



**PUBLIC AGENDA  
STANDING POLICY COMMITTEE  
ON TRANSPORTATION**

**Tuesday, August 16, 2016, 9:00 a.m.**

**Council Chamber, City Hall**

**Committee Members:**

**Councillor R. Donauer, Chair, Councillor M. Loewen, Vice-Chair, Councillor C. Clark, Councillor T. Davies, Councillor D. Hill, His Worship the Mayor (Ex-Officio)**

**Pages**

**1. CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**Recommendation**

That the agenda be confirmed as presented.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

**Recommendation**

That the minutes of regular meeting of the Standing Policy Committee on Transportation held on July 19, 2016 be adopted.

**5. UNFINISHED BUSINESS**

**6. COMMUNICATIONS (requiring the direction of the Committee)**

**6.1 Delegated Authority Matters**

**6.1.1 Request for Sole Concessionaire Rights - Rock 102 Show & Shine Weekend, August 21, 2016 [File No. CK. 205-1]**

**7 - 7**

**Recommendation**

That permission be granted to Rock 102 to be the sole agent for the allocation of vending and concession locations at the Rock 102 Show & Shine Weekend, August 21, 2016.

**6.2 Matters Requiring Direction**

## 6.3 Requests to Speak (new matters)

- 6.3.1 Alley Connecting 17th Street West and 18th Street West - Adam Pollock [File No. CK 6320-1] 8 - 12

### Recommendation

1. That Adam Pollock be heard; and
2. That the matter be referred to the Administration for a report.

- 6.3.2 Paving Back Lane on Avenue O South - Jim Siemens [File No. CK 6315-1] 13 - 13

### Recommendation

1. That Jim Siemens be heard; and
2. That the matter be referred to the Administration for a report.

- 6.3.3 Paving Gravel Back Lane for Infill Development - Curtis Olson, Shift Development Inc. [File No. CK. 6315-1] 14 - 14

### Recommendation

1. That Curtis Olson, Shift Development Inc., be heard; and
2. That the matter be referred to the Administration for a report.

## 7. REPORTS FROM ADMINISTRATION

### 7.1 Delegated Authority Matters

- 7.1.1 Capital Project #2407 – North Commuter Parkway and Traffic Bridge – Construction Update [Files CK. 6050-10, x6050-8, CS 6050-10 and TS 6050-104-044] 15 - 17

### Recommendation

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be received as information.

<b>7.1.2</b>	<b>Transparent Sound Attenuation Walls [Files CK 375-2 and TS 4131-1]</b>	<b>18 - 23</b>
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**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be received as information.

<b>7.1.3</b>	<b>Launch of FlexParking System Application [Files 6120-3 and PL 6120-1]</b>	<b>24 - 30</b>
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**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be received as information.

**7.2 Matters Requiring Direction**

<b>7.2.1</b>	<b>Award of Contract – HOK Inc. for the Development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept [Files CK 6000-1 and PL 217-127]</b>	<b>31 - 35</b>
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**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council at its meeting to be held on August 18, 2016:

1. That the award of contract for the development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept to HOK Inc., in the amount of \$183,708 (including GST), be approved; and
2. That the City Solicitor be requested to prepare the appropriate contract documents, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council at its meeting to be held on August 18, 2016:

1. That the City enter into agreement with Tacel Ltd. for Intelight Advanced Traffic Controllers at a total cost of \$587,283.50 (including GST and PST) over the three-year contract, with an option to extend through years four and five; 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.

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council at its meeting to be held on August 18, 2016:

1. That the City of Saskatoon enter into a contract with Precise ParkLink (West) Ltd., for a three-year period for the provision of parking services at the River Landing Parkade, which terms are further 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.

- 7.2.4 Inquiry – Councillor R. Donauer (June 27, 2016) Street Sweeping Program – Priority for School Zones [Files CK 6315-3 and PW 6315-3]** 45 - 48

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council at its meeting to be held on September 19, 2016:

That the Administration be directed to sweep school zones during the priority street blitz and neighbourhood curb-to-curb program, following the development of a comprehensive safety strategy.

- 7.2.5 Inquiry – Councillor C. Clark (May 24, 2016) Calcium Chloride Application Program for High Traffic Gravel Lanes and Public Driveways [Files CK. 6315-1 and PW 6315-1]** 49 - 51

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information at its meeting to be held on September 19, 2016.

- 7.2.6 Inquiry – Councillor C. Clark (May 24, 2016) Utility Cut Patching Process and Options for Resurfacing Cuts [Files CK 6315-1 and PW 6315-1]** 52 - 54

**Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council at its meeting to be held on September 19, 2016:

That the Administration be directed to continue with their improvement program for addressing utility cuts as outlined in the report of the General Manager, Transportation & Utilities Department dated August 16, 2016.

- 7.2.7 Inquiry – Councillor D. Hill (April 25, 2016) - Free Transit Access - Saskatoon Police Service and Saskatoon Fire Department [Files CK 7312-1 and TU 7301-1] 55 - 56**

**Recommendation**

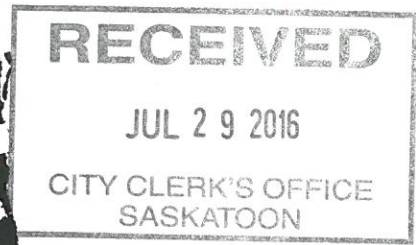
That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information at its meeting to be held on September 19, 2016.

- 7.2.8 Inquiry - Councillor D. Hill (April 25, 2016) - Creation of City Centre Six-Month Transit Pass [Files CK 7312-1 and TU 7301-1] 57 - 58**

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information at its meeting to be held on September 19, 2016.

- 8. URGENT BUSINESS**
- 9. MOTIONS (Notice Previously Given)**
- 10. GIVING NOTICE**
- 11. IN CAMERA AGENDA ITEMS**
- 12. ADJOURNMENT**



July 28, 2016

His Worship the Mayor and Members of City Council  
Office of the City Clerk  
City of Saskatoon  
2nd Floor, City Hall  
222 3rd Ave. North  
Saskatoon, SK S7K 0J5

His Worship the Mayor and Members of Council,

**Re: Request for Sole Concessionaire Rights – Rock 102 Show & Shine Weekend**

Rock 102, in conjunction with The Partnership, will be hosting the Rock 102 Show & Shine in downtown Saskatoon on Sunday, August 21, 2016. We would request permission to once again be the sole agent for the allocation of vending and concession locations. This will ensure our downtown businesses and licensed vendors are not compromised.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink that reads "Nicole L. Kelly". The signature is written in a cursive style.

Nicole Kelly  
Director of Promotions

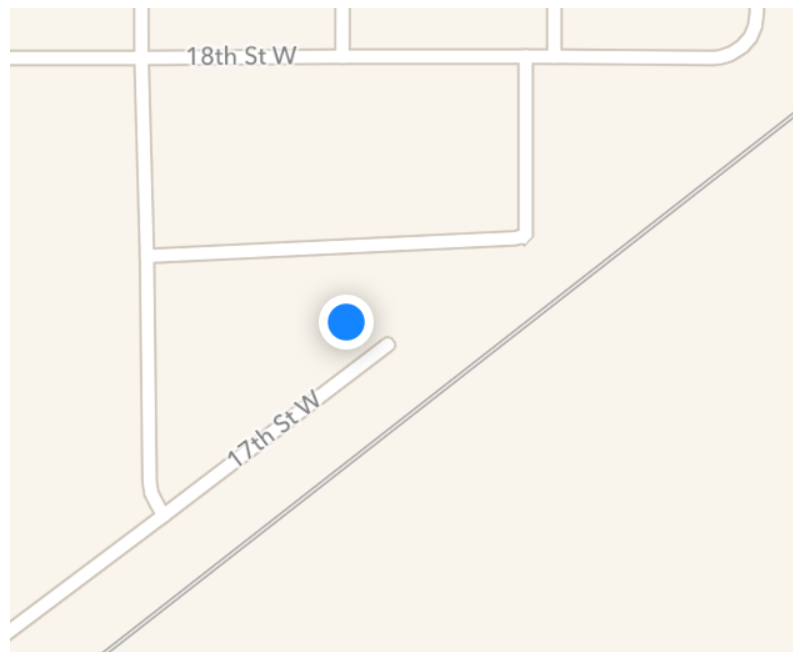
Rock 102, News Talk 650 CKOM, and C95  
715 Saskatchewan Crescent West  
Saskatoon, SK S7M 5V7

Dear Members of City Council and Planners,

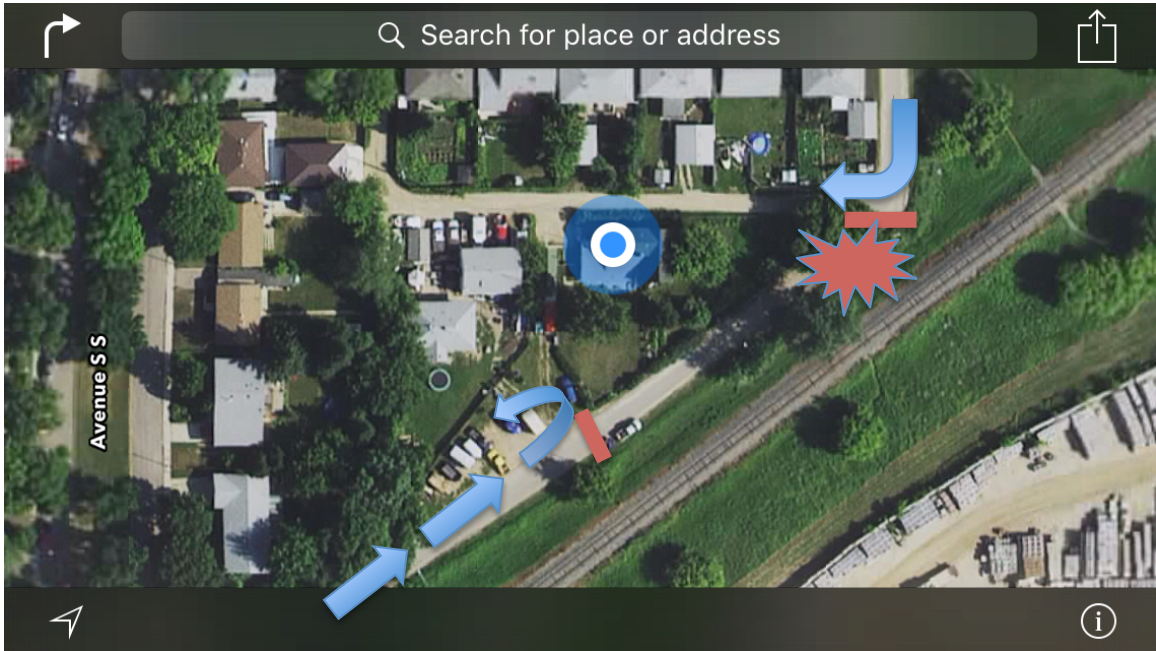
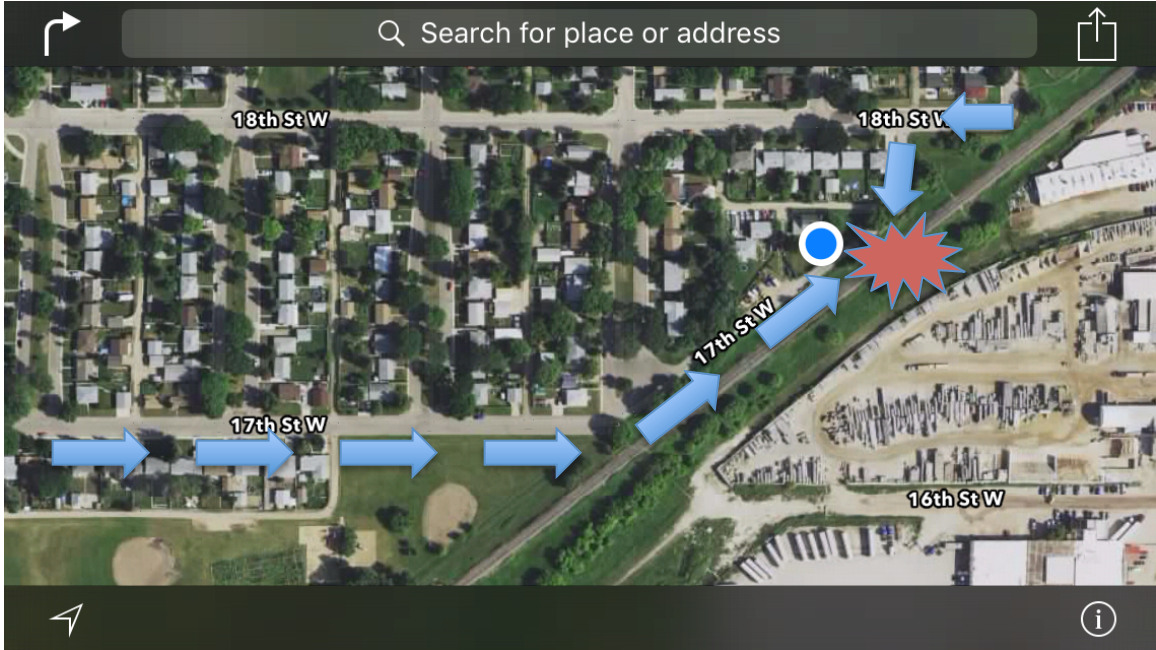
We, the residence of the 1700 and 1800 blocks of 17<sup>th</sup> street West, request the city of Saskatoon return our street to its original plan of a cul de sac, and turn the alley connecting through to 18<sup>th</sup> street into a pedestrian and bicycle only corridor. The main reason for this is the endless speeding shortcutting traffic, mixed with the sharp corners in the road, the blind spots, and the large amount of pedestrians and cyclists of all ages who use this connection... is a recipe for a fatality, and we see the problem growing rapidly. It is simply a matter of time before such a tragedy occurs.

The neighbors of this area recall seeing the plans to turn the undesirable and unkept city land in front of our homes into a paved cul de sac. The alley way connecting was never to be paved and is in fact still listed as an unpaved alley in zoning department records. No consulting was done with the 2 homes in this narrow roadway, and one day city workers appeared and paved the alley, turning it into a raceway for shortcutters, as well as an ideal hiding spot for illegal dumping, drug, and sex trade activity. We have spent much time watching this problem and discussing the many solutions possible, and after much thought and discussion, we feel this alley would be best served as an active transportation corridor only. We (my neighbours and I) will still have 2 alley entrances, and feel strongly 4 boulders at each end of this dangerous stretch of alley would greatly improve safety, decreases illegal activity, save the city money on cleaning up after illegal dumping, and create a safe place for neighborhood children and adults alike to connect from the river up to Avenue. w. and Fred Mendel Park. On average we see nearly 50+ cars an hour through this alley... most driving far to fast. And we chase vehicles dumping, cars parking for drugs, sex, and urination away nightly.

Adam Pollock  
1706 - 17th St. W.  
S7N 1E6

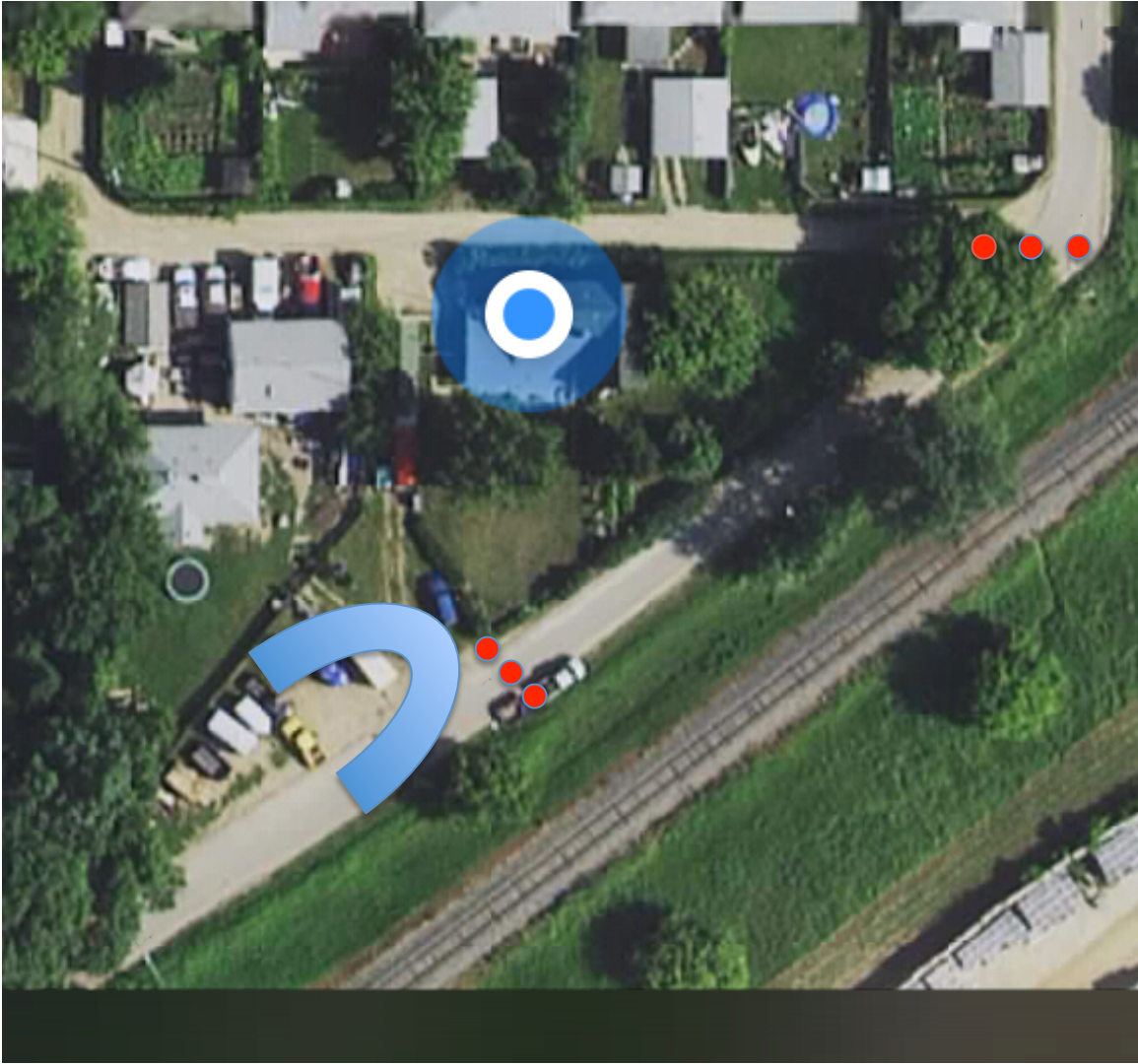




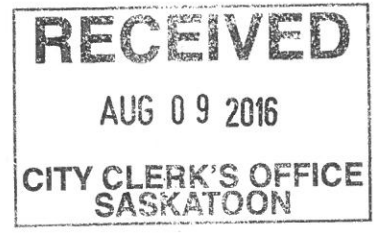








**From:** City Council  
**Sent:** August 09, 2016 12:00 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Tuesday, August 9, 2016 - 12:00  
Submitted by anonymous user: 71.17.28.146  
Submitted values are:

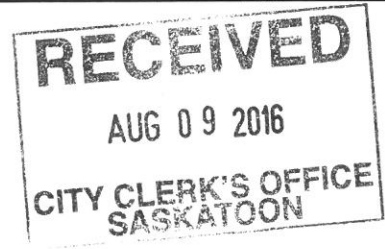
Date: Tuesday, August 09, 2016  
To: His Worship the Mayor and Members of City Council  
First Name: Jim  
Last Name: Siemens  
Address: 711 Albert Avenue  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7N 1G8  
Email: jim@oxbowarch.ca  
Comments:

I would like request the opportunity to speak at the next meeting of the Standing Committee on Transportation regarding the requirement to pave the back lane of a proposed affordable housing development on Avenue O South on behalf of Quint.

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/112068>

6215-1

**From:** Curtis Olson <curtis@shiftdevelopment.com>  
**Sent:** August 09, 2016 12:03 PM  
**To:** Web E-mail - City Clerks  
**Subject:** Request to Speak



I just submitted this letter via the online form.

It may not not have been totally clear, but my desire is to speak to the SPC Transportation at the Aug 16th meeting.

Committee Members,

The City of Saskatoon Transportation Department currently has a policy in place that requires infill development projects to undertake paving of the city alley's behind their projects despite the fact that the city's standard for alley's is gravel. Over the last number of years, we have undertaken 3 different condo projects, with three different requirements of paving that continually are adding more cost to the projects making them financially unviable.

In the current project I am considering, I have just received confirmation that the city will require me to pave 386' of gravel back alley because we are adding 4 proposed units. The alley currently serves 9 single family homes, 18 apartments, 3 condo's and a commercial building that routinely attracts between 20-100 vehicles every evening of the week. The expected cost of \$125k to pave the alley is an unreasonable expectation and financially is preventing this project from proceeding.

Given the fact that City Council passed the Strategic Growth Plan to Half a Million in spring 2016, which clearly outlines a goal to achieve 50% of all new development happening via infill, this administrative practice is working against the wishes of City Council by creating a large financial impediment to infill development that does not currently exist in suburban areas.

I would like to speak to city council and share details of how this is actively preventing infill development from happening, and would seek clarification on what City Council's expectation is from these types of development.

Regards,  
Curtis Olson  
Shift Development Inc.

Curtis Olson  
CEO | Founder  
306.262.4899 | Saskatoon



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## Capital Project #2407 – North Commuter Parkway and Traffic Bridge – Construction Update

### Recommendation

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be received as information:

### Topic and Purpose

This report is to provide the Standing Policy Committee on Transportation with an update of the North Commuter Parkway and Traffic Bridge project construction progress.

### Report Highlights

1. At the Traffic Bridge, Graham Commuter Partners (GCP) has completed concrete work on Pier 3 as well as the foundations and walls for the new north and south abutments. The erection of Span 4, the southernmost span of the bridge, is anticipated to start within the next few weeks.
2. GCP has elected to use conventional weathering steel with a protective coating within the splash zone for the truss elements of the new Traffic Bridge. This will result in a two tone colour between the lower and upper portions of the structure until the patina can form on the exposed portions of the weathering steel. This process will eventually turn the entire bridge into one brown colour tone.
3. Demolition of the last original bridge span of the Traffic Bridge is expected in November 2016.
4. At the North Commuter Parkway bridge, construction of Pier 1, the west pier, is well underway, with the pier foundation, diaphragm, and columns already complete, and construction of the pier cap currently underway. The cofferdam was extended from the west bank to the centre of the river in late July and excavation work is underway to prepare for construction of Pier 2.
5. Storm sewer installation for the widening of Central Avenue between Attridge Drive and Fedoruk Drive is nearing completion and the relocation of the SL&P overhead lines has started.
6. Improvements to the intersection of Attridge Drive and Central Avenue, and the realignment of the eastbound off-ramp from Circle Drive East to Attridge Drive, commenced in May and are expected to be fully complete in October.

### Strategic Goal

Construction of the North Commuter Parkway and Traffic Bridge supports the Strategic Goal of Moving Around as it will optimize the flow of people and goods in and around the city.

## **Background**

At a special meeting held on September 8, 2015, City Council awarded the RFP for the North Commuter Parkway and Traffic Bridge, naming GCP the Preferred Proponent. At its meeting on November 23, 2015, City Council received information regarding the financial details of the Project Agreement (PA) with GCP.

A construction update was last provided to the Standing Policy Committee on Transportation on May 9, 2016.

## **Report**

### Design Status

At this time, completed designs for most of the new infrastructure have been reviewed by the project team. Full completion of all remaining design work is anticipated by November 2016.

### Traffic Bridge Construction Status

Concrete work on Pier 3 has been completed. The foundations and walls for the new north and south abutments have been completed. Erection of Span 4, the southernmost span of the bridge, is anticipated to start within the next few weeks.

The new bridge will be constructed of weathering steel, which forms a corrosion-resistant coating, or patina, when exposed to weather. The Project Agreement allows GCP the option of using either advanced weathering steel or conventional weathering steel with a protective coating applied in areas within the splash zone of the roadway surface, which is prone to corrosive attack from chlorides due to road salts.

Based on material availability, GCP has elected to use conventional weathering steel with a protective coating within the splash zone. The protective coating will be colour-matched to the outside weathering steel girders on the Circle Drive North Bridge (installed in 2007), resulting in the lower portion of the bridge being a brown colour tone and the upper portion of the bridge being an orange colour tone until the patina on the upper portion of the bridge more fully forms and gradually becomes brown in colour tone. Administration has consulted with GCP regarding the cost to coat all of the steel truss elements, and GCP has indicated that an order of magnitude estimate for this would be approximately \$1M.

Construction of the north in-river berm to access the two north spans, Spans 1 and 2, is scheduled to begin in October once the 2016 river navigation period has ended. Demolition of the last original bridge span is expected in November 2016. Once the last span is removed, work on Pier 1 and 2 (the two north piers) will commence.

### North Commuter Parkway Construction Status

Construction of Pier 1 (the west pier) is well underway, with the pier foundation, diaphragm, and columns already complete, and construction of the pier cap currently underway. The cofferdam was extended from the west bank to the centre of the river in



late July and excavation work is underway to prepare for construction of Pier 2. Piling for the east abutment is also underway.

Earthworks for the new roadways continues. Storm sewer installation for the widening of Central Avenue between Attridge Drive and Fedoruk Drive is nearing completion and the relocation of the SL&P overhead lines has started. Improvements to the intersection of Attridge Drive and Central Avenue, and the realignment of the eastbound off-ramp from Circle Drive East to Attridge Drive, commenced in May and are expected to be fully complete in October.

### **Public and/or Stakeholder Involvement**

Stakeholder involvement will be required at various stages of the project. Three public open house events have been completed since December 2015. Community events will be planned in order to engage and educate the citizens. The Administration will coordinate these activities with applicable stakeholders as necessary.

### **Communication Plan**

Various communication requirements are to be completed by GCP during both the construction and operating periods of the project. In addition, a communications agency has been retained through the Technical Advisor for the project, and a phased-in communications plan has been developed for the life of the project. The North Commuter Parkway and Traffic Bridge webpage, [saskatoon.ca/bridging](http://saskatoon.ca/bridging), is regularly updated and various community events will be planned in order to engage and educate citizens. Regular project updates are being provided to the general public.

### **Financial Implications**

Capital Project #2407 has been approved for funding in the amount of \$238.8M.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

The North Commuter Parkway and Traffic Bridge project is scheduled for substantial completion in October 2018.

### **Public Notice**

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

### **Report Approval**

Written &

Reviewed by: Dan Willems, Director of Major Projects

Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

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## Transparent Sound Attenuation Walls

### Recommendation

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be received as information.

### Topic and Purpose

This report provides information on the inclusion of transparent sound attenuation wall segments at four locations in the 2016 sound wall program and outlines a work plan for development of a revised Traffic Noise Sound Attenuation policy.

### Report Highlights

1. Crime Prevention Through Environmental Design (CPTED) reviews recommend the use of transparent sound attenuation walls at key pedestrian walkway locations to increase the level of safety for users by increasing the visibility, reducing the opportunity for crime to occur, and increasing user's perception of safety.
2. The use of transparent sound attenuation walls will be integrated into the sound attenuation projects currently underway.
3. Various types of sound attenuation are available to minimize the impact of traffic noise on adjacent properties.
4. Development of a revised policy for Traffic Noise Sound Attenuation is currently underway.

### Strategic Goal

This report supports the Strategic Goal of Moving Around and Quality of Life by improving safety and providing Traffic Noise Sound Attenuation to help maintain the quality of the outdoor amenity space in residential areas located adjacent to high volume roadways.

### Background

Sound attenuation walls are planned for construction at nine locations throughout the City of Saskatoon beginning in late June of 2016. There are existing pedestrian walkway facilities which will cross future sound attenuation walls at the following four locations:

1. Tache Crescent adjacent to 22<sup>nd</sup> Street, near the at-grade pedestrian crosswalk at the intersection of 22<sup>nd</sup> Street and Hart Road.
2. Dickey Crescent adjacent to 22<sup>nd</sup> Street, near the grade separated pedestrian overpass connecting the Parkridge neighbourhood to the Shaw Centre, Tommy Douglas Collegiate and Bethlehem Catholic High School.
3. Carleton Drive adjacent to College Drive, near the grade separated pedestrian overpass connecting the College Park neighbourhood over College Drive at Central Avenue.

## Transparent Sound Attenuation Walls

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4. Marlborough Crescent adjacent to Circle Drive West, near the pedestrian underpass connecting the Massey Place and Mount Royal neighbourhoods.

The City of Saskatoon adopted the philosophy of Safe Growth applying principles of CPTED. Administrative Policy A09-034, Crime Prevention Through Environmental Design Review was established to outline the process for review of all new construction and major renovations of civic structures, facilities, and developments. Accordingly, the CPTED Review Committee completed reviews for the four pedestrian crossing locations that conflict with the sound attenuation walls.

### Report

#### CPTED Review Committee Recommendations

The CPTED Review Committee provided a comprehensive review of each location and a set of recommendations based on the principles of CPTED. The two key principles that support transparent sound walls include:

1. The planning, design, and placement will be critical to ensure that the sound walls minimize traffic noise but do not create orphaned or dead end spaces, create a new issue, or put users, pedestrians and cyclists, at risk. It is no longer acceptable to solve one issue but create another in doing so.
2. The Administrative Policy A09-034, Crime Prevention Through Environmental Design principle:  
“Movement Predictors force people, especially pedestrians and cyclists, along a particular route or path, without providing obvious alternative escape routes or strategies for safety. Potential attackers can predict where persons will end up once they are on a certain path (e.g. a pedestrian underpass or walkway).”

Based on the comments from the CPTED Review Committee, the four locations with pedestrian walkway facilities required further design and consideration for alternative solutions. Leaving an opening in the sound attenuation wall at the pedestrian facilities is not recommended. This will leave a gap for sound to travel through and will not achieve the objective of reducing noise for residents that immediately back the sound attenuation wall at that location.

To block the gap, although each design is unique to that specific location, a system of overlapping walls, or stand-alone short segments of walls can be used to achieve the required sound attenuation.

In order to achieve blocking sound and ensure a safe environment for users of the pedestrian facilities, the Administration has developed a concept which incorporates short segments of transparent sound walls. Examples of these are included in Attachment 1.

The transparent wall segments in these areas will result in increased visibility to provide a higher factor of safety for walkway users.

## Transparent Sound Attenuation Walls

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The intent of the design is that approximately one house lot width on either side of the pedestrian facility, plus any short segment of stand-alone sound attenuation wall will be transparent.

### Construction Integration

Incorporating transparent sound attenuation walls into the projects at the four locations will be undertaken as follows:

1. Construction of the sound attenuation walls is underway. The contractor has been ordered to not construct sound attenuation wall segments adjacent to the four pedestrian crossing locations.
2. The Administration is currently working through the internal 'Specifications and Product Review Committee' consisting of representatives from the following divisions: Construction & Design, Parks, Roadways & Operations, Saskatoon Water, Transportation, Urban Design and Water & Waste Stream to review and approve specific vendors that provide transparent sound attenuation walls. This Committee has been implemented to review all new specifications and/or products being considered by the City and either approve or reject the product.
3. Upon the internal Specifications and Product Review Committee's approval, the Administration will finalize a detailed design, and issue a Change Order to the two firms constructing the sound attenuation walls.
4. The transparent sound wall segments will be installed in late 2016 or early 2017.

### Types of Sound Attenuation

There are various types of sound attenuation used for traffic noise ranging from earth berms or walls constructed from concrete, masonry, wood, metal, and other materials. The City's current construction specifications require that sound attenuation walls are designed to meet the CSA-S6-06 Bridge Design Code. Specifically, the walls must have engineered foundations and be able to withstand wind loading and frost heave.

Three different types of sound attenuation walls have been reviewed and approved for construction throughout the city to date, none of which include transparent options. The committee reviews different types of materials on an ongoing basis to determine if they meet the City's requirements.

### Policy Development

The development of a revised policy to support the City's Traffic Noise Sound Attenuation Program is currently underway. Based on a peer review of other Canadian jurisdictions, plus the historical approach to sound attenuation in the City of Saskatoon, the scope of review includes:

1. Recommended noise threshold for consideration of sound attenuation retrofit.
2. The process for monitoring and measuring noise concerns.
3. How sound attenuation is incorporated into new neighbourhoods.
4. A 'sunset clause' or strategies to limit or end the need for sound attenuation.
5. Approaches to funding of sound attenuation.

In conjunction with the policy review, sound measurements at locations currently identified on the outstanding list will be conducted and reported in November 2016.

**Public and/or Stakeholder Involvement**

Through the internal Specifications and Product Review Committee' other City departments will be engaged regarding the transparent sound attenuation walls.

**Communication Plan**

Information sheets were delivered to homes adjacent to the future sound attenuation walls with functional plans illustrating the locations and heights of the walls in advance of construction. Construction notices with additional construction timelines have been provided recently to residents. Once the specifications and schedule for installation of transparent sound walls are available, updated information, and a sample image, will be provided to homes backing the four locations for transparent sound walls.

**Policy Implications**

Providing transparent sound attenuation walls was recommended by Administrative Policy A09-034, Crime Prevention Through Environmental Design Review.

**Financial Implications**

The amount of wall required to be converted from solid to transparent would be 600 square metres. This is based on the concept of installing one lot wide on either side of the path, which will result in an incremental cost of approximately \$114,000 for all four locations. The current funding for the sound attenuation project is sufficient for this increased cost.

**Safety/Crime Prevention Through Environmental Design (CPTED)**

The inclusion of transparent sound attenuation walls is at the recommendation of the CPTED Review Committee.

**Other Considerations/Implications**

There are no options, environmental, or privacy considerations/implications.

**Due Date for Follow-up and/or Project Completion**

The sound attenuation walls are planned for significant completion in 2016. The installation of the transparent sound wall segments is planned for late 2016 or early 2017. A further report outlining criteria for the revised policy on Traffic Noise Sound Attenuation will be presented to the Standing Policy Committee on Transportation in November 2016. Information on lower-cost walls will be included in that report.

**Public Notice**

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

**Attachment**

1. Samples of Transparent Sound Attenuation Walls

**Report Approval**

Written by: Jay Magus, Engineering Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation

## Transparent Sound Attenuation Walls

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Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS JM – Transparent Sound Attenuation Walls.docx

Samples of Transparent Sound Attenuation Walls



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## Launch of FlexParking System Application

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide an update on implementation of the smart phone application for use with the FlexParking system.

### Report Highlights

1. The new FlexParking application (app) will be launched publicly in November 2016, pending final testing. This digital service option reflects the goals of Service Saskatoon.
2. Implementation of the app was delayed to verify data security procedures.

### Strategic Goals

This report supports the City of Saskatoon's (City) Strategic Goals of Moving Around and Quality of Life by providing a flexible parking system that facilitates efficient transportation movement in a method that is responsive and user-friendly for customers.

### Background

In 2013, a process was initiated to select a new parking system to replace the aging, single-space meters. Via this process, a parking committee and members of the business community provided input. A vendor was chosen and approved, and implementation of new flexible pay-by-space parking stations began in early 2015.

As part of this process, the provision of a smart phone-based payment method was to be a key requirement of the new parking system.

### Report

#### App Launch

A smart phone parking app will be made publicly available to customers in Saskatoon in November 2016, pending final testing. This app will provide customers the ability to create their own account with associated payment information and multiple vehicle plates. The user will then be able to purchase time for the appropriate license plate via smart phone, and the paid time will be effective at any paid parking area in Saskatoon. The app provides notifications of time expiration and allows the ability to easily extend parking sessions. It should be noted that posted parking time limits must still be observed regardless of paid time, but any paid time will follow the plate for which it is purchased. This app contributes to the goals of Service Saskatoon, specifically the Systems pillar, by offering a digital option for customers utilizing the paid parking areas of Saskatoon.



### Data Security

This app was previously scheduled to launch in the fall of 2015; however, prior to launch, it was noted that data collected via the app would be stored in the United States. In keeping with corporate policies for the protection of customers, the app launch was put on hold in order for the vendor to restructure the flow of data to ensure all customer data remained in Canada. The app is now ready to be tested and deployed as this key issue has been resolved.

### App-Related User Fee

Consistent with the original approval of the FlexParking system, apps of this type are accompanied with a transaction fee. This fee goes directly to the vendor for ongoing supply and operation of the app. The app is expected to be operational in November of this year. For the balance of 2016, and into 2017, the transaction fee will be absorbed by the City's Parking Services business unit. Once the implications of new costs and potential new revenues are fully understood, the Administration will report back to Committee, likely in the third quarter of 2017. The City will continue to pay the credit card user fees associated with app purchases as currently done for credit card transactions at the terminals.

Attachment 1 provides a comparison of the parking apps of seven different jurisdictions across Canada. Charges range from \$0.10 to \$0.30 per transaction for various levels of service. This comparison also notes the jurisdictions that absorb the fees. It should be noted that the Saskatoon app will still allow users to buy a minimum of \$0.25 of parking similar to what the pay stations currently do.

### **Communication Plan**

Launch of the parking app will be accompanied by a comprehensive marketing and communication plan. Details of this plan can be seen in Attachment 2. Costs associated with this implementation have already been accounted for as part of the FlexParking implementation budget.

### **Financial Implications**

The parking app transaction expenses are estimated at \$5,000 per month. The app may also have an effect on revenues and credit card fee expenses, the significance of which is unknown. As a result, parking volumes will be monitored accordingly.

As per the comparison in Attachment 1, some jurisdictions choose to provide the app "free of charge" by absorbing the associated transaction fee. Currently, it is estimated that app usage would amount to 10% of all transactions, accounting for \$5,000 per month, or \$60,000 per year, in operating expenses. As noted above, a full report on the financial implications of the app will be brought forward in the third quarter of 2017.

### **Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

A follow-up report on implementation of the parking app will be provided in 2017 as part of an overall Parking Services update report.

**Public Notice**

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

**Attachments**

1. Parking App Transaction Fees Across Canada
2. FlexParking App Marketing & Communication Plan

**Report Approval**

Written by: Andrew Hildebrandt, Director of Community Standards

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

S/Reports/2016/CS/TRANS – Launch of FlexParking System Application/lc

<b>PARKING APP TRANSACTION FEES ACROSS CANADA</b>				
<b>Jurisdiction</b>	<b>App in Use</b>	<b>Service Charge</b>	<b>Service Charge: Carried by Municipality or Customer Cost</b>	<b>Additional Information</b>
<b>Edmonton</b>	<i>EPark (Through ParkPlus, CPA)</i>	\$0.10 plus 2% of transaction price	<b>Absorbed by Municipality</b> No administrative or transaction fees to customer	Minimum \$1.00 purchase for mobile parking payments
<b>Calgary</b>	<i>ParkPlusCell</i>	\$0.10 plus 2% of transaction price	<b>Absorbed by Municipality</b> No administrative or transaction fees to customer	Minimum \$1.00 purchase for mobile parking payments
<b>University of Saskatchewan</b>	<i>PayByPhone*</i>	\$0.20 to \$0.30	<b>Absorbed by University</b>	\$0.10 per text for text reminders charged to customer
<b>Vancouver</b>	<i>EasyPark</i>	\$0.11	<b>Charged to Customer</b>	\$5.00 per hour daily parking rates include GST and Parking Sales Tax (21%)
<b>Victoria</b>	<i>ParkVictoria Passport Parking Inc.</i>	\$0.25	<b>Charged to Customer</b>	\$1.50 to \$3.00 per hour daily parking rates plus transaction fee
<b>Winnipeg</b>	<i>PayByPhone*</i>	On website, "small service fee charged to customer for using mobile phone option"*	<b>Charged to Customer</b>	\$1.00 to \$3.00 per hour daily parking rates plus "service fee"
<b>Montreal</b>	<i>P\$</i>	\$0.20	<b>Charged to Customer</b>	May renew the initial parking period for a given parking space one time; a second user fee will be charged on subsequent transactions

**\*PayByPhone app:** The service or user fee covers benefits such as text message reminders, the ability to add time remotely, email confirmation and online receipts. In some cases, PayByPhone applies a user fee to each transaction. Not all locations/operators are subject to the transaction fee. In some instances, the fee is absorbed by the vendor, and in other cases, it is passed on to the customer. For example, using the service in different cities may result in varying transaction fees, sometimes zero, or ranging from \$0.25 to \$1.00.

# FlexParking App Marketing and Communication Plan

## CAMPAIGN GOALS and OBJECTIVES:

The main objectives of the FlexParking App Marketing and Communication Campaign are:

- 1) launch the parking app;
- 2) encourage the download and use of the app; and
- 3) contribute to the goals of Service Saskatoon, specifically the Systems pillar, by offering a digital option to paying for parking.

Secondary objectives of this campaign include reminding residents and visitors of bylaws and parking processes that may affect them (i.e. top-up, zone time limits, etc.), as well as providing information on the FlexParking program.

## AUDIENCES:

The primary target market for this campaign is motorized vehicle operators in Saskatoon with a focus on those who patronize the commercial areas with pay parking zones – Downtown, Broadway, Riversdale, and Sutherland. Some broader messaging will also target the Saskatoon community as a whole.

Other stakeholders include the Business Improvement Districts (BID), Saskatoon News Media, Mayor and Council, City Leadership Team, and City Staff.

## CAMPAIGN THEMES:

The app launch will follow the brand identity created for FlexParking.



## KEY MESSAGES:

This new smart app that makes it easier and faster to pay for parking:

- Download and register through the app.
- Select the amount of time you want to park and pay directly with a credit card.
- To park longer, extend the time with the app; there is no need to walk back to the car to pay.
- There is no need to display a receipt on the dashboard, as vehicle license plate-based.
- Transaction fee to be absorbed by City Parking Services.

## TOOLS and TACTICS:

### Recommended Advertising Mix (leading up to and during launch):

- **News Release and Media Scrum:** A news release (NR) and Media Scrum is a good way to broadcast information to the media for public interest.
- **FlexParking Webpage:** Information on the app and links to the app stores (Android & Apple) will be added to [saskatoon.ca/flexparking](http://saskatoon.ca/flexparking).
- **Home Page Announcement:** A parking app graphic will be posted to the Announcement section on the Saskatoon.ca home page. The graphic and write-up will link to the FlexParking page.
- **Radio:** 30-second radio commercials will run on local radio stations to build recognition, maintain a strong and consistent campaign message, and create interest and awareness of the app.
- **Posters:** Posters will be circulated to leisure facilities, library locations, and the identified BIDs for placement in their businesses and in designated poster locations.
- **Pay Station Decals:** Decals will be placed directly on the 325 pay stations.
- **Captive:** Captive's indoor media is found in neighbourhood restaurants, pubs, and entertainment facilities. Due to the unique opportunity that this medium presents to reach our target market, washroom advertisements will be placed at strategic locations within the identified BIDs to complement the overall campaign and directly reach those who are likely occupying parking spaces and wanting the convenience of not walking outside to top-up a nearby parking station.
- **Social Media:**
  - **Facebook Advertisements (pay per click and free):** Paid and free Facebook advertisements link directly to the FlexParking page on the City website and are targeted to specific locations and age categories (e.g. 16 years and older, within the greater Saskatoon area).
  - **Twitter Posts (free):** Free Twitter tweets will be made through the Saskatoon City News Twitter account to promote the new app.

## TARGETS and MEASURES of SUCCESS:

- **Webpage Hits**
- **App:**
  - Number of downloads and registered users
- **Click Through Rates:**
  - Facebook
  - Twitter
- **Feedback:**
  - Social media comments
  - Post shares and retweets
- **Parking Revenue:**
  - Revenue increases due to increased flexible payment options

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## **Award of Contract – HOK Inc. for the Development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept**

### **Recommendation**

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

1. That the award of contract for the development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept to HOK Inc., in the amount of \$183,708 (including GST), be approved; and
2. That the City Solicitor be requested to prepare the appropriate contract documents, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to award the contract and prepare the agreement with HOK Inc. for the consultant work required to carry out the development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept.

### **Report Highlights**

1. Submission/Evaluation Process Overview – The consultant selection for the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept (Project) followed a Request for Proposals (RFP). Submissions were reviewed and scored based on a range of criteria.
2. Consultant Selection – HOK Inc. is recommended, in part, because of their exceptional understanding of the project, their innovative and comprehensive approach to the project methodology, and their past work on projects of a similar nature.

### **Strategic Goal**

This report supports the City of Saskatoon's (City) Strategic Goal of Moving Around by improving the safety of all road users (i.e. pedestrians, cyclists, and drivers) and also supports the following long-term priorities:

- to optimize the flow of people and goods in and around the city; and
- to develop an integrated transportation network that is practical and useful for motorists, transit-users, cyclists, and pedestrians.

### **Background**

At its January 20, 2014 meeting, City Council received a report that identified Idylwyld Drive, from Senator Sid Buckwold Bridge to Circle Drive North, as a priority street for streetscape improvements. The report stated that redevelopment of the Idylwyld Drive streetscape would enhance its functionality as a multi-modal corridor and support

recommendations and directions emerging from current planning projects (City Centre Plan, North Downtown, and Growth Plan). The report identified a phased approach to implementation that would prioritize improvements from Senator Sid Buckwold Bridge to 33<sup>rd</sup> Street.

At its October 13, 2015 meeting, the Standing Policy Committee on Transportation received a report that ranked corridors throughout Saskatoon requiring transportation functional planning studies. The selection criteria used to rank the corridors were based on traffic safety, traffic capacity, and opportunities to coordinate with other City initiatives. The selection process was used to quantify, compare, and identify the corridors requiring geometric modifications to improve safety, increase capacity, improve operations, or enhance pedestrian infrastructure. Based on these criteria, Idylwyld Drive, from 20<sup>th</sup> Street to 25<sup>th</sup> Street East, was identified by the Transportation Division as a priority for a comprehensive corridor project.

During its May 24, 2016 meeting, City Council received an information report which presented the Project terms of reference, including project purpose, objectives, scope, and a preliminary timeline and process. These terms of reference formed the basis for the RFP.

The previous report also contained information to support the hiring of an external consultant versus completing the project in-house. The reasons presented by the Administration for hiring an external consultant included: staff time is currently engaged in other projects; and an interdisciplinary team is being sought with a variety of technical skills, including engineering, planning, and urban design. A consulting firm is best able to meet these needs at this time.

## **Report**

### Submission/Evaluation Process Overview

The Neighbourhood Planning Section of the Planning and Development Division led the preparation of an RFP for the purpose of engaging the services of a consultant to develop a plan for Idylwyld Drive, from 20<sup>th</sup> Street to 25<sup>th</sup> Street East for the City. A ten-member steering committee was assembled for the purposes of drafting the RFP and steering the project through its entirety. The Planning and Development Division will be responsible for project management on behalf of the City.

The steering committee developed a comprehensive RFP, which was issued on May 28, 2016, and closed on June 22, 2016. Five teams submitted proposals. The steering committee reviewed and scored the proposals out of a possible 100 points, using the criteria listed in Attachment 1.



### Consultant Selection

Several proposals demonstrated sound understanding of the project and strong approaches to project methodology. HOK Inc. was identified as the highest-scoring proponent due to their exceptional understanding of the project and their innovative and comprehensive approach to the project methodology. Their past work on projects of a similar nature demonstrates their capacity to successfully deliver on this project.

### **Options to the Recommendation**

City Council may choose not to award the contract, in which case, further direction would be required.

### **Public and/or Stakeholder Involvement**

The Steering Committee represents the internal and external stakeholders that are considered to be active partners in developing and, in the future, implementing the new plan for Project's study area. The steering committee is comprised of seven representatives from various civic departments and sections, as well as representatives from the Downtown Saskatoon and Riversdale Business Improvement Districts (BIDs) and a representative of Midtown Plaza.

At this stage of the project, public involvement has not yet been required. As the Project develops, the engagement of a broad stakeholder group and the general public will be a key factor in its success. The chosen consultant is expected to design and deliver comprehensive engagement processes that actively engage stakeholders and the broader community.

### **Communication Plan**

An innovative and comprehensive Communication and Engagement Strategy (Strategy) is a key component of the Project. The Administration, in conjunction with the consultant, will strive to reach a broad audience and ensure that efficient and effective communication methods are utilized to keep residents involved and informed throughout the process. A detailed Strategy will be developed by the City, with input from the consultant once under contract with the City.

The City will oversee and direct all aspects of the Strategy, including:

- 1) developing key messages;
- 2) creating an external and internal communication plan;
- 3) creating an online strategy that utilizes existing City media;
- 4) advertising and promoting the various community engagement events;  
and
- 5) playing an active role in planning and coordinating all logistics for various events and activities, including stakeholder, City Council, and media events.

**Financial Implications**

This report recommends awarding a contract in the amount of \$183,708 (including GST). Funding for this contract award is available within approved Capital Project No. 2162 - Urban Design – BIDs and Capital Project No. 2436 - Corridor Planning Studies. The project balance is sufficient to cover this contract.

**Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

The project is expected to be ongoing until September 2017. A more detailed timeline will be developed pending development of the detailed public and stakeholder consultation plan.

**Public Notice**

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

**Attachment**

1. Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept Evaluation Criteria

**Report Approval**

Written by: Danae Balogun, Senior Planner, Long Range Planning  
Reviewed by: Alan Wallace, Director of Planning and Development  
Angela Gardiner, Director of Transportation  
Jeff Jorgenson, General Manager, Transportation and Utilities Department  
Approved by: Randy Grauer, General Manager, Community Services Department

TRANS – Award of Contract – HOK Inc. for the Development of the Idylwyld Drive Comprehensive Corridor Project and Streetscape Concept.doc

**Idylwyld Drive Comprehensive Corridor Project  
and Streetscape Concept Evaluation Criteria**

<b>Component</b>	<b>Weight</b>
Qualifications of Project Team Members	25
Relevant Experience from Past Projects	25
Proposed Methodology	20
Project Understanding and Innovation	10
Project Management	10
Quality of Proposal	5
Cost	5
<b>TOTAL</b>	<b>100</b>

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## Advanced Traffic Controllers – Award of Contract

### Recommendation

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

1. That the City enter into agreement with Tacel Ltd. for Intelight Advanced Traffic Controllers at a total cost of \$587,283.50 (including GST and PST) over the three-year contract, with an option to extend through years four and five; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain approval to enter into a contract with Tacel Ltd. for supply, integration, training and future support of Intelight Advanced Traffic Controllers (ATC) that will improve traffic flow by establishing an expandable and reliable traffic signal system.

### Report Highlights

1. Intelight ATC's will provide reliability and future expandability of the City's traffic signal system enhancing safety.
2. A Request for Proposal (RFP) was issued on March 30, 2016. Of the four submissions received, Tacel Ltd. was rated the highest.
3. A three-year contract with Tacel Ltd. is recommended at a total cost of \$587,283.50 (including GST and PST) with an option to extend through years four and five.

### Strategic Goal

This report supports the Strategic Goal of Moving Around by optimizing the flow of people and goods in and around the city.

### Background

The Transportation division requested proposals for ATC's to fulfill the City's commitment to provide safe and reliable movement of vehicles, bicycles and pedestrians around the city. The key requirement was to obtain robust equipment that is cost-effectively installed and maintained with up-to-date functionality offering flexibility to adapt to future needs. The proposals included supply, integration, training and support for the advanced traffic controllers.

These Intelight ATC's will interface with the city's new Advanced Traffic Monitoring System that was purchased in late 2015, allowing signals and associated field equipment to be monitored remotely in real-time. The new equipment will improve traffic flows by allowing the signal timing changes to be downloaded from the traffic management centre at City Hall.

## Report

### System Requirements

Procurement of ATC's is required to provide a safe, reliable operation of the city-wide traffic system and is cost effective. The Intelight ATC's have the capability to process incoming data to control the change of traffic signals at the appropriate time, flash arrows and/or run specialized patterns, based on the time of day, to provide safe traffic flow along major corridors. The expandability provides a long-term resolution to meet future needs identified through the Intelligent Transportation Systems Strategic Plan.

Technology features are as follows:

- Advanced traffic controller with full functionality of the newest industry specification for such controllers;
- Equipment can be easily integrated with any existing traffic signal infrastructure and does not require any additional hardware installation in the cabinet;
- Easy to program and troubleshoot;
- The Intelight ATCs are well-constructed and have built-in Ethernet ports and a switch, an embedded web server making changes in the field easy, and an expansion port for future hardware highlighting a long list of features; and
- Robust equipment proven to work in harsh climates (-40C to +80C).

### RFP Responses

An RFP was released on March 8, 2016, with a submission deadline of March 30, 2016. Four qualified proposals were received from the following companies and reviewed according to criteria set out in the RFP:

- Econolite Canada Inc. (Calgary, AB)
- Tacel Ltd. (Calgary, AB)
- Innovative Traffic Solutions, (Stoney Creek, ON)
- Interprovincial Traffic Services, (Surrey, BC)

The proposals were evaluated according to the following criteria as outlined in the RFP:

- 20 points – Ease of installation and meeting requirements of RFP
- 10 points – Quality of hardware
- 15 points – Support from vendor
- 25 points – Ease of use of supporting software and programming
- 20 points – Price
- 10 points – Vendor experience and references

Using the above criteria, a panel of City staff evaluated the proposals. The proposal with the highest score was from Tacel Ltd. for Intelight ATC's.

### Three-Year Contract with Option to Extend (Years Four and Five)

A three-year contract with the option to extend through years four and five will provide uniformity and consistency with ATC's throughout the city. The Administration will evaluate the equipment and upon completion of this contract, may recommend further contracts for Intelight ATC's to City Council.

## Advanced Traffic Controllers – Award of Contract

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The terms of the contract are as follows:

- A supply of 130 Intelight ATC's over the three-year contract with an option for 30 more in each of years four and five;
- Provide three days of training on the equipment;
- Supply of all required software, extra hardware and cable interface equipment; and
- Provide ongoing support for the product.

All field installation work will be done by City crews. Vendor's assistance and support will be required for initial set-up, equipment calibration and system configuration.

### Vendor's Qualifications and Experience:

Intelight has been in the traffic industry for more than 10 years. They are a leader in designing and building high quality ATC's that are widely used throughout Canada and the United States.

Tacel Ltd., the distributor of the Intelight ATC's, has supplied ATC's to Canada for a number of years. They have provided solutions for a number of municipalities including the Cities of Calgary AB, Lethbridge AB, and Brampton ON. The City has worked with Tacel Ltd. in the past and was provided excellent product support and timely service.

### **Options to the Recommendation**

An option to the recommendation is to not accept the proposal from Tacel Ltd. This option is not recommended, as the proposal meets the City's requirements, is cost effective and a long-term solution.

### **Financial Implications**

The supply of ATC's is funded through the Electronic Stores Inventory and will be charged out to various capital projects as required. Year one cost will be \$243,785. The estimated costs to the City for years two and three are \$156,280 and \$120,300 per year respectively and are dependent on budget approval.

The net cost to the City for the proposal submitted by Tacel Ltd. is as follows:

Contract Amount	\$522,985.00
PST	26,149.25
GST	<u>26,149.25</u>
Total Cost	\$575,283.50
GST rebate (5%)	<u>(26,149.25)</u>
Net Cost to the City	<u>\$549,134.25</u>

### **Other Considerations/Implications**

There are no public or stakeholder involvement, communication, policy, environmental, privacy, or CPTED considerations or implications.

**Due Date for Follow-up and/or Project Completion**

Installation of the system components will begin in the fall of 2016 with continued installations as further intersections come into service over the life of the contract. If the Administration resolves that this system should be adopted as a City Standard, a further report will be required at the end of this contract period.

**Public Notice**

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

**Report Approval**

Written by: Greg Borisko, Operation Superintendent, Electronics Shop  
Reviewed by: Cory Funk, Traffic Operations and Control Manager  
Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS GB – Advanced Traffic Controllers – Award of Contract.docx

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## Award of Contract - River Landing Parkade Operator

### Recommendation

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

1. That the City of Saskatoon enter into a contract with Precise ParkLink (West) Ltd., for a three-year period for the provision of parking services at the River Landing Parkade, which terms are further 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 Administration is requesting that City Council approve entering into a contract with Precise ParkLink (West) Ltd. for parking services at the River Landing Parkade for a period of three (3) years, with renewal options.

### Report Highlights

1. Within the new River Landing Parkade, there are approximately 155 public parking spaces.
2. In June 2016, the City of Saskatoon (City) issued a Request for Proposal (RFP) for the services of an experienced parkade operator to run the parking program within the Parkade.
3. The Administration recommends that the City contract with Precise ParkLink (West) Ltd., the Preferred Proponent, to provide parking services for a period of three (3) years, with renewal options.

### Strategic Goals

This report supports the Strategic Goal of Quality of Life and the long term strategy of ensuring existing recreational facilities are accessible physically and financially and meet community needs.

### Background

Within the new River Landing Parkade located underneath the Remai Modern Art Gallery (Remai Modern), which is currently under construction, there will be approximately 155 public parking spaces including hourly, daily, and monthly options. When the Parkade opens, it will serve visitors to River Landing, as well as patrons to the Remai Modern, Persephone Theatre, and nearby businesses and restaurants. The River Landing Parkade will be the City's first parkade, and as noted by the recent *Downtown Parking Strategy Report*, "...the City needs to play a greater role in the provision of off-street public parking facilities in order to facilitate future development in the downtown...as per the City Centre Plan."



## **Report**

On June 14, 2016, the City issued an RFP for the services of an experienced parkade operator for a three-year term (with renewal options) for a defined fee to supply and install the parking pay stations, administer the operations and maintenance of the pay stations, perform collections, conduct enforcement, administer the monthly permit parking program, and provide customer service for all parking aspects.

The RFP closed on July 6, 2016, and two qualified proposals were received.

An evaluation and ranking of proposals based on objective scoring criteria was completed by an Evaluation Committee representing various civic internal departments and expertise. The results of the evaluation determined that the proposal submitted by Precise ParkLink (West) Ltd (Precise) best met the requirements of the RFP and achieved the highest score. The proposal submitted by Precise demonstrated the following:

- Over 25 years' experience in the parking industry;
- Experience working for numerous municipalities across Canada;
- Competitive pricing;
- Strong customer focus;
- Innovative and responsive approach; and
- Demonstrated knowledge of the City's business needs and scope of the contract.

As a result, the Administration recommends entering into a contract with Precise ParkLink (West) Ltd. as the parking services operator for the River Landing Parkade, with the contract starting when the Parkade is turned over to the City. Attachment 1 provides a River Landing Parkade Operations Overview.

## **Public and/or Stakeholder Involvement**

Once the parkade operator is in place, Administration will coordinate parking activities with the tenants of the two buildings above the Parkade (Persephone Theatre and Remai Modern).

## **Communication Plan**

The City will work with Precise ParkLink (West) Ltd. to ensure the Parkade is promoted and marketed to potential customers.

## **Financial Implications**

The contract is for three years and includes: a defined, fixed cost of \$120,900 (excluding taxes) covering the entire three-year term for parking services such as pay station leases, collections, enforcement, management, and monthly parking permit program; and annual variable costs (based on volumes, such as ticket paper and credit card fees). There are three, (1) one-year renewal options after the initial three-year term. The costs for these services will be paid for through the annual operating budget, which will be presented to City Council during the 2017 Business Plan and Budget deliberations.

Operating costs, along with capital cost repayment, will be off-set by revenues generated through the parking fees.

**Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

The River Landing Parkade is nearing completion, and there is current discussion with the contractor EllisDon regarding how to open the Parkade prior to opening the rest of Remai Modern. Following EllisDon's handover of this area, and once occupancy and life-safety requirements for the Parkade are met, the parkade operator and the City will need at least two months after that date to outfit the Parkade. The expectation is to have the River Landing Parkade available for public use in early winter.

The Administration will review parking fees with the operator six months after Parkade opening. If a change in fees is warranted (as anticipated in Attachment 1), a report will be provided to City Council at that time.

**Public Notice**

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

**Attachment**

1. River Landing Parkade Operations Overview

**Report Approval**

Written by: Jill Cope, Project Manager, Environmental and Corporate Initiatives  
Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives  
Clae Hack, Acting General Manager, Asset & Financial Management  
Randy Grauer, General Manager, Community Services  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

## River Landing Parkade Operations Overview

### Operating Hours

The Parkade is estimated to open late December 2016/early January 2017. The operating hours will be 7 a.m. – midnight, seven days a week. There will be no overnight parking due to security protocols and cleaning operations.

### Parking Options

The Parkade will have both hourly/day/evening parking (~78 spots), and monthly permit parking (~77 spots). Pay stations will serve the hourly/day parkers. There will be scramble parking for monthly parkers and no reserved spots. There will also be a mobile phone payment app option for customers.

### Pay Stations

For convenience of the customer, there will be six pay stations, three located on each floor of the Parkade. The machines will take either cash or credit card payments. They will be pay and display machines, where a customer purchases a parking stub at the pay station, and places it upright on their dashboard showing the time allowed to park. This method of parking is preferred for this particular location as the Parkade serves unique parking needs including a significant number of events where attendees are all leaving at the same time and desire a fast through-put of customers to efficiently clear the parkade at the end of each event. This type of machine makes it fast for customers to complete transactions; it also aids with the efficiency of enforcement.

### Parking Fees

The City sets the parking rates and operating hours in consultation with the Preferred Proponent, benefitting from the knowledge and experience of the Proponent. The City reserves the right to change the rates and operating hours at any time (GST included in all rates). Initial fees are:

- Hourly: \$2 each hour, from 7:00 a.m. to 6:00 p.m., seven days a week (weekdays/weekends/stat holidays).
- Daily: flat rate of \$8, from 7:00 a.m. to 6:00 p.m., seven days a week (weekdays/weekends/stat holidays).
- Evening: flat rate of \$5, from 6:00 p.m. to midnight, seven days a week (weekdays/weekends/stat holidays).
- Monthly: \$150 each month, 7 a.m. to 6:00 p.m., seven days a week (weekdays/weekends/stat holidays).

The proposed fees are intended to be attractive to provide an incentive for customers to use this new Parkade. Neither the Preferred Proponent nor the City can predict what demand or usage may be as this facility provides a new market. There will be day time users, as well as different night time users, plus it will fluctuate based on the seasons. The fees are also reflective of what the market will bear and what surrounding lots are charging; to note, on-street parking is free after 6:00 p.m. and on Sundays/stat holidays. In addition, since it is anticipated that the Remai Modern won't open for another six

months after the Parkade opens, there won't be that customer base to draw on at the Parkade. Therefore, based on these factors and professional advice provided by the experience of the Preferred Proponent in running parkades:

- The \$2 an hour mirrors what is charged for on-street parking.
- The day rate of \$8 will be applied for weekdays/weekends/stats, thus keeping it uncomplicated and easy to remember.
- The evening rate is \$5, which is comparable to other night time rates in nearby lots.
- The monthly rate is priced to be an introductory special for the first six months after the Parkade opens to get customers in the door, and will be clearly communicated to customers as such. When the Parkade opens, it will be winter time, so a heated underground parkade should be attractive to customers.
- The City and the Preferred Proponent will monitor usage, supply and demand. These parking rates will be guaranteed for the first six months of Parkade operations, reviewed at that time, and if warranted, a phased-in rate increase may be implemented. Monthly permit purchasers will be informed at the time of purchase that rates could go up after six months/one year of operations, and will be given a month's notice each time.

<i>All fees include GST</i>	<b>Opening</b>	<b>At 6 months</b> (a review will be conducted and if usage is high, new rates enacted)	<b>2<sup>nd</sup> year</b> (a review will be conducted and if usage is high, new rates enacted)	<b>3<sup>rd</sup> year</b> (a review will be conducted and if usage is high, new rates enacted)
<b>Monthly Permit</b>	\$150	\$175	\$200	Possibly \$210
<b>Daily</b>	\$8	\$10	\$10	\$12
<b>Evening</b>	\$5	\$5	\$8	\$8
<b>Hourly</b> (will match the on-street rates)	\$2	\$2	\$2	\$2

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## **Inquiry – Councillor R. Donauer (June 27, 2016) Street Sweeping Program – Priority for School Zones**

### **Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:  
That the Administration be directed to sweep school zones during the priority street blitz and neighbourhood curb-to-curb program, following the development of a comprehensive safety strategy.

### **Topic and Purpose**

The purpose of this report is to provide the committee with a recommendation for increasing the priority of completing street sweeping in school zones.

### **Report Highlights**

1. In 2016, the areas within posted School Zones within Saskatoon neighbourhoods were swept separately, in the evening, from June to July. This was implemented to reduce the risk of having heavy equipment near students during school hours.
2. Multiple options were considered by Administration to increase the priority of school zone street sweeping based on the values of efficiency, cost, schedule, quality and safety.
3. The most efficient and effective method for sweeping schools zones is to remove the restriction of sweeping during school zone hours. This leads to the highest quality of final product; however, due to the high traffic in school zones and the exposure of children, a detailed safety strategy is required.

### **Strategic Goals**

This report supports the Strategic Goals of Moving Around and Quality of Life by ensuring citizens can enjoy clean streets as quickly as possible. This report also supports the Strategic Goal of Continuous Improvement by studying alternative methods to current operations.

### **Background**

The following inquiry was made by Councillor R. Donauer at the meeting of City Council held on June 27, 2016:

“Would the Administration please report on the possibility of amending the Street Sweeping Program so that school zones are given higher priority, and not left until the end of the city-wide neighbourhood sweep. Specifically, report on the possibility of having a school zone swept on the same day as the surrounding neighbourhood, perhaps that same evening.”

The Administration is currently completing the program close out for the spring 2016 Street Sweeping Program and is in the process of investigating opportunities for continuous improvement.

## **Report**

### Current School Zone Street Sweeping

In 2016, the area within the posted School Zones within Saskatoon neighbourhoods was swept separately, in the evening, June 6 to July 21 – Monday to Thursday from 8 p.m. to 6 a.m. This was implemented to reduce the risk of having heavy equipment near students during school hours.

New signs for night street sweeping were posted in advance and non-compliant vehicles were ticketed and relocated.

Some concerns with sweeping this area separately from the blitz and curb-to-curb sweeping include the debris can be tracked onto completed streets, and leaving neighbourhoods feeling incomplete.

### Options to Increase Priority of School Zone Street Sweeping

The primary objectives of studying alternative methods to complete the street sweeping program in school zones focused on school zones being given a higher priority, and not being completed at the end of the curb-to-curb sweep program. After considering a number of possible options, three were evaluated:

1. Remove the restriction for street sweeping equipment working in the area during school zone hours and complete the sweeping as part of both the priority street blitz and during the residential curb-to-curb program.
2. Extend the street sweeping blitz program and perform a special school zone sweep before starting the Business Improvement Districts and the North Industrial curb-to-curb sweeps.
3. Return each night after the neighbourhood curb-to-curb sweep and complete the affected school zones.

These alternatives were evaluated based on valued criteria including the cost of the program, the efficiency of the program, schedule impacts, quality of work, and safety.

### Suggested Changes to the School Zone Restriction

Based on these values, Option 1 is the best candidate for meeting the primary objectives. Completing the school zones as part of the regular blitz would get them done early in the season and sweeping them again during the neighbourhood curb-to-curb sweep ensures that minimal materials are tracked in and out of the school zones. This option would reduce costs by approximately \$240,000 and improve the Administration's ability to achieve the overall schedule on time. A comprehensive safety plan will be required including, but not limited to, sweepers being restricted to 5km/h and that the work be performed outside of peak pick-up and drop-off times.

Extending the blitz to complete school zones before the curb-to-curb sweep would reduce costs from the current program but would add scheduling complexities for the

blitz program. Further, completing this work ahead of the adjacent curb-to-curb sweeping will result in more material tracking into the school zone, leading to a lower quality of cleaned street in and around school zones.

Returning each night to complete school zones would reduce the amount of material tracked in and out of the school zones resulting in better quality than current programs; however, not as high as completing Option 1. This process would require additional sign crews and would extend the sweeping schedule; regular night work such as Business Improvement Districts and the North Industrial area would be delayed. This alternative would cost more than current operations due to increased mobilization and demobilization of crews.

### **Options to the Recommendation**

City Council could direct the Administration to implement Option 2 or 3 or to report back with other alternatives.

### **Environmental Implications**

The recommendation reduces the environmental impact of greenhouse gas emission by reducing equipment travel time. It would also provide a slight increase in air quality in school zones by removing winter street sand earlier than current operations.

### **Communications**

Changes to the program will be communicated as part of the overall street sweeping communications plan.

### **Financial**

Options 1 and 2 would provide savings and can be deployed within the current level of funding in the street sweeping program. The sweeping program is continually under budget pressure, and implementation of Option 1 would be considered a significant process improvement that would help enable the City to achieve current schedule and cost objectives. Option 3 would result in additional operational costs and would need a detailed estimate to complete, should the alternative wish to be pursued.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

Administration will continue to monitor the effectiveness of the program through annual close out reports. Should these parameters change for a prolonged period, another feasibility study will be conducted.

### **Public Notice**

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

**Inquiry – Councillor R. Donauer (June 27, 2016) Street Sweeping Program – Priority for School Zones**

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**Report Approval**

Written by: Barrett Froc, Acting Manager of Logistics and Procurement  
Written by: Russ Munro, Director of Water and Waste Stream  
Reviewed by: Eric Quail, Acting Director of Roadways & Operations  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS RM – Inq – C Donauer (Jun 27-16) Street Sweeping – Priority for School Zones



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## **Inquiry – Councillor C. Clark (May 24, 2016) Calcium Chloride Application Program for High Traffic Gravel Lanes and Public Driveways**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide an update and information on the possible expansion of dust mitigation in gravel lanes for the City of Saskatoon.

### **Report Highlights**

1. The current dust palliation (mitigation) program treats 5.3 lane kilometres with Calcium Chloride (CaCl) to minimize dust on select gravel roads within City limits.
2. The cost for dust palliation is between \$1.80 and \$2.00 per square metre for CaCl application, which equates to \$6,600 to \$7,300 per lane kilometre.
3. The Administration will continue to investigate service level criteria options and will report prior to the 2017 Business Plan and Budget deliberations.

### **Strategic Goals**

This report supports the Strategic Goal of Quality of Life by minimizing the impact of gravel roads on residents. This report also supports the Strategic Goal of Continuous Improvement by studying alternative methods to current operations.

### **Background**

The following inquiry was made by Councillor C. Clark at the meeting of City Council held on May 24, 2016, in part:

“Would the Administration please report on options for expanding the Calcium Chloride application program to provide service for high traffic gravel lanes and public driveways (such as the access road to Gabriel Dumont Park). I would request the information include costs per lane km of applying CaCl, as well as possible criteria for determining the eligibility of a lane for CaCl.”

### **Report**

#### **Current Application Program**

Roadways & Operations uses Calcium Chloride (CaCl) to minimize dust on select gravel roads within City limits; 5.3 lane kilometers are addressed through the current budget. City staff pre-spray locations with water prior to the CaCl application, which is

performed by contractors. This approach improves performance of the product application.

#### Location Selection Criteria

The current program includes, 33<sup>rd</sup> Street West, 8<sup>th</sup> Street East, 8<sup>th</sup> Street West to Gabriel Dumont Park, Weldon Ave, and Range Road 3044. The Administration is currently working to find out what other municipalities use for criteria when selecting roadways to treat. Possible factors could include:

- Speeds greater than 60km/h,
- Average daily traffic,
- Number of residents impacted by potential dust,
- Adjacent land use; and
- Pedestrian and bike traffic

Traffic counts are not known for all lanes in the City and the current lane databases do not include the number of residents or adjacent land uses.

#### Maintenance Program Costs

Currently, the City pays between \$1.80 and \$2.00 per square metre for CaCl application. This works out to a cost per lane kilometre between \$6,600 and \$7,300.

#### **Environmental Implications**

The expansion will impact the environment with increased greenhouse gas emissions from expanded use of equipment for more dust mitigation. In addition, there is the potential for more CaCl to enter the river after a rainfall or during applications through the storm water system.

#### **Financial Implications**

Financial implications will be included in the next report on this topic, which will be submitted to the Standing Policy Committee on Transportation prior to the 2017 Business Plan and Budget deliberations.

#### **Other Considerations/Implications**

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

#### **Due Date for Follow-up and/or Project Completion**

A further report will be submitted prior to the 2017 Business Plan and Budget deliberations.

#### **Public Notice**

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

**Inquiry – Councillor C. Clark (May 24, 2016) Calcium Chloride Application Program for High Traffic Gravel Lanes and Public Driveways**

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**Report Approval**

Written by: Russ Munro, Director of Water and Waste Stream  
Reviewed by: Eric Quail, Acting Director of Roadways & Operations  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS RM – Inqu – C Clark (May 24-16) Options – High Traffic Gravel Lanes and Public Dways

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## **Inquiry – Councillor C. Clark (May 24, 2016) Utility Cut Patching Process and Options for Resurfacing Cuts**

### **Recommendation**

That the Standing Policy Committee on Transportation recommend to City Council:  
That the Administration be directed to continue with their improvement program for addressing utility cuts as outlined in this report.

### **Topic and Purpose**

The purpose of this report is to provide information on the current strategies being employed by the Administration to better address utility cuts and provide options for more aggressive treatment of utility cuts.

### **Report Highlights**

1. The Administration has completed a process improvement process for addressing utility cuts, which has led to significant improvements to service levels.
2. The current backlog of utility cuts is expected to be repaired by the end of August 2016.
3. The City's approach to utility cuts will continue to be monitored and improved.

### **Strategic Goals**

This report supports the Strategic Goal of Moving Around by reducing the disruption to citizens caused by utility cuts. This report also supports the Strategic Goal of Continuous Improvement by implementing improvements to current operations.

### **Background**

The following inquiry was made by Councillor C. Clark at the meeting of City Council held on May 24, 2016, in part:

“Would the Administration provide a report on the utility cut patching process and options for establishing a more efficient/aggressive program for resurfacing utility cuts after they have been excavated.”

Utility cuts are excavations cut into the road, sidewalk, or adjacent property to access a buried utility. These cuts can be ‘shallow utility cuts’ when they are accessing utilities such as natural gas, power, or telecommunications. Alternately, “deep utility cuts” occur when water distribution, sewer collection, or storm sewers are accessed. Due to the broad amount of infrastructure impacted by utility cuts, a number of areas of the Administration and other organizations are involved with utility cuts.

## **Report**

### Strategies Implemented

Previously, the reporting, tracking, and repair of utility cuts were handled by several divisions within the Administration, depending on the type of utility cut and who had made the original cut. Administration worked across several divisions to develop a five point strategy which includes:

- Quality of repair,
- Fair value for repairs and maintenance,
- Improved tracking and reporting;
- Reducing the backlog volume; and
- Continuous improvement

Measures taken to improve the City's approach to utility cuts included:

- Development of an online reporting tool for utility cuts, and continued work on consolidating the previous lists of cuts into a single database to ensure no cuts are missed.
- Development of new standards and procurement of new equipment to support efficient and effective repair of utility cuts. This improved the quality of the finished product, and required significant changes to construction methods by both the City and contractors.
- A contract was competitively tendered to reduce the backlog of utility cuts in the spring which also allowed Administration to ensure that fair value was being charged for utility cut maintenance and repair.
- An Engineering Technologist was hired to inspect utility cuts to ensure that required quality is being met, and that cuts are not being missed. Costs are recovered from the various Utilities that cause the cuts.
- Both contractors and City crews have been directed to complete repairs of cuts on the same or next day during months where asphalt is available, presenting citizens with a complete job and only one traffic disruption.

The Administration continues to explore new methods and technologies to improve the timeliness and quality of utility cut repairs. A detailed report, Utility Cut Strategies, outlining the current utility cut management process and new strategies undertaken since 2015 has been developed and will continue to be updated as new processes are implemented.

### Expected Repair Timeline for Backlog

With the current improvements to the strategies, it is estimated that all backlog utility cuts from the winter will be completed by late August, and then crews (City and contractor) will be following new cuts the same or next day, weather dependent. It is Administration's intention to have no backlog of cuts going into the 2016-2017 winter.

### Next Steps

Administration will continue to monitor and improve quality measures in all aspects of the utility cut maintenance and patching process. Work quality, improved internet

## **Inquiry - Councillor C. Clark (May 24, 2016) Utility Cut Patching Process and Options for Resurfacing Cuts**

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mapping and reporting applications, and the potential use of technology to support complete repairs during winter months, are three areas that remain under review.

Process or standard changes will be explored with a complete life cycle assessment and pilot study before implementing as standard practice.

### **Options to the Recommendation**

City Council could direct the Administration to take a more aggressive approach to addressing utility cuts.

### **Environmental Implications**

The recommendation does not change the current environmental impact of the work completed. The new strategies do reduce the number of road closures required may reduce greenhouse gas emissions related to traffic delays but this effect has not been measured.

### **Communications Implications**

Communications on the new processes have gone out to citizens by way of media conferences, public service announcements, and the weekly Building Better Roads updates. The Administration will continue to communicate through these channels as the program improves. Administration also informed contractors, via letter, in advance of the changes in the program as they are a major stakeholder in utility cuts.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

Administration will continue to monitor its progress on utility cuts and employ continuous improvement strategies for cut repair. Further improvements to the utility cut program will be communicated through updated Roadways levels of service reports.

### **Public Notice**

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

### **Report Approval**

Written by: Russ Munro, Director of Water & Waste Stream  
Reviewed by: Eric Quail, Acting Director of Roadways & Operations  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS RM – Inq – C Clark (May24, 2016) Utility Cut Patching and Resurfacing

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## **Inquiry – Councillor D. Hill (April 25, 2016) - Free Transit Access - Saskatoon Police Service and Saskatoon Fire Department**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide information for offering transit service, at no cost, to uniformed members of the Saskatoon Fire Department and the Saskatoon Police Service.

### **Report Highlights**

1. The practice of allowing uniformed individuals from the Saskatoon Police Service to ride Saskatoon Transit at no charge has been informally in place for a number of years.
2. The expansion to include the Saskatoon Fire Department and a more formal continuation of this program with the Saskatoon Police Service will assist in creating a positive perception of safety and security for Saskatoon Transit riders.

### **Strategic Goals**

This report supports the Strategic Goal of Moving Around, including the 4-Year Priority to change attitudes around public transit and increase Saskatoon Transit ridership. This initiative also supports the Strategic Goal of Quality of Life, including the long-term priority to reduce and prevent crime.

### **Background**

The following inquiry was made by Councillor D. Hill at the meeting of City Council held on April 25, 2016:

“Would the Administration please report on the possibility of Saskatoon Transit’s providing free access to all members of the Saskatoon Police Service and the Saskatoon Fire Department who are wearing their uniform or some agreed upon clothing of some nature that indicates that they work at either of the two departments.”

### **Report**

The practice of allowing uniformed individuals from the Saskatoon Police Service to ride Saskatoon Transit at no charge has been informally in place for a number of years. Although not widely utilized, the expansion and continuation of this program will yield positive results for Saskatoon Transit, the Saskatoon Police Service and the Saskatoon

Fire Department. The presence of the Saskatoon Fire Department and the Saskatoon Police Service members will assist in creating a positive perception of safety and security for transit riders. Furthermore, this program will create opportunities for members of these services to engage within the community.

### **Communication Plan**

An internal communications plan will be developed in collaboration with the Saskatoon Police Service and the Saskatoon Fire Department to determine the optimal communication channels and to establish agreed upon processes and procedures. Following this, front line Transit staff will be notified of these changes and the proper protocol to provide free transit service. These groups will utilize internal tools such as the email, internal notices and the intranet to inform officers, firefighters and transit operators.

### **Financial Implications**

There will be some forgone revenue associated with this agreement. This value will be based on the number of rides offered. This is expected to have a minimal impact on lost Transit revenues as these values are currently not captured.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

Follow-up will depend on the direction of City Council.

### **Public Notice**

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

### **Report Approval**

Written by: Mike Moellenbeck, Operations Manager, Saskatoon Transit  
Reviewed by: James McDonald, Director of Saskatoon Transit  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department



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## **Inquiry - Councillor D. Hill (April 25, 2016) - Creation of City Centre Six-Month Transit Pass**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated August 16, 2016, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide an update on the possibility of offering a six-month City Centre Transit Pass to residents traveling to work in the City Centre.

### **Report Highlights**

1. Administration continues to work through a possible process and costing strategy that would be required to offer a six-month City Centre Transit Pass to residents traveling to work in the City Centre.
2. Administration is reviewing the current ticketing system to determine how a six-month City Centre Transit Pass would be administered.
3. The work is expected to be complete and ready to be reported on in the first quarter of 2017.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around, including the 4-Year Priority to change attitudes around public transit and increase Saskatoon Transit ridership.

### **Background**

The following inquiry was made by Councillor D. Hill at the meeting of City Council held on April 25, 2016:

“In an effort to increase ridership and relieve the parking pressures in downtown Saskatoon, would the Administration please report on creating a City Centre 6-month Saskatoon Transit pass for all employees who work in the City Centre. City Centre to be defined by the boundaries of the river, Idylwyld Drive, and 25<sup>th</sup> Street or Queen Street (consideration for City Hospital and SaskTel Call Centre parking pressures).

The Administration would recommend the best way to administer the application process so that it is simple as possible. Ideas to consider are to have limited number of intakes such as specific days of each month, quarterly, or twice a year. I would encourage requiring a current pay stub with the address of the employer confirming City Centre employment at initial application and with every renewal. Passes would be sold in 6-month non-refundable intervals. Passes should be of substantial financial savings compared to monthly parking rates. I would encourage the

Administration to consider an initial value of exactly double the U-Pass' cost for six months."

### **Report**

Administration is working on determining the guidelines and processes required to offer a six-month pass for residents traveling to work in the City Centre. Saskatoon Transit will need to work with the current ticketing system to determine the viability of a six-month pass and the distribution process through retailers.

Administration is reviewing the cost and other implications this program may have and will provide a report with the plan when it is complete. Saskatoon Transit will also be investigating the potential impact this pass could have on the current ECO Pass program, which is being utilized by some employers located in City Centre. Administration will also continue to investigate similar programs offered by other municipalities in Canada and the United States to determine best practices and lessons learned.

### **Communication Plan**

Should Saskatoon Transit move forward with a six-month City Centre Transit Pass, a marketing and communications plan will be developed to target employers and individuals working in the City Centre.

### **Financial Implications**

Financial implications will be included in the subsequent report.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

Administration estimates that the work will be complete in the first quarter of 2017.

### **Public Notice**

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

### **Report Approval**

Written by: Hidayat Ullah, Accounting Coordinator, Saskatoon Transit  
Reviewed by: James McDonald, Director of Saskatoon Transit  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department