any administrative conditions.

10) Devan Trischuk, Ukrainian Day in the Park, dated June 3, 2014

Requesting an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 12 Noon to 7:00 p.m., on August 23, 2014, in Victoria Park for Ukrainian Day in the Park 2014.

RECOMMENDATION: that the request for an extension to the time where amplified sound can be heard, under the Noise Bylaw, from 12 Noon to 7:00 p.m., on August 23, 2014, in Victoria Park for Ukrainian Day in the Park 2014 be approved.

Items Which Require the Direction of City Council
Monday, June 9, 2014
Page 4

11) Elaine Long, Secretary, Development Appeals Board, dated May 22

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 3204 Caen Street. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

12) Elaine Long, Secretary, Development Appeals Board, dated May 26

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 311 and 319 Wellman Lane. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

13) Elaine Long, Secretary, Development Appeals Board, dated May 26

Submitting Notice of Hearing of the Development Appeals Board regarding the property located at 1042 Spadina Crescent East. (File No. CK. 4352-1)

RECOMMENDATION: that the information be received.

C. ITEMS WHICH HAVE BEEN REFERRED FOR APPROPRIATE ACTION

1) Kyle Pochylko, dated May 20, 2014

Commenting on fluoride. (File No. CK. 7920-1) (Referred to the Administration to respond to the writer.)

2) Al Larmon, dated May 14

Commenting on driving in Saskatoon. (File Nos. CK. 6315-1 & 5300-1) (Referred to the Administration for information and any further action.)

3) Trudi Gunia, Co-Chair, Saskatoon Peace Coalition, dated May 15

Providing information on the Joanna Miller Peace Award. (File No. CK. 150-1) (Referred to the Administration for further handling and to respond to the writer.)

4) Harvey Peever, dated May 15

Commenting on the maintenance of boulevards on 8th Street. (File No. CK. 4070-1) (Referred to the Administration for further handling and to respond to the writer.)

5) Sandra Hass, dated May 17

Commenting on the condition of city sidewalks. (File No. CK. 6220-1) (Referred to the Administration for further handling and to respond to the writer.)

6) Abu Zar Manan, dated May 19

Advising of damage to a vehicle because of a pothole. (File No. CK. 6315-1) (Referred to the Administration for further handling and to respond to the writer.)

7) Abby Crawford, dated May 20

Commenting on an accident involving a street sweeping sign. (File No. CK. 6315-3) (Referred to the Administration for further handling and to respond to the writer.)

Items Which Have Been Referred for Appropriate Action
Monday, June 9, 2014
Page 2

8) Darcy Pederson, dated May 20

Commenting on traffic control on Adilman Drive. (File No. CK. 6320-1) (Referred to the Administration for further handling and to respond to the writer.)

9) Cam Harper, dated May 21

Commenting on recycling service. (File No. CK. 7830-5) (Referred to the Administration for further handling and to respond to the writer.)

10) Linda Rosluk, dated May 20

Commenting on proposed protected bike lanes. (File No. CK. 6000-5) (Referred to the Administration to join with the file.)

11) Garry Smith, dated May 21

Commenting on proposed protected bike lanes. (File No. CK. 6000-5) (Referred to the Administration to join with the file.)

12) Rick Ewen, dated May 22

Commenting on Kinsmen Park parking lot. (File Nos. CK. 6000-5 & 4205-9-3) (Referred to the Administration for further handling and to respond to the writer.)

13) Kathleen Lanctot, dated May 26

Commenting on drainage at Rusholme Road and Avenue M North. (File No. CK. 7820-2) (Referred to the Administration for further handling and to respond to the writer.)

14) Gina DiPaolo, Activities Coordinator, University of Saskatchewan Language Centre, dated May 26

Requesting transit passes be issued to visiting students. (File No. CK. 7312-1) (Referred to the Administration for further handling and to respond to the writer.)

Items Which Have Been Referred for Appropriate Action
Monday, June 9, 2014
Page 3

15) Keenen T. Groat, dated May 27

Commenting on facilities for bike jumping/racing. (File No. CK. 5500-1) (Referred to the Administration for further handling and to respond to the writer.)

16) Harvey Peever, dated May 27

Commenting on need for anti-litter campaign. (File No. CK. 127-1) (Referred to the Administration for further handling and to respond to the writer.)

17) Monet Beck, dated May 28

Commenting on fluoride. (File No. CK. 7920-1) (Referred to the Administration for further handling and to respond to the writer.)

18) Tim Eremondi, dated May 29

Commenting on flooding. (File No. CK. 7560-1) (Referred to the Administration for further handling and to respond to the writer.)

19) Derrick Thomas, dated May 29

Commenting on time limits for landscaping yards. (File No. CK. 4139-1) (Referred to the Administration for further handling and to respond to the writer.)

20) Ryan Stack, dated May 29

Commenting on the safety of Louis Riel Trail and Highway 16. (File No. CK. 6315-1) (Referred to the Administration for further handling and to respond to the writer.)

21) Raymond Done, dated May 29

Commenting on multi-unit recycling fees. (File No. CK. 1905-1) (Referred to the Administration for further handling and to respond to the writer.)

Items Which Have Been Referred for Appropriate Action

Monday, June 9, 2014

Page 4

22) Marie Villeneuve, dated May 30

Commenting on street sweeping on 37th Street. (File No. CK. 6315-1) **(Referred to the Administration for further handling and to respond to the writer.)** Also attached is the subsequent response from the Administration dated June 3, 2014.

23) Bruce Chamberlin, dated June 2

Commenting on trains carrying oil through Saskatoon. (File No. CK. 270-1) **(Referred to the Administration to respond to the writer.)** Also attached is the subsequent response from the Administration, dated June 2, 2014.

24) James Travagline, dated June 3

Commenting on garbage can tags. (File No. CK. 7830-3) **(Referred to the Administration to respond to the writer.)**

25) Karen Sawchyn, dated June 3, 2014

Commenting on Shubert Chokecherry trees. (File No. CK. 4139-4) **(Referred to the Administration for further handling and to respond to the writer.)**

RECOMMENDATION: that the information be received.

D. PROCLAMATIONS

1) Jan Erickson, Saskatchewan Association of Veterinary Technologists dated May 13

Requesting City Council proclaim October 12 to 18, 2014 as National Veterinary Technician Week. (File No. CK. 205-5)

2) Helen Smith-McIntyre, Saskatoon Refugee Coalition, dated May 20

Requesting City Council proclaim June 20, 2014 as Refugee Day in Saskatoon. (File No. CK. 205-5)

3) Tara Mulhern Davidson, Saskatchewan Prairie Conservation Action Plan dated May 23

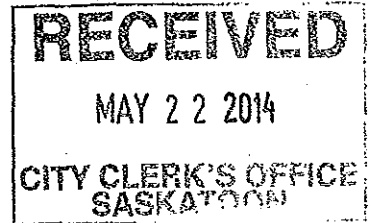
Requesting City Council proclaim June 15 to 21, 2014 as the 16th Annual Native Prairie Appreciation Week. (File No. CK. 205-5)

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

Jenkins, Sandy (Clerks)

AI
225-1

From: CityCouncilWebForm
Sent: Thursday, May 22, 2014 9:08 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

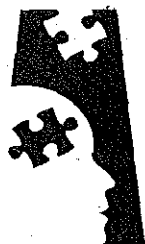
Ben Buhler
Box 16
Osler, Saskatchewan
S0K 3A0

EMAIL ADDRESS:

blbuhler@hotmail.com

COMMENTS:

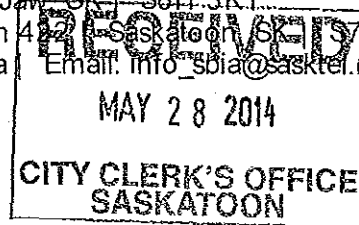
As Board Chair of the South Saskatchewan River Watershed Stewards, I would like to speak to Council in support of the report requesting that the COS renew their membership with this organization.



Saskatchewan Brain Injury Association

305-15
A2

Mailing Address: P.O. Box 3843 | Regina, SK | S4P 3R8
Suite 322 – 310 Main St. N | Moose Jaw, SK | S6H 3K1
230 Avenue R South, SPH Residence, C-Wing, Room 422 | Saskatoon, SK | S7M 2K1
Phone: 1.888.373.1555 | Website: www.sbia.ca | Email: info_sbia@sasktel.net



May 20, 2014

Your Worship & Members of City Council:

The Saskatchewan Brain Injury Association requests that City Council read a Brain Injury Awareness Month declaration, similar to the one enclosed, at a meeting during the month of June in support of brain injury survivors and their families.

At that meeting, we would appreciate it if 5-10 minutes could be allocated to hear from a representative of our organization. Emilia Becker is a Saskatchewan resident and University of Victoria student. She is also a brain injury survivor. But you wouldn't know that if you saw her because **You Can't See a Brain Injury**.

That is the theme of 2014 **Brain Injury Awareness Month**, powered by Saskatchewan Blue Cross, which this year features Emilia and her story to educate the public about the effects of brain injury on the life of an individual and a family.

The mission of the Saskatchewan Brain Injury Association, a grassroots charity formed by the families of brain injury survivors in 1985, is to prevent brain injuries and to improve the lives of brain injury survivors and their families.

In Canada, acquired brain injury (ABI) is the NUMBER ONE killer and disabler of youth, including people under the age of 44. In Saskatchewan, approximately 2200 people acquire a brain injury each year.

Acquired Brain Injuries often result from a blow to the head or spinning forces on the brain caused by:

- Automobile – Pedestrian - Bicycle accidents
- Childhood incidents such as falling from shopping carts - Shaken baby syndrome
- Sport or Work related accidents
- Slips & falls

It can also be caused by a disruption of oxygen flow to the brain caused by conditions such as:

- Strokes – Cardiac Arrest - Near Drowning - Anoxia - Aneurysm - Meningitis
- Drug/Alcohol abuse
- Tumors

The traumatic effects of brain injury can disrupt one's daily life in a dramatic way but can also do so through subtle, yet significant, changes to personality, abilities and mobility. The social, emotional and economic consequences of brain injury are devastating not only to the survivors themselves, but also to their family members. Everyone is affected when a loved one experiences a brain injury.

By designating the month of June as Brain Injury Awareness Month, the Saskatchewan Brain Injury Association promotes prevention in addition to its efforts to improve the lives of brain injury survivors and their families. We encourage people to work safely, drive defensively and make safe, healthy choices in their leisure time.

Sincerely,

Glenda James
Executive Director

Brain Injury Awareness Month

POWERED BY





Saskatchewan Brain Injury Association

Statements in Legislative Houses and City Halls

Below you will find a Sample Standing Order Statement / Proclamation that you can use. Please feel free to tailor it to your area and location to have a leader read in the appropriate government session.

_____ and members of _____:

Today and throughout the month of June throughout Canada, the Saskatchewan Brain Injury Association and the Brain Injury Association of Canada designate June as National Brain Injury Awareness Month to increase awareness of the effects and causes of acquired brain injury across Canada.

As incredible as this may sound, brain injury in Canada is a silent epidemic. In Canada, brain injury is the NUMBER ONE killer and disabler of youth, including people under the age of 44. Statistics further indicate that incidences are two times greater within the male population.

Mr. SPEAKER, acquired brain injury is defined as a non-degenerative and non-congenital insult to the brain that may result in a diminished or altered state of consciousness, and result in impaired cognitive, physical, emotional and/or behavioural functioning.

The social, emotional and economic consequences of brain injury are in fact devastating not only to the survivors themselves, but to family members, caregivers, support workers and the community at large - everyone involved with working towards neuro-rehabilitation and recovery . And currently, there are no drugs or techniques that can cure a brain injury.

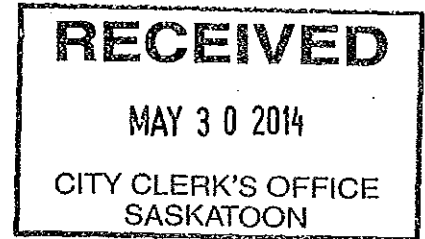
PREVENTION is the ONLY cure.

Automobile accidents, sports injuries, cycling accidents, falls, strokes, tumours, aneurysms, and other non-degenerative conditions are all leading causes of brain injury in Canada.

I encourage all members of this _____, to become involved with grassroots brain injury associations and to listen to the stories as survivors and family members speak about the support and guidance they have received. Their true life stories will fascinate you. Their courage and determination is really quite remarkable.

56053 A3)

From: CityCouncilWebForm
Sent: Friday, May 30, 2014 11:35 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Sarah Marchildon
813 Broadway Ave
Saskatoon, Saskatchewan
S7N1B5

EMAIL ADDRESS:

bbid.director@onbroadway.ca

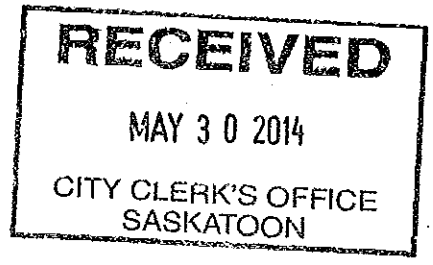
COMMENTS:

I would like to request the opportunity to speak at Council June 9, as a Street Activity Steering Committee member, regarding the Community Support Program Pilot Project Review (A&F).

Sarah Marchildon
Executive Director | Broadway Business Improvement District

A4)
5605-3

From: CityCouncilWebForm
Sent: Friday, May 30, 2014 3:22 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Dave Denny
718 University Drive
Saskatoon, , Saskatchewan
S7N 0J4

EMAIL ADDRESS:

dave.denny@pelicanproperties.ca

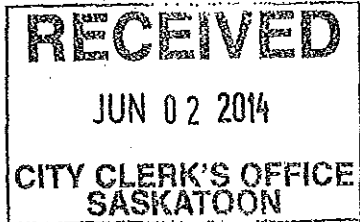
COMMENTS:

As Chair of The Partnership I wish to speak at the Council meeting June 9 regarding our support for Community Support Program Pilot Project. I will also be available to discuss any questions Council may have pertaining to Parking Patios or other issues relating to The Partnership.

AS)

5605-3

From: CityCouncilWebForm
Sent: Monday, June 02, 2014 12:10 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Vanessa Charles
#1506 - 535 24th St E
Saskatoon, Saskatchewan
S7K 4K5

EMAIL ADDRESS:

vjsaskatoon@yahoo.ca

COMMENTS:

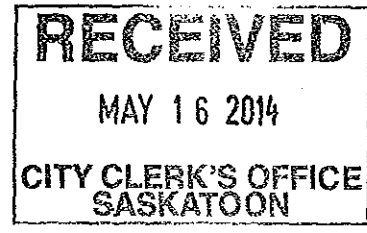
I would like to speak to the City Council meeting on June 9th, 2014 with respect to the Community Support Program Pilot Project Review. I will speak as member of the Steering Committee to the CSO project and Co-chair of the Saskatoon Anti Poverty Coalition.
Thank you.



CANADIAN
PROFESSIONAL
HOCKEY LEAGUE

BI

150-1



Monday, May 12th, 2014

Dear Mayor Donald Atchison and Members of Council,

I am the lead proponent for the new, **independent** Canadian Professional Hockey League (CPHL). The CPHL is going to provide dynamic and creative entertainment for hockey fans across Canada, and I would like to seek your assistance to bring a franchise to your community.

We feel that there is a niche professional hockey market **between** the National Hockey League and the premier, minor professional American Hockey League, for cities and regions across Canada. The CPHL brand of hockey will appeal to the fans of the sport who want to witness a competitive game played with a high level of the sport's core set of skills (skating, passing, shooting and checking), at a fan friendly ticket price.

The CPHL has determined that the beauty and essence of the game can be brought to professional hockey through the refinement of the official rules of the current professional hockey leagues throughout North America. Three key CPHL rule changes in combination with each other will make the CPHL stand alone amongst all professional and amateur leagues **throughout the entire world**. These particular rule enhancements will provide improved safety for the players, and will create more player and puck movement, to delight and entertain the fans of hockey.

Hockey roots are deeply entrenched in our Canadian culture and passion for the game galvanizes our nation from coast to coast to coast. We envision that the CPHL style of hockey is where the future of the sport is headed in North America and it is this style of play that will ultimately keep more Canadian children aspiring to play hockey into their teenage years and beyond.

I would like to formally ask you to refer this letter to your Economic Development Department and to circulate it freely to your business and entrepreneurial community (Board of Trade, Chamber of Commerce, Business Associations, etc.) for their consideration of this economic opportunity. Proposed ownership models that are available include: sole, limited partnership and community based. Please refer to the CPHL website (www.thecphl.ca) to gather further information about the Canadian Professional Hockey League.

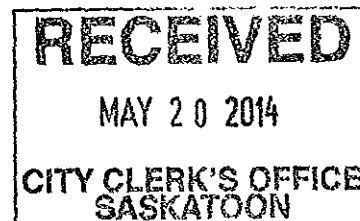
I thank you for your assistance to promote this economic opportunity for your community.

Sincerely,

Ron Smith

B2)
185-9

From: CityCouncilWebForm
Sent: Sunday, May 18, 2014 12:34 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Scott Ford
101-3515 Thatcher Avenue
Saskatoon, Saskatchewan
S7R 1C4

EMAIL ADDRESS:

scottford@creditunioncentre.com

COMMENTS:

Credit Union Centre respectfully requests permission to allow our Taste Of Saskatchewan entertainers to perform until 10:30pm on July 15 to 20, 2014 in Kiwanis Park at this years A Taste Of Saskatchewan festival.

Thank You for your consideration.

Sincerely,

Scott Ford
Executive Director
Credit Union Centre
Ph.: 306-975-3175

B5-8
B3)

May 20, 2014

Noise Bylaw Extension request:

Made on behalf of;

Holy Family Cathedral

123 Nelson Road

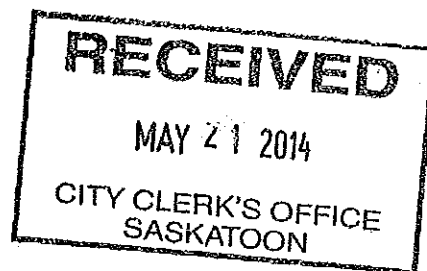
Saskatoon, SK

S7S 1H1

Mike Cey

Phone: 306-371-0265

Email: mike.cey@sasktel.net



Greetings;

We would like to apply for a noise bylaw extension for the following event

Holy Family Cathedral Outdoor Movie night

Sunday July 20, 2014

9:00 PM – 12 Midnight

Location: 123 Nelson Road, we would set up screen on our own property and use our parking lot for seating.

The event would involve a movie screening using a giant inflatable screen (Contract services provided by Fresh Air Cinema of a first run movie).

This will be a free community event, concessions, parking and washroom facilities will be provided from the cathedral.

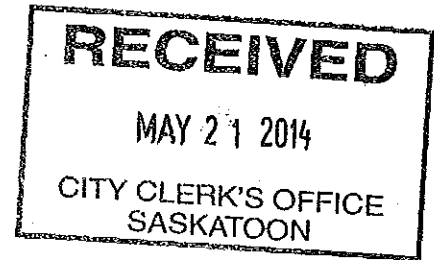
There are no businesses or residences within a 2 block radius of this event.

Régards,

Mike Cey

305-1
B4)

From: CityCouncilWebForm
Sent: May 21, 2014 3:20 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Dianne Loraas
809 32nd Street West
Saskatoon, Saskatchewan
S7L 0T5

EMAIL ADDRESS:

dianne@hopefellowshipchurch.ca

COMMENTS:

Hope Fellowship Church at 809 32nd Street West would like to have a pancake breakfast for the neighbourhood on Sunday, September 7, 2014. We are asking to have permission to block off the south side of 32nd street between Ave H and Ave I between the hours of 9am and 1pm - So that we have easy access to the boulevard.

Thank you
Dianne Loraas

185-9

RECEIVED
MAY 26 2014
CITY CLERK'S OFFICE
SASKATOON

From: Kat Eliason <keliason@meewasin.com>
Sent: May 24, 2014 1:19 PM
To: Web E-mail - City Clerks
Subject: Noise Bylaw Extension Request - Meewasin River Cinema 2014
Attachments: fresh air cinema renaissance resident ltr 2012.docx; fresh air cinema resident ltr 2012.docx; RC 2013 poster.pdf

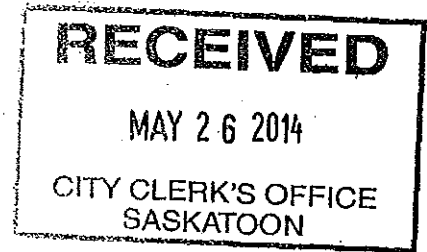
I am requesting a noise bylaw extension for Meewasin River Cinema 2014. It is an annual event that has been running for 20 years.

Friday, August 1, 2014
Saturday, August 2, 2014
Sunday, August 3, 2014 (the following day is a STAT, would this Sunday count as a weekend night?)
We will only need the extension until 12 midnight each night.

The event will take place in Friendship Park. We will notify the Radisson Hotel and the La Renaissance Condo, I have attached examples of the letters and posters provided in previous years. These will of course be updated to contain the accurate dates and contact information for 2014.

Thank you for your assistance with this.

Kat Eliason (Blakely) | Education Programmer
Meewasin Valley Authority | t: 306-665-6888 | f: 306-665-6117
Meewasin.com | Facebook | @Meewasin | 402 Third Avenue South Saskatoon, SK S7K3G5
Meewasin



March 20, 2012

Gary Hilderman
La Renaissance Condo
Unit 440
424 Spadina Crescent East
Saskatoon, Saskatchewan
S7K 6X7

Dear Mr. Hilderman,

In August 2012 the Meewasin Valley Authority will be presenting the Meewasin – PotashCorp River Cinema in Friendship Park over two weekends, August 3-5 and August 17-18, 2012.

What makes this years River Cinema different from previous years is that an outdoor movie company "Fresh Air Cinema" will be placing a 20'x30' projection screen and sound system in Friendship Park. The showing of movies will start approximately 9:30pm and end between 11:30pm and 12:00am. We intend to address the direction of the speakers and the sound volume to ensure the least possible disruption for the residents in the area.

The movie titles have not yet been selected for this year but as in the past Meewasin has one weekend being classic movie titles and the other weekend family movie titles. I would be pleased to provide La Renaissance Condo with promotional posters to have your residents aware of this event.

Please contact Andrew Whiting at 665-6887 awhiting@meewasin.com for further information.

Sincerely,

Andrew Whiting
Senior Interpreter
Meewasin Valley Authority
665-6887
awhiting@meewasin.com

March 20, 2012

Patty Schweighardt
General Manager
Radisson Hotel Saskatoon
405 – 20th Street East
Saskatoon, Saskatchewan
S7K 6X6

Dear Mrs. Schweighardt:

In August 2012 the Meewasin Valley Authority will be presenting the Meewasin – PotashCorp River Cinema in Friendship Park over two weekends, August 3-5 and August 17-18, 2012.

What makes this years River Cinema different from previous years is that an outdoor movie company "Fresh Air Cinema" will be placing a 20'x30' projection screen and sound system in Friendship Park. The showing of movies will start approximately 9:30pm and end between 11:30pm and 12:00am. We intend to address the direction of the speakers and the sound volume to ensure the least possible disruption for the residents in the area.

The movie titles have not yet been selected for this year but as in the past Meewasin has one weekend being classic movie titles and the other weekend family movie titles. I would be pleased to provide your hotel with promotional posters to have your guests aware of this event.

Please contact Andrew Whiting at 665-6887 awhiting@meewasin.com for further information.

Sincerely,

Andrew Whiting
Senior Interpreter
Meewasin Valley Authority
665-6887
awhiting@meewasin.com



brought to you by



PotashCorp

Helping Nature Provide

Friday, August 2

Rise of the Guardians (G) 2012, 97 minutes

Saturday, August 3

Open Season (PG) 2006, 83 minutes

Sunday, August 4

Stardust (PG-13) 2007, 127 minutes

Bring blankets or lawn chairs to **Friendship Park** for movies the whole family will enjoy

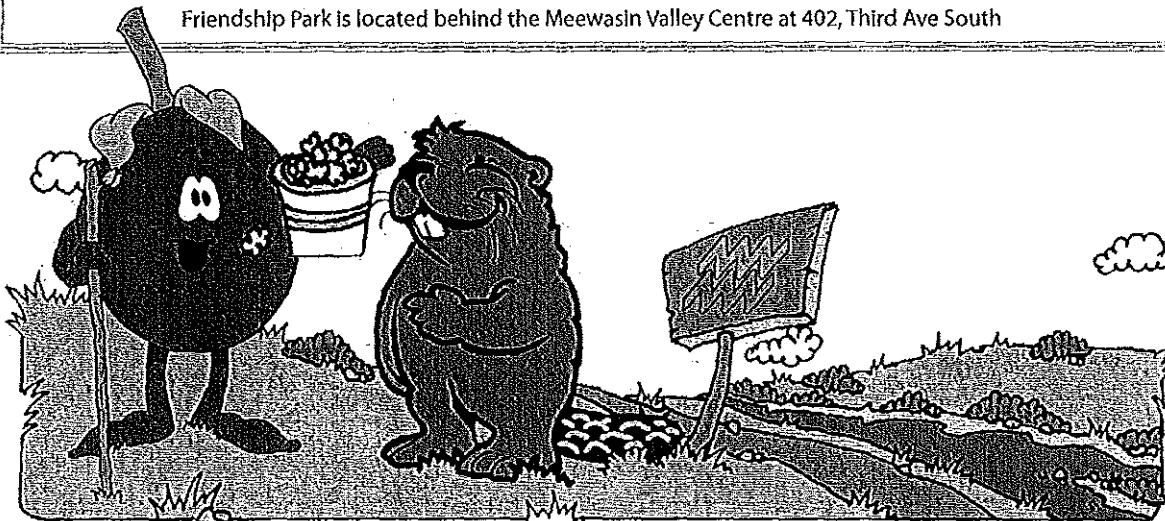
Show time is at sundown (Approximately 9 p.m.)

Concession available

Pets are not allowed at this event

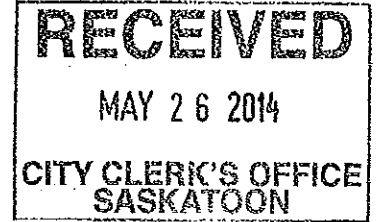
For more information please call **306-665-6888**

Friendship Park is located behind the Meewasin Valley Centre at 402, Third Ave South



Bb)
185-9

From: CityCouncilWebForm
Sent: Saturday, May 24, 2014 9:14 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Shannon Loutitt
474 Lehrer Manor
Saskatoon, Saskatchewan
S7R 0L3

EMAIL ADDRESS:

skloutitt@gmail.com

COMMENTS:

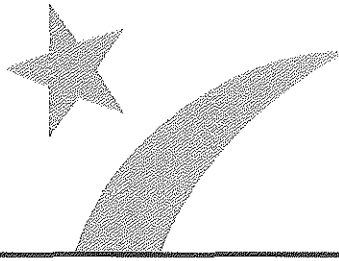
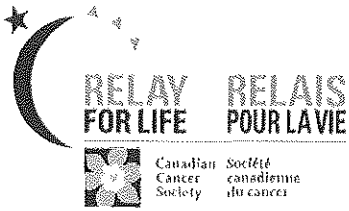
Dear Your Worship & Council,

Please accept this email as formal request for a provision to the noise reduction bylaw on Friday July 18, 2014 between the hours of 7:30am and 8:45, at Friendship Park.

We will be hosting an Honour Run for Our Soldiers that day, from Saskatoon to Batoche and our start location will be at Friendship park. With anticipated start 8am.

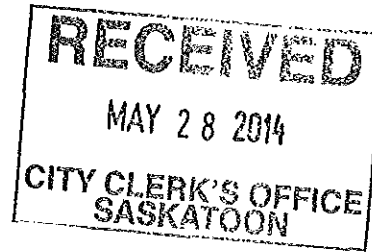
If you have any other questions or require further information, please contact me at your earliest convenience.

Sincerely,
Shannon Loutitt
Project Director -
Road to Peace & Unity Honour Run



185-8
B7

May 20, 2014



His Worship Mayor Don Atchison
Members of City Council
City Clerk's Office - City Hall
222 3rd Avenue North
Saskatoon SK S7K 0J5

Dear Mayor Atchison & Members of Council:

The Canadian Cancer Society is asking for your assistance as we prepare to host our 14th Annual Relay For Life being held at Diefenbaker Park in Saskatoon. We are requesting an extension of the Noise Bylaw as our event runs from 6 p.m. Friday, June 13th to 6 a.m. Saturday, June 14th, 2014.

Relay For Life is a 12 hour, non-competitive relay that raises awareness and funds for cancer research and support services for cancer patients in our province under the Canadian Cancer Society. Last year's event raised over \$310,000 and was host to over 600 participants, 150 cancer survivors and 130 volunteers. This display of philanthropy and community was beyond inspiring.

The event runs from 6pm until 6 am to show participants that cancer never sleeps. Noteworthy points of the event include the celebration of individuals currently surviving cancer, a heartfelt ceremony to honour and remember those who are currently fighting or who have lost their battle to cancer, and a closing ceremony that encourages participants, their families and their surrounding communities to live healthier lifestyles and to partake in cancer prevention practices. The entire event is host to many local performers from the Saskatoon Arts community and showcases the generosity of local businesses. Relay For Life is very well received by members of the Saskatoon and surrounding community, the media, and is undoubtedly a showcase of the community spirit that Saskatoon residents are known for.

Relay For Life has been held at Diefenbaker Park for several years and each year we make an effort to contact the surrounding community associations of the event. We also involve the Saskatoon City Police by using members of the police force for security purposes and to ensure that Relay For Life is a positive experience for all stakeholders.

We have enclosed a brochure that explains Relay For Life in more detail. If you have any questions about the event or require more information please contact Kristen Allen, Relay For Life Specialist at (306) 244-2245. Thank you for your consideration. We look forward to hearing from you regarding our application, and continuing a lasting relationship to help build a healthier and more connected Saskatoon.

Sincerely,

Aysha Yaqoob
Committee Chair,
Relay For Life Saskatoon

Celebrate the lives of those who have had cancer

Canadian Cancer Society *Relay For Life* begins with the Survivors' Victory Lap. Cancer survivors are invited to lead the way around the track as a celebration of their courage and strength.

celebrate

This inaugural lap gives hope and inspiration to those who are still battling cancer and to everyone who has been touched in some way by this terrible disease.

At your local *Relay For Life* event, you'll feel inspired by the courage of cancer survivors and by the experience of helping to make cancer history.



Remember loved ones and their battle against cancer

Help us light up the night.

Luminaries are candles that are placed in special bags that bear the name of cancer survivors or those who have lost their battle to cancer. After being lit during a twilight ceremony, luminaries provide light and inspiration to participants all night long.

Luminaries can be purchased before or at the event for \$5.



To register for *Relay* and/or to purchase a luminary, go to www.cancer.ca/relay or visit any of our 10 local Canadian Cancer Society offices in Saskatchewan.

remember

Fight back against a disease that takes too many

Relay For Life is how we fight back against cancer. We *Relay* because we have been touched by cancer and desperately want to put an end to the disease.

fight back

This is your opportunity to make a personal contribution and take action. Make a commitment to save lives by being a part of *Relay* in your community.

Join thousands of Canadians and experience the excitement of being part of a nationwide event raising funds in over 480 locations across Canada. You'll never feel better about staying up all night.

Register today as a:

- Team Captain — Gather 10 friends, family members, neighbours and/or co-workers to participate on your team.
- Participant — Join a team to raise money for the cause. The average *Relay* participant raises over \$225. Challenge yourself to beat that total!
- Volunteer — Donate your time and make it an event to remember.
- Company — Sponsor a *Relay* in your community, donate products or services, and have your own company team.



Canadian Cancer Society *Relay For Life* is more than just a fundraiser. It is an opportunity to get together with family and friends and **celebrate** cancer survivors, **remember** loved ones lost to cancer, and **fight back** against this disease.

Walk with us in this inspirational 12-hour overnight event as we come together to raise funds and make cancer history. Your participation makes a difference.

The Canadian Cancer Society

The Canadian Cancer Society is a national community-based organization of volunteers with a mission to eradicate cancer and enhance the quality of life of people living with cancer.

Funds raised at *Relay For Life* will help the Society:

- fund research on all types of cancer
- provide information about cancer care and treatment
- offer support to people living with cancer
- prevent cancer through healthy lifestyles and risk reduction strategies
- advocate for public policies to reduce the burden of cancer

Call 1 888 939-3333 for more information or visit us online at www.cancer.ca

PROUD SPONSOR

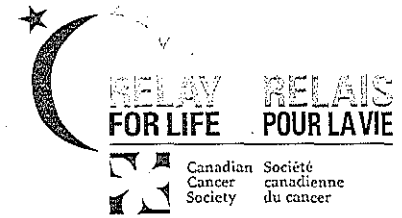


FOR LIFE POUR LAVIE



Canadian Cancer Society / Société canadienne du cancer

www.cancer.ca/relay | 1 888 939-3333



celebrate

remember

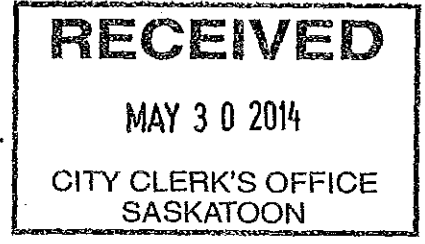
fight back

Join the biggest cancer event to make the biggest difference in the fight against all 200 types of cancer..



B8)
205-1

From: CityCouncilWebForm
Sent: Thursday, May 29, 2014 8:07 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Chad Reynolds
410 Wilkinson Court
Saskatoon, Saskatchewan
S7N 3C8

EMAIL ADDRESS:

yxestreetfood@gmail.com

COMMENTS:

Hello,

We are requesting closure of Spadina Crescent between 3rd and 2nd (River Landing) between the hours of 10:30 am and 10:30pm on September 6th, 2014 in order to host a Food Truck festival featuring local food trucks, local bands, and a small licensed 19+ area.

We feel that this event will benefit the community by showcasing a new form of local food and beverage business in Saskatoon in an active, outdoor fashion. It will also help promote local artists and artisans. Additionally, the event will draw attention to one of Saskatoon's newest and finest features, the River Landing development.

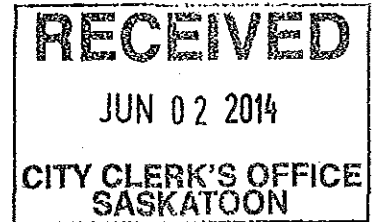
Hopefully his Worship the Mayor and Members of City Council will support this endeavour. If more information is required, you may contact myself, Chad Reynolds, or Patrick Wood via yxestreetfood@gmail.com or 306-612-2423

Best,

Chad Reynolds & Patrick Wood
Saskatoon Street Food
www.yxestreetfood.com

B9)
205-1

From: CityCouncilWebForm
Sent: Monday, June 02, 2014 11:03 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Brenda Vanstone
Comp 35 Site 207 RR#2
Saskatoon, Saskatchewan
S7K3J5

EMAIL ADDRESS:

brendavanstone@gmail.com

COMMENTS:

Good day. I am writing on behalf of the Newfoundland Dog Club of Canada's (NDCC) 2014 National Specialty Committee. The NDCC is holding its national specialty in Saskatoon on Labour Day weekend 2014. We are expecting participants from across North America to join us at this highly anticipated dog show. As part of the specialty weekend, we are offering a Canadian Kennel Club (CKC) sanctioned draft test and have submitted an application to hold the test in Diefenbaker Park on August 29, 2014 from 8am to 4pm.

A draft test consists of highly trained dogs and their handlers completing a CKC approved standard test which requires the dogs to demonstrate their ability to pull carts and perform obedience tests, through a pre-set course. I understand from Heather Newell, Special Projects, Recreation & Sport Division, City of Saskatoon, that we are required to obtain an exemption to the off-leash by-law from the city in order for them to approve this event.

The following is some background information on this event.

Key points for you to consider:

This event has been held in Diefenbaker Park in the past by the Wascana Dog Obedience Club.

The dogs are not off leash except for the brief time when they are being tested. Dogs are in harness for the most part in this testing, when they are working with the carts.

This is the same idea as obedience trials and agility trials which have been held outdoors on city property. This is a traditional exception. All cities, including Saskatoon, approve this exception on a regular basis. Saskatoon has a long history of approving competitive dog sporting events, and there has never been any trouble over them.

These dogs are not free running in any way, they are under control and close supervision at all times. It takes a great deal of training to get ready for an event such as this. Dogs and handlers must enter

well in advance. This is not an opportunity for anybody to wander over, put down some money, and let their dog run loose for the day.

Noise: there may be two or three times during the event that people might clap their hands politely and say "oh, well done!"

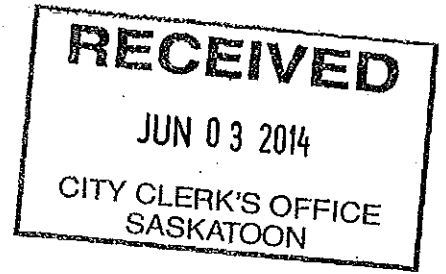
This is a competitive event that includes only highly trained dogs. We respect the city's authority and rules, and you have approved many similar events in the past including several events exactly like this one. The annual dog show at the Henk Reys Soccer Centre frequently has outdoor competition rings, so this has been done several times.

Thanks for your help with this application.

Brenda Vanstone
Secretary,
Newfoundland Dog Club of Canada, Saskatchewan Region

203-1
BID

From: CityCouncilWebForm
Sent: June 03, 2014 1:21 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Devan Trischuk
1032 Willowgrove Crescent
Saskatoon, Saskatchewan
s7w0h7

EMAIL ADDRESS:

devan.trischuk@gmail.com

COMMENTS:

Dear His Worship the Mayor and Members of City Council,

My name is Devan Trischuk and I am contacting you on behalf of the Ukrainian Day in the Park 2014 Organizing Committee.

Our annual event is Saturday, August 23rd in Victoria Park. The goal of the event is to present a community event that celebrates the diversity and richness of the Ukrainian Canadian Culture.

I am writing to council today to inform the City of the use of a public address system and amplification equipment for the "Stage Show" portion of the event.

I believe that we will be in accordance of the Noise Bylaw No. 8244, section 6.g)ii) as the event will take place on a Saturday and the amplification equipment will be in use between approximately noon and 7 PM.

Please contact me if you find any issue with the use of the amplification equipment. And we are happy to invite the Mayor and any Council Members to come enjoy the festivities on the Aug 23rd!

Thank you,

Dr. Devan Trischuk



City of
Saskatoon

Saskatoon Development
Appeals Board

B11)

c/o City Clerk's Office ph 306•975•3240
222 - 3rd Avenue North fx 306•975•2784
Saskatoon, SK S7K 0J5

May 22, 2014

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Refusal to Issue Building Permit
 Proposed Accessory Building – Detached Garage
 (With Total Combined Floor Area of Accessory Buildings
 Exceeding the Maximum Allowable)
 3204 Caen Street – R2 Zoning District
 (Appeal No. 13-2014)**

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.

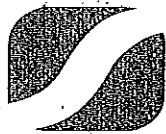
Yours truly,

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

DATE:	Tuesday, June 10, 2014	TIME:	4:00 p.m.
PLACE:	Committee Room "E", Ground Floor, South Wing, City Hall		
RE:	Refusal to Issue Building Permit Proposed Accessory Building – Detached Garage (With Total Combined Floor Area of Accessory Buildings Exceeding the Maximum Allowed) 3204 Caen Street – R2 Zoning District Scott MacDonald (Appeal No. 13-2014)		

TAKE NOTICE that Scott MacDonald has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007* in connection with the City's refusal to issue a Building Permit for a proposed accessory building (detached garage) in the rear yard at 3204 Caen Street.

The property is zoned R2 under Zoning Bylaw 8770.

Section 5.7(3)(e) of the Zoning Bylaw states that no detached accessory buildings or structures shall have a floor area greater than the floor area of the principal dwelling or 54 square metres, whichever is greater, provided that in no event shall a detached building or structure accessory to a one-unit dwelling have a total floor area greater than 87 square metres. In calculating the main floor area of the principal building, the area of an attached garage shall be excluded.

Based on the information provided, the one-unit dwelling has a main floor area of 172.89 square metres. The proposed new accessory building is 86.96 square metres. Combined with an existing accessory building of 28.62 square metres, the total proposed area of accessory buildings is 115.58 square metres, resulting in the floor area of the accessory buildings to exceed 87 square metres.

The Appellant is seeking the Board's approval for the Building Permit 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. 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 22nd day of May, 2014.

Elaine Long, Secretary
Development Appeals Board



City of
Saskatoon

Saskatoon Development
Appeals Board

B12)

c/o City Clerk's Office ph 306•975•3240
222 - 3rd Avenue North fx 306•975•2784
Saskatoon, SK S7K 0J5

May 26, 2014


His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Order to Remedy Contravention
 Parking Screening Deficiencies
 (Screening from Streets and Adjacent Properties as per
 the Approved Site Plans)
 311 and 319 Wellman Lane – IB Zoning District
 Dominador C. Daplas, North Prairie Developments
 (Appeal No. 15-2014)**

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,


Elaine Long, Secretary
Development Appeals Board

EL:ks

Attachment



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

NOTICE OF HEARING -DEVELOPMENT APPEALS BOARD

DATE:	Tuesday, June 10, 2014	TIME: 4:00 p.m.
PLACE:	Committee Room "E", City Hall (Please enter off 4th Avenue, using Door #1)	
RE:	Order to Remedy Contravention Parking Screening Deficiencies (Screening from Streets and Adjacent Properties as per the Approved Site Plans) 311 and 319 Wellman Lane – IB Zoning District Dominador C. Daplas, North Prairie Developments (Appeal No. 15-2014)	

TAKE NOTICE that Dominador C. Daplas, North Prairie Developments, has filed an appeal under Section 219(1)(c) of *The Planning and Development Act, 2007*, in connection with the Order to Remedy Contravention dated February 21, 2014, regarding the properties located at 311 and 319 Wellman Lane.

The Order to Remedy Contravention was issued for these properties on May 15, 2014, pursuant to Section 242(4) of *The Planning and Development Act, 2007*, and the Order states as follows:

"Contravention:

1. The properties: 311 and 319 Wellman Lane. Parking areas are not adequately screened from streets and adjacent properties to a height of 1.0 metres by landscaping or fencing as per the approved plans.

You are hereby ordered to:

2. On or before June 19, 2014 install screening around the parking on these sites as shown on the approved site plans and in accordance with Section 11.0 of the Zoning Bylaw No. 8770.

Section:

4.2(1); 4.3.1(1); 7.0; and 11.0 of the Zoning Bylaw No. 8770."

The Appellant is appealing the above-referenced Order to Remedy Contravention.

Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information can contact the Secretary at (306) 975-2780.

Dated at SASKATOON, SASKATCHEWAN, this 26th day of May, 2014.

Elaine Long, Secretary
Development Appeals Board



City of
Saskatoon

Saskatoon Development
Appeals Board

B13)

c/o City Clerk's Office ph 306•975•3240
222 - 3rd Avenue North fx 306•975•2784
Saskatoon, SK S7K 0J5

May 26, 2014

His Worship the Mayor
and Members of City Council

Ladies and Gentlemen:

**Re: Development Appeals Board Hearing
 Building Permit Application – BPA 2702/13
 Existing Detached Garage
 (Exceeding Maximum Allowable Rear Yard Coverage)
 1042 Spadina Crescent East – R2 Zoning District
 Jeannie Coe
 (Appeal No. 14-2014)**

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:aam

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

DATE:	Tuesday, June 10, 2014	TIME:	4:00 p.m.
PLACE:	Committee Room "E", Ground Floor, South Wing, City Hall		
RE:	Building Permit Application – BPA 2702/13 Existing Detached Garage (Exceeding Maximum Allowable Rear Yard Coverage) 1042 Spadina Crescent East – R2 Zoning District Jeannie Coe (Appeal No. 14-2014)		

TAKE NOTICE that Jeannie Coe has filed an appeal under Section 219(1)(b) of *The Planning and Development Act, 2007*, in connection with an existing detached garage located at 1042 Spadina Crescent East.

The property is zoned R2 under Zoning Bylaw No. 8770.

Section 5.7(5)(c) of the Zoning Bylaw states that the maximum permitted rear yard coverage for sites equal to or larger than 510 square metres shall be 30 percent. The rear yard area for the new one-unit dwelling located at 1042 Spadina Crescent East is 181.877 square metres; therefore, the maximum allowable area for an accessory building is 54.562 square metres.

Based on the information provided, the existing garage is 64.22 square metres, resulting in a rear yard deficiency of 9.658 square metres.

The Appellant is seeking the Board's approval to retain the existing garage.

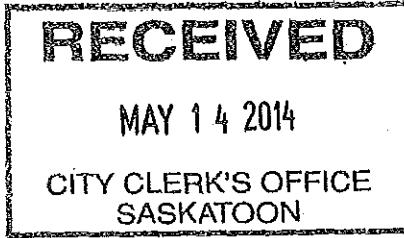
Anyone wishing to provide comments either for or against this appeal can do so by writing to the Secretary, Development Appeals Board, City Clerk's Office, City Hall, Saskatoon, Saskatchewan, S7K 0J5 or email development.appeals.board@saskatoon.ca. Anyone wishing to obtain further information or view the file in this matter can contact the Secretary at (306) 975-2780.

Dated at SASKATOON, SASKATCHEWAN, this 26th day of May, 2014.

Elaine Long, Secretary
Development Appeals Board

CD
7920-1

From: CityCouncilWebForm
Sent: May 14, 2014 3:11 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Kyle Pochylko
326 Brightsand Crescent
Saskatoon, Saskatchewan
s7j 4w2

EMAIL ADDRESS:

kyle_42@live.ca

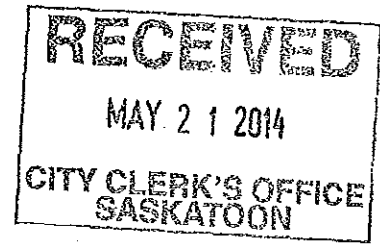
COMMENTS:

Quit often I hear we have the best and cleanest water, but how can that be when fluoride, a known neurotoxin, is added? Fluoride has been proven to lower IQ, is the direct cause of fluorosis, and has minimal, if any, effect on teeth. Aside from all that, government has no right to force a medication upon its citizens, and it is very hard to remove it from the water, so I ask that you work to ban the addition of fluoride to the water supply.

6315-1
x 5300
(ca)

May 15, 2014

From: Al Larmon,
#16, 3281 Maplewood Road,
Victoria, BC, V8P 3M4



TO: Mayor and Councillors of Saskatoon
Saskatoon City Police Chief

RE: Driving in Saskatoon

Dear Sirs and Madams:

I thought it important enough that I should write to you about our recent driving experiences in Saskatoon; it's not really 'sour grapes' per se, although we now have less than warm feelings about Saskatoon.

As we were leaving your city (westward) on May 12, 2014 after a four day stay in Saskatoon as visitors, we received a fine (Ticket NO. 7953424) for speeding in the 60 kph zone on HWY 14/22nd Street, just before the Blairmore Suburban Centre as I recall. Our speed was apparently 87 kph. Exceeding any speed limit is not a habit of mine and my last violation I believe was in 1989 (or thereabouts) on a remote highway in BC.

The purpose of my letter is not to try and dispute the fine. The police constable was professional, polite, and willing to answer all my questions. No issues, he did his job. When I advised him that I hadn't had a speeding violation in the past 25 years, he said I could possibly have the fine reduced should I wish to challenge the ticket. Naturally I am unable to return to Saskatoon to do so. I also pointed out to the constable that they had an incorrect mailing and residential address on the ticket. Now to my feedback about on driving in Saskatoon.

First, I am fully understanding of the fact that your winters truly beat up your roads so we were constantly watching for holes in the roads and fortunately we didn't lose any tires or rims. We were staying at the Saskatoon Inn and we made a number of trips turning left off Airport Drive to go north on Circle Drive. I think the speed limit (going north on Circle Drive) prior to the turn-off to Airport Drive was 75 or 80 kph but trying to merge into traffic from the inside left lane was rather dangerous. Not only did the oncoming traffic from behind appear to be exceeding the speed limit, I had to guess where the lanes in the highway were located. I believe there would be three lanes on the road had there been lines to follow. When the road was busy I had to meet the speed (?) of the

oncoming traffic in order to merge safely. Turning south off Circle Drive onto Idylwyld St. N., I had to remind myself that I needed to avoid a large dangerous hole(s) in the on-ramp road. While travelling down Idylwyld St at 30 kph (I believe that was the posted sign), I held up traffic to the point where people going around me seemed rather ticked off. (A similar principle applies outside the city on HWY 7 when driving slow, ie the speed limit, as a dangerous scenario is created with people trying to pass a long line of cars.....you likely are well aware of that, driving on the prairies I have learned, does require a different set of skills).

Driving near or at dark ws unsafe as making lane changes was terribly unnerving with the lack of lane markings, not to mention pedestrian crosswalks. This was especially bad when turning left across two or three (?) lanes to reach an inside left lane on the other side of the road (eg: turning left off Idylwyld N. onto Circle Dr). You could only guess where the lane would be and hoped that when you had to move over to the next right middle (?) lane that you got it right. In fast moving traffic, it became scary. You should all try it.....in the dark! But then you all familiar with your city roads.

Back to Hwy 14/22 ST. I couldn't question the fact that I passed a 60 kph road sign on our way out of town. We came off Circle Drive watching and judging the speed of cars in order to merge with Hwy 14 traffic, watching for lane markings, and watching for winter holes that may be in the road. During the next while I was consulting with my wife, who had the road map, about the route back to Calgary on Highway 7. I was also looking as far ahead as I could for highway directional signs with the need to be in the correct lane. At that point and location in time I remember that I also needed to determine what the speed limit might be; the fact we were on a divided highway with no apparent residential streets and intersections, I then judged it to be between 75 and 90 kph, similar to the limits posted on Circle Drive in places. It was shortly after that the police officer informed me that the speed limit was 60! I was rather shocked as I'm sure were the others, who were pulled over. It became obvious while observing the surroundings that anyone living in Saskatoon or familiar with that section of road would be well aware of familiar speed traps along that section of highway leading out of town.

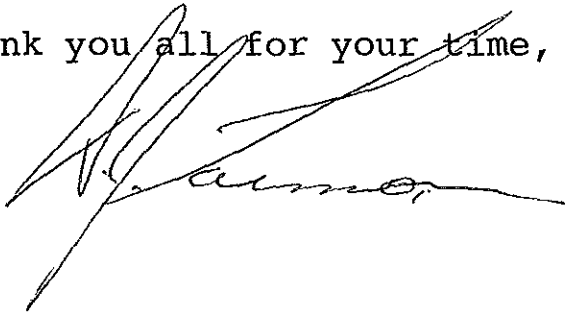
I can only be left with a thought that the location of this 'speed trap' is somewhat orchestrated, especially for people leaving the city and not returning. Few would be

able to return in July to exercise their legal right (as stated on the Offence Notice/Ticket) to dispute the ticket should they truly believe an error was made. I'm certain many others would agree. As you know it can certainly generate a lot of income for the city and the police department. And I'm sure the police officers get a chuckle out of how many tickets they write from time to time on that section of highway. I have absolutely no issue with keeping traffic speed within safe margins but I can only hope that the police speed checks are spread evenly around the city of Saskatoon and not just for those people (tourists and business people to name a few) leaving the city of Saskatoon on Highway 14. Naturally Saskatoon is a large city now but we did not see any other police checks during our time there.

I will be mailing our \$137.00 fine today to Regina. I can only hope that my contribution to the city will help fill the holes (some dangerous) in the roads and most important to put lane markings on the roads asap, or at the very least small white square markings that would help describe the lanes at night. And your new police headquarters look great.

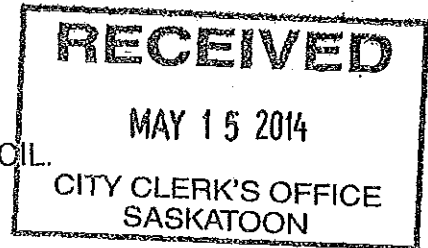
To sum up, I feel very lucky that we left Saskatoon without being involved in a traffic accident.

Thank you all for your time,

A handwritten signature in black ink, appearing to read "J. L. Lamo", written over the typed text "Thank you all for your time,".

C3)

From: CityCouncilWebForm
Sent: May 15, 2014 2:48 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Trudi Gunia
109-910 - 9th St. E.
Saskatoon, Saskatchewan
S7H 0N1

EMAIL ADDRESS:

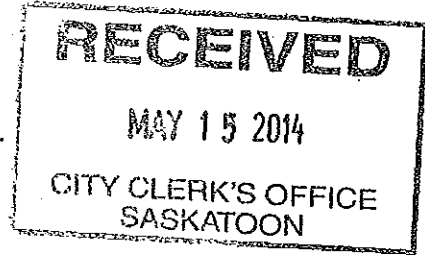
trudig@gmail.com

COMMENTS:

I am a member and Co-Chair of the Saskatoon Peace Coalition. This is the second year ours and a number of other organizations are sponsoring the Joanna Miller Peace Award. I am on the committee that is doing the initial work with regard to applications. Joanna Miller was a longtime advocate and activist for peace. You may access all of the information related to this award on www.saskatoonpeace.tk. We need to publicize this award for potentially qualifying applicants. If it would be possible for any Councillor to place this information in newsletters or any media which they use to reach the public, we would very much appreciate this.

C4)
4070-1

From: CityCouncilWebForm
Sent: May 15, 2014 2:09 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Harvey Peever
Apt 102 2905 7th street east
Saskatoon, Saskatchewan
S7h1b1

EMAIL ADDRESS:

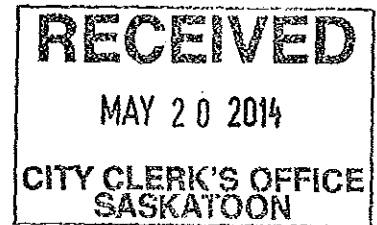
Jnycnuk1@mail.com

COMMENTS:

The boulevards in the centre and on the south side of 8 th street in places are looking shabby. Removal of sod and replacement with interlocking brick would go a long way to make this thoroughfare a beautiful street once again.

6530-1
6315-1
(CS)

From: CityCouncilWebForm
Sent: Saturday, May 17, 2014 11:09 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Sandra Hass
101-31st. St.
Saskatoon, Saskatchewan
S7L 0P6

EMAIL ADDRESS:

s.vettech@sasktel.net

COMMENTS:

Firstly, I would like to thank you for this beautiful city of Saskatoon.

SIDEWALKS THAT NEED ATTENTION!!! Dirt and debris have covered most of the sidewalk south of Caswell School and east of the school on up to the home on the sidewalk that travels alongside Idylwyld.

DANGEROUS TERRAIN - the west sidewalk along Idylwyld has narrowed down such that at points that only one person can walk safely let alone kids on bikes, people in wheelchairs etc.. Dirt and soil need to be cut back and swept off so there is a sidewalk that can be used by everyone.

ACCIDENT WAITING FOR A PLACE TO HAPPEN - I am sure people have tripped and fallen off of the curb and stumbled on the uneven ground.

I would like to request that immediate attention be given to the sidewalks in order that all citizens, especially the residents of the convalescent home can use these sidewalks with ease.

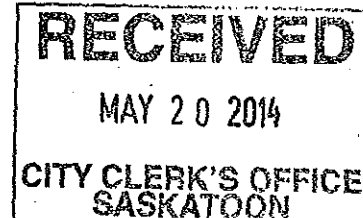
Could someone from Council that is responsible for public works contact me please? I would like to speak to them in person. My phone number is 306-221-2523.

I will tell you a bit about myself. I hail from a farm in Grandora where I have lived for 30 years, I am 51 years old. Through a turn of recent events and circumstances beyond my control I now reside at the Saskatoon Convalescent Home on Idylwyld and 31st Street. I have MS and my physical limitations have become such that I am in a wheelchair and it is no longer practical for me to live at home. I am enjoying the area surrounding the home, but in discussion with residents and their families there is a realization some of the sidewalks are in bad shape and not conducive to wheelchair travel.

C6)

6315-1

From: CityCouncilWebForm
Sent: Monday, May 19, 2014 2:35 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Abu Zar Manan
309-310 Herold Road
Saskatoon, Saskatchewan
S7V1H9

EMAIL ADDRESS:

abuzarmanan1@gmail.com

COMMENTS:

Dear Sir,

I am a cab driver and while driving on the road my car tires hit a huge pothole and the front right wheel rims bent severely costing me CAD 200/- repair it. The site of pothole is near the intersection of Miller Ave. and 51st street. I am not earning much and this repair cost is big for me.

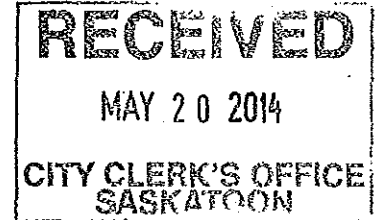
Please provide me compensation. Which department should I contact to claim compensation.

Thanks.

C7)

6315-3

From: CityCouncilWebForm
Sent: Tuesday, May 20, 2014 5:08 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

abby crawford
401 ave r south
saskatoon, Saskatchewan
s7m 2z4

EMAIL ADDRESS:

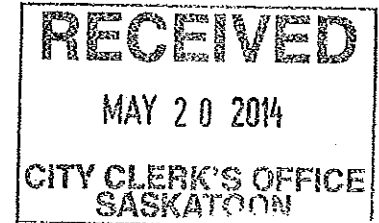
abbyc@live.ca

COMMENTS:

My daughter smashed into a street sweeping sign on McCormack Road on Friday May 16 night. Someone had placed them all on the middle of the road sideways so they were not visible and now her car is wrecked. I am wondering what can the city do to resolve this situation?

C8)
6320-1

From: CityCouncilWebForm
Sent: Tuesday, May 20, 2014 2:28 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Darcy Pederson
423 Trotchie Cres
Saskatoon, Saskatchewan
s7k7w1

EMAIL ADDRESS:

dpederson@shaw.ca

COMMENTS:

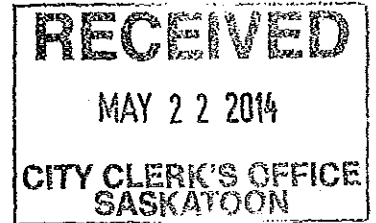
I am writing to inform you that Adilman Drive has been turned into a speedway of sorts. We have all sorts of vehicles speeding up and down Adilman Drive at any given time. Its very concerning to me as I have small kids and we live on a corner lot and the speeds some of these vehicles are driving will not allow sufficient time to stop if needed to do so suddenly. What would it take to get speed bumps installed like I've seen in other neighbour hoods?

Thanks

Darcy Pederson

C9)
7830-5

From: CityCouncilWebForm
Sent: Wednesday, May 21, 2014 5:14 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

cam harper
2618 eastview
Saskatoon, Saskatchewan
s7j 3g8

EMAIL ADDRESS:

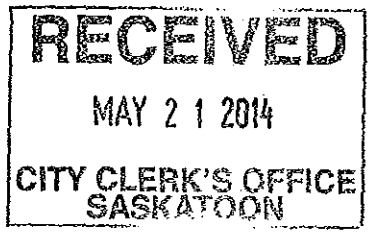
ickman1331@gmail.com

COMMENTS:

This morning (may 21) as I took my garbage bin to our back lane, I noticed that my recycling bin had not been emptied. I then contacted loraas and was told that it appeared that I had some cardboard that wasn't cut down and my bin was too full as the lid could not shut fully. When I asked if it would be picked up i was told by them; I could wait to weeks for the next pickup or just put the recycling in my regular garbage. I have to ask why citizens of Saskatoon are paying for this service? When they advise to just put the recycling in the city garbage bin?

CPO
6000-5

From: CityCouncilWebForm
Sent: Tuesday, May 20, 2014 6:27 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Linda Rosluk
354 Meighen Cres.
Saskatoon, Saskatchewan
S7L 4W7

EMAIL ADDRESS:

jandlrosluk@shaw.ca

COMMENTS:

I have a "common sense" issue.

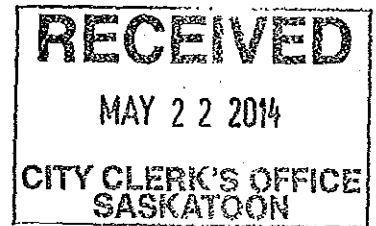
Common sense would not take away parking spaces, parking revenue, & revenue to businesses along 4th Ave.

Lately we have had winters that last 8 months of the year. If you consider the whole population of Saskatoon, very few bikers take their bikes downtown.

As a "car" driver I've searched many times to find a parking spot downtown. Please don't take away more parking.

C11)
6000-5

From: CityCouncilWebForm
Sent: Wednesday, May 21, 2014 5:47 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Garry Smith
306 sask ave
Kerro very, Saskatchewan
S0l 1r0

EMAIL ADDRESS:

Garry.smith@enbridge.com

COMMENTS:

Subject: Bicycle lanes

When I use the city facilities I have to pay user fees

When I ride a city bus, I have to pay

When I drive my car or truck on public roads

, I have to register my vehicles

When I go to the lake to the cabin, I have to buy a pass

When I put fuel in my vehicles the fuel tax helps pay for roads and repairs

I think you get my point.

If the bicyclist wants the city to change car lanes to bicycle lanes, it would only be proper to charge them for a permit fee, as we pay our fuel tax and registration to help pay to maintain the streets and roads. For the parking it is hard enough as it is to find parking downtown and usually when we go downtown we are looking for parking so we can patronize the business and not to just travel through like a bicyclist would. Are they willing to purchase land and build a parkaid for the stalls that would be lost with the change.

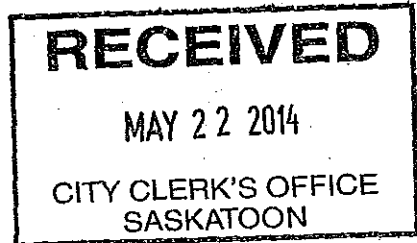
Would you know how many cyclist there is in the city and how many would travel downtown

Thanks for your time and waiting for a response

Garry

6000-5
x 4205-9-(312)

From: Web E-mail - Mayor's Office
Sent: May 22, 2014 3:02 PM
To: Web E-mail - City Clerks
Subject: FW: A Letter to the Mayor of Saskatoon



-----Original Message-----

From: recservices@outlook.com [mailto:recservices@outlook.com]
Sent: Wednesday, May 21, 2014 7:31 PM
To: Web E-mail - Mayor's Office
Subject: A Letter to the Mayor of Saskatoon

First Name: Rick
Last Name: Ewen
Organization:
Address: 98 Morris Drive
City: Saskatoon
Province: SASK
Postal Code: S7L 3V2
Phone: 306-384-0831
Fax:
Email: recservices@outlook.com
Comments: Your Worship and Council Members,

I am writing to you as a private citizen. I would like to begin by congratulating you on council's decision to defer the bike lane issue until further information is available. I do not believe that eliminating a parking lane is a good solution to the issue. I very well remember what happened to the small businesses which lined both sides of 23rd street before the bus mall was located there - they are not there anymore. I believe that businesses in the proposed bike lane area would suffer a similar fate, and we should not be depriving people of their livelihoods. We do need a solution to the bike issue, but it has to be a better one.

I am disappointed, however, that the city administration is not consistently following this wise course. The renovation of Kinsmen Park, while an outstanding project which will be very good for the city, has resulted in the complete removal of the parking lot. Apart from Mendel customers, this lot was used by both Shakespeare on the Saskatchewan customers, and also patrons of the 119-seat Prairie Lily boat service. The latter are two businesses which will undoubtedly be seriously affected, perhaps to the point of going out of business, by this. It appears to me that very little thought went into the implications of this before the construction equipment moved in.

I understand that the new parking lot for Kinsmen Park will be located to the north of the old one, and my questions on this are pretty simple ones:

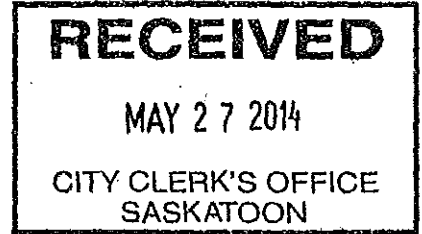
1- why didn't the city administration develop a plan to accommodate Shakespeare and the Prairie Lily businesses during their critical operational seasons? 2 - the new parking lot has to be built anyway, why wasn't it the first thing done so there would be minimal interruptions to the aforementioned operations? and 3, what effort can be done right now to make the new parking lot, even in graded and gravelled form, available before the start of the Shakespeare season at least?

Thank you,
Rick Ewen

C13)

7820-2

From: CityCouncilWebForm
Sent: May 26, 2014 7:44 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Kathleen Lanctot
327 Avenue M. North
Saskatoon, Saskatchewan
S7L 2S4

EMAIL ADDRESS:

klv991@mail.usask.ca

COMMENTS:

I am writing with concerns regarding water drainage in the Westmount community, specifically the intersection of Rusholme Road and Avenue M North.

I have lived in the Westmount community since 2006 and every single year that I have lived here we have had at least one major downpour, per year, that overwhelms the city's drainage system and floods the ED Feehan School parking lot and park, the yards on Rusholme Road, and many of the yards and houses on the odd numbered side of the 300 block of Avenue M.

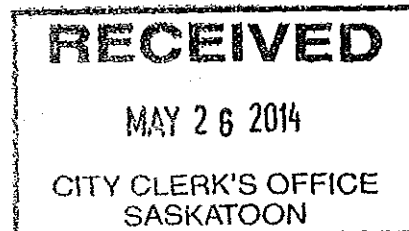
I would like to know if this is an issue that the city is aware of, and if so, what they have in their plans to help the residents of this area during times of sudden rain storms, like the one that happened today.

Thank you for your time and consideration on this matter.

Kathleen Lanctot

C14)
7312-1

From: CityCouncilWebForm
Sent: May 26, 2014 3:30 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Gina DiPaolo
Williams Building University of Saskatchewan
Saskatoon, Saskatchewan
S7N 1M3

EMAIL ADDRESS:

gina.dipaolo@usask.ca

COMMENTS:

Gina DiPaolo
Activities Coordinator
U of S Language Centre
221 Cumberland Avenue
S7N 1M3

To Whom it may concern:

I am coordinator for a group of visiting Engineering students to U of S Campus from Pandit Deendayal Petroleum University in India. Students are in Saskatoon from June 15 - July 16. In order for students to have unlimited rides on city transit we would have to purchase monthly passes for both June and July. The cost of purchasing passes for the two months is not within our budget. For this program we have budgeted for a one month bus pass 46 for a total of \$3726.00. To provide passes for all 46 participants for June and July would mean purchasing 92 monthly passes.
 $92 \text{ passes} \times \$81.00 / \text{pass} = \$7452.00$

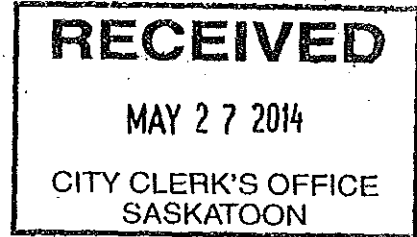
We faced a similar dilemma with our PDPU program last year at which time purchased the trip cards. Many students from our program last year commented that an unlimited bus pass would give them greater freedom to explore the city. Due to the amount budgeted for transportation we can't afford to purchase two months of bus passes for each participant and are thus approaching the Mayor's office to request a sponsorship arrangement to allow us to cover the cost of bus passes.

If you would like to review our program please visit our website at www.learnenglish.usask.ca/pdpu My office will purchase students an unlimited pass for the month of June at \$81.00 / participant. Please consider my request to have the city sponsor the program by offering participants a 20 trip go card for the month of July as a welcome gift as a gesture of hospitality toward our international visitors.

Thank you for your careful consideration!
Sincerely,

C15)
5500-1

From: CityCouncilWebForm
Sent: May 27, 2014 12:38 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Keenan T. Groat
17 Red River Road
Saskatoon, Saskatchewan
S7K 1G2

EMAIL ADDRESS:

keenan_t_groat@hotmail.com

COMMENTS:

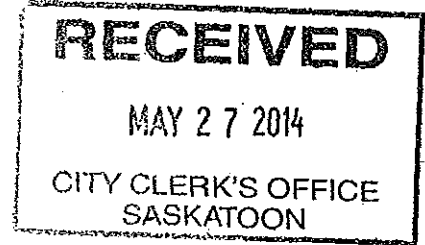
Hello.

I am contacting you today to bring up the idea that Saskatoon needs more dirt jump tracks like the one next to Lakewood civic center. I propose that you look into building more bike jumps because people need to have the opportunity to choose bike jumping or racing as a sport. Children never seem to get out enough so pervading a new fun sport for them to get out and do is a good idea. I know that a fair amount of kids already use and love the jumps at Lakewood civic center and I'm sure there would be plenty more that would if there were any close by. Bike jumps would also give kids a safe place for every one to meet up and hang out and not end up getting into trouble. You might think that children are just going to get hurt there and you will have a hand full of angry parents on your hands, but what else do children do but run around and get them self's hurt and its up to the parent to decide when they think their children are old enough. There are already a few good locations that new dirt jumps could be made like at the end of Taylor in Donna L Birkmaier park there are some over grown run down dirt jumps down Rosewood gate north that could easily be fixed up. I even personally know a lot of people that would lend a helping hand in the construction or rebuilding of any Saskatoon dirt jumps. I am currently working on getting signatures of people that agree with me and will send in my results. I hope you take my idea in to proper consideration. Thanks for your time.

~Tate.

127-1 C16)

From: CityCouncilWebForm
Sent: May 27, 2014 8:02 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

harvey peever
apt 102 2905 7th st east
saskatoon, Saskatchewan
s7h1b1

EMAIL ADDRESS:

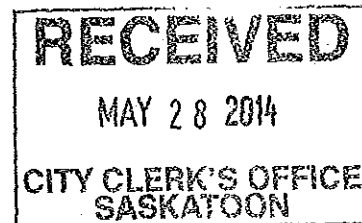
jnycnuk1@mail.com

COMMENTS:

due to the ever increasing amount of litter that seems to be tossed about rather carelessly, i think it is necessary to approach the other levels of government to initiate a program supported by ads run via the media focusing on litter prevention.

C17)
7920-1

From: CityCouncilWebForm
Sent: Wednesday, May 28, 2014 7:22 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

monet beck
1137 Ave I South
Saskatoon, Saskatchewan
s7M 1Z7

EMAIL ADDRESS:

monetbeck@acreageone.ca

COMMENTS:

Isn't it time to join other Canadian cities by removing toxic fluoride from our water?!

<http://www.collective-evolution.com/2014/03/19/best-known-peer-reviewed-medical-journal-officially-classifies-fluoride-as-a-neurotoxin/>

C18)

7560-1

From: CityCouncilWebForm
Sent: Thursday, May 29, 2014 9:24 AM
To: City Council
Subject: Write a Letter to City Council

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Tim Eremondi
49 Yale Crescent
Saskatoon, Saskatchewan
S7H 3P6

EMAIL ADDRESS:

tigertim@shaw.ca

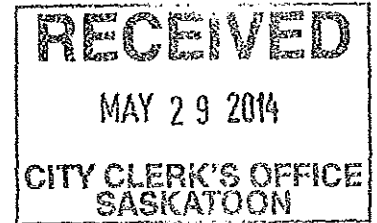
COMMENTS:

For the 3rd year in a row I have water in my basement after heavy rains. My sump pump has been working fine all spring and I have had no water during any of the spring thaws. I have only had water in the basement after a few days of heavy rains in June. This is the first time I have had water in my basement as early as May. I have contacted the City every year that this is has happened and they have only sent someone out to my house once to check on it. I also talked to the City Solicitor's office about this issue because the watermain break on my street, I live at 49 Yale Crescent, worried me that I would get flooding in my house again. Since then, there is still a water leak near our house that has never been repaired and it seems the heavy rains from the last few days has now caused the water in my house to rise enough again to cause flooding. I would like to know 3 things:
1: Can some one please come look at my house, preferrably on Friday May 30 to assess where the water is coming from.
2. When will the water leak that has been on our street since the watermain break be repaired.
3: What sort of compensation can I get as this has been an issue all 3 years we have lived in the house so the water is obviously not draining away fast enough after the rains.

C19)

4-139-1

From: CityCouncilWebForm
Sent: Thursday, May 29, 2014 11:41 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Derrick Thomas
507 Overholt Bay
Saskatoon, Saskatchewan
S7N 4S8

EMAIL ADDRESS:

derrickthomas1@hotmail.com

COMMENTS:

Dear Mayor and Council,
I am writing you in the hope that you will consider creating a bylaw in the new future that will force home owners to landscape their property within a certain time frame (i.e. 2 years) upon starting construction on thier property. If residents fail to comply then fines would be levied. Many other Canadian cities have such bylaws in place. This request is in part due to the fact that my neighbour has failed to landscape her yeard for over 8 years resulting in: weeds spreading into my yard, mud sliding into the street and collecting infront of my curb, and lowing the possible resale value of my property. The mud in front of my house is an issue every spring through fall. It is spread onto the street and onto my driveway.
I appreciate your consideration in this matter.

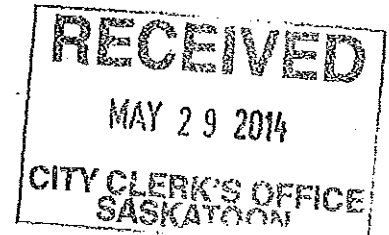
Regards,

Derrick Thomas

C20)

6315-1

From: CityCouncilWebForm
Sent: Thursday, May 29, 2014 12:07 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Ryan Stack
1810 Wiggins Avenue S
Saskatoon, Saskatchewan
S7H 2K2

EMAIL ADDRESS:

ryan_stack@cargill.com

COMMENTS:

Good Afternoon,

I am writing to advise you of the very unsafe road conditions that exist on the off-ramp of circle drive, which connects to Louis Real Trail / HWY 16. The road itself is very badly deteriorated and it needs to be re-surfaced. In addition, the asphalt at the joins, along the bridge, are also in very bad shape.

Given the very high volume of traffic in this area, it is only a matter of time before an accident occurs due to the unsafe conditions.

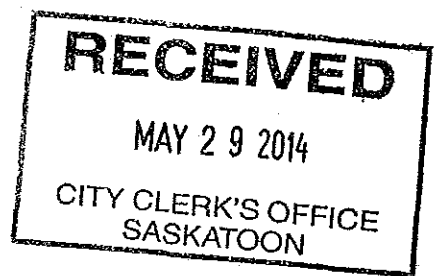
I appreciate your attention to this safety concern.

Regards,

Ryan

ca1)
1905-1

From: CityCouncilWebForm
Sent: May 29, 2014 2:14 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Raymond Done
610 Highlands Cres
Saskatoon, Saskatchewan
S7h 4Y4

EMAIL ADDRESS:

ray.ann@shaw.ca

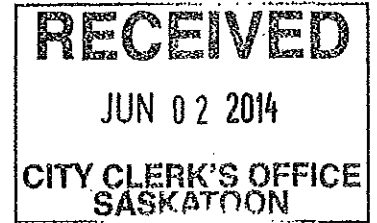
COMMENTS:

To whom it may concern I wrote council on a number of subjects that was obviously too much information at one time, so I will simplify it by working on one subject at a time. I want to know why multifamily dwellings & condo owners are subsidized with my tax dollars for recycle program, I figure this year it is costing me approximately \$1.50 the first year. What is embarrassing to me is having a council that knowingly discriminates against single family dwelling & actually argues in council about it. I also want to mention the council woman that said she could vote at \$2.50 but voted at \$2.51. If you don't feel it is right stick with it don't flip flop.
ps remember I want an answer

Ray Done

(22)
6575-1

From: CityCouncilWebForm
Sent: Friday, May 30, 2014 10:13 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Marie Villeneau
3231-37th st w
Saskatoon, Saskatchewan
S7I7g3

EMAIL ADDRESS:

Villeneaum@hotmail.com

COMMENTS:

My concern is why isn't 37th street (west of Junor ave) street been swept yet this year at all???

Another big concern is on 37th street right by the speed bump by house #3269 there is a big piece of sharp metal sticking out of the pavement which is very dangerous if anyone was to hit it while walking or even with a car tire or bus tire.

This metal is from the post that had a metal sign attached but was probably pushed over by a grader clearing the snow from the street.

Thanks for looking into this matter.

Couture, Suzanne (Clerks)

6315-1

From: Sproule, Joanne (Clerks)
Sent: June 03, 2014 11:28 AM
To: Couture, Suzanne (Clerks)
Subject: FW: Email - Communications to Council - Marie Villeneau - May 30, 2014 - Street Sweeping - 37th Street - File CK 6315-1

Joanne Sproule | tel 306.975.3240
City Clerk
City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5
joanne.sproule@saskatoon.ca
www.saskatoon.ca

If you receive this email in error, please do not review, distribute or copy the information.
Please contact the sender and delete the message and any attachments.

-----Original Message-----

From: Enns, Terry (TU - Public Works)
Sent: Tuesday, June 03, 2014 9:18 AM
To: 'Villeneaum@hotmail.com'
Cc: Hyde, Pat (TU - Public Works); Gibson, Leah (TU - Public Works); TU - Councillor Correspondence; Jorgenson, Jeff (Transportation & Utilities); Kozushka, Flo (TU - Business Administration); Sproule, Joanne (Clerks); O'Brien, Kathy (Clerks)
Subject: RE: Email - Communications to Council - Marie Villeneau - May 30, 2014 - Street Sweeping - 37th Street - File CK 6315-1

Ms. Villeneaum,

Thank you for your email.

Street sweeping for the Dundonald area is scheduled for June 14, 2014; however, the schedule is weather dependant. Should the schedule change because of the weather, you can go to the City of Saskatoon website homepage and click on 'street sweeping' where changes to the schedule are noted along with dates that sweeping is being rescheduled to.

I have forwarded your concerns regarding the sign base onto our sign shop. They informed me that the base will be replaced if required, and a new signs installed to alert drivers to slow down for the speed bump. I have been informed that this work will be done today or tomorrow at the latest.

Please let us know if you have any questions or concerns.

Terry

-----Original Message-----

From: CityCouncilWebForm [mailto:CityCouncilWebForm]
Sent: May 30, 2014 10:13 PM

To: City Council
Subject: Write a Letter to City Council File CK 6315-1

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Marie Villeneuve
3231-37th st w
Saskatoon, Saskatchewan
S717g3

EMAIL ADDRESS:

Villeneuve@hotmail.com

COMMENTS:

My concern is why isn't 37th street (west of Junor ave) street been swept yet this year at all???

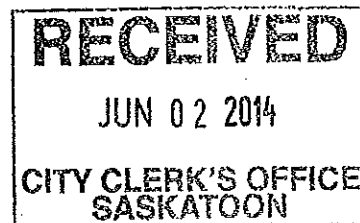
Another big concern is on 37th street right by the speed bump by house #3269 there is a big piece of sharp metal sticking out of the pavement which is very dangerous if anyone was to hit it while walking or even with a car tire or bus tire.

This metal is from the post that had a metal sign attached but was probably pushed over by a grader clearing the snow from the street.

Thanks for looking into this matter.

C23)
270-1

From: CityCouncilWebForm
Sent: Monday, June 02, 2014 9:54 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Bruce Chamberlin
A-1127 Ave K.N.
Saskatoon, Saskatchewan
S7L2N7

EMAIL ADDRESS:

bruce.chamberlin@usask.ca

COMMENTS:

Dear Mr. Mayor and Councilors.

I have become alarmed at the number of trains carrying oil through our city. I recently counted 75+ cars on one train. (I didn't start counting until a number had passed). Do we have an emergency plan for a derailment of these cars? The train above was crossing Idylwyld on its way to the river. A derailment on the bridge would be a disaster that Saskatoon would be having to deal with for years, not to mention every community down river. Please let me know what the city has planned or is in the process of planning to deal with such an emergency.

O'Brien, Kathy (Clerks)

From: Unrau, Ray (Fire)
Sent: June 02, 2014 6:56 PM
To: 'bruce.chamberlin@usask.ca'
Subject: RE: Email - Communications to Council - Bruce Chamberlin - June 2, 2014 - Trains Carrying Oil Through City - File CK 270-1

Good evening Mr Chamberlin,

Thank you for the email outlining your concern.

First, I would like to assure you that the Saskatoon Fire and Protective Services are monitoring the transportation of rail born dangerous goods through the City of Saskatoon. I would also like to emphasize that our Fire Department personnel are very well equipped and trained to work with these sorts of emergencies. The Saskatoon Police Service has recently updated and exercised the cities evacuation plan. These elements make up the core of Saskatoon's emergency response to dangerous goods.

In addition to the excellent training and equipment employed by Saskatoon's first responders, the City of Saskatoon has recently implemented a state of the art mass emergency notification tool called notifynow. Mass notification is a tremendously important tool for hazardous materials emergency response because it allows city officials to rapidly inform people affected by a chemical release of the safest actions to take. For more information on notifynow, or to sign up for the service, please go to www.saskatoon.ca and look for the notifynow logo on the left side of the page.

With that said, we are also acutely aware of the critical importance of mitigating the risk, not just responding to an event.

Mayor Atchison and Fire Chief Paulsen are respected voices in national level transportation safety committees. These committees are dedicated to finding the long term solutions required to reduce the risk of an transportation emergency impacting Saskatonians.

In closing, please be assured, that although we have an excellent response capacity in Saskatoon, we are also dedicated to reducing the risk our citizens and will work hard to keep safety as a key issue within the transportation industry at the local, provincial and national level.

I very much appreciate your concern and your patience, and I would be happy to answer any questions you may have.

Sincerely,



RAY UNRAU
Director of Emergency Planning
306.657.8588 | ray.unrau@saskatoon.ca

City of Saskatoon
870 Attridge Drive,
Saskatoon, SK S7M 1N2

> -----Original Message-----

> From: CityCouncilWebForm [mailto:CityCouncilWebForm]
> Sent: June 02, 2014 9:54 AM
> To: City Council
> Subject: Write a Letter to City Council File CK 270-1

> TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

> FROM:

> Bruce Chamberlin
> A-1127 Ave K.N.
> Saskatoon, Saskatchewan
> S7L2N7

> EMAIL ADDRESS:

> bruce.chamberlin@usask.ca

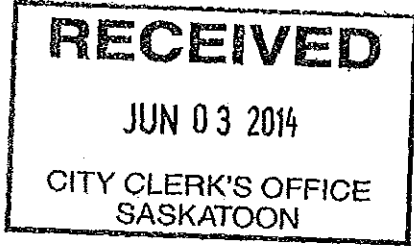
> COMMENTS:

> Dear Mr. Mayor and Councilors.

> I have become alarmed at the number of trains carrying oil through our city. I recently counted 75+ cars on one train. (I didn't start counting until a number had passed). Do we have an emergency plan for a derailment of these cars? The train above was crossing Idylwyld on its way to the river. A derailment on the bridge would be a disaster that Saskatoon would be having to deal with for years, not to mention every community down river. Please let me know what the city has planned or is in the process of planning to deal with such an emergency.

C24)
7830-3

From: CityCouncilWebForm
Sent: June 03, 2014 12:21 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

James Travagline
82 McDougall Crescent
Saskatoon, Saskatchewan
S7L 5C1

EMAIL ADDRESS:

rcasc14platc@shaw.ca

COMMENTS:

Regarding the recent letter sent out by Brenda Wallace, Environmental Initiatives. I have been satisfied with garbage pickup in the city for 35 years. I see no improvement by adding little tags other than this is the road leading to homeowners being charged by the pound for garbage pickup. When this happens and I'm sure it will how will that charge be applied to multi-family dwellings?. The Loraas Blue Carts seem to be in difficulty at present. It appears that those who do not learn from the mistakes of others will continue to make them over and over again.

(25)
4139-4

From: CityCouncilWebForm
Sent: June 03, 2014 3:24 PM
To: City Council
Subject: Write a Letter to City Council

RECEIVED

JUN 03 2014

CITY CLERK'S OFFICE
SASKATOON

TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Karen Sawchyn
312 Brabant Terrace
Saskatoon, Saskatchewan
S7J4Z1

EMAIL ADDRESS:

karensawchyn@shaw.ca

COMMENTS:

The city planted Shubert chokecherry trees at/on Brabant Terrace many years ago (1990's? I watched them being planted).

They(and several others on this street)are severely infected with black knot fungal disease, and need to be removed.

I requested pruning the disease from these trees about 4 years ago, and the city crew complied. The next time I requested pruning, I was told they weren't city trees but MY trees, on MY property, and therefore MY responsibility! This was not only a poor tree choice, as they also sucker badly, readily reseed and drop berries on the sidewalk (stained shoes/stained carpets). A sneaky move on the city's part, to change ownership when their trees become a problem! It will cost approximately \$300.00 to have these 2 removed. Why do we have to pay for this when we didn't plant them, or ask for them nor be asked if the city could plant on our property? Do we get an 'official letter' from the city as to change in ownership? If the city is truly interested in the urban landscape, they should be also be responsible for their own actions. Thank-you.

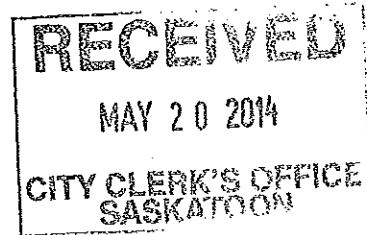
SAVT



SASKATCHEWAN
ASSOCIATION
of Veterinary Technologists

205-5
DI

Mayor Donald Atchison
City of Saskatoon
222 Third Avenue North
Saskatoon SK S7K 0J5



May 13, 2014

For the Attention of His Worship Donald Atchison:

Dear Mayor Atchison,

The week of October 12-18, 2014 has been declared National Veterinary Technician Week. This week is intended to help bring awareness to the public regarding the many roles that a Veterinary Technologist plays. There are currently over 400 Veterinary Technologists (RVTs) registered in the Province of Saskatchewan at this time and their contribution to the Veterinary profession is crucial and multi-faceted. All Registered Veterinary Technologists working within Saskatchewan have had at least two years of post-secondary training at a Canadian Veterinary Medical Association approved institution and have written the Veterinary Technician National Exam. Registered Veterinary Technologists work in a diverse range of settings from a clinic atmosphere to government departments. It is not unusual to find an RVT in a commercial livestock operation or as a Veterinary Pharmaceutical and Supply Representative.

Thirty years ago Veterinary Technologists felt it was time to create a unified voice. Therefore, in 1984, the Saskatchewan Association of Veterinary Technologists (SAVT) was founded with 35 members to serve, support, and register Veterinary Technologists in the province. The SAVT places emphasis on professional and educational advancement of veterinary technologists, so that they may better serve the veterinary medical profession.

The Members and Board of Directors of the Saskatchewan Association of Veterinary Technologists would like to thank the cities that proclaimed this week last year. We sincerely hope that you will assist us in celebrating this special week through a proclamation to the city of Saskatoon in recognition of the behind the scenes contributions Veterinary Technologists make to Saskatchewan communities.

Thank you very much for your time and consideration in this matter and we eagerly await your reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Erickson".

Jan Erickson, RVT
SAVT President-Elect
president.elect@savt.ca

Enclosed: Proclamation

PO Box 346 RPO University, Saskatoon, SK S7N 4J8
Ph: 306.931.2957 • Toll Free Ph. 866.811(SAVT)7288
Fax: 306.955.4037 • Toll Free Fax. 855.861.6255

SAVT



**SASKATCHEWAN
ASSOCIATION**
of Veterinary Technologists

Dear Mayor Atchison,

I am writing to you on behalf of the Saskatchewan Association of Veterinary Technologists Inc. (1984). The SAVT celebrates National Veterinary Technician Week every year in coordination with the other AHT/VT Associations in Canada and the National Association of Veterinary Technicians in America.

We are requesting that you proclaim October 12-18, 2014 National Veterinary Technician Week.

WHEREAS There are over 400 registered technologists in the province of Saskatchewan; and

WHEREAS the Saskatchewan Association of Veterinary Technologists proclaim the second week in October as National Veterinary Technician Week to promote in Saskatchewan, an awareness of the animal health care duties of a veterinary technologists; and

WHEREAS the Saskatchewan Association of Veterinary Technologists was founded to serve, support and register Veterinary Technologists in the province; and

WHEREAS the Association, as a non-profit and non-unionized organization, places emphasis on professional and educational advancement of Veterinary Technologists, so that they may better serve the veterinary medical profession; and

WHEREAS the objectives of the Saskatchewan Association of Veterinary Technologists are;

- 1) To promote progressive and humane medical care for all creatures.
- 2) To promote and maintain the professional image and high ethical standards of Veterinary Technologists through continuing education and public relations.
- 3) To speak for Veterinary Technologists in regard to legislative action.
- 4) To promote the educational and professional advancement of Veterinary Technologists.
- 5) To develop and maintain a Code of Ethics.

Thank you for your kind consideration of our request. The proclamation may be mailed or emailed to the address below.

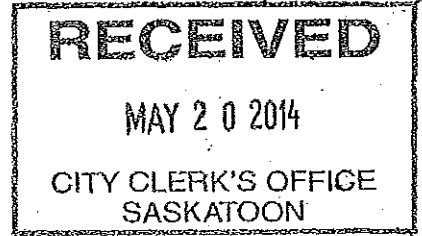
Regards,

Jan Erickson, RVT
SAVT President-Elect

PO Box 346 RPO University, Saskatoon, SK S7N 4J8
Ph: 306.931.2957 · Toll Free Ph. 866.811(SAVT)7288
Fax: 306.955.4037 · Toll Free Fax. 855.861.6255

D2)
305-5

From: CityCouncilWebForm
Sent: May 20, 2014 10:47 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Helen Smith-McIntyre
10 Richmond Place North
Saskatoon, Saskatchewan
S7K 1A5

EMAIL ADDRESS:

helensmithmcintyre@hotmail.com

COMMENTS:

The Saskatoon Refugee Coalition requests that the Mayor and City Council declare Friday, June 20th, 2014, as Refugee Day in Saskatoon. The United Nations designated June 20th as World Refugee Day a number of years ago and on this day every year people all around the world remember refugees; their strength and courage and the contribution they make to our community.

We also request that the mayor join us in our event for the day at City Hall Square at 11:45 a.m.

Thank you,

Helen Smith-McIntyre



Saskatchewan
Prairie Conservation
Action Plan

Box 4752, Regina, SK S4P 3Y4

Phone: (306) 352-0472 • Fax: (306) 569-8799

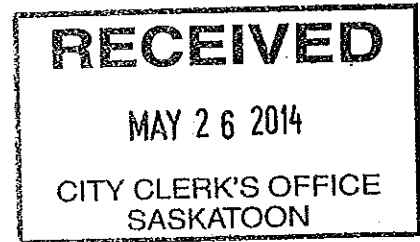
E-mail: pcap@sasktel.net • Website: www.pcap-sk.org

Facebook.com/SKPCAP • Twitter: @SaskPCAP

205-3
D3)

May 23, 2014

His Worship Donald J. Atchison
Office of the Mayor
222 Third Ave. N.
Saskatoon, SK S7K 0J5



Dear Mayor Atchison,

On behalf of the Saskatchewan Prairie Conservation Action Plan (SK PCAP), I am requesting the City of Saskatoon's cooperation to proclaim **June 15-21, 2014** as the **16th Annual Native Prairie Appreciation Week (NPAW)**, as proclaimed by the city since 2011. Since 1999, the third week of June has been jointly declared provincially as NPAW by the Saskatchewan Ministries of Agriculture and Environment with the purpose to raise awareness and appreciation of native prairie ecosystems and their importance to Saskatchewan's environmental and agricultural sectors. NPAW is the only week in North America dedicated to celebrating native prairie and highlighting the important role the ranching industry plays in its management and conservation.

With the City of Saskatoon's cooperation in proclaiming NPAW 2014 municipally, it will greatly assist SK PCAP in increasing awareness of this important initiative to Saskatoon residents. NPAW 2014 activities include promotional booths at the Saskatoon Farmer's Market, as well as other locations across the province, a provincial youth poster contest, and the annual NPAW tour taking place near Val Marie, SK. You can find more information on our activities at www.pcap-sk.org or by following us on Twitter at @SaskPCAP.

SK PCAP would be more than happy to provide the City of Saskatoon with promotional posters, seed packets and checklists to hand out at City Hall and other events held by the city during this week. If you have any questions about NPAW or SK PCAP activities, or would like to discuss ways that we can work together to promote native prairie awareness in Saskatoon, contact me anytime at (306) 352-0472 or pcap@sasktel.net. I look forward to speaking with you about how the City of Saskatoon can get involved.

Sincerely,

Tara Mulhern Davidson
SK PCAP Manager