



AGENDA
REGULAR BUSINESS MEETING OF CITY COUNCIL

Monday, October 27, 2014, 1:00 p.m.
Council Chamber, City Hall

Pages

- 1. NATIONAL ANTHEM AND CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Minutes of Regular Meeting of City Council held on September 29, 2014**
 - 3.2 Minutes of Special Meeting of City Council held on October 20, 2014**
- 4. PUBLIC ACKNOWLEDGMENTS**
 - 4.1 CUPE 59/City of Saskatoon Joint Scholarship – 2014 Kyra Mazer and Annalise Hanson [File CK. 150-5]**
- 5. UNFINISHED BUSINESS**
- 6. QUESTION PERIOD**
- 7. CONSENT AGENDA**

Recommendation

That the Committee recommendations contained in the reports of Items 7.1 to 7.19, be adopted as one motion.

7.1	Saskatoon Fire Department – Civic Service Review [Files CK. 115-13 x1703-FR and CP. 1703] (EU&CS)	7 - 68
7.2	Waste Handling Civic Service Review [Files CK. 7830-1 x0116-1 and CP 0116-003] (EU&CS)	69 - 75
7.3	Communications to Council – Nicola Tabb – September 10, 2013 – Proposed Establishment of a 33rd Street Area BID [Files CK. 1680-6 and PL. 1680-7] (Fin)	76 - 86
7.4	Property Tax Deferral Program for Low-Income Seniors [Files CK. 1930-1 and AF. 1965-1] (Fin)	87 - 111
7.5	Inquiry – Councillor T. Paulsen (January 21, 2013) – Review Clause – Zoning Bylaw – Regulations for Care Homes [Files CK. 4350-62 and PL. 4350-1] (PD&CS)	112 - 115
7.6	Antenna Systems Policy Review [Files CK. 230-2 and PL. 185-3-6] (PD&CS)	116 - 144
7.7	Servicing Agreement – Black & McDonald Limited and Red Rock Properties [Files CK. 4110-8 and TU. 4111-23] (PD&CS)	145 - 165
7.8	Special Event Policy Review [Files CK. 1870-15, 2-05-1 and RS 1802-12-2] (PD&CS)	166 - 186
7.9	Inquiry Councillor P. Lorje (May 5, 2014) – Billboards Along Circle Drive and Other High-Speed Roadways [Files CK. 4350-13 and PL. 4205-6-2] (PD&CS)	187 - 192
7.10	3rd Avenue Streetscape Project Update and City Centre Plan – Implementation and Priority Strategy (Riversdale Streetscaping Plan) [Files CK. 4130-12, 4110-1, 4125-4 and PL. 217-46] (PD&CS)	193 - 198
7.11	Vacant Lot and Adaptive Reuse Incentive Program 926 – 9th Street East [Files CK. 4110-45 and PL. 4110-71-41] (PD&CS)	199 - 203
7.12	Saskatoon Fire Department Uniform Station Wear [File CK. 1000-1] (PD&CS)	204 - 206
7.13	Proposed Naming and Renaming Requests – Naming Advisory Committee [Files CK. 6310-1 and PL. 4001-5-2] (PD&CS)	207 - 263
7.14	Downtown Housing Incentive –Wycliffe Condominium Corporation – 523 3rd Avenue North [Files CK. 750-4 and PL. 4130-27] (PD&CS)	264 - 268

7.15	Building Better Roads – 2014 Year-End Review [File CK. 6315-1] (TR)	269 - 273
7.16	Inquiry – Councillor P. Lorje (June 18, 2012) – Possibility of Installing Traffic Circle Avenue H and 17th Street [File CK. 6350-1] (TR)	274 - 280
7.17	2015 Neighbourhood Traffic Management Reviews [File CK. 6320-1] (TR)	281 - 285
7.18	Parking Metre Upgrade Project – Status Update [File CK. 6120-3] (TR)	286 - 292
7.19	Bicycle Program Update (Cycling Advisory Group Membership, Active Transportation Plan Terms of Reference, Cycling Program Initiatives) [Files CK. 6000-5 and 5300-5-5] (TR)	293 - 300

8. REPORTS FROM ADMINISTRATION AND COMMITTEES

8.1 Asset & Financial Management Department

8.1.1	Authorization to Borrow – External Borrowing Utilities – Capital Projects [Files CK. 1750-1 and AF. 1750-1]	301 - 303
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Recommendation

That the CFO/General Manager, Asset and Financial Management Department, be authorized to accept the terms of a \$25 million, one- to ten-year serial debenture sale from the City of Saskatoon's fiscal agency, subject to the appropriate Borrowing Bylaw.

8.2 Community Services Department

8.2.1	Award of Contract – O2 Planning + Design Inc. for the Development of the Regional Plan [Files CK. 4250-1; PL. 4250-4]	304 - 310
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Recommendation

1. That, on behalf of the Saskatoon North Partnership for Growth, the award of the development of the Saskatoon North Partnership for Growth Regional Plan to O2 Planning + Design Inc., for a total of \$649,902 (excluding 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.

8.2.2 Award of Contract – Comprehensive Downtown Parking Strategy 311 - 319
[Files CK. 4130-1 x6120-5; PL. 4130-22-7]

Recommendation

1. That the team led by BA Consulting Group Ltd. be awarded the contract for the Comprehensive Downtown Parking Strategy (Capital Project No. 1572) for a total of \$179,920, including applicable PST; and
2. That the City Solicitor be requested to prepare the necessary agreement for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

8.3 Corporate Performance Department

8.4 Transportation & Utilities Department

8.4.1 Construction of Interchanges - Boychuk Drive & Highway #16 and McOrmond Drive & College Drive (Highway #5) [Files CK. 6330-1; TS. 6120-3] 320 - 323

Recommendation

1. That a budget adjustment in the amount of \$1 Million be approved for Capital Project #2016 – Boychuk Drive & Highway #16; and
2. That a budget adjustment in the amount of \$1 Million be approved for Capital Project #2017 – McOrmond Drive & College Drive (Highway #5).

8.4.2 Broadband Wireless Communication System – Award of Contract [Files 6250-1; TS. 6250-1] 324 - 327

Recommendation

1. That the proposal submitted by ENCOM Wireless Data Solutions for the Broadband Wireless Communication System at a total estimated cost of \$93,762.68 (including GST and PST) be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

8.4.3 Civic Operations Centre – Award of Request for Proposals [Files CK. 600-27; CC 600-1; CS 600-2] 328

The above-noted report of the Transportation and Utilities Department is to be considered following approval of Asset and Financial Management Department's report "Civic Operations Centre - Intent to Borrow" on City Council's October 27, 2014 Public Hearing Agenda.

- 8.4.4 Capital Project Funding Reallocation and Idylwyld Drive over Ruth Street Rehabilitation Design Award [Files CK 6050-1; TU 6050-104-05]** 329 - 331

Recommendation

1. That a budget adjustment of \$200,000 be made to Capital Project #2267 – Idylwyld Drive Freeway over Ruth Street;
2. That the budget adjustment of \$200,000 be funded from the Bridge Major Repair Reserve;
3. That the proposal submitted by ISL Engineering and Land Services for the design and construction services for the Idylwyld Driver over Ruth Street Rehabilitation at a total estimated cost, to an upset limit of \$189,921 (including tax), be approved; and
4. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

8.5 Office of the City Clerk

8.6 Office of the City Solicitor

- 8.6.1 Proposed Amendments to Bylaw No. 9178, The School Division Property Tax Bylaw, 2014 [File CK. 1905-5]** 332 - 333

Recommendation

That City Council consider Bylaw No. 9225, *The School Division Property Tax Amendment Bylaw, 2014*.

8.7 Standing Policy Committee on Environment, Utilities And Corporate Services

8.8 Standing Policy Committee on Finance

8.9 Standing Policy Committee on Planning, Development And Community Services

8.10 Standing Policy Committee on Transportation

- 8.10.1 Capital Project #2407 – IS North Commuter Parkway and Traffic Bridge – De-Scoping Ladder [Files CK. 6050-10 x6050-8]** 334 - 340

Recommendation

That the information be received.

8.11 Executive Committee

8.12 Other Reports

9. INQUIRIES

10. MOTIONS (NOTICE PREVIOUSLY GIVEN)

10.1 Traffic Flow – North Industrial Area (Councillor R. Donauer) [File CK. 6320-1]

Councillor Donauer provided the following Notice of Motion at the Regular Business Meeting of City Council held on September 29, 2014:

TAKE NOTICE that at the next Regular Business meeting of City Council I will move the following motion:

That the Administration report to Council regarding:

- the possibility of acquiring the abandoned rail spur line between 45th and 46th Street, from Warman Rd to Millar Avenue;
- the possibility of adding a road at that location, to connect Millar Ave and Warman Rd for all types of vehicle, pedestrian, and bike traffic;
- if full vehicle access is not desired, the possibility of allowing only right in/right out access from Warman Rd;
- and if full vehicle access is not desired, the possibility of a new road being "one way" to allow eastbound access from the North Industrial to Warman Road to assist with the flow of traffic at Circle Drive North and Millar Avenue, to assist with traffic flow into and out of the North Industrial Area, and to facilitate pedestrian and bike traffic between the North Industrial Area and adjacent residential communities.

10.2 Missing and Murdered Indigenous Women (Councillor M. Loewen) [File CK. 100-10]

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**Request to Speak – Darlene R. Okemaysim-Sicotte and Myrna LaPlante

Councillor Loewen gave the following Notice of Motion at the Regular Business Meeting of City Council held on September 29, 2014:

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

That Saskatoon City Council join with voices in our community calling for an inquiry on missing and murdered indigenous women.

11. GIVING NOTICE

12. URGENT BUSINESS

13. IN CAMERA SESSION (OPTIONAL)

14. ADJOURNMENT



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Saskatoon Fire Department – Civic Service Review

Recommendation of the Committee

1. That the information be received; and
2. That a report outlining the proposed fee for services be prepared for City Council to consider during the 2015 Business Plan and Budget Review.

History

At the October 14, 2014, Standing Policy Committee on Environment, Utilities and Corporate Services meeting, a report of the General Manager of Corporate Performance, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of General Manager, Corporate Performance Department [File CK. 115-13, x CK. 1703-FR and CP. 1703]

Fire - Cover Report to Council

Saskatoon Fire Department - Civic Service Review

Recommendation

1. That this report be forward to City Council for information.
2. That a report outlining the proposed fee for services be prepared for City Council to consider during the 2015 Business Plan and Budget Review.

Topic and Purpose

The purpose of this report is to provide summary of the findings and recommendations from the Saskatoon Fire Department's Civic Service Review (CSR). Improvements in process and operations identified in this summary will improve service to citizens.

Report Highlights

1. The CSR identified a number of operational recommendations with a potential ongoing annual savings of \$4.9M, including
2. An analysis of future station deployment resulted in the reduction from four future stations to two over the next 10 years with an anticipated savings of over \$11M.
3. The needs of a growing community have resulted in the mandate of the Saskatoon Fire Department (SFD) increasing as reflected in Bylaw 7990.
4. A review of the current staffing model validates the SFD meets the NFPA standard and is consistent with leading practices in fire departments across Canada.
5. External influences such as current construction and densification methods continue to reaffirm the best practice response times.

Strategic Goals

This report supports the Strategic Goal of A Culture of Continuous Improvement. Process improvements focus on identification of root cause issues and innovative and creative solutions that will provide optimal service improvements. The SFD supports the Strategic Goal of Quality of Life by enhancing the safety of the citizens as well as those providing the service.

Background

City Council, at its meeting held on December 3 and 4, 2013, approved the Continuous Improvement Strategy which includes the following three components:

- Annual Civic Service Reviews - an operational review process to find ways to control expenditures and to seek efficiencies in the delivery of municipal programs and services.
- Internal Process Reviews - focus on identifying and removing redundancies and waste within existing processes to increase efficiencies in civic operations.
- Building capacity in the corporation through innovation coaches and empowering employees.

Civic Service Reviews follow a three-step approach:

- Current State - Identify the current process so there is a common understanding of how the service is currently being delivered.
- Future State - Using the “Blank Sheet of Paper” approach, put aside what the City is currently delivering, and define how the service will be delivered in the most effective and efficient way possible to meet citizen expectation.
- Gap Analysis - Identify the change in resources required to deliver the new service in comparison to the current service and identify the savings.

While not one of the three Council adopted Civic Service Reviews, the Saskatoon Fire Department began an internal continuous improvement review in February 2014 to identify opportunities for improvement in operational, training and administrative efficiencies.

This review was a collaborative effort between Saskatoon Fire Department management and IAFF Local 80, the union representing the Saskatoon Firefighters. It was important to have staff commitment and buy-in to the review to ensure changes are internalized by the Department.

Report

The Saskatoon Fire Department Continuous Improvement Initiative Report (Attachment 1) shows short and long term operational and administrative recommendations with a potential savings of \$16.8M.

Operational Review Identifies \$4.9M of Potential Ongoing Annual Savings

SFD reviewed all of the divisions within the department and identified a number of opportunities to improve the efficiency and effectiveness of the department. These included overall operational effectiveness (i.e. alarm bell response and station deployment).

The review also identified a number of opportunities for fee for service charges. A report will be prepared outlining the recommended fees and the impact of charging these fees to citizens. The report will be tabled with City Council for consideration during its 2015 Business Plan and Budget Review.

Station Deployment Analysis Results in Anticipated Long-term Capital Savings of \$11M

One of the reviews that was done was Fire Department Deployment Analysis. Predictive modelling identified the relocation of future sites resulting in the need for fewer stations netting an anticipated capital savings of \$11M. This capital savings is accompanied by future operating impact savings of \$3.6M. SFD is confident that this adjustment to deployment continues to meet NFPA best practices.

Mandate of the Saskatoon Fire Department (SFD) has Grown in Order to Better Support the Community

At its inception, the primary objectives of the SFD focused on fire prevention and fire suppression and this still holds true today. The key area that needs enhancement is the continued training in order to manage the complex needs of a changing city. Over the past few decades the roles and responsibilities of the Fire Service have increased in scope to meet these needs. The CSR included a review of existing services and confirmed that these services continue to be relevant for our community.

Current staffing model meets the NFPA standard and is consistent departments across Canada

The Saskatoon Fire Department's current staffing model allows the department to meet the NFPA 1710 guidelines and not jeopardize the responders any more than the inherent risks already encountered by crews. The staffing numbers needed to meet this minimum Standard Operating Procedure is approximately 1.34 FTE's per position. The industry best practice used by the SFD, and departments across Canada, takes into consideration annual leave, overtime, sick time, accommodations, and staff vacancies.

External influences Continue to Reaffirm the Best Practice Response Times

Technological changes in building materials and present construction practices have led to an entirely new form of hazard facing the fire service. This hazard presents itself in light weight construction and the contents within the structure. The contents carry three times more heat energy than the classic style materials. With fire growth being exponential it will more than double in size each minute it is allowed to burn.

This method of construction and densification is predominant in Saskatoon and these conditions are anticipated to continue in the future. SFD needs to consider these external influences and adjust operations and training accordingly. Rapid response times are imperative to ensure the fire service can continue to safely protect citizens and their property.

Communication Plan

The communication plan focused on internal communication with staff about the purpose and process for the review and provided an opportunity for internal stakeholder input.

Citizen satisfaction with SFD continues to remain high. The annual Civic Survey once again reported that the citizens rate the importance and level of satisfaction with the SFD as high. Measurables of the success of the fire service is the level of safety and security perceived by the citizens. These levels are attained by the ever-increasing opportunity for public contact and engagement. It is statistically proven that investment of reasonable portions of the budget into education and prevention activities contributes to effective results.

Financial Implications

The short and long-term recommendations in this report have identified the potential for \$16.8M in savings. Future operating and Capital budgets will be prepared based upon the findings in this report.

Other Considerations/Implications

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

Due Dates for Follow-up

A report will be presented to City Council during the budget presentations which will provide information and recommendations on fee-for-service proposals.

Public Notice

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

Attachment

1. Saskatoon Fire Department – Continuous Improvement Initiative Report

Report Approval

Written by: Dan Paulsen, Fire Chief
Reviewed by: Kim Matheson, Director, Strategic and Business Planning
Catherine Gryba, General Manager, Corporate Performance
Approved by: Murray Totland, City Manager



To the Future

Saskatoon Fire Department Continuous Improvement Initiative



Saskatoon Fire Department
September 2014

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Message from the Fire Chief

The Saskatoon Fire Department is responsible to provide emergency response and protection for nearly 100 billion dollars' worth of taxable buildings and assets. This value has recently been growing by 1 billion each year. The fire service is at a pivotal point in its history and there is opportunity to increase the effectiveness of our department while keeping our focus on staff safety and community service.

The Saskatoon Fire Department looks forward to refining its current community impact across a spectrum of services directed to finding new efficiencies and opportunities for the department and the citizens of Saskatoon. One way to accomplish this will be to leverage the workload analysis of fire department personnel as identified by RAND¹.

Beginning in March of 2014, at the direction of Civic Administration, the Saskatoon Fire Department undertook a program that would address the City of Saskatoon's strategic priority of Continuous Improvement in order to be able to embrace the 21st century. Saskatoon's Strategic Plan identifies **A Culture of Continuous Improvement** as one of the goals, with the vision of Saskatoon being the best-managed city in Canada.

The Continuous Improvement (CI) Strategy is a corporate-wide approach to ensure that the delivery of services to citizens is done in the most effective and efficient way possible. While CI process will continue to be a work in progress as it is implemented, the strategies developed will be continually evaluated as to their effectiveness. This experience gained within the Fire Department will also help to increase knowledge, understanding and create ownership for continuous improvement within the corporation.

Firefighter and civilian safety remain the highest priority throughout the application of the CI process and as a result, the recommendations contained in this report continue to support best practices, taking into consideration current and future risks.

In the past, a firefighter has been able to take on multiple roles. Firefighting, vehicle extrication, and dangerous goods responses were just some of the tasks every firefighter would be expected to respond to. With increasing complexities in vehicles and the expanding fields of dangerous goods etc, we can no longer expect all staff to be proficient in all areas. Specialized training is required to successfully mitigate these more complex incidents safely as we look to the future and how we provide service to a future city of 500,000 citizens.

The latest Civic Services Survey identified Fire Protection as a key strength and the public gave the fire service the highest corporate satisfaction rating (p.27). As the Saskatoon Fire Department moves into the future, we will increase proactive community engagement which will elevate community safety while maintaining the effective response model that presently exists.

As we analyzed the data gathered during the CI process, we continually used this thought to guide our process:

"If you always do what you always did, you will always get what you always got."

1. The RAND Corporation did a study of Fire Department deployment policies which tie available resources to their distribution and movement in "Fire Department Deployment Analysis"

Executive Summary

Municipal governance sets fire protection service levels within a community. Examining public demands, insurance needs and the best practices of other similar communities also shapes Fire Service levels. The proposed level of service is then balanced against the requisites of labour law and standards such as Occupational Health and Safety, and industry practices such as the National Fire Protection Association (NFPA).

The report shows that the present level of service and staffing is based on best practice and provides the correct elements of safety response required and meets the populace needs for protection. The deployment analysis used here shows that the plan for development of future fire protection should be changed to increase life safety while providing a significant cost saving. This would be done by relocating future construction and will result in the elimination of two stations. Adoption of this plan represents an overall capital saving of over 11 million dollars and an annual operating saving of 3.6 million. It also shows that the efficiencies that can be discovered through the evaluative and collaborative steps of:

- Deployment analysis
- Staff allocation and assignment
- Revision of training programs and specialty services
- Response configuration review
- Service reviews

The strategic plan of the City of Saskatoon emphasizes the importance of safety for both citizen and staff. Successfully meeting the challenge of this qualitative measure described in the plan makes a vibrant and safe community possible. Two of the goals outlined in this plan, Quality of Life and Continuous Improvement, are heavily reliant on an effective and engaged fire service in order to realize these objectives. Long after a citizen or neighborhood has received emergency services, many of the outcomes of the emergency response, such as tangibles of property and asset loss, can be measured. However, there is an additional qualitative component to emergency response that is difficult to measure. These emergency services intangibles would be the indirect costs associated with a community's loss in productivity, social wellbeing and overall confidence in the future. We believe citizen confidence will continue as highlighted in the 2014 Civic Services Review. The Saskatoon Fire Department will continue to deliver a safe, best practices service level.

With the tremendous change in building construction and content, the dynamics of fire fighting is changing. With response time becoming more and more critical due to these, long term strategies will need to be implemented. These will include:

1. This first CI effort has identified actual and potential savings of approximately **\$16.8 million** over both long and short term initiatives.
2. Civic Facilities have identified that three fire stations (#3, #4, #5) having reached the end of their service life. With this forehand knowledge it is recommended that a complete deployment analysis be completed by a third party to consider alternate locations based on demographics and long term city growth.

3. Development of a dedicated training facility that will see training capacity to meet the challenges of the new fire dynamics and support the corporate initiatives of multiple civic departments as suggested in this report.
4. Direct continued working relationships with our internal departments, Local 80, Saskatoon Health Region, Emergency Management and Fire Safety and many other organizations moving to a common goal of community service.

The Saskatoon Fire Department has a proud history of serving Saskatoon and with these initiatives can continue do so in an efficient and effective manner into the future. Below is a brief reference guide to the Saskatoon Fire Department's **Continuous Improvement Initiatives**. These initiatives have been developed after conducting a thorough review of the department. The intent is to continue to evaluate and "fine tune" these initiatives as the Saskatoon Fire Department continues to move forward.

Summary of Proposed Continuous Improvement Strategies

#	Status	Description	One Time \$	Ongoing \$	Page #
1	Implemented	Sharps pick up		6,200	21
2	Implemented	New overtime arrangement		15,000	21
3	Implemented	Cancelled road tests		14,400	21
4	Implemented	Altered response configuration to Alarm Bells		7,000	23
5	Pending	Purchase "Move up Programming"		6,000	24
6	Implemented	Transition to 120 primary care paramedics		21,500	26
7	Pending	Consideration of lift assist fee	63,000 ^①		26
8	Pending	Re-staff all fire stations as per the breakdown in Table 6.	efficiency	efficiency	27
9	Pending	Adopt Fire Marque		250,000	28
10	Pending	Re-locate present Hampton Fire Station to Elk Point for 2016 / 2017	5,650,000 (capital) ^②	1,800,000 ^②	30
11	Pending	Requesting sale land for Stonebridge fire location 2017/2018	5,600,000 (capital) ^②	1,800,000 ^②	31
12	Pending 2015	Fire managed Attendance Support Program		37,700	31
13	Pending	Realignment of Training Division	Working with Local 80		32
14	Pending	Allow FSI's to work follow Operations day shifts and facilitate a mentorship program	Working with Local 80		33
15	Pending	Explore Efficiency / Revenue streams available to the SDC in all areas of training			34
16	Pending	Realign some 8175 with the new Corporate Bylaw Department		650,000 ^③	35
17	Pending	Fee for service amendment		1,600	37
18	Pending	Fee for service for multiple false alarms		75,000 ^①	39
19	Pending	Fee for service for file searches.		15,000	39
20	Pending	Fee for the service of issuing a Fireworks Vendor Permit.		1,500	40
21	Pending	Fee for the service of issuing a Pyrotechnics Fireworks Permit.		500	41
22	Pending	Update current amount of fee's identified in Bylaw 7990.		12,500	42
--	December 31, 2014	One time deferral of Capital reserve	600,000 ^④		No Ref
--	December 31, 2014	Annual average return to general revenue due to typical operating procedures		179,700 ^⑤	No Ref
--	Pending	Create new service agreements within the mutual aid call response areas of Saskatoon		30,000	No Ref
Total Savings			\$11,913,000	\$4,923,600	

- Note: There will be follow up reports to Council for fee for service change requests at 2015 Budget review. These C/I initiatives are #'s (7,17,18,19,20,21,22).

Description of Proposed Financial Savings

This table describes how the department will benefit from these savings. There are five types of department savings defined below. Each CI Strategy is placed next to the appropriate definition.

①	Potential short term as values are considered unsustainable through public compliance.
②	The relocation of the two proposed fire stations will result in a an overall savings in both Operating and Capital.
③	This estimated savings is a result of a non- ask for realignment of staffing within fire prevention.
④	The one time deferral and capital was made possible by consideration of apparatus service life and the change in replacement of a full aerial apparatus with the smaller multipurpose ladder unit by 2019
⑤	The annual average return is a result of the operating budget based on staffing allocations on an annual basis and savings in major repair expenditures

Department History

Saskatoon was founded as a Temperance Colony in 1882. As Saskatoon grew through the first three decades it went from reservoirs, buckets and horses to its' first piece of motorized apparatus in a unionized professional department in 1909. From the beginning the primary objective of the Saskatoon Fire Department was to:

- a) Prevent fires from starting.
- b) Prevent fire loss of life and property in case fire does start
- c) Confine fire to the place of origin
- d) Extinguish the fire

This set of original priorities has not changed, even as the city has grown to its present size of 256,000. The personnel of the Saskatoon Fire Department clearly understand the serious nature of those objectives. Since its inception, 19 members of the Saskatoon Fire Department have fallen in the line of duty performing these four objectives. The names of those firefighters are memorialized at #6 Fire Station.



Until 1990, fire response was the primary role of this service. At that time, and well before the formal concept of Continuous Improvement, the Saskatoon Fire Department looked to the future needs of our growing community. Because of that vision the department took on a wide range of specialties in order to support the community. These specialties range from all forms of rescue, emergency medical and

hazardous materials situations and are now part of civic bylaw. With these skill sets in the fire service, citizens, contractors and companies can live, build and produce knowing that the appropriate resources are available to meet their personal needs, required safety plans and Provincial Occupational Health and Safety Standards.

Current Department Conditions

The Saskatoon Fire Department is responsible for emergency planning and response to mitigate all incidents of concern within the City of Saskatoon and surrounding Rural Municipalities that are covered by applicable service agreements. The Department's responsibility to enforce the above initiatives is mandated through both the Fire Prevention Act 1992 (soon to be the Fire Safety Act) and the Emergency Planning Act. The responsibilities of the Saskatoon Fire Department are then enabled through the Cities Act and the Saskatoon Bylaw 7990 within Part II Section 4, codified June 18 2012, to include:

- Fire suppression
- Fire prevention and inspections
- Fire investigations
- Educational programs
- Airport fire and protective services
- Water rescue
- Tactical rope rescue
- Vehicle extrication
- Structural collapse,
- Confined space entry
- Trench rescue
- Rapid intervention rescue
- Dangerous goods emergency service
- Pre-hospital emergency medical service

Based on the RAND study, fire suppression can be described as having two distinct forms. The first being the 'potential for loss creates a latent demand (often called potential demand) for fire protection. Fire companies must be available to respond in case a fire occurs. Second, when fires actually occur, latent demand is converted into realized demand—events that (in principle) require the fire department to respond and put the fires out. (RAND,1988).'

An audit report conducted by Robert Prosser & Associates in January of 2005 states that "in our opinion, Saskatoon Fire department substantially meets the requirements of National Fire Protection Association (NFPA) Standard 1710."

NFPA 1710 defines the requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by career fire departments to protect citizens and the occupational safety and health of fire department employees. The general overview of the standard outlines that the first arriving apparatus should be on scene in four minutes 90% of the time after the receipt of the alarm. The total compliment of staff needs to be 16 after 8 minutes 90% of the time.

However, within that audit, it was also noted that the departments minimal staffing of four firefighters per apparatus on a fire scene is compensated by the number of apparatus able to respond to fire alarm which meets the minimum requirements. The table below outlines the response times found for 2013. It must be noted that as the city

grows the ability of all the peripheral stations to meet this time line will become increasingly difficult.

Hall	Apparatus	Response
1 Hall	Engine 10	2:23
	Engine 12	2:32
	Engine 13	2:25
	Ladder 1	1:50
2 Hall	Engine 21	2:46
	Engine 22	3:23
3 Hall	Engine 3	3:21
4 Hall	Engine 4	3:47
5 Hall	Engine 5	2:40
6 Hall	Engine 6	3:03
	Rescue 6	3:34
7 Hall	Engine 7	3:26
8 Hall	Engine 8	2:44
	Ladder 8	1:48
9 Hall	Engine 9	3:02

Table 1

Finally, by following the best practices of NFPA Standard 1710 as listed above, the Saskatoon Fire Department is also in compliance with the Saskatchewan Occupational Health and Safety “Code of Practice for Fire Fighters”.

I. Deployment Analysis

The Department currently operates 12 front line engines and two aerials out of nine fire stations. Ideally each apparatus is staffed with five personnel to allow for annual leave, training, illness etc. with a minimum staffing level of four per apparatus. The minimum shift staffing for the tour of duty is 56.

In 2013 crews responded to 11071 emergency and non-emergency calls, see figure 6 on page 16, not including inspection activity or community engagement events

There are 280 staff members who work for the SFD in the fire suppression division and the remainder of the divisions including Prevention bring the full time employee total to 334.

Compton and Granado stated in the (2nd Edition, International City Management Association, Municipal Management Series, 2002) that the tasks of an engine company at an incident are considered to reach 100% efficiency when using a five person crew. Apparatus efficiency will fall to 65% with a four person crew, and then reduced again to 38% if a three person crew is utilized. The SFD has by Standard Operating Procedure (SOP) identified that a 4 person crew will be the minimum staffing for an apparatus comprised of one officer and three firefighters. Studies conducted on departments that utilize three person crews reveal that there is a 56% increase in the injury rate of responders and as indicated above a dramatic drop in the engine company’s ability to complete tasks. A 2010 report in the National Institute of Science and Technology on Residential Fire ground Field Experiments (p14) not only corroborated the staff safety previously quoted, but apparatus staffed with a 4 person crews were also shown to increase civilian rescue efficiency to 80%. The conclusion of this author is that a 4 person crew as outlined in the Standard Operating Guideline is validated.

The Saskatoon Fire Departments current staffing model allows the department to meet the NFPA 1710 guidelines and not jeopardize the responders any more than the inherent risks already encountered by crews. The staffing numbers needed to meet this minimum Standard Operating Procedure is approximately 1.34 FTE’s (Full Time Equivalents) per position. The industry best practice used by the SFD, and departments across Canada, takes into consideration annual leave, overtime, sick time, accommodations, and staff vacancies. When applied to the SFD this formula results in a

department profile of 13 apparatus x 4 positions x 4 shifts x 1.34 = 278.7 FTE's. Figure 1 describes the five year department average staff level based on these numbers.

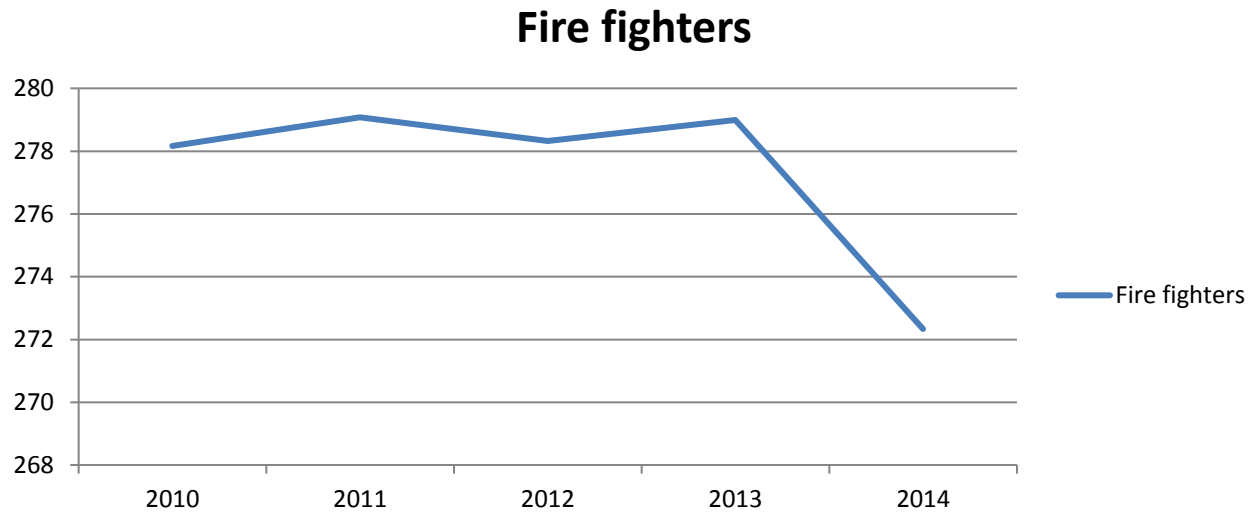


Figure 1

There are presently nine stations covering the city as outlined in Figure 2. There are two more stations in the planning stages that will see one in Elk Point and the other in the Holmwood Business sector. With the current densification and construction styles seen in any modern city, it is important for the Saskatoon Fire Department to maintain the current average response times of four minutes in order to meet its core value of protection for the citizens of Saskatoon and the prevention of conflagration (a large destructive fire).

Given the current densification and construction styles in North American cities, rapid response times are imperative to ensure the fire service can continue to safely protect citizens and their property. New material technologies and present construction practices have led to an entire new form of hazard in the fire service. This hazard is light weight construction and the contents of the properties. The contents carry three times more heat energy than the classic style materials. With fire growth being exponential it will more than double in size each minute it is allowed to burn.

Previous construction styles up until the late 70's using dimensional lumber could be considered structurally stable under fire load for up to 20 minutes. The new light weights are now failing in less than six minutes. The National Research Council of Canada recently identified the toxins rendered from these contents will lead to non-survivable conditions within the structure in less than five minutes.

This is then compounded by the proximity of structures within the new neighbourhoods, with no exterior fire separation. This was evident in the MacEwan Park fire in Edmonton where over 100 residences were consumed by fire in only hours.



This method of construction and densification is predominant in Saskatoon and continues to be our future. This is another reason why we have to consider these external influences and change how we do the business of protecting life and property. It will take more training and the continued practice of timely response.

A future consideration that should be evaluated is residential sprinkler systems.

Though sprinklers will not replace the fire service, it will allow the firefighters the opportunity to succeed in controlling the fire to the room of origin rather than jeopardizing the neighbourhood as outlined above.

The geographic boundaries of the Department include the entire corporate limits of the City of Saskatoon and through special response agreements, the rural municipalities of Corman Park, Blucher, Vanscoy, portions of the RM of Dundurn and the Whitecap Dakota Sioux First Nation



Figure 2 (Appendix 1a) illustrates the current response time averages for each current fire station in the city. These time benchmarks meet the corporate 'best practice' mandate by adhering to the NFPA 1710 response recommendation of four minutes travel time or six minutes from receipt of alarm.

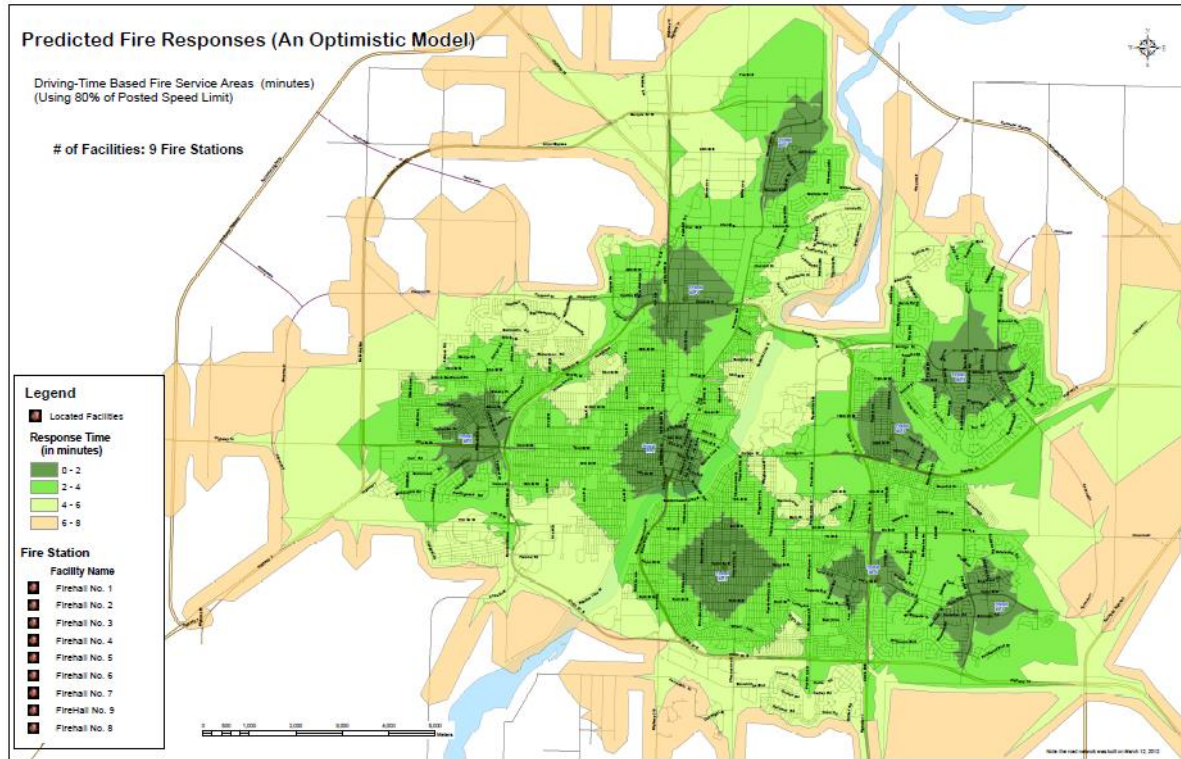


Figure 2

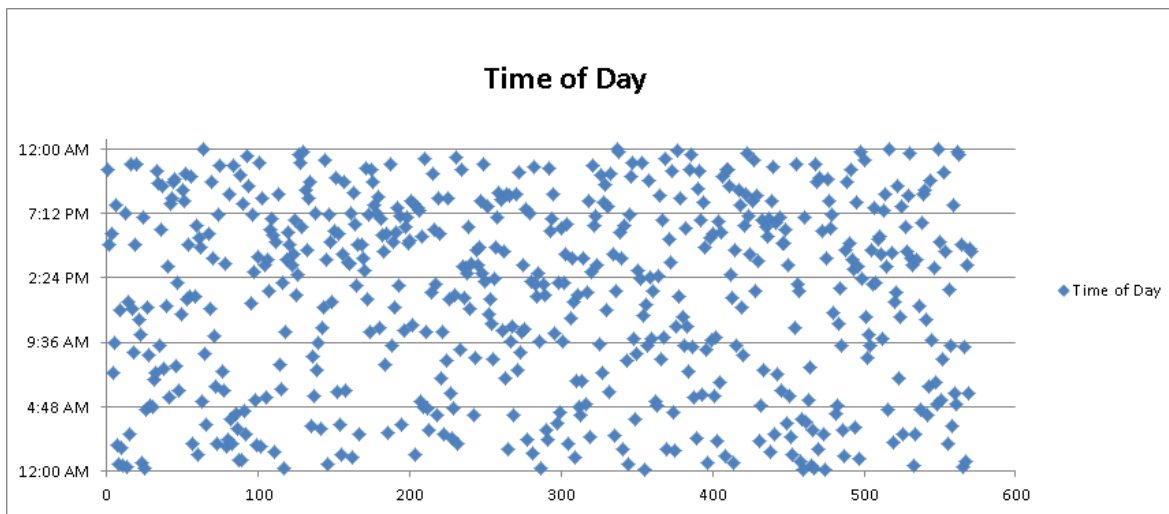


Figure 3

Bottom numbers represent number of structure fires

Figure 3 represents 568 structure fires in Saskatoon over a seven year period. As indicated by the tabulated data there is no apparent pattern to the occurrences as to time of day and associated risk.

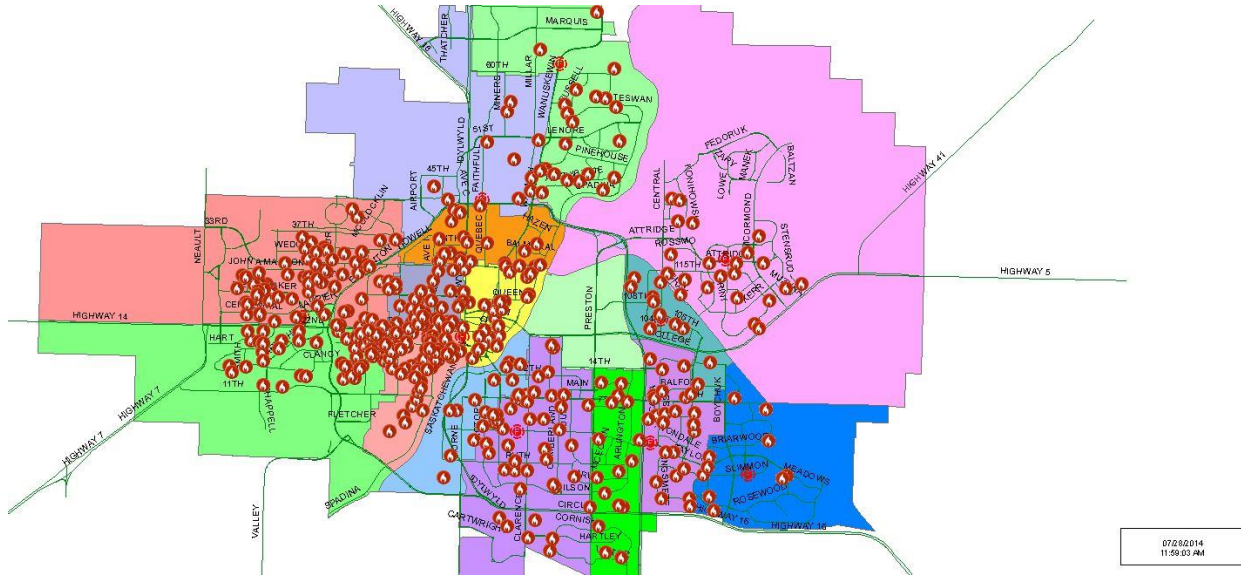


Figure 4

Figure 4 shows the locations of the previously mentioned 568 structure fires overlaid on the City of Saskatoon. There is a noted concentration on the west side of the river in the downtown area, but a general dispersion of incidents is visible. This represents structure fires only and is not indicative of the over 36,000 other emergencies attended. Table 2 outlines the breakdown of the other common response types.

Type of Call	Number of Calls
Motor Vehicle Collision	6002
Hazardous Materials	3348
Outside fires	3007
Emergency medical responses	<u>24,262</u>
Total	36,619

Table 2

Despite the documented frequency of the department’s timely response to working fires and related emergency incidents it is important to note that the Saskatoon Fire Department is actively engaged in more than just traditional fire related calls for service. In 2013, the SFD responded, on average, 30 times a day for a total of over 11,000 calls for service.

In describing the present service levels firefighter per capita is not a benchmark statistic but one of trending. As seen in figure 5 there has been a 40% increase in the resident to firefighter ratio over the last four decades. The growth of Saskatoon has been unprecedented in Canada and capacity within the Department is being challenged. Of these challenges training is one of the hardest hit areas.

As mentioned earlier, we can no longer expect the firefighter to be a master of all trades. The complexity of incidents is increasing due to technological advances and this is in all facets of the fire trade. The advancements in building construction have seen the structural stability compromised by the effects of fire and heat in less than seven minutes. Comparatively, buildings from the 1960’s were considered stable under the same impacts for as long as 25 minutes.

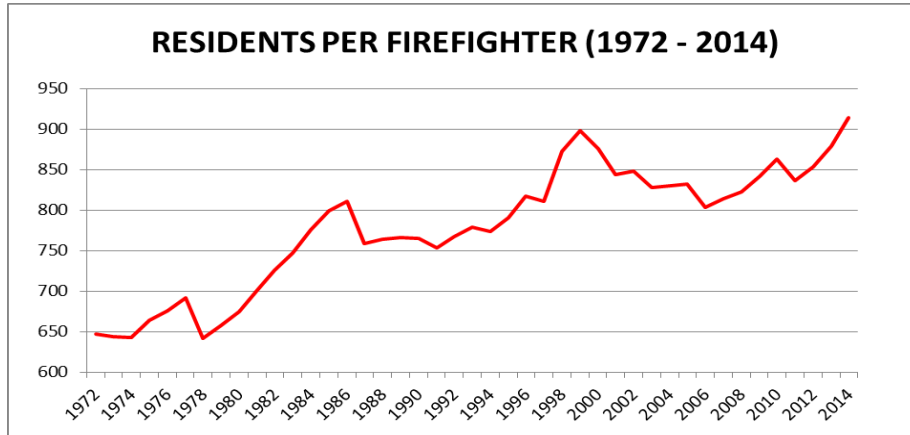


Figure 5

Reducing infrastructure cost through densification is part of the future landscape, but urban Greenfield development will still create extended response times. Due to this, a timely response is still the preferred point of service measurement.

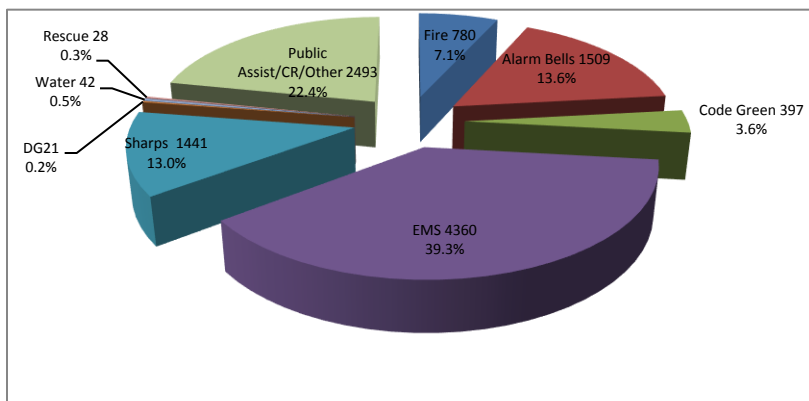


Figure 6

Figure 6 provides an overall breakdown of call types for the 2013 reporting period.

II. Workload Analysis

Apparatus movement is not a true indicator of departmental effectiveness. The insurance industry has stated that the effectiveness of the fire service is based on availability of resources, and that those resources must be available more than 90% of the time. However, not all measures of department effectiveness are quantifiable. The perception of the citizen regarding the protective services available to them from their local fire station is that there will be sufficient resources available in that station, to respond to their immediate needs, whenever the need arises.

A study conducted by the RAND Corporation entitled *Fire Department Deployment Analysis: A Public Policy Analysis Case Study* indicates that “in most localities fire companies spend less than five percent of their time actually responding too, or working at, alarms. The rest of the time they provide insurance against catastrophe and loss of life by being available and close by when fire occurs” (Walker et al, 1981).

The statistics that have generally been referred to as incidents are no more than a recording of the activity of the apparatus, not the effectiveness of the task accomplished.

A true benchmark is an end result showing a reduction in civilian injury, firefighter injury and property loss. Our City is experiencing a high quality of life through safety initiatives of the fire service. The workload analysis needs to reflect both the emergency response and the community contact or “insurance” time that occurs annually and statistically compare that to the previously identified benchmarks.

A compilation study of the SFD’s workload to emergency response was conducted and indicated the average workload at 4.5% compared to the national average of 5%. This places the fire department in a positive position to continue to engage the community in proactive safety initiatives and still exceed the traditional spectrum of emergency service needs of the community. The continuous improvement initiative that the Saskatoon Fire Department has undertaken will see the re-deployment of staff in both the operations and prevention divisions to further enhance the departmental mandate of a safe community. Establishing the base line for 2015 will allow the measurables to be evaluated into the future.

Community Engagement

Measurables of the success of the fire service is the level of safety and security perceived by the citizens. These levels are attained by the ever-increasing opportunity for public contact and engagement.

Still recognizing the need to have properly trained staff and funding for fire extinguishment, it is statistically proven that you can invest reasonable portions of the budget into education and prevention activities and see effective results. This portion of the document will describe the present involvement of Saskatoon Fire with the community and the intent, through the continuous improvement process, of enhancing these programs and increasing the opportunity for community contact.

A present example is the Saskatchewan Rental Housing Supplement Program that has fire inspectors evaluating up to 1040 properties ensuring accommodations are safe to rent and live in. This initiative has seen a 46% drop in fires for this type of occupancy.

I. Current Program Review

This section describes current community engagement programs. This section is divided up into five areas of engagement, A) Fire Prevention, B) Emergency Measures, C) Public Education, D) Department Community Programs, and E) Department support of community events.

Department engagement with these programs is related to the workforce and deployment analysis. Opportunities to implement Continuous Improvement initiatives within the current Community Engagement Programs will be discussed in a later section.

A. Fire Prevention

Presently the Saskatoon Fire Department has a Prevention Division is comprised of 12 full time staff headed by the Fire Marshal who manages the day- to- day activities of the division. Fire Prevention is responsible for fire prevention through the Cities Act, relying on Bylaws 7990 and 8175. The Fire Prevention Officers have been divided into two specialty groups. The first group focuses its activities on Fire Prevention /Investigation while the second group works with issues related to Property Maintenance and Safety. Increases in the property maintenance concerns have made it difficult to proactively address the life safety issues that accumulate within both divisions.

Since 1996, the Fire Prevention Division has facilitated, and will continue to lead the Saskatoon Fire Department, with excellent community safety initiatives. At that time, City Council passed the Property Maintenance and Occupancy Bylaw No.7400 for the purpose of controlling fire, safety and nuisance hazards on properties. Since then the Saskatoon Fire Department has undertaken several inspection and enforcement activities. In addition, our Department established a Safety and Property Maintenance Hotline to receive complaints/concerns on a 24-hour basis.

In March 2001, the Saskatoon Fire Department embarked on a program to deal with problems associated with safe housing in Saskatoon, with emphasis on housing issues in the core area and the area surrounding downtown

Since May 1st, 2001, two Fire Inspectors were assigned to deal solely with issues specific to Safe Housing initiative on a full-time basis. The two original Fire Inspectors recognized the need to create the Safe Communities Task Force. This initiative grew quickly and the necessity to coordinate inspections with other agencies, This partnership grew to include the Saskatoon Police Service and Public Health Inspectors to deal with these complex or unique situations.

Bylaw No. 7400 was repealed and the Property Maintenance & Nuisance Abatement Bylaw No. 8175 was enacted in 2003 with the purpose of ensuring properties are properly maintained to a level that does not affect the safety, health and welfare of people or the amenity of a neighbourhood. The Division has seen a seen a growth in the call volume from the inception at 300 complaints per year to the current 3000 per year.

The Safe Communities Task Force now meets quarterly but also networks on issues that might arise at any time.

B. Emergency Measures

Another function of the SFD enhances safety the citizens of Saskatoon through the Saskatoon Emergency Measures Organization (EMO). Governance for Saskatoon's EMO comes from the Saskatchewan Emergency Planning Act which mandates the existence of a municipal EMO, The EMO committee and an emergency planning bylaw (Saskatoon Bylaw 7269). Saskatoon EMO relies on two specific committees to fulfil its mandate. The Emergency Planning Committee consists of the City Manager, General Managers, Police Chief, Fire Chief and the Director of Media Relations. The EMO Sub Committee is composed of specific Directors within the City of Saskatoon, as well as management personnel from certain external organizations that have a role to play in disaster response. The primary external organizations attending the Sub Committee

include the Saskatoon Health Region, the University of Saskatchewan, the Canadian Red Cross and both the Public and Catholic School Boards.

The scope of responsibility for EMO includes activities related to civic disaster preparedness, response, recovery and mitigation. Day to day operations for EMO include the administrative support required for preparedness and mitigation activities while also maintaining a 24/7 disaster response and recovery capability. An additional duty recently added to the EMO portfolio is corporate Business Continuity Planning. In addition to facilitating disaster management within the City of Saskatoon, EMO must remain actively engaged with multiple jurisdictions and all levels of government. An example of this activity was the 2012 Exercise Domino. Domino was conducted over a period of seven days and was attended by 60 external organizations representing the Federal, Provincial and private sector. This ambitious exercise was primarily funded by the SFD with some financial support from both the provincial and federal emergency organizations. In addition to its regular duties, EMO was tied to the planning for Exercise Domino for 2 years. In the six months leading up to Domino, the Director of Emergency Planning exchanged more than 1500 emails and phone calls with representatives from participating organizations.

C. Public Education

The Department delivers quite a number of public education programs. Fire Safety education to elementary aged children and senior citizens remains a major focus for two reasons.

- 1) Statistics from the NFPA report “Demographics and other characteristics related to fire death” show young children and older adults are most vulnerable to fire death, and
- 2) These age groups most commonly request, attend and learn from fire safety presentations.

The department also has two programs which are unique to its operational mandate. After the Fire program sees firefighters from the neighbourhood station delivering fire safety packages to the surrounding homes within 72 hours of a devastating fire. Area residents have told us that they appreciate receiving concrete information about the cause of the fire and relevant fire safety information. Since we started the program we have distributed approximately 6,000 packages to 43 Saskatoon neighbourhoods affected by a fire incident.

Program FireStop is the voluntary, education-based program for juvenile fire setters used to stop fire play and prevent future fire-related incidents. The program accepts referrals from families, schools, fire department staff, police, social services and concerned citizens.

The Saskatoon strategic plan identifies the goal of developing ‘age-friendly initiatives to enhance quality of life as people age.’ One of the demographics that is particularly vulnerable are our senior citizens. SFD staff work with the Council on Aging and the Saskatoon Health Region to build new strategies and continue with in-house fire safety education. Examples of these collaborations include:

- Safety oriented ‘Seniors Fairs’ by Community Relations staff to residents of seniors’ condominium associations.

- Emergency planning presentations by EMO staff to residents of seniors' condominium associations.

D. Department Community Programs

Urban Camp is a program facilitated by Saskatchewan Corrections in which the SFD is recognized as a Community Sponsor. The Urban Camp mandate is to provide meaningful work for offenders without taking employment opportunities away from the general public. The Urban Camp objective is to assist the community sponsors with their projects so that they can achieve a standard of quality at each respective worksite. Examples of work done for the SFD by Urban Camp is mowing boulevards, clearing accessible sidewalk crossings and picking up litter along areas that are not under any other service agreements.

Introduced in 2005, the goal of the Saskatchewan Rental Housing Supplement Program, formerly known as the Home First Program, is to improve the overall standard of rental properties in Saskatoon. The program assists clients of Social Services by having rental accommodations inspected. As of December 2013, the Saskatoon Fire Department has completed 6,616 inspections of rental properties which would not normally have had an inspection prior to creation of the Program. All inspected properties are entered into the Provincial database to identify properties meeting minimum safety and health standards. Under the agreement with the Ministry of Social Services, the SFD conducts an average of 20 inspections per week at a cost of \$80.00 per inspection. The City's current Agreement with the Ministry of Social Services is for the period of one year and is continually reviewed.

Youth Works provides training and employment to young offenders, to help them re-pay victim(s) of their crimes. Potential youth are referred by youth workers from the Department of Corrections and Public Safety, Saskatoon Tribal Council, Saskatoon Community Mediation Services, or the John Howard Society. They assist in garbage removal collected by the Urban Camp, lane pickups and remediation of graffiti on public property.

E. Support of Community Events

Saskatoon Fire Department provides ongoing support to many community events. For most of the events, organizers simply request the appearance of on-shift operational staff to arrive at a designated time in an apparatus. However, the department also regularly supports events that require more active involvement. Support for either type of request is difficult with the current staff operational workload.

A few of the annual and high profile events supported by the Department are as follows:

- For the past 23 years, the Department supports L80 members who volunteer at the BRIT tournament by providing EMS and communications equipment, for the duration of the B.R.I.T tournament.
- Personnel from the Department annually attend the SGI Safety Fair where they set up a tent to hand out Fire Safety information to the public.
- The Department also provides support to the annual Fireworks Festival. This popular event is attended by as many as 50,000 people. The EMO coordinates (and attends) the event along with three full fire crews manning apparatus and staff for two boats patrolling the river.

- The Canada Remembers Airshow by positioning members from the Operations Division onsite during the events to provide for fire suppression and safety services.
- The Department has recently taken a more active role in the event planning in the city by developing and administering the Event Emergency Policy and providing risk assessments for each community event within the City of Saskatoon.

Continuous Improvement Strategies

The Saskatoon Fire Department is poised to move in a direction that is suited to a large growing city. The following section describes the reorganization that will improve operational, training and administrative efficiencies. Each area of improvement will be immediately followed by the department's Continuous Improvement recommendation. There is a tabulated CI summary located on page 43.

I. Operational Recommendations

A. Fire Suppression

A number of recommendations relating to the various divisions within the fire department are outlined in the next section. However, the Fire Operations Division received the majority of the attention in the Continuous Improvement process. This focus on operations is in line with the statement from Leonard Matarese, Director of Research and Project Development ICMA (International City Managers Association) Center for Public Safety Management that managers should evaluate areas "where the highest costs are incurred and, thus, the highest potential of overall cost reduction" resides (Sundvall, 2014).

In 2002, the ICMA also stated in "Managing Fire Services" that at least four and often eight or more firefighters, under the supervision of officers, "should respond to fire suppression operations." Further, ICMA also said that, "If about 16 trained firefighters are not operating at the scene of a working fire within the critical time period, then dollar loss and injuries are significantly increased, as is fire spread."

Based on these statistics, the Corporate NFPA 1710 audit, OH&S safety audits and the Insurance Industry we found that the SFD is currently staffed to meet the scope of service as outlined in Bylaw 7990.

The department then began looking at the services it was providing and began working through many alternate delivery models, which over time would result in a more efficient department with an enhanced safety record.

In the late 1990s, the SFD began supporting a safety initiative within the Health Region to pick up discarded sharps in residential neighbourhoods. On average a fully staffed apparatus responded 1,500 times annually. Our statistics show that 90% of the sharps are in the area of our downtown station (#1 fire hall). A trial was conducted dispatching a lone staff member from an aerial ladder crew in a decommissioned inspector's vehicle when calls were within Station's No 1, 2 and 4 District. To date, this initiative has been working well and will continue into the future.

CI Recommendation 1: Implemented. Anticipated annual savings \$6,200.00
Staff members from Station 1 apparatus are temporarily re-assigned to a passenger vehicle to conduct sharps pickup.

Article 13c of Local 80's Collective Agreement identifies what a staff member is paid when called back for an incident. Through an MOU staff are now allowed to either take time in lieu of pay for overtime worked or pay.

CI Recommendation 2: Implemented Anticipated annual savings \$15,000.00
MOU implemented to allow overtime to be taken as time or pay.

As a result of an external audit in 1982, the department has conducted monthly high-speed road testing of apparatus as a part of a preventative maintenance initiative. However, when manufacturers were consulted about the program as part of the CI process, they suggested this was an outdated practice and recommended its immediate cessation.

CI Recommendation 3: Implemented Anticipated annual savings \$21,000.00
The practice of routine road tests has been discontinued.

An evaluation was conducted of response to automated alarm systems. The SFD Dispatch Centre receives reports of alarms generally two ways:

An **Alarm level 1** is used when alarm bells are initiated in an apartment or other high life hazard occupancy. Typically, even if our dispatcher makes phone contact with an occupant of the building, other than the caretaker, we continue code red, full general response. (Three engines, Ladder Truck and Battalion Chief)

Alarm Level 1 Response Percentages

False/Unintended Activation	87.04% (262)
Unidentified Cooking Odors	5.31%(16)
Pot on Stove	4.32%(13)
Sprinkler Flow (no fire)	2.32%(7)
Smoke Condition	0.66%(2)
Structure Fire	0.32%(1)

Table 3

A Divided Alarm Response occurs when an alarm system is initiated within a building and is reported to our dispatch by a proprietary alarm monitoring company. In a Divided Alarm no contact with an occupant or representative of the building is made so the lead apparatus is sent code red and all others code green. As a matter of standard operating procedure we also dispatch a divided response

when an alarm is received from a hospital called in by their switchboard operator. A Code Red response is lights and sirens in emergency response. Code Green is non-emergent

In 2013 SFD responded to 301 **Alarm Level 1** (Code Red full general) calls.

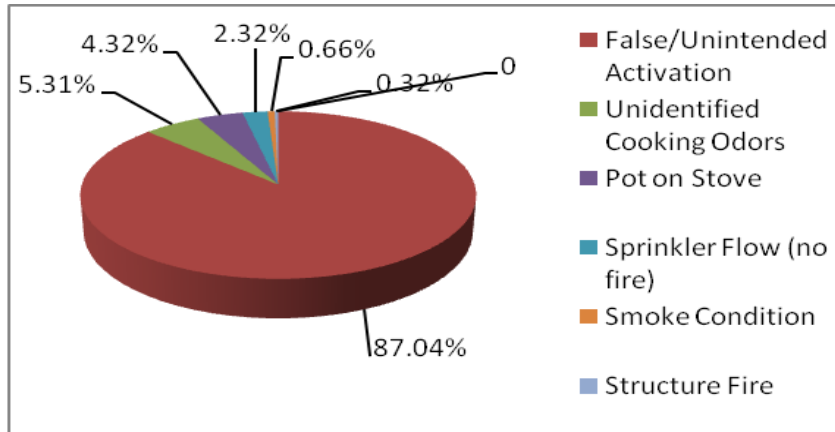


Figure 7

Divided Response Percentages

False Alarm	63.7% (770)
Pot on Stove	26.9% (325)
Sprinkler or Water flows	5.8% (70)
Smoke Condition	2.9% (35)
Unidentified Odors	0.5% (5)
Structure Fires	0.2 (3)

Table 4

Table 4 shows that during this same reporting period, SFD responded to 1208 **Divided Alarm Responses** (sent via Alarm Company): for a total of 1509 alarms in 2013

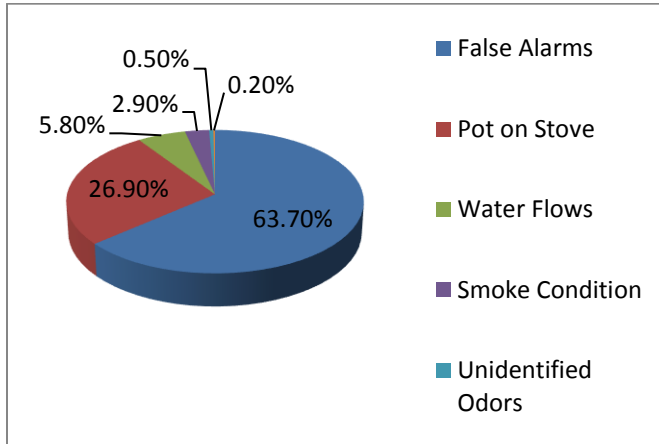


Figure 8

Figure 8 breaks down the various conditions found during alarm bell responses

Not every alarm bell response should have a single or dual resource respond as certain calls have inherently higher levels of risk and warrant a full general response. Consideration must be given to various criteria such as life hazard, construction style, passive and active fire resistance capabilities, time of day etc.

At this time, the most desirable risk management model is to send two engines in response to alarm company calls. We would continue to apply the divided response (one code red, one green) for the currently assigned criteria. Ideally, to ensure an appropriate response is sent to each alarm we must correlate the apparatus deployment to the occupancy risk profile. This assessment of the buildings in each district will take considerable time as preplanning must be completed. Eventually we may find a single engine response would be appropriate to unverified alarm signals in low or moderate risk occupancies.

In discussions with the city insurance underwriters, Canadian comparators, and as the authority having jurisdiction it is our recommendation that the Department change divided response from a full general alarm of five apparatus to two engines (or engine/aerial). The cost savings for this initiative can be found in the summary.

CI Recommendation 4: Implemented Anticipated annual savings \$7,000.00
Response configuration to Alarm Bells has been changed to reflect appropriate response and will be reviewed at the end of 2015 to determine if any further changes are required.

The fire service relocates resources to backfill empty fire halls. These relocations occur for a variety of reasons:

- Crew participation in required annual training and recertification exercises
- To support community contact events

- Emergency responses to fire, medical or rescue oriented incidents that would leave a station vacant for an extended time frame.

Resource relocation is arranged when one of these incidents would leave the district station vacant for a specific time frame. By evaluating the level of risk caused by the vacant station, apparatus relocation can be considered from one station to another. Based on this information, it is important to review current relocation practices to address target risks. The move up module would aid in quantifying the associated risks. In 2013 there were 781 relocations for various reasons as explained above. Even if a reduction of 30% - 40% could be considered this would be a primary efficiency in the operation and equate to over 4000 km / year of travel.

CI Recommendation 5: Pending Anticipated annual savings \$6,000.00
Though speculative, the anticipated long term efficiency/effectiveness is based on 2013 statistics. The majority of the return will be in efficiency/effectiveness. The department should purchase a computer application, such as the 'Move Up Module' to help Fire Administration develop a relocation policy and procedures that will help to reduce the number of unnecessary apparatus movements and the risks associated with empty stations.

Fire Operations are considered the 'bread and butter' of the fire service. However, given the tremendously increased scope of responsibility for the modern fire department, new strategies must be adopted by the department to allow for the retention of the diverse skills and knowledge base required in this dynamic profession.

Those new strategies are listed individually below by scope of practice: Past practice has been for staff to change stations frequently and have opportunity to work with the various crews and experience different neighbourhoods. This approach can lead to inefficiencies in training, familiarization and engagement within the community. When a crew is familiar with their peers, and the composite of the neighbourhood, there is a direct increase in safety. Statistics have shown that when there are multiple firefighter fatalities, 90% of the buildings had life safety violations against them. This staffing strategy will enhance staff's ability to perform their job in a safe and efficient manner. SFD fire operations staff are involved in fire fighting and inclusive in that skill is meshed Hazardous Materials, Emergency Medical Services, Technical Rescue, and Water Rescue. The future strategy will see station directed specialties, caps on number of participants and a training program revitalized to this format.

In order to ensure staff are effectively trained and have sufficient exposure to emergencies requiring their specialty, the SFD is reorganizing its stations into 'Specialty Halls'. Some stations will be designated with specialties to allow for focused training and longer tours of stay while all stations will remain fire and EMS capable. Stations will also have hazardous materials operations and vehicle extrication phase one with sufficient tools to perform rapid entry if necessary at MVCs. Staff will have opportunity to select the specialty they wish to stay with or apply for the necessary training to move to

the specific station. Once personnel transition to a specialty hall, they will begin the focused training needed to ensure greater proficiency in their chosen specialty.

A. Hazardous Materials Services

All operational staff will continue to possess an operations level training for hazardous materials. Stations #7 will focus on Dangerous Goods Technical response with #9 in support as the Decontamination group. This will allow them to become more proficient in managing hazardous materials incidents. Staff will be assigned to the Haz Mat stations for the designated time, allowing them to be completely engaged in the specialty as well as the neighboring community.

B. Emergency Medical Services

Since 1990, the Saskatoon Fire Department has played an integral role in the delivery of pre-hospital emergency medical care in the City of Saskatoon. Until the change in mandate as outlined in Bylaw 7990, rudimentary first aid was all that the department offered. Now, not only is it important to deliver the pre-hospital care to the citizens, it is also fundamental to the success of the all hazards approach of the department. These skill sets allow staff to assess and deliver care during incidents of fire, hazardous materials, technical rescue, motor vehicle collisions and water rescue. Presently Provincial Health supports our service by giving \$42,000.00 annually, assisting in payment for licensing fees.

The Saskatoon Fire Department emergency medical services have reduced mortality and increased the quality of life for the citizens due to their level of medical training and to the timeliness of their arrival throughout the city. The department continues to support the Saskatoon Health Region through a tiered response agreement to ensure citizens receive timely emergency medical assistance. Since 1995 it has been a requisite for employment with the SFD to have an Emergency Medical Technician license. Study shows the number of trained and certified Primary Care Paramedics (PCP's) on the department will be capped at approximately 120.

SFD is a signatory partner to the Saskatoon Regional Health Authority's Tiered Response Agreement, which means that we provide support to the local ambulance provider for 114 emergency medical determinants that are considered life threatening. *There is no remuneration for our response and care. In 2013, the Department responded to 4,360 EMS calls. There were 266 cardiac arrests within this total. National statistics show that up to 56% of all cardiac arrests occur in homes and that with every minute delay in defibrillation, the survival rate of a cardiac arrest victim decreases by 7% to 10%. The SFD average response time to an emergency is under four minutes and every apparatus is equipped with an Automatic External Defibrillator (AED) and all staff are trained in CPR. It should also be noted here that the average response time to emergency calls of the ambulance service is about nine minutes. Additionally, the ambulance service is placed in a position of having no ambulances available for up to 90 minutes a day.*

The Department will ensure we maintain the minimum number of PCP trained staff to efficiently deliver emergency medical services within Saskatoon, but will decrease the cost of the program to the department by reducing the number of staff for whom we must pay licensure fees, from 186 to 120. This move will not reduce the level of service expected by the citizens of Saskatoon but will result in significant efficiencies.

CI Recommendation 6: Implemented Anticipated annual savings \$23,000.00
To continue meeting the emergency medical needs of the citizens the department will maintain 120 Primary Care Paramedics. This has been identified to be the optimum number of pre-hospital care providers and a transitional process of retirement from the program will begin December 2014

SFD works with the Saskatoon Regional Health Authority to provide for community oriented service for those who need assistance in their home. Unfortunately, through the current framework of the Home Care Act, private care homes are utilizing the good will of the fire staff to provide this service at no charge thus avoiding the purchase of adequate staff or equipment. The department performed 572 lifts in 2013 and of those, 422 lifts were provided for registered care homes.

CI Recommendation 7: Pending Anticipated short term \$84,000.00
The Department will report further to Council to consider a fee for service charge for lift assists to all non-emergent incidents that occur in registered care homes.

The fee outlined in CI Recommendation #7 would be considered short term and not sustainable. This is due to the inappropriate use of the intent of the service being eliminated.

C. Technical Rescue Services

The Rapid Intervention Team (R.I.T), required as a safety team for working fires, will come from either #4 or #6 station. In depth extrication and rescue training will be provided for the staff at these stations to support the highly technical nature of these critical specialty programs. Less advanced rescue capacity will be delivered to staff stationed at Stations #2 and #5. All other stations will receive basic rescue training which will allow those personnel to create safe conditions for victims and staff while awaiting the arrival of highly trained rescue crews. By employing the new station assignment model described in this report, fewer staff will need to be included in lengthy training and those trained staff will gain experience at these specialties for a longer period of time.

D. Water Rescue Services

Water rescue and training will only operate from #1 station. Staff will choose a specialty and be posted accordingly for the appropriate period of time.

Station #	Fire Suppression	EMS	Technical Rescue	Wildland Fire Fighting	Hazardous Materials (Haz Mat)	Water Rescue
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

Table 5

Table 5 – details the specialty services provided from each station. Every station will continue to specialize in fire suppression and EMS.

**CI Recommendation 8: Pending Gains are in departmental efficiencies
Re-staff all fire stations as per the breakdown in Table 5**

II. Administrative Recommendations

This section will provide a description of various areas within the department where improvements can be made. Each area of improvement will be immediately followed by the department’s Continuous Improvement recommendation.

A. Fire Marque

The Fire Marque Indemnification Technology is a program designed to return to the Fire Department the expenses incurred by the department responding to an insured peril subject to the terms and conditions of the property insurance policy. There is no cost to the municipality and will have no effect on the home owner’s deductible nor will their property insurance premiums be adversely affected. There are presently over 40 Canadian municipalities using this service and it is anticipated to return to our department \$250,000. Fire Marque utilizes their data and asset base to collect the expenses on behalf of the City and the funds are directed only to the operating aspect of the fire services. There is presently an outstanding report to council.

CI Recommendation 9: Pending Anticipated annual return of \$250,000
There is presently an outstanding report to council asking solicitors to amend the bylaw to enable Fire Marque to act on behalf of the City of Saskatoon to collect the insurance for fire services rendered.

B. Station Deployment Analysis

Utilizing a computer generated modeling assessment tool developed through the City of Saskatoon's GIS department a number of projections were calculated. These models were run to identify locations that would allow the fire service the ability to empirically justify station location to best meet the demands of future growth.

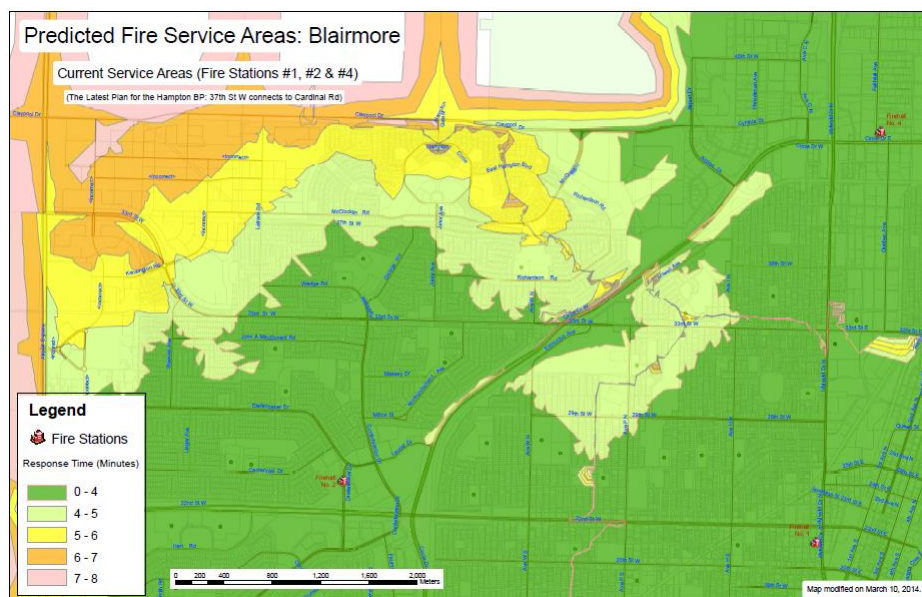


Figure 9

Figure 9 (Appendix 1b) shows the current service areas for Fire Stations number 1, 2, and 4. As noted in the map legend, current fire station locations result in a significant portion of the northwest corner of the city with a 5-7 minute response times. It will also note the proposed location lies very close to an existing response district.

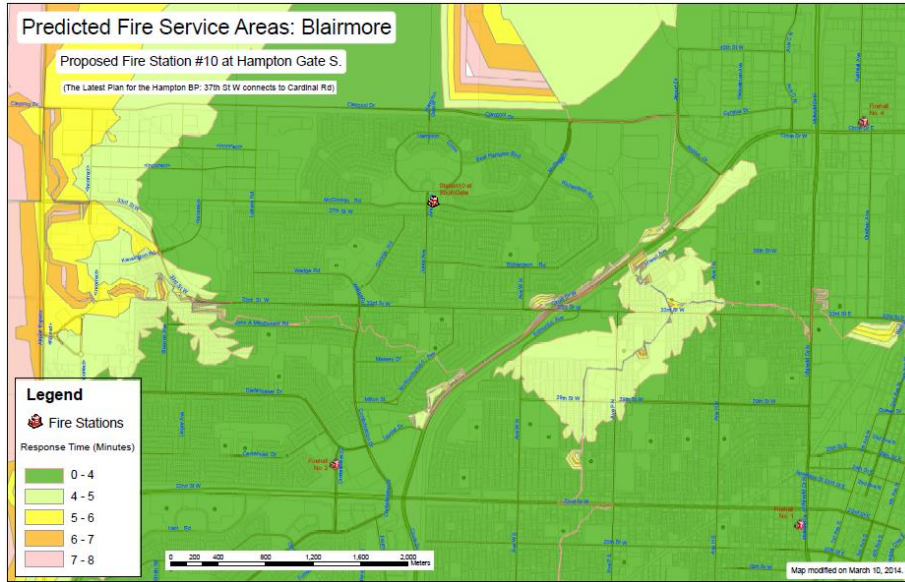


Figure 10

In Figure 10 (Appendix 1c), the placement of the currently identified site of Station 10 in the proposed area of Hampton Gate South will give coverage to much of Hampton Village but with considerable overlap.

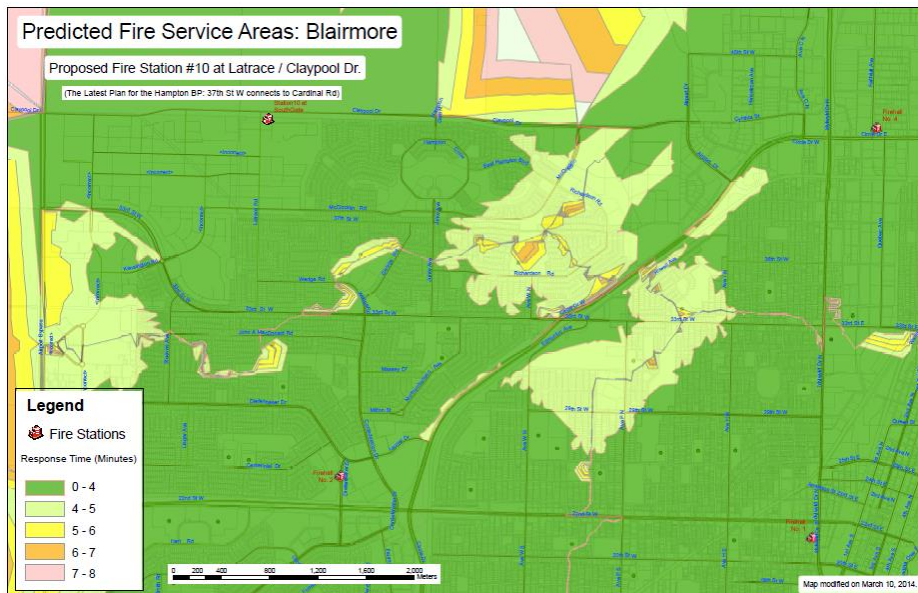


Figure 11

Figure 11 (Appendix 1d) shows the response time results if Station 10 were to be relocated to Latrace Road and Claypool Drive. Also included is a proposal to create a connector road by extending 37th Street West to Cardinal Crescent to allow inclusion of Station 4 to this response area and an additional route in or out of the neighbourhood.

CI Recommendation 10: Pending Anticipated long term 5.6M capital / 1.8M operating

Fire administration request the Director of Saskatoon Land to sell the present identified fire station location in Hampton Village and purchase the appropriate parcel of land located on the corner of Claypool Drive and Latrace Road in the proposed Elk Point neighbourhood. It is also requesting that the Administration examine the possibility of a roadway connection from 37th Street West to Cardinal Crescent when considering the Hampton Village Business Park Concept plan.

The neighbourhood that was identified for the next station location was in the neighbourhood of Stonebridge on Melville St. The predictive modeling presented in Figures 12 and 13 (Appendix 1a, e) show limited area that falls outside the response mandate of the remainder of the city. Its present identified location will adjoin the response district of Station #3.

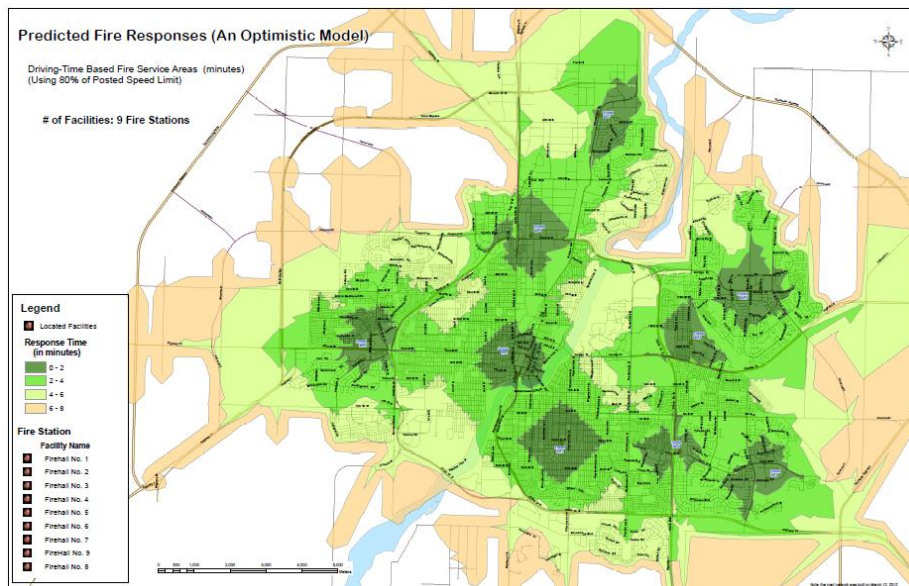


Figure 12

The scope of the response area is not adequate to build a fire station in the identified location on Melville St. With the variables of the developments in the south portion of the city such as Corman Park, Highway 11 corridor, The Willows, English River, Greenbryre and the south west further study needs to be conducted. Placement of a station in either the south or southwest is for future consideration and modeling based on proposed neighbourhood development plans.

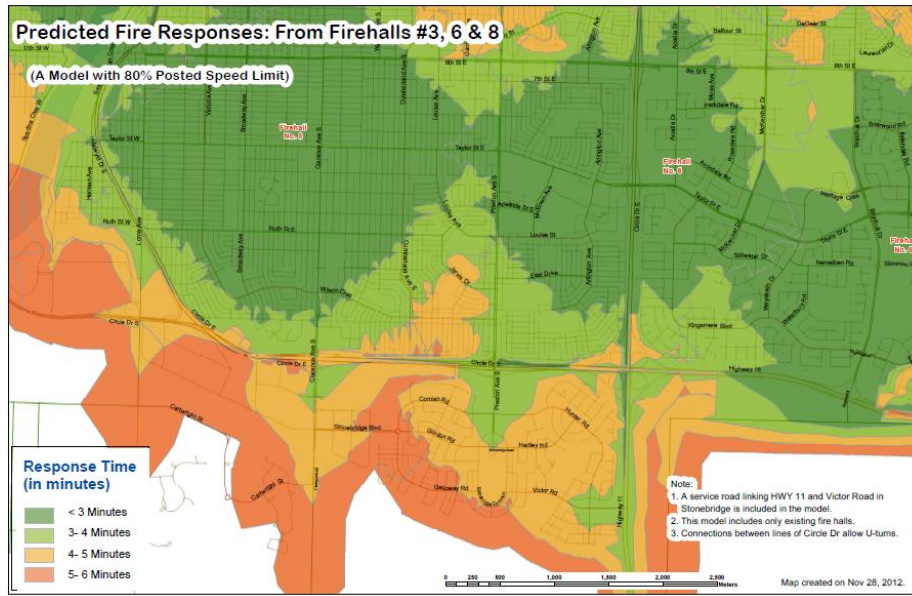


Figure 13

CI Recommendation 11: Pending Anticipated 5.6M capital / 1.8M operating
Based on the deployment strategy listed fire administration requests that Council approve the Director of the Saskatoon Land to sell the present identified fire station location on Melville Street and place the sale proceeds into the Property Realized Reserves for the purchase of a suitable site in the Holmwood Suburban Area once the local road network is identified.

The City of Saskatoon has a very strong attendance support program, however, the fire service has unique needs. Multiple fire services were contacted to look at their program and the “Surrey Fire Service” has been identified as having the most effective program to implement and manage. The Attendance Management Program will require more direct H/R input which will have a long term benefit in the reduction of sick time usage. To quantify the program it would be estimated to take two years from the inception to correlate the data. The Surrey model showed a 35% reduction in sick time based their staffing model. Applying this same model to current overtime numbers would equate to a anticipated \$37,700 saving

CI Recommendation 12: Pending Potential long term \$37,700
Coordinate the implementation of the fire based Attendance Management Program to assist staff with short-term illness circumstances.

C. Staff Development Center (Training Division)

The Training Division of the SFD is known as the Staff Development Centre (SDC). The SDC provides all training and safety related activities for the staff of the Department. The process of consolidating specialties to specific Stations, as previously described in

Recommendation 8, would also create efficiencies within the SDC by increasing the length of time that personnel are exposed to a specific specialty. This consolidation will also allow SDC to create a training program that will empower some Operations personnel to deliver training to their peers. This newly created training role will provide more training opportunities without increasing SDC training staff. As a result of leveraging some of the Operations personnel into a training role, instructors within the SDC will have more availability and flexibility to better manage their training programs and have more time to deliver in depth training to personnel on the fire floor.

There are three specific areas within the Training Division that can be improved to enhance the division: Each area will be described below.

- Training Delivery
- Training Division Work Hours
- Training Facility

Despite the efficiencies gained through consolidation of specialties to specific halls, it will remain challenging for SDC instructors to provide the contact training time needed to keep department personnel adequately trained. The methods currently used to deliver training should be expanded to enlist personnel from the Operations division to become Specialist Coordinators. Some firefighters, and officers, would be selected to facilitate training in one of the following programs:

- Water Rescue
- Technical Rescue
- Emergency Medical
- Hazardous Materials
- Fire Fighting

Efficiencies in training delivery would be gained through the creation of Specialty Coordinators on each of the four battalions. The Coordinators could be comprised of four Station Captains to assist with program management and four to six fire fighters on each of four battalions to deliver specialized operational content to all the crews on their battalion.

Training Level	Trainer Qualifications	Division Responsible
1	Fire Service Instructor programming	Training Division
2	Specialty Coordinators (technical experts)	Operations Division
3	In-Service programming (Captain)	Operations Division

Table 6

CI Recommendation 13: Pending Working with Local 80
Work with Local 80 to implement additional wage scale for Specialist Coordinators.

Under the collective agreement this Division is staffed with four Fire Service Instructors working a 37.5-hour workweek. The Instructors are responsible for 21 different training

offerings, from standard firefighting to specialized technical training into both the initial training programs as well as the recertification courses. Overall organizational efficiencies will be found by addressing the key issues experienced by this Division. Limited access to adequate training time generates overtime. This could be alleviated by developing, and the utilizing, on-shift subject matter experts to deliver training and by allowing FSIs to work on shift. In addition, the Division would operate more efficiently with the purchase of software to track training records.

**CI Recommendation 14: Pending Working with the Local 80
Allow FSIs to work on day shift, rather than straight days to facilitate a training mentorship program to staff in the Operations Division.**

Currently the department has no dedicated training facility where routine firefighting skills can be practiced. This is a critical deficiency, jeopardizing safety of firefighters as they try and protect citizens.

According to the annual fire statistics published by the Council of Canadian Fire Marshals and Fire Commissioners', fire deaths and losses have been consistently decreasing over the past three decades. Unfortunately the decline in real world exposure translates into inexperience in our firefighters and more importantly Fire Officers. In the United States, statistics indicate that although incidents of fire are down, firefighter injuries and deaths have remained constant. This fact, combined with the growth of department staff, and technical scope of responsibility since the 1990's, brings the department to a point where a dedicated training facility is a necessity.

Discussions have been taking place to co-locate a training facility at the planned Civic Operations site. Though there is no funding plan in place the facility could be utilized for training with other City Departments requiring training specialties such as Fall Protection, Trench/Confined Space Awareness, SCBA, and First Aid etc. Over the past number of years the department has been struggling to meet the demands of maintaining key skills in all disciplines.

The Training Division has on numerous occasions been contacted by other civic Departments to support them in many various areas and disciplines. Some of these are:

- SCBA training (Self Contained Breathing Apparatus)
- SCBA Fit testing
- Filling of SCBA tanks,
- Fall Arrest Training
- Fire Extinguisher training

Another area is Fit testing (validating face fit to mask). This is required by the OH&S regulations to be performed annually on all staff that may be required to use either an SCBA or Respirator. Currently other civic Departments are contracting with private sector to provide this service at a cost of \$50 each. There is approximately 50 civic staff that require annual fit testing. This year we have been contacted by the City of Saskatoon Safety Division to provide fit testing on 120 – 140 summer students. The

SFD currently owns and operates a Porta-Count to evaluate the fit of face pieces and respirators for fire fighters. The discussion of fit testing is a single example out of many that would support the development of a common training needs for any and all COS departments. Cross charging is not a revenue stream but a corporate efficiency that requires further investigation.

CI Recommendation 15: Pending
Explore Efficiency /Revenue streams available to the SDC in all areas of training through a dedicated training facility.

D. Mechanical Division

The key issues facing the maintenance mechanical division is the current facilities. The apparatus are larger and more complex making the hoist unsafe for daily use.

Using an asset management software program Saskatoon Fleet Services realized tangible savings through identification of warranty coverage's potentially missed when not actively tracked. The software can also monitor the cost of each vehicle for labor, fuel, regular maintenance, parts and determining repetitive issues arising with certain types and brands of vehicles.

This program also provides a clear history of equipment performance which assists in the purchasing process by providing evidence of best value. It will also track and collect non-emergent and preventative maintenance work until the vehicle requires shop time at which time it builds all the jobs into one work order minimizing down time.

We would be able to clearly identify what the cost of maintenance is for our small vehicle fleet which would lead to informed decisions. We would expect to see data supporting whether we would be better served to lease or purchase vehicles and whether we should contract out the maintenance of our small vehicles fleet to allow our mechanics to focus on our emergency vehicles.

We have the opportunity to purchase 'Asset Works' through the existing contract currently in place with Fleet Services and City Transit. These two Departments could co-finance and share the program to maintain their fleets.

There are three other potential practices that the Mechanical Division could use to increase efficiency. First, environmental limitations were identified as the Department has outgrown it's current facility. Consider staggering the shifts of the mechanics to provide better utilization of the two bays with the goal of keeping all three mechanics focused on mechanical duties for greater periods of time. This will also increase productive hours of the shop potentially providing opportunity for the completion of critical jobs that might otherwise incur overtime to complete. Second, have the engine stationed at the Whitecap fire hall delivered to the shop or utilize light duty staff to courier the truck. Finally, the SFD should consider a larger inventory of commonly used parts.

E. Fire Prevention and Investigation Division

The Assistant Chief of Training held a focus group with members of this Division to discuss some of the issues and opportunities they saw within the division. The most pressing issue identified was the overwhelming workload facing the current number of inspectors. The introduction of Bylaw 8175 and the growth of the city have worked together to create a dramatic increase in demand for fire inspection and investigation services.

As indicated in the Department Fire Inspection Frequency Policy 2-22:

All buildings or occupancies classified as **A, B1, B2, C, F1, and Spray Coating Operations** will be inspected according to the following frequency schedule:

Class A	Annually
Class B1	Annually
Class B2	Annually
Class C	Annually
Class F1	Annually
Spray Coating	Annually

This frequency level is not being met by the Division despite the fact that fire crew inspections are currently inspecting all D, E, F2 and F3 occupancies. The Department needs to re-examine its mandate and the risks associated with not meeting our policy.

The Department is presently working with Community Service on the creation of a new Corporate Bylaw Inspection's Division that could see non-life safety issues being addressed in a different format through this group.

Presently, as a means to manage the large workload, the Fire Marshal has divided the inspectors into two groups, bylaw and fire inspectors. As a result the fire inspector's district is extremely large and adds a great deal to travel time.

Another issue that arose was how the rotation of two years impacted fire inspectors. It was indicated that after being out of the fire prevention side for that period of time inspectors took a long time to re-establish contacts and their code application skills.

In discussions with all of the firefighter focus groups concern was raised as to the size of building being inspected. Historically Firefighters inspected only part 9 buildings as categorized by the National Building Code of Canada. Larger buildings have greater safety stipulations that firefighters may be unaware of. Greater training will be required to ensure firefighters' inspecting these building are trained to current standards.

CI Recommendation 16: Pending

Realign the Prevention Division Districts to match that of the fire districts and have inspectors enforcing Bylaws 7990 and 8175. The inspector will be stationed at a station for a longer duration with the crews and collectively take responsibility for the prevention activities in the district. With present station numbers this is anticipated to have a long term saving of \$650,000

A comparative study on “Fee for Service” was conducted in both the western region as well as similar sized departments in other parts of Canada. Reviewing the present Fees for Service as outlined in Appendix “A” of Bylaw 7990 resulted in recommendations in the following areas:

- Consumer Low Hazard Fireworks
- Display High Hazard Fireworks
- False Alarms
- File Searches
- Fireworks Vendors Permits
- Pyrotechnics Indoor Fireworks

This section will describe the findings for each of these fee for service recommendations.

Consumer Low Hazard Fireworks – Fee for Service

The Fire and Protective Services Bylaw 7990 regulates the discharge of Consumer Low Hazard Fireworks by requiring a permit to be issued for each shoot. An application must be submitted to the Fire Marshal for review prior to the permit being issued. The application consists of event description including a list of the size and quantity of each type of fireworks, a drawing of fireworks display site, written confirmation the property owner is aware of the proposed fireworks shoot, and certificate of liability insurance.

The Fire Department issues an average of 8 permits per year for functions hosted by either community associations or religious organizations.

No other jurisdiction in western Canada charges a fee for this service. *It is recommended that Saskatoon Fire Department does not charge for this service.*

Display High Hazard Fireworks – Fee for Service

The Fire and Protective Services Bylaw 7990 regulates the discharge of Display High Hazard Fireworks by requiring a permit to be issued for each shoot. An application must be submitted to the Fire Marshal for review prior to the permit being issued. The application consist of event description including a list of the size and quantity of each type of fireworks, proof of valid fireworks supervisor status with Natural Resources Canada, scale drawing of fireworks display site, written confirmation the property owner is aware of the proposed fireworks shoot, and certificate of liability insurance.

The Fire Department issues an average of 13 permits per year for functions such as Canada Day, The Exhibition, U of S Husky’s Football, and the Fireworks Festival. The review of each application and issuance of the Display Fireworks Permit is conducted by the Fire Marshal and takes an average of 30 minutes. On average, an additional 15 minutes is needed for the Administrative Assistant to generate, distribute, and file application documents and permit.

Direct costs for the processing for each Display High Hazard Fireworks Permit includes the Fire Marshal cost at \$75 per hour and Administrative Assistant cost of \$30 per hour for a total of \$105 for each permit.

Time allocated for the processing of all Display High Hazard Fireworks Permits takes 9.75 hours of human resources.

Jurisdictions in western Canada that charge fees for Display Fireworks Permits include Winnipeg - \$150.00, Edmonton - \$157.00, Calgary, - \$122.00, Vancouver - \$100.00. The mean average is \$132.00 for each permit.

CI Recommendation 17: Pending Anticipated long term \$1,250
The Department will report further to Council to consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Display High Hazard Fireworks Permit at a cost of \$125 per permit.

False Alarm – Fee for Service

In 2013, Operations Division responded to 1,608 false alarms. 13% of all buildings reporting alarms accounted for 39% of all false alarms. This results in frequent users of the alarm system. To date in 2014 there have been over 1,400 false alarms with 155 properties requiring multiple responses.

False alarms are broken down into the following categories as identified in departments records management system. (RMS).

Type of Call	Alarm Bells Ringing			Alarm Remote		
	Total alarms	# buildings \geq 2 alarms /yr	# alarms for repeat offenders	Total alarms	# buildings \geq 2 alarms /yr	# alarms for repeat offenders
Commercial Structure	66	4	8	659	122	396
High Life hazard	25	5	15	48	6	26
High Rise	4	1	2	5	1	2
Residential (Multiple)	272	30	93	56	6	13
Residential (Single)	8	0	0	453	32	69
Unknown Investigation	11	1	2	1	1	0

Administering a false alarm program would include monitoring the RMS for multiple alarms within a 12-month period.

Initially, when fire crews respond to a false call, an information pamphlet would be left with the building owner or representative to inform them of the pending charges for subsequent false alarm responses. At the end of every month, a staff member will be designated to generate a monthly report and issue a letter for all false alarms, and if applicable, submit a summary of the false alarms and a bill for service.

It will be necessary to distinguish between alarms caused by equipment malfunction or failure, improper or inadequate installation or maintenance, work taking place on the system, fire drills where SFD has not been notified or building activities such as construction, renovation, maintenance or cooking. Exceptions would be incidents out of the control of the owner such as malicious or accidental activations such as children tampering with a pull station.

Based on the number of false calls in 2013 this would have resulted in 1,608 letters which 626 would have accompanying Sundry Accounts Receivable's.

Jurisdictions in western Canada that charge fees for false alarm include Edmonton and Calgary. Each has a tiered cost increases depending upon frequency of false alarms.

Edmonton

Commercial fire alarm

- 1st response to a false alarm – no charge
- 2nd response to a false alarm - \$79.00
- 3rd response to a false alarm - \$393.00
- 4th response to a false alarm - \$783.00

Residential fire alarm

- 1st response to a false alarm – no charge
- 2nd response to a false alarm - \$77.00
- 3rd response to a false alarm - \$385.00
- 4th response to a false alarm - \$768.00

Security alarms

- Residential – \$783.00
- Commercial - \$1,224.00

Calgary

- 1st response to a false alarm – no charge
- 2nd response to a false alarm - \$265.00
- 3rd response to a false alarm - \$265.00
- 4th response to a false alarm - \$530.00

Security alarms - \$530

CI Recommendation 18: Pending Anticipated long term \$138,000**This anticipated fee should be considered un-sustainable****The Department will report further to Council to consider amending the Fire and Protective Services Bylaw 7990 to adopt a tiered response to add a fee for service for multiple false alarms in a twelve month period.****1st false alarm – no charge****2nd false alarm - \$250.00****3rd false alarm - \$500.00****4th and subsequent false alarm - \$750****File Search – Fee for Service**

The Fire and Protective Services Bylaw 7990 establishes a fee for service in Schedule “A” for file searches. These requests originate primarily from engineering consultants and law firms. The fee in Schedule “A” for a requested fire inspection amounts to \$50.00 each.

The Fire Department conducts an average of 175 file searches per year.

A typical file search conducted by the Fire Marshal will take 1 hour to complete. This review includes previous fires, dangerous goods spills, aboveground and underground storage tanks, and outstanding code violation resulting from the most recent inspection and ensuring the review is within the requirements of The Local Authority Freedom of Information and Protection of Privacy Act. The clerical time to process the file and generate a formal letter is 15 minutes.

Direct costs for the processing for each file search includes the Fire Marshal cost at \$75 per hour and Administrative Assistant cost of \$30 per hour for a total of \$105 for each permit.

Time allocated for the fire inspection and processing of requested fire inspection takes 1.25 hours of human resources.

Jurisdictions in western Canada that charge fees for file searches include Vancouver - \$60.00, Edmonton - \$126.00, Calgary - \$66.00, Regina - \$50.00, Surrey \$121.00. The mean average is \$84.60 for each permit.

CI Recommendation 19: Pending Anticipated long term \$600**The Department will report further to Council to consider amending the Fire and Protective Services Bylaw 7990 to increase the fee for the service a file search to a cost of \$100.00 per hour.**

Fireworks Vendor Permit – Fee for Service

The Fire and Protective Services Bylaw 7990 regulates the sale of fireworks by requiring a permit to be issued for each sales outlet. An application must be submitted to the Fire Marshal for review prior to the permit being issued. The application consists of a certificate of liability insurance.

The Fire Department has issued 21 Fireworks Vendor Permit to permanent sales outlets and an average of three temporary permits to a vendor prior to Canada Day. The review of each application and issuance of the Fireworks Vendor Permit is conducted by the Fire Marshal and takes an average of 15 minutes with an average of 15 minutes for the Administrative Assistant to generate, distribute, and file application documents and permit. A fire inspector delivers each permit and then conducts a fire inspection to ensure proper display and storage of fireworks product.

Due to the increase of requests and to better manage the existing pool of vendors; Fireworks Vendor Permit will be issued annually beginning in 2015.

Direct costs for the processing for each Fireworks Vendor Permit includes the Fire Marshal cost at \$75 per hour and Administrative Assistant cost of \$30 per hour. Based on the time allotment above, the cost is a total of \$26.25 for each permit.

Time allocated for the processing of all Fireworks Vendor Permit takes 15 hours of human resources.

Jurisdictions in western Canada that charge fees for Fireworks Vendor Permit include Edmonton - \$79.00, Vancouver - \$30.00. The mean average is \$54.50 for each permit.

CI Recommendation 20: Pending Anticipated long term \$1,000

The Department will report further to Council to consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Fireworks Vendor Permit at a cost of \$75 per year.

Pyrotechnic Indoor Fireworks – Fee for Service

The Fire and Protective Services Bylaw 7990 regulates the discharge of Pyrotechnic Indoor Fireworks by requiring a permit to be issued for each shoot. An application must be submitted to the Fire Marshal for review prior to the permit being issued. The application consist of event description including a list of the size and quantity of each type of fireworks, proof of valid Special Effects Pyrotechnician status with Natural Resources Canada, a scale drawing of pyrotechnic display, written confirmation that the property owner is aware of the proposed pyrotechnics shoot, and a certificate of liability insurance.

The Fire Department issues an average of five Pyrotechnic Indoor Fireworks Permits per year primarily at Credit Union Centre and Teacher Credit Union Place. The review

of each application and issuance of the Pyrotechnic Indoor Fireworks Permit is conducted by the Fire Marshal and takes an average of 30 minutes with an average of 15 minutes for the Administrative Assistant to generate, distribute, and file application documents and permit. A fire inspector will conduct a fire inspection prior to the show when the event is scheduled on a normal working day.

Direct costs for the processing for each Pyrotechnic Indoor Fireworks Permit includes the Fire Marshal cost at \$75 per hour and Administrative Assistant cost of \$30 per hour. Based on the time allotment above, the cost is a total of \$45 for each permit.

Time allocated for the processing of all Display Fireworks Permits takes 3.75 hours of human resources.

Jurisdictions in western Canada that charge fees for Display Fireworks Permits include Winnipeg - \$150.00, Edmonton - \$79.00, Calgary, - \$51.00. The mean average is \$93.33 for each permit.

CI Recommendation 21: Pending Anticipated long term \$500
The Department will report further to Council to consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Pyrotechnics Fireworks Permit at a cost of \$100 per permit.

The Fire and Protective Services Bylaw 7990 establishes a fee for service in Schedule "A" for third party inspection requests for Provincial or Federal grant or license. These requests originate primarily from residential care home and daycare operators and to a lesser extent moving and storage companies storing the furniture of federal employees such as military and RCMP. The fee for a requested fire inspection amounts to \$55.00 for the first hour, and \$30.00 for each hour thereafter. The Fire Department conducts an average of 250-300 requested inspections per year.

A typical care home or daycare inspection will take 1 - 1.5 hours to inspect and complete a report. The clerical time to process the incoming request, book the appointment and generate formal letter is 15 minutes.

Direct costs for the inspection and processing for each requested fire inspection includes the fire inspector cost at \$60 per hour and administrative assistant cost of \$30 per hour.

Time allocated for the fire inspection and processing of requested fire inspection takes 1.25 – 1.45 hours of human resources.

Jurisdictions in western Canada that charge fees for inspections include Winnipeg - \$156.00, Edmonton - \$125.00, Calgary - \$86.00, Surrey - \$113.00. The mean average is \$120.00 for each permit.

It is the recommendation that City Council amend the Fire and Protective Services Bylaw 7990 to increase the fee for the service of third party inspection requests to a cost of \$100.00 per hour and eliminate the reduction for any additional hours.

CI Recommendation 22: Pending Anticipated long term \$12,500
The Department will report further to Council to consider updating the current cost recovery values and additional services. The hourly rate suggested as per jurisdictional comparators should be increased to \$100/ hour.

CI Summary of Recommendations

Status	Description	Anticipated \$ Return	Page #
1 Implemented April 1, 2014	Staff members from Station 1 apparatus are temporarily re-assigned to passenger vehicle conduct sharps pickup	15,000	21
2 Implemented February 20, 2014	Management has implemented an MOU to allow this new overtime arrangement.	14,400	21
3 Implemented January 31, 2014	The practice of routine road tests has been stopped.	21,000	21
4 Implemented July 1, 2014	Response configuration to Alarm Bells has been changed to reflect appropriate response and will be reviewed at the end of 2015 to identify if any further changes are required.	7,000	23
5 Pending	The department should purchase a computer application, such as the 'Move Up Module' to help Fire Administration develop a relocation policy.	6,000	24
6 Implemented	To continue meeting the emergency medical needs of the citizens the department will maintain 120 Primary Care Paramedics. This has been identified to be the optimum number of pre-hospital care providers. Current staff designated as Emergency Medical Technicians will be retiring from the medical program effective December 2014.	21,500	26
7 Pending	City Council consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service that the Department charge a user fee for lift assist service to all profit oriented organizations for non-emergent incidents. Note the return value may not be sustainable	63,000	26
8 Pending	Re-staff all fire stations as per the breakdown in Table 6.	efficiency	27

#	Status	Description	Anticipated \$ Return	Page #
9	Pending	Fire Marque	250,000	28
10	Pending 2015 / 2016	Fire administration requests that Council approve the Director of the Land Branch to sell the present identified fire station location in Hampton and purchase the appropriate parcel of land located on the corner of Claypool Drive and Latrace Road in the Elk Point neighbourhood. It is also requested that the City of Saskatoon create a connector road by extending 37 th Street West to Cardinal Crescent.	5,650,000 (capital) 1,800,000 (operating)	30
11	Pending 2017/2018	Based on the deployment strategy above fire administration requests that Council approve the Director of the land branch to sell the present identified fire station location in Stonebridge and place the funds into the property realized reserves for the purchase of a suitable site in the Holmwood Suburban Area once the local road network is identified.	5,650,000 (capital) 1,800,000 (operating)	31
12	Pending 2015	Attendance Support Program that can reduce the number of sick days within the fire service	37,700	32
13	Pending	Create an MOU with Local 80 that will identify additional wage scale for Specialist Coordinators.	Working with the local	
14	Pending	Allow FSI's to work on day shifts, rather than straight days and facilitate a training mentorship program to staff in the Operations Division.	Working with the local	33
15	Pending	Explore Revenue Streams available to the SDC in the areas of SCBA training, fit testing for face masks, Fall Arrest training	Corporate efficiency	34

#	Status	Description	Anticipated \$ Return	Page #
16	Pending	Establish a methodology to involve the City bylaw inspectors with an end to relieve a portion of the 8175 workload. Increase Fire Prevention activities. Tall grass and weeds should move to a new division within Community Services.	650,000	35
17	Pending	City Council consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Display High Hazard Fireworks Permit at a cost of \$125 per permit.	1,600	37
18	Pending	City Council consider amending the Fire and Protective Services Bylaw to adopt a tiered response to add a fee for service for multiple false alarms in a twelve-month period. Note the return value may not be sustainable 1 st false alarm – no charge 2 nd false alarm - \$250.00 3 rd false alarm - \$500.00 4 th and subsequent false alarm - 750	75,000	39
19	Pending	City Council consider amending the Fire and Protective Services Bylaw 7990 to increase the fee for the service a file search to a cost of \$100.00 per hour.	15,000	39
20	Pending	City Council consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Fireworks Vendor Permit at a cost of \$75 per year.	1,500	40
21	Pending	City Council consider amending the Fire and Protective Services Bylaw 7990 to add a fee for the service of issuing a Pyrotechnics Fireworks Permit at a cost of \$100 per permit.	500	41

#	Status	Description	Anticipated \$ Return	Page #
22	Pending	A fee for service schedule is found within Bylaw 7990. These are requested to be updated to current cost recovery values and additional services are recommended to be included. The hourly rate suggested as per jurisdictional comparators should be increased to \$100/ hour.	12,500	42
--	Pending December 31, 2014	One time deferral of Capital reserve (see note below)	*600,000	No Ref
--	Pending December 31, 2014	Annual average return to general revenue due to typical operating procedures.	**179,700	No Ref
--	Pending	Expand our service into new service agreements within the mutual aid call response areas of Saskatoon	30,000	No Ref
Total Savings			\$16,836,600.00	

Table 5

*The one time deferral in Capital was made possible by consideration of apparatus service life and the change in replacement of a full areal apparatus with a smaller multi- purpose ladder unit by 2019,

**The annual average return is a result of the operating budget based on staffing allocations on an annual basis and savings in major repair expenditures

Bibliography

American Heart Association

Policy calls for minimum of four responders to administer proper Advanced Cardiac Life Support (ACLS)

American Insurance Association, “Fire Department Efficiency,” Special Interest Bulletin No. 131, December 1975

Bulletin prepared by the American Insurance Association on fire department efficiency. Emphasis is placed on the importance of staffing companies with a minimum of four personnel. The bulletin further states that if companies are staffed with two or three personnel, they cannot perform the required functions of either an engine or ladder company.

American Insurance Association, “Fire Department Manning,” Special Interest Bulletin No. 319, December 1975

Bulletin prepared by the American Insurance Association on fire department staffing levels. Emphasis is placed on the importance of staffing companies with a minimum of four personnel. The bulletin further states that four personnel do not represent an adequately staffed company. It concludes with a statement that progressive fire chiefs believe a company should never respond with fewer than five or six personnel.

Brunacini, Alan V., “Shrinking Resources vs. Staffing Realities,” NFPA Journal, May/June 1992; pp. 28 & 120

Chief Alan Brunacini concluded that it is illogical to maintain that the requirements, capabilities and conditions of fire department operations differ from one place to another. Fire conducts, convects and radiates the same all over North America. As such, two fighters cannot conduct a primary search that requires six fire fighters for effective completion in a survivable time frame.

California Office of Emergency Services

Statewide Mutual Aid Agreement mandates minimum four-person staffing on all mutual aid responses (such as wildfires, floods, earthquake, etc.)

City of Long Beach Planning Department, “Long Beach General Plan Program Public Safety Element, May 1975/Reprinted in 2004.

The scope and purpose of the General Plan is defined on page 1 of the General Plan (GP). Numerous objectives are defined: Complying with State Law, assist public officials in dealing with matters of safety and emergency occurrences, provide Citizens with an increased sense of security and well-being to name just a few. According to the GP Long Beach Fire Department was rated a “Class 1” fire department and the City of Long Beach was categorized a “Class IIA” by the Insurance Services Office (ISO). The GP made “immediate action recommendations” necessary for attaining the established public safety goals set forth in the GP. The first listed goal was to “improve the insurance services rating for Long Beach, implementation of recommendations of the Insurance Services Office for improving fire protection in the City should be considered seriously.” California Government Code 65301.5 states “*The adoption of the general plan or any part or element thereof or the adoption of any amendment to such plan or any part or element thereof is a legislative act which shall be reviewable pursuant to Section 1085 of the Code of Civil Procedure.*”

Compton, Dennis and John Granito, eds., “Managing Fire and Rescue Services,” 2nd Edition, International City Management Association, Municipal Management Series, 2002.

Cushman, Jon, Seattle, WA Fire Department’s “Abstract: Report to Executive Board, Minimum Manning as Health & Safety Issue, 1981.

This study, performed by the Seattle Fire Department, analyzed the link between staffing and fire fighter injuries by reviewing the average severity of injuries suffered by engine companies of fewer than four fire fighters as compared to companies with four or more fire fighters. The study concluded that the average time per disability increased as company strength decreased for both types of companies. This analysis indicated that the rate of fire fighter injuries expressed as total hours of disability per hours of fire ground exposure were 54% greater for engine companies staffed with three personnel when compared to those staffed with four fire fighters, while companies staffed with five personnel had an injury rate that was only one-third that associated with four-person companies.

Fire Services Review 2005 (Independent Auditors hired by the City of Long Beach)

“Four-person engine companies are recommended for Long Beach. Multiple company operations are frequent in Long Beach. Lbfd needs a lot of resources (firefighters) to perform fire operations. The City also has high call volume and many fire or emergency risks. While some cities are good candidates for three person staffing, Long Beach is not.”

Four-Person Staffing Facts “Two in/Two Out Rule”

“Requires that there must be two firefighters outside before two firefighters can make entry into an Immediately Dangerous to Life and Health (IDLH) atmosphere.”- OSHA Standard, - NFPA 1710

Gerard, John C. and Jacobsen, A. Terry, “Reduced Staffing: At What Cost?,” Fire Service Today, September 1981; pp. 15-21

This study concluded that an aggressive early initial interior attack on a working structural fire results in greatly reduced loss of life and property damage. Given that the progression of a structural fire to the point of flashover generally occurs in less than 10 minutes, two of the most important elements in limiting the spread of fire are the quick arrival of sufficient numbers of personnel and equipment to attack and extinguish the fire as close to the point of its origin as possible.

International Association of Fire Chiefs (IAFC)

IAFC’s Metro Fire Chiefs’ minimum staffing position reads: “In order to permit effective operation of fire companies at the scene of a structure fire, the minimum number of personnel on both engines and ladder companies should be 5 members per unit.”

International Association of Fire Fighters, “Analysis of Fire Fighter Injuries and Minimum Staffing Per Piece of Apparatus in Cities With Populations of 150,000 or More,” December 1991.

This study was a comprehensive analysis of fire fighter injuries and minimum staffing levels in a number of cities. The study found that 69% of jurisdictions that maintained crew sizes of fewer than four fire fighters had fire fighter injury rates of 10 or more per 100 fire fighters, while only 38.3% of jurisdictions maintaining crew sizes of four or more fire fighters had comparable injury rates. In other words, jurisdictions having crew sizes of fewer than four fire fighters suffered a benchmark injury rate at nearly twice the percentage rate of jurisdictions that maintained crew sizes of four or more fire fighters.

International City Managers Association (ICMA)

In a report "Managing Fire Services" ICMA recommends 5 per engine for municipal fire administration.

International City Managers Association, Municipal Fire Administration (Chicago, IL:ICMA) 1967; pp. 161-162

The ICMA concluded that there must be enough personnel to put fire apparatus into effective use. It determined that a minimum of five personnel are required for engine (pumper) companies, three personnel are needed to place a single line of 2 ½ -inch hose in service, and one additional person, plus a foreperson, is needed to operate a pump.

International Organization for Standardization (ISO)

Insurance industry risk assessment calls for six-person response on initial fire attack (four firefighters plus two medics)

Kimball, Warren Y., Manning for Fire Attack (Boston, MA: NFPA) 1969.

This book thoroughly covers staffing of fire companies. In summary, effective fire ground staffing was demonstrated to involve two fundamentals; first, carefully engineered equipment components designed to deliver specified fire extinguishing capacity under stated conditions and second, personnel assigned and used to deliver specified fire attack capabilities. In other words the fire firefighting capability of a fire department ultimately depends upon a complete systems approach and not a mere massing of random forces when an emergency occurs.

McManis Associates and John T. O'Hagan and Associates, "Dallas Fire Department Staffing Level Study," June 1984; pp. 1-2 & II-1 through II-7.

The Dallas Study is a benchmark study of the link between crew size and fire suppression effectiveness. This study was performed as a series of controlled evolutions on a specified set of fire situations using different components in the range of four to six people. Significantly, the study found that "fatigue was a serious problem for smaller groups." Indeed, the author of a 1993 memorandum concluded that this finding was relevant because it highlights the link between staffing and fire fighter deaths and injuries.

Metro Chiefs/International Association of Fire Chiefs," Metro Fire Chiefs-Minimum Staffing Position," May 1992.

In 1992, the Metro Fire Chiefs Division of the ICHIEFS not only endorsed assembling at least four fire fighters before initiating an interior attack, but went a step further stating: In order to permit the effective operation of fire companies at the scene of a structure fire, the minimum number of personnel on both engine and ladder companies should be five members per unit. This firm position was taken by the Metro Fire Chiefs solely in the interest of the safety of both the citizens we serve and our nation's fire fighters.

Morrison, Richard C., "Manning Levels for Engine and Ladder Companies in Small Fire Departments," 1990.

The conclusions reached in the Dallas study were confirmed for small fire departments by the Westerville, Ohio Fire Department. Using standard fire fighting tactics, the results of the Westerville Fire Department report showed that four fire fighters could perform rescue of potential victims 80% faster than a three fire fighter crew.

National Fire Academy, Executive Development Program III, “Fire Engines are Becoming Expensive Taxi Cabs: Inadequate Manning, “ February 1981; pp. 2 & 4.

This NFA report summarizes a 1977 test conducted by the Dallas Fire Department which consisted of a simulated fire involving several rooms at the rear of the third floor of an old school. This simulation was conducted to determine how long it took a three, four, or five-person team to advance its line to this area and get water on the fire. Immediately following those tasks, each individual’s physical condition was assessed. Timing began as each engine company entered the schoolyard. The average time for the engine companies to complete the tasks is revealing. The three-person team average was 18.8 minutes. All personnel were exhausted, rubber legged, had difficulty standing up and were unfit for further fire fighting.

The four-person team, conducting the very same test, averaged 10.29 minutes and upon completion, were nearing exhaustion. The five-person team averaged 6.15 minutes, and showed little evidence of fatigue at the end of the exercise.

National Fire Protection Association, “Decision of the Standards Council on the Complaint of M.E. Hines, Texas Commission on Fire Protection, concerning a Formal Interpretation of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program,” April 6, 1994.

In 1993, the NFPA included in its NFPA 1500 Consensus Standard on Fire Department Occupational Safety and Health a requirement addressing the minimum number of fire fighters necessary to initiate an offensive interior attack on structural fire. This Tentative Interim Agreement (TIA) to the fire fighter safety standard states:

“At least four members shall be assembled before initiating interior fire fighting operations at a working structural fire.” Consequently, in 1994, Mr. M.E. Hines, Director of the Texas Commission on Fire Protection, sought formal clarification from the NFPA on this issue. NFPA’s formal interpretation of how the four fire fighters should be assembled is as follows: *“...when a company is dispatched from a fire station together as a unit (which includes both personnel responding on or arriving with apparatus) rather than from various locations, the standard recommends that the company should contain a minimum of 4 fire fighters.”*

National Fire Protection Association, NFPA 1410 Training Standard on Initial Fire Attack, 2000.

The NFPA 1410 Standard contains the minimum requirements for evaluating training for initial fire suppression and rescue procedures used by fire department personnel engaged in emergency scene operations. This standard specifies basic evolutions that can be adapted to local conditions and serves as a standard mechanism for the evaluation of minimum acceptable performance during training for initial fire suppression and rescue activities.

The following are pertinent excerpts from NFPA 1410:

3-2.2 In addition to the requirements set forth in 3-2.1, the company officer shall ensure that the following are accomplished in interior structural fires: (1) At least two fire fighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with each other at all time. (2) At least two fire fighters are located outside the IDLH atmosphere. (3) All fire fighters engaged in interior structural fire fighting use SCBA.

A-3-2.2 One of the two individuals located outside the IDLH atmosphere could be assigned an additional role, such as incident commander in charge of the emergency, or safety officer, as long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Nevada Occupational Safety and Health Review Board, Administrator of the Division of Occupational Safety & Health v. Clark County Fire Department (Statement of Position and Stipulation), Docket No. 89-385, October 1990.

Citing that the Clark County Fire Department had prior knowledge that units staffed with three personnel were unsafe, the Nevada Department of Occupational Safety and Health issued a complaint that the Fire Department had willfully violated the industry standards relating to fire fighter safety. In the late 1990, the NDOSH agreed to vacate the violation when the Clark County Fire Department stipulated that it would immediately “*maintain minimum staffing levels at each fire station so that no engine or ladder truck shall be dispatched from a fire station, staffed with less than four person.*” In addition, the stipulation entered into the NDOSH and the Fire Department stated that: “*Any engine or ladder truck manned with less than four persons shall be defined to be “unsafely manned.”*”

**NIST (National Institute of Standards and Technology)
Report on Residential Fire Ground Field Experiments 4/2010**

The four-person crews completed the same number of fire ground tasks (on average) 5.1 minutes faster —nearly 25% faster — than the three-person crew.

- Additional 6% (13 seconds with 2nd engine less than 1 minute away) difference in the “water on fire time” between the three- and four-person crews.
- The four-person crew operating on a low-hazard structure fire can complete laddering and ventilation (for life safety and rescue) 25% faster than the three-person crew.
- NFPA 1710 requires 15-17 FFs on scene in 8 minutes. The three-person crews were unable to assemble enough personnel to meet this standard. Four-person response time was 5:02 minutes.

Onieal, Denis G., “In Response to the Demand for Fire Department Cutbacks,” Ed.D, Fire Engineering, August 1993.

This study concludes that the only reliable available research data obtained under fire conditions indicate that four is the minimum staffing level for a fire fighting engine or ladder company. Cited research firmly and unequivocally concludes that for an engine company or ladder company, the minimum acceptable staffing level is four. That number of fire fighters is the minimum number required to successfully accomplish the fireground tasks required within an acceptable time period. Four is not the number at which negotiations begin, but it is the absolute bare minimum required for an effective and efficient fire company.

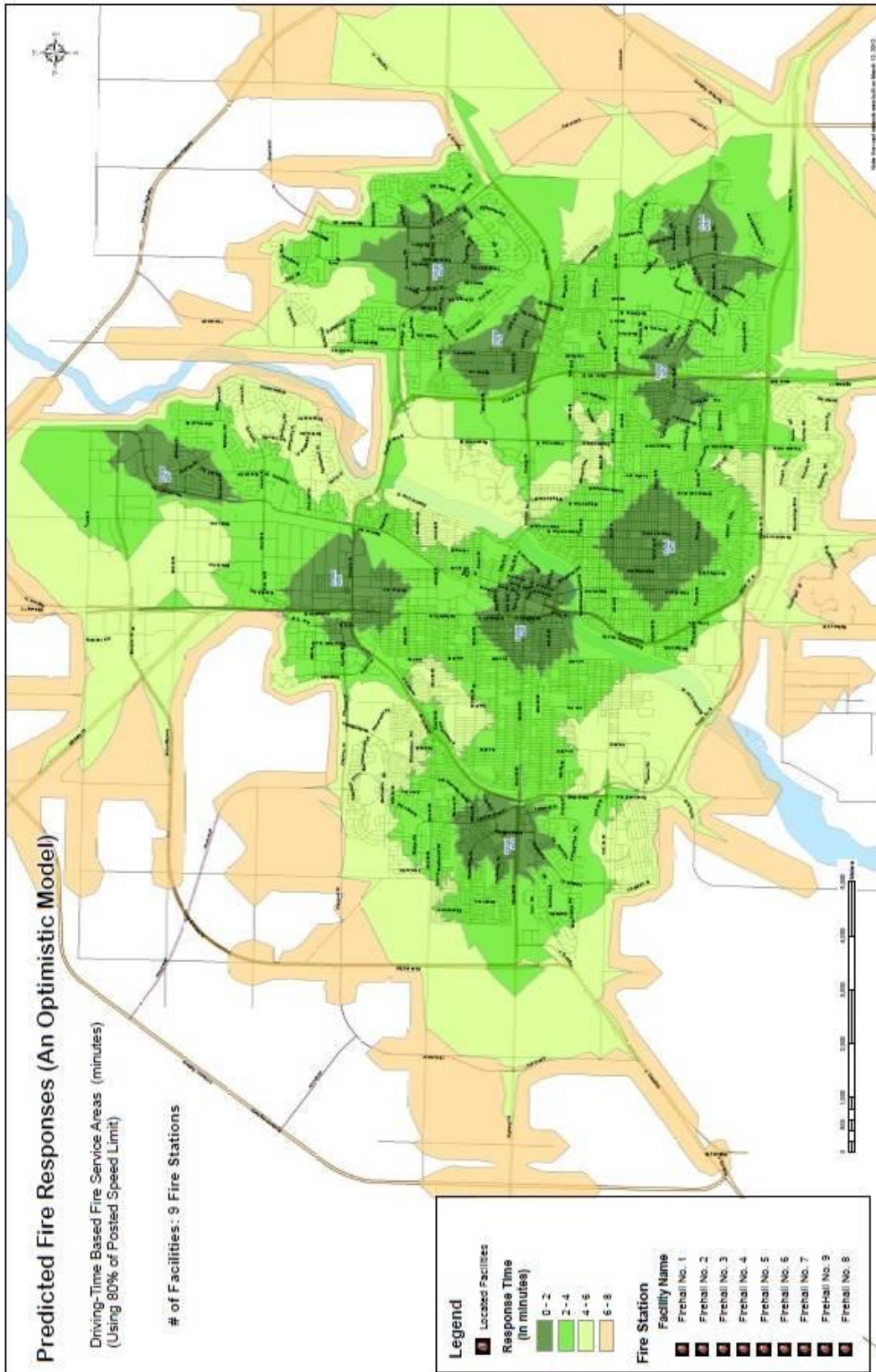
Fire department deployment analysis : a public policy analysis case study / The Rand Fire Project ; editors, Warren E. Walker, Jan M. Chaiken, Edward J. Ignall ; contributing authors, Rae W. Archibald ... [et al.] ; editorial consultant, Barry Richman

Roberts, Bill, Fire Chief, City of Austin, “The Austin Fire Department Staffing Study,” March 1993.

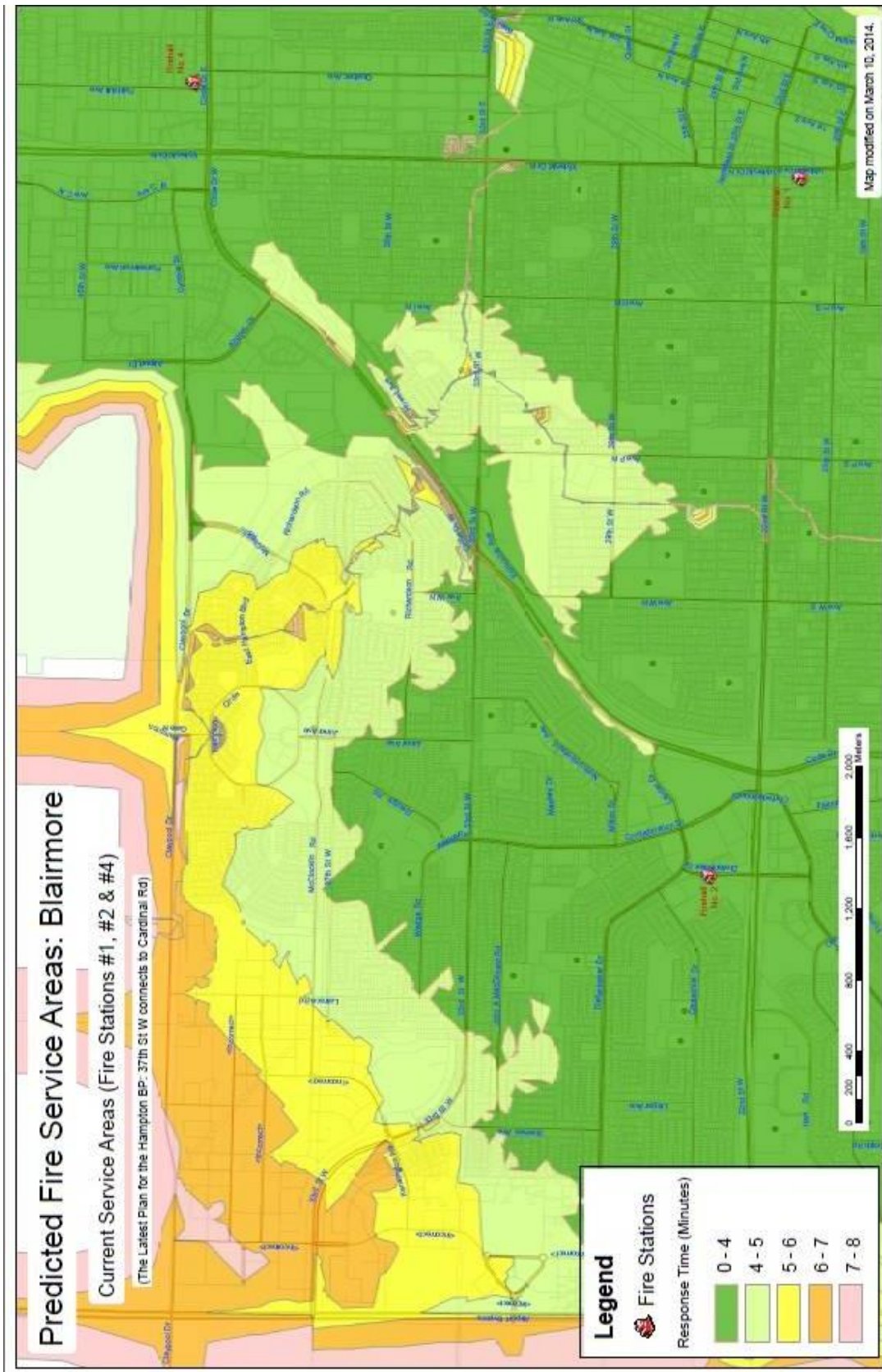
In 1993, the Austin Fire Department conducted a study to determine whether companies staffed with four fire fighters were safer and more effective than the three-person companies the department was currently deploying. In order to compare the effectiveness of fire companies, the physiological impact on fire fighters and Austin fire department injury rates at various staffing levels, the Fire Department conducted drills consisting of a series of common fireground tasks divided into three scenarios: a simulated two-story residential fire; a simulated aerial ladder evolution; and a simulated engine company high-rise fire. These simulations revealed that regardless of the experience, preparation or the training of fire fighters, loss of life and property increases when a sufficient number of personnel are not available to conduct the tasks required

in an efficient manner. The severity and the degree of hazard increases until controlled or the fire passes the critical point. Consequently, the Austin Fire Department concluded that fire fighter effectiveness significantly improves when a company is increased from three to four personnel. In the two-story residential fire, the efficiency or time improvement between the three-person and four-person crew was 73% in the aerial ladder evolution, the efficiency improvement between the three-person and four-person crews was 66%. In the high-rise fire, the efficiency improvement between the three-person and four-person engine company crew was 35%. In addition to the fireground simulation, the Austin Fire Department also reviewed injury reports involving 136 emergency incidents from 1989 to 1992 to which 1,938 fire fighters responded. The analysis revealed that the injury rate for four or five-person crews was 5.3 per 100 fire fighters while the three-person companies experienced an injury rate of 7.77 injuries per 100 fire fighters. The injury rate for the three-person companies was 46% higher than the rate for larger crews.

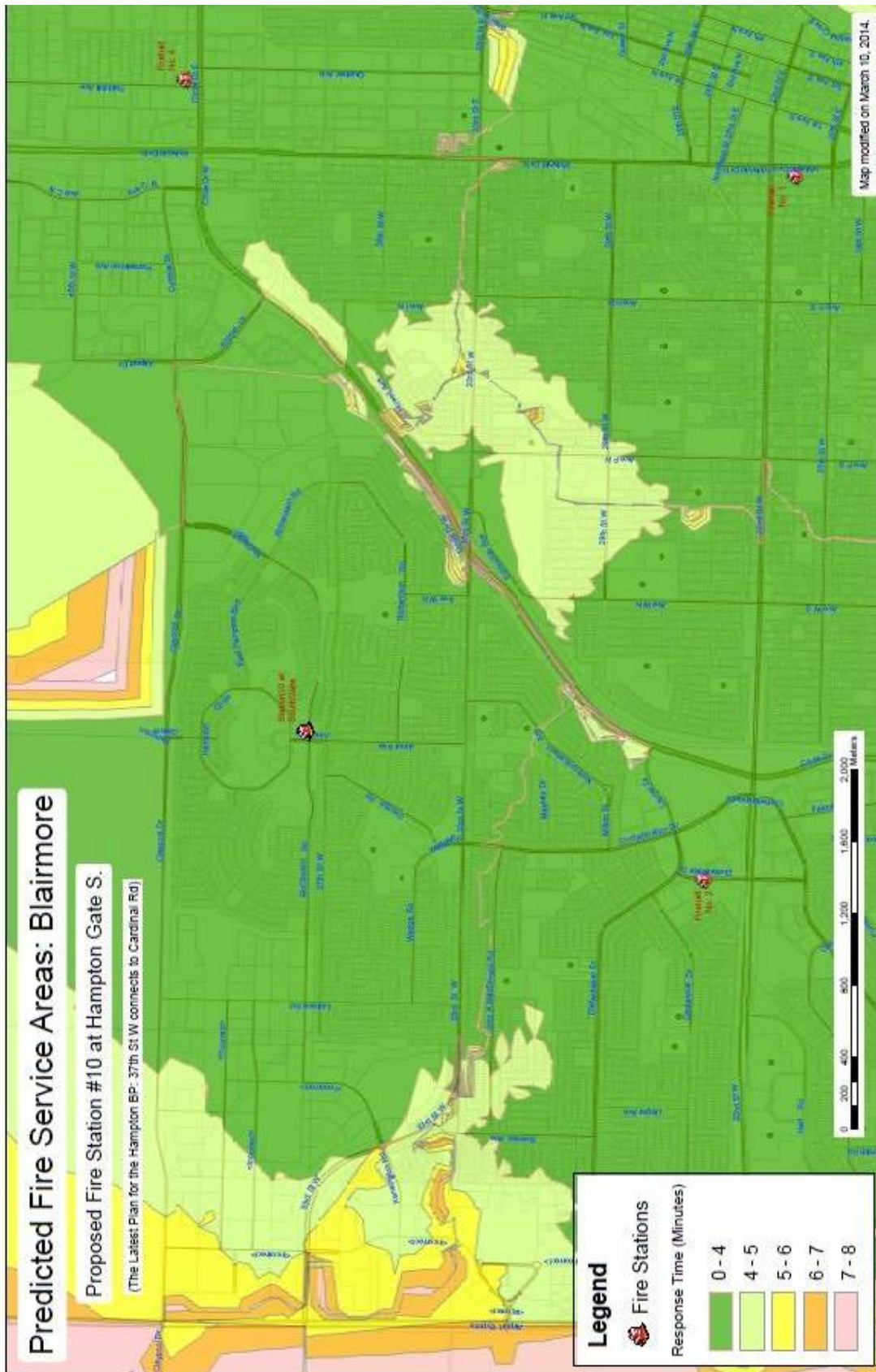
Appendix 1a: Predicted Fire Response



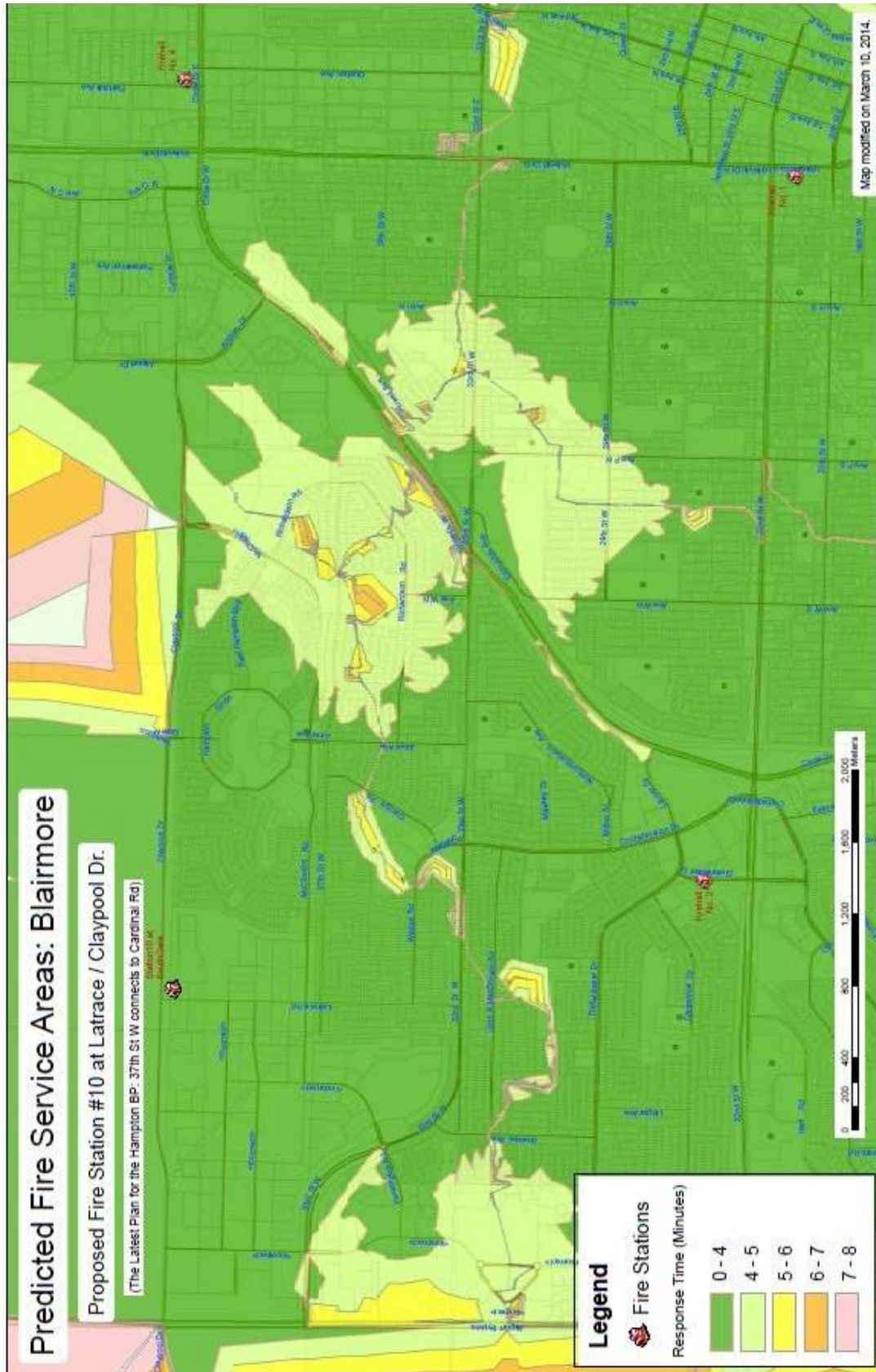
Appendix 1b: Predicted Service Area Blairmore



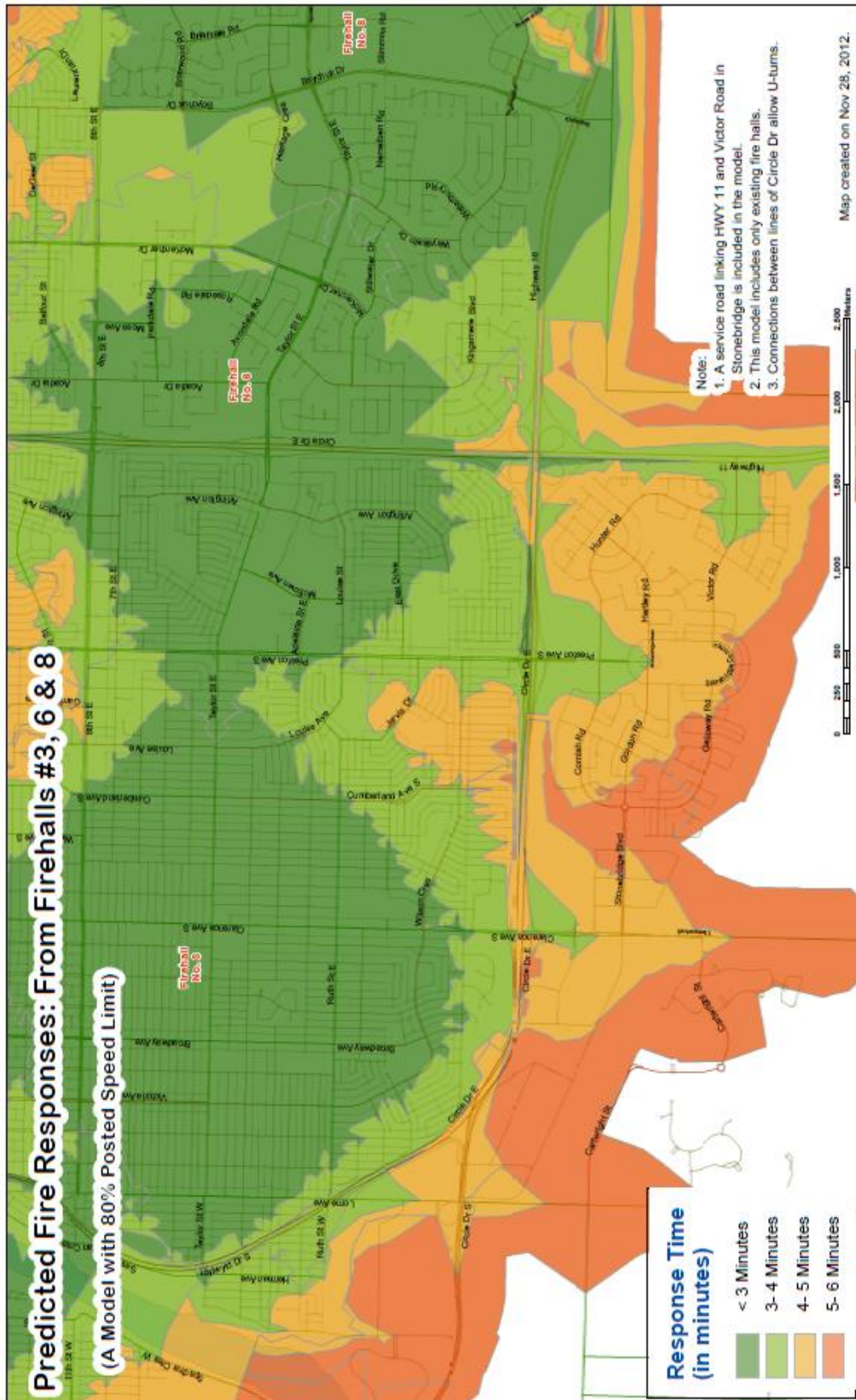
Appendix 1c: Fire Station 10 at Hampton Gate S.



Appendix 1d: Fire Station 10 at Claypool Dr.



Appendix 1e: Fire Station 3, 6, 8 Response Times





STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Waste Handling Civic Service Review

Recommendation of the Committee

That the information be received.

History

At the October 14, 2014, Standing Policy Committee on Environment, Utilities and Corporate Services meeting, a report of the General Manager of Corporate Performance, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of General Manager, Corporate Performance Department [File CK. 7830-1, x CK. 0116-1 and CP 0116-003]

Waste Handling - Cover Report to Council

Waste Handling Civic Service Review

Recommendation

That the information be received.

Topic and Purpose

This report outlines some of the opportunities to address issues and reduce costs associated with providing garbage and recycling collections.

Report Highlights

1. A Civic Service Review on Waste Handling has begun and a number of opportunities to address issues and reduce costs have been identified.
2. A number of issues have developed in areas of the city receiving back lane garbage and recycling collection services. These issues are affecting the cost to deliver services, the safety and cleanliness of neighbourhoods, and the successful capture of recyclable materials by the curbside recycling program.
3. Recent surveying confirmed that many residents receiving back lane garbage and recycling collections prefer that service location.
4. During the review process, Administration recommends providing education and support to residents in back lane neighbourhoods about back lane stewardship and issues.

Strategic Goals

This report supports the four-year priority to establish levels of service related to asset management under the Strategic Goal of Asset and Financial Sustainability. The recommendations also support the long-term strategy to increase productivity by being more efficient in the way we do business under the Strategic Goal of Continuous Improvement.

Background

On September 29, 2014 City Council received a report on the Civic Service Reviews conducted on the Road Management Program (Design, Construction, Operations, and Maintenance) and Parks (Design, Construction and Maintenance).

Report

Potential Cost Saving Opportunities

A Civic Service Review on Waste Handling has begun. The goal of this operational review process is to find ways to control expenditures and to seek efficiencies in the delivery of municipal programs and services related to garbage collections, garbage containers, and landfill operations. Aspects of the review may also have implications for recycling or composting programs.

A number of opportunities to address issues and reduce costs have been identified for further study, including but not limited to:

- Frequency of garbage collections
- Hours of operation at the Landfill
- Collection of garbage and recycling in back lanes

As the review process proceeds, it is expected additional opportunities will be identified.

Frequency of Garbage Collections

The Curbside Recycling Program is successfully reducing the volume of waste taken to the Landfill as garbage. As a result there are opportunities to consider shrinking the number of months in which weekly garbage collections occur. Currently weekly collections begin in April and continue until November.

Hours of Operation at the Landfill

The Saskatoon Regional Waste Management Centre (Landfill) is open to the public 363 days each year. The Northern Landfill owned and operated by Loraas is closed Sundays and statutory holidays.

Collection of Garbage and Recycling in Back Lanes

A number of issues arising from back lane collections have been identified. These include lost productivity as collections are slower in back lanes, and damage to back lanes as they were not constructed for heavy loads.

Options to the Recommendation

City Council may choose to add or remove items to be studied further within the Waste Handling Civic Service Review.

Public and/or Stakeholder Involvement

The Waste Service Review will provide a number of opportunities for the public to provide their input and comment on frequency of garbage collection, hours of operation at the Landfill, and collection of garbage and recycling in back lanes. These opportunities will include input on the Shaping Saskatoon website, surveys, and open house sessions. The open houses will provide an opportunity to comment on the waste handling review, as well as for the Administration to share information on the Roads and Parks Service Reviews currently underway.

In terms of the back lane collections, the service location for garbage collections was an important concern raised by residents at the time of the conversion from communal to individual roll-out garbage containers. As part of the conversion process, resident preference became a key component of the implementation plan with follow-up surveys conducted in a number of neighbourhoods.

In the spring of 2013, most residents with back lane collections service moved their carts to the front street as back lanes became impassable based on extraordinary thaw conditions. Following this, a number of residents inquired about a permanent switch to front street, and where there appeared to be clusters of residents inquiring, further survey work was done. Survey results from the four (4) participating neighbourhoods are included in Attachment 1. This input will be used as part of the review process.

Communication Plan

The Civic Service Review for Waste Handling will include more public information and engagement than other reviews have to date. Given that the process will take some time to complete, Administration recommends implementing a two-stage communications strategy:

1. Provide education and support to residents about back lane stewardship and the issues related to back lane garbage and recycling collections by sharing images and data explaining the effects on service costs, the safety and cleanliness of neighbourhoods, and the successful capture of recyclable materials. Material will make use of infographics and data captured from the field. Communications will target residents in back lane neighbourhoods and utilize a variety of tactics including an informational leaflet, an information open house, the City web-site, discussion forum on Shaping Saskatoon, information provided to Community Associations, social media, and newspaper advertising.
2. Communicate about the Civic Service Review process and its results to all taxpayers. Communications will make use of the City web-site, Shaping Saskatoon, City social media channels, and news releases.

Financial Implications

There are sufficient funds available in Capital Project #2535 – Efficiencies Through Continuous Improvement to cover the costs of both the Civic Service Review and the additional communications.

Environmental Implications

The changes to be studied further under the Civic Service Review will impact the amount of fuel used having an overall positive impact on greenhouse gas (GHG) emissions.

Other Considerations/Implications

There are no identified policy or privacy implications. CPTED Review is not required at this time.

Due Date for Follow-up and/or Project Completion

A report on the Waste Handling Civic Service Review, including recommendations on the items contained in this report, will be provided in March 2015.

Public Notice

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

Attachment

1. Survey Results

Report Approval

Written by: Kim Matheson, Director of Strategic and Business Planning
Reviewed by: Michelle Jelinski, Environmental Operations Manager, Public Works
Pat Hyde, Director of Public Works
Brenda Wallace, Director of Environmental & Corporate Initiatives
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Waste Handling Civic Service Review.docx

Survey Results

Four streets in the Avalon neighbourhood and one street in Nutana Park stated a preference to switch to front street collection through the survey. These results were not sufficient to warrant significant changes to current collections practices.

AVALON RESULTS						
Street:	Total Addresses	Total Responses	Back Lane Preference	Front Street Preference	Either	No Answer
Albert	51	33	63.6%	36.4%	0.0%	35.3%
Broadway	52	34	76.5%	17.6%	5.9%	34.6%
Cascade	39	20	80.0%	20.0%	0.0%	48.7%
Clare	20	13	100.0%	0.0%	0.0%	35.0%
Clarence	43	25	88.0%	12.0%	0.0%	41.9%
Dufferin	52	29	82.8%	17.2%	0.0%	44.2%
Glasgow	57	32	68.8%	31.3%	0.0%	43.9%
Hanover	34	17	64.7%	35.3%	0.0%	50.0%
Harrison	51	32	68.8%	28.1%	3.1%	37.3%
John Hair	12	8	37.5%	62.5%	0.0%	33.3%
Kelvin	62	30	86.7%	13.3%	0.0%	51.6%
Lansdowne	33	18	50.0%	50.0%	0.0%	45.5%
Maceachern	23	16	75.0%	25.0%	0.0%	30.4%
McAskill	67	37	18.9%	81.1%	0.0%	44.8%
McConnell	33	26	80.8%	19.2%	0.0%	21.2%
McGilp	6	0	0.0%	0.0%	0.0%	100.0%
McPherson	39	21	85.7%	14.3%	0.0%	46.2%
Melrose	90	34	82.4%	17.6%	0.0%	62.2%
Mendel	109	11	18.2%	81.8%	0.0%	89.9%
Mills	33	25	84.0%	16.0%	0.0%	24.2%
Niderost	8	6	83.3%	16.7%	0.0%	25.0%
Norman	39	29	69.0%	31.0%	0.0%	25.6%
Pinder	21	11	36.4%	63.6%	0.0%	47.6%
Royal	20	8	100.0%	0.0%	0.0%	60.0%
Ruth	6	4	100.0%	0.0%	0.0%	33.3%
Underwood	26	17	58.8%	41.2%	0.0%	34.6%
Vernon	6	1	100.0%	0.0%	0.0%	83.3%
William	35	20	85.0%	15.0%	0.0%	42.9%
Wilson	76	40	82.5%	17.5%	0.0%	47.4%
York	32	16	81.3%	18.8%	0.0%	50.0%
Young	31	16	68.8%	31.3%	0.0%	48.4%
TOTAL	1206	629	71.5%	28.0%	0.5%	47.8%

EASTVIEW RESULTS						
Street:	Total Addresses	Total Responses	Back Lane Preference	Front Street Preference	Either	No Answer
Arlington	96	51	76.5%	23.5%	0.0%	46.9%
East Centre	155	108	70.4%	29.6%	0.0%	30.3%
East Drive	35	26	88.5%	11.5%	0.0%	25.7%
East Heights	121	80	58.8%	40.0%	1.3%	33.9%
East Place	116	78	65.4%	32.1%	2.6%	32.8%
Easthill	279	177	64.4%	35.6%	0.0%	36.6%
Eastview	295	174	64.9%	34.5%	0.6%	41.0%
Louise	19	14	57.1%	35.7%	7.1%	26.3%
Preston	58	25	72.0%	24.0%	4.0%	56.9%
TOTAL	1174	733	66.7%	32.5%	0.8%	37.6%

HOLLISTON RESULTS						
Street:	Total Addresses	Total Responses	Back Lane Preference	Front Street Preference	Either	No Answer
8th	6	2	100.0%	0.0%	0.0%	66.7%
Adelaide	23	12	58.3%	33.3%	8.3%	47.8%
Cumberland	135	69	79.7%	18.8%	1.4%	48.9%
Dunning	34	24	79.2%	20.8%	0.0%	29.4%
Ewart	96	64	71.9%	28.1%	0.0%	33.3%
Grosvenor	91	57	82.5%	15.8%	1.8%	37.4%
Hilliard	26	22	90.9%	9.1%	0.0%	15.4%
Hoeschen	47	36	77.8%	22.2%	0.0%	23.4%
Isabella	13	6	83.3%	16.7%	0.0%	53.8%
Jackson	71	38	60.5%	39.5%	0.0%	46.5%
Ledyden	26	22	77.3%	22.7%	0.0%	15.4%
Louise	97	49	73.5%	26.5%	0.0%	49.5%
Morgan	68	46	60.9%	39.1%	0.0%	32.4%
Park	91	65	50.8%	49.2%	0.0%	28.6%
Porteous	47	32	84.4%	15.6%	0.0%	31.9%
Preston	55	37	62.2%	37.8%	0.0%	32.7%
Shannon	49	39	59.0%	35.9%	5.1%	20.4%
Sommerfeld	58	40	75.0%	22.5%	2.5%	31.0%
Taylor	7	2	100.0%	0.0%	0.0%	71.4%
Wiggins	51	32	87.5%	12.5%	0.0%	37.3%
TOTAL	1091	694	71.9%	27.2%	0.9%	36.4%

NUTANA PARK RESULTS						
Street:	Total Addresses	Total Responses	Back Lane Preference	Front Street Preference	Either	No Answer
Adelaide	42	26	69.2%	26.9%	3.8%	38.1%
Bell	54	35	65.7%	34.3%	0.0%	35.2%
Blain	28	15	46.7%	46.7%	6.7%	46.4%
Cantlon	40	27	59.3%	37.0%	3.7%	32.5%
Cascade	16	10	70.0%	30.0%	0.0%	37.5%
Clinskill	12	9	66.7%	33.3%	0.0%	25.0%
Cumberland	94	49	85.7%	14.3%	0.0%	47.9%
Deborah	63	40	77.5%	22.5%	0.0%	36.5%
Drinkle	7	5	80.0%	20.0%	0.0%	28.6%
Dumont	33	21	47.6%	52.4%	0.0%	36.4%
Estey	29	23	91.3%	8.7%	0.0%	20.7%
Irvine	79	53	58.5%	41.5%	0.0%	32.9%
Jarvis	45	26	69.2%	30.8%	0.0%	42.2%
Landa	18	12	83.3%	16.7%	0.0%	33.3%
Louise	20	15	86.7%	13.3%	0.0%	25.0%
Middleton	75	44	61.4%	36.4%	2.3%	41.3%
Murphy	61	42	61.9%	35.7%	2.4%	31.1%
Paul*	24	15	20.0%	80.0%	0.0%	37.5%
Preston	80	33	54.5%	45.5%	0.0%	58.8%
Riel	60	42	64.3%	33.3%	2.4%	30.0%
Ruth	40	25	72.0%	24.0%	4.0%	37.5%
Wilson	67	40	67.5%	32.5%	0.0%	40.3%
Woodward	37	20	95.0%	5.0%	0.0%	45.9%
Total	1024	627	67.3%	31.6%	1.1%	38.8%

* Paul Crescent already collected from front street



STANDING POLICY COMMITTEE ON FINANCE

Communications to Council – Nicola Tabb – September 10, 2013 – Proposed Establishment of a 33rd Street Area BID

Recommendation of the Committee

1. That advertising respecting the proposal to establish a 33rd Street Business Improvement District, as outlined in the report of the General Manager, Community Services Department dated October 6, 2014, be approved;
2. That the Administration proceed with Public Notice with respect to the establishment of a 33rd Street Business Improvement District; and
3. That the City Solicitor be requested to prepare the required bylaw for consideration at the time of the public hearing.

History

At the October 6, 2014 Standing Policy Committee on Finance meeting, a report of the General Manager, Community Services Department dated October 6, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Community Services Department dated October 6, 2014 (Files CK. 1680-6 and PL. 1680-7)

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

**Subject: Proposed Establishment of a 33rd Street Area
Business Improvement District**

Recommendation

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

1. That advertising respecting the proposal to establish a 33rd Street Business Improvement District, as outlined in this report, be approved;
2. That the Administration proceed with Public Notice with respect to the establishment of a 33rd Street Business Improvement District; and
3. That the City Solicitor be requested to prepare the required bylaw for consideration at the time of the public hearing.

Topic and Purpose

The purpose of this report is to present the proposal for the establishment of a Business Improvement District (BID) on 33rd Street.

Report Highlights

1. A group of business owners on 33rd Street is interested in creating a BID along both sides of 33rd Street, from Avenue G to Alberta Avenue and have a proposed budget for the first year of operation of \$20,000, resulting in a levy on assessment of 0.097% for commercial and industrial properties within the boundary.
2. If approved, the 33rd Street BID would gain access to urban design support through the Urban Design City-Wide Program (City-Wide Program), although there is limited capacity to begin capital improvements in the near term.
3. The potential exists to install parking meters in this area, and discussions with the newly formed BID would need to address this, although access to parking meter revenue will be restricted until the new parking meter system is fully paid for.
4. The Community Support Pilot Program will not be extended to 33rd Street prior to the completion of the pilot program in December 2015.

Strategic Goal

The formation of BIDs supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity; specifically the long-term strategy of working collaboratively with local businesses to promote Saskatoon as a great place to live, work, and raise a family.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Background

A BID is a defined area of commercial and industrial property owners and tenants who work in partnership to create a thriving and competitive business area. The mandate of BIDs include:

- i) business attraction and retention;
- ii) events, promotion, and marketing;
- iii) enhancements to an area, such as streetscaping;
- iv) promoting the theme/character of an area; and
- v) standard maintenance.

Over the past two years, a group of interested business owners on 33rd Street have been discussing the formation of a BID in the area. In March 2013, all business and property owners in the proposed 33rd Street boundary were invited to a general information meeting to discuss the purpose and interest in starting a BID. Staff from the Planning and Development Division and Assessment and Taxation Division have also met with the organizing group on a regular basis.

At the September 23, 2013 City Council meeting, a formal request was received for the Administration to work with the organizing businesses to establish a 33rd Street BID.

The creation of a BID is led by the local business community. The role of the Administration is to assist the organizing businesses by providing technical and administrative guidance on the process to form a BID.

Report

Proposal for the Creation of the 33rd Street BID

On September 17, 2014, a public meeting was held where the organizing group of businesses outlined their proposed purpose, vision, and budget for a 33rd Street BID. The organizers believe the area has a variety of commercial businesses that makes it unique in Saskatoon, and over the long-term, the formation of a BID would improve the appeal and viability of the district. The primary long-term goal of the BID is to improve the pedestrian environment through streetscaping. The proposed boundary is both sides of 33rd Street, from Avenue G to Alberta Avenue (see Attachment 1).

The proposal for the BID is to begin with a budget of \$20,000 for year one in 2015. This budget would be spent on marketing and promoting the area to potential customers and clients (see Attachment 2 for the detailed proposal). Revenue would be exclusively raised through a levy on assessment, which, with a budget of \$20,000, would equal 0.097%; at this rate, the property with the largest assessment would pay just over \$129 per month, and the property with the smallest, \$5.17 per month. At the September 17, 2014 public meeting, all affected business and property owners in attendance were advised of their estimated BID levy. Sixteen business owners attended the public meeting, and the vast majority of those in attendance were supportive of the proposed BID and the organizing committee's goals for the future. Six

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

comment sheets were received at the meeting, all of which were supportive of the BID proposal.

Access to Streetscaping

33rd Street would be eligible for streetscaping and urban design support through the City-Wide Program. However, the City-Wide Program currently has inadequate funding to support any major capital projects in the short term. A review is being conducted on the purpose and sufficiency of this reserve, and a proposal for change will be brought forward in a report to the Standing Policy Committee on Planning, Development and Community Services in November 2014.

Parking Meters

33rd Street does not currently have parking meters installed. As part of future discussions with this new BID, the installation of meters would be considered. If parking meters are installed in the near term in this area, the 33rd Street BID would not automatically receive access to parking meter funding as new parking meter revenues will not be available prior to full payment of the new parking meter system, at the earliest. In addition, access to the BID Streetscape Reserve would only occur in the long term, as a 10-year program plan and funding priorities for that Reserve have already been identified by the existing BIDs and the Administration.

Community Support Program

This program is currently in a pilot phase and will be reviewed in late 2015.

The pilot program will not be extended to 33rd Street as it is currently funded from parking meter revenue.

Options to the Recommendation

City Council may consider the option to reject the recommendations. In this case, the Administration and organizing group of businesses would require further direction.

Public and/or Stakeholder Involvement

All affected business and property owners have been notified of, and invited to, initial information meetings. Official public notice will precede a public hearing at City Council. As the formation of a BID is an initiative of the local business community, the organizing businesses have also communicated their proposal to other business owners in the area.

Communication Plan

A Public Service Announcement will be issued following City Council's consideration of this matter at the public hearing.

Policy Implications

If approved by City Council, a bylaw will be created to establish the 33rd Street BID.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Financial Implications

The 33rd Street BID will be funded through a levy on the assessment of all business and industrial properties in the proposed boundary. Other sources of funding, such as parking meter revenue, will be considered at a future date.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If approved by City Council, a public hearing would be held where all of the foregoing material would be presented along with a bylaw for consideration by City Council. The public hearing is tentatively scheduled for the November 24, 2014 City Council meeting.

If the bylaw is approved on this date, the City Solicitor would incorporate the organization, and the BID's budget would be required to be received by the City Assessor on or before January 15, 2015. The BID levy for each property would be included on tax notices for 2015.

Public Notice

If approved by City Council, advertising and public notice would follow. All affected businesses would be notified of the public hearing, tentatively scheduled for November 24, 2014.

Public Notice is required for consideration of this matter, pursuant to Section 3, subsection (I), of Public Notice Policy No. C01-021. If approved, the following notice of the public hearing will be given:

- a) notice of the matter shall be published in The StarPhoenix on the Saturday at least seven days immediately prior to the meeting at which City Council will initially consider the matter;
- b) notice of the matter shall be posted at City Hall at least ten days prior to the meeting at which City Council will initially consider the matter; and
- c) notice of the matter shall be posted on the City's website at least ten days prior to the meeting at which City Council will initially consider the matter.

Notice is also required to be given to all business and property owners in the proposed 33rd Street BID boundary by mailing notice of the matter to all affected parties by ordinary mail, which is to be postmarked no later than ten days prior to the City Council meeting at which the matter will initially be considered.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Attachments

1. 33rd Street BID Proposed Boundary
2. Proposal for the Establishment of a 33rd Street Business Improvement District

Report Approval

Written by: Konrad André, Senior Planner, Neighbourhood Planning Section

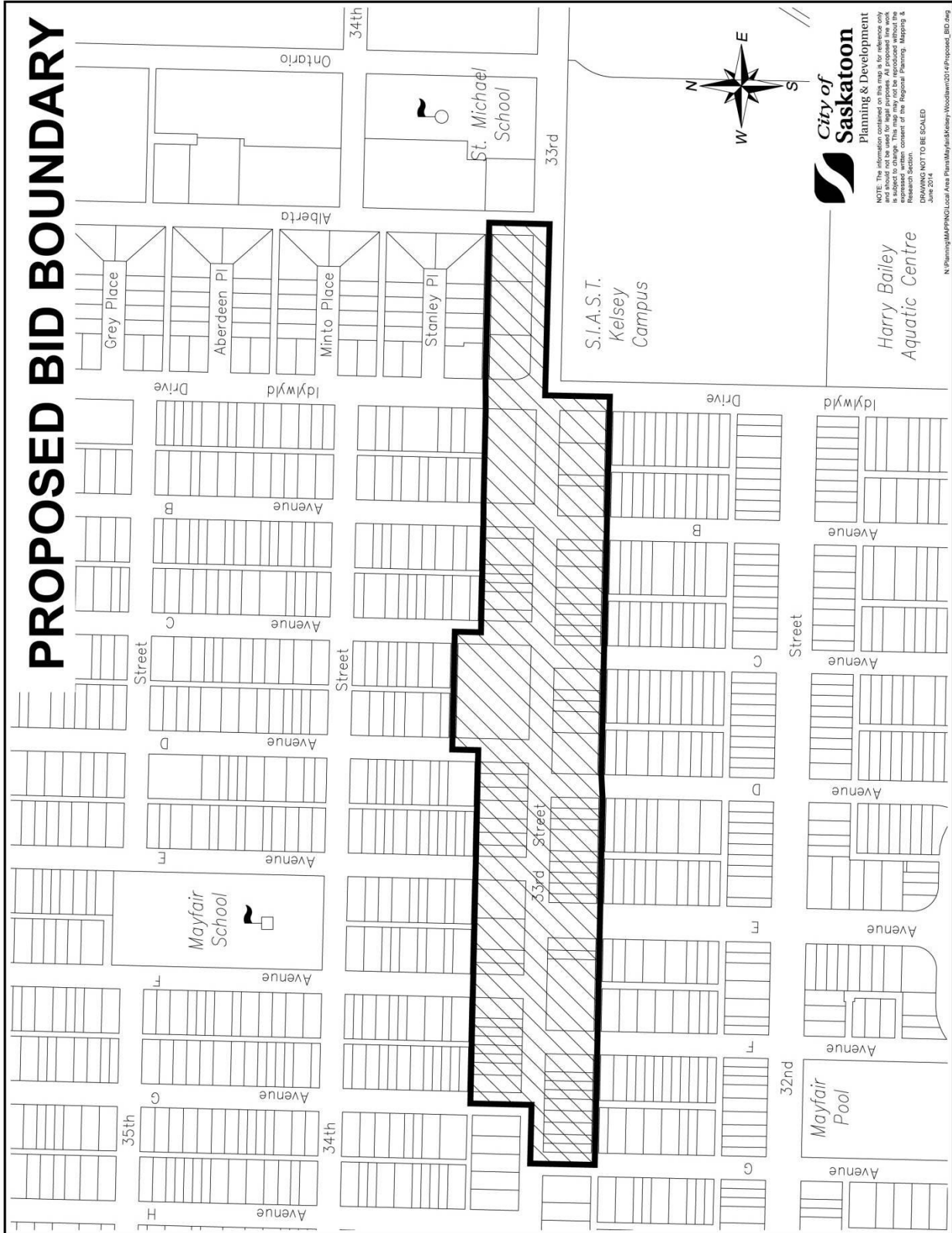
Reviewed by: Alan Wallace, Director of Planning and Development

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

Approved by: Murray Totland, City Manager

S/Reports/CP/2014/Finance – Communications to Council – Nicola Tabb – September 10, 2013 - Proposed Establishment of a 33rd Street Area Business Improvement District/ks
BF 70-13

33rd Street BID Proposed Boundary



**PROPOSAL FOR THE ESTABLISHMENT OF A
33rd STREET BUSINESS IMPROVEMENT DISTRICT**

INTRODUCTION

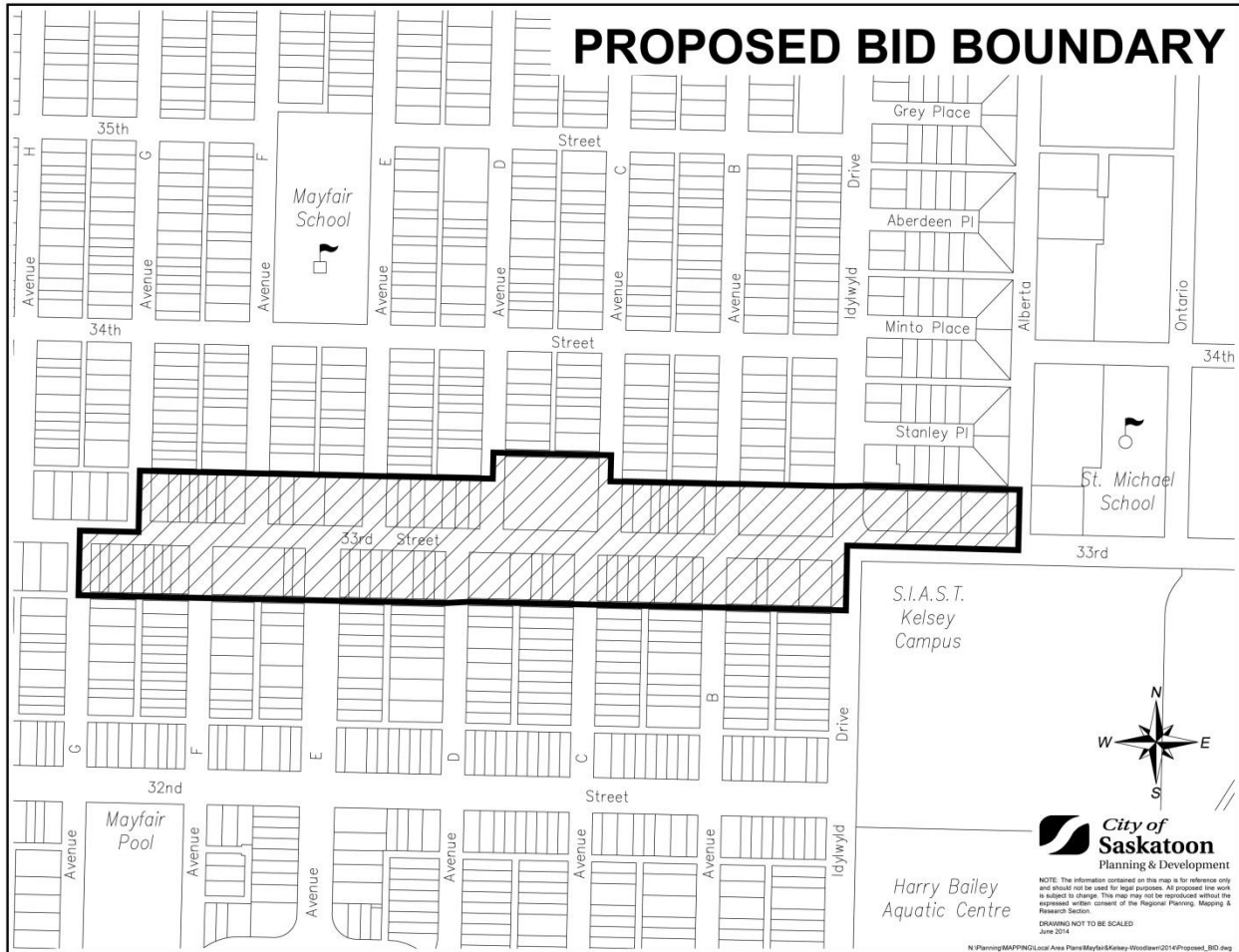
The 33rd Street business area provides a number of essential services which help to make the surrounding neighbourhoods great places to live. Part of the strong sense of community in our neighbourhoods derives from our use of and reliance on these businesses. Our neighbourhood traditions include friendly chats with staff at Safeway and eating delicious treats at Christie's Bakery. We have a caterer, a drugstore, a plumber, antique and clothing stores, spa services, several restaurants and much more.

Our business area has had its ups and down, and business owners and residents certainly have recognized signs of wear and tear, loss of market share, and other economic impacts. A 33rd Street Business Improvement District (the "33rd Street BID") will work to stem that tide and keep 33rd Street a business area that is accessible and welcoming to everyone.

THE 33rd STREET BID

A business improvement district (a "BID") allows local business and property owners to join together to improve the overall wellbeing of a business area. Such enhancements include physical improvements, promotion of economic development, and advocating issues which affect the business area.

Often a BID enables local business and property owners to enhance the business area, creating a more pleasant atmosphere for individuals and the surrounding communities. The 33rd Street BID will be led by businesses for the benefit of businesses, invest in the future of our communities, provide an organized group to address our priorities, and give us a significant business voice with real influence.



We are proposing that the 33rd Street BID area include both sides of 33rd Street West from Alberta Avenue North to Avenue G North. The boundaries of the BID could adjust over time if necessary.

The BID will be run by a volunteer Board of Directors made up of a City Councillor and local business and property owners. Interested individuals would be welcome to seek a position on the Board.

PURPOSES OF THE 33rd STREET BID

The 33rd Street BID will deliver on 4 key objectives:

1. To brand, market and promote 33rd Street as a centre for retail, services, leisure and tourism, including establishing cultural activities, festivals and events.
2. To take pride in 33rd Street by creating a more attractive business area for workers, residents and visitors.

3. To invest in people and businesses to develop a more competitive 33rd Street that builds on its reputation for customer service.
4. To build an effective partnership between the businesses on 33rd Street and the City of Saskatoon (the “City”) for the benefit of 33rd Street businesses, residents and visitors.

OUR GOALS FOR 2014/2015

Our two major goals for our first year of operation are to begin to improve the overall physical appearance of the 33rd Street business area and to effectively promote and market 33rd Street as a destination for residents and visitors. The 33rd Street BID will work towards transforming 33rd Street from a high traffic area into an area which is busy, colorful, pedestrian friendly, and economically viable.

To achieve the goal of promoting and marketing our business area, the 33rd Street BID will use advertising strategies as well as assist with organizing special events such as the 33rd Street Fair to attract residents and visitors to 33rd Street. We would also become involved with local civic issues and committees to have a voice regarding proposed traffic changes to 33rd Street and other issues in our area.

To achieve the goal of physically improving our business area, over time the 33rd Street BID will access programs offered by the City which would enable us to get items such as street banners, benches, garbage containers, public art, facade improvements, and flower pots. Future goals would include other types of physical enhancements like streetscaping.

BUDGET

We are proposing a budget of \$20,000.00 for our first 3 years of operation. The following estimates show where our funds will be allocated.

33rd Street Business Improvement District - \$20,000			
Budget 2015-2017			
Item	2015	2016	2017
Administrative Expenses	\$ 600	\$ 600	\$ 600
Flower Pot Maintenance	2,000	2,000	2,000
Garbage Cans & Ashtrays	3,000	3,000	3,000
Banner Fabrication & Installation	8,000	-	-
Flower Pot Purchases	2,000	-	-
Benches	2,000	2,000	-
Special Event Fund	-	2,000	2,000
Street Art	-	1,000	1,000
Advertising	-	-	5,000
Website & Branding	-	4,000	-
Streetscaping/Maintenance Fund	1,400	2,000	3,000
Planned savings	1,000	3,400	3,400
Total Annual Budget	\$ 20,000	\$ 20,000	\$ 20,000

Any funds not used in the year in which they are collected will be carried forward for use in the following year and will be considered in the determination of the amount for the following year's budget.

Much of the work we intend to do initially will either be volunteer fuelled or funded by programs specifically available to BIDs.

Our starting budget of \$20,000.00 will be raised by a levy which the City applies to property taxes. This levy amounts to a total increase of .097% based on the assessed value of the property. The annual BID budget, determined by the BID Board and approved by City Council, would determine the levy on an on-going basis.



STANDING POLICY COMMITTEE ON FINANCE

Property Tax Deferral Program for Low-Income Seniors

Recommendation of the Committee

1. That the current Property Tax Deferral Program for Low-Income Seniors be amended to include the following options:
 - a) deferral of \$600 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - b) deferral of \$1,200 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - c) deferral of the full amount of municipal and library taxes with 4% interest applied, payable when the house is sold or no longer occupied by the applicant; and
2. That the City Solicitor prepare the necessary amendments to Bylaw No. 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012.

History

At the October 6, 2014 Standing Policy Committee on Finance meeting, a report of the CFO & General Manager, Asset and Financial Management Department dated October 6, 2014 was considered regarding the above matter.

Attachment

Report of the CFO & General Manager, Asset and Financial Management Department dated October 6, 2014 (Files CK. 1930-1 and AF. 1965-1)

Property Tax Deferral Program for Low-Income Seniors

Recommendation

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

1. That the current Property Tax Deferral Program for Low-Income Seniors be amended to include the following options:
 - a) deferral of \$600 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - b) deferral of \$1,200 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - c) deferral of the full amount of municipal and library taxes with 4% interest applied, payable when the house is sold or no longer occupied by the applicant; and
2. That the City Solicitor prepare the necessary amendments to Bylaw No. 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012.

Topic and Purpose

This report is requesting approval for the expansion of the Property Tax Deferral Program for low-income senior homeowners. The program allows deferral of payment of municipal and library property taxes and is intended to help support those who qualify to remain in their own homes.

Report Highlights

1. Since 2012, a program has been in place that allows qualified low-income senior citizens to defer annual increases in municipal and library taxes for homes that they own and occupy.
2. The program will be expanded to give low-income senior citizens more options for deferring municipal and library taxes.

Strategic Goal

The recommendations in this report support the four-year priority to develop age-friendly initiatives to enhance quality of life as people age, under the Strategic Goal of Quality of Life.

Background

City Council, at its December 6, 2011 meeting, while considering a report dated November 4, 2011 (Attachment 1) from the General Manager, Corporate Services Department, resolved, in part:

- “1) that the Administration be directed to implement a property tax deferral program for low-income senior citizen homeowners as outlined in the report of the General Manager, Corporate Services Department dated November 4, 2011.”

At the Special Meeting of City Council on December 3 and 4, 2013, Dr. Murray Scharf of the Saskatoon Council on Aging spoke regarding the tax deferral program for seniors and requested that Bylaw 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012 be amended to enhance the benefits, up to and including the full tax amount, and extend the application period from one-year to up to five years. City Council resolved that the information be received and the matter be referred to the Administration to enter into discussions with the Saskatoon Council on Aging.

Report

Current Property Tax Deferral Program for Low-income Seniors

The City of Saskatoon's (City) Property Tax Deferral Program has been available to support low-income senior citizens who own and reside in a single-family home in Saskatoon since 2012. It provides the option to defer payment of future increases in municipal (City and Library) property tax.

Approved applicants are able to defer payment of annual municipal and library tax increases without penalty, as long as they reside and maintain ownership of the property. When that changes, the deferred property tax is due and must be paid to the City.

According to Statistics Canada's 2011 data, there are 645 qualified households. In 2013, 18 qualified seniors (3% of total) were approved for the program.

The feedback received by the Administration through conversations with citizens included that:

- the deferral amount was too small to be worth the effort of the annual application;
- the idea of owing money is unacceptable; and
- a lien on the property title was unacceptable.

While not all of these concerns can be eliminated, other options may better suit the needs of low-income seniors.

Adding Options

The work of the Administration and the Saskatoon Council on Aging (SCOA) included researching property tax deferral programs for low-income seniors in other jurisdictions (Attachment 2). The goal was to identify options that would:

- meet the needs of low-income senior homeowners by providing some support to remain in their own homes;
- be seen as equitable within the larger community; and
- be easy to access.

The recommendation of allowing deferrals of \$600, \$1,200 or all of the annual municipal and library taxes will meet a range of needs. For some, a deferral of \$600 annually

(or \$50 monthly) will help meet other financial obligations. For others, deferring payment of all municipal and library taxes, or \$1,200 (\$100 monthly), may better meet their needs.

To offset costs and maintain equity, interest on the deferred amounts at the rate of 4% per annum will be charged to the tax account.

It was agreed that an annual process of ensuring applicants qualify under the low-income guidelines is necessary. The application form will be further reviewed for simplicity, and support for those applying will be available from civic staff and the SCOA.

Approval criteria will include a requirement that the cumulative deferred amount for a given property cannot exceed 75% of the assessed value of the property. A lien placed on the title of the property provides security of payment of deferred taxes plus interest at the time of property sale.

Options to the Recommendation

City Council may direct the Administration to maintain the current program with no options, which will continue to provide support to a limited number of low-income seniors.

The other option is to expand the deferral options, but with no interest applied. This option may not be perceived as equitable by the larger community.

Public and/or Stakeholder Involvement

The Administration has gathered feedback mostly from seniors who have made inquiries or applied for the program. The recommendations in this report are the result of collaboration with representatives of the SCOA.

Communication Plan

The communication plan objectives will be to ensure that low-income senior citizen homeowners and their families are made aware of all options within the property tax deferral program and how to apply.

The communication plan, to be developed in collaboration with the SCOA, may include:

- Development of key messages around the new program which will be promoted through a general news release, the City's website, social media, and printed materials that may include an updated brochure, poster, application form, Frequently Asked Questions (FAQs), and a City Page ad.
- An informational interest session(s) for seniors, their families, media, and the general public will be arranged by the City's Community Engagement Coordinator, and promoted on *Shaping Saskatoon*, the City's online engagement tool. FAQs, applications, and printed materials would be available at the session.
- Television morning/noon show segment to promote new or existing program.

- Updated print materials provided to the SCOA, civic leisure centres, public libraries, local seniors' centres, and shopping centres.
- Banner stand and updated communication materials available to citizens in City Hall lobby.

Your Administration will also ensure that front-line customer service staff act as ambassadors of the Property Tax Deferral Program for Low-Income Seniors, and are aware of all information to promote this beneficial program.

Financial Implications

The Administration cannot say for certain how many qualified seniors will apply for the program. Based on a conservative estimate of 10% uptake of the option which allows full deferral of municipal and library taxes and an annual payback of 3% of deferred taxes, and 3% annual mill rate increases, the annual amount of tax dollars to be deferred would be \$91,000 in 2015 ranging to \$102,421 in 2019.

The annual deferral amount represents approximately 0.03% of the current year's levy, and can be managed within the internal cash flow process. Attachment 2 provides financial impact scenarios.

Other Considerations/Implications

There is no policy, environmental, Privacy, CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

An annual report will be presented to City Council in the first quarter of each year with details of the program.

Public Notice

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

Attachments

1. Report of the General Manager, Corporate Services Department, Dated Nov. 4, 2011.
2. Property Tax Deferral Programs for Low-Income Seniors in Other Jurisdictions.
3. Financial Impact Scenarios.

Report Approval

Written by: Shelley Sutherland, Director of Corporate Revenue
Reviewed by: Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial Management Department
Approved by: Murray Totland, City Manager

Property Tax Deferral_Low-Income Seniors.docx

TO: City Clerk (Budget Review Meeting)
FROM: General Manager, Corporate Services Department
DATE: November 4, 2011
SUBJECT: Property Tax Deferral Program for Low-Income Seniors
FILE NO: CS.1965-1

- RECOMMENDATION:**
- 1) that the Administration be directed to implement a property tax deferral program for low-income senior citizen homeowners as outlined in this report; and
 - 2) that the City of Saskatoon advocate for a provincially established program that will help seniors across Saskatchewan to manage the costs of owning and maintaining their homes.

BACKGROUND

At its June 22, 2009 meeting, City Council received a letter from Mr. Murray Scharf, Saskatoon Council on Aging, regarding the implementation of a “Property Tax Increase Deferral Program and Tax Abatement for Low-Income Seniors.” Council passed a motion referring the matter to the Administration for a report.

REPORT

Your Administration’s research into issues and options related to the implementation of a property tax deferral program for low-income seniors has been summarized in the attached discussion paper entitled “Reducing the Burden: An Exploration of Issues and Options for the Implementation of a Property Tax Deferral Program.”

Among other things, the paper provides an overview of the property tax deferral programs operating in various Canadian jurisdictions. Based on the objectives of a property tax deferral program, the analysis suggests that the most appropriate program should be directed to low-income seniors who own a residential property (including a single family home, townhouse or apartment condominium). In other words, the program would be directed to homeowners who are at least 65 years of age and have a household income less than the appropriate low income cut-off threshold. For the purposes of this program, as with other low-income support programs offered by the City of Saskatoon, the income threshold could be determined by utilizing Statistic Canada’s low-income cut-off (LICO) thresholds. *The primary advantage is that it would provide tax relief to seniors who live on fixed incomes, which would help them manage the costs of owning a home and allow them to stay in their homes longer.*

The amount deferred would be the incremental increase in the municipal and library portion of the property tax. The Administration estimates that this type of a targeted program has the potential to provide assistance to approximately 690 households (based on 2006 Census data). Based on 2010 values and a small random sampling of low-income property taxes, if all eligible homeowners

took advantage of the program, the potential property tax deferral that the City would need to support (municipal and library portion only) would be approximately \$30,000 annually.

In summary, the key points of a program for the City of Saskatoon to defer property taxes for low-income senior citizens would include:

- applies to owner-occupied, residential properties;
- the homeowner's household income cannot exceed Statistics Canada's low-income cut-off (LICO) thresholds;
- includes only the municipal and library portion of the property tax;
- if approved for the 2012 taxation year, the base year from which incremental taxes will be measured will be 2011;
- deferred amount in a given year is the incremental increase in the municipal and library portions of the total property tax bill, for example, if the municipal and library property tax increase for an eligible homeowner was \$100 from one year to the next, that homeowner could defer \$100;
- a lien would be placed on the property title until all taxes are paid in full;
- the deferral would continue until the owner no longer occupies the home, or the property is sold or transferred to another individual;
- the lien charge would become part of the total amount deferred.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Should City Council approve the implementation of a low income seniors' property tax deferral program, as outlined in the attached document, the program could be implemented for the 2012 tax year.

Funding

Predictability is somewhat challenging as low-income senior households are not restricted to specific neighbourhoods but are distributed across the City, and that distribution may well be changing in the coming years. Your Administration is recommending that the program be supported through the use of a contingency fund established for this purpose.

A contingency fund would be raised as an 'after mill rate' levy applied only to residential and condo classes. The City of Saskatoon levies taxes on approximately 71,000 residential and condominium class properties, and a levy of fifty cents (\$0.50) per property would result in a contingency fund of \$35,500 as a starting point. The contingency requirement would be calculated annually based on a reconciliation of the estimated cost of new applications for deferral less the repayment of previously deferred amounts. The total contingency requirement will be dependent on the uptake of the program.

Annual Impact

The annual impact would be the total change from the selected base year for the qualifying properties less any deferred amounts that have been paid. The amount would fluctuate year to year based on tax changes due to reassessment and/or annual budget requirements of the City and library.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

COMMUNICATION PLAN

Your Administration would work with the Communications Branch to design a public communication plan targeted to low-income senior citizens regarding the application process and criteria.

PUBLIC NOTICE

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

ATTACHMENT

1. Reducing the Burden: An Exploration of Issues and Options for the Implementation of a Property Tax Deferral Program (April 21, 2011).

Written by: Shelley Sutherland, City Treasurer
Mike Jordan, Government and Aboriginal Relations Manager

Reviewed by: _____
Marlys Bilanski, General Manager,
Corporate Services Department
Dated: _____

Approved by: _____
Murray Totland, City Manager
Dated: _____

copy: His Worship the Mayor
Senior Property_tax_deferral Nov 11(2).doc

Reducing the Burden:

***An Exploration of Issues and Options for the Implementation of a
Property Tax Deferral Program***

April 21, 2011

For Discussion Purposes Only

Produced by

Mike Jordan, Government & Aboriginal Relations Manager

Shelley Sutherland, Revenue Branch Manager

City of Saskatoon

[1] Introduction

In Canada, the property tax is the primary source of funding for local governments. Depending on the municipality, the property tax can fund anywhere between 40 and 70 percent of municipal operations. For example, property taxation accounts for almost 43 percent of total revenues of the City of Saskatoon's 2011 Operating Budget. In United States cities, by contrast, the reliance on the property tax is, on average, 16 percent of total operating revenues.¹

Canadian municipalities rely on property tax revenues to fund a variety of programs and services that provide a wide range of benefits to the public: road and sidewalk maintenance, police services, fire services, solid waste disposal, and the operation of recreational facilities and public parks. Despite the vital programs and services that the property tax funds, it is often a target for public criticism. The property tax is considered to be inadequate because it does not provide enough revenues to finance local government activities. It is considered to be unfair because it is levied against capital (stock) as opposed to income or consumption (flows). It is considered to be too high because it is billed in one single instalment, instead of being billed periodically, like the income tax. Finally, its highly visible nature has made the property tax an unpopular revenue source for financing local government activities.²

As a result of this criticism, municipal leaders often find themselves in a precarious position when it comes to making annual budget decisions. On the one hand, they are asked to provide more and better public services to meet the needs and wants of their citizens. On the other hand, they are under increasing public pressure to limit property tax increases - often to the rate of the Consumer Price Index - to ensure that the programs and services that the municipality offers are affordable to ratepayers.

In recent years, property taxes have seen steady increases in many Canadian municipalities. Although the research is not entirely conclusive, many analysts and observers argue that the property tax is a regressive form of taxation because the tax burden has a greater impact on low-income households than it does on higher-income households.³ If one holds this view, then the property tax increases used to fund municipal expenditures may become even more difficult to absorb by some segments of the population.

In response, many provincial, state, and local governments in both Canada and the United States have adopted various property tax relief programs, such as property tax deferral programs, that attempt to reduce the property tax burden on selected homeowners (e.g., seniors or low-income households). Traditionally, property tax deferral programs have not been widely used in Canada - especially, compared to the United States. However, they have grown more popular in recent years. At this time, there are no property tax deferral programs in Saskatchewan.

¹ See Stephanie Witt, James B. Weatherby, and Lisa Wennstrom, "City Government Revenue Sources: An Examination of Eight Western States", A White Paper prepared by the Boise State University Public Policy Center. (Boise State University Public Policy Centre, Boise, Idaho, February 2010). Obtained from <http://sspa.boisestate.edu/publicpolicycenter/files/2010/05/city-government-revenue-sources.pdf>

² For more of these criticisms see Enid Slack, "Understanding the Evolution of Property Tax Policy", A paper prepared for, 2001: A Property Tax Odyssey, 34th Annual National Workshop, Canadian Property Tax Association. Ottawa, Ontario, October 2, 2000

³ This depends on one's view of the property tax. For a discussion on the incidence of the property tax, see, George R. Zodrow, "The Property tax as a Capital Tax: A Room with Three Views", *National Tax Journal*, vol 54; no 1. (Washington D.C.: National Tax Association, 2001), h, 140.

Thus, the primary purpose of this paper is to provide some options for discussion regarding the adoption and implementation of a property tax deferral program by the City of Saskatoon, and ultimately, the Government of Saskatchewan. The document begins by summarizing the debate over whether or not the property tax is a regressive tax. This discussion is important to provide some context as to whether a municipal or provincial jurisdiction should provide some form of property tax relief for selected homeowners.

The document then provides an overview about the objectives of a property tax deferral program; namely, that it is intended to reduce the tax burden for a selected group of homeowners. The question that emerges through this analysis is what selected group (or groups) of homeowners should receive a tax deferral?

The paper will provide an overview of the property tax deferral programs operating in many Canadian jurisdictions. However, it goes beyond the scope of this paper to discuss the various other tax relief measures, such as property tax credits, rebates, tax caps, and assessment limits that are also in existence in some Canadian jurisdictions.

The document will then present three property tax deferral options that the City of Saskatoon may consider implementing. Given these options, and applying some economic criteria to them, this document suggests that, as a starting point, the City may want to pursue a property tax deferral program for homeowners who are at least 65 years of age or older, and who have a household income less than the appropriate low-income cut-off threshold. After an appropriate period of implementation, the program's effectiveness may be evaluated and consideration could be given to its modification or expansion to include all homeowners over the age of 65, or all low-income homeowners.

[2] Is the Property Tax a Regressive Tax? Summarizing the Debate

As noted in the introduction, there is a widely held belief that the property tax is a regressive tax. This belief stems from the notion that the property tax is generally assumed to eat up a greater proportion of income from low-income earners than it does from high-income earners. Because the property tax rates for residential properties are generally uniform - meaning that all properties pay the same tax rate - the implication is that lower-income homeowners collectively devote more of their income to paying property taxes. Conversely, Canada's personal income system is said to be progressive because higher-income earners also pay higher tax rates.

Economists have grappled with the idea that the property tax is regressive for some time and have reached different conclusions. For example, widely-respected economists, Robin Boadway and Harry Kitchen explain that part of the problem in determining if the property tax is regressive lies in the use of data and on how one views the property tax.⁴ Their research shows that studies which use aggregate data and support the traditional view of the property tax make several assumptions and generalizations to conclude that the property tax is regressive for lower-income homeowners.⁵

However, others have argued that the property tax is progressive at higher-income levels. Under this scenario, the property tax is more progressive because individuals in higher and

⁴ See Robin W. Boadway and Harry M. Kitchen, *Canadian Tax Policy, 3rd edition, Tax Paper No 103* (Toronto: Canadian Tax Foundation, 1999).

⁵ *Ibid.* Aggregate data, in this case, is determined by calculating the property tax payable as a percentage of income. For more on the traditional view of the property see *supra* note 3.

lower-income groups receive more of their income from capital than do those individuals in middle-income groups.⁶ Unfortunately, the use of aggregate data does not provide any concrete results. In fact, one economist found that he was able to make the property tax more progressive or regressive simply by adjusting or changing some assumptions.⁷

Similarly, studies based on individual or household data have also produced conflicting results. One study concluded that the property tax was regressive for low-income earners, but relatively proportional for middle- and high-income earners.⁸ The same study concluded that property taxes in Canada are slightly progressive for low-income homeowners, proportional for middle-income homeowners, and progressive for high-income homeowners.

Nonetheless, a recent study by Statistics Canada (Stats Can) revealed that property taxes in Canada are regressive.⁹ The authors of the study compiled data from the 2001 Census of Population, using household income to determine if residential property taxes in various Canadian municipalities are regressive. Their findings indicate that all municipalities (101) included in the study have regressive property taxes. Moreover, they reveal that the property tax burden is greater for lower-income, non-senior homeowners. In other words, contrary to popular opinion, low-income seniors are not the most significant group affected by the property tax. A more recent study has also confirmed this.¹⁰

Boadway and Kitchen compared two types of data sets which yield differing results in determining the regressivity of property taxes in Canada.¹¹ For the first data set, which measures annual property taxes as a percentage of annual family income, property taxes are regressive, particularly for lower-income homeowners. However, the second data set, which uses the property tax as a percentage of homeowner's equity (market value minus outstanding mortgage), reveals that property taxes are actually lower for low- and high-income homeowners, but higher for middle-income homeowners.¹² This is a reasonable conclusion given that middle-income earners tend to be those who devote a greater percentage of income to mortgage payments. Despite the differing points of view, there is some evidence to support the notion that property taxes in Canada are regressive.

⁶ For more on this argument, see Jack Goodman, "Houses, Apartments, and Property Tax Incidence" *Fannie Mae Foundation*, W05-2. A revision of a paper presented at the Annual Meetings of the American Real Estate and Urban Economics Association, 2005.

⁷ For more, see, John Whalley, "Regression or Progression: The Taxing Question of Incidence Analysis", *Canadian Journal of Economics*, vol. 17 (November 1984) 654-82.

⁸ Results of this study can be found in Ronald Meng and Irwin Gillespie, "The Regressivity of Property Taxes in Canada: Another Look", *Canadian Tax Journal*, vol. 34, no. 6 (Toronto: Canadian Tax Foundation, 1986), 111-51.

⁹ Boris Palmeta and Ian Macredie, "Property taxes relative to income", *Perspectives* (Ottawa: Statistics Canada, March 2005) 14-24. The authors, however, use the assumptions held by the traditional view that the property tax is a tax on housing services.

¹⁰ See David Murrell and Yan Chu, "Property Tax Regressivity and Property Tax Relief Programs Across Provinces in Canada", Paper presented at the Atlantic Canada Economics Association meetings, October 2009, Saint John, New Brunswick.

¹¹ Boadway and Kitchen *supra note 4* at 361, 363.

¹² *Ibid*, 364.

[3] The Objective of a Property Tax Deferral Program

The primary objective of property tax deferral programs is to reduce the property tax burden for a specific group of homeowners in specific circumstances. Arguments supporting these types of programs are typically based on the notion that property taxes are regressive, and thus, place a greater burden on lower-income, or "cash poor" homeowners.¹³

In essence, property tax deferrals permit a homeowner to defer some, or all, of his or her property taxes on an annual basis, based on certain eligibility criteria. Such programs can be targeted to include all families, low-income families, seniors, or low-income seniors. Some programs also include persons with disabilities.

The loss of property tax revenues to a local government, resulting from a deferral program is typically made up by either a provincial (or state) level of government or the general revenues of the municipality. The amount of taxes deferred then becomes a lien against the property, and is payable to either the senior level of government or the municipality once the property is sold, or the title of the property is transferred to another person, often a family member.

While property tax deferral programs may seem attractive to particular segments of society, they have some implications worth noting. One implication is that the program may not truly help those in need. For example, Kitchen acknowledges that taxpayers, who are asset rich but cash poor, could use such a program to reduce their respective property tax burden.¹⁴ Although reducing a homeowner's tax burden is the intention of a deferral program, asset rich individuals may gain an unfair advantage over those homeowners who are both cash and asset poor, such as single parents, or low-income homeowners.¹⁵

Some property taxpayers may view the age and/or disability requirements as being unfair restrictions, but Enid Slack maintains that such requirements help to ensure that deferrals assist those homeowners who need it most.¹⁶ That is why, as section four addresses, many property tax deferral programs are targeted to senior citizens. Thus, the key question becomes, is this "fair" or, more precisely, "equitable"?

Economists unanimously agree that the concept of "equity" is a fundamental principle of taxation, especially in Canada.¹⁷ For taxation purposes, the concept of equity implies that the burden of a tax should be shared fairly among individuals so that there is an equitable distribution of the cost of government to society. Since taxes are essentially the cost of government, "any measure of the equity or fairness of the tax system obviously involves weighing the burden borne by one taxpayer against the burden borne by another"¹⁸. When it comes to equity, two concepts are worth exploring: (a) horizontal equity, and, (b) vertical equity.

According to economists, horizontal equity is simply the equal treatment of equals. Stated another way, horizontal equity holds that people in the same economic circumstances should pay the same tax. The personal income tax system is said to be horizontally equitable because,

¹³ See Harry Kitchen: "Property Taxation Issues in Implementation", *Working Paper*. (Kingston, ON: Institute of Intergovernmental Affairs, Queen's University, 2005) 4.

¹⁴ *Ibid*, 18.

¹⁵ *Supra* note 10.

¹⁶ Enid Slack, Policy Options for Taxing Real Property. Prepared for the International Property Tax Institute, Annual Conference, Prague, Czech Republic, August 23, 2005.

¹⁷ For example, see Harvey S. Rosen, Paul Boothe, Bev Dahlby, and Roger S. Smith, *Public Finance in Canada, First Canadian Edition*. (Toronto: McGraw Hill Ryerson, 1999).

¹⁸ Boadway & Kitchen, *supra* note 4 at 53.

deductions aside, people earning the same amount of personal income pay the same amount of taxes.

Property taxes may also be considered to be horizontally equitable provided that homeowners in similar circumstances pay similar property taxes. For example, if two homeowners own a home that is valued at \$200,000, in the same municipality, then horizontal equity suggests that both homeowners should pay the same amount of property taxes. This is currently the case in Saskatoon. However, if a municipality or province were to implement, say, a low-income seniors' property tax deferral program, (and not one for low-income households) then the program would be horizontally inequitable because it is treating homeowners in equal economic situations unequally.

Vertical equity, by contrast, refers to the unequal treatment of unequal individuals. Vertical equity is achieved when individuals, who have disparate economic abilities, pay annual taxes that differ so as to achieve some collective notion of fairness. In other words, vertical equity holds that individuals with lower-incomes should pay proportionately less tax than those with higher-incomes. With respect to property tax relief programs, a recent study found that:

"...property tax relief programs targeting seniors would seem to be vertically equitable. But they are not. Some seniors have higher incomes than some non-seniors. If seniors have access to property tax relief programs simply because of their age, such programs are vertically inequitable.¹⁹"

Thus, property tax deferral programs that do not take into account income considerations appear to violate the concept of vertical equity. Given the above analysis, what types of property tax deferral programs do Canadian provincial and municipal jurisdictions offer? Are these programs equitable?

¹⁹ Supra note 10 at 9.

[4] An Overview of Property Tax Deferral Programs in Selected Canadian Jurisdictions

This section provides an overview of property tax deferral programs in selected jurisdictions across Canada. The jurisdictions include: British Columbia, the City of Toronto, the City of Ottawa, the Halifax Regional Municipality, and Prince Edward Island. The provinces excluded from this analysis do not offer property tax deferral programs either at the provincial or local level, but do offer different property tax relief programs, such as rebates and credits. These other programs go beyond the scope of this analysis.

The primary conclusion to be drawn from this overview is that property tax deferral programs vary considerably across Canada. Some programs have been designed to include all families, low-income families, seniors, or low-income seniors. Some programs include people with disabilities. Some are administered by the provincial government and others are administered by municipalities. The best known and most widely-used property tax deferral programs are found in British Columbia. In that province, there are two active property tax deferral programs. Both are administered by the provincial government and authorized through legislation. These and selected other property tax deferral programs are addressed in Table 1.

As noted in Table 1, there are very few provincial jurisdictions that offer property tax deferral programs. Only the provinces of British Columbia and Prince Edward Island offer provincially-administered programs. The provinces of Ontario and Nova Scotia permit their municipalities to offer tax deferral programs, but they are administered at the local level.

In Ontario, for example, property tax deferral programs are geared to low-income seniors and low-income persons with disabilities. The provincial government requires municipalities to have a tax deferral program but the design of the program is left to the municipality. Some of the features of Ontario's program are as follows:²⁰

- Property tax deferrals are a permanent feature of the property tax system and are paid for by levying a higher tax rate.
- Under the tax deferral program, the owner of the property is permitted to defer or cancel all or part of a tax increase.
- The outstanding amount becomes a lien on the property, payable to the municipality when ownership is transferred. It is not a tax rebate but only a deferral.

In recent years, private members' bills aimed at implementing a provincially-operated seniors' property tax were introduced in both the Ontario and Manitoba legislatures. However, both of these initiatives were defeated.²¹

In Saskatchewan, section 244(1) of *The Cities Act* permits a council to defer municipally imposed property taxes. With respect to education taxes, the City may defer the education portion of the property tax, but it would be required to remit the deferred amounts to the Government of Saskatchewan unless an agreement with the province is reached that allows the education portion of the property tax to be deferred.

²⁰ Taken from, Enid Slack, "Assessment Limits for Ontario: Could We Live with the Consequences?", Presentation to the Association of Ontario Municipalities, June 2010, 45.

²¹ In Ontario, *Bill 143, Property Tax Deferral Act, 2011*, was introduced into the Legislature on December 1, 2010, but was defeated on second reading. In Manitoba, *Bill 213, The Seniors' Property Tax Deferment Act* was introduced into the Legislature on May 20, 2004, and died on the Order Paper.

Table 1:

Property Tax Deferral Programs in Selected Canadian Jurisdictions

Jurisdiction	Name of Program	Features
British Columbia	Property Tax Deferment Program	<ul style="list-style-type: none"> • A loan program that allows a homeowner to defer annual property taxes on his or her home if he or she meets certain criteria. • The homeowner must be 55 years of age or older. • The program has no income threshold.
	Property Tax Deferment Program for Families with Children under 18	<ul style="list-style-type: none"> • A loan program that allows a homeowner to defer annual property taxes for homeowners who are financially supporting children under the age of 18. • The program has no income threshold.
City of Toronto	Property Tax Increase Deferral Program	<ul style="list-style-type: none"> • Allows low-income seniors and low-income persons with a disability the opportunity to apply for a deferral of property tax increases. • The total deferral amount is a lien on the property and must be <u>paid back</u> to the City if the homeowner no longer owns the property. To qualify, a homeowner must: <ul style="list-style-type: none"> (a) Have a combined household income of \$50,000 or less; (b) Be 65 years of age or older; or (c) Be a person with a disability and be in receipt of disability benefits.
City of Ottawa	Low-income Seniors and Low-income Disabled Persons Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the partial or full amount of their property taxes on an annual basis. • The applicant's total gross household income cannot exceed \$37,325 (for 2011). • In the case of low-income seniors, must be at least 65 years of age. • In the case of low-income disabled homeowners, must be receiving on-going disability benefits.
Halifax Regional Municipality	Residential Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the full amount of their property taxes on an annual basis. • To be eligible, the combined gross household income of the homeowner cannot exceed \$30,000.
Prince Edward Island	Seniors Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the full amount of their property taxes on an annual basis. • The eligible applicant must be: <ul style="list-style-type: none"> (a) 65 years of age or older; (b) have lived in the principal residence for at least six months preceding application; and, (c) have an annual household income of less than \$35,000.

Source: Obtained from various provincial or municipal government websites

This overview suggests that the property tax deferral programs in Canada differ substantially across jurisdictions. This analysis has no opinion as to what jurisdiction offers the most optimal program, as the programs are generally tailored to the political, legal, and socio-economic realities of each jurisdiction. Given this overview, what type of program should the City of Saskatoon consider?

[5] Options for a Property Tax Deferral Program in Saskatoon

The purpose of this section is to present three options that the City of Saskatoon may wish to consider for the implementation of a property tax deferral program. These options include: (1) low-income seniors; (2) all seniors; and, (3) low-income households. These options are based on the programs offered in other Canadian jurisdictions and take into account several factors such as equity, affordability (to the municipality), administrative burden, and the political, legal, and socioeconomic realities of the jurisdiction.

In addition, this section makes several assumptions about a property tax deferral program. These assumptions are as follows:

- The property tax deferral program applies to owner-occupied, residential properties.
- The property tax deferral program includes only the municipal and library portion of the property tax.
- The amount of property tax that may be deferred in a given year is the incremental increase in the municipal and library portion of the total property tax bill. For example, if the municipal and library property tax increase for an eligible homeowner was \$100 from one year to the next, then the eligible homeowner would be able to defer \$100.
- The program would be implemented for the 2012 tax year, using 2011 as the base year.
- The City would place a lien on the property until the taxes are paid in full.
- The deferral would be in existence until the residential property is sold or transferred to another family member that does not meet eligibility requirements.
- A small application fee and lien charge could become part of the deferred amount.

Option 1: Low-income Seniors

Like the programs offered in Ontario and Prince Edward Island, this option would provide a property tax deferral program to low-income seniors. For the purposes of this program, seniors would be defined as 65 years of age and older, and the income threshold could be determined by utilizing Statistics Canada's low-income cut-off (LICO) thresholds.²² The City of Saskatoon utilizes the LICO thresholds to determine income eligibility for many of its existing low-income support programs. However, an arbitrary income threshold could also be established. Table 2 provides a listing of the LICO thresholds.

Based on 2006 Census data, the City of Saskatoon has approximately 690 homeowners who would be eligible for this program. For the 2010 tax year, based on a small random sampling, the average tax increase (including all property taxes) for homeowners deemed to be low-income was approximately \$87. Thus, if all eligible homeowners took advantage of the program, then the potential property tax deferral that the City would need to support (based on the municipal and library portion) would be approximately \$30,119 annually. If the education property tax was included, then the amount would double.

²² Statistics Canada defines low-income cut-offs as "income thresholds, determined by analyzing family expenditure data, below which families will devote a larger share of income to the necessities of food, shelter, and clothing than the average family would."

Table 2:
Low-income Cut-Offs Thresholds 2011

Size of Family Unit	Minimum necessary income
1 person	\$22,229
2 persons	\$27,674
3 persons	\$34,022
4 persons	\$41,307
5 persons	\$46,850
6 persons	\$52,838
7 persons	\$58,827

Source: Statistics Canada

The primary advantage of this option is that it provides tax relief to seniors who live on fixed incomes, which would help them manage the costs of owning a home and allow them to stay in their homes longer. Obviously, fixed-income seniors who are capable, and who wish, to stay in their homes would benefit. Due to the age of the resident, there is some assurance that the program would be temporary in that the deferral would not continue indefinitely.

Another advantage of this option is that it would be relatively affordable for the City of Saskatoon to implement at an estimated cost of approximately \$30,000 per year if all eligible homeowners took advantage of the program. The only disadvantage of this program is that it would treat people in similar economic circumstances inequitably, violating the principle of vertical equity. Given these advantages, the recommendation is that the City of Saskatoon develops and implements Option 1.

Option 2: All Seniors

Similar to the program offered in British Columbia, this option would provide a property tax deferral to all seniors, regardless of income. Again, based on 2006 Census data, there are approximately 8,070 homeowners who are identified as seniors in Saskatoon. For the sake of simplicity, if we take the \$87 average property tax increase for 2010, and if all eligible seniors take advantage of the program, then the City would need to potentially support approximately \$351,000 annually.²³ If the education property tax was included, then the amount would double.

²³ This may be a little understated because seniors own homes that have wide ranges of assessed values. Thus, the average annual property tax increase for 2010 may be higher than stated. The model simply provides an estimate of the cost.

The advantage of this program is that it provides all seniors with the ability to defer their property taxes. However, one of the primary disadvantages of this program is that it provides property tax relief to those who may not need it. There would be a substantial cost to the City if all eligible participants take advantage of the program - approximately \$351,000 per year. The program would violate the equity principles.

It is not recommended that the City pursue this option. The next generation of seniors is in a much better financial situation than their predecessors. This type of program is not based on any demonstrated need or hardship.

Option 3: All Low-income Households

This option would provide a property tax deferral program for eligible low-income homeowners. Low-income would be defined as those households whose income meets the LICO thresholds. According to the 2006 Census data, approximately 2,890 households were identified as low-income in Saskatoon. Again, if we take the \$87 average property tax increase for 2010, and if all eligible low-income homeowners take advantage of the program, then the City would need to potentially support approximately \$126,000 per year. If the education property tax was included, then the amount would double.

The primary advantage of this option is that it would provide tax relief to those homeowners who need it most. Additionally, this option does not violate horizontal or vertical equity principles. However, some of the disadvantages associated with this include:

- Affordability for the City would be an issue. The revenue required for the program may be generated through a contingency levy on all residential/condominium class properties.
- For the chronically low-income homeowners, the end result may see the City assuming ownership of the home under *The Tax Enforcement Act*.
- In the long run, would decrease the equity in their home because the deferral could continue indefinitely.
- Property taxes are a recurring cost of homeownership – and encouragement of homeownership, to those who cannot afford it, is not to their advantage.

As a result, it is recommended that the City not pursue this option at this time. If the province participates, then the City may want to pursue this option. However, it should be noted that, homeownership comes with an inherent responsibility to always manage payments. The City should not provide deferrals of payments to families who are starting out or who can no longer afford homeownership.

[5.1] Administrative Considerations

In addition to the options provided, several considerations must be taken into account as the City contemplates proceeding with a property tax deferral program. These considerations are outlined below:

- The property tax burden for each homeowner in Saskatoon includes the education tax levied for the province, but collected by the City. The proposed deferral program would include only those incremental increases of the municipal and library levies.
- The recommended funding strategy is through the use of a contingency fund established for the deferral program. A contingency would not affect the mill rate, but would be raised as an "after mill rate" levy applied only to residential and condominium classes. As stated previously, based on a small random sample, 2010 rates and 690 eligible homeowners, the potential property tax deferral of municipal and library taxes would be approximately \$30,000.
 - The contingency requirement would be calculated annually based on the estimated cost of new applications less the repayment of previously deferred amounts.
- The annual impact would fluctuate and is dependent upon:
 - Revaluation years: reassessment updates property values, but does not generate additional tax revenue. While the process overall is revenue neutral, experience has been that where values in a specific neighbourhood go up in value with one reassessment, those same values go down with the next reassessment. Low-income senior households are not restricted to specific neighbourhoods but are distributed across the city, and that distribution may well be changing in the coming years.
 - Taxing authority budget requirements.

While it is difficult to predict the numbers of citizens who will apply for a deferral program, it is expected that additional mill rate support will be required to resource the process.

[6] Conclusion

The purpose of this paper is to provide a discussion about various issues and options relating to the implementation of a property tax deferral program by the City of Saskatoon and ideally, the Government of Saskatchewan. This document attempts to make the case that if the City wishes to implement a property tax deferral program, then the program should be targeted to low-income seniors. The paper also suggests that the deferral should be limited to the annual incremental increase in the municipal and library portions of the property tax.

To support this case, this document sets some context by providing an overview of the debate as to whether or not the property tax is a regressive tax. This is an important starting point because if the property tax is shown to be regressive, as the evidence does, then it makes sense to offer some tax relief to those homeowners who need it most.

If the primary objective of a property tax deferral program is to reduce the property tax burden for a specific group of homeowners in special circumstances, then it makes sense to design a program that is equitable to those affected, and affordable to the jurisdiction administering the program. While a low-income seniors property tax deferral program may not be entirely equitable (based on vertical equity considerations), it does focus on those homeowners who most need the assistance.

This program would also have a minimal financial impact to the City in terms of administering the program. Despite its limitations, this program has the potential to benefit approximately 690 homeowners in Saskatoon. Based on the cost projections provided in section five, the annual financial impact of the program could be as low as \$30,000 annually. Predictability is rather difficult as it is dependent on future municipal and library tax increases on affected properties, and the number of homeowners who ultimately choose to take advantage of the program.

For comparison purposes, this document has provided a brief overview of the property tax deferral programs operating in various provincial and municipal jurisdictions in Canada. The main point that one can draw from this overview is that property tax deferral programs vary considerably across Canada. In general, however, the programs are tailored to the political, legal, and socio-economic realities of each jurisdiction. This paper uses that same lens, making the case for a low-income seniors' property tax deferral program in Saskatoon.

Property Tax Deferral Programs for Low-Income Seniors in Other Jurisdictions

Jurisdiction	Program	Eligibility	Funding
Alberta	<p><i>Seniors Property Tax Deferral</i> Enables eligible senior homeowners to defer all or part of their property taxes through a low-interest home equity loan with the Alberta government.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be 65 years or older • be an Alberta resident • own a residential property in Alberta, and • have a minimum of 25% equity in the home. <p>Only residential properties are eligible. The home must be the primary residence.</p>	<p>The government of Alberta will pay the residential property taxes to the municipality on behalf of the eligible senior. The senior will re-pay the loan with interest when they sell their home or sooner if they choose.</p>
British Columbia	<p><i>Property Tax Deferral</i> A low-interest provincial loan program designed to help qualified BC home owners pay their annual property taxes.</p>	<p><i>55 & older, surviving spouse, person with a disability:</i> To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or permanent resident who has lived in British Columbia for at least one year immediately prior to applying for tax deferral benefits; • be 55 years or older anytime during the current taxation year (only one spouse must be 55 or older); • be a surviving spouse of any age and a registered owner; or • a person with disabilities as defined by regulation. <p><i>Property Tax Deferment Program for Families with Children:</i> To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or permanent resident; • have lived in British Columbia for at least one year immediately prior to applying for tax deferral; and • be financially supporting a child who is under the age of 18 at any time in the current calendar year. The child lives full time with you or lives part time with you under a shared parenting arrangement, or if the child does not live with you, you pay support for the child. 	<p>Property tax deferral is administered by the ministry in conjunction with the Municipal Tax Collectors and the Survey of Taxes (in rural areas).</p>

Jurisdiction	Program	Eligibility	Funding
Prince Edward Island	<p>Seniors Property Tax Deferral Program Enables eligible homeowners to defer the full amount of their property taxes on an annual basis.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be 65 years of age or older; • have occupied their principal residence for at least six months in the year preceding the date of application; and • have an annual household income of less than \$35,000. 	<p>This is a provincial program and falls under the Ministry of Finance, Energy and Municipal Affairs.</p>
Halifax Regional Municipality	<p>Residential Property Tax Deferral Program Enables eligible homeowners to defer the full amount of their property taxes on an annual basis.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • have a combined household income of \$30,000 or less a year; and • live within the boundary of Halifax Regional Municipality. 	<p>The Halifax Regional Municipality (HRM) does not incur debt for the deferral program, since the annual amount deferred is modest and legislation does not allow debt financing for operating (non-capital) costs. The HRM charges a very modest interest rate on its tax deferrals, roughly equal to our lost income (i.e. foregone interest on short-term deposits). There is no attempt to recover administration costs for the program (from deferral clients).</p>
City of Ottawa	<p>Low Income Seniors and Low Income Disabled Persons Property Tax Deferral Program Enables low-income seniors and low-income disabled persons to defer annual property tax payments in part or in full.</p>	<p>To be eligible, a homeowner must:</p> <ul style="list-style-type: none"> • in the case of low income seniors, be at least 65 years of age; • in the case of low income disabled homeowners, be receiving on-going disability benefits; and • not exceed a total gross household income of \$38,407 (for 2012). 	<p>The City of Ottawa does not borrow to make up for the tax revenue that is lost temporarily because the impact on revenue is rather small and does not have a significant impact on The City's resources to provide required services.</p>

Jurisdiction	Program	Eligibility	Funding
City of Toronto	<p>Property Tax Increase Deferral Program Gives low-income seniors and low-income persons with a disability the opportunity to apply for a deferral of property tax increases. The total deferral amount is a lien on the property and must be paid when property is sold.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • have a combined household income of \$50,000 or less; AND • be 65 years of age or older; OR • be 60 - 64 years of age and be in receipt of a Guaranteed Income Supplement under the <i>Old Age Security Act</i>, if widowed, be in receipt of the Spouse's Allowance under the <i>Old Age Security Act</i>; OR • be 50 years of age or older and be receiving either a pension or a pension annuity resulting from a pension plan under the <i>Income Tax Act (Canada)</i>. 	<p>The program is funded through the City's tax rate. It is included as a line item in the City's budget.</p>

Financial Impact Scenarios

Assumptions:

2015 municipal/library taxes = \$1,400

Annual mill rate increase = 3%

Interest per annum = 4%

Single Property:

	2015	2016	2017	2018	2019	
Balance forward	-	1,456	3,014	4,679	6,457	
Annual deferred amount	1,400	1,442	1,485	1,530	1,576	\$ 7,433
	1,400	2,898	4,499	6,209	8,033	
Annual interest charged	56	116	180	248	321	\$ 922
Total deferred taxes owing	1,456	3,014	4,679	6,457	8,354	\$ 8,354

uptake = 10% of qualified properties**payback = 3%**

	2015	2016	2017	2018	2019	
Balance forward	-	94,640	192,952	295,054	401,066	
Annual deferred amount	91,000	93,730	96,542	99,438	102,421	\$ 483,131
Deferred amount paid	-	(2,839)	(5,789)	(8,852)	(12,032)	(29,511)
	91,000	185,531	283,705	385,640	491,455	\$ 453,620
Annual interest charged	3,640	7,421	11,348	15,426	19,658	57,493
Total deferred taxes owing	94,640	192,952	295,054	401,066	511,113	\$ 511,113

uptake = 5% of qualified properties**payback = 2%**

	2015	2016	2017	2018	2019	
Balance forward	-	46,592	94,992	145,257	197,448	
Annual deferred amount	44,800	46,144	47,528	48,954	50,423	\$ 237,849
Deferred amount paid	-	(1,398)	(2,850)	(4,358)	(5,923)	(14,529)
	44,800	91,338	139,670	189,854	241,947	\$ 223,321
Annual interest charged	1,792	3,654	5,587	7,594	9,678	28,304
Total deferred taxes owing	46,592	94,992	145,257	197,448	251,625	\$ 251,625



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Inquiry – Councillor T. Paulsen (January 21, 2013) – Review Clause – Zoning Bylaw – Regulations for Care Homes

Recommendation of the Committee

That the information be received.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services - Files CK. 4350-62 and PL. 4350-1.

Inquiry – Councillor T. Paulsen (January 21, 2013) – Review Clause – Zoning Bylaw – Regulations for Care Homes

Recommendation

That the report of the General Manager, Community Services Department, dated October 6, 2014, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide information in response to an inquiry made at the January 21, 2013 City Council meeting, concerning regulations to require a review or possible reapplication for a Residential Care Home - Type II, should there be a change in ownership.

Report Highlights

1. Residential Care Homes – Type II are only permitted in low-density residential districts at the discretion of City Council. On predesignated sites in new neighbourhoods, consideration of discretionary use approval for Residential Care Homes – Type II is delegated to the Administration.
2. Specific development standards or conditions may be applied to a discretionary use approval. However, there is no provision in *The Planning and Development Act, 2007 (The Act)* that would provide for a new discretionary use approval, should there be a change in property ownership.
3. Discretionary use approval for Residential Care Homes – Type II could be made for a specified period of time. This is not recommended due to the financial commitment to develop a residential care home, and the potential impacts on the residents of the home.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life by ensuring neighbourhoods are complete communities that offer a range of housing options, including supportive housing, throughout the city.

Background

The following enquiry was made by Councillor T. Paulsen at the January 21, 2013 City Council meeting:

“Could the Administration please report on changing the bylaw that regulates care homes to insert a review clause (and possibly a reapplication period) if there is a change of ownership in a care home. This change would refer only to those care homes that have had zoning changes in council from residential to Care Home Type II. This change would not refer to those Care Homes Type II that have been zoned as Care Homes Type II at their time of construction.”

Inquiry – Councillor T. Paulsen (January 21, 2013) – Review Clause – Zoning Bylaw – Regulations for Care Homes

Report

Definition of Residential Care Home and Current Discretionary Use Approval Process

Zoning Bylaw No. 8770 (Zoning Bylaw) defines a residential care home as a licensed or approved group care home governed by Provincial regulations that provides, in a residential setting, 24-hour care of persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual.

The Zoning Bylaw provides for two categories of residential care homes within low-density residential neighbourhoods. A Residential Care Home – Type I provides care for no more than 5 persons and a Residential Care Home - Type II provides care for 6 to 15 persons. A Residential Care Home - Type I is a permitted use in all residential areas, except the mobile home districts. A Residential Care Home – Type II is only permitted in low-density residential districts (R1, R1A, R1B, R2, R2A, RMTN, RMTN, and RM1 Residential Districts) at the discretion of City Council. On predesignated sites in new neighbourhoods, consideration of discretionary use approval for Residential Care Homes – Type II is delegated to the Administration.

The Planning and Development Act, 2007

The Act states that the purpose of a zoning bylaw is to regulate the use of the land and does not reference or provide ability to regulate who owns the land or the characteristics of the person owning or occupying the land.

The Act also defines a discretionary use as a use of land or buildings or form of development that is prescribed as a discretionary use in the Zoning Bylaw and requires the approval of City Council or approval by the Administration if discretionary use approval has been delegated. When a Residential Care Home – Type II changes ownership, for which discretionary use approval has been granted, there is no change in the land use characteristics, and therefore, no validity in requiring a re-application for the same use for which approval has already been granted.

The Act does provide for the ability to prescribe circumstances in which an application for development, respecting an existing discretionary use, shall require a new discretionary use approval by City Council. This provision would apply when there is a change in the use or intensity of use.

City Council does have the ability to approve a discretionary use for a limited period of time where it is important to monitor and re-evaluate the proposal and its conformance with the Zoning Bylaw. The Administration does not typically recommend this option for residential care homes as there is a financial commitment to develop a residential care home and short-term approval may result in undue hardship for the residents in the home.

Inquiry – Councillor T. Paulsen (January 21, 2013) – Review Clause – Zoning Bylaw – Regulations for Care Homes

Options to the Recommendation

There are no options to require a review or possible reapplication for a Residential Care Home - Type II should there be a change in ownership. City Council may consider approving any future Residential Care Home - Type II for a specified time period. As noted in this report, the Administration does not recommend this option as there is a financial commitment to develop a residential care home, and short-term approval may result in undue hardship for the residents in the home.

Public and/or Stakeholder Involvement

There are no public and/or stakeholder involvement.

Communication Plan

There is no communication plan required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There is no follow-up report planned.

Public Notice

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

Report Approval

Written by: Darryl Dawson, Manager, Development Review Section, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

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BF 06-13



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Antenna Systems Policy Review

Recommendation of the Committee

That the Antenna Systems Policy No. C09-037 be amended, as outlined in the October 6, 2014 report of the General Manager, Community Services.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services - Files CK. 230-2 and PL. 185-3-6.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
- **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
- **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
- **Implementation of Current Changes to Industry Canada Policy**

Recommendation

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

That Antenna Systems Policy No. C09-037 be amended, as outlined in this report.

Topic and Purpose

This report provides further information related to Antenna Systems Policy No. C09-037, as previously requested by the Planning and Operations Committee. In addition, the Administration is recommending amendments to Antenna Systems Policy No. C09-037 to make the consultation requirements for commercial antenna structures consistent with recent changes to the Industry Canada policy for consultation.

Report Highlights

1. Revenue generated from leases on Municipal Reserve will be allocated to the Dedicated Lands Reserve.
2. The 200 metre notification distance for public consultation is greater than the standard set out by Industry Canada and is considered appropriate.
3. All antenna structures proposed in the Meewasin Valley Authority's (MVA) conservation zone are subject to their development review process.
4. Review by the Municipal Heritage Advisory Committee (MHAC) will be required for any proposal for an antenna structure on a designated heritage property.
5. Public consultation will be expanded to include commercial antenna structures, regardless of height.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. An appropriate and effective policy provides for a public consultation process when new antenna systems are proposed in Saskatoon and ensures that expansion of the wireless communications network occurs in an equitable manner.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
 - **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
 - **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
 - **Implementation of Current Changes to Industry Canada Policy**
-

Background

City Council and the former Planning and Operations Committee have also provided direction related to commercial antenna structures as noted below.

During its April 22, 2013 meeting, City Council resolved, in part:

“b) that the Administration report further on the use of these funds (cell tower leases) and the creation of a possible new reserve.”

During its August 13, 2013 meeting, the Planning and Operations Committee considered the report from the General Manager, Community Services Department, dated July 29, 2013, regarding proposed amendments to Antenna Systems Policy No. C09-037. The report outlined amendments to the policy that exempted amateur radio antenna, less than 15 metres in height, from public consultation and required public consultation for all antenna-supporting structures, regardless of height, within a Municipal Reserve or other areas considered as parks. City Council subsequently adopted the amendments on August 14, 2014. During discussion on the report, the Planning and Operations Committee resolved, in part:

“that the Administration provide a report on the Meewasin Valley Authority’s responsibilities regarding poles erected near the riverbank, possible amendment to the policy to have the triggering height for public consultation be 14 metres rather than 15 metres, and review of the 200-metre notification radius.”

During its February 25, 2014 meeting, the Planning and Operations Committee considered the memo of the Committee Assistant, Municipal Heritage Advisory Committee, dated February 14, 2014, regarding consultation with regard to municipal, provincial, or national sites that are of historical significance and resolved:

“that the Administration report back regarding incorporating consultation on heritage-related matters in the policy regarding cell phone towers.”

In February 2014, Industry Canada announced changes to their Antenna Tower Siting Policy set to be implemented in the summer of 2014. These changes require consultation for commercial antenna structures, no matter what the height or distance to residential areas.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
 - **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
 - **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
 - **Implementation of Current Changes to Industry Canada Policy**
-

Report

Allocation of Revenues Generated from Leases of Commercial Antenna Structures on Municipal Reserve

Administration has reviewed the allocation of revenues generated from leases of commercial antenna structures on Municipal Reserve and is recommending that no new reserves be created specifically for these revenues. Revenues generated from leases of commercial antenna structures on Municipal Reserve and any negotiated annual maintenance fees will be allocated to the Dedicated Lands Reserve, which may be drawn upon for improvements on Municipal Reserve. An annual maintenance fee for commercial antenna structures located on Municipal Reserve may be negotiated, depending on the location of the tower within the Municipal Reserve and the size of the structure.

The 200 Metre Notification Distance is Appropriate

Industry Canada's policy recommends notification to property owners to a distance of three times the proposed tower height. For example, a proposed 20 metre antenna structure would require notification to a distance of 60 metres. The tallest antenna structures proposed in Saskatoon in recent years have been 45.7 metres in height. For these proposals, Industry Canada would recommend notification to a distance of 137.1 metres.

When public consultation is required under Antenna Systems Policy No. C09-037, notification is provided to other civic departments, the Ward Councillor, the Community Association President in which the structure is to be located, and property owners located within 200 metres of the proposed antenna structure. This distance exceeds Industry Canada's policy. Furthermore, Antenna Systems Policy No. C09-037 provides the Administration the flexibility to require a greater notification distance if considered necessary.

It is the Administration's opinion that the 200 metre distance provides appropriate notification to those most impacted by a proposed antenna structure. No change to Antenna Systems Policy No. C09-037 concerning the minimum required notification distance of 200 metres is recommended.

MVA Development Review

MVA approval is required for any improvement valued over \$25,000 that is proposed within the MVA conservation zone. The conservation zone encompasses public and private land within Meewasin Valley. Such improvements, including antenna structures, shall be subject to the development review process as set out by the MVA's Development Review Policy.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
 - **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
 - **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
 - **Implementation of Current Changes to Industry Canada Policy**
-

Any improvement over \$150,000, proposed in the MVA buffer zone, is required to provide 45 days advance notice to the MVA. The buffer zone encompasses public and private land outside the conservation zone, where improvements are not subject to development review. Refer to Attachment 1 for a map of the MVA conservation and buffer zones.

The Administration will work with proponents of new antenna structures to ensure that they engage with the MVA early in the process when locations are proposed within the conservation or buffer zones, and that the MVA's requirements for development review or notification are followed.

Antenna Systems Policy No. C09-037 states that locations for antenna structures within City-owned riverbank areas will not be considered. It is possible that an antenna structure may be proposed on other lands near the riverbank, such as private land adjacent to a park. Consultation requirements, as set out by the City's policy and applicable review by the MVA, will ensure these proposals are properly scrutinized.

Proposed Policy Amendments Including Review by MHAC

The Administration is recommending the following amendments to the policy to ensure consistency with changes to Industry Canada policies and appropriate consultation:

- a) include telecommunication carriers, businesses, governments, Crown agencies, and third party tower owners to the definition of "proponent," to ensure anyone planning to install or modify a commercial antenna structure is required to undertake consultation;
- b) clarify that all antenna supporting structures (except those noted in exclusions) will require submissions and public consultation;
- c) exclusions from consultation will be amended to ensure:
 - i) temporary structures remain in place for no more than 12 months;
 - ii) street light affixed antenna structures maintain the approximate height, form, and spacing of the existing structures; and
 - iii) only limited height increases occurring one year after the completion of the initial construction.
- d) ensure any proposal for a commercial antenna structure on a designated heritage property is circulated to MHAC for review and comment.

The full policy, highlighting all amendments, is included as Attachment 2.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
 - **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
 - **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
 - **Implementation of Current Changes to Industry Canada Policy**
-

Changes to Consultation Requirements Regarding Height of Tower

The current Antenna Systems Policy No. C09-037 uses a 15 metre height, in combination with a proposed antenna structure's proximity to residential property, to determine if public consultation is required. The use of a 15 metre height reflects the national standard set out by Industry Canada in their previous policies regulating antenna structures. However, Industry Canada has updated their policy as of July 15, 2014, to require consultation on all commercial tower installations, regardless of height. To align with Industry Canada's new standard and to ensure the public is involved in the process of siting of all commercial antenna structures in Saskatoon, the Administration recommends amending Antenna Systems Policy No. C09-037 to require public consultation for commercial antenna structures, regardless of height.

As the proposed changes to Antenna Systems Policy No. C09-037 apply to commercial antenna structures, there are no changes proposed to the current policy wherein it provides exemption to amateur radio antenna, less than 15 metres in height, from public consultation.

Options to the Recommendation

City Council may choose to not amend Antenna Systems Policy No. C09-037. This option is not recommended as the proposed policy amendments put forward align with the changes to Industry Canada policy and improve the public consultation process.

Public and/or Stakeholder Involvement

The proposed changes to Antenna Systems Policy No. C09-037 have been reviewed by SaskTel and Industry Canada.

The Administration also continues to communicate and work with relevant stakeholders when new antenna structures are proposed, including the wireless services industry, Ward Councillors, community associations, and members of the general public.

Communication Plan

The Administration will communicate the requirements of Antenna Systems Policy No. C09-037 to relevant stakeholders whenever necessary.

Financial Implications

Revenues generated from leases of commercial towers on Municipal Reserve and any negotiated annual maintenance fees will be allocated to the Dedicated Lands Reserve.

Antenna Systems Policy Review:

- **Use of Revenue from Cell Tower Leases and the Creation of a Possible New Reserve;**
 - **Meewasin Valley Authorities Responsibility and Review of Appropriate Notification Area;**
 - **Proposed Cell Tower - Forestry Farm Park & Zoo; and**
 - **Implementation of Current Changes to Industry Canada Policy**
-

Policy Implications

Amendments to Antenna Systems Policy No. C09-037 are recommended, as outlined in this report.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There is no follow-up identified at this time.

Public Notice

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

Attachments

1. Meewasin Boundaries: City of Saskatoon and the RM of Corman Park
2. Proposed Amendments to Antenna Systems Policy No. C09-037

Report Approval

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

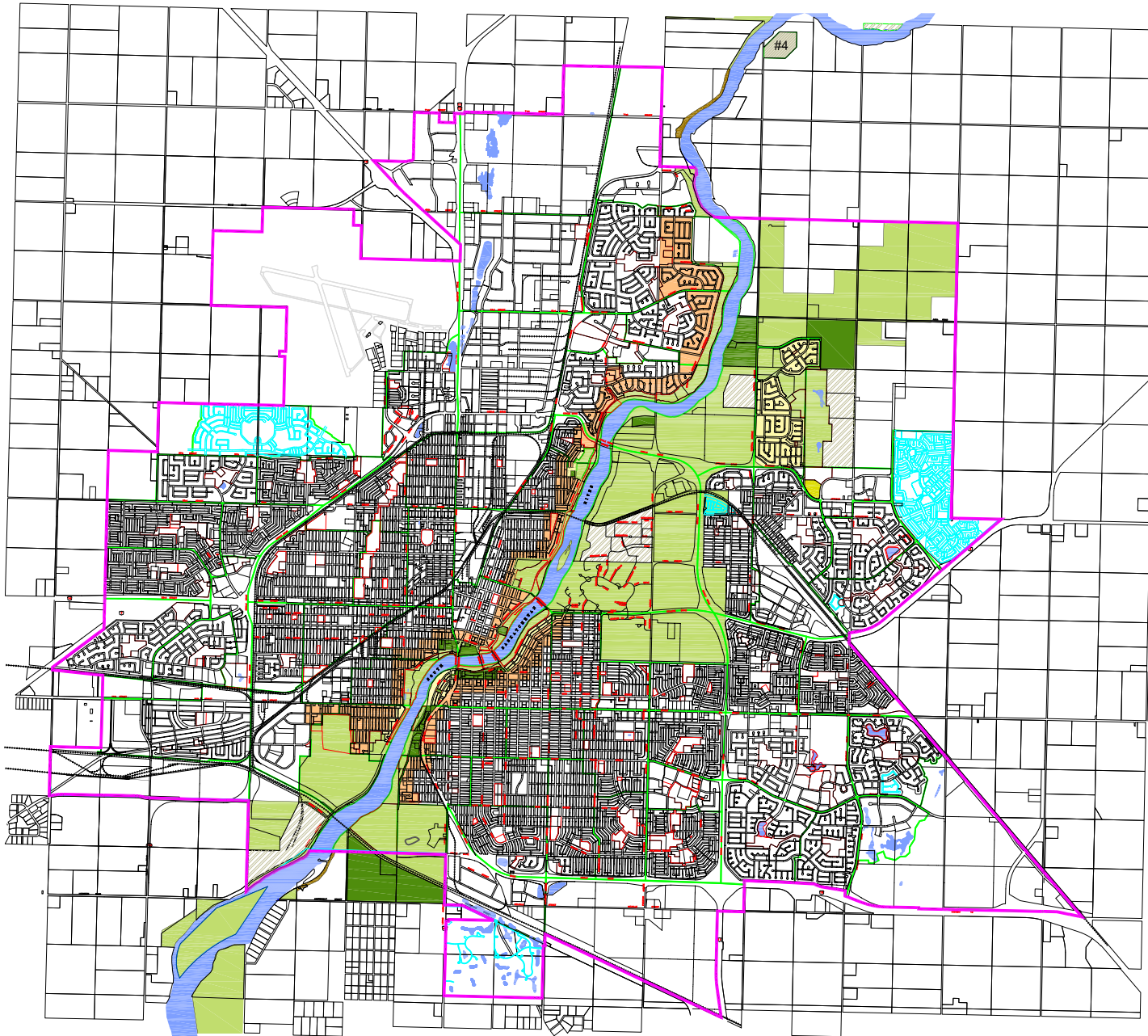
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BF 27-24
BF 14-14

MEEWASIN BOUNDARIES: City of Saskatoon and the RM of Corman Park



Legend

- Conservation Zone - Participating Party Land
Subject to Development Review
- Conservation Zone - Private Land
Subject to Development Review
- Conservation Zone - Private Land
Exempt From Development Review
(R1, R1A, R2)
- Buffer Zone - Participating Party Land
and Private Land
Notification required for improvement
over \$150,000
- Other - Land leased or occupied by
Federal or Provincial Government
prior to 1979, for which this act does
not apply
- Conservation Easement - A voluntary legal agreement between
a landowner and a qualified
conservation agency to preserve land
- Voluntary Easement - Agreement between land owner and
Meewasin for Meewasin Purposes
- City of Saskatoon Limit
- Water



CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C09-037</i>

POLICY TITLE <i>Antenna Systems</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>January 21, 2013</i>
		UPDATED TO <i>August 14, 2013</i>
ORIGIN/AUTHORITY <i>Planning and Operations Committee Reports 2-2013 and 13-2013</i>	CITY FILE NO. <i>CK. 230-3</i>	PAGE NUMBER <i>1 of 20</i>

1. PURPOSE

- 1.1 To establish a policy that is consistent with Industry Canada's requirements regarding the development of antenna-supporting structures within Saskatoon;
- 1.2 To provide a set of requirements for proponents regarding the public consultation process; and
- 1.3 To establish guidelines which the City of Saskatoon (City) will use to evaluate submissions of all antenna-supporting structures in a timely manner that is consistent and transparent.

2. DEFINITIONS

- 2.1 Amateur radio – means a device operated for the purpose of communications, self-training, and technical endeavours by authorized persons out of personal interest and for no commercial purpose.
- 2.2 Antenna - means a device or combination of devices that is used to receive and/or transmit signals for the purpose of radiocommunications.
- 2.3 Antenna-supporting structure – means the supporting structure used to support an antenna. This may include any rooftop, ground-mounted or building-mounted pole, tri-pole, monopole, lattice or guyed tower, or other structures used to support an antenna for the purpose of radiocommunications.
- 2.4 Co-location - means the sharing of a single antenna-supporting structure by several proponents.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-037

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Antenna Systems</i>	<i>January 21, 2013</i>	<i>August 14, 2013</i>	<i>2 of 21</i>

- 2.5 Concurrence - means a letter from the City of Saskatoon supporting a proponent's proposal to locate an antenna-supporting structure.
- 2.6 Non-Concurrence - means a letter from the City of Saskatoon indicating no support for a proponent's proposal to locate an antenna-supporting structure.
- 2.7 Proponent - means a party who is planning to install or modify an antenna and/or supporting structure, regardless of the type of installation or service. This includes, *but is not limited to amongst others, telecommunication carriers, businesses, governments, Crown agencies, the public, and third party tower owners, Personal Communication Services and cellular, fixed wireless, broadcasting, land-mobile, license exempt and amateur radio operators*, exclusive of personal and household users.
- 2.8 Residential Area - means an area of the city where residential uses are either permitted or discretionary in the City of Saskatoon's Bylaw 8770 (Zoning Bylaw).

3. OBJECTIVES

The objectives of this policy are to:

- a) Ensure the orderly development of antenna-supporting structures within Saskatoon that is consistent with the requirements set out by Industry Canada and this policy;
- b) Establish a public consultation process that ensures those who feel affected by the installation or maintenance of antenna-supporting structures are informed and have an opportunity to comment on the proposal;
- c) Minimize the impact of antenna-supporting structures through:

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- i) minimizing the number of antenna-supporting structures required through encouraging co-location wherever reasonably possible; and
- ii) minimizing the visual impacts of antenna-supporting structures through identifying design guidelines and preferred system types and locations;
- d) Clearly outline submission requirements to establish an efficient and consistent review process;
- e) Clearly define the roles of each party involved in the process; and
- f) Provide a set of criteria upon which the City's position for letter of concurrence or non-concurrence will be determined.

4. JURISDICTION

- 4.1 The City of Saskatoon is not the approving authority for antenna systems and antenna-supporting structures.
- 4.2 The federal Minister of Industry is the approving authority for all antenna systems and antenna-supporting structures as set out in Section Five of the *Radiocommunication Act*. As such, while federal regulations require the proponent to consult the local land use authority and the general public, the City of Saskatoon cannot prevent the proponent from obtaining permission from Industry Canada for the installation of antenna systems.

5. ROLES

- 5.1 Industry Canada – The Federal Minister of Industry issues radio authorizations and approves each site on which radio apparatus, including antenna systems, may be located.
- 5.2 Health Canada – maintains its guideline document entitled *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the*

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Frequency Range from 3 kHz to 300 GHz, which is commonly referred to as Safety Code 6.

- 5.3 City of Saskatoon – the local land use authority within the municipal boundaries of Saskatoon.
- 5.4 Community Services Department, Planning and Development Division, Development Review Section – receives all submissions for proposed antenna-supporting structures within the municipal boundaries of Saskatoon and circulates the proposal to other civic departments and government agencies for comment and review where applicable. The Development Review Section will assist the proponent in executing the requirements contained within this policy and will provide a letter of concurrence or non-concurrence upon completion of the requirements set out in this policy.
- 5.5 Community Services Department, Recreation and Sport Division Leisure Services Branch – is responsible for all development located within parks, designated Municipal Reserve, and other leisure facilities owned by the City of Saskatoon. They have authority over the development of any antenna-supporting structures within their respective area of ownership. Submissions will be circulated to Recreation and Sport Leisure Services for their review where applicable.
- 5.6 Infrastructure Services, Parks Branch Community Services Department, Parks Division – is responsible for the maintenance and preservation of the City of Saskatoon parks and civic open spaces. All submissions for antenna-supporting structures near or within City parkland will be circulated to Parks Division Branch for their review.
- 5.7 Infrastructure Services, Facilities Branch Asset and Financial Management Department, Facilities and Fleet Management Division – is responsible for the City's buildings and structures. All submissions for antenna-supporting structures on or within civic buildings will be circulated to Facilities and Fleet Management Division Branch for their review.
- 5.8 Infrastructure Services Department] Transportation and Utilities, Construction and Design Division, Construction Services Section –

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reviews all submissions for antenna-supporting structures on City Right of Way, which will be circulated to them when applicable.

- 5.9 Administration – is comprised of all departments and ~~divisions~~ ~~branches~~ within the City of Saskatoon that may be involved in the review of the proponent’s submissions as required.
- 5.10 Standing Policy Committee on Planning, Development and Community Services and Operations – review reports submitted by the Community Services Department, Development Review Section and provide recommendations to City Council. Review and recommend updates to this policy.
- 5.11 City Council – review and approve amendments to this policy and consider reports and recommendations submitted by the Standing Policy Committee on Planning, Development and Community Services and Operations and direct the Administration to undertake required actions as may be necessary.

6. SUBMISSION TYPES CONSULTATION REQUIRED

The proponent of any proposed antenna-supporting structure, regardless of the height of the structure, is required to undertake consultation as defined by this Policy, unless otherwise specified in the Exclusions noted in Section 7.

Type A — ~~Antenna-supporting structures 15 metres or greater in height located more than 200 metres from residential areas — do not require public consultation;~~

Type B — ~~Antenna-supporting structures 15 metres or greater in height and located less than 200 metres from or directly within residential areas — require public consultation; and~~

Type C — ~~Antenna-supporting structures located 30 metres or less from:~~

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- ~~• a site containing a residential dwelling unit and are less than 15 metres in height – require public consultation; and/or~~
- ~~• the boundary of, or directly within, lands designated as Municipal Reserve, Environmental Reserve, or otherwise considered as park space, including Riverbank areas – require public consultation.~~

~~Type D – Antenna-supporting structures 15 metres or greater in height used for amateur radio or other non-commercial purposes, and located less than 200 metres from or directly within residential areas – require public consultation.~~

7. EXCLUSIONS

Proponents conducting the following maintenance or installations shall be required to submit a letter notifying the City of Saskatoon *Community Services Department*, Development Review Section of the size, type and location of the antenna-supporting structure but are not required to submit an antenna-supporting structure submission as outlined in Section 8 or conduct public consultation as per Section 10:

- ~~a) New antenna-supporting structures with a height of less than 15 metres above ground level and located greater than 30 metres from a site containing a residential dwelling unit;~~
- ~~a)b) Antenna-supporting structures less than 15 metres in height used for amateur radio or other non-commercial purposes, and located 30 metres or less from a site containing a residential dwelling unit (Amateur radio operators are directed to Industry Canada – Spectrum Management and Telecommunications for Federal guidelines on these structures). (Moved from h)~~
- ~~b)e) Installation, for a limited duration (typically not more than 3 months, to a maximum of 12 months) of an antenna-supporting structure that is used for a special event, or one that is used for emergency operations, or as a temporary measure to provide expanded cellular network coverage and/or capacity in an area (e.g. cell on wheels). Such installations will typically remain in place for not more than 3 months, and in no case will remain in~~

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~~place for more than 12 months. and is removed within 3 months after the emergency or special event;~~

- ~~c)d)~~ Maintenance of existing radio apparatus including the antenna system, transmission line, mast tower or other antenna-supporting structure;
- ~~d)e)~~ Antenna systems affixed on top of buildings, unless the building is 4 stories or less and the combined height of the building and tower exceeds 23 metres;
- ~~e)f)~~ Antenna systems affixed to street light poles, parking lot light poles, power poles, or similar structures *provided that the approximate height, form and spacing of the existing structure is maintained;*
- ~~f)~~ ~~Antenna-supporting structures where their location is separated from a residential area by a major arterial roadway, expressway, or freeway;~~
- ~~f)g)~~ Addition or modification of an antenna-supporting structure, *including to facilitate sharing or the addition of antennas, provided that the total height increase is no greater than 25% of the height of the initial antenna system installation. Height increases occurring within one year of completion of the initial construction will not be eligible for exclusion; (including improvements designed to facilitate sharing of the structure) provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height.;*
- ~~h)~~ *(Moved to b)*

8. SUBMISSION REQUIREMENTS

- 8.1 The following must be included in the submission for an antenna-supporting structure *that requires public consultation: identified as Type A or Type D:*
 - a) A cover letter clearly indicating the contact for the proposal and contact information, the civic address of the proposed location, and the type of proposed structure;

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- b) Applicable fee;
- c) A letter from the property owner of the site attesting to their agreement to lease or sell the site;
- d) A site plan, drawn to scale with appropriate dimensions showing the location and size of proposed antenna structure and any accessory buildings, including all front, side and rear yard setback dimensions; *(switched from e) and*
- e) ~~Proof co-location is not reasonably feasible; (not required for Type D submissions).-(switched from d)~~

~~8.2 In addition to the requirements outlined above, the following must be included in the submission for an antenna-supporting structure identified as Type B or C:~~

- f) A map showing all existing antenna-supporting structures within a 500 metre radius of the proposed facility;
- g) An image showing the type of proposed structure to scale within the existing surroundings; and
- h) A landscaping plan indicating the type of fencing, screening, structural materials, type and location of all vegetation.

~~8.2 Submissions for amateur radio antenna greater than 15 metres in height will not be required to include the requirements outlined in 8.1 e) through h).~~

8.3 The Community Services Department, Development Review Section, will receive all submissions and will circulate the proposal to other civic departments and ~~divisions branches~~ of the Administration and other government agencies, where applicable, for their review and comment. *Any proposal for an antenna structure to be placed on a heritage building or site will be required to be reviewed by the Municipal Heritage Advisory Committee.* Upon completion of the review of the proposal, the

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Administration will respond to the contact identified in the cover letter to provide comments regarding the proposal.

- 8.4 The proponent will be notified, in writing, of any conditions resulting from the review of the submission. Once all conditions and comments have been addressed to the satisfaction of the Community Services Department, Development Review Section, the proponent may proceed with the public consultation process, if required.
- 8.5 The submission of the above requirements shall indicate the commencement of the 120 day review period.

9. FEES

- 9.1 The proponent must submit the appropriate a fee of \$800.00 indicated below with the submission for an antenna system. *Proponents making a submission for an amateur radio antenna must submit a fee of \$150.00.*

Types A & D	\$150.00
Types B & C	\$800.00

- 9.2 It is the responsibility of the proponent to cover any additional costs associated with any permits or applications required by other civic departments in association with the development of the proposed antenna-supporting structure.
- 9.3 *It is the responsibility of the proponent to cover any costs associated with a public information meeting, if such a meeting is required.*

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10. CONSULTATION PROCESS

10.1 Initial Contact with the City

The proponent shall contact the Community Services Department, Development Review Section to notify the Administration that an area of Saskatoon is being considered for an antenna system and identify specific sites under consideration. The Administration will discuss site options, address any potential concerns or contentious issues, and provide the proponent with a copy of this policy and related information.

As part of the initial contact, it is strongly encouraged that the proponent provide the Administration with a radius area map or list of preferred locations where an antenna-supporting structure is desired to be installed. This allows the Administration to work with the proponent to determine a suitable location that will have the least impact on the structure's surroundings.

Prior to initial contact with the City, proponents must explore the following options:

- a) Consider co-locating on an existing antenna-supporting structure, modifying, or replacing a structure if necessary;
- b) Locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers, or similar structures; and
- c) Locate, analyze and attempt to use any feasible existing infrastructure such as street light poles, parking lot light poles, power poles, or similar structures.

Where co-location is not an option, proponents are required to provide in their submission a detailed list of structures considered and/or parties they have contacted and an explanation of why sharing is not possible.

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10.2 Public Consultation Process

Proponents wishing to locate an antenna system where the antenna-supporting structure can be defined as Type B, C or D (see Section 6) ~~shall submit the~~ *must provide a submission addressing the* requirements outlined in Section 8. Upon confirmation that the requirements have been met to the satisfaction of the Community Services Department, Development Review Section, the following procedures shall be followed:

- a) The proponent shall arrange for a notification package to be sent to the Community Services Department, Industry Canada, the Ward Councillor, the Community Association President and property owners located within 200 metres of the proposed antenna system, measured from the system base or the outside perimeter of the supporting structure, whichever is greater. Sites not located within the 200 metre radius may also require notification at the discretion of the Community Services Department, Development Review Section.

The City ~~will shall~~ provide mailing addresses to the proponent for the sole purpose of notifying all property owners within the required public notice area as set out within this policy.

The notification package ~~must shall~~ include, at minimum:

- i) Why an antenna-supporting structure is being proposed;
- ii) Who the proponent is and a contact name, phone number, and email address of the proponent's representative whom nearby property owners may contact for more information or to comment on the proposal;
- iii) A representative at the City who may be contacted for information on this policy;
- iv) A detailed site plan showing existing and proposed structures;

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- v) The civic address of the proposed location;
- vi) A detailed description of the type of antenna-supporting structure and related accessory structures proposed including, but not limited to, height, diameter, material, colour, and the number of antennas to be located on the supporting structure;
- vii) A rendering of the proposed antenna system within the context of the location proposed (not required for a submission for *an amateur radio antenna greater than 15 metres in height* ~~a Type D submission~~);
- viii) An attestation that the proposed antenna system will comply with Health Canada's Safety Code 6;
- ix) Any additional information the City or proponent deems to be of significance to the proposal; and
- x) Indicate that comments may be submitted up to 30 days past the date of the public notification package being sent.

Notices are to be sent by regular mail, and should clearly state on the exterior of the envelope, "A CELL TOWER IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED" (depending on the nature of the proposed antenna system, a term other than "cell tower" may be more appropriate).

Notices for submissions of *amateur radio antennas greater than 15 metres in height* ~~Type D submissions~~ may be delivered by hand; however, an attestation signed by the proponent confirming the date(s) the notices were delivered shall be submitted to the Community Services Department, Development Review Section.

In addition to the requirements noted above, proponents of antenna-supporting structures that are proposed to be 30 metres or more in height must place a notice in the Saskatoon Star Phoenix.

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The notice must be synchronized with the distribution of the public notification package.

Proponents are to address all reasonable and relevant concerns that may arise as a result of the public notification, keeping a record of all associated communications. If a member of the general public or municipality has a question or concern related to the proposed antenna system, the proponent is required to:

- i) respond to the party in writing within 14 days acknowledging receipt of the question and keep a record of the communication;
 - ii) address in writing all reasonable and relevant concerns within 60 days of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant;
 - iii) in the written communication referred to in the preceding point, clearly indicate that the party has 21 days from the date of the correspondence to reply to the proponent's response. The proponent must provide the Community Services Department with a copy of all public reply comments and recorded communications.
- b) Where a proposed antenna-supporting structure has resulted in substantive public concern or has been recognized as a contentious issue by the Community Services Department, the proponent may be required to hold a public information meeting. In determining the need for such a meeting, the Community Services Department, Development Review Section shall consider if a meeting would be beneficial to the process by helping to disseminate information and address concerns.

In facilitating the public information meeting, the proponent shall:

- i) Contact the Community Services Department, Development Review Section, Ward Councillors, and Community

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Association President to coordinate a date for the public meeting;

- ii) Arrange to hold a public meeting in the area where the proposed antenna system is to be located. All details of the public meeting are to be arranged by the proponent to the satisfaction of the Community Services Department, Development Review Section and all costs associated are the responsibility of the proponent. The Administration expects the following, at minimum, will be addressed by the proponent with respect to the public meeting:
 - (1) The meeting will conform to the overall objectives of the City of Saskatoon Community Engagement process:
 - (a) Provide practical and appropriate opportunities for participation by citizens and stakeholders regarding proposed developments, services, programs or other governmental decisions that impact their quality of life; and
 - (b) Provide sufficient access to information to allow stakeholders to become well-informed and thus capable of participation in the dialogue;
 - (2) An appropriate format and location be chosen for the public meeting;
 - (3) Information available at the meeting shall include but is not limited to:
 - (a) Details about the specific proposal;
 - (b) If options available regarding siting, design, height, etc., those options are to be presented and images of the different options are to be provided;

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- (c) Information on sites that were examined but could not be obtained and reasons why the sites could not be obtained;
 - (d) A map showing the catchment area in which the proponent can locate the proposed antenna structure;
 - (e) Comment sheets are to be provided at the public meeting for those in attendance to submit written comments; and
 - (f) Names and addresses of all those who attended the public meeting are to be recorded.
- (4) The City ~~will shall~~ provide:
- (a) Mailing addresses for the sole purpose of notifying all property owners within the required public notice area as set out within this policy;
 - (b) Suggestions for meeting locations; and
 - (c) Assistance on interpreting the requirements outlined within this policy;
- iii) Arrange for a public meeting notice to be delivered to all property owners within a minimum of 200 metres of the base of the proposed antenna system, or a greater distance as may be determined by the Community Services Department. Notices must include, at minimum:
- (1) A date, time and location for the public meeting;
 - (2) An agenda or itinerary of the meeting;
 - (3) A contact name, phone number, and email address of the proponent's representative whom residents may contact for more information or to comment on the proposal;
 - (4) A representative at the City who may be contacted for information on this policy; and
 - (5) Any additional information the City or proponent deems to be of significance to the proposal.

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- iv) Notices are to be sent by regular mail, a minimum of 21 days prior to the meeting date and should clearly state on the exterior of the envelope, "A CELL TOWER IS PROPOSED WITHIN YOUR AREA. IMPORTANT INFORMATION IS ENCLOSED" (depending on the nature of the proposed antenna system, a term other than "cell tower" may be more appropriate);

Notices for *submissions for amateur radio antennas greater than 15 metres in height* ~~Type D~~ submissions may be delivered by hand; however, an attestation signed by the proponent confirming the date(s) the notices were delivered shall be submitted to the Community Services Department, Development Review Section; and

- v) Place a notice poster on site (minimum size 1'x2') at least 14 days in advance of the meeting. This notice should indicate:
- (1) What the proposal is for;
 - (2) Where the tower is to be located (map);
 - (3) Meeting location, time, date;
 - (4) Who the proponent is;
 - (5) A contact number the public may call for more information.

10.3 Concluding Public Consultation Process

Upon conclusion of the public consultation process, the proponent shall submit to the Community Services Department, Development Review Section, the following:

- a) A copy of the notice that was delivered to households and a statement regarding the manner by which they were delivered;
- b) All correspondence between the proponent and the public; and
- c) An accurate record of proceedings of the meeting, which shall include a list of the names and addresses of all persons attending,

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a summary of the issues, and details as to how unresolved issues will be handled.

10.4 Confirmation of Consultation Concurrence

Upon receipt and review of all material submitted by the proponent, the Community Services Department, Development Review Section shall either:

- a) Issue the proponent a letter of concurrence, noting that the proponent has fulfilled the requirements described within this policy and any questions or concerns have been adequately addressed; or
- b) Where the proponent has not fulfilled the requirements of this policy, the Community Services Department shall submit a letter of non-concurrence to Industry Canada for their consideration; or
- c) Where the proponent has fulfilled the requirements of this policy, but the proposal remains a contentious issue, the Community Services Department shall submit a letter of non-concurrence to Industry Canada for their consideration.

11. IMPLEMENTATION TIMELINE

The proponent shall begin construction of the antenna-supporting structure at the proposed location within a period of 24 consecutive months after receiving concurrence.

12. PROPOSED ANTENNA-SUPPORTING STRUCTURES IN UNDEVELOPED AREAS

Proponents are encouraged to identify locations for future antenna-supporting structures at the sector plan stage (major installations) and the neighbourhood concept plan stage (minor installations).

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13. DESIGN & SITING GUIDELINES

13.1 Preferred Antenna-Supporting Structures

The City of Saskatoon encourages the use of antenna-supporting structures that are unobtrusive and in character with the surrounding landscape. Roof top installations, stealth poles, and monopoles are preferred antenna-supporting structures within the City of Saskatoon.

Antenna-supporting structures equipped for co-location are preferred in locations more than 200 metres from residential areas.

13.2 Preferred Locations

The City of Saskatoon prefers antenna-supporting structures to be located on privately-owned land a minimum of 200 metres from any residential area, wherever feasible. It is preferred that antenna-supporting structures not be located on designated heritage properties.

Where it can be demonstrated that locating an antenna-supporting structure on private land is not reasonably feasible, or where the location of the antenna-supporting structure on City-owned land or infrastructure can be demonstrated to be conducive with the operations of the City, the Administration may consider allowing antenna-supporting structures on City-owned land or infrastructure.

Municipal Reserve (MR) may be considered for antenna-supporting structures (excluding the types of MR noted below) if it can be reasonably demonstrated that the location of the antenna-supporting structure does not impact the operations of the City and the proponent agrees to any conditions that may be requested by the City as part of the license or lease agreement.

The following locations will not be considered:

- Riverbank Areas; and
- Conservation/naturalized Areas.

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The location of antenna-supporting structures within or adjacent to Municipal Reserve (MR), Environmental Reserve, or lands otherwise considered as park space, should give consideration to the siting guidelines in Section 13.3, as well as to the following:

- Potential impact on significant views and the appearance of park landscapes;
- Opportunities to screen structures from view through the use of existing and new vegetation, utility buildings, and other mitigating physical features;
- Impacts on park programming and maintenance;
- Potential visual conflicts with prominent park entrances and signage; and
- An appropriate setback from residences fronting or backing on to a park or other type of MR.

13.3 Siting Guidelines

The City recommends that antenna-supporting structures be located on sites that minimize the impact on surrounding development. It is expected that all efforts will be made by the proponent to ensure the proposed antenna-supporting structure will blend into the surrounding area as seamlessly as possible. To achieve this transition, it is expected the proponent will acknowledge the following recommendations for locating antenna-supporting structures:

a) Setback

The City strongly recommends the base of the antenna-supporting structure be located a distance of at least the height of the proposed antenna-supporting structure from the property line of any site zoned for residential development.

Where it is reasonably feasible, it is preferred that the antenna-supporting structure be located as close as possible to an existing building on site to minimize the visual impact of the antenna and supporting structure.

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b) Screening

Screening is meant to mitigate or reduce the incompatibility between different land uses through the use of landscaping or other features. The degree or intensity of the screening is dependent on the level of incompatibility between the adjacent uses. Screening may include the use of such materials as: decorative fencing or walls, shrubs, trees and other plant materials. Soft landscaping should be provided in conjunction with fences or walls to provide a more visually appealing development. The antenna-supporting structure and any related structures on site are to be properly screened and landscaped to mitigate visual impacts and create a buffer between potentially incompatible uses.

Appropriate screening as outlined above is stressed and expected especially where an antenna-supporting structure is proposed in close proximity to a residential area., such as that of a Type B or C submission (outlined in Section 6).

c) Materials

The selection of materials to be used for the antenna supporting structure and any related accessory buildings shall take into consideration the character of the surrounding area. In general, materials used for the antenna supporting structure should be non-reflective and be neutral in colour (e.g. white or grey) so as to blend in with the sky and surroundings.

Materials used to construct any accessory building should complement the surrounding area. Materials such as brick or stone are preferred for their durability and maintenance free qualities.

The City of Saskatoon encourages innovative designs and materials that are complementary to the surrounding area.

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d) Massing

The antenna-supporting structure and any related structures should be proportional to and take into consideration the surrounding development and character of the existing area.

e) Lighting

Lighting of an antenna-supporting structures or related structure is prohibited unless required by Transport Canada.

f) Signs

Identification signs or signs related to the safe operations of the antenna-supporting structure are to be placed on site for no other purpose than to indicate the owner/operator and a contact number. Third party advertising and/or advertising of the proponent is prohibited.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Servicing Agreement - Black & McDonald Limited and Red Rock Properties

Recommendation of the Committee

1. That the Servicing Agreement with Black & McDonald Limited and Red Rock Properties, for a portion of 60th Street West in the Agriplace Industrial Area to cover Parcel B, Registered Plan No. FS4864, all in Section 17, Township 37, Range 5, West of the 3rd meridian, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Transportation & Utilities, dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Transportation & Utilities - Files CK. 4110-8 and TU. 4111-23

Servicing Agreement – Black & McDonald Limited and Red Rock Properties

Recommendation

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

1. That the Servicing Agreement with Black & McDonald Limited and Red Rock Properties, for a portion of 60th Street West in the Agriplace Industrial Area to cover Parcel B, Registered Plan No. FS4864, all in Section 17, Township 37, Range 5, West of the 3rd meridian, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the Agreement under the corporate seal.

Topic and Purpose

This report is to obtain City Council approval to enter into a Servicing Agreement to assign responsibility for the construction and payment of various servicing items for industrial property in the Agriplace Industrial Area.

Report Highlights

The Administration is recommending that the Servicing Agreement with Black & McDonald Limited and Red Rock Properties (Attachment 1) be entered into to cover the development of Parcel B, Registered Plan No. FS4864, all in Section 17, Township 37, Range 5, West of the 3rd meridian.

Strategic Goal

The recommendations in this report support the Strategic Goal of Sustainable Growth as the development area is within a concept plan which was previously approved and supports the development of industrial property.

Background

The Agriplace Industrial Area concept plan was approved previously by City Council. When a developer within the area requests to extend City services, the City necessitates that a servicing agreement be entered into.

Report

The Administration is recommending that an agreement be entered into with Black & McDonald Limited and Red Rock Properties to cover the development of Parcel B, Registered Plan No. FS4864, all in Section 17, Township 37, Range 5, West of the 3rd meridian, subject to the following, which includes both standard and non-standard clauses which are necessary due to the unique nature of the development, and have been agreed upon by the developer:

- A. Standard Items:
1. That the prepaid service rates be such rates as the Council of the City of Saskatoon may have in general force and effect for the 2014 season.
- B. Non-Standard Items:
1. The Developer is constructing the direct services and the City is paying its proportionate share of the costs. The City will attempt to collect a proportionate share of the Developer's costs from adjacent owners benefitting from these services within the next ten years.

Options to the Recommendation

No other option other than approval without conditions or denial is available.

Public and/or Stakeholder Involvement

Public meetings were held at the time the concept plan for the industrial area was undertaken.

Communication Plan

A communication plan was prepared and presented to City Council previously for the entire industrial area. If the start of construction impacts the adjacent owners or initiates renewed public interest, additional communications may be considered to address unanticipated or emerging needs.

Financial Implications

The funding for any construction that is the responsibility of the City of Saskatoon is self-supporting and approved in the Prepaid Capital Budget.

Environmental Implications

The recommendation will have negative land use and greenhouse gas emission implications associated with development of a greenfield site. The overall environmental impacts of developments have not been quantified at this time.

Safety/Crime Prevention Through Environmental Design (CPTED)

A CPTED plan is not required for this construction as per Administration Policy A09-034.

Other Considerations/Implications

There are no policy or privacy implications.

Due Date for Follow-up and/or Project Completion

The project is expected to be completed to a road base level of structure during the current construction year.

Public Notice

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

Attachment

1. Servicing Agreement – The City of Saskatoon and Black & McDonald Limited and Red Rock Properties

Report Approval

Written by: Daryl Schmidt, Land Development Manager
Reviewed by: Chris Hallam, Director of Construction & Design
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

PDCS DS – Servicing Agreement-Black & McDonald Limited and Red Rock Properties

Servicing Agreement

The effective date of this Agreement is _____, 2014.

Between:

The City of Saskatoon, a municipal corporation pursuant to the provisions of *The Cities Act*, S.S. 2002, Chapter C-11.1 (the "City")

- and -

Black & McDonald Limited and Red Rock Properties, Saskatchewan corporations, carrying on business in the City of Saskatoon, in the Province of Saskatchewan (the "Developer")

Whereas the Developer has made application to the City for the extension of municipal services, of which the area of the proposed development is attached to this Agreement and marked as Schedule "A" (the "Plan");

Whereas the City requires as a condition of approval of the Plan that the Developer enter into an Agreement with the City respecting the installation and construction of certain services and other matters referred to in this Agreement;

Whereas the City deems it advisable that the Development Area be developed as provided in this Agreement, and that the Developer and the City provide the facilities as set out in this Agreement; and

Now therefore the City and the Developer agree as follows:

Part I Introduction

Plans of Proposed Development

1. The Plan showing the proposed development of Parcel B, Plan No. FS4864 located in the City of Saskatoon, in the Province of Saskatchewan, in the Dominion of Canada, attached to this Agreement as Schedules "A" is made part of this Agreement.

Definitions and Term

2. (1) Throughout this Agreement:
 - (a) “Development Area” means all that portion of the lands outlined in red on Schedules “A” consisting of approximately 145 metres of frontage and 3.201 hectares in area, being those lands which have been approved for development; and
 - (b) “Manager” means the General Manager of the City’s Transportation and Utilities Department.
- (2) The term of this Agreement shall be two years commencing on the effective date and ending on the day two years from the effective date (the “Term”).

Part II Off-Site Servicing

City Servicing

3. Upon the execution of this Agreement the City shall within a reasonable time, and in coordination with the Developer’s various stages of service construction, cause the Development Area to be improved and benefited by the supply, placement, installation, construction, use and enjoyment of the following services:
 - (a) Trunk Sewer Service;
 - (b) Primary Water Main Service;
 - (c) Arterial Road Service;
 - (d) Interchange Service;
 - (e) Parks and Recreation Service;
 - (f) Lift Station Service;
 - (g) Street Lighting Service;
 - (h) Inspection Service;
 - (i) Prepaid Extended Maintenance Service; and
 - (j) Servicing Agreement Service.

The City warrants that all such services shall be of a size and capacity sufficient to satisfy the servicing requirements of any and all permitted uses to be situated within the Development Area.

Levies Payable by the Developer

4. (1) In consideration of the City providing the various services upon and in relation to the Development Area as specified in Section 3, the Developer shall pay to the City the following fees, levies and other charges calculated in accordance with and at the rates described in Schedule "B":
 - (a) Trunk Sewer Levy;
 - (b) Primary Water Main Levy;
 - (c) Arterial Road Levy;
 - (d) Interchange Levy;
 - (e) Parks and Recreation Levy;
 - (f) Lift Station Levy;
 - (g) Street Lighting Charge;
 - (h) Inspection Levy;
 - (i) Prepaid Extended Maintenance Charge; and
 - (g) Servicing Agreement Fee

(collectively the "Development Charges")
- (2) The Developer shall pay to the City the Development Charges as follows:
 - (a) within 21 calendar days after the execution of this Agreement, the Developer shall pay to the City 25% of all the Development Charges with the balance of the Development Charges being due and payable in three equal installments upon December 31, 2014, March 31, 2015, and June 30, 2015;
 - (b) the Developer acknowledges that the Development Charges will be subject to such rates as the Council of The City of Saskatoon has established and has in general force and effect for the 2014 construction season.

Cost Sharing of Services

5. (1) The City acknowledges that the Developer will undertake the construction of various services as set out below that will benefit the Development Area.
- (2) The City agrees to pay its proportionate share of 26.83% for services noted in clause 5(2)(a) based on the frontage owned by the City for services along 60th Street West within the Agriplace Industrial Area noted in green on schedule "A". For clarity, the total cost shall exclude land acquisition costs and interest. The percentage of total cost shall include labour, materials, supplies, detouring costs, as well as 10% of the total cost for design and engineering services. Upon completion of the services set out in this subsection, the Developer will prepare and deliver to the City an invoice for payment of the City's proportionate share of the work, as evidenced by a certificate issued by a professional engineer:
 - (a) Street Cutting and Roadway Construction;
- (3) The City acknowledges that the Developer will construct services within the Development Area that may be beneficial to other adjacent owners. For a period of 10 years from the date of the execution of this agreement the City agrees to use its best commercial efforts to collect a proportionate share of the Developer's direct cost including 10% for design and construction engineering that benefit any adjacent property that applies and is granted by the City a water and sewer connection permit. The collection of such funds will be remitted by the City to the Developer. The Developer agrees to not hold the City responsible for any such costs deemed collectible by the Developer that the City failed to collect. The various services include:
 - (a) A 200mm water main and all appurtenances constructed along 60th Street West from Thatcher Avenue to Apex Street.
 - (b) Roadway Construction along 60th Street West from Thatcher Avenue to Idylwyld Drive North.
 - (c) A 200mm sanitary sewer main installed along Apex Street from 60th Street West proceeding north to the lift station located along Apex Street.

Payment Dates and Interest

6. (1) All of the Development Charges and other fees, levies and charges payable by the Developer to the City pursuant to this Agreement shall be due and payable upon the various dates specified in this Agreement.
- (2) Should any amount or invoice not be paid at the times or within the period so specified, interest shall be payable at Royal Bank of Canada prime rate plus two (2%) percent per annum on all such overdue amounts. In addition to any other remedy which may be available to the City, should any amount invoiced to the Developer not be paid within the times specified, the City shall upon seven (7) days written notice to the Developer have the right to immediately stop construction until such amount or invoice has been paid.

Retroactive Charges

7. The Developer acknowledges that this Agreement is retroactive in effect and all Development Charges and other levies, fees or charges provided for in this Agreement shall specifically apply to any lands developed or services provided before the execution of this Agreement.

Letter of Credit

8. Upon the execution of this Agreement, the Developer shall deposit with the City Clerk, City of Saskatoon, a letter of credit ("Letter of Credit") in a form acceptable to the City Solicitor, City of Saskatoon, from a chartered bank carrying on business in the Province of Saskatchewan. The Letter of Credit shall be calculated in the amount of \$1,819,000.00, and shall secure the Developer's performance of the provisions of this Agreement. The Letter of Credit shall be irrevocable during the currency of this Agreement, but may be reduced from time to time in proportion to the amount of construction and Development Charges paid. The Developer shall keep the Letter of Credit current until completion of all construction of services provided for in this Agreement and until the full payment of all Development Charges and all other levies, fees and charges have been received by the City.

Shallow Buried Utilities

9. (1) The City agrees to make all necessary arrangements for the installation of street lighting facilities on streets within the Development Area in accordance with the City's standard specification for commercial development. Any deviation required by the Developer may result in additional charges.
- (2) The Developer shall have the responsibility to consult with the Saskatchewan Power Corporation, Saskatchewan Energy Corporation, the Saskatchewan Telecommunications Corporation and the Electric System Branch of the City of Saskatoon as to the timing and construction of utilities within the Development Area.

Maintenance in Accordance with *The Cities Act*

10. All services and other facilities supplied, placed, installed and constructed by the City pursuant to the provisions of this Agreement shall be maintained in keeping with the provisions of *The Cities Act*.

City's Indemnification

11. The City will indemnify and save harmless the Developer with respect to any action commenced against the Developer as a result of any act or omission of the City upon or in relation to the City's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the City is responsible at law.

Part III Development Area Servicing

Developer Servicing Responsibilities

12. Except as herein expressly provided, the Developer agrees that development and servicing is its sole responsibility and it agrees to cause the Development Area to be serviced and developed by the supply, placement, installation, construction and maintenance of the following services:
 - (a) Direct Services:
 - (i) Water mains;
 - (ii) Sanitary sewer mains;
 - (iii) Street cutting; and
 - (iv) Street paving.

Developer Warranties

13. (1) All works constructed by the Developer pursuant to Subsection 12 of this Agreement on, in or under any street, avenue, lane, easement or other public

place shall be the property of the City upon completion of construction. Such works shall be warranted and maintained by the Developer for the periods specified as follows:

Water Mains	2 years from the date of Construction Completion Certificate
Sanitary Sewer Mains	2 years from the date of Construction Completion Certificate
Street Paving	2 years from the date of Construction Completion Certificate
All others	2 years from the date of Construction Completion Certificate

A Construction Completion Certificate shall be issued on completion and acceptance of each phase of work. The warranty periods as outlined in this Subsection shall apply notwithstanding the expiration of the Term of this Agreement.

- (2) The Developer shall put up such barricades, lights or other protection for persons and property as will adequately protect the public or any person in the Development Area and maintain same during the course of construction, and, upon the request of the Manager or the Saskatoon Police Service, shall improve or change same.
- (3) When the Developer has completed all of the sanitary sewers, waterworks, and paving pursuant to any work done under Subsection 12, it may so notify the Manager, in writing, who shall within 15 days of such a notice, carry out the required inspection, and if the Manager is satisfied on inspection that the work is substantially complete and will not be materially affected by other work, he shall within 15 days issue a Construction Completion Certificate to that effect, and the maintenance period for the works included in the Certificate shall start on the day the Certificate is issued.
- (4) Upon completion and acceptance by the Manager as required in Subsection 13(1) hereof, the Developer shall carry out any work, by way of repair or replacement, as directed by the Manager, and which the Manager acting reasonably deems necessary to conform to the approved plans and specifications:
 - (a) after the issuance of the Construction Completion Certificate, the Developer shall be responsible for any and all repairs and replacement to any utilities and improvements which may become necessary up to the end of the maintenance periods set out in Subsection 13(1);
 - (b) if during the construction or maintenance period any material defects become apparent in any of the utilities or improvements installed or

constructed by the Developer under this Agreement, and the Manager requires repairs or replacements to be done, the Developer shall be so notified, and within a reasonable time after said notice shall cause any repairs or replacements to be done, and if the Developer shall default, or any emergency exists, the City may complete the repairs or replacement and recover the reasonable cost thereof from the Developer;

- (c) the Developer shall be responsible for adjusting all hydrants and main valve boxes and all service valve boxes to the established grades as they are developed, until such time as the City issues the Construction Completion Certificates for the maintenance of streets; and
 - (d) the Developer agrees that maintenance is a continuous operation that must be carried on until the expiry date of the maintenance period for each and every utility, and that no releases from liability of any kind will be given until all repairs or replacements required by the Manager acting reasonably in his final inspection reports have been made. The final inspection reports shall be completed no later than 60 days prior to the end of the warranty period. A formal release will be issued upon correction of all deficiencies listed in the final inspection reports.
- (5) During the maintenance periods referred to in this Agreement and notwithstanding any other provisions to the contrary, in the case of an emergency involving the breakage of a waterline or the stoppage of a sewer line constructed by the Developer, the City may take such emergency repair measures as it deems necessary, through its officers, servants or agents, on its behalf, to prevent damage to property, and the reasonable costs of such repair work shall be payable by the Developer on demand.

Developer Covenants

14. In relation to the development and servicing of the Development Area, the Developer agrees:
- (a) (i) to provide all utility, construction and service easements which may be required, at no cost to the City or any other utility agency or service, and to comply with the terms of any easement agreement entered into by the Developer with respect to such easements provided that such easements shall not materially adversely affect the development of the Development Area;

- (ii) to provide and register a utility easement plan if required by the Manager; and
 - (iii) to provide for a covenant in all sale, ground lease or transfer agreements within the Development Area to the effect that the grades set on any such easements shall not be altered without the prior approval of the Manager, whose approval will not be unreasonably withheld;
- (b) to indemnify and save harmless the City with respect to any action commenced against the City as a result of any act or omission of the Developer in relation to the Developer's obligations set out in this Agreement, including the acts or omissions of its officers, employees, servants or agents, or anyone for whom the Developer is at law responsible;
- (c) that all work carried out by the Developer shall be designed and the works supervised by a qualified firm of consulting engineers retained by the Developer. Plans and specifications of design must be approved by the Manager acting reasonably, and all design and work carried out must conform to the current City of Saskatoon specifications as to material and construction practices for such services;
- (d) that the Developer shall obtain all approvals required by Saskatchewan Environment and Resource Management and the Saskatchewan Water Corporation, together with any other consent or approvals which may be required by law, copies of all such approvals shall be provided to the Manager;
- (e) to supply all necessary labour, material, equipment and to construct, provide and maintain all sanitary sewers complete with manholes and all other accessories throughout the Development Area;
- (f) to supply all necessary labour, material, equipment and to construct, provide and maintain all water mains, including valves, hydrants and all other accessories throughout the Development Area;
- (g) to supply all necessary labour, materials, equipment, and to construct and pave 60th Street West as required throughout the Development Area;
- (h) to provide the City with all such detailed plans, specifications, tests and records as the Manager may reasonably require both before and after construction. The "as built" plans shall be to the City's standard

in size, scale and form and shall be on both mylar transparencies and digital copy;

- (i) to supply the City with proof of adequate commercial general liability insurance which includes a non-owned vehicle endorsement and vehicle liability insurance, minimum coverage to be as follows:

Commercial General Liability Insurance which includes a non-owned vehicle endorsement:

\$5,000,000.00 for each occurrence

Vehicle Liability Insurance:

\$5,000,000.00 for each occurrence

which coverage shall be maintained throughout the Term of this Agreement;

- (j) that the Developer is aware and does not object of the City's intention to close the 60th Street access to Idylwyld Drive South when the interchange is constructed and operational at the intersection of Marquis Drive and Idylwyld Drive.

Standard of Construction

- 15. With respect to work undertaken by the Developer pursuant to Subsection 12, where for any reason the Manager requires construction by the Developer to be different from the City's standards, or different from the conditions of this Agreement, the Developer shall construct in accordance with the instructions of the Manager, but the City shall pay to the Developer any reasonable excess costs involved.

Changes in City Services

- 16. In the event that the Developer requires changes in City services, other than those contemplated in this Agreement, same shall be provided at the expense of the Developer. Changes requested by the Developer shall be in writing addressed to the Manager.

Part IV General

Approval for Installation of Services

17. The City shall consider all applications for approval made by the Developer as are required respecting the development and servicing of the Development Area by the Developer. All approvals resulting from the applications shall be issued in the normal course and under usual conditions and in accordance with the City's standard specifications respecting the class of works in question.

Expeditious Construction

18. All works required to be performed by this Agreement shall be carried out as expeditiously as time and construction conditions permit.

Assignment

19. During the Term of this Agreement, the Developer shall not assign this Agreement without the prior express written consent of the City being first obtained, such consent shall not be unreasonably withheld or delayed by the City.

Dispute Resolution

20. In the case of any dispute between the City and the Developer arising out of the performance of this Agreement, or afterwards as to any matter contained in this Agreement, either party shall be entitled to give to the other notice of such dispute and demand arbitration thereof. Such notice and demand being given, each party shall at once appoint an arbitrator and these shall jointly select a third. The decision of any two of the three arbitrators shall be final and binding upon the parties, who covenant that their dispute shall be so decided by arbitration alone, and not by recourse to any court or action of law. If the two arbitrators appointed by the parties do not agree upon a third, or a party who has been notified of a dispute fails to appoint an arbitrator, then the third arbitrator and/or the arbitrator to represent the party in default shall be appointed by a Judge of the Court of Queen's Bench at the Judicial Centre of Saskatoon. *The Arbitration Act, 1992* of the Province of Saskatchewan shall apply to any arbitration hereunder, and the costs of arbitration shall be apportioned equally between the parties hereto.

Applicable Law

21. The laws of the Province of Saskatchewan shall apply and bind the parties in any and all questions pertaining to this Agreement.

Force and Effect

22. This Agreement shall remain in full force and effect until such time as both the City and the Developer have fully completed their respective obligations hereunder, and, for greater certainty, until such time as all Development Charges, fees, levies and other charges payable by the Developer to the City pursuant to the terms of this Agreement have been paid.

Agreement Runs With the Land

23. The Developer acknowledges and agrees that this Agreement runs with the land, and binds it, and subject to Section 19, its successors and permitted assigns; and, further, agrees that the City may elect, at its sole option, to register an Interest based on this Agreement against the property subject to this Agreement in the Land Titles Registry for Saskatchewan charging all those lands comprising the Development Area with the performance of this Agreement.

Notices

24. (1) Any notice or consent (including any invoice, statement, request or other communication) required or permitted to be given by any party to this Agreement to the other party shall be in writing and shall be delivered or sent by registered mail (except during a postal disruption or threatened postal disruption) or facsimile transmission, email or other electronic communication to the applicable address set forth below:

- (a) in the case of Black & McDonald Limited and Red Rock Properties to:

Black & McDonald Limited
1801 Quebec Avenue
Saskatoon, Saskatchewan
S7K 1W1
Attention: Mr. Bob Zurevinski, Vice President
Facsimile: (306) 652-3665

(b) in the case of the City to:

The City of Saskatoon
c/o Office of the City Clerk
222 3rd Avenue North
Saskatoon, Saskatchewan
S7K 0J5
Attention: General Manager,
Transportation and Utilities Department
Facsimile: (306) 975-2971

- (2) Any notice delivered personally shall be deemed to have been validly and effectively given and received on the date of such delivery provided same is on a business day (Monday to Friday, other than a statutory holiday).
- (3) Any notice sent by registered mail shall be deemed to have been validly and effectively given and received on the fifth business day following the date of mailing.
- (4) Any notice sent by facsimile or email or other electronic communication shall be deemed to have been validly and effectively given and received on the business day next following the date on which it was sent (with confirmation of transmittal received).
- (5) Either party to this Agreement may, from time to time by notice given to the other party, change its address for service under this Agreement.

Entire Agreement

25. This Agreement constitutes the complete and exclusive statement of the Agreement between the parties, which supersedes all proposals, oral or written, and all other communications or representations between the parties, relating to the subject matter of this Agreement.

Illegality

26. If one or more of the phrases, sentences, clauses or articles contained in this Agreement is declared invalid by a final and unappealable order or decree of any court of competent jurisdiction, this Agreement shall be construed as if such phrase, sentence, clause or paragraph had not been inserted in this Agreement.

Amendment

27. This Agreement may be changed only by written amendment signed and sealed by authorized representatives of the parties.

Headings

28. The headings contained in this Agreement are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.

Covenants

29. Each obligation of the City or of the Developer in this Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes.

Time of Essence

30. Time shall be of the essence of this Agreement and every part of this Agreement.

Further Assurances

31. The Developer and the City shall, at their own expense, promptly execute such further documentation to give effect to this Agreement as the Developer and the City, as the case may be, may reasonably require from time to time.

In Witness Whereof the parties hereto have hereunto affixed their corporate seals, duly attested by the hands of their proper officers in that behalf, as of the day and year first above written.

The City of Saskatoon

Mayor

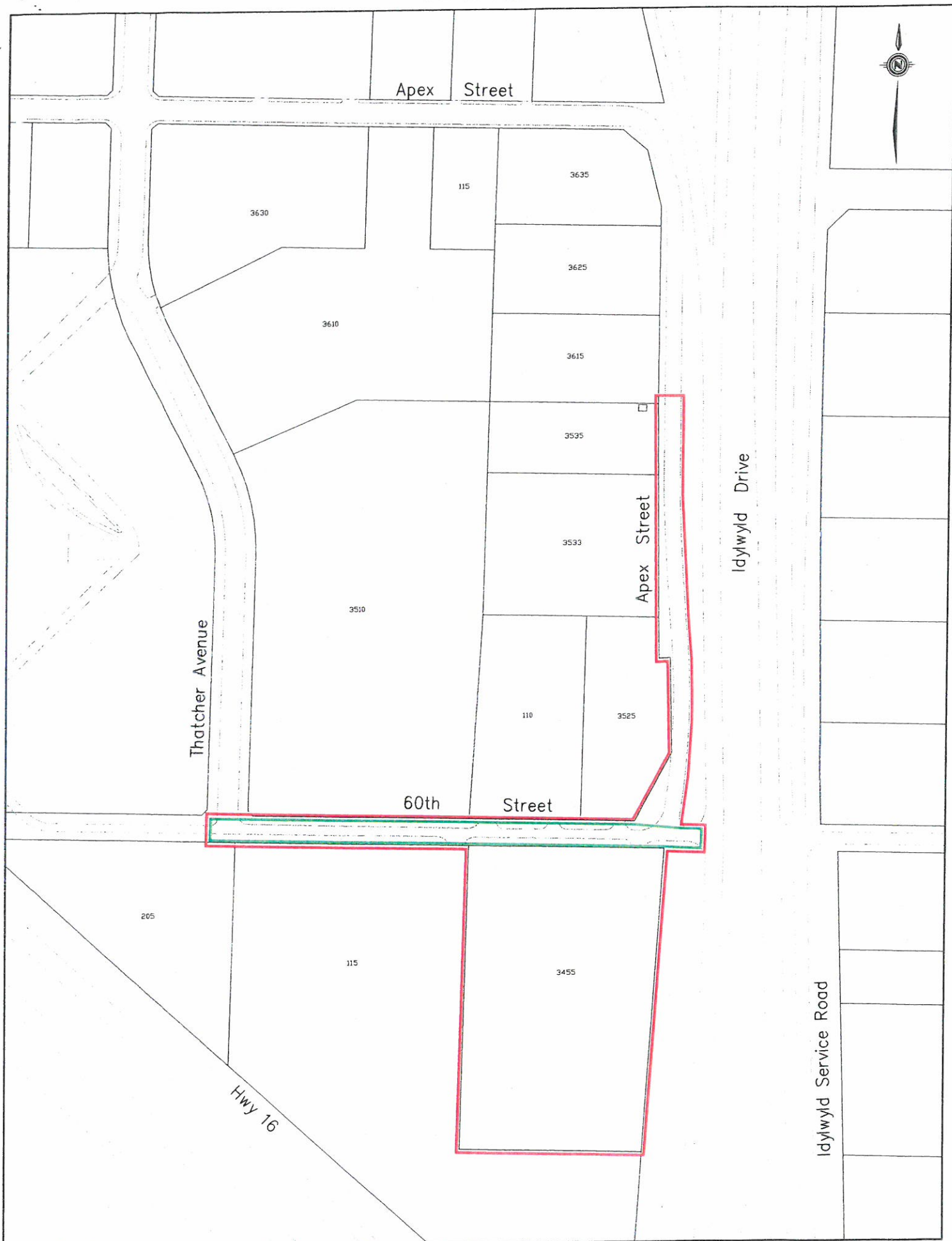
c/s

City Clerk

Black & McDonald Limited and Red Rock Properties

c/s

SCHEDULE 'A'



Schedule "B"

Fees, Levies and Other Charges Applicable to the Development Area

The development charges payable by the Developer to the City pursuant to Section 4 hereof shall be calculated in accordance with the rates as the Council of The City of Saskatoon has established and are in general force and effect for the 2014 construction season. By way of illustration only the following rates were effective for the 2013 construction season:

Industrial

(a) Trunk Sewer Levy.....	\$1,039.50 per front metre;
(b) Primary Water Main Levy.....	\$ 215.25 per front metre;
(c) Arterial Road Levy.....	\$ 537.05 per front metre;
(d) Interchange Levy.....	\$ 119.15 per front metre;
(e) Parks and Recreation Levy.....	\$ 40.38 per front metre;
(f) Street Lighting Charge.....	\$ 75.80 per front metre;
(g) Lift Station Levy.....	\$ 43.15 per front metre;
(h) Inspection Levy.....	\$ 26.25 per front metre;
(i) Prepaid Extended Maintenance Charge, and	\$ 23.00 per front metre;
(j) Servicing Agreement Fee.....	\$2,330.00 per Agreement.

The Trunk Sewer Levy, Primary Water Main Levy, Lift Station Levy, Arterial Road Levy, Interchange Levy and Parks Levy will be calculated at an area rate of 113 equivalent front metres per hectare. Area rate: $113 \text{fm} \times \$1994.48 = \$225,376.24$ per hectare.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Special Event Policy Review

Recommendation of the Committee

That the Administration be requested to review the Profile Saskatoon and Special Events components of the Special Events Policy, not including Youth Sports Subsidy Special Events, including consultation with other agencies and a review of best practices, to develop a formula for determining the level of support to be considered for these types of events.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services, dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services – Files CK. 1870-15, CK. 205-1 and RS. 1802-12-2

Special Event Policy Review

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide information on the levels of funding allocated to Special Event and Profile Saskatoon Events and to provide a brief outline of a proposed policy review process.

Report Highlights

1. Funding for Special Event and Profile Saskatoon Event categories have ranged from \$9,000 to \$250,000 for individual events over the past ten years.
2. The Administration will consult with other municipalities and/or agencies who offer similar event funding to identify best practices to aid in developing a scoring or weighting formula for the adjudication of event funding requests.

Strategic Goal

Under the City of Saskatoon (City) Strategic Goal of Quality of Life, this report supports the long-term strategy to support community-building through direct investment.

Background

Over the past ten years, the number of requests for financial support to events being held in Saskatoon has increased and the types of events requesting support has become much more diverse. With this increase in funding requests and event diversity, the development of a scoring or weighting formula may be useful to more effectively adjudicate funding requests for Special Event and Profile Saskatoon Event categories.

Report

Funding Allocations

Attachment 1 provides a summary of all events that have received either a Special Event or Profile Saskatoon Event grant through the Policy during the period of 2005 to 2014.

To date, the range of funds provided to individual events, regardless of the type of event category, has ranged from a low of \$9,000 to a high of \$250,000. The request, as submitted by the host committee, has typically been the amount approved. The development of a scoring or weighting formula may be useful in identifying funding levels based on specific factors.

In the past, a majority of events that requested funding support were primarily sporting events; however, events taking place in Saskatoon in recent years have become more diverse.

Special Event Policy Review

Policy and Best Practices Review

The Administration supports a review of the policy, including consultations with other municipalities and/or agencies, to identify best practices and to develop a scoring or weighting formula for use in administering the Special Event and Profile Saskatoon Event categories of the Special Event Reserve.

The review process will entail consultation with the following organizations to identify best practices used by the organization to adjudicate grant funding requests:

- consultation with Tourism;
- consultation with Tourism Saskatchewan;
- consultations with other agencies (e.g. SaskSport); and
- consultation with other Saskatchewan and Alberta municipalities.

Options to the Recommendation

The Planning, Development and Community Services Committee (Committee) may choose to further clarify the terms of reference for a policy review.

Communication Plan

The Administration will consult with Tourism Saskatoon and Tourism Saskatchewan on a potential scoring or weighting formula, as well as conduct research into best practices from other municipalities that provide similar special event funding support.

Once these consultations have been concluded, the Administration will bring forward a report to the Committee, with recommendations for policy revisions, including a possible scoring formula for event funding adjudication purposes.

Other Consideration/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration anticipates completion of the review and consultations by early 2015, with a report to be presented to Committee in mid-2015.

Public Notice

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

Attachment

1. Special Event Reserve Funding Allocations 2005 to 2014
2. Special Event Policy No. C03-007

Special Event Policy Review

Report Approval

Written by: Loretta Odorico, Facility Supervisor, Customer Service, Recreation and Sport

Approved by: Cary Humphrey, Director of Recreation and Sport

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

S:\Reports\RS\2014\PDSCS – Special Event Policy Review\kt

Special Event Reserve Funding Allocations 2005 to 2014

Year	Event	Special Events	Profile Saskatoon Events
2005	Historica Fair	\$ 40,000	
2006	Vanier Cup	\$ 100,000	
2007	Juno Awards	\$ 250,000	
	Can Am Police Fire Games	\$ 100,000	
	Canadian Open Badminton Championships	\$ 10,000	
2008	CIS Women's Basketball Championships	\$ 9,000	
	Masters of Curling	\$ 22,500	
	Senior Mens 3 Nations Cup	\$ 40,000	
	We Are Many Festival	\$ 22,500	
2009	BMO Figure Skating	\$ 81,000	
	Mens Softball	\$ 90,000	
	Fireworks Festival	\$ 25,000	
2010	World Junior Hockey Championships	\$ 250,000	
	ScotDance Canada Highland Dance Competition	\$ 50,000	
	Tourism Saskatoon 2010 Olympic Torch Run Celebration		\$ 65,000
2011	First Nations Winter Games	\$ 50,000	
	River Lights Boat Parade		\$ 100,000
	Canadian Society of Association Executives Conference		\$ 25,000
2012	Tim Horton's Brier	\$ 150,000	
	Canadian Country Music Awards	\$ 100,000	
	FCM Conference		\$ 174,000
	Truth and Reconciliation		\$ 100,000
	Pacific North West Economic Region Summit		\$ 25,000
	War of 1812 Celebrations	\$ 100,000	
2013	Memorial Cup	\$ 100,000	
	SK Provincial 55+ Games	\$ 40,000	
	Indspire Awards		\$ 25,000
	Subaru Triathlon	\$ 70,000	
	Inclusion Works		\$ 35,000
	Junior Men's International Fastpitch Championships	\$ 35,000	
2014	AFN 4th National Youth Summit		\$ 50,000
	CIS Men's Hockey University Cup	\$ 25,000	
	Canadian Women's Softball Championships	\$ 35,000	
		\$ 1,795,000	\$ 599,000

CITY OF SASKATOON COUNCIL POLICY

NUMBER
<i>C03-007</i>

POLICY TITLE <i>Special Events</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 18, 1990</i>
		UPDATED TO <i>April 26, 2010</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report 24-1990; Planning and Development Committee Reports 31-1991 and 2-1993; Administration and Finance Committee Reports 1-1994 and 5-2003; Executive Committee Report 5-2005; Planning and Operations Committee Report 13-2009; and Budget Committee Report 1-2010</i>	CITY FILE NO. <i>CK. 1870-15; and 205-1</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

The objectives of this policy are:

- To attract visitors to the City of Saskatoon and, in so doing, generate significant economic benefit for the community;
- To enhance the profile and visibility of the City of Saskatoon, nationally and internationally;
- To enhance community spirit and pride; and
- To develop an awareness, understanding and appreciation of art, culture and recreation.

2. DEFINITIONS

2.1 Special Event - an event held in Saskatoon occurring with a frequency no greater than once every two years, lasting for a minimum of two consecutive days, which provides a high profile and significant economic benefit for the City through the large number of estimated spectators (including a significant percentage of tourists) and through the expected extent of publicity generated. A special event may be provincial, regional, national (representation from the majority of regions of Canada) or international (representation from one additional country). For the purposes of this policy, special events do not include conferences or trade exhibitions. Examples of special events that may be eligible include the following:

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- a) Sports Event - an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition (e.g. provincial, regional, national or international) is determined.
 - b) Arts Event - an event that showcases or determines outstanding achievement in the arts (e.g. music, drama, dance, visual arts, literary arts, etc.).
 - c) Multicultural Event - an event in which ethnic similarities and differences are respected and exchanged.
 - d) Heritage Event - an event which has as its primary focus, the promotion of the understanding and appreciation of our heritage as citizens of Saskatoon, Saskatchewan, or Canada.
 - e) Festival - an event which includes a significant performing arts or demonstrations component. It actively celebrates a theme, is primarily non-competitive, and provides fun and enjoyment for the public.
- 2.2 Profile Saskatoon Event – an event hosted in the City of Saskatoon, which puts the City in a position of prominence as a destination location and will attract external media attention to the City or region.
- 2.3 Special Event Adjudication Committee – This committee adjudicates only the Youth Sport Subsidy Special Event Hosting Grant Applications, not Special Event or Profile Saskatoon Event funding requests. This hosting grant is funded from unexpended Youth Sport Subsidy funds. This committee will include six member organizations receiving funding under the Youth Sport Subsidy Program and a representative from the Community Services, Leisure Services Branch.
- 2.4 Event Season – will be the twelve-month period following December 31 each year (January 1 to December 31).
- 2.6 Business Plan – A comprehensive planning document that describes the objectives of an event, the facility requirements and resources needed, the cost to stage the event, the economic impact, and the lasting benefit an event will have on the community.

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- 2.7 Legacy – a tangible bequest that will meet a lasting community need and will add value to the community as a result of the event taking place. A legacy may be a monetary contribution or it may be a physical entity (e.g. improvements to an existing facility, upgrading/replacing program equipment) that is left as a result of hosting an event.
- 2.8 Special Event Legacy Reserve – a reserve to which special events being hosted in Saskatoon may contribute a minimum of \$10,000 or ten percent of the grant request, whichever is greater, if they are not able to meet the legacy criteria of having a tangible and lasting community benefit, as outlined above.
- 2.9 Confidential Event – an event that if revealed or be made public, would jeopardize or otherwise put at risk an organization’s bid proposal and submission.

3. POLICY

The City of Saskatoon may extend assistance to community groups or organizations wishing to sponsor special events as defined in this policy.

3.1 General Eligibility Criteria

To be eligible under any of the above listed event types, the applicant must:

- a) Be registered under the Saskatchewan Non-Profit Corporations Act. Organizations or groups that exist primarily for political or sectarian purposes, or for the purpose of providing funding to other groups, are not eligible for assistance under this Policy.
 - b) Not have received assistance for the same purposes under any other program or policy of the City (e.g. Policy No. C03-018 “Assistance to Community Groups”).
- 3.1.1 Organizations or groups requesting seed money to host recurring events for the first time would be eligible to apply for funding on a one-time basis.

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3.1.2 The City of Saskatoon Policy C03-007 (Special Events) is not intended to provide financial support to professional sporting events in which prize purses are sponsored by the private sector and awarded to event participants.

3.1.3 Unless otherwise stated in this policy, only events that have an operation budget greater than \$100,000 will be considered for funding.

3.1.4 Unless otherwise stated in this policy, funds provided may be used for preparing bid proposals, operating expenses, and capital expenditures, conditional upon City Council's approval.

3.1.5 Unless otherwise stated in this policy, event applications are required to identify an event legacy based on the following legacy criteria:

- a) The legacy must have a value of a minimum of \$10,000 or ten percent of the requested grant, whichever is greater.
- b) If applicants are not able to meet the above legacy criteria, applicants shall be required to contribute the above value to the Special Event Legacy Reserve. This reserve is used to fund pre-determined equipment purchases that will benefit a variety of events being hosted in Saskatoon.

3.2 Specific Eligibility Criteria

3.2.1 Unexpended Youth Sports Subsidy Funds

The following additional criteria shall be used for grants made from the unexpended funds remaining in the Youth Sports Subsidy Program:

- a) Eligible applicants will be restricted to those organizations receiving funding under the Youth Sport Subsidy Program.
- b) As indicated in the special events definition, funding must be applied to events that are non-recurring on an annual basis. However, groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.

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- c) Funding must be used for the rental cost of facilities only.
- d) Events that have an operating budget of less than \$100,000 are eligible for funding.
- e) Youth Sport Subsidy Program events are not required to have an event legacy component and are not required to submit a business plan as outlined in Appendix B.

3.2.2 Profile Saskatoon Events

- a) Profile Saskatoon events are not required to have an event legacy component.

3.3 Application Process

3.3.1 Unexpended Youth Sport Subsidy Funds

An application form from sport organizations currently receiving the Youth Sport Subsidy must be submitted by October 15 each year for the next event season, and must include the following:

- a) A copy of certificate of incorporation;
- b) An estimated operating budget for the event (including total revenues and expenditures), as well as a tentative rental contract outlining rental costs for the event;
- c) A program of events;
- d) A description of the economic impact to Saskatoon in hosting the event; and
- e) Projections of the number of participants, spectators and volunteers expected to be involved in the event.

Applications received after the October 15 deadline may be considered by the committee based on available funding.

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3.3.2 Special Events

Applications for national events, where possible, shall be submitted a minimum two years in advance of the event start date. Applications for international events, where possible, shall be submitted a minimum of four years in advance of the event start date. Eligible applicants must:

- a) Follow the Request for Support Process, as outlined under Appendix A.
- b) Submit a detailed business plan, as outlined under Appendix B.

3.3.3 Profile Saskatoon Events

Applications shall be submitted to City Council a minimum of 6 months in advance of the event start date. Eligible applicants must:

- a) Follow the Request for Support Process, as outlined under Appendix A.
- b) Submit a detailed business plan, as outlined under Appendix C.

3.4 Type of Assistance

Assistance provided will be in the form of a grant or services or both. Where application is made for financial assistance for a type of service offered by the City of Saskatoon (e.g. bus service), the service must be provided by the City.

3.5 Amount of Assistance

The maximum grant payable shall not exceed 50% of the cost of the event.

3.6 Payment

Payment of grants will be conditional upon successful completion of the special event and will be made after the event upon presentation of the post event information required in Section 3.8 of this policy.

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Payment of grants for Special Events or Profile Saskatoon Events may occur in advance of the event, upon written request to City Council by the organizing committee, and is conditional upon City Council’s approval.

3.7 Bid Proposals

In recognition of cash flow problems, applicants for major national or international events may receive, under this policy, repayable loans to facilitate preparation of bid proposals and associated bid presentations. Such loans will include payment of interest at prime and are conditional upon City Council’s approval.

3.8 Post Event Information

The applicant must submit the following information within 90 days following the event:

- a) Audited financial statements for the event, together with an account of how the assistance provided by the City of Saskatoon was used. For Unexpended Youth Sport Subsidy Funds events with annual revenues of less than \$100,000, provision of financial statements approved by the governing body may be considered sufficient; and
- b) An evaluation of the event, which addresses each item from the business plan outline, including statistics on number of participants, spectators, volunteers, etc. and an assessment of the economic and social impact on the City of Saskatoon.

3.9 Funding

Assistance provided through this Policy will be financed through a “Special Events Reserve” established under City Policy No. C03-003 on “Reserves for Future Expenditures”.

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3.10 Approval

City Council approval is required in all cases. City Council may, as required, attach conditions to the approval of assistance under this policy which will require the recipient to perform certain activities or provide additional information in connection with the special event receiving civic support.

4. RESPONSIBILITIES

4.1 Administration – shall provide an administrative support person to the Special Event Adjudication Committee to act as a liaison between the Administration and the Special Event Adjudication Committee and to perform such duties as may be required with regard to this policy.

4.1.1 Unexpended Youth Sport Subsidy Funds – City Administration, in consultation with the Special Event Adjudication Committee, will review special event applications from eligible Youth Sport Subsidy sport organizations and will present recommendations for funding assistance to the Planning and Operations Committee for their consideration.

4.1.2 Special Events – City Administration will review business plan submissions from organizations requesting funding to host an event and will present recommendations for funding assistance to the Planning and Operations Committee, or Executive Committee for confidential events, for their consideration.

4.1.3 Profile Saskatoon Events – City Administration will review business plan submissions from organizations requesting funding to host an event and will request direction from the Planning and Operations Committee, or Executive Committee for confidential events, as to whether the funding request is to be approved.

4.1.4 City Administration will recommend to City Council any changes to this policy required to reflect changing priorities or to correct inequities that may become apparent.

CITY OF SASKATOON

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4.2 Special Event Adjudication Committee

- a) Develop specific criteria for evaluation of Youth Sport Subsidy Special Event Hosting Grant requests in accordance with the intent and general criteria outlined in this policy.
- b) Receive and process applications for assistance.
- c) Review and evaluate each application to ensure that objectives of the policy are met.
- d) Conduct interviews with applicants (when necessary) to obtain or provide any additional information that may be required.
- e) Present recommendations for assistance to the Planning and Operations Committee for consideration.
- f) Monitor and evaluate effectiveness of those programs which were approved under this policy.
- g) Recommend to the Planning and Operations Committee any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

4.3 Planning and Operations Committee

- a) Review recommendations submitted by the Special Event Adjudication Committee relating to Youth Sport Subsidy Special Event Hosting Grants, inform the Adjudication Committee of any amendments, and refer the final recommendations, as well as the Adjudication Committee's recommendations, to City Council for approval.
- b) Review recommendations submitted by the Administration for Special Event or Profile Saskatoon Event funding requests and refer the final recommendations to City Council for approval.
- c) Recommend to City Council any changes to this policy required to reflect changing priorities or to correct any inequities that may become apparent.

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4.4 Executive Committee

Review applications for Special Events and Profile Saskatoon Events that are confidential in nature and refer the final recommendations to City Council for approval at the appropriate time.

- 4.5 City Council – shall approve applications for assistance based on recommendations from the Planning and Operations Committee or Executive Committee. City Council, at its discretion, will approve all funding requests for the Profile Saskatoon Event category, based on the host organization providing the required information as outlined in Appendix C.

APPENDIX A TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

SPECIAL EVENT AND PROFILE SASKATOON EVENT

REQUEST FOR SUPPORT PROCESS

Process for Events that are Non-confidential in Nature:

- Step One: For those events that are non-confidential in nature, the host organization must submit a written request to City Council outlining the organization's desire to host an event. The information submitted to City Council must include a detailed business plan, as outlined in Appendix B for Special Events or Appendix C for Profile Saskatoon Events.
- Step Two: City Council will refer the funding request to the Administration to review the business plan submission based on current City of Saskatoon Policy C03-007 (Special Events) and report its recommendations to the Planning and Operations Committee of Council. This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).
- Step Three: The Planning and Operations Committee of Council recommends to City Council the approval of the funding request and any conditions that may be imposed on the event.
- Step Four: City Council approves the recommendations and any conditions recommended by the Planning and Operations Committee of Council.
- Step Five: The host organization submits a post event evaluation report to the Administration within 90 days of the completion of the event and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.

Payment of the approved funding is provided to the host organization upon submission of the post event evaluation report to the Administration.

Process for Events that are Confidential in Nature:

- Step One: For those events that are being bid on and/or are confidential in nature, the host organization must submit a written request to City Council's In-Camera Executive Committee outlining the organization's desire to host an event. The preliminary information submitted to the Executive Committee will be as follows:
- A description of the event;
 - When the event will occur;
 - What event organizers hope to achieve by hosting the event in Saskatoon;

- Proposed legacy component of hosting the event in Saskatoon;
- Preliminary economic impact to Saskatoon and tourism region;
- Anticipated support from the Provincial and Federal governments; and
- Estimated financial support being requested from the City of Saskatoon.

Note: Where new infrastructure will be developed in order to host an event, future use and operating agreements must be established prior to submission of the bid.

Step Two: Executive Committee will refer the funding request to the Administration to review the bid proposal and/or business plan submission based on current City of Saskatoon Policy C03-007 (Special Events) and report its recommendations to the Executive Committee of Council. This report will outline the sufficiency of funding and the eligibility of the event for funding based on the City of Saskatoon Policy C03-007 (Special Events).

For those events being bid on, the report should provide adequate information for City Council to make informed decisions based on sound business reasons and with the necessary justification that the event will have economic and lasting benefit to Saskatoon. In these cases, Executive Committee may recommend approval in principle for events being bid on.

Step Three: For events being bid on, the host organization and Administration will provide regular updates to the Executive Committee on key milestones and important checkpoints as they work through the bid process.

Step Four: If an event bid is successful, the Executive Committee recommends to City Council the approval of the funding request and any conditions that may be imposed on the event.

If an event bid is not successful, the host organization will submit a brief report to the Executive Committee outlining the main reasons why the bid was not successful.

Step Five: City Council approves the recommendations and any conditions recommended by the Executive Committee.

Step Six: The host organization submits a post event evaluation report to the Administration within 90 days of the completion of the event and the Administration submits a report to City Council summarizing the highlights of this event. This report will summarize how the objectives were met, the success of the event, and the final economic impact the event had on the city and region.

Step Seven: Payment of the approved funding is released to the host organization.

APPENDIX B TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

SPECIAL EVENT – BUSINESS PLAN OUTLINE

- 1) Mission Statement – Describe the objective and purpose of the event and why Saskatoon should host the event.
- 2) Strategic Goals (Outcomes) – Describe what you are trying to achieve and how this will impact Saskatoon and the surrounding community.
- 3) Strategic Alliance – Outline the public and private partnership arrangements that have been made and how these partnerships will achieve the strategic goals through the sharing of resources.
- 4) Local Organizing Committee – Outline the event organizing committee structure, description of each key position, and identify key individuals, which should include organizational experience and leadership.
- 5) Infrastructure Requirements – What new facilities are needed, what facilities require upgrading and what is required, and what facilities currently meet standard?
- 6) Requested City Services – Detail what City services are being requested during the event and how much will it cost to provide these services.
- 7) Event Operating and Capital Budget – Provide an operating budget that details event expenditures and revenues. A capital budget will detail projected infrastructure costs to build event facilities (venues) and the upgrading of existing facilities. Describe how new facilities will be designed for multi-use programming by other organizations and the public after the event is held.
- 8) Post Event Operating Costs – Identify post operating budget costs for facilities that the City will operate. These ongoing operating costs should include potential revenue generation from additional programs and services, and operating expense increases such as utilities, insurance, staffing, maintenance, material and supplies, etc.
- 9) Legacy – Identify what lasting community needs will be met and the value added to the community as a result of the event. An event legacy must have a value of a minimum of \$10,000 or 10 percent of the requested funding assistance, whichever is greater, in order to meet legacy criteria. Examples of lasting benefits to the community, such as improvements to existing City-operated facilities, building of new facilities and infrastructure, development of a new activity in terms of coaching/teaching, participant skill development, organizational development, etc., and upgrading and/or replacement of aging program equipment. In the event that the organizing committee cannot identify a suitable legacy, they will be required to contribute the above legacy value to the Special Event Legacy Reserve.

- 10) Economic Impact – Provide economic impact based on a reliable economic assessment model. Major events should have significant economic impact on the city and region. Event organizers should be able to demonstrate that an event will be a significant tourism attraction/destination for visitors who reside outside the city or the region/province.
- 11) Past Event History – Provide past revenue and expenditure results and describe how the event benefited the community.
- 12) Non-Profit Certificate – Provide a copy of certificate of incorporation as a non-profit organization.
- 13) Prize Purses – Identify any prize purses (monetary prizes) involved in this event.
- 14) Event Profits – Describe how the organizing committee plans to use any profits made from the hosting of the event.

APPENDIX C TO CITY OF SASKATOON
COUNCIL POLICY C03-007 – SPECIAL EVENTS

PROFILE SASKATOON EVENT – BUSINESS PLAN OUTLINE

- 1) Mission Statement – Describe the objective and purpose of the event and why Saskatoon should host the event.
- 2) Strategic Goals (Outcomes) – Describe what you are trying to achieve and how this will impact Saskatoon and the surrounding community. Provide projections of the number of participants, spectators, and volunteers expected to be involved in the event.
- 3) Strategic Alliance – Outline the public and private partnership arrangements that have been made and how these partnerships will achieve the strategic goals through the sharing of resources.
- 4) Local Organizing Committee – Outline the event organizing committee structure, description of each key position, and identify key individuals, which should include organizational experience and leadership.
- 5) Infrastructure Requirements – What new facilities are needed, what facilities require upgrading and what is required, and what facilities currently meet standard?
- 6) Requested City Services – Detail what City services are being requested during the event and how much will it cost to provide these services.
- 7) Event Operating Budget – Provide an operating budget that details event expenditures and revenues.
- 8) Economic Impact – Provide economic impact based on a reliable economic assessment model. Events should have significant economic impact on the city and region. Event organizers should be able to demonstrate that an event will be a significant tourism attraction/destination for visitors who reside outside the city or the region/province. Provide projections of the number of hotel nights, meals, and special functions that will be involved in the event.
- 9) External Media Attention – Identify and provide a detailed description of the external media attention that this event will attract to the City and region, which put the City in a position of prominence as a destination location.
- 10) Past Event History – Provide past revenue and expenditure results and describe how the event benefited the community.
- 11) Non-Profit Certificate – Provide a copy of certificate of incorporation as a non-profit organization.

- 13) Prize Purses – Identify any prize purses (monetary prizes) involved in this event.
- 14) Event Profits – Describe how the organizing committee plans to use any profits made from the hosting of the event.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Inquiry - Councillor P. Lorje (May 5, 2014) - Billboards Along Circle Drive and Other High-Speed Roadways

Recommendation of the Committee

That the report of the General Manager, Community Services Department, dated October 6, 2014, be forwarded to City Council for information.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services, dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services –
Files CK. 4350-13 and PL. 4205-6-2

Inquiry – Councillor P. Lorje (May 5, 2014) - Billboards Along Circle Drive and Other High-Speed Roadways

Recommendation

That the report of the General Manager, Community Services Department, dated October 6, 2014, be forwarded to City Council for information.

Topic and Purpose

This report provides information on the regulations, location, and number of billboards on Circle Drive and other higher speed roadways.

Report Highlights

1. The Sign Regulations govern the location of billboards, restricting them to commercial and industrial zoning districts.
2. High-speed roadways are very marketable locations for billboards because they provide high visibility.
3. Bylaw amendments in 2011 increased the separation distance requirement between billboards to 200 metres, effectively limiting the additional concentrations of billboards along any particular stretch of roadway.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity in creating and supporting a business-friendly environment.

Background

At the May 5, 2014 City Council meeting, Councillor Lorje made the following inquiry:

“Will the Administration please report on the matter of billboards along Circle Drive and other similar high-speed roadways, and the possibility of limiting the number of billboards and eventually phasing them out.”

Report

The purpose of the City Sign Regulations, contained in Appendix A of Zoning Bylaw No. 8770 (Zoning Bylaw), is to allow businesses and other organizations with the opportunity to advertise their goods or services to the broader public, while maintaining reasonable standards of public safety and community aesthetics.

Regulations for Billboard Signage

The Sign Regulations govern the placement and standards for signs on private property in Saskatoon. “Billboards” are defined as a large poster panel with a maximum single sign face not exceeding 23.23 m², while “Superboards” are identified as a large billboard sign with a sign face area greater than 23.23 m². Both types of signs typically advertise off-site products and services.

The Sign Regulations indicate that billboards and superboards are permitted in zoning districts contained in Signage Group 5, as shown on the map “Billboard Locations” (see Attachment 1). Zoning districts which permit billboards include the higher density commercial zones, industrial zones, downtown, and specialized districts, such as the auto-mall, airport district, reinvestment district, and some of the direct control districts. Under current zoning regulations, any new billboards must maintain a 200 metre separation from any other billboard facing the same directional flow of traffic. The locations of existing billboards and the corresponding 200 metre separation distance are also illustrated on Attachment 1.

Amendments to the Sign Regulations were approved by City Council in April 2011 to clarify and regulate the use of digital signs, including provisions for the use of digital technology on billboards.

This bylaw amendment also increased the required separation distance between billboards and/or superboards in order to ensure that aesthetic and traffic safety concerns were addressed. The separation distances were increased from 90 metres to 200 metres. Billboards established prior to April 2011 that do not maintain a 200 metre separation distance are considered to be non-conforming uses and may remain in place. However, any new signs must be sited in compliance with the current regulations in the Zoning Bylaw.

High-Speed Roadways are Desirable Locations for Billboards

A review was undertaken by the Administration to determine the number and location of billboards along Circle Drive and other high-speed roadways in Saskatoon.

As indicated on the Billboard Locations map (see Attachment 1), and in the table below, there are approximately 158 billboards located throughout the City, of which 132 are located on higher-speed roadways, classified as highways, freeways, expressways, or major arterials. In total, there are 28 billboards visible to traffic travelling on Circle Drive.

Billboards Along Major Roadways

Roadway Classification	Speed (km/hr)	Roadway Examples	Total No. of Billboards
Highway	100	Highway 16	2
Freeway	90	Portion of Idylwyld Drive, portion of Circle Drive	26
Expressway	70	Portion of Circle Drive, Wanuskewin Road, College Drive	27
Major Arterial	50 or 60	Portion of Circle Drive, Airport Drive, Warman Road, 51 st , 33 rd , 25 th , 22 nd , 11 th , Millar Avenue, Central Avenue, 1 st , 2 nd , Avenue C.	77
Minor Arterials	50	24 th , 23 rd , 20 th , 19 th , 3 rd , 4 th	26
TOTAL			158

Billboards provide an opportunity to advertise services and products to the broader community. However, these business objectives must be balanced with other community objectives, such as aesthetics, traffic safety, and potential conflicts with other land uses.

Billboards are sited along higher-speed roadways that offer high visibility locations and pose minimal impact on local neighbourhoods and residential uses. Moreover, the scale and size of billboards are most appropriately suited to such locations.

Separation Distances Limit Future Concentrations for Billboards

The increase in the separation distance requirement between billboards has the effect of limiting the total number of available locations. Illustrated on the Billboard Location map (see Attachment 1), many of the high visibility segments along the highways, expressways, and freeways are restricted from additional billboard development due to limitations imposed by the 200 metre separation buffer, or because they are located in a zoning district that does not allow billboards.

As the city continues to grow, there may be demand for additional billboards along major roadways, however, availability of suitable sites, zoning regulations, and separation requirements will limit concentrations and restrict total numbers.

An administrative review of the Sign Regulations is scheduled for 2015 to clarify provisions around digital signs and review the need for updated standards, regulations, and enforcement considerations. This review can include further consideration of billboards and superboards.

The Administration is not aware of any Canadian cities that do not permit billboard signs in some capacity.

It is the opinion within the Community Services Department that there is an appropriate balance between providing for billboards and maintaining community aesthetics.

Options to the Recommendation

City Council may request additional review of the policy and regulations specific to billboards. This option is not recommended as recent amendments to the Sign Regulations in 2011 have imposed additional restrictions on the siting of new billboards.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Further review of Sign Regulations is scheduled for completion in 2015.

Inquiry – Councillor P. Lorje (May 5, 2014) - Billboards Along Circle Drive and Other High-Speed Roadways

Public Notice

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

Attachment

1. Billboard Locations

Report Approval

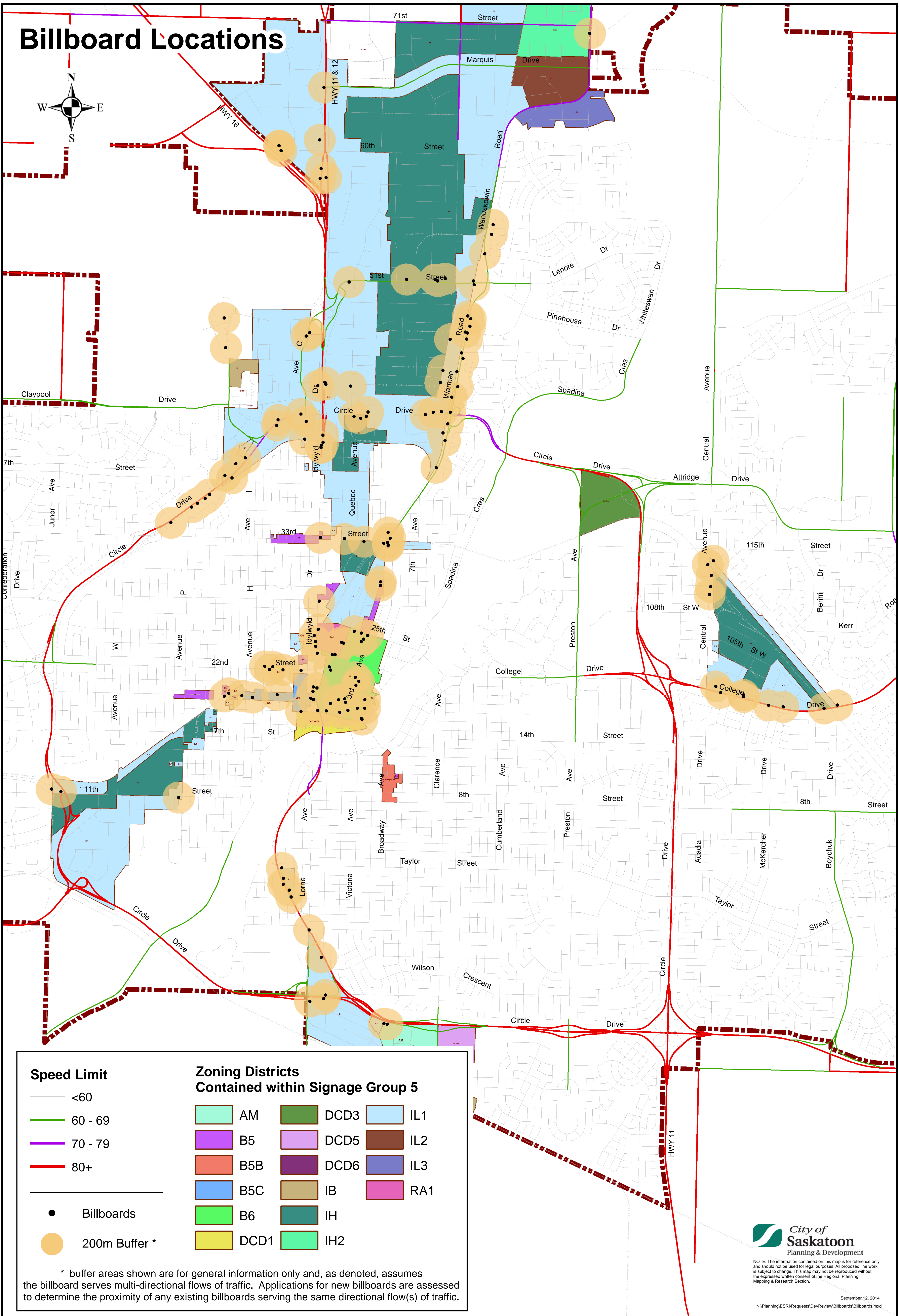
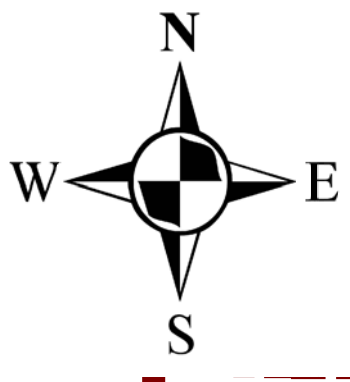
Written by: Michele Garcea, Planner, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

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

S/Reports/DS/2014/PDCS – Inquiry – Councillor P. Lorje (May 5, 2014) – Billboards Along Circle Drive and Other High-Speed Roadways/ks
BF 52-14

Billboard Locations



Speed Limit

- <60
- 60 - 69
- 70 - 79
- 80+

Zoning Districts Contained within Signage Group 5

■ AM	■ DCD3	■ IL1
■ B5	■ DCD5	■ IL2
■ B5B	■ DCD6	■ IL3
■ B5C	■ IB	■ RA1
■ B6	■ IH	
■ DCD1	■ IH2	

● Billboards

○ 200m Buffer *

* buffer areas shown are for general information only and, as denoted, assumes the billboard serves multi-directional flows of traffic. Applications for new billboards are assessed to determine the proximity of any existing billboards serving the same directional flow(s) of traffic.



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

3rd Avenue Streetscape Project Update and City Centre Plan - Implementation and Priority Strategy (Riversdale Streetscaping Plan

Recommendation of the Committee

1. That the report of the General Manager, Community Services Department dated October 6, 2014, be received as information; and
2. That the Administration provide the list of prioritization of future streetscape projects to the Standing Policy Committee on Planning, Development and Community Services in a future report.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services and CFO/General Manager, Asset and Financial Management, dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services and CFO/General Manager, Asset and Financial Management - Files CK. 4130-12, 4110-1, 4125-4 and PL. 217-46.

3rd Avenue Streetscape Project Update and City Centre Plan - Implementation and Priority Strategy (Riversdale Streetscaping Plan)

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide an update on progress for the Urban Design BID Program 3rd Avenue Streetscape Project, as well as an update on the implementation of the 20th Street West Streetscaping Project.

Report Highlights

1. The Urban Design BID Program has been in place for 25 years and has completed over 40 blocks of streetscaping.
2. Numerous projects in recent years have contained recommendations for additional Urban Design projects, and this trend is expected to continue.
3. Phases 1 through 3 of the 3rd Avenue Master Plan have been completed to date, with the last two phases deferred pending other major projects in the Downtown.
4. Phase 2 of the 20th Street West Streetscaping Project is underway, and an update is provided on the overall project.

Strategic Goals

The improvement of streetscapes through the Urban Design Program supports four strategic goals, which are Quality of Life, Environmental Leadership, Sustainable Growth, and Moving Around by enhancing and providing amenities to key existing commercial districts and by contributing to Business Improvement Districts (BID) revitalization efforts. Streetscape projects create warm and welcoming people places, improve public safety, and add cultural and community infrastructure. Urban Design projects make walking, cycling, and transit use easier with more accessible sidewalks, bulbed intersections, and street furniture.

Background

In 2009, parking meter rates were raised from \$1.50 to \$2.00 per hour. The additional \$0.50 of parking revenue generated an additional \$800,000 of annual revenue, and was dedicated exclusively to the 3rd Avenue Streetscape project for three years, 2010 to 2012.

At its November 24, 2011 meeting, the Executive Committee considered a report on the 3rd Avenue Streetscape Project and resolved, in part:

3rd Avenue Streetscape Project Update and City Centre Plan - Implementation and Priority Strategy (Riversdale Streetscaping Plan)

“that the Administration be requested to report in two years’ time as to the success of the program and a funding strategy.”

At its August 21, 2014 meeting, City Council received the City Centre Plan – Implementation and Priority Strategy, and resolved, in part:

“that the Administration provide a a report on the implementation of the Riversdale Streetscaping Plan.”

Report

Role of the Urban Design Program

A vision of the City Centre as a premiere destination to live, grow innovative businesses, and enjoy the benefits of a strong community has been established in the City Centre Plan. A key tool to achieving that vision is the Urban Design Program. Success of the Program can be measured by the strategic goals that it supports. In the 25-year history of the program, over 40 blocks have been streetscaped in the Downtown, Riversdale, and Broadway BIDs (see Attachment 1).

Growing Program Demands

Demands for the Program are growing. Numerous recent reports recommend providing high quality urban places with amenities and improved infrastructure. Over 30 Urban Design recommendations are contained in The City Centre Plan Phase 3, Growing Forward (anticipated), The North Downtown Master Plan, The Riversdale Business Development and Revitalization Plan, Broadway 360°, several Local Area Plans, and The Junction Improvement Strategy.

The current staffing and funding level allows a project to be completed over approximately four years, at a rate of one block of construction per year. Building the capacity of the Urban Design team by adding staff and increasing the funding level for the Program would allow more of the outstanding recommendations to be completed and support the plans noted above.

3rd Avenue Streetscaping Update

Phases 1, 2 and 3 of the 3rd Avenue Streetscaping Project are substantially complete. This has seen improved streetscapes implemented from north of 19th Street to north of 22nd Street, and included the installation of street trees, furniture and amenities, and new lighting, including holiday lighting features. In late 2014 or early 2015, the installation of a special feature, the 3rd Avenue Police Call Box, will occur. This will include an interpretive and interactive replica of a historic Police Call Box, used in Saskatoon. An additional call box will also be installed at the new Police Station.

Two phases of the 3rd Avenue Master Plan have been deferred as they will be completed in conjunction with other major projects in the Downtown. Phase 4 will extend streetscaping north to 23rd Street, while Phase 5 will address the intersection of 19th Street and 3rd Avenue. Deferral of the remaining 3rd Avenue phases has allowed

3rd Avenue Streetscape Project Update and City Centre Plan - Implementation and Priority Strategy (Riversdale Streetscaping Plan)

for streetscaping on 20th Street West to proceed and is expected to be completed in 2015.

20th Street West Streetscaping Update

The 20th Street West Streetscaping Project is currently underway. Construction of Phase 1 occurred in 2013 with construction from Avenue E to Avenue F. Phase 2 construction in 2014 is focused on Avenue F to Avenue G. Phase 3 will extend streetscaping to Avenue H in 2015, completing the Master Plan area for 20th Street West. A detailed update is provided in Attachment 2.

Options to the Recommendation

City Council has the option to provide further direction concerning the Urban Design BID Program.

Public and/or Stakeholder Involvement

The Urban Design Committee, comprised of the three BID Executive Directors, Meewasin Design and Development Manager, and key Division Directors, review the Reserve sufficiency annually and identify and prioritize Urban Design projects.

Communication Plan

No public communication is planned at this time.

Other Considerations/Implications

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

Public Notice

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

Attachments

1. Map of Streetscaped Streets 2014
2. 20th Street West Streetscape Project Update

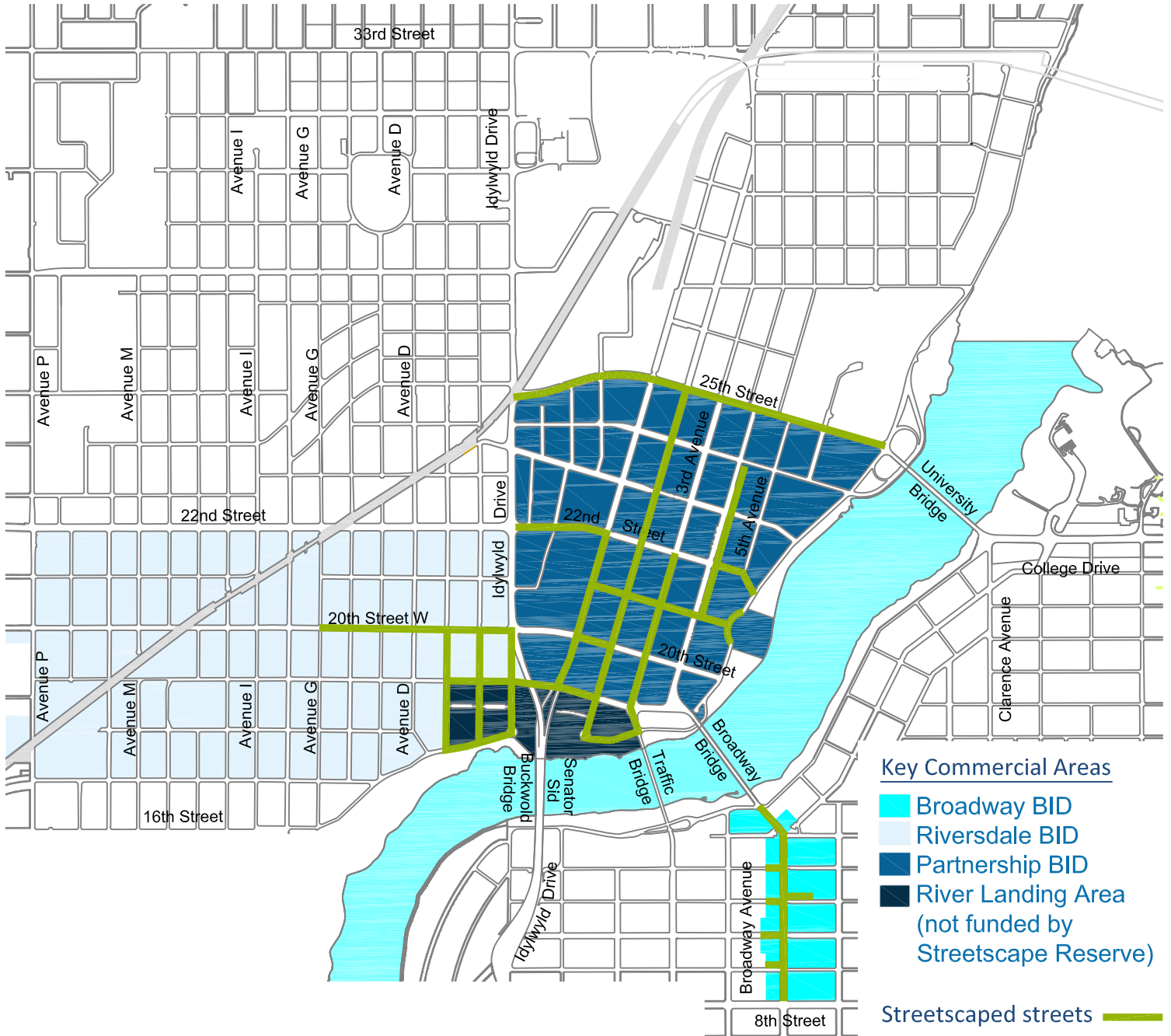
Report Approval

Written by: Genevieve Russell, Manager, Urban Design Section, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Approved by: Kerry Tarasoff, Director of Finance and Supply, Asset and Financial Management

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Urban Design

Streetscaped Streets 2014



20th Street West Streetscape Project Update

This project involves the design and implementation of streetscaping along 20th Street West from Avenues E to H. This project made new and innovative improvements to streetscaping in the following ways:

- Bus loading bulbs installed to improve transit operations
- Storm water collection grates built into the tree wells and through the amenity strip
- Public art integrated into the infrastructure (Written in Stone project) and provided in collaboration with the area businesses (2 murals)

Phase 1 Avenues E to F is substantially complete and furniture is installed. Drainage issues on the South side are scheduled to be addressed during the third week of September. Other construction deficiencies are scheduled to be addressed from mid September to October.



Phase 2 Avenues F to G is substantially complete and furniture will be installed by spring 2015. Phase 3 Avenues G to H is scheduled for construction in 2015. a 2015 budget request for \$500,000 to complete this work is being made.





STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Vacant Lot and Adaptive Reuse Incentive Program 926 - 9th Street East

Recommendation of the Committee

1. That a five-year tax abatement equivalent to 100% of the incremental taxes for the development of 926 - 9th Street East, be approved;
2. That the five-year tax abatement take effect in the next taxation year following completion of the project; and
3. That the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services dated October 6, 2014, was considered regarding the above matter.

Attachment

October 6, 2014 Report of the General Manager, Community Services - Files CK. 4110-45 and PL. 4110-71-41.

Vacant Lot and Adaptive Reuse Incentive Program 926 - 9th Street East

Recommendation

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

1. That a five-year tax abatement equivalent to 100% of the incremental taxes for the development of 926 - 9th Street East, be approved;
2. That the five-year tax abatement take effect in the next taxation year following completion of the project; and
3. That the City Solicitor be requested to prepare the appropriate agreement, and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council's approval for a five-year tax abatement for the incremental property tax for the development of the property located at 926 - 9th Street East under the Vacant Lot and Adaptive Reuse (VLAR) Incentive Program.

Report Highlights

1. The Administration recommends the approval of a five-year tax abatement for the incremental property taxes for the development of a six-unit rental apartment located at 926 - 9th Street East.
2. The estimated incremental property tax abatement for 926 - 9th Street East, based on the 2014 tax value, is \$3,314.25 annually or \$16,571.25, over five years.

Strategic Goal

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

Background

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

Applicants have the choice of a five-year tax abatement or a grant with the maximum incentive amount calculated based on the increment between the existing municipal taxes and the taxes owing upon completion, multiplied by five years. Applications are scored against an evaluation system where points are awarded for features included in a project that meets a defined set of policy objectives. The score out of 100 that a

Vacant Lot and Adaptive Reuse Incentive Program – 926 - 9th Street East

project earns determines what proportion of the maximum incentive amount it receives. Any residual portion of the maximum incentive amount on projects that earn less than 100% will be redirected into the VLAR Reserve.

In November 2011, the previous owner of 926 - 9th Street East was approved for an incentive, in the form of a grant, under the VLAR Incentive Program for a six-unit condominium. However, the grant was cancelled in February 2014, after there was a change of ownership and a change in the development plans. The new owner has submitted a new application for the VLAR Incentive Program.

Report

On July 21, 2014, the Neighbourhood Planning Section, Planning and Development Division, received an application under the VLAR Incentive Program from Corey Holdings for the development of a property located at 926 - 9th Street East in Nutana.

The application was reviewed using the program's evaluation system. The project at 926 - 9th Street East received a total of 100 points out of 100, for 100% of the maximum incentive amount. The awarding of points was broken down as follows:

- a) 50 base points;
- b) 20 points for a multi-unit housing development;
- c) 10 points for structured underground parking;
- d) 10 points for energy efficient features, above the industry standard; and
- e) 10 points for locating within 175 m from an existing transit stop and having a Walk Score of 90.

The applicant is applying for a five-year tax abatement of the incremental property taxes. According to the office of the City Assessor, the incremental increase in annual property taxes for the six-unit rental property is estimated to be \$3,314.25, based on the 2014 tax year. The maximum incentive amount would be \$16,571.25 (over five years). The value of this abatement over the five-year period, based on an earned incentive amount of 100%, is estimated to be \$16,571.25.

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

Options to the Recommendation

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

Public and/or Stakeholder Involvement

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

Vacant Lot and Adaptive Reuse Incentive Program – 926 - 9th Street East

Communication Plan

There is no communication plan.

Financial Implications

The incremental property tax abatement for the project at 926 - 9th Street East will not impact the VLAR Incentive Reserve. However, the City will forgo 100% of the increase in tax revenue resulting from this project over a five-year period, as the taxes are used to restore the reserve.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The redevelopment of the property located at 926 - 9th Street East is expected to be completed by December 2014. The property tax abatement, if approved, will begin the year following project completion and continue for five years.

Public Notice

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

Attachment

1. 926 - 9th Street East – Location Map

Report Approval

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

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926 9th Street East - Location Map

Printed: August 26, 2014
Scale: 1:2,191



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

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STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Saskatoon Fire Department Uniform Station Wear

Recommendation of the Committee

1. That the three-year blanket contract for uniform station wear be awarded to Frontline Outfitters for their Option #1 for an estimated cost of \$35,000 per year; and
2. That the source of funding for clothing purchases as needed be the Fire Department Uniforms Reserve which has been established for this purpose.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the Fire Chief dated October 6, 2014 was considered regarding the above matter.

Attachment

October 6, 2014 Report of the Fire Chief, File No. CK. 1000-1

**Saskatoon Fire Department Uniform Station Wear
RFP 14-0433**

Recommendation

- 1. that the three-year blanket contract for uniform station wear be awarded to Frontline Outfitters for their Option #1 for an estimated cost of \$35,000 per year; and**
- 2. that the source of funding for clothing purchases as needed be the Fire Department Uniforms Reserve which has been established for this purpose.**

Topic and Purpose

The purpose of this report is to request approval to award the contract for Saskatoon Fire Department Uniform Station Wear to Frontline Outfitters.

Report Highlights

1. The Saskatoon Fire Department issued a Request for Proposals for uniform station wear in June of 2014 and had responses from five proponents.
2. The three top proponents supplied trial uniforms for evaluation.
3. The Saskatoon Fire Department Clothing Committee completed six weeks of trial wear and agreed that Frontline Outfitters met all the criteria and was the preferred supplier.

Strategic Goal(s)

This project meets the Strategic Goal of Quality of Life providing Saskatoon citizens with highly trained firefighters ready to respond in a professional manner.

Background

The Saskatoon Fire Department entered into a one-year contract with a uniform clothing supplier in 2013. The Clothing Committee has determined that the current supplier's clothing has not performed adequately (i.e. sizing, fading, etc.).

Report

The RFP was issued in June of 2014 and seven proposals were received from five suppliers. The evaluation criteria was developed in consultation with the Finance and Supply Division and was based on:

- Pricing
- Warranties
- References
- Delivery time
- Ability to meet specifications
- Company background information.

Upon conclusion of the initial evaluation, two of the companies were dropped from the competition and the remaining three were asked to provide samples for wear trials.

Committee members evaluated the trial pieces of uniform clothing from the top three proponents for a period of approximately six weeks using predetermined criteria outlined in the RFP. The clothing test evaluations were based on fit and quality of manufacture as well as fade resistance from repeated washing. Two of the proponents proposed two fatigue shirt options. There were three trial pant options and five fatigue shirts evaluated along with three T-shirts and three mock-neck long sleeve shirts.

Since only one supplier can be chosen due to manufacturers' color variations and based on the findings of the Committee, it is your Administration's recommendation to have Frontline Outfitters awarded the contract for uniform station wear for a three-year term. There will be an option included to extend this contract for another two one-year periods upon mutual agreement.

Options to the Recommendation

Uniform clothing is a part of the contractual obligation to be supplied by the City of Saskatoon for Fire Department staff. After reviewing all submitted proposals and obtaining a consensus decision from the Clothing Committee, there are no other options available at this time.

Public and/or Stakeholder Involvement

There is no Public or Stakeholder involvement required.

Communication Plan

There is no communication plan required.

Financial Implications

Funding for personal issue station wear is provided for in the Fire Department Uniforms Reserve which is established to cover clothing expenditures. The \$35,000 annual cost is included as part of the approved annual Operating Budget.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The RFP expired on September 10, 2014. Frontline Outfitters will hold their proposed pricing schedule until October 31, 2014.

Public Notice

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

Report Approval

Written by: Glenn Ledray, Assistant Chief
Reviewed by: Dan Paulsen, Fire Chief
Approved by: Murray Totland, City Manager

Fire Department Station Wear 2014.docx



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Proposed Naming and Renaming Requests – Naming Advisory Committee

Recommendation of the Committee

1. That the names 'Market' and 'Civic Square East' be applied to the respective roadway and facility as outlined in the report of the General Manager, Community Services Department dated September 11, 2014; and
2. That the names 'Millar Place' and 'Faithfull Place' be applied to rename the now closed cul-de-sacs as outlined in the report of the General Manager, Community Services Department dated September 11, 2014

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a letter from the Naming Advisory Committee dated September 29, 2014, along with a report of the General Manager, Community Services dated September 11, 2014, was considered regarding the above matter.

The Standing Policy on Planning, Development and Community Services approved the addition of the names 'Gibson', 'Whitehead', 'Weiman', 'Kalra', 'Market' and 'Civic Square East' to the Names Master list.

The above recommendations regarding the proposed naming and renaming requests are submitted for City Council's approval.

Attachment

September 29, 2014 Letter of the Naming Advisory Committee and September 11, 2014 Report of the General Manager, Community Services - Files CK. 6310-1 and PL. 4001-5-2.



September 29, 2014

Secretary, SPC on Planning, Development, and
Community Services

Dear Secretary:

**Re: Addition of Names to the Names Master List, Specific Naming Requests,
and Renaming Requests
(File No. CK. 6310-1)**

Please place the following on your agenda of meeting scheduled for October 6, 2014.

The Naming Advisory Committee has considered the attached report of the General Manager, Community Services Department, dated September 11, 2014, and puts forward the following recommendation:

1. That the names 'Gibson', 'Whitehead', 'Weiman', and 'Kalra' be added to the Names Master List (Unassigned);
2. That the names 'Market' and 'Civic Square East' be added to the Names Master List (Assigned) and applied to the respective roadway and facility as outlined in the report of the General Manager, Community Services Department dated September 11, 2014; and
3. That the names 'Millar Place' and 'Faithfull Place' be applied to rename the now closed cul-de-sacs as outlined in the report of the General Manager, Community Services Department dated September 11, 2014.

Upon deliberation and review of the policy, the Committee resolved that the Administration refer the name submissions for 'Walko', 'Schmeiser', 'Mallough', 'Klein' and 'Loraas' back to the respective applicants, requesting further information.

The Committee expressed an interest in receiving the 'Fireside' submission as a separate application.

Yours truly,

Janice Hudson
Committee Assistant, Naming Advisory Committee

NAC Report to SPC on PDCS
October 6, 2014
Page 2

JH:

Attachment

cc: His Worship the Mayor, Chair, Naming Advisory Committee

Naming Advisory Committee Report

Recommendation

That the Naming Advisory Committee issue direction with respect to the name submissions contained within this report.

Topic and Purpose

The Naming Advisory Committee (NAC) screens all requests and suggestions for naming or renaming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks to ensure that each suggestion or request meets City Council guidelines for naming as set out in Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).

Report Highlights

1. A total of five names have been assigned from the Names Master List since the last NAC meeting.
2. The following naming submissions require screening; Gibson, Walko, Schmeiser, Whitehead, Fireside, Mallough, Klein, Loraas, Weiman, and Kalra.
3. Arbutus Properties has submitted a specific naming request for the name “Market Drive” to be applied to a street within the Rosewood neighbourhood.
4. Saskatoon Land has submitted a specific naming request for the name “Civic Square East” to be applied to the municipally-owned facility located at 202 4th Avenue North.
5. Requests for roadway renaming have been received from Saskatoon Land in the Hudson Bay Industrial and Marquis Industrial areas.

Strategic Goal

Under the Strategic Goal of Moving Around, this report supports the statement that Saskatoon is a city on the move and that growth has brought new roads and bridges that improve connectivity for all travel modes.

Background

According to the Naming Policy, all requests for naming from the Names Master List will be selected by His Worship the Mayor. All of the names on the Names Master List have been previously screened by the Naming Advisory Committee and meet City Council's guidelines for name selection. Name suffixes are circulated through the Administration for technical review.

Report

A. Names Assigned from the Names Master List

The following names have been assigned since the previous meeting:

- 1) Mahoney Park – Kensington neighbourhood;
- 2) Kensington Court – Kensington neighbourhood;
- 3) Rosewood Boulevard East – Rosewood neighbourhood;

Naming Advisory Committee Report

- 4) Stilling Lane – Rosewood neighbourhood; and
- 5) Meadows Parkway – Rosewood neighbourhood.

B. General Naming Requests

The following name submissions have been received and require screening:

1. “Gibson” – L. Murray Gibson was the owner of the family business, Gibson Photos, after it was established by his parents in 1925. He was also a war veteran, enlisting in the navy during the Second World War. He supported many events and causes, helping establish the Bridge City DixieLand Jazz Band as a builder, as well as providing photography services to the Saskatoon Hilltop Football Club. More information about this submission is attached (see Attachment 1).

The name Gibson is not on the Names Master List but there is a “Gibson Court” in the Hamlet of Merrill Hills, located southwest of the City within the Rural Municipality of Corman Park. If this name is added to the Names Master List, this information should be included.

2. “Walko” – Anton Walko was a furrier and tailor in the City of Saskatoon for many years. He repaired the buffalo coats worn by the Saskatoon City Police from the 1930s to 1950s, after which time they were replaced by cloth coats. As a member of the Ukrainian National Organization, he helped build the Avenue G Hall, where he also made and provided costumes for live theatre. He served in the Canadian Army during the First World War. More information about this submission is attached (see Attachment 2).
3. “Schmeiser” – Dr. Douglas A. Schmeiser is a Professor Emeritus of Law at the University of Saskatchewan. He is the recipient of a number of academic awards, has written numerous publications on the subject of law, and has served and volunteered on many offices and boards, as per his Curriculum Vitae. More information about this submission is attached (see Attachment 3).
4. “Whitehead” and “Fireside” – Marilyn Whitehead is a musician and leader within the arts and music community in Saskatoon. She is a member of the Saskatchewan Registered Music Teachers’ Association, Saskatoon Musical Festival Committee, as well as the founder and artistic director of the Saskatoon Fireside Singers. As an artistic director, she has produced and directed eight fully-staged musicals. More information about this submission is attached (see Attachment 4).
5. “Mallough” – Earl David Mallough played a significant role in the development of the canola industry. Working for Agriculture Canada in the early 1970s, Mallough ensured the planting of low-erucic rapeseed and then full-fledged canola, increasing the marketability and value of the

Naming Advisory Committee Report

crop. He later became team leader for wheat production in Tanzania in the late 1970s. More information about this submission is attached (see Attachment 5).

6. “Klein” – Gerry Klein worked as a reporter, editor, and commentator at The StarPhoenix for more than 30 years. He retired on Friday, May 23, 2014. He informed the public in Saskatoon and shaped debate on municipal affairs. More information about this submission is attached (see Attachment 6).
7. “Loraas” – George Loraas worked for MacKenzie and Thayer for 30 years, starting out by hauling coal. He was the husband of Emma Loraas, who had five boys who all owned companies, including Loraas Disposal and Envirotec Services. More information about this submission is attached (see Attachment 7).
8. “Weiman” – Duane Weiman was a member of the Legislative Assembly representing Saskatoon Fairview. He was also an active member of the Pacific Heights Community, Parish Councils, the Saskatoon Teacher’s Association, and the military. More information about this submission is attached (see Attachment 8).
9. “Kalra” – Dr. Jay Kalra is a nationally and internationally recognized physician who has demonstrated community and volunteer services. Currently, Dr. Kalra is a Professor of Pathology, College of Medicine, at the University of Saskatchewan. He is also a leader and community builder with several organizations, including the Multicultural Council of Saskatchewan, Hindu Society of Saskatchewan, Saskatoon United Way, Rotary Clubs in Saskatoon, and Heart and Stroke Foundation, among others. More information about this submission is attached (see Attachment 9).

C. Specific Naming Requests

“Market”

Arbutus Properties has requested that the name “Market” be added to the Names Master List and applied to a roadway in the Rosewood neighbourhood (see Attachment 10).

The developer has indicated that the name “Market” aligns with the marketing strategy for Rosewood as a neighbourhood designed to harmonize nature with the convenience of modern day life. The name “Market” is requested as it relates to the commercial aspect of the neighbourhood’s marketing strategy.

The Research and Mapping Group has suggested this name may cause confusion with wayfinding due to the Farmer’s Market, which is informally located at Market Square.

Naming Advisory Committee Report

“Civic Square East”

Saskatoon Land has requested that the name “Civic Square East” be added to the Names Master List and be applied to the municipal facility located at 202 4th Avenue North. The name “Civic Square East” is currently used informally for this location and would be appropriate for the purpose of wayfinding.

D. Renaming Request

Millar Place

Saskatoon Land has requested that “65th Street East” in the Marquis Industrial area be renamed to “Millar Place” to ensure consistency with street naming (see Attachment 11). The previous 65th Street East is now a closed cul-de-sac and requires a name to reflect its street characteristic. Notification letters have been sent out to two adjacent properties. No civic addresses would be affected by the renaming. No comments or concerns have been received.

Faithfull Place

Saskatoon Land has requested that “59th Street East” in the Hudson Bay Industrial area be renamed to “Faithfull Place” to ensure consistency with street naming (see Attachment 12). The previous 59th Street East is now a closed cul-de-sac and requires a name to reflect its street characteristic. Notification letters have been sent out to two adjacent properties. No civic addresses would be affected by the renaming. No comments or concerns have been received.

Options to the Recommendation

There are no options to the recommendation.

Public and/or Stakeholder Involvement

Affected property owners of the two proposed street renamings have been notified to solicit feedback on the proposal. No concerns have been received. There are no community associations in either the Marquis Industrial or Hudson Bay Industrial areas.

Communication Plan

No further communication is planned beyond the stakeholder involvement noted above.

Policy Implications

The screening of requests and suggestions for naming or renaming of municipally owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks must be in compliance with the Naming Policy.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Naming Advisory Committee Report

Public Notice

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

Attachments

1. Gibson Submission
2. Walko Submission
3. Schmeiser Submission
4. Whitehead and Fireside Submission
5. Mallough Submission
6. Klein Submission
7. Loraas Submission
8. Weiman Submission
9. Kalra Submission
10. Market Submission
11. Millar Place Renaming
12. Faithfull Place Renaming

Report Approval

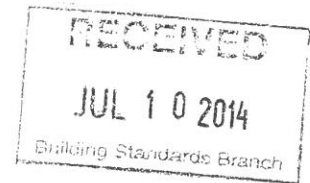
Written by: Daniel McLaren, Planner, Planning and Development
Reviewed by: Laura Hartney, Acting Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports /DS/2014/NAC – Naming Advisory Committee Report – Sept 11, 2014/ks

Gibson Submission

July 1, 2014

City of Saskatoon Naming Advisory Committee
 Community Services Department, Planning & Development Branch
 222-3rd Avenue North
 Saskatoon, SK S7K 0J5



I am submitting this request in honor my late father, L. Murray Gibson.

Dad, Murray, was born in Saskatoon in 1921 to John and Martha Gibson. His parents established the family business, a photography studio, named Gibson Photos in 1925. The studio was originally located in the basement of the historic Farnam building on Broadway Avenue. Gibson Photo maintained their presence on Broadway, in various locations, during all their years in business.

Murray Gibson attended Victoria School, Nutana Collegiate and the Technical Collegiate. While Murray worked for a short time at Hobbs Glass, he spent many hours, growing up, working in the family business before becoming the owner. Like his father, John Gibson, Murray was a talented photographer. Many of their photographs and circuit pictures are displayed throughout the City capturing the heritage of Saskatoon and the prairies.

Murray enlisted in the navy, as did so many of our young men and women, to serve his country during the 2nd World War. Dad was an anti-aircraft gunner aboard the HMCS Louisburg, a Canadian corvette. On February 6, 1943 the Louisburg was bombed and almost half of the crew were lost in the Mediterranean Sea. Luckily for us, Dad managed to survive the bombing by swimming to a raft and hanging on until he, and several of his crew, were rescued. Dad's contributions did not end there, during his survivor leave at home in Saskatoon with his family, he invested his wages, earned while at sea, in the Victory Loan program before returning to active duty.

Dad's love of Saskatoon and community was evident in the many events and causes that he supported. To name only a couple, he was instrumental in the establishment of the Bridge City Dixie Land Jazz Band, as a builder. He also provided his photography services to the Saskatoon Hilltop Football Club over many years taking their individual and team photos.

Not only was Dad a war hero, a talented piano player, swimmer and small Saskatoon business man, he was a wonderful son, brother, husband, father and grandfather. Although he and Mom travelled south for many years after he sold the studio he loved returning home to Saskatoon. He provided us, his children, with many wonderful opportunities and even more wonderful memories. The Studio and indeed his home was always a welcoming place for clients, family and friends.

Please find attached several news clippings from various Saskatoon publications sharing the public story about my father. Thank you for considering our application for street naming, preferably on the East side of Saskatoon.

Don Gibson on behalf of the LM Gibson family

the PROCESS

General Name Request

Suggestion
Submit Application Form to Planning & Development Branch to request that a name be added to the Names Master List.

Screening
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for adding the name to the Names Master List.

Approval
City Council approves or rejects adding names to the Names Master List.

Requests
Requests to assign a name from the Names Master List are made to Planning & Development Branch by Developers, Land Branch, or other Civic Departments.

Selection
Requests to assign a name from the Names Master List are forwarded to the Mayor's Office who selects a name from the Names Master List.

Notification
The Mayor notifies applicant and affected others that the name has been selected for use.

Specific Naming Request

Screening
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for the naming request.

Approval
City Council approves or rejects naming request.

Notification
The Mayor notifies applicant and affected others of City Council's decision.

Re-Naming Request

Consult
The applicant is required to consult property owners affected by the proposed re-naming. Please contact the Planning & Development Branch to determine the consultation requirements.

Suggestion
Submit Application Form to Planning & Development Branch to re-name a specific municipally-owned property. Include written comments from affected property owners.

Comments
Planning & Development Branch contacts all affected civic departments, community associations, property owners, etc. to gather comments and estimate costs.

Screening
Naming Advisory Committee reviews re-naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for the re-naming request.

Approval
City Council approves or rejects re-naming request.

Notification
The Mayor notifies applicant and affected others of City Council's decision.

APPLICATION FORM To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: Don Gibson

Address: 2806 Estey Drive

City/Town: Saskatoon Province: SK Postal Code: S7J 2V7

Phone: 306.373.6740 E-mail: d.gibson@saskatoon.sk.ca

New Name Submission Re-naming Request

Requested Name(s) (please print) LM Gibson

Requested Use of Name

Street Park Municipal Facility
 Neighbourhood Other Any of the Above
 Suburban Development Areas

If this is a request for re-naming an existing location, please indicate the current name:

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION

(Indicate which items are attached to the application form)

1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee? YES NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee
Community Services Department, Planning & Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

KONIHOWSKI RD

100 - 700
Crescent
Place
Park

SHIMON HOLMES PARK

There's a Connection Between a Raft Floating In the Sea and Canada's First Victory Loan

There is, after all, quite a connection between a Carley raft floating in the Mediterranean and Canada's Fourth Victory Loan. Because from that loan will come money to buy Carley rafts and a great many other more costly things which are necessary to finish off this war.

Able Seaman Murray (L. M.) Gibson, who knows all about Carley rafts, mentioned torpedoes, which cost something about \$12,000 each, and which, when properly aimed and launched, can do a lot of good to the Allied cause—and a lot of harm to an Axis battleship.

Able Seaman Gibson is enjoying the last days of his survivor's leave with his parents, Mr. and Mrs. John W. Gibson, 648 Broadway. And money that he was earning when the corvette Louisburg went down in the Mediterranean, February 6, 1943, has been invested as a loan to buy at least the gyroscope of a torpedo. Able seamen in the Canadian Navy don't make much money, but they know how to save it.

It was only the idea that it might help the Victory Loan that induced this survivor of the gallant Canadian corvette to talk at all. It's "The Silent Service" young Gibson might remind you, if you asked too many questions.

(As a matter of fact, the Star-Phoenix doubts if it would have got more than a few words out of young Gibson if it had not had permission of the proper authorities to interview him.)

He was on the bridge manning an anti-aircraft gun when the little ship got her mortal wound. She

had been under bombing, but it was a plane-launched torpedo that got her, to sink in three or four minutes.

With the others, he was thrown into the oily water, and was able to make his way to a raft, which



ABLE SEAMAN GIBSON

eventually held eight or nine others. They could only recognize each other by voice. Their faces and bodies were black with oil.

Gibson was probably the last man to see the commander, Lt.-Cmdr. W. F. Campbell of Saskatoon. There was ample time for the latter to get away, said Gibson, but he went below on the port side to make sure everybody was out. "He proved himself," was the

sailor's quiet comment. "He had ordered the first lieutenant to abandon ship, had asked if everyone was out, and had gone below himself to make sure."

Gibson said that some of the 45 survivors were still in hospital suffering from internal injuries caused by the concussion of bombs which exploded in the water. He himself had been lucky. About 40 lost their lives.

The young sailor hopes, before he reports again for duty down East, to visit his brother, research man in an important war industry, another branch of war service for which money from Victory Loans and taxes is needed.

Murray Gibson, Saskatoon sailor, who attended Victoria School and Nutana Collegiate, couldn't make a Victory Loan speech if he tried—you wouldn't expect him to.

But if you can get the picture of this quiet young chap who not so many years ago was just one of Saskatoon's thousands of schoolboys sitting there on a lounge in his dad's big studio, the same chap who on February 6, 1943 (the day Saskatoon bootleggers were crowding the liquor stores to stock up), was sitting on a Carley raft somewhere in the Mediterranean with all hell breaking loose above and around him... if you can get the picture of this lad who is going to take an advanced gunnery course, and then he hopes, get a berth aboard a destroyer... who is a Victory Bond investor, as you must be... then it's more, even, than a rousing speech by the greatest spellbinder that ever hypnotized an audience...



H.M.C.S. LOUISBURG SURVIVORS—Wearing a curious mixture of borrowed army battle dress, Red Cross garments from Algiers, and odds and ends of naval uniforms, survivors from H.M.C.S. Louisburg arrived at an East Coast Canadian port recently. Happy to be home.

FREE PRESS PRAIRIE FARMER, WINNIPEG FEBRUARY



SURVIVOR—A.B. Lorne Murray Gibson, 20-year-old son of Mr. and Mrs. J. W. Gibson, of Saskatoon, is one of the survivors of the sinking of the Canadian corvette Louisburg. He was an anti-aircraft gunner aboard the corvette and has been serving in the navy since late in 1940.

Shipmates always young

It had been an uneventful day, until the Italian aerial attack delivered the fateful torpedo that exploded against the starboard hull of Murray Gibson's ship.

For minutes later, the Canadian navy ship sank under the waves, taking young Murray with it. While the corvette carried on with its deathly descent, Murray, helped by a sudden surge of buoyancy created from an underwater explosion, shot upwards.

Join the navy and see the world the posters had had said. Murray wasn't thinking much about maxims as he struggled to aim his open mouth towards the oily surface of the February-chilled Mediterranean. When he did finally bob to the surface, and gulped in his first breaths of sweet, fresh air, he joined the other Hotsam — all that was left of his ship, HMCS Louisburg.

Murray phoned me at home late one night this week, bringing to my attention the February anniversary of the sinking of the Louisburg, a Canadian corvette that specialized in escorting convoys, mainly across the North Atlantic to a beleaguered United Kingdom.

I'd known Murray a long time. A talented and much respected Saskatoon photographer, he had operated the flourishing family

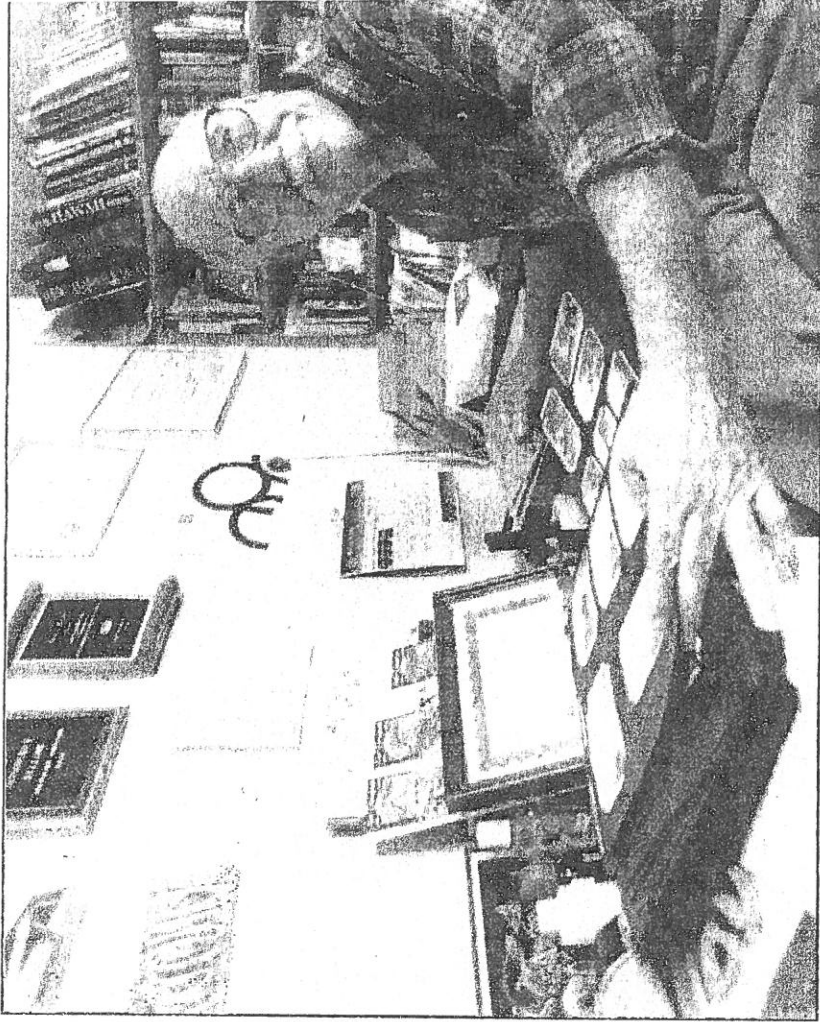
photo business on Broadway for more years than most of us care to remember. It was more than 10 years ago that he sold out, retiring with his wife Dorothy to enjoy time away from the hustle and bustle of life behind the professional camera lens.

I'd never thought Murray to have a nostalgic side, but clearly the traumatic event on Feb. 6, 1943 — having your ship sink under you — was bound to leave a lasting impression. For Murray, however, the loss of his shipmates, many teenagers like himself, would

leave the biggest scars. Out of a complement of around 80 sailors, almost half were lost. He'd played cards, shared shore leave and rations with his shipmates, and at a too young age had seen his buddies die far from their homes. Two of the ship's crew who died had been from Saskatoon: the corvette's skipper, Lt. Cmdr. William Campbell and able-seaman Ron McDonald.

"I'm not much for wearing medals, and I never joined the Legion, maybe I should have, but I do remember in my own way. February is always a special time for me; that's when I look back and take a little time to think about the boys on the ship," said Murray.

Even in his youth, Murray had



Every February Murray Gibson remembers lost crew members of a torpedoed corvette — SP pt

been a keen shutterbug, assisting his photographer father in the darkroom and painstakingly figuring out the intricacies of a folding camera. Thanks to this talent, he collected a treasure chest of photo memories from those times when their world was young, a time when even a war couldn't take away the spirit of adventure and hope for the sea and in harbor. Others, more poignant, are of smiling young

men — showing off splendid tattoos, aiming anti-aircraft guns, playing cards — full of laughter and *joie de vivre*. The small black-and-white pictures are the visual reminders of those times when their world was young, a time when even a war couldn't take away the spirit of adventure and hope for the sea and in harbor. Others, more poignant, are of smiling young

er got to share that future, and I think the little wave of nostalgia that hits me at this time of year is my own simple way that I celebrate their memory." February is the month that his scrap albums are dusted off and the pages of memories slowly turned. As he scans those picture-crammed pages, he touches a remembered part of his youth, in which joy and another page.



LORNE MURRAY GIBSON

A.B. Lorne Murray Gibson, 20-year-old son of Mr. and Mrs. J. W. Gibson, 650 Broadway Avenue, is one of the survivors of the sinking of the Canadian corvette "Louisburg." He was an anti-aircraft gunner aboard the corvette and has been serving in the navy since late in 1940. Able Seaman Gibson attended Victoria School, Nutana Collegiate and the Technical Collegiate. He was a member of the Leaders' Corps in the Y.M.C.A. and was an outstanding swimmer. He worked for Hobbs Glass Limited for a short time before he enlisted but always had the ambition to be a photographer like his father.

Scholarship



MURRAY GIBSON

son of Mr. and Mrs. J. W. Gibson, 650 Broadway, who has received word from the Toronto Conservatory of Music of his success in obtaining a scholarship for Group A in Saskatchewan. Murray obtained the high mark of 88 in grade two piano. He is the son of Miss Anne Cowie, 650 Broadway.

Gibson remembers beginnings of photo business

He was always involved, it was a family operation. Murray Gibson of Gibson Photos Ltd. had many chores to do when he was a youngster. "Rather than carry coal or feed horses I worked in the studio and darkroom. I regarded the work as my chores. My brother and I couldn't go to bed at night until the work was done, because the chesterfield in the studio was our bed, a combination studio and bedroom."

He smiled as he remembered those days in the old Farnum Block on Broadway Ave.

Gibson Photos was established in 1925 by Murray's parents John and Martha. John Gibson began as a photographer at the Winnipeg Free Press. He worked at the paper from 1904 to 1918 and then travelled to Regina where he became a free-lance photographer doing panoramic scenes. "He took photographs of all kinds of things: threshing crews, people everywhere and then he peddled his pictures. As a family we were gypsies, travelling about the province living in hotels, tents and usually settling somewhere for the winter.

"Finally in 1925 my mother insisted on stopping our travels and we settled in Saskatoon."

Martha, or Queen Gibson as her friends regarded her, wanted her children to go to school. Once the family settled and the photography business became a daily grind she became involved. John needed her in the darkroom and the technical operation, as his left hand was missing. "He adjusted to not having that hand but it did limit him."

Group pictures soon gave way to portraits and by the late twenties people were beginning to accept the camera as a family form of entertainment. Gibson Photos became involved in developing film and did their advertising through such publications as the Free Press Prairie Farmer, B.C. Country Gentleman and The Western Producer.

"During the depression we managed. We would get our shoes fixed by the shoemaker down the street in

lieu of a family portrait of the shoemaker's clan. We never went hungry."

Murray Gibson remembers his parents with respect and admiration and when he returned from the war in 1945 he realized his father's health was failing and his mother was, as always, working too hard.

He not only became involved in running the business he married young Dorothy Cherry who had been working for his parents and moved into the basement of the Farnum Block.

"I really hadn't had much exposure." He caught his pun and laughed remembering. "I attended a convention in Winnipeg knowing that we were not making much money considering the work we were doing."

Returning from that convention of photographers in 1946 Murray decided his next move was to get out of the finishing business completely.

"We had to stop doing



the only thing we knew how to do, but we could not compete with the people who owned big automated plants. They could offer everything so cheaply. We got into the retail end of things and began building up our photographic supplies."

Today Gibson Photos is an important retail outlet in Saskatoon, but still does some candid wedding photos and studio work. Now, just across the corner from the beloved Farnum Block, Murray Gibson has seen many changes in the business of photography over the years.



Top: John and Martha Gibson. Above: Although Murray Gibson is involved mainly in photographic supplies, he still does studio work and the occasional wedding.

-S-P Photo by Peter Wilson

"Photography has been good to me. I have no regrets in spite of the long hours and the fact that I could never become too involved in other things." He laughed again.

None of his three children, Jim, Don and Lorraine, became seriously involved with photography. "It would have been nice if they wanted to carry on the business, but I don't feel any great remorse. I didn't push them and the decision was their own. I'm proud of them all." He laughed again. He has a great laugh.

Walko Submission

May 30, 2014

City of Saskatoon
222 – 3rd Avenue North
Saskatoon, SK S7K 0J5

Attention: Mayor Don Atchison
Planning & Development Branch

Dear Your Worship:

Re: Anton Walko (1897 to 1995)
City of Saskatoon Naming Advisory Committee

My late father, Anton Walko was a furrier and tailor in the City of Saskatoon for many years. When the Buffalo coats worn by the Saskatoon City Police were in need of repairs he was the one they would contact. None of the other local furriers wanted to take on the job as the skins were thick, tough, heavy and very difficult to work with. My father took on the task through the late 1930's, 1940's and early 1950's, after which time the Buffalo coats of the Police were replaced by cloth coats.

During church service at St. George's church on Avenue M, Saskatoon, my father noticed the altar boys outfits were mismatched so he donated his time to make a couple of new ones of each of the boys. When the priests saw this, they had some new outfits made for themselves as well.

My father, as a member of the Ukrainian National Organization, helped build the Avenue G Hall so as to preserve the Ukrainian heritage. Ukrainian educational dancing and music was taught there and attended by the following, among many others:

1. Premier Roy Romanow;
2. Judge Ernie Boychuk;
3. Judge Jerry Seniuk
4. Dr. Kosta's Wife, Irma Senuk, R.N. at St. Paul's Hospital;
5. Peter Krawchuk, Supervisor at the City of Saskatoon;
6. Walter Walko, government gas pipeline inspector; and
7. Pavlichanko Yevshan Dance Co.

Live theatre as performed at the hall and when costumes were needed, my father made them. He acted in live theatre as well.

My father also served in the Canadian Army during the First World War. He passed away in 1995 at the age of ninety-eight, on his birthday, sitting his favorite chair.

Someday, if you could see it in your heart to name a small street somewhere after my father, it would be greatly appreciated by his family and the Saskatoon Ukrainian Community. I have enclosed a picture of my late father performing live theatre at the Avenue G Hall and a picture of the aforementioned persons in front of the Avenue G Hall.

Thank you.

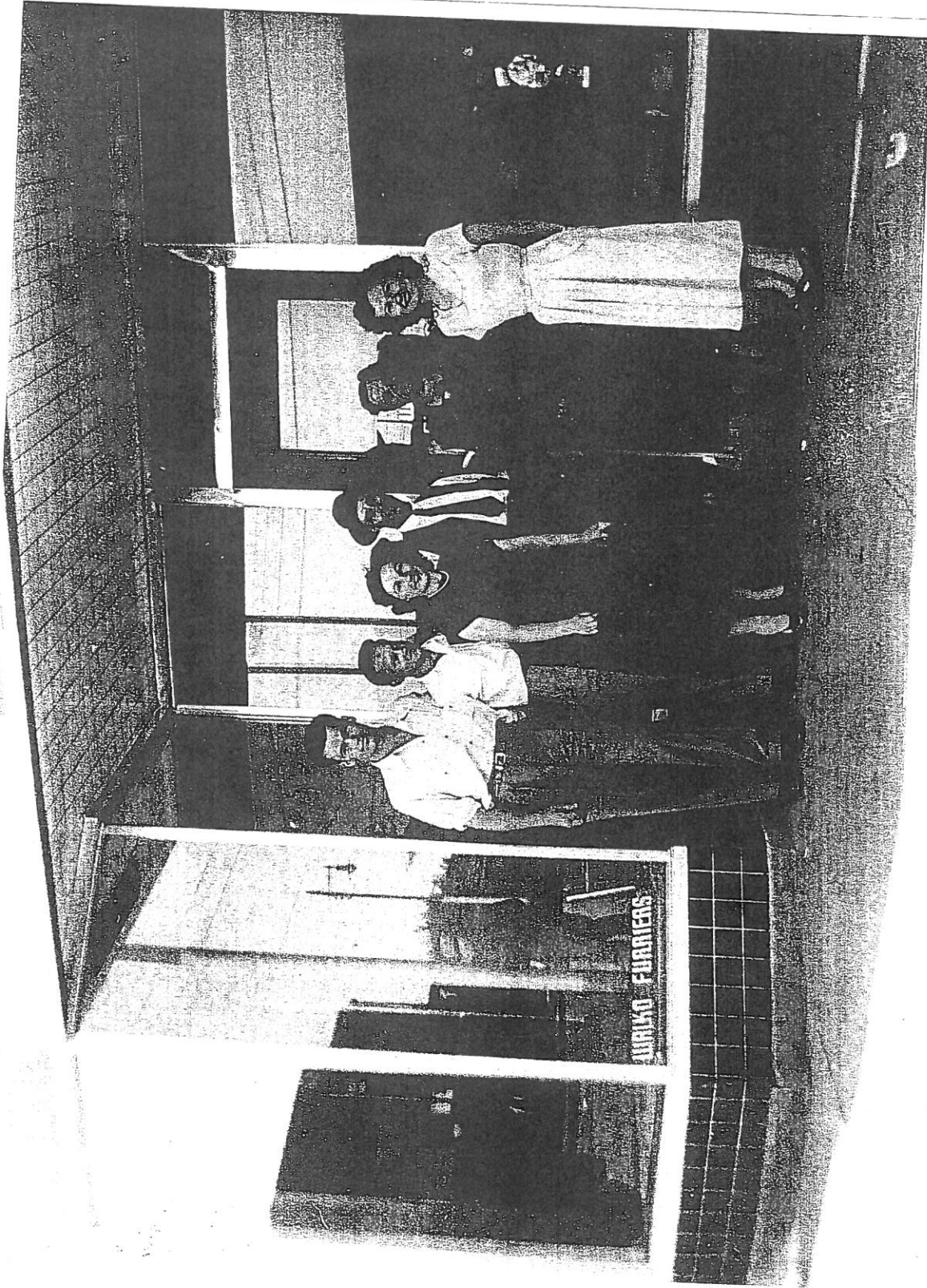
Yours truly,



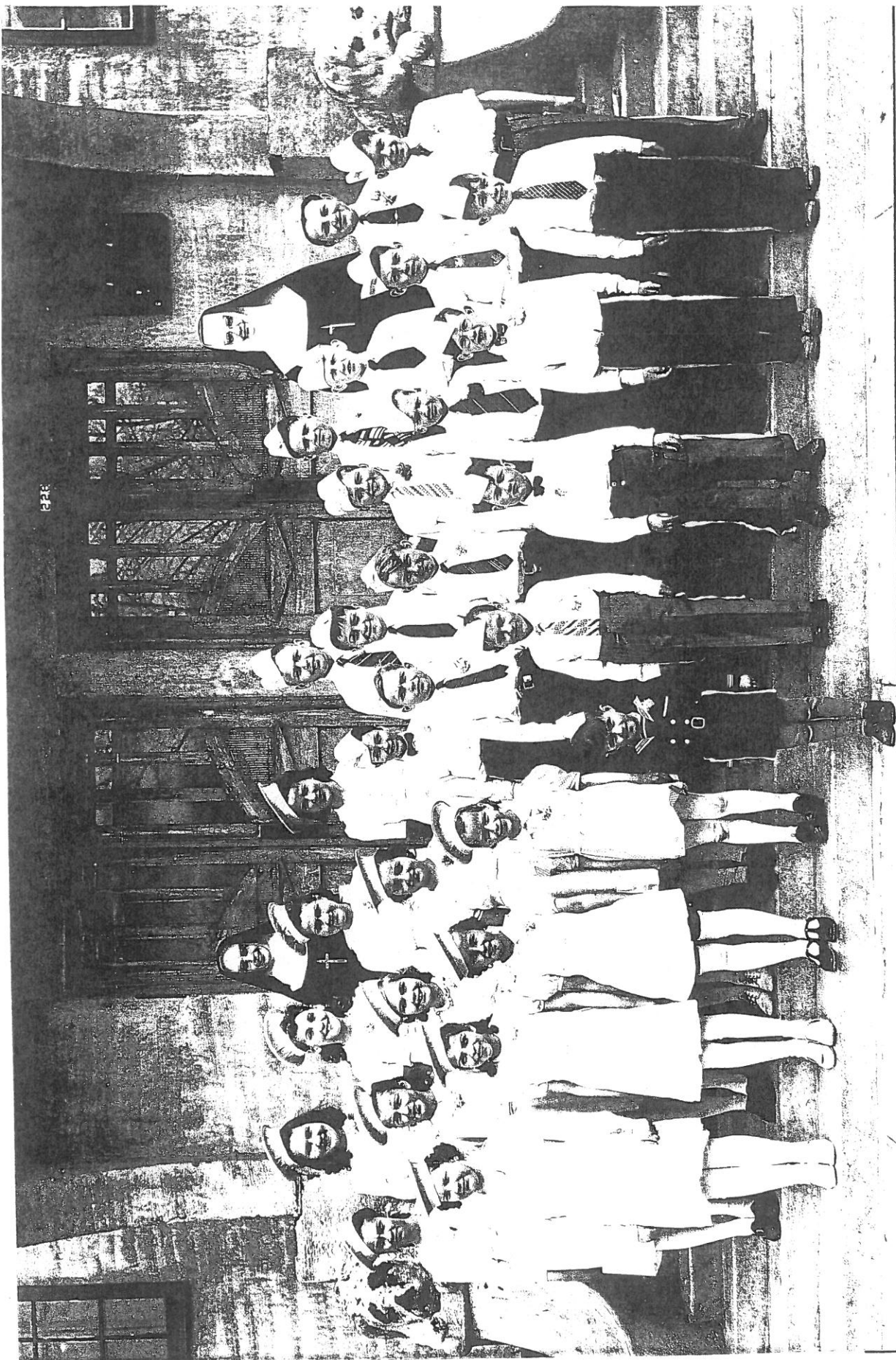
W. WALKO
Enclosures

#67 – 2602 Taylor Street
Saskatoon, SK S7H 1X2

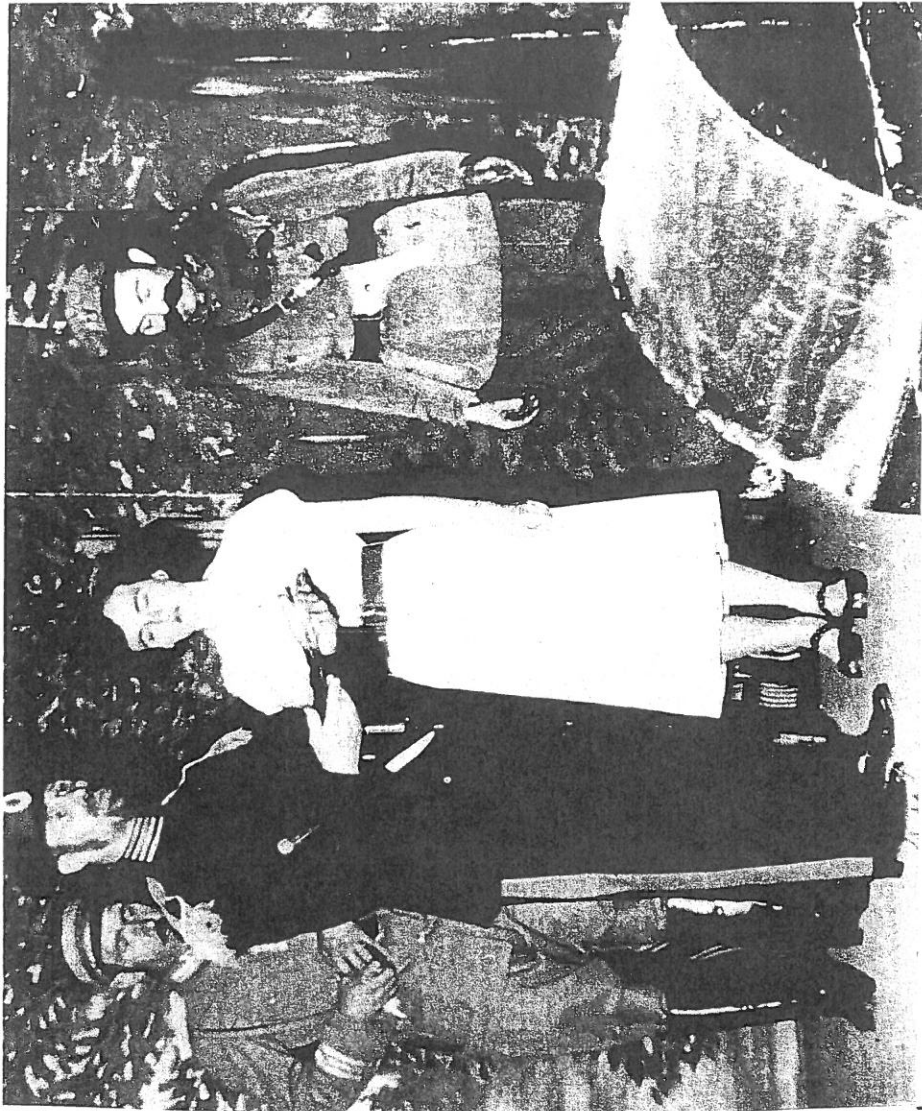




WALKED FAMILY MY FATHER AND TWO SISTERS WORKED IN THE SHOP.



SAILOR BOY ROY ROMANO BOW TIE CENTER BACK JUDGE ERNIE BOYCHUK
FRONT LEFT IRMA SENUK R.N. ST. PAULS SECOND FROM LEFT PAULICHANKO DANCE CO.
REAR RIGHT PETER KRAWCHUK CITY SUPERVISOR FRONT ROW NEXT TO ROY WALTER WALKO
JUDGE JERRY SENUK MISSING IN PICTURE.



↑ ANTON WALKO
LIVE THEATER AVE G HALL



JAR VETERANS ORGANIZATION



KLOPPENBURG & KLOPPENBURG

BARRISTERS & SOLICITORS
527 MAIN STREET SUITE 2
SASKATOON SASKATCHEWAN
S7N 0C2

TELEPHONE 306-665-7600

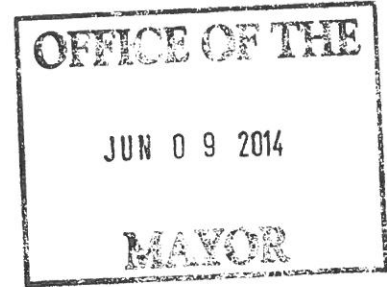
TELECOPIER 306-665-7800

E - MAIL juristen@kloppenburg.ca

H.R. KLOPPENBURG CM QC

C.L. KLOPPENBURG MA LLB

09 June 2014



His Worship Donald J. Atchison
Office of the Mayor
222 Third Ave N
Saskatoon, SK S7J 0I5

Dear Mr. Atchison:

RE Dr. Douglas A Schmeiser, SOM, QC
Nomination for street naming

I forward to you a copy of the *curriculum vitae* (CV) for Dr. Douglas A Schmeiser.

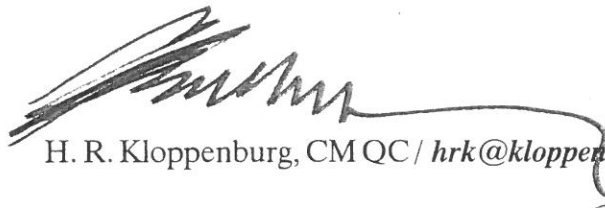
Dr. Schmeiser has had a lifetime of contributions to the quality of life in Saskatoon, going back to 1956 when he graduated in law and not long thereafter set up in law practice. After his doctorate in law, he joined the College of Law as a professor. .

Even a cursory perusal of Dr. Schmeiser's CV, will indicate the large role he has played in the life of the University, and as an elected board member of the Catholic School Board in Saskatoon, and in his international and national service, constitutional law advisor to provincial governments, not to mention his service to his profession, and that of a law professor.

I commend Dr. Schmeiser as a person to be worthy of recognition to have a street named after him in Saskatoon.

With best regards,

Yours truly,


H. R. Kloppenburg, CM QC / hrk@kloppenburg.ca

HRK/la
Enclosures

Douglas A. Schmeiser, S.O.M., Q.C.
Curriculum Vitae
2011

A. Present Position

Professor Emeritus of Law, College of Law, University of Saskatchewan, 15 Campus Drive, Saskatoon, Saskatchewan, S7N 5A6; Telephone (306) 966-5890 (work), (306) 374-4360 (home); facsimile (306) 966-5900 (work), (306) 374-2255 (home), E-mail, dougschmeiser@shaw.ca

Adviser on law reform, constitutional and other legal matters to international organizations, governments and law firms.

Consultant, judicial and legal education and government reform projects in various countries.

B. Personal

Birth: May 22, 1934, Bruno, Saskatchewan, Canada.

C. Academic Record and Awards

1940-51: Elementary and High School Education, Bruno, Saskatchewan, graduating with University Entrance Scholarship and Governor-General's Medal.

1954: B.A. with Distinction, University of Saskatchewan.

1956: LL.B. with Great Distinction, University of Saskatchewan, and T.D. Brown Prize as most distinguished graduate.

1956-57: Special Lecturer in Law, University of Saskatchewan, and articulated to the Honourable Emmett M. Hall, formerly Judge of the Supreme Court of Canada.

1957: Awarded Cook Research Fellowship, University of Michigan, and I.O.D.E. Fellowship.

1958: Admitted to Saskatchewan Bar, January 1, 1958.

1958: LL.M., University of Michigan.

1958-61: Practice of Law, Saskatoon, Saskatchewan and part-time Lecturer in Law, University of Saskatchewan.

1963: S.J.D., University of Michigan.

1961-95: University of Saskatchewan: Assistant Professor Law (1961-64); Associate Professor (1964-68); Professor of Law (1968-95); Director of Graduate Legal Studies (1969-74); Dean of Law (1974-77)

1977: British Council Grant to study British legal education system.

1980: Visiting Distinguished Scholar, University of Sydney, Australia.

1982: Queen's Counsel, Province of Saskatchewan.

1982-87: Chairman, Law Reform Commission of Saskatchewan.

1987: Visiting Research Scholar, University of Tokyo, and Lecturer, Universities of Beijing and Hong Kong.

1988: British Council Grant to study English Criminal Justice System, London.

1995-: Professor Emeritus, College of Law, University of Saskatchewan.

1995-: Honourary Life Member, Saskatoon United Way.

- 1997: Prime of Life Achievement Award, University of Saskatchewan Retirees Association.
- 2003-08: Honourary President, Nature Saskatchewan.
- 2005: Saskatchewan Centennial Medal for service to the legal community.
- 2009: Distinguished Alumnus Award, St. Thomas More College, University of Saskatchewan.
- 2010: Saskatchewan Order of Merit, Province of Saskatchewan.

D. Publications

- Civil Liberties in Canada*, Oxford University Press, 1964, 302 pp.
- Cases and Comments on Criminal Law*, Butterworth & Co. (Canada) Ltd. 1966, 956 pp.
- Cases on Canadian Civil Liberties*, University of Saskatchewan Printing Services, 1971, 591 pp.
- Criminal Law: Cases and Comments*, Butterworths & Co. (Canada) Ltd., 2nd ed., 1973; 3rd ed., 1977; 4th ed., 1981; 5th ed., 1985.
- The Native Offender and the Law*, 1974, Information Canada, prepared for the Law Reform Commission of Canada, in conjunction with Hans W.B. Heumann and John R. Manning, 90 pp.
- The Independence of Provincial Court Judges: A Public Trust*, 1996, prepared for the Canadian Association of Provincial Court Judges, in conjunction with W. Howard McConnell.
- A Settling of Accounts* (novel), Borealis Press, 2009, 353 pp.
- Various articles, reports and chapters in books, primarily dealing with Constitutional Law, Human Rights and Criminal Law.

E. Offices and Activities

- Professor Emeritus of Law, University of Saskatchewan.
- Consultant on law reform, constitutional and other legal matters to international bodies, governments, organizations and law firms.
- Volunteer Adviser, Canadian Executive Service Overseas.
- Director and Secretary, Nature Canada.
- Adviser, Saskatchewan Veterinary Medical Association.
- Commentator on public law issues for radio and television, and lecturer and panelist at professional meetings.
- Member, Law Society of Saskatchewan, Saskatoon Bar Association, Saskatoon Club.

F. Previous Offices and Activities

(a) International

- Constitutional Adviser, Parliament of the Maldives, 2008.
- Consultant, United Nations, supervising preparation of a new constitution for the Republic of the Maldives, including advising parliamentarians and drafting provisions, 2006-2008.
- Lecturer, Judicial Education Programs, Russia, Ukraine, Latvia, 1997- 2000.
- Member of Inception Mission to Ethiopia re Court Administration Reform Project, 2000.
- Consultant, Canadian International Development Agency, Zimbabwe Constitutional Reform Exercise, 2000.
- Adviser, Commonwealth Secretariat, Zimbabwe Constitutional Policy, 1999.
- Consultant, Association of Universities and Colleges of Canada, Latvian Criminal

Justice Program for Judicial Delegation, 1999.
 Participant in international activities of University of Saskatchewan International, including Yeltsin Program.
 Legal Consultant, Asian Development Bank, on Strengthening the Maldivian Legal System, 1997-1999.
 Consultant, Office of Commissioner for Federal Judicial Affairs re Canada-Ukraine Judicial Reform Project, 1997-1998.
 Lecturer, Supreme Court of Ukraine, on Judicial Independence, 1997.
 Lecturer and Consultant, University of Syktyvkar and Government of the Komi Republic, Russia, on Government Organization, 1997.
 Volunteer Adviser, American Bar Association Central and East European Law Initiative, re Kyrgyz Republic Conception in the Sphere of Human Rights, 1996, and other projects, 1996-.
 Consultant, Government of Tanzania, Reform of Legal Institutions, 1994-1995.
 Presenter at a Conference on the Criminal Justice System for Nations in Transition from a Single Party to a Multi-Party State, Trencianske Teplice, Slovakia, 1992.
 Canadian International Development Agency, Project Director, re development linkage between University of Saskatchewan and University of Khartoum, 1982-1991.
 UNESCO, representative of Canadian Government at International Congress on the Teaching of Human Rights, Vienna, September 12-18, 1978.
 UNESCO, Internship with Division of Human Rights and Peace, Paris, January 9 to February 3, 1978.
 United Nations, representative of Governments of Canada and Saskatchewan at Human Rights meeting, New York, 1972.

(b) National and Provincial

Member, Diefenbaker Canada Centre Management Committee, 1997-2004.
 Preparation of feasibility study (with Eric Bergbusch) recommending establishment of a Centre for Democratic Development at the University of Saskatchewan, 1996-1997.
 Invited Presenter, Senate of Canada, Special Committee on Bill concerning Constitutional Amendments, 1996.
 Consultant, Canadian Association of Provincial Court Judges, Study on Judicial Independence, 1995-96.
 Invited Presenter, Senate of Canada, Legal and Constitutional Affairs Committee, on Pearson Airport Bill, 1994.
 Chairman, Provincial Court Judges Compensation Committee, 1990-91.
 President, Nature Saskatchewan, 1992-1994, and Director 1990-1996.
 Assessor, Discipline Committee, College of Physicians and Surgeons of Saskatchewan, 1980-95.
 Chairman, Law Reform Commission of Saskatchewan, 1982-87.
 Counsel, Government of Manitoba, on constitutional matters, 1979-81, 1989-99, including appearing on Reference re Amendment of the Constitution before Supreme Court of Canada, 1981.
 Adviser, various Conferences of Provincial Premiers and Attorneys-General, 1979-81, 1989-92, including Meech Lake Accord and Charlottetown Accord.
 Delegate and Adviser, First Ministers conferences on the Constitution, 1979-81, assisting in negotiating and drafting of the Constitution Act, 1982.
 Occasional consultant on constitutional and international matters to Attorneys-General of Saskatchewan, Alberta, British Columbia, Manitoba, the Minister of Justice, and the Department of the Secretary of State.

Occasional Consultant, Law Reform Commission of Canada, 1965-1990.
Member of National Council, Amnesty International, 1977-1981.
Director, Canadian Council for Human Rights, 1971-1977.
Council Member, Canadian Human Rights Foundation, 1967-1985.
Member, Advisory Academic Panel, Canada Council, 1971-1974.
President, Canadian Association of Law Teachers, 1973-74, and Director, 1970-75.
Member, Board of Examiners, Law Society of Saskatchewan, 1968-74, and Chairman, 1974-77.
Study of the Administration of Justice in Canadian Arctic, 1967 and 1969, sponsored by Donner Canadian Foundation.
Member, Saskatchewan Council, Canadian Bar Association, 1968-1978.
Member, Saskatchewan Law Foundation, 1974-1977.
Member, Canadian Bar Association Publications and Public Relations Committee, 1971-1977.
Member, Canadian Bar Association Committee on Continuing Legal Education, 1973-1974.
Lecturer, Saskatchewan Bar Admission Course, 1965-1974.
Director, Saskatchewan Association on Human Rights, 1968-1973.
Constitutional Adviser, and Delegate, Federal-Provincial Conferences on behalf of Province of Saskatchewan, 1968-71.
Part-time Magistrate, Province of Saskatchewan, 1960's.

(c) Community

Member of Executive Committee, University of Saskatchewan Retirees Association, 1990-1995.
President, Saskatoon United Appeal, 1967-1969; Campaign Chairman, 1985; and Director, 1962-1972, 1975-1977, 1979-1990.
Director, United Community Funds of Saskatoon Foundation, 1985-2000.
President, Saskatoon Bar Association, 1968-1969, and Director, 1964-1969.
Trustee, Saskatoon Catholic School Board, 1964-1969.
President, Catholic Family Services, 1961-1962.

Whitehead and Fireside Submission

April 29, 2014

To: City of Saskatoon Naming Advisory Committee

RE: Marilyn Whitehead – Born Marilyn Anne Hunter Sept. 28, 1949 – Calgary, AB.

Musician Marilyn Whitehead is a tireless leader within the Arts and Music Scene in Saskatoon. As a Master Teacher, pianist and conductor and producer, she is a role model for excellence. She is an outstanding citizen of Saskatoon dedicated to the promotion of local talent, choral distinction and performance production.

Marilyn received her early musical training at St. Angela's Academy in Prelate, Saskatchewan and continued her vocal and piano studies in Saskatoon. She later had an opportunity to study with Jean Marie Scott at the Toronto Conservatory of Music and with Barbara Collier of the Canadian Opera Company. She received her ARCT (Associate Royal Conservatory) Diploma obtained a Bachelor of Music Degree from the University of Saskatchewan.

Marilyn has dedicated many years of her musical life serving many organizations. In 1972 Marilyn became a member of the Saskatchewan Registered Music Teachers' Association. She served in many capacities, including the Executive of the Saskatoon branch, as well as President. This year marks her forty first year.

In 1988, Marilyn joined the Saskatoon Musical Festival Committee, which is under the umbrella of the Saskatchewan Music Festival Association, an organization that has the distinction of being the oldest cultural organization in the province of Saskatchewan. Marilyn began her twenty-five year association with the Music Festival as the liaison between the Saskatoon Registered Music Teachers' Association and the Saskatoon Music Festival. She served in this capacity until she became the Program Coordinator for the Festival, in 1995; a position which she holds today. Her contribution to these organizations totalling sixty-six years of volunteering, speaks loudly to her dedication and generosity of spirit.

After teaching elementary school for several years, Marilyn established a private studio offering classes in voice, piano, choral and theory. Her students have received numerous scholarships and awards at local and provincial festivals and have represented Saskatchewan at the National Music Festival. Virtually every year, several of her students have been awarded the highest mark in the Province from the Royal Conservatory of Music; others have been awarded national scholarships for the highest mark in Canada in their respective grades.

Marilyn is well known throughout Western Canada as a teacher, choral director, accompanist, workshop clinician and adjudicator.

A large number of students over the years have continued influencing communities throughout the world in the arts in Canada, the United States, Australia and the United Kingdom. Students have also gone on to become Broadway stars in Toronto, New York and London, as well as locally and nationally renowned teachers that continue to inspire excellence in their teaching.

Marilyn is the Founder and Artistic Director of the Saskatoon Fireside Singers. Her choir is also recognized with awards at the local, provincial and national level.

Many hundreds of young people have been positively influenced by Marilyn's generous gift of music, whether through private instruction or as volunteers, who give their time and talent to The Fireside Singers productions, so enjoyed by our community.

Under Marilyn's forty-one year leadership, the Saskatoon Fireside Singers have entertained and delighted audiences throughout the city and province – in concerts, Nationally Awarded Music Festival Competitions, spectacular Christmas Productions, flash mobs, national conferences, and Broadway musical productions. These performances are renowned for excellence in dynamic expressive choral singing and outstanding vocal and instrumental soloists with remarkable orchestral accompaniment.

The Fireside Christmas Concerts have grown to include a choir of over 100 voices from our community. Every year, Marilyn's artistic vision includes something for everyone – familiar classics, stunning solos from the award-winning students, light-hearted numbers from the ladies' chorus and men's chorus and accompaniment from nationally – recognized artists including Guy Few, Allen Harrington and Kerry DuWors. Her singers return year after year, and the age of the choir members' span from age six to sixty.

Artistic Director, Marilyn Whitehead has produced and directed eight fully staged musicals. The 2013 production of *Les Misérables* was a long anticipated journey to the stage that included two encore performances, at the request of TCU Place. TCU has now become the official home of the Fireside. In 2014, the show *Jesus Christ Superstar*, entertained the Saskatoon Community. The calibre of vocal and dramatic talent, as well as the powerfully engaging, heartfelt chorus of eighty-five volunteer cast members astounded the audience. Those new to her Fireside productions were truly surprised to learn that the singers are all "local talent."

She was awarded the 2002 Woman of Distinction Award for her contribution to the arts in Saskatoon. Marilyn also received the Lieutenant Governor's Celebration of the Arts Pin. In 2012 she was awarded the Saskatchewan Choral Federation Pro Musica Award for her many years of dedication to the Choral Arts.

Marilyn has generously contributed her leadership and talent to countless benefits and fundraising concerts. Proceeds from the 2011 and 2012 Fireside Concert were donated to Cosmo Industries to support the Special Needs Choir purchase of performance gowns, recording costs and travel expenses.

Wife, mentor and Matriarch to her children, Marilyn is also a busy Grandmother, fully engaged in their school and extra-curricular activities.

A valued and treasured citizen serving our community, Marilyn Whitehead is a fearless leader; taking on daunting projects for our entertainment and enjoyment, year after year engaging our local talent in a way no other has succeeded. Her inspiration and heartfelt dedication have genuinely captivated the excellence and spirit of our talented community.

A handwritten signature in cursive script, appearing to read "Marilyn Whitehead". The signature is written in dark ink on a white background.

APPLICATION FORM
To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: MALLYN WHITEHEAD
Address: 175 DORE CRES
City/Town: SASKATOON Province: SK Postal Code: S7K4X6
Phone: (306) 242-2694 E-mail: EMWHITEHEAD@SMAW.CA
 New Name Submission Re-naming Request

Requested Name(s) (please print)
WHITEHEAD @ FIRESIDE
Requested Use of Name
 Street Park Municipal Facility
 Neighbourhood Other Any of the Above
 Suburban Development Areas

If this is a request for re-naming an existing location, please indicate the current name:

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION
(Indicate which items are attached to the application form)

1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee? YES NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee
Community Services Department, Planning & Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

RECEIVED
MAY 30 2014
Planning & Development

Mallough Submission

His Worship Donald J. Atchison
Office of the Mayor
222 Third Avenue North
Saskatoon, SK S7K 0J5

May 20, 2014

Dear Mayor Atchison

RE: Street Naming

We would like to put forward the name of **Earle David Mallough** for consideration in the selection process of street naming.

Dave Mallough played a very significant role in the technology transfer aspect of development of the canola industry. Attached is a copy of his obituary that the Globe & Mail devoted a full page to. We think it conveys a full appreciation of the story.

The man who developed canola seed has rightly been widely recognized for his achievements. The man who planted the seed has not. Naming a street after him would be an appropriate tribute.

If this proposal seems meritorious could you give us some indication of how long the decision-making process will take. Dave's only surviving sibling, a brother in Montreal, is currently in very poor health. It would be nice for him and his family if the City's gesture could be made known to them.

Thank you for your consideration.

Your truly,



Glen Beck and Kathie Bergstrom
5 Weir Crescent
Saskatoon, SK
S7H-3A8
Tel. (306) 374-7807

Saskatchewan native rescued export market for canola industry

Ensured rapeseed production, became team leader for wheat project in Tanzania in the late 1970s

CHRIS EWING-WEISZ
SPECIAL TO THE GLOBE AND MAIL
MAY 5, 2012

In a single fateful winter, Dave Mallough rescued Canada's export market for what is now a \$14-billion canola industry.

As a crop inspector for the federal Department of Agriculture's plant products division based in Moose Jaw and later in Regina, the Saskatchewan native drove around to farms where crops were being grown for seed to check that the fields were properly isolated from potential contaminating pollens, and that the plants were true to their variety and free of weeds. He also inspected the harvested seed to be sure it met Canadian Seed Growers' Association standards for breeding stock or commercial planting. Eventually, he rose to chief inspector. He also co-wrote a brochure to help seed growers identify "rogues" contaminating their crops. Continually updated, it is still in use today.

In 1966, Mallough moved to the research branch, becoming head of the seed section at the Regina Research Station.

In September, 1970, research presented at an international conference on rapeseed in Ste. Adele, Que., warned of fat buildup around the organs of lab animals fed rapeseed due to its high erucic acid content. Although no harmful effects had been documented in humans, it was clear that the emerging market for rapeseed as an edible oil was in jeopardy.

Ottawa decided to act swiftly. Keith Downey, a plant breeder with the federal Department of Agriculture, had developed a low-erucic-acid variety, but had only a small quantity of seed. Mallough was charged with getting that seed multiplied in time for the 1971 planting season.

The department had a relationship with a university farm in southern California, which had previously multiplied seed during the Canadian winter - but never on the scale now needed. Mallough had to find growers to do field-scale multiplication of a crop they were unfamiliar with at a time of year when many had already sown their winter crops. Moreover, he had to be sure it was planted in soil that had not been rendered saline by irrigation and had to line up enough willing growers with suitable land.

The winter of 1970-71 was unusually cold in California; frost threatened the crop, and the cold delayed its maturation until perilously close to seeding time in Canada. At one point, it seemed the Air Force might have to be enlisted to get the seed home in time; Mallough made sure that conversation was under way.

When the crop did finally ripen, Mallough had to find people and machinery to harvest and clean it to seed standards - not easily done, because the workers were unfamiliar with rapeseed, and the machinery had to be re-calibrated for the different seed size. Because the timeline was so tight, the seed had to be bagged and transported while still warm, risking its quality.

Nor was it easy to find the fleet of trucks needed to move that amount of seed back to Canada. Mallough somehow scouted up enough vehicles, although one of them mysteriously went missing en route: It turned out the driver had stopped off for a couple of days at Disneyland. Nonetheless, all the seed was brought safely back in time for spring planting and a successful season.

Thanks to Mallough's hard work, and to the co-operation of crushing plants that refused to take high-erucic material, virtually the entire western Canadian crop was changed over to low-erucic rapeseed within two years, saving the young industry from a marketing disaster.

A few years later, a similar, if slightly less frenetic, over-the-winter effort by Mallough resulted in the rapid conversion of the rapeseed crop to full-fledged canola, which is low in both erucic acid and glucosinolates. The latter are compounds that interfere with metabolism, limiting how much rapeseed meal can be fed to an animal; with this barrier removed, the value of the crop skyrocketed. Today, canola vies annually with wheat for top spot as the most valuable field crop in Canada.

Retired University of Saskatchewan economist Glen Beck, a relative of Mallough, said the situation might have turned out differently if it happened now, with researchers under pressure to work with the private sector rather than through government channels to disseminate new technology.

"Every farmer must know how different the outcome would have been had [the breeders] partnered with a private firm," Beck mused.

Perhaps hankering to make another big difference, or maybe just for the adventure, Mallough took a leave from his position in the late 1970s to go to Africa on the Department of Agriculture's Tanzania Canada Wheat Program, which was financed by CIDA. Tanzania was suffering a drastic food shortage, and the consequent depletion of the young nation's foreign exchange reserves meant that foreign aid came to account for 70 per cent of its GNP. The Tanzanian and Canadian governments developed the wheat program to bolster food self-sufficiency by introducing Canadian wheat and farming techniques.

Half a dozen enormous farms were established on the savannah of northern Tanzania's Hanang District, each with a Canadian farmer and

mechanic working with Tanzanian counterparts. At a research station in Arusha, test plots refined soil management, weed control, and crop varieties; Mallough worked there for some four or five years, eventually becoming team leader for research.

Besides the questions such projects raise about the appropriateness of imported technology for local conditions, the wheat program became infamous for disrupting the grazing rotation of nomadic Barabaig herders, and for environmental damage. Conflicts erupted not only on the ground in Tanzania but between Canadian aid agencies CIDA and CUSO. Canada withdrew from the project in 1991; today, the wheat program is frequently cited as an example of how not to do foreign aid.

Yet this opinion is by no means unanimous, even now; and those who worked on the project often believed deeply in what they were doing. When former prime minister Pierre Trudeau visited on Mallough's watch, he reportedly stuck his thumbs in his belt and demanded, "What the hell are we doing here?" Nobody remembers what Mallough said, only that he was taken aback at the challenge, but answered persuasively.

"He wouldn't be doing it if he didn't [believe in it]," observed his brother Stan. But, famously private, Mallough shared amusing anecdotes and wildlife photographs from those years far more liberally than his thoughts on Trudeau's question. The one thing that is known is that when he came home, he was shocked at the "obscene plenty" he saw while others had so little.

Born on Feb. 27, 1925, Earle David Mallough was the third of four children of Earle and Kathleen Mallough of Saskatoon. His father, a salesman for the Hudson's Bay Co., died unexpectedly of an embolism in 1944, leaving 19-year-old Dave, whose older siblings had left home, as man of the house. He coached 13-year-old Stan to adulthood and helped pay for his education.

As a teen, Mallough had spent a summer working at a shipyard, which did not appeal to him, and another summer or two at a farm, which did. He consequently decided to study agriculture, graduating with a BSA from the University of Saskatchewan in 1947, and began a career with the federal Department of Agriculture (now Agriculture and Agri-Food Canada).

Mallough continued to work for the agriculture department until retirement freed him to pursue his passion for genealogy. He traced the family history back to 1750, while also sailing, curling, taking prize-winning photographs and keeping up with the latest digital gizmos.

He leaves behind his brother Stan Mallough, three nieces and a nephew and their families. He also leaves his cat, Buddy, who, according to a neighbour, "will not give up looking for Dave and allows me no way to comfort him."

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The Globe and Mail, 444 Front St. W., Toronto, ON Canada M5V 2S9
Phillip Crawley, Publisher

Klein Submission

APPLICATION FORM

To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: Phil Tank

Address: 204 Fifth Ave. N.

City/Town: Saskatoon Province: SK Postal Code: ~~S7K 2P1~~ S7K 2P1

Phone: 306-657-6264 E-mail: ptank@thestarphenix.com

New Name Submission

Re-naming Request

Requested Name(s) (please print)

GERRY KLEIN

Requested Use of Name

Street

Park

Municipal Facility

Neighbourhood

Other

Any of the Above

Suburban Development Areas

If this is a request for re-naming an existing location, please indicate the current name:

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION

(Indicate which items are attached to the application form)

1. **Background Information** (Reason for request)
2. **Short Biography** (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee? YES NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee
Community Services Department, Planning & Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

Gerry Klein worked as a reporter, editor and commentator at The StarPhoenix for more than 30 years. He retired on Friday, May 23, 2014. He helped inform the public in Saskatoon and helped shape the debate on municipal affairs, including criticizing the city's current naming protocol.

McLaren, Daniel (CY - Planning and Development)

From: Web E-mail - Mayor's Office
Sent: Tuesday, May 27, 2014 11:57 AM
To: 'dloraas@tarponenergy.com'
Cc: McLaren, Daniel (CY - Planning and Development)
Subject: FW: George Loraas
Attachments: George Loraas Street Naming.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr. Loraas,

Thank you for submitting your Grandfather's name, George Loraas, for street or park naming in Saskatoon.

In accordance with City Council's guidelines, I am forwarding your correspondence on to the City of Saskatoon Naming Advisory Committee being the appropriate body to screen suggestions and add names to the Names Master List. You will hear further from the Naming Advisory Committee in due course.

Thank you again for your submission.

Sincerely,

Donald Atchison
Mayor

From: Darren Loraas [<mailto:dloraas@tarponenergy.com>]
Sent: May-13-14 9:47 PM
To: Don Atchison (mayor@atchison.ca)
Subject: George Loraas

Don,

Per our conversation at Christmas please see below the information on my Grandpa, George Loraas.

Consideration of my Grandfather's name on a main street or park would be greatly appreciated as the family name is everywhere around the province from a business standpoint.

George's boys are/were local entrepreneurs providing employment and service for the people of Saskatchewan (Mainly in Saskatoon) their entire lives.

All of George's offspring are/were very loyal Saskatchewan folks who put their money up and believed in their home and its people, Saskatoon and Saskatchewan.

You are a product of your leader, thus my desire to see George's (Grandpa's) name remembered forever as his mentorship influenced his boys.

Given name: George Sevaal Loraas

Born Vanscoy, Saskatchewan May 25, 1912-March 7, 1999

Married Emma Kinzel September 30, 1936 and moved to Saskatoon.

G&E spent a year and a half in Sudbury 1937 to 1939.

George worked at Sterling Cartage (hauling coal for MacKenzie and Thayer) 1939 to 1940.

McKenzie and Thayer hired George in 1940 where he ended up working for the next 30 years.

George was the husband of Emma Loraas of the Parkville Manor in Saskatoon, his contribution to the city and province were in the way of his reputation as well as his boys through the teachings and leadership he mentored.

All of George's boys are listed below with their associated companies past and present:

John Loraas (Saskatoon) Owner-Jancy Holdings

Roy Loraas-Deceased (Saskatoon) Owner-Roy Loraas Roofing, Orange Julius franchises.

Bruce Loraas (Saskatoon) Owner-Loraas Disposal

Carman Loraas (Regina) Owner-Loraas Disposal

Terry Loraas (Saskatoon) Owner-Envirotec Services

Grandma is 99 years old, her birthday is January 9. If this were ever going to happen I would like to see it while Grandma is still alive so she could be there.

Thanks for looking at this, let me know if I need to do anything more to help this process.

Darren Loraas

Director, Sales & Marketing/Procurement

TARPON ENERGY SERVICES LTD.

ELECTRIC & CONTROLS

7020 – 81 Street SE, Calgary, AB T2C 5B8

Tel: 403-234-8647 Dir: 403-234-6615 Cell: 403-969-3475 Fax: 403-234-8648

dloraas@tarponenergy.com www.tarponenergy.com

Tarpon Energy Services is one of Canada's 50 Best Managed Companies.

This message and any documents attached hereto are intended only for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then delete the original message. Thank you.

the PROCESS

General Name Request

Suggestion
Submit Application Form to Planning and Development Branch to request that a name be added to the Names Master List.

Screening
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for adding the name to the Names Master List.

Approval
City Council approves or rejects adding names to the Names Master List.

Requests
Requests to assign a name from the Names Master List are made to Planning and Development Branch by Developers, Land Branch, or other Civic Departments.

Selection
Requests to assign a name from the Names Master List are forwarded to the Mayor's Office who selects a name from the Names Master List.

Notification
The Mayor notifies applicant and affected others that the name has been selected for use.

Specific Naming Request

Screening
Naming Advisory Committee reviews naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for the naming request.

Approval
City Council approves or rejects naming request.

Notification
The Mayor notifies applicant and affected others of City Council's decision.

Re-Naming Request

Consult
The applicant is required to consult property owners affected by the proposed re-naming. Please contact the Planning and Development Branch to determine the consultation requirements.

Suggestion
Submit Application Form to Planning and Development Branch to re-name a specific municipally-owned property. Include written comments from affected property owners.

Comments
Planning and Development Branch contacts all affected civic departments, community associations, property owners, etc. to gather comments and estimate costs.

Screening
Naming Advisory Committee reviews re-naming request in accordance with Council guidelines.

Recommendations
Naming Advisory Committee recommends to City Council the support or non-support for the re-naming request.

Approval
City Council approves or rejects re-naming request.

Notification
The Mayor notifies applicant and affected others of City Council's decision.

APPLICATION FORM To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: Darren Loraas
Address: 294 Hawthville Close N.W.
City/Town: Calgary Province: AB Postal Code: T3G3M1
Phone: 403-969-3475 E-mail: dloraa@tarponery.com

New Name Submission Re-naming Request

Requested Name(s) (please print) George Loraas

Requested Use of Name

Street Park Municipal Facility
 Neighbourhood Other Any of the Above
 Suburban Development Areas

If this is a request for renaming an existing location, please indicate the current name:

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION
(Indicate which items are attached to the application form)

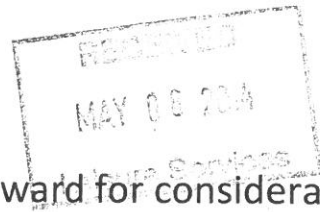
1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee? YES NO

Please send the completed application form to:

City of Saskatoon Naming Advisory Committee
Community Services Department, Planning and Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

Clayton



Dear Mayor Atchison,

I would like to place my brother's name forward for consideration in having a park or street named after him. May I outline some of Duane Weiman's accomplishments for our city of Saskatoon.

Provincial

Member of Legislative Assembly – Saskatoon Fairview

Legislative Secretary of Finance

Legislative Secretary of Education

Instrumental in having Parkridge Centre being built in his constituency of Fairview during his term.

Community

Pacific Heights Softball Coach

Pacific Heights President of the Brownies and Girl Guides

Over 20 years on the boards of St. Mary's and Affinity Credit Unions

Parish

Chairman of St. Mary's Parish Council

Chairman of St. Peter the Apostle Parish Council

Catering, Lecturing and Choir in parish communities

Professional

Saskatoon Teacher's Association Executive

Saskatchewan Teacher's Federation Councilor

Grade 4 Teacher in inner city schools

High School Chaplain – Bishop Mahoney and E. D. Feehan High School

Military

Non Commissioned Officer in the Second North Saskatchewan
Regiment as a weapons instructor

I believe my brother has given to his city and warrants this
recognition. Thank you for this time and recognition of this matter.

Respectfully,

Kelley Weiman

kaweiman@gscs.sk.ca

TO HIS HONOUR

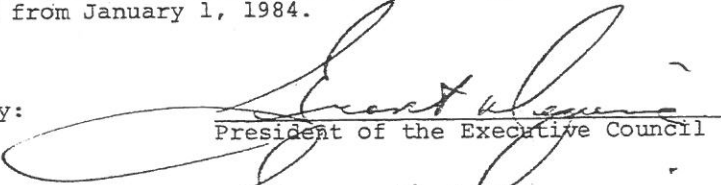
THE LIEUTENANT GOVERNOR IN COUNCIL

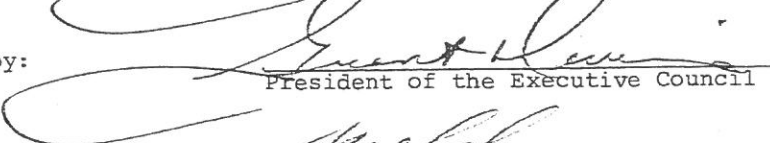
The undersigned has the honour to recommend that Your Honour's Order do issue pursuant to section 78 of The Legislative Assembly and Executive Council Act:

1. Appointing each of the following members of the Legislative Assembly as Legislative Secretary to the Minister set out opposite his or her name, for the period commencing January 1, 1984 and terminating at Midnight, December 31, 1984, unless the appointment is sooner terminated pursuant to section 78 of The Legislative Assembly and Executive Council Act;

- Ralph Katzman - Minister of Highways
- John Paul Meagher - Minister of Finance
- Jo-Ann Zazelenchuk - Minister of Social Services
- Lloyd David Sauder - Minister of Rural Development
- Calvin Henry Glauser - Minister of Consumer and Commercial Affairs
- Russel Allan Sutor - Minister of Economic Development and Trade
- Arnold Bernard Tusa - Minister of Education
- Harold A. Martens - Minister of Energy and Mines
- Walter Robert Johnson - Minister of Agriculture
- Myles Morin - Minister of Economic Development and Trade
- Duane Raymond W.E. Weiman - Minister of Education
- Larry Birkbeck - Minister of Health

2. directing that each of the said members shall be paid salary as a Legislative Secretary, calculated as and from January 1, 1984.

Recommended by: 
President of the Executive Council

Approved by: 
President of the Executive Council

Ordered by: 
Lieutenant Governor

REGINA, Saskatchewan.

15 July 1983

1086/83

TO HIS HONOUR

THE LIEUTENANT GOVERNOR IN COUNCIL

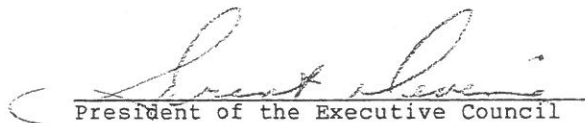
The undersigned has the honour to recommend that Your Honour's Order do issue pursuant to section 78 of The Legislative Assembly and Executive Council Act:

Appointing Duane Raymond W.E. Weiman as Legislative Secretary to the Minister of Finance, for the period commencing on July 15, 1983 and terminating at Midnight, December 31, 1983, unless the appointment is sooner terminated pursuant to section 78 of The Legislative Assembly and Executive Council Act, and directing that the said Duane Raymond W.E. Weiman shall be paid salary as a Legislative Secretary, calculated as and from July 15, 1983.

Recommended by:


President of the Executive Council

Approved by:


President of the Executive Council

Ordered by:


Lieutenant Governor ~~or Administrator~~

REGINA, Saskatchewan



**GREATER
SASKATOON
CATHOLIC
SCHOOLS**

E.D. FEEHAN CATHOLIC HIGH SCHOOL

411 AVENUE M NORTH
PHONE: 306.659.7550
ED.FEEHAN@SCS.SK.CA

SASKATOON SK S7L 2S7 CANADA
FAX: 306.659.2164
WWW.SCS.SK.CA/EDF

May 30th, 2014

To whom it may concern,

Dwayne Wyman was a staff member, educator, and chaplain at E.D. Feehan Catholic High School from 2000-2002.

Brandon Stroh

Principal, E.D. Feehan Catholic High School

(306) 659-7550

Thursday, May 22, 2014

TO WHOM IT MAY CONCERN:

RE: Weiman, Duane

The above named individual was Teacher Chaplain at Bishop James Mahoney High School from 1992 until 2000.

Yours truly,



Lisa Hodson
School Principal
Bishop James Mahoney High School

St. Peter the Apostle Parish

8 Moore Place

Saskatoon, SK

S7L 3Z8

Phone: (306) 382-5503

Fax: (306) 384-3333

June 5, 2014

To Whom It May Concern:

The records at St. Peter the Apostle Parish indicate that during the period of September 1979 – September 1981, Duane Weiman served on the Parish Pastoral Council and was the Chairperson.



Pat Bitinsky
(Parish Secretary)



St. Mary's Parish

www.stmaryssaskatoon.com

stmarysrectory@sasktel.net

Served by the Redemptorist Community (www.redemptorists.ca)
Diocese of Saskatoon (www.saskatoonrcdiocese.com)

211 Avenue O South
Saskatoon, SK S7M 2R6

Phone: 306.244.2983

Fax: 306.242.6461

May 23, 2014

To whom it may concern:

This is to verify that Duane Weiman served for a two year term as Chairperson of St. Mary's Parish Council in the years 1976 and 1977.

Yours sincerely,

Fr. Jon Hansen, C.Ss.R.
Pastor, St. Mary's Parish

Your money
just got smarter.

Affinity
Credit Union

May 26, 2014

Mr. Duane Weiman
309 - 150 Pawlychenko Lane
Saskatoon SK S7V 0B4

Dear Mr. Weiman; *Duane*;

I am pleased to provide this letter as a confirmation of your leadership role with Affinity Credit Union, and that of its predecessor - St. Mary's Credit Union Limited - over a period of almost 20 years. As a Director of the Board of St. Mary's Credit Union Limited for 16 years, you were an active participant in the decision to join with other credit union partners in forming the original foundation of Affinity Credit Union in 2005. Subsequent to that initiative, we were pleased to see you continue in a delegate role, on behalf of the St. Mary's membership, within the 'new' organization - Affinity Credit Union.

Should a more detailed reference or history be required, feel free to refer the request to my attention.

All the best, and warm regards,



Mark Lane
Chief Executive Officer

Kalra Submission

APPLICATION FORM

To Name Streets, Parks & Civic Properties

Please complete the attached application form for all new name submissions and requests for re-naming a street, park, or other civic properties.

Name: Jay Kalra

Address: 519 Brabant Crescent

City/Town: Saskatoon Province: SK Postal Code: S7J 4Z4

Phone: 306-374-8593 (R); 306-655-2152 (Office) E-mail: jay.kalra@usask.ca

New Name Submission Re-naming Request

Requested Name(s) (please print)
Kalra/Jay Kalra/Dr. Jay Kalra

Requested Use of Name
 Street Park Municipal Facility
 Neighbourhood Other Any of the Above
 Suburban Development Areas

If this is a request for re-naming an existing location, please indicate the current name:

PLEASE INCLUDE THE FOLLOWING INFORMATION AS PART OF YOUR APPLICATION
(Indicate which items are attached to the application form)

1. Background Information (Reason for request)
2. Short Biography (Given name, date of birth/death, place of birth, contributions, awards, achievements, or other relevant information)

Do you wish to speak to the Naming Advisory Committee? YES NO

Please send the completed application form to:
City of Saskatoon Naming Advisory Committee
Community Services Department, Planning & Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

July 8, 2014

City of Saskatoon Naming Advisory Committee
Community Services Department, Planning & Development Branch
222-3rd Avenue North
Saskatoon, SK
S7K 0J5

Dear members of naming advisory committee,

RE: Naming streets/parks or civic properties
Dr. Jawahar (Jay) Kalra, MD, PhD, FRCPC, FCAHS

I am pleased to nominate Dr. Jay Kalra's name for naming streets, parks or civic properties. As you will note from his enclosed biography, Dr. Kalra is a community builder/leader who has made truly unique contributions to our city and the community at large. His exceptional dedication, leadership qualities and hard work have brought credit to the University of Saskatchewan, Saskatoon Health Region, City of Saskatoon and Saskatchewan.


I have known Dr. Kalra for over 20 years in various capacities including as a colleague, and in Saskatoon community with various committees and organizations. Over the years I have observed how enthusiastically and consistently he has promoted and enhanced various humanity causes as a global citizen with various non-profitable organizations. I have developed the highest regard for Dr. Kalra's leadership and his ability to bring people together for the benefit of humanity.

My nomination for Dr. Kalra is based on him being a nationally and internationally recognized well-rounded physician with inspiring leadership, who has demonstrated exemplary community and volunteer services with high ethical and moral standards. Dr Kalra is dedicated, active leader who has contributed extensively in building our community. It is through Dr Kalra's compassion, selfless commitment and excellent efforts; he has made an immense contribution to our city, our province and has inspired others to follow his example.

Dr Kalra has received numerous awards and recognitions including The Queen Elizabeth II Diamond Jubilee Medal (2012); The Queen Elizabeth II Golden Jubilee Commemorative Medal (2002); Saskatchewan Centennial Leadership Award for contribution to Province (2005); "Living In Harmony" Recognition Award for Cultural Diversity and Race Relations, City of Saskatoon, Saskatchewan (2004) and he has been named 2013 RBC Top 25 Canadian Immigrant Award Winner.

If you require any further information, please feel free to contact me.

Sincerely,


Sam Sambasivam
346, Adolph Cres
Saskatoon, SK
S7N 3H8

Ph: 306-249-4392
e-mail: S.Sambasivam@sasktel.net
Page 254

Dr. Jawahar (Jay) Kalra, MD, PhD, FRCPC, FCAHS

Jay Kalra was born on April 2, 1949 at Aligarh, Uttar Pradesh, India. Jay is the third youngest of 11 children of Late Mr. & Mrs. Amar N Kalra. Jay completed high school in Aligarh and then attended India's central government affiliated Aligarh University to complete his Bachelor of Science (B.Sc.) degree in Chemistry and Biology in 1967, followed by his Masters of Science (M. Sc.) degree in Biochemistry in 1969. Jay is a university medalist, achieving top marks for academic excellence in Masters Program. In 1969-70, Jay joined New Delhi's All India Institute of Medical Sciences, one of the most prestigious and well-known medical and health care institutes, in India as a junior research fellow.

In 1971 Jay moved to Canada as a post-graduate student to the Memorial University of Newfoundland. He was 21 years old, the first and only member of his family to move abroad. While earning a Master of Science (M.Sc) degree in 1972, a Doctor of Philosophy (PhD) degree in 1976, and a Doctor of Medicine (MD) degree in 1981, Jay assumed an active and a leadership role among the Memorial University student population, organizing events to promote camaraderie. Jay, as co-coordinator of student activities, organized many weekend social events, sports and cultural activities. He also organized International cuisine days, other cultural and fundraising activities for worthy causes such as the wheelchair sports association of Newfoundland and Labrador.

Jay's experiences in Newfoundland were enriching, affording him the opportunity to meet people of many backgrounds and various countries of origin, an experience that has become a life-long passion. He developed a personal motto: "In Service for Community".

After completing his MD, Jay moved to Ottawa (1981-85) to do his residency training to receive certification in laboratory specialty (Medical Biochemistry, in the division of Medicine) from the Royal College of Physicians and Surgeons of Canada.

In 1985, Dr. Kalra joined as a faculty member and medical staff in the Department of Pathology, Royal University Hospital. Currently, Dr. Kalra is a Professor of Pathology, College of Medicine in the University of Saskatchewan. He has served as Head of the Department of Pathology (1991-2000), as Head and Director of Pathology Laboratories, Royal University Hospital (1991-93), and Head of the Department of Laboratory Medicine, Saskatoon District Health (1994-2000). He is a Fellow of the Royal College of Physicians and Surgeons of Canada (FRCPC), Canadian Academy of Clinical Biochemistry (FCACB) and Elected Fellow of the Royal Society of Medicine, UK.

Dr. Kalra has been involved in numerous activities at the "cutting edge" of applied biochemistry and his research eminence is universally recognized. His clinical research has been innovative and he has developed models which are clinically relevant, practical and are able to be used in health care throughout North America. Dr. Kalra's research interest is in the area of oxidative stress in the pathogenesis of heart failure and atherosclerosis. He has been a pioneer in establishing guidelines for thyroid-function testing, quality assurance program and laboratory utilization in health care. He is the first in Canada, at the Royal University Hospital to introduce sensitive thyrotropin (s-TSH) as first line test for thyroid

function testing. This test and his research contributions have not only simplified the guidelines and improved health care delivery, but also brought economic benefit to societies in Saskatchewan, Canada and societies worldwide. Dr. Kalra has authored over 200 research communications and has received numerous awards and distinctions of outstanding achievement. He is a member of numerous national and international associations and has held several visiting professorship.

Dr. Kalra has also gained a nation-wide recognition for his role in Laboratory Medicine reorganization. He has been consulted by major Canadian hospitals for integration and restructuring of laboratory services. Dr. Kalra has served as the President of the Canadian Association of Medical Biochemists (1993-95), President of Intersociety Council of Laboratory Medicine of Canada (1994-96), President of Canadian Chairs of Pathology and Laboratory Medicine (1996-2000), President of Canadian Association of Pathologists (1999-2000) and first ever Canadian as President of American college of Angiology. He has been the founding member (1991) and the Director of Saskatchewan Stroke Research Centre (1998-2000). Dr Kalra also served as a member of the Clinical Review Panel for redesigning medical serves in Saskatoon District Health (1992-94). Through these leadership roles and high profile in various scientific societies, Dr. Kalra has attracted many high caliber students and research collaborations. These have been central to the development of his research legacy.

Dr Kalra is widely regarded for his excellence as a teacher of undergraduate, graduate and postgraduate students. He enjoys advising high school students in career choices. For several years, he has offered Advances in Technology in Pathology/Lab Medicine as part of “Rotary Adventures in Technology Program” for the youth of western Canada to stimulate and encourage youth towards health sciences. Dr Kalra has also given public lectures on the role of the laboratory physician and pathologist in health care for “University to the People”.

Dr Kalra has been admitted as Fellow (2005) into the newly formed Canadian Academy of Health Sciences (CAHS) which is based on rigorous scientific contributions and peer review. Members elected to the Academy are recognized by their peers nationally and internationally for their contributions to the promotion of health science. As a fellow of the academy, he has demonstrated leadership, creativity and commitment to advancing academic health sciences. Election to the academy is considered one of the highest honors for members of the Canadian health sciences community.

Dr Kalra is well known as avid supporter of community, arts, culture and for his commitment to youth and human welfare. His heart belongs to community services and Volunteerism. He has been described as a “cultural ambassador” who is an active volunteer in Saskatoon and community at large for more than 25 years.

Dr. Kalra is an active leader and community builder in several altruistic organizations including Saskatoon Folkfest, Multicultural Council of Saskatchewan, Hindu Society (Hindu Temple) of Saskatchewan, Saskatoon United way, Saskatchewan Intercultural Association (SIA), Rotary Clubs in Saskatoon, Heart and Stroke Foundation of Saskatchewan, Literacy Foundation and the Canadian National Institute for the Blind (CNIB). Jay has worked tirelessly in building the social, cultural, intercultural understanding and strengthening the fabric of multiculturalism in Saskatoon, Saskatchewan and beyond.

Through his compassion, excellent efforts and selfless commitment to youth and human welfare, Jay has made an immense contribution to Saskatoon and has inspired others to follow. He is a role model who leads by example and has often been called a “Cultural and Diversity Ambassador.” Some of Dr. Kalra’s Community and volunteer activities are as follows:

Saskatoon Folkfest:

- ◆ President (1998, 1999) and Vice-President (1997) of Saskatoon Folkfest Inc., an organization that showcases a multicultural event in the city of Saskatoon. He served as Chair (1998-99) of the Planning committee and President for celebrating the “20 Years of Culture and Harmony” in Folkfest 1999.

During his leadership with Folkfest:

- ◆ Jay promoted the recognition of socio-cultural diversity by assisting in the development and acceptance of multiculturalism of others through the appreciation of cultures that make up Saskatoon –an ideal place to live.
- ◆ While recognizing the veterans of Saskatchewan and efforts of youth, Dr Kalra worked diligently with aboriginal community; and Saskatoon Folkfest was named as one of the top 100 events in North America

Saskatchewan Intercultural Association (SIA):

- ◆ Dr Kalra is a Board Member (2000-) and member of the executive (Vice-President, 2005-2009; President 2009-2013) of the SIA where he has been very active to promote cooperation and intercultural understanding within the community. At present, he is serving as Past President and Chair of Coordinating committee to celebrate 50th Anniversary of SIA.

Hindu Society (Hindu Temple) of Saskatchewan/ India Canada Cultural Association:

- ◆ Chair (1997-98), Vice-Chair (1996-97), and member on the Board of Trustees (1994-1997) of the Hindu Society of Saskatchewan,
- ◆ Chair, Community Care Group (1996-97), and Member, Bylaws committee (1996-97).
- ◆ Member several committees of the India Canada Cultural Association including Scholarship committee.

Multicultural Council of Saskatchewan (MCoS):

- ◆ President (2004-08), Vice-president (2002-04) of (MCoS) where he has been active in the promotion and recognition of cultural diversity, along with educational programs on the issues of multiculturalism in Saskatoon and Saskatchewan. He led the council’s response team in the Saskatchewan Human Rights Commission’s special programs review community consultation to create policies of employment and education equity in the province.
- ◆ Promoted the concept of equal opportunities and fair treatment of all people in our culturally diverse society and continually working towards increasing intercultural awareness and understanding.

Heart and Stroke Foundation of Saskatchewan, United way of Saskatoon, Word Whiz Committee, Saskatchewan Literacy Foundation:

- ◆ Board of Directors (1992-1999) and an Executive member (1995-1998) Heart and Stroke Foundation of Saskatchewan; lobby anti-cigarette smoking law, fund raising for research and educational programs.
- ◆ Chair (2004-06) Medical sector-community campaign of united way of Saskatoon
- ◆ Member, Word Whiz Committee, Saskatchewan Literacy Foundation. – an annual fund raising and literacy promoting event 1996-98

Canadian National Institute for the Blind (CNIB) – National, Saskatchewan and Manitoba-Saskatchewan Division:

- ◆ Member of the National Board of Directors (2001-2002) and their Planning Committee (2001-02).
- ◆ Member of the Board of Directors (1998- 2008) of the CNIB, Saskatchewan Division.
- ◆ Chair of Vision2000 and Vision 2001 Luncheon committee for fund raising
- ◆ Chair (2003- 05) of the CNIB, Saskatchewan Division,
- ◆ Chair (2005-07) of the CNIB - Manitoba-Saskatchewan division. Dr Kalra integrated the Manitoba and Saskatchewan divisions to provide efficient services to visually impaired and blind people of our city and province.

Rotary club(s) in Saskatoon:

- ◆ Member of Saskatoon Nutana Rotary Club Membership Development committees, World Community Service committee, club services A
- ◆ Paul Harris Fellowships (1997,2008)
- ◆ Past President, Saskatoon Nutana Rotary Club (2002-03); Past Presidents' Advisory committee
- ◆ President, Saskatoon Nutana Rotary Club (2001-2002).
- ◆ Chair (2001) of the committee to celebrate 40 years of the services of the Saskatoon Nutana Rotary Club.
- ◆ Co-chair of the Rotary in Saskatoon 2005 celebration committee to celebrate “100 Years of Rotary International – and Province of Saskatchewan” in Saskatoon.

Dr Kalra is also active as a committee member of several other clubs, cultural and community associations/organization including Multicultural community of interest, Youth Action Now, Future of Multiculturalism in Saskatchewan, Emcy Foundation, and Canadian Eyesight International to serve humanity and enhance community building.

“The community always comes first” has been Dr Kalra’s motto and this is practiced in his life. In all the above cited volunteer activities and organizations, he has consistently strived for improvement in the pursuit of excellence and has often times lead by example. Although Dr Kalra’s commitment and dedication are praiseworthy and outstanding for its selfless devotion, its contributions and impact in the community is seamless and immeasurable. He has touched many of us by his selfless motivation and devotion. Dr Kalra has demonstrated a life long commitment to cultural diversity, community building and volunteerism.

Awards and Honors: Dr. Kalra has been the recipient of several awards and honors, some of which include:

Professional:

- ◆ “Graduate Student Association (GSA) Champion Award”, University of Saskatchewan (2013)
- ◆ 2012 CAME/ACÉM Certificate of Merit Award” for Outstanding Contributions to Medical Education, Canadian Association for Medical Education (CAME)
- ◆ Recipient, 2012, 2011, 2010, 2009 Outstanding Speaker Award, American Association for Clinical Chemistry(AACC)
- ◆ Recipient Saskatchewan Health Research Foundation Achievement Award in Clinical research (2005)
- ◆ “Golden Wheel Award for Excellence in Science and Technology” (1994) Rotary Clubs of Saskatoon
- ◆ “Excellence of Research Award (1994), Canadian Society of Clinical Chemists
- ◆ Schering Traveling Award, Canadian Society for Clinical Investigation (1988)

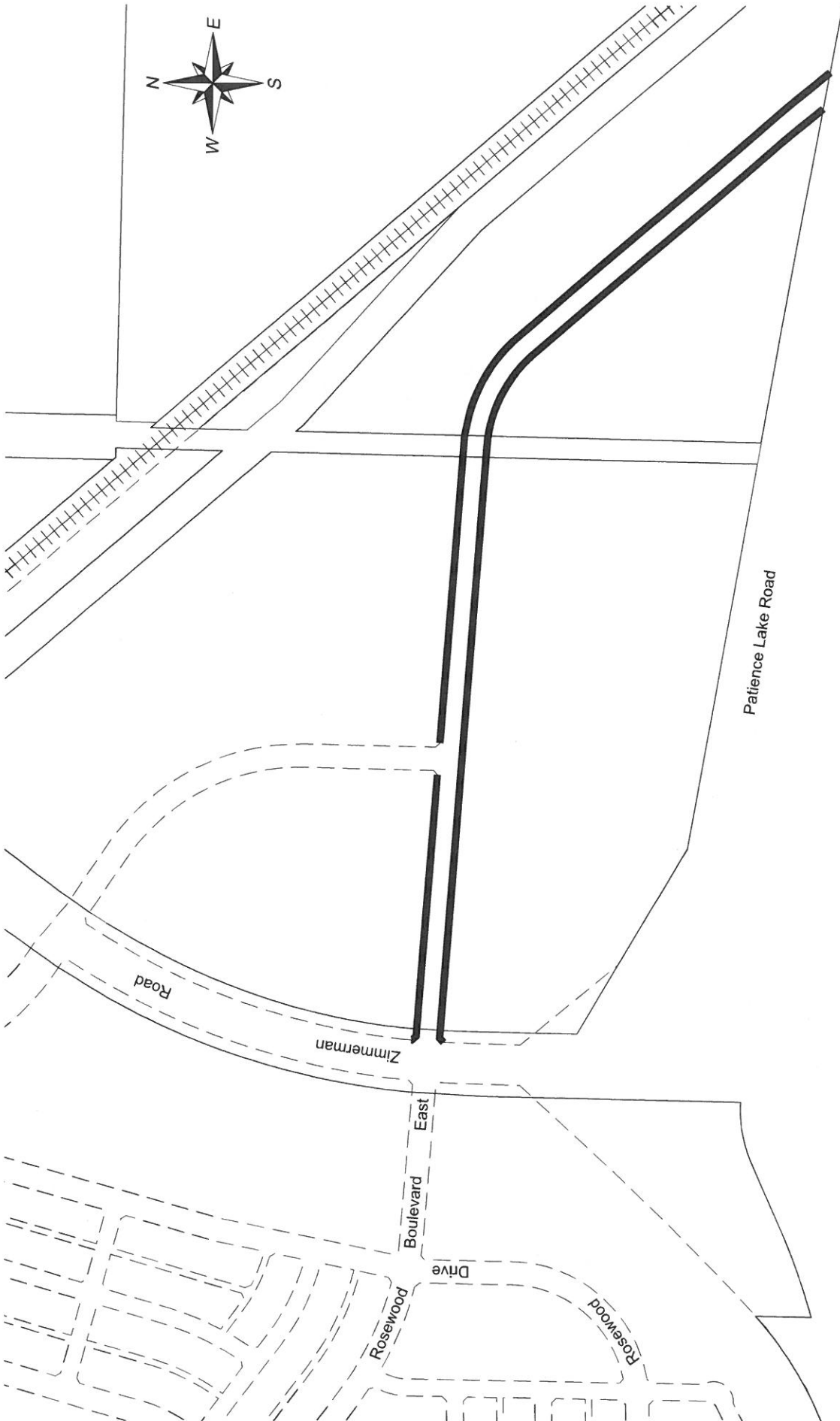
Community services/Volunteerism:

- ◆ 2013 RBC Top 25 Canadian Immigrant Awards Winner
- ◆ The Queen Elizabeth II Diamond Jubilee Medal (2012)
- ◆ Dedicated Service Award”, Canadian Association of University Teachers (2011)
- ◆ Honorary Ambassador, Saskatoon Folkfest- Annual Multicultural Festival, Saskatoon, Saskatchewan (2010)
- ◆ “American Society for Quality (ASQ) Service Award 2010-2011
- ◆ Honorary Ambassador Mosaic, 40th Anniversary Regina (2007) – A Festival of Cultures, Regina, Saskatchewan
- ◆ Saskatoon Centennial Initiative 100 years 100 Reasons recognition, CTV and Imagery Illustration (2006)
- ◆ Recognized, as Pioneer for Advancing Multiculturalism and Diversity in Saskatchewan, Saskatchewan Equity and Diversity Association (SEEDA) Award (2006)
- ◆ Saskatchewan Centennial Leadership Award for contribution to Province (2005)
- ◆ “Sharing our Vision” Award, CNIB Saskatchewan (2005)
- ◆ Physician Recognition Award “Community Sprit” Saskatoon Health Region (2004)
- ◆ “Living In Harmony” Recognition Award for Cultural Diversity and Race Relations, City of Saskatoon, Saskatchewan (2004)
- ◆ Volunteer Saskatoon 2003 Award for Cultural Diversity (2004)- an award for his gift of time, talent and energy in the category of Cultural Diversity “Living in Harmony” Recognition Award for Cultural Diversity and Race Relations, City of Saskatoon, Saskatoon
- ◆ Sask Culture Volunteer Award (2003), Sask culture, Regina
- ◆ The Queen Elizabeth II Golden Jubilee Commemorative Medal (2002); the medal is awarded to those who have made a significant contribution to Canada, to their community or to their fellow Canadians
- ◆ Outstanding Services to the community Award 1995, India Canada Cultural Association Saskatoon

Dr. Kalra has also been recognized for his contributions to Education, Research and Medicine by his Certificate of Appreciation, Province of British Columbia for participation with Canadian Eyesight International, 2004 citation in the International Who's Who in Medicine and International Who's Who of Intellectuals and recipient of 1995 Commemorative Medal, Man of the year, American Biographical Institute. His work has also been featured on radio and T.V and in Newspapers and magazines.

In summary, Dr. Kalra has achieved eminence in his profession and clinical research. He is an active organizer/leader in various cultural and other organizations. Jay is a role model, demonstrated an outstanding commitment and leadership to volunteerism and multicultural harmony in the community at large. It is through Dr Kalra's compassion, selfless commitment and excellent efforts; he has made an immense contribution to our city, to our province and has inspired others to follow his example.

Attachment 10 - Market Drive - Specific Naming Request

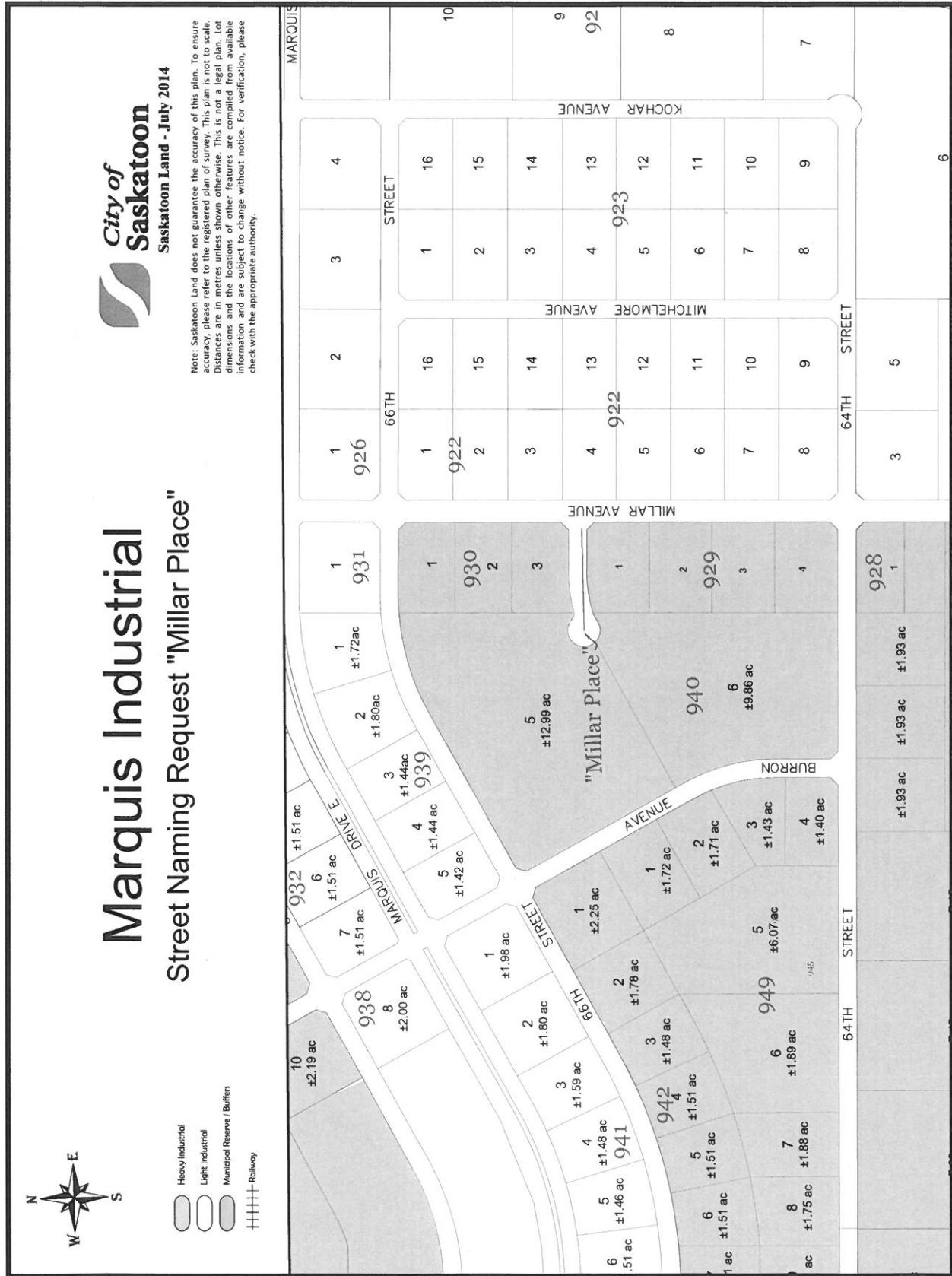


**City of
Saskatoon**
Planning & Development

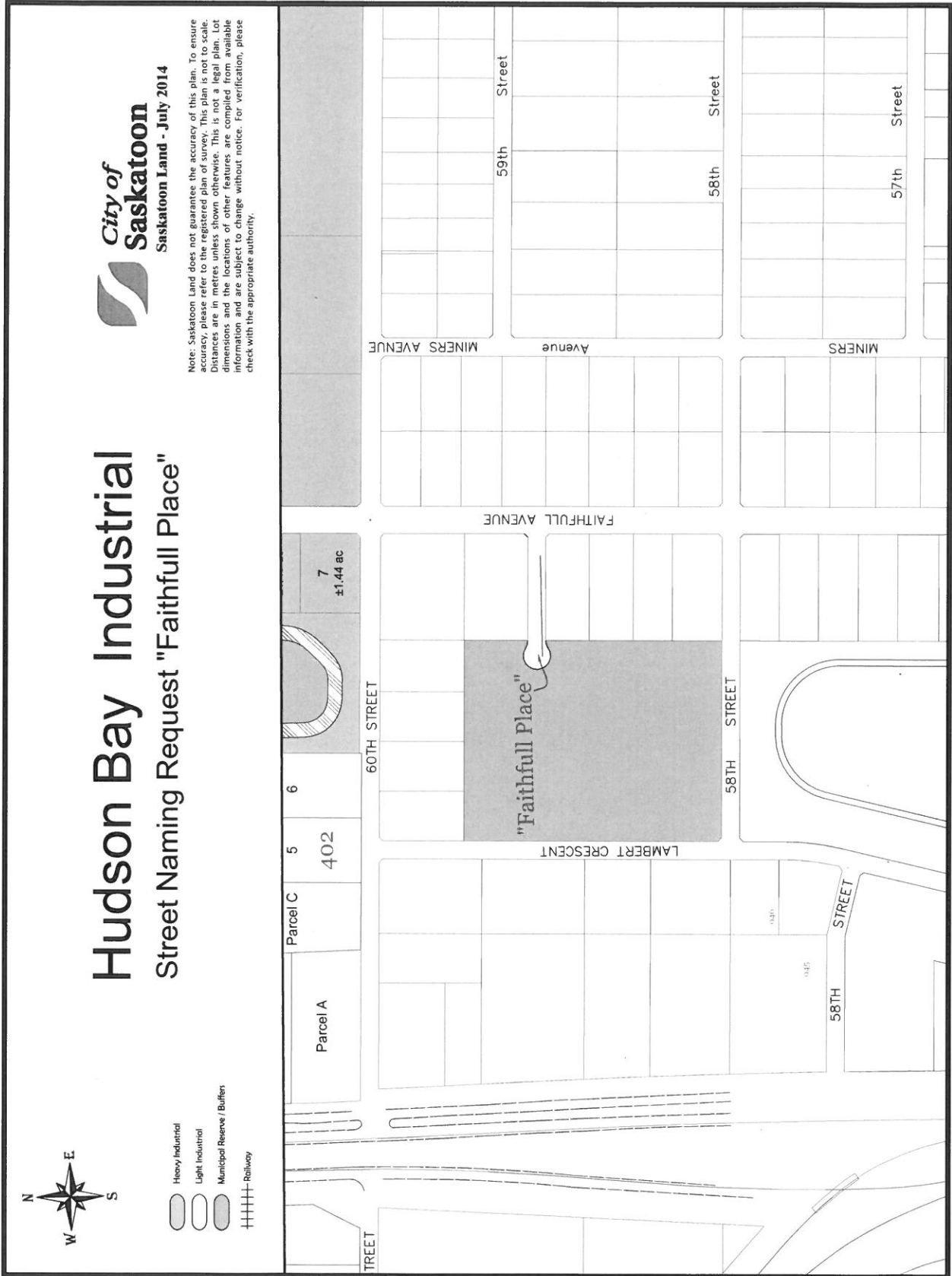
NOTE: This information is for reference only and should not be used for legal purposes. It is subject to change. This map may not be reproduced without the express written consent of the Regional Planning, Mapping & Development Department.
DRAWING NOT TO BE SCALED
August 20, 2014

Highway 16 Yellowhead Highway

Millar Place Renaming



Faithfull Place Renaming





STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Downtown Housing Incentive – Wycliffe Condominium Corporation – 523 3rd Avenue North

Recommendation of the Committee

1. That a one-year tax abatement of 25% of the annual property taxes be applied to 525 3rd Avenue North for units 104, 206, 207, 301, 304, 404, 405, 501, 502, 503, 508, 601, 603, 605, 607, and 608 commencing the next taxation year following completion of the project;
2. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal; and
3. That the Administration look into the possibility of creating specific criteria for the Downtown Housing Incentives Program.

History

At the October 6, 2014 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services dated October 6, 2014, was considered regarding the above matter. The Committee is recommending further that the Administration explore the possibility of creating specific criteria for incentives under the program.

Attachment

October 6, 2014 Report of the General Manager, Community Services - Files CK. 750-4 and PL. 4130-27.

Downtown Housing Incentive – Wycliffe Condominium Corporation - 525 3rd Avenue North

Recommendation

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

1. That a one-year tax abatement of 25% of the annual property taxes be applied to 525 3rd Avenue North for units 104, 206, 207, 301, 304, 404, 405, 501, 502, 503, 508, 601, 603, 605, 607, and 608 commencing the next taxation year following completion of the project; and
2. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request approval for a one-year tax abatement of 25% of the annual property taxes for units 104, 206, 207, 301, 304, 404, 405, 501, 502, 503, 508, 601, 603, 605, 607, and 608 located at 525 3rd Avenue North, under the Vacant Lot and Adaptive Reuse (VLAR) Incentive Program.

Report Highlights

1. The Administration recommends the approval of a one-year tax abatement of 25% of the annual property taxes for units 104, 206, 207, 301, 304, 404, 405, 501, 502, 503, 508, 601, 603, 605, 607, and 608 525 3rd Avenue North for 39 windows being replaced in 16 of the 51 units. The estimated property tax abatement for the 16 units at 525 3rd Avenue North, based on the 2014 tax value, is \$8,563.39.

Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Quality of Life by supporting the maintenance of quality housing in the Downtown.

Background

Downtown Housing Incentives Program Policy No. C09-003 was established in August 2002. It was later combined with VLAR Incentive Program Policy No. C09-035. This program was designed to encourage housing development of all forms and tenures in the Downtown by offering financial incentives to eligible projects. There are three types of qualifying projects: renovation, conversion, and new construction. The Wycliffe Condominium Corporation is applying for a 25% tax abatement under the Downtown Housing Renovation Incentive Program component of the VLAR Incentive Program.

The Wycliffe Condominium Corporation was constructed in 1970 and began converting units from rental to condominiums in 1994. The conversion occurred on an as-vacated basis over an extended time period. In November of 2008, Wycliffe Properties Company Ltd., which was sponsored by Millennium III Group of Companies, was approved for a five-year tax abatement for the fourth phase of “The Wycliffe”. This included the redevelopment and expansion of the upper (seventh) floor of this multi-unit residential building.

Report

This application, submitted by the Wycliffe Condominium Corporation for the replacement of 39 windows, is on behalf of 16 individual owners. These 16 owners came together to form a renovation group and hired a contractor to replace the 39 windows in the building as part of a single renovation project. Most of the windows that are being replaced are the original windows from when the building was constructed in 1970, with many being cracked or warped due to poor quality and causing significant ice build-up in the winter months due to their poor seal. All of the 39 new windows being installed are high quality, double pane, low-e, argon-filled glass windows. The total investment in this project by the owners is \$67,756.50. This renovation project provides improvement in the quality of existing housing in the Downtown, which is within the intent of the policy.

The applicant is applying for a five-year tax abatement for the renovation of the building, in accordance with Section 4.3 c) of VLAR Incentive Program Policy No. C09-035. According to the Assessment and Taxation Division, the annual total residential tax levy for the 16 units is estimated at \$34,253.55 based on the 2014 tax year. The 25% property tax abatement is estimated at \$8,563.39 annually or \$42,816.94 over five years. It is the recommendation of the Administration that this project receive a one-year tax abatement, rather than the full five years due to the fact that the renovation is relatively minor. The average value of the abatement per unit would be \$535.21 for one year, rather than \$2,676.06 over five years. The one-year tax abatement will be applied to each unit in the taxation year following the completion of the project.

Options to the Recommendation

City Council could decline support of this project. Choosing this option would represent a departure from VLAR Incentive Program Policy No. C09-035.

Public and/or Stakeholder Involvement

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

Communication Plan

There is no communication plan.

Financial Implications

Tax abatements are normally offered on the incremental tax increase as a result of improvements made to the property. The renovations described in this report will not cause an incremental tax increase. In these situations, the tax abatement will be offered from existing taxes. In order to cover the drop in existing tax revenue, the funds

for the City and Library portion of the property tax abatement for the renovation project at 525 3rd Avenue North will be provided from the VLAR Incentive Reserve, as per the policy. The Reserve has sufficient funds to cover the total estimated value of \$8,563.39 for one year as the current balance of the Downtown Housing portion of the reserve is \$112,093.76.

Budgeted	Unbudgeted	Capital	Operating	Non-Mill Rate	External Funding
\$8,563.39				\$8,563.39	

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The renovation of the Wycliffe Condominium was completed in August 2014. The property tax abatement, if approved, will begin the year following project completion and will only be applied for one year.

Public Notice

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

Attachment

1. Location Map – 525 3rd Avenue North

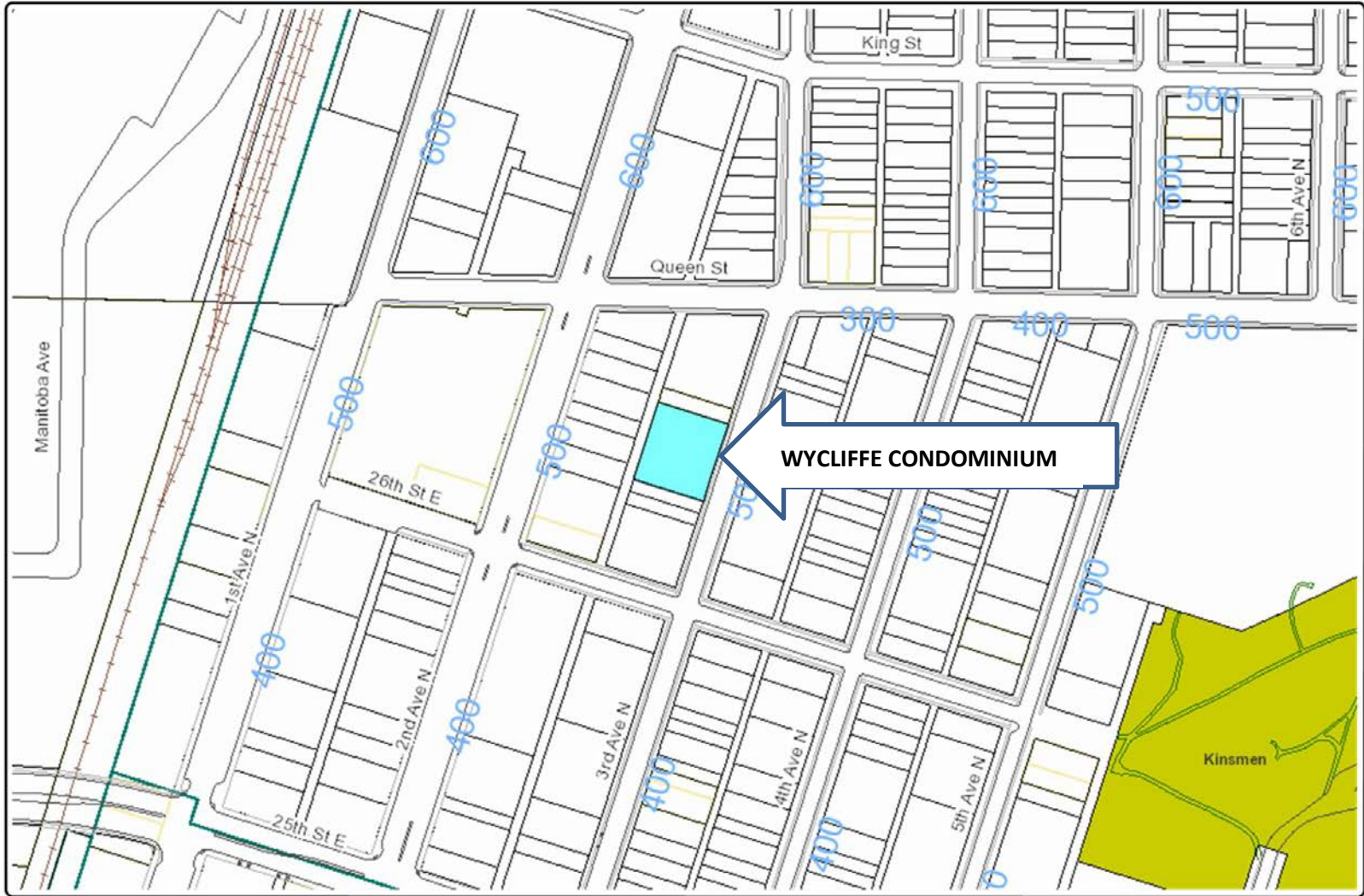
Report Approval

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

S/Reports/DS/2014/PDCS – Downtown Housing Incentive – Wycliffe Condominium Corporation – 525 3rd Avenue North/ks

Wycliffe Location Map - 525 3rd Avenue North

Printed: August 14, 2014
Scale: 1:3,064



Location Map – 525 3rd Avenue North

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STANDING POLICY COMMITTEE ON TRANSPORTATION

Building Better Roads - 2014 Year End Review

Recommendation of the Committee

That the information be received.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Transportation and Utilities, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Transportation and Utilities Department (File No. CK. 6315-1)

Building Better Roads – 2014 Year End Review

Recommendation

That the report of the General Manager, Transportation & Utilities Department dated October 14, 2014, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide a review of the repair, maintenance, construction and communication programs as part of the 2014 Building Better Roads initiative.

Report Highlights

1. The success of the 2014 Building Better Roads program is reviewed as the summer road construction season comes to an end.
2. Building Better Roads communication activities were successfully executed through a variety of channels and new tools were used.
3. Increased funding will contribute to dramatically improving the condition, safety and longevity of the roads through the winter phase of Building Better Roads and in the 2015 program.

Strategic Goals

This report supports the Strategic Goals of Continuous Improvement, Asset and Financial Sustainability, Quality of Life, and Moving Around.

Background

In September of 2014, a report was provided to Standing Policy Committee on Transportation titled the *2015 Pavement and Sidewalk Preservation Update*, which indicated that a review of the 2014 Building Better Roads program would be provided.

Report

Saskatoon's unprecedented 2014 summer road construction season is coming to a close with over \$50 million spent maintaining and repairing more roads than ever before. The 2014 program was made possible by the 2.92% property tax increase dedicated to roadway and sidewalk preservation, combined with a significant base funding increase and a one-time capital contribution of \$9 million made possible by land development.

Building Better Roads includes the following programs:

- Construction Projects (Roadway Preservation and Rehabilitation)
- Sidewalk Repair and Reconstruction
- Spring / Summer Pothole Blitz
- Back Lane Maintenance and Reconstruction
- Line Painting

- Spring / Summer / Fall Street Sweeping
- Traffic Detours – Know Before You Go!
- Work Zone Safety
- Snow and Ice

2014 Building Better Roads Highlights

Program		2014	2013
Construction Projects (Roadway Preservation and Rehabilitation)	\$23.8 million invested in road and sidewalk preservation and rehabilitation	Approximately 200 lane kilometres of road were preserved and rehabilitated	78 lane kilometres resurfaced
Sidewalk Repair and Reconstruction		6 kilometres of sidewalks rehabilitated	1.7 kilometres rehabilitated
Spring/Summer Pothole Blitz		An estimated 3,300 tonnes of asphalt was used to repair 188,000 potholes	
Back Lane Maintenance and Reconstruction		More than 400 kilometres of gravel back lanes were graded	
		13 kilometres of gravel back lanes rebuilt	12 kilometres of gravel back lanes rebuilt
		2.45 kilometres of paved back lanes rehabilitated	
Line Painting		870 kilometres of edge, centre and lane lines were painted	
		27 kilometres of durable markings applied	11.2 kilometres applied
Spring/Summer/Fall Street Sweeping	The first full City-wide curb-to-curb street sweep was carried out in 8 weeks	Included 61 residential neighbourhoods, 96 school zones and 10 industrial and suburban centres	

Other key differences in this year’s program include night and 24-hour work, which allowed the City to plan construction projects more efficiently to reduce the amount of time high-traffic roads were closed for construction. This resulted in a reduced impact to drivers, residents and businesses. The City also implemented an entirely new process for collecting data in respect to the condition of the roadways. This new process allows the condition of the roadways to be assessed on a more objective basis when selecting the roads requiring treatment, resulting in better decisions when prioritizing roads.

With more than double the amount of work this year compared to last, the amount of work zones also increased. This year, there were no major safety incidents reported by road crews and contractors.

2014 Building Better Roads Communication Highlights

Communication activities for Building Better Roads were executed through the media, road restriction service alerts, the microsite, social media, paid radio and print advertising, Mayor and Councillor weekly updates, targeted communication tools specific to construction activities around residential and commercial properties, and construction and maintenance signage. The mix of communication activities created maximum public exposure and understanding of road repair, maintenance and construction programs.

New communication tools used this construction season included the Report-a-Pothole map, the Road Restrictions and Construction Projects interactive map and the Building Better Roads microsite. In total, there were 11,000 hits and 4000 locations reported on the Report-a-Pothole map, 6,500 visits were made to the Road Restrictions and Construction Projects Map.

Winter and 2015 Season of Building Better Roads

This year was the start of better roads in Saskatoon. Increased funding will contribute to dramatically improving the condition, safety and longevity of the City's roads. The Administration will bring forward, as part of the 2015 Business Plan and Budget deliberations, a dedicated road levy tax increase of 2.92% to be proposed as the second year of a three-year phase in to build the annual investment base into road and sidewalk preservation.

Throughout the winter phase of Building Better Roads, the programs will continue to focus on the condition and safety of the roads through plowing, grading and sanding. Communications will focus on educating the public on the City's snow and ice programs through earned media tactics, snow and ice updates following a snow event, the microsite, social media, paid advertising, Mayor and Councillor weekly updates, targeted communication tools for residents adjacent to a snow route and signage as necessary.

The 2015 Building Better Roads program will continue to see dramatic improvements to Saskatoon's road network. The following is a summary of major planned road repair, maintenance and construction locations.

- Downtown
 - 3rd Avenue between 22nd Street and 25th Street
 - 22nd Street between Idylwyld Drive and 4th Avenue
- Freeways
 - 22nd Street from Circle Drive overpass to Hart Road and all associated ramps
 - Multiple interchange ramp locations adjacent to roadway work on Circle Drive

- **Major Arterials**
 - Taylor Street from Weyakwin Drive to Brundell Road
 - Lorne Avenue from Jasper Avenue to Taylor Street
 - Warman Road from Primrose Drive to Lenore Drive
 - Wanuskewin Road (North Bound only) from Lenore Drive to Fire Hall
 - Avenue P from 22nd Street to 29th Street
- **Local Neighbourhood Streets**
 - The 2015 program will also include numerous neighbourhood streets for road preservation and rehabilitation

Public and/or Stakeholder Involvement

No specific engagement activities have occurred as part of the review of the 2014 Building Better Roads program.

As the 2015 Building Better Roads communication plan is developed, the goal will focus on having continual conversation to familiarize Saskatoon residents with the City’s Road plan and to inform citizens of each construction and maintenance project and how these projects will affect how they move around.

Communication Plan

The review of the 2014 Building Better Roads Program will be communicated to the public through the news media, the City’s website and the Building Better Roads microsite.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow up report is not required.

Public Notice

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

Report Approval

Written by: Colleen McKee, Communications and Marketing Manager for Transportation and Utilities
Reviewed by: Angela Gardiner, Director of Transportation
Chris Hallam, Director of Construction & Design
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department



STANDING POLICY COMMITTEE ON TRANSPORTATION

Inquiry - Councillor P. Lorje (June 18, 2012) - Possibility of Installing Traffic Circle Avenue H and 17th Street

Recommendation of the Committee

That the information be received.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Transportation and Utilities, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Transportation and Utilities Department (File No. CK. 6350-1)

Inquiry – Councillor P. Lorje (June 18, 2012) - Possibility of Installing Traffic Circle Avenue H and 17th Street

Recommendation

That the Standing Policy Committee on Transportation submit the report of the General Manager, Transportation & Utilities Department to City Council for information.

Topic and Purpose

This report provides information in response to an inquiry regarding the feasibility of installing a traffic circle/roundabout at the intersection of Avenue H and 17th Street.

Report Highlights

1. The intersection of Avenue H and 17th Street is currently a four-legged intersection controlled by a four-way stop.
2. The assessment included reviewing daily traffic volumes, traffic diversion strategies, geometry implications, and long-term planning initiatives.
3. A roundabout is not recommended by the Administration. Traffic volumes have been significantly reduced since the opening of the Circle Drive South Bridge; a roundabout is not a typical traffic diversion strategy; a roundabout would restrict the movement of larger vehicles (i.e. transit bus through the intersection); and the opportunity exists to examine the intersection in a larger neighbourhood context through the King George/Holiday Park Neighbourhood Traffic Management program.

Strategic Goal

This report supports the Strategic Goal of Moving Around by providing safe facilities for pedestrians, cyclists, and drivers.

Background

The following inquiry was made by Councillor P. Lorje at the meeting of City Council held on June 18, 2012:

“Will the Administration please report on the possibility of installing a traffic circle at Avenue H and 17th Street to encourage traffic to use 17th Street rather than 11th Street when travelling to and from downtown and the west end of the city.

The goal would be to discourage the traffic from using 11th Street between Avenue H and P, thus minimizing traffic in the residential areas of King George and Holiday Park.

Suggestions for any other traffic calming installations in the area would also be appreciated.”

Report

Existing Conditions & Roadway Classification

The intersection of Avenue H and 17th Street is a four-legged intersection under a four-way stop condition, which is as part of the temporary detour for the closure of Avenue H to accommodate the Water Treatment Plant expansion.

Roadway classification defines:

- Avenue H is a Minor Arterial roadway and terminates at 11th Street to the south, and 33rd Street to the north.
- 17th Street is classified as a Local Road roadway and terminates at Spadina Crescent to the east and Avenue P to the west.
- 11th Street is classified as a Minor Arterial roadway between Avenues H and P, and a Major Arterial roadway between Avenue P and Fairlight Drive.

Assessment of Existing Conditions

To assess the feasibility of a roundabout at the intersection, the following items were reviewed:

- Daily traffic volumes;
- Traffic diversion strategies;
- Geometric implications; and
- Long-term planning initiatives.

Roundabout is not Recommended

The installation of a roundabout at the intersection of Avenue H and 17th Street is not recommended for the following reasons:

1. The Circle Drive South project has attracted traffic away from the 17th Street and Avenue H route by providing a higher level-of-service for drivers. Traffic data, specifically weekday peak hour and daily traffic volumes, were collected in August 2012, and March 2014. The data comparison is illustrated in Table 1.

Table 1 – Traffic Data Review

Roadway	Actual Traffic Volumes (vehicles/day)		% change
	2012	2014	
17 Street	4,300	2,900	32% reduction
Avenue H	4,900	3,800	22% reduction

This redistribution of traffic to Circle Drive South has the same end result of diverting traffic at the intersection of Avenue H and 17th Street, but at a much larger scale and benefit.

2. A roundabout is not typically considered a traffic diversion strategy. A review of Transportation Association of Canada (TAC)'s Geometric Design Guide for Canadian Roads, December 2011, indicates that the application of roundabouts:
 - Signify a change in road classification;
 - Emphasize the transition from rural to urban environment;

- Accommodate very sharp changes in route direction;
 - Provide a greater measure of safety;
 - Replace existing all-way stop control; and
 - Accommodate locations with low/medium traffic volumes, instead of signals.
3. At this location, extensive re-working of the existing curbs and storm sewer would be required in order to install the roundabout. Attachments 1 and 2 show sample vehicles (garbage truck and bus respectively) attempting to utilize the intersection. The need for curb and storm sewer relocation does not affect the possibility of installing a roundabout at this location, but does impact the cost should City Council choose to install a roundabout at this location.
4. Transportation has committed to completing King George/Holiday Park Neighbourhood reviews as part of the Neighbourhood Traffic Management Program. In addition, Transportation has also committed to a corridor planning study in 2015 for 11th Street between Avenue H and Circle Drive. These transportation planning projects will address existing and future traffic volumes, include significant stakeholder engagement, and will generate short and long-term plans. The intersection of Avenue H and 17th Street will be reviewed through these studies.

The benefit of addressing the intersection through these studies provides two opportunities:

- If traffic is diverted, the impact to other roads can be assessed.
- Stakeholders can be engaged throughout the process.

Public and/or Stakeholder Involvement

Residents and stakeholders in the area will be invited to attend an initial meeting to discuss the issues as part of an overall neighbourhood traffic study or the 11th Street Corridor Planning Study. Residents and stakeholders will be engaged throughout these studies and will have input into the final recommendations for improvements. Changes to the road network resulting from these studies will be announced to the public.

Communication Plan

Any changes to the road network resulting from these future planning studies will be announced to the public through tools such as the website, Community Association newsletter and engagement subscribers list. Additional communications may be considered as part of the neighbourhood traffic plan and 11th Street Corridor study.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will provide two reports, one upon completion of the 11th Street Corridor Planning Study, and another as part of the Traffic Management Program for the Neighbourhood Traffic Calming Program.

Public Notice

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

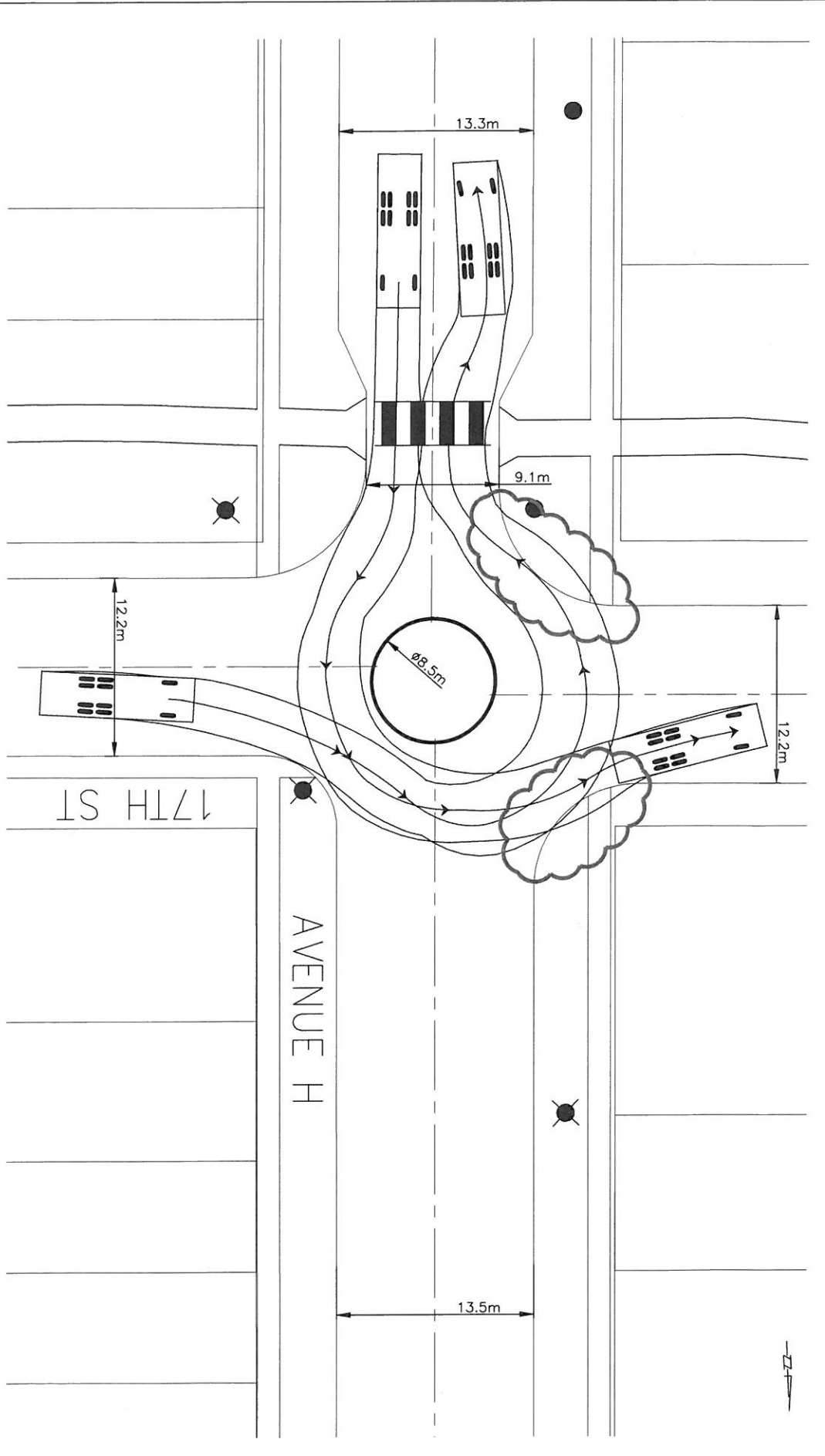
Attachments

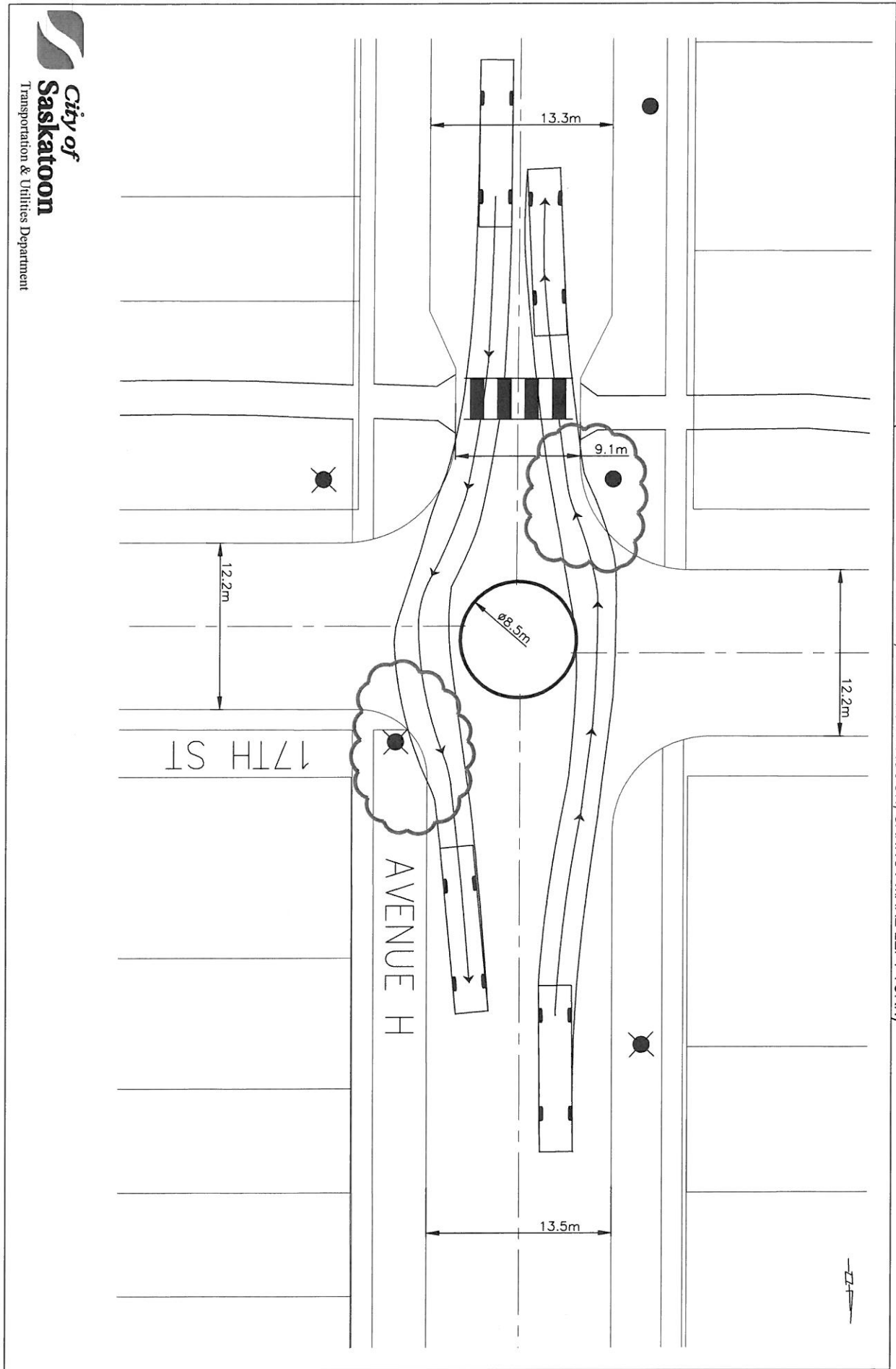
1. Garbage Truck
2. City Bus (Showing Current Route; Can't Go Through; Can't Make Left Turn)

Report Approval

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

TRANS JN – Inquiry Councillor P. Lorje (Jun 18-12) - Possibility of Installing Traffic Circle Avenue H and 17th Street.docx







STANDING POLICY COMMITTEE ON TRANSPORTATION

2015 Neighbourhood Traffic Management Reviews

Recommendation of the Committee

That the eight neighbourhoods selected for 2015 traffic reviews, as part of the Neighbourhood Traffic Management Program, include Adelaide-Churchill, Avalon, Confederation Park, Greystone Heights, Lakeview, Meadowgreen, Montgomery Place, and Mount Royal.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Transportation and Utilities, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Transportation and Utilities Department (File No. CK. 6320-1)

2015 Neighbourhood Traffic Management Reviews

Recommendation

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

That the eight neighbourhoods selected for 2015 traffic reviews, as part of the Neighbourhood Traffic Management Program, include Adelaide-Churchill, Avalon, Confederation Park, Greystone Heights, Lakeview, Meadowgreen, Montgomery Place, and Mount Royal.

Topic and Purpose

This report identifies the eight neighbourhoods selected for traffic reviews in 2015. The traffic reviews are intended to address local traffic concerns such as speeding, shortcutting, pedestrian accommodation, and parking.

Report Highlights

The eight neighbourhoods selected for traffic reviews include Adelaide-Churchill, Avalon, Confederation Park, Greystone Heights, Lakeview, Meadowgreen, Montgomery Place, and Mount Royal based on the number and severity of concerns received, collision history, coordination with neighbourhoods selected for Local Area Plans, and even distribution among Wards.

Strategic Goal

This report supports the Strategic Goal of Moving Around as it improves the safety of all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work and raise a family.

Background

City Council, at its meeting held on August 14, 2013, approved a new process within the Neighbourhood Traffic Management Program. This process includes a strategy to review concerns on a neighbourhood-wide basis by engaging the community and stakeholders in first identifying specific traffic issues, and secondly, developing joint recommendations that address the issues.

Eight neighbourhood-wide reviews that were initiated in 2014 include Varsity View, Westmount, Brevoort Park, Holliston, Haultain, Hudson Bay Park, Caswell Hill, and City Park.

Report

Neighbourhoods were prioritized based on the following criteria:

- Number of outstanding concerns (1 point per concern);
- Number of temporary traffic calming devices in place (1 point per device); and
- Collisions (0 points for low, 1 point for medium, 2 points for high).

Coordination with the Local Area Planning (LAP) group was also required. Meadowgreen and Montgomery Place are currently undergoing the LAP process; therefore, there is benefit to combine these efforts.

After prioritizing the neighbourhoods, the Administration further revised the list in order to ensure a distribution throughout the City. This process results in the following neighbourhoods selected for 2015 traffic reviews:

- Adelaide-Churchill (Ward 7);
- Avalon (Ward 7);
- Confederation Park (Ward 3);
- Greystone Heights (Ward 8);
- Lakeview (Ward 9);
- Meadowgreen (Ward 2);
- Montgomery Place (Ward 2); and
- Mount Royal (Ward 4).

Areas including Willowgrove, Hampton Village, and Stonebridge were also identified as high priority neighbourhoods. However, as these neighbourhoods are still being developed and connecting roads and infrastructure are still being constructed, traffic characteristics are expected to change. The Administration is recommending that these neighbourhoods are to be reviewed in 2016 or later. Speeding concerns in these and other neighbourhoods will be addressed through the Speed Management Program through use of speed radar signs, and educational/awareness campaigns.

The prioritization and summary of distribution among the neighbourhoods is illustrated in Attachment 1.

Public and/or Stakeholder Involvement

Public meetings will be held for each of the eight neighbourhoods, including an initial meeting with residents and stakeholders to identify specific traffic concerns and potential improvements, and a second meeting to present a neighbourhood draft traffic plan for discussion. A third meeting may be required if significant changes of the traffic plan are requested.

Residents and business owners who cannot attend the meetings will be able to provide feedback via the City of Saskatoon's online neighbourhood traffic concerns form, Shaping Saskatoon.ca website, or by phone, email, or mail.

The City of Saskatoon's internal agencies will review the traffic plan and provide feedback.

Communication Plan

Residents and stakeholders in each neighbourhood will be invited to attend both meetings. The meeting invitations will be provided as follows:

- A flyer delivered to each residence in the neighbourhood;
- Through the Shaping Saskatoon.ca website;

- Through requesting the neighbourhood community associations to post the information on their website or Facebook page; and
- By notifying the appropriate Councillor.

The collection of issues and potential improvements will be completed through the following:

- The Shaping Saskatoon.ca website;
- Written submissions at the meetings;
- Written notes taken by the Administration at the meetings; and
- Written, verbal, and e-mail submission to the Administration.

Financial Implications

The resources required to undertake the neighbourhood traffic reviews mentioned in this report is estimated at \$80,000, and will be submitted for approval as part of the 2015 Preliminary Corporate Business Plan and Detailed Budget under Capital Project #1512 – Neighbourhood Traffic Management funded from the Traffic Safety Reserve.

Environmental Implications

Neighbourhood traffic reviews are expected to have positive greenhouse gas emissions implications, as the tendency is to reduce total vehicle mileage in an area by reducing speeds and improving conditions for walking, cycling and transit use.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

An annual report of the strategies and programs completed for each year will be provided to City Council.

Public Notice

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

Attachment

1. Neighbourhood Prioritization List

Report Approval

Written by: Jay Magus, Engineering Manager, Transportation
Justine Nyen, Traffic Safety Engineer, Transportation

Reviewed by: Angela Gardiner, Director of Transportation

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

Neighbourhood Prioritization List

Neighbourhood	# of Concerns	Temporary	Collisions	TOTAL SCORE	Ward	Councillor
Stonebridge	19	1	1	21	7	Loewen
Hampton Village	11	4	1	16	4	Davies
Adelaide-Churchill	12			12	7	Loewen
Mount Royal	9	2	1	12	4	Davies
Willowgrove	8	2	1	11	10	Jeffries
Riversdale	1	5	2	8	2	Lorje
Avalon	6		1	7	7	Loewen
Confederation Park	7			7	3	Iwanchuk
Lakeview	5	1	1	7	9	Paulsen
Sutherland	5	1	1	7	1	Hill
Buena Vista	6			6	6	Clark
Dundonald	5	1		6	4	Davies
Greystone Heights	3	3		6	8	Olauson
Grosvenor Park	6			6	6	Clark
Montgomery Place	6			6	2	Lorje
Queen Elizabeth	5		1	6	7	Loewen
Wildwood	4		2	6	9	Paulsen
Briarwood	4		1	5	8	Olauson
College Park	3		1	4	8	Olauson
Lakeridge	2	2		4	9	Paulsen
Meadowgreen	2	1	1	4	2	Lorje
Pleasant Hill	2		2	4	2	Lorje
Eastview	2	1		3	7	Loewen
Fairhaven	2		1	3	3	Iwanchuk
Massey Place	2	1		3	4	Davies
Silverspring	2	1		3	10	Jeffries
Arbor Creek	2			2	10	Jeffries
Erindale		2		2	10	Jeffries
Evergreen	1		1	2	10	Jeffries
Exhibition	1		1	2	7	Loewen
Nutana SC			2	2	7	Loewen
Parkridge	1	1		2	3	Iwanchuk
Richmond Heights	2			2	1	Hill
Silverwood Heights		1	1	2	5	Donauer
Westview	1	1		2	4	Davies
King George		1		1	2	Lorje
Lawson Heights	1			1	5	Donauer
North Park		1		1	1	Hill
Pacific Heights	1			1	3	Iwanchuk
River Heights			1	1	5	Donauer
College Park East				0	8	Olauson
Forest Grove				0	1	Hill
Holiday Park				0	2	Lorje
Nutana Park				0	7	Loewen
Rosewood				0	9	Paulsen
The Willows				0	7	Loewen
Varsity View	Neighbourhoods Reviewed in 2014				6	Clark
Brevoort Park					8	Olauson
City Park					1	Hill
Caswell Hill					2	Lorje
Hudson Bay Park					1	Hill
Kelsey-Woodlawn					1	Hill
Mayfair					1	Hill
Westmount					4	Davies
Haultain					6	Clark
Holliston					6	Clark
Nutana					6	Clark

Review Distribution among Wards

Ward	Councillor	2014	2015	2016	TOTAL
1	Hill	4	0		4
2	Lorje	1	2		3
3	Iwanchuk	0	1		1
4	Davies	1	1	1	3
5	Donauer	0	0		0
6	Clark	4	0		4
7	Loewen	0	2	1	3
8	Olauson	1	1		2
9	Paulsen	0	1		1
10	Jeffries	0	0	1	1



STANDING POLICY COMMITTEE ON TRANSPORTATION

Parking Meter Upgrade Project - Status Update

Recommendation of the Committee

1. That the expansion of parking meters as outlined in the report of the General Manager, Transportation and Utilities Department dated October 14, 2014 be approved; and
2. That the Administration report further on changes to Bylaw No. 7200, The Traffic Bylaw, to implement the Parking Meter Upgrade Project.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Transportation and Utilities, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Transportation and Utilities Department (File No. CK. 6120-3)

Parking Meter Upgrade Project – Status Update

Recommendation

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

1. That the expansion of parking meters as outlined in this report be approved; and
2. That the Administration report further on changes to Bylaw No. 7200, The Traffic Bylaw to implement the Parking Meter Upgrade Project.

Topic and Purpose

The purpose of this report is to provide an information update as to the status of the Parking Meter Upgrade Project including metered locations, timed parking zones, extending meter time, meter hooding, handicap parking and the implementation plan.

Report Highlights

The Parking Meter Upgrade addresses the following: meter hooding and disabled programs, zoned parking, extended meter time, delineation of stalls, mailing violation tickets, and on-street turnover with additional metered parking.

Strategic Goals

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability as the Parking Meter Upgrade includes implementation of the Licence Plate Recognition technology. This improves efficiencies, increases revenues and reduces reliance on residential property taxes, while supporting the long-term strategy of upgrading parking infrastructure.

This report also supports the Strategic Goals of Economic Diversity and Prosperity, and Continuous Improvement, as the Administration is working collaboratively with economic development authorities and local businesses to promote Saskatoon as a great place to live, work, and raise a family. The Parking Meter Upgrade features will provide improved customer service.

Background

At its meeting held on June 23, 2014, City Council adopted a report from the General Manager of the Transportation & Utilities Department awarding a contract to upgrade the existing parking meters to Cale Systems Inc.

Report

The Parking Meter Upgrade has been designed to address parking issues, while providing convenience for the general public. Aside from moving to a multi-space meter, in place of the single-space meter, the length of stay and overall parking configuration remain the same.

The upgrade is able to accommodate the current meter hooding and disabled parking programs with only a slight variation to the way these spaces are accessed. Aside from additional payment options, several advantages resulting from the Parking Meter Upgrade include:

- The ability to move during a parking session;
- Saving on costs realized by not repainting stall lines;
- Opportunity to move towards the mailing out of parking tickets;
- Additional meter locations; and
- A relatively short implementation plan.

Attachment 1 outlines the benefits and opportunities presented with the installation of the new meters.

In addition, as part of the parking meter upgrade, the Administration is recommending the expansion of parking meters to additional locations throughout the City, as shown in Attachment 2. This expansion will assist in ensuring the turnover of parking stalls and provide revenue to the City.

The installation of new meters will begin in November, and is expected to occur over a six to eight week time period. The new parking meter system is expected to be operational by the end of December 2014.

Public and/or Stakeholder Involvement

The Parking Committee, which is comprised of the Broadway Business Improvement District, Riversdale Business Improvement District and the Partnership, as well as representatives of internal stakeholders including Revenue, Planning and Development, Urban Design and Transportation are aware of the implementation plan and support the direction. The Parking Committee is also supportive of the proposed additional meter installations, and in fact further locations are being considered and will be brought forward at a later date.

Communication Plan

An extensive Communication Plan has been developed to create awareness and educate the public about the Parking Meter Upgrade project. The plan will utilize the signage in the field, the City's website, as well as social media to create awareness.

Financial Implications

The cost of expanding the existing metered areas, as proposed in this report, was included in the contract that was awarded to Cale Systems Inc. at a cost of up to \$5,355,000. Payment for the system includes an up-front payment of \$525,000, with the additional cost repaid from incremental revenues over the next five years. Adequate funding is available in Capital Project #1518 – Parking Meter Purchases for the initial cost.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will present a report by December 2014 on changes required to Bylaw No. 7200, The Traffic Bylaw to enable enforcement of the new parking meter system. The new parking meter system is planned to be operational by the end of 2014.

Public Notice

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

Attachment

1. New Parking Meter Information
2. Parking Meters - Showing Existing and Proposed

Report Approval

Written by: Phil Haughn, Parking Services Manager, Transportation
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

TRANS PH – Parking Meter Upgrade Project – Status Update.docx

New Parking Meter Information

Timed Parking Zones

The Parking Meter Upgrade, similar to the current system will also have the capabilities of various times parking zones (30 minutes, 90 minutes, 120 minutes, 180 minutes and 9 hour off-street lots). The beneficial factor of the Parking Meter Upgrade is the ability to identify each meter by using GPS coordinates and assigning the appropriate signed time limit. The existing time restrictions will be reviewed as part of the Comprehensive Parking Study which is currently underway. The new meter system is flexible to accommodate changes to the existing timed restrictions.

Extending Meter Time

Currently, customers may choose to purchase a short period of time at any meter, with the option to return to the meter and bump up or extend their parking session, as long as the vehicle does not exceed the signed time limit for the block. The Parking Meter Upgrade will have an enhanced functionality as customers will have the ability to add paid parking time by adding their license plate from any meter station, up to the signed time limit on the respective block where the vehicle is parked. Enforcement will occur through the use of LPR technology to confirm payment and monitor parking longer than the signs allow.

Meter Hooding

Meter hooding is a service currently provided to facilitate special events, hotel parking, building maintenance, construction, food trucks and weddings. To temporarily reserve the space, canvas or plastic hoods are placed over the required meters and the customer is charged for the days the metered spaces are required. With the Parking Meter Upgrade, charges will be based on the use of space per block.

Where there is parallel parking, the current fee per stall will be converted to 6 meter increments and where there is nose-in or angle parking, the fee will be based on 2.5 meter increments. These increments are the standard lengths for parallel, nose-in and angled parking stalls found in metered areas today.

Temporary signage will be used to delineate the reserved areas.

Handicap Parking

Currently any vehicle displaying a valid handicap placard, from any jurisdiction, may occupy a general loading zone or designated handicap loading zone for up to the maximum signed time limit. To park longer than the signed time limit, the City offers a permit program, whereby, the placard holder may apply for an unrestricted parking permit and upon displaying their placard and permit sticker, their vehicle may occupy any metered space longer than the signed time limit. With the Parking Meter Upgrade, the qualified permit holder will be provided with a smart card to initiate a parking session. The smart card will provide unlimited parking for the user for the remainder of that day. In addition, the few designated stalls that currently exist will remain unchanged.

Zoned Parking

The use of Pay-by-Plate multi-space technology provides the ability for a vehicle to pay for parking and relocate elsewhere within the city, as the payment is tied to the vehicle, not a stall. Once payment has been made for a specific license plate, the vehicle will have the ability to relocate until the session expires. The vehicle will need to ensure that they are not parked longer than the signs allow for a specific block.

Delineation of stalls

With Pay-by-Plate multi-space technology, many municipalities have experienced a higher number of vehicles parked on a specific block. With the Parking Meter Upgrade, the Administration is not planning to delineate stalls and will monitor the number of vehicles parking per block. If it is observed that there is a reduced number of vehicles per block than current, and thus reduced parking availability, parking stalls can be repainted at any time.

Issuance of Tickets

The Parking Meter Upgrade functionality allows for notices of violation to be mailed to registered owners thus increasing efficiency. However, The Cities Act requires notices of violation to be served either by attaching them to related property (i.e. the car in violation) or by sending through registered mail. To issue tickets by registered mail is cost prohibitive and would have an operational impact of \$1 Million per year. As a result, tickets will continue to be issued immediately upon violation. The Administration will pursue changes to The Cities Act to provide tickets to be mailed directly without the requirement for registered mail. However, City Council should be aware that a decision of whether to make this amendment is entirely at the discretion of the Province.

Additional Parking Metered Areas

The Administration has identified several locations where the addition of metered parking would ensure turnover of on-street parking. These locations currently have signed time limits, and due to new development, redevelopment or recent streetscape initiatives would benefit by progressing to paid parking or converting to angle parking. Attachment 1 outlines expanded meter locations that will be included as part of the initial phase of implementation.

In addition, the Parking Committee has identified a desire to further expand the use of parking meters. Upon completion of the initial expansion, a review of parking availability will be undertaken in 2015 to determine the merits of a secondary expansion. A further report will outline options for a second expansion.

Implementation Plan

All pay stations with the Parking Meter Upgrade will be solar powered; therefore, the installation is simply bolting each unit to a sound surface such as a sidewalk or concrete pad. Upon delivery by the vendor, the new meters will be warehoused and thoroughly tested prior to installation. The introduction of the new meters will be done progressively in smaller zones, and the existing single-space meters in the initial start-up areas will be hooded, the removal occurring once "go live status" has been achieved.



PLAN DESCRIPTION/REVISIONS	
4	ADDED PROPOSED & ANGLE/NOSE IN PARKING
3	ADDED PROPOSED & ANGLE/NOSE IN PARKING
2	ADDED PROPOSED & ANGLE/NOSE IN PARKING
1	
DRAWN BY <u>BAJ</u>	
DATE <u>2011-AUG-02</u>	
SCALE : HOR. <u>NTS</u> VERT. <u>NTS</u>	



City of Saskatoon
Infrastructure Services Department

PARKING METERS
SHOWING EXISTING AND PROPOSED

APPROVED	
GENERAL MANAGER _____	
ENGINEER	<i>Angela Bordinier</i>
ENGINEER	
PLAN NO.	260-0040-002r004



STANDING POLICY COMMITTEE ON TRANSPORTATION

Bicycle Program Update (Cycling Advisory Group Membership, Active Transportation Plan Terms of Reference, Cycling Program Initiatives)

Recommendation of the Committee

That the information be received.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Community Services, dated October 14, 2014, was considered regarding the above matter.

Attachment

Report of the General Manager, Community Services Department (Files CK. 6000-5 and CK. 5300-5-5)

Bicycle Program Update (Cycling Advisory Group Membership, Active Transportation Plan Terms of Reference, Cycling Program Initiatives)

Recommendation

That the the report of the General Manager, Community Services Department, dated October 14, 2014, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide information requested by City Council in the January 2014 meeting regarding the Cycling Advisory Group, Bicycle Program, cycling initiatives, and Active Transportation Plan (ATP) Terms of Reference.

Report Highlights

1. A representative from Saskatoon Cycles has been invited to join the Cycling Advisory Group.
2. A steering committee has been established for the ATP project.
3. A Terms of Reference has been developed for the ATP project.
4. A summary of the 2014 initiatives of the Bicycle Program has been prepared.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Moving Around. The recommendations support the long-term strategy to develop an integrated transportation network that is practical and useful for vehicles, buses, bikes, and pedestrians.

Background

On January 20, 2014, City Council resolved, in part:

“That the Administration report to the Administration and Finance Committee by April, 2014 regarding:

- a) representation from Saskatoon Cycles on the Cycling Advisory Group;
- b) a broader plan for the Bicycle Program;
- c) more detail on cycling initiatives to be undertaken in the next 12 to 24 months; and
- d) the terms of reference for a renewed approach to an overall Active Transportation Plan for the City.”

Report

Cycling Advisory Group (CAG) Membership

The CAG was formed by the Transportation Division to establish and maintain a dialogue with cyclists in the community to assist in the identification of programs, projects, and initiatives that would be the most effective to improving cycling conditions. The CAG meets on a monthly basis with the Administration to discuss cycling issues and review projects and programs.

The CAG was first established in 2009 with citizens selected from a widely-advertised application process. Citizen representatives reflect a broad cross section of our community, geographically and demographically. At the current time, there are representatives from the community, the Transportation, Planning and Development, and Parks Divisions, the Saskatoon Police Service, and the Meewasin Valley Authority (MVA).

The CAG was formed prior to the formation of Saskatoon Cycles. Saskatoon Cycles is an advocacy organization with the following mission:

“Saskatoon Cycles advocates for a city in which cycling is a viable, year-round, mode of transportation that is safe and convenient for all ages.”

Although the Administration communicates with Saskatoon Cycles on a regular basis, the sharing of information could be improved by having regular contact. To that end, Saskatoon Cycles has been invited to provide a representative to the CAG on an on-going basis. A representative of Saskatoon Cycles has been attending CAG meetings since July 2014.

Active Transportation Plan

Capital Project No. 2551 – Active Transportation Plan was created and funded in 2014 for the development of a vision and strategic plan in order to fulfill the active transportation goals of the Corporate Strategic Plan.

A 14-member steering committee has been established to prepare a Request for Proposals (RFP) and steer the project through its entirety. The Active Transportation Steering Committee (ATSC) is composed of 11 representatives from various civic departments and sections, as well as representatives from the Saskatoon Health Region, MVA, and a resident expert in the field of healthy communities.

The intent in forming a steering committee early in the process was to:

- i) instill ownership of the ATP throughout civic departments and external organizations;
- ii) foster partnerships with key stakeholders; and
- iii) obtain valuable input from those with local knowledge to inform the process and project.

**Bicycle Program Update
(Cycling Advisory Group Membership, Active Transportation Plan Terms of Reference, Cycling
Program Initiatives)**

A project Terms of Reference (see Attachment 1) has been prepared, including a proposed schedule.

Cycling Program Initiatives

The 2014 Bicycle Program initiatives were established by the Administration in consultation with the CAG and as directed by City Council. These initiatives and a brief description are listed in Attachment 2.

Public and/or Stakeholder Involvement

The CAG is involved in identifying the priorities in this program.

Communication Plan

The ATP project includes extensive community engagement and communications efforts to be further articulated through the RFP submissions.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration prepares an annual report on the Bicycle Program.

Public Notice

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

Attachments

1. Active Transportation Plan – Terms of Reference
2. 2014 Bicycle Program Initiatives

Report Approval

Written by: Don Cook, Manager, Long Range Planning
Reviewed by: Alan Wallace, Director of Planning and Development
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/CP/2014/Transportation – Bicycle Program Update – Cycling Advisory Group Membership, Active Transportation Plan Terms of Reference, Cycling Program Initiatives/ks

Active Transportation Plan - Terms of Reference

Project Purpose

Saskatoon strives to be an active, healthy, and safe city where residents and visitors benefit from convenient options for moving around. We envision improved streetscapes, interconnected street and trail networks, and complete neighbourhoods that encourage active transportation choices, manage congestion, and ensure people can move easily around the city throughout the year.

A practical and innovative Active Transportation Plan (ATP) will be essential in achieving this desired state in Saskatoon. The ATP will be a community-guided plan that expands the existing active transportation network, while increasing connectivity, promoting safe routes from all corners of the city, and increasing the share of residents and visitors of Saskatoon that choose to live more actively through their transportation choices.

Project Objectives

- a. Discover why and to what degree active transportation is important to residents and stakeholders by gaining a comprehensive understanding of the public's needs, concerns, perceptions, and desires for the future state of active transportation in Saskatoon.
- b. Promote and conduct robust and transparent community engagement, providing opportunities for all residents and stakeholders of Saskatoon, including those who are typically underrepresented, to increase their understanding of active transportation, gather input, and identify support for proposed strategies. Effective communication tools should be used to garner interest and participation in engagement events, as well as letting the community know their input has been heard and is valued.
- c. Determine the current state of active transportation in Saskatoon by looking at how current infrastructure, programs, bylaws, and policies support or hinder active transportation in Saskatoon.
- d. Identify potential opportunities to improve connectivity, accessibility, and safety of active transportation options, and develop and recommend strategies that will shift active transportation in Saskatoon from its current state to the desired future state.
- e. Identify potential opportunities to increase awareness of, garner support for, and encourage participation in active transportation, and develop and recommend programs and strategies that will shift active transportation in Saskatoon from its current state to the desired future state.
- f. Develop an integrated Active Transportation Network Plan that is continuous and complimentary of the existing on- and off-road networks, addresses the needs for

both recreational users and commuters, and accounts for future capacity requirements given Saskatoon's growth potential.

- g. Establish an implementation plan that prioritizes short-, medium-, and long-term strategies; outlines the cost for the associated strategies; identifies potential partnerships; and possible options/methods for funding.
- h. Develop an evaluation strategy that identifies specific performance measures with which the City of Saskatoon (City) and other potential implementation partners can monitor progress and evaluate the success of the implementation plan.

Schedule:

DATE/WEEK	MILESTONE	AUDIENCE
October 2014		
28	Release RFP	External
December 2014		
5	RFP Closes	External
5 – 19	Review & Evaluate Submissions	Internal
January 2015		
1 st week	Draft and Prepare Report for Award of RFP	Internal
February 2015		
2 nd week	Report for Award of RFP to Transportation Committee	External
4 th week	Report for Award of RFP to Council	External
March 2015		
1 st week	Start-Up Meeting with Consultant	External
March 2016		
3 rd week	ATP Completed	External

2014 Bicycle Program Initiatives

Protected Bike Lanes Demonstration Project – In Progress

- **Description:** Undertake the preparation of a feasibility study for the installation of protected bike lanes as a demonstration project in downtown Saskatoon. Feasibility report presented in May. City Council requested a detailed study and public engagement report for fall 2014.

33rd Street Multi-Use Pathway (Campus Connector) Project – In Progress

- **Description:** Proceed with the design and construction of Phase 3 of a multi-use pathway from the University of Saskatchewan to SIAST Kelsey Campus. Phase 3 to be built along the south side of 33rd Street between 3rd Avenue and Ontario Avenue. Design work is complete and tender package is being prepared. Construction to commence in spring 2015.

Blairmore Bikeway – In Progress

- **Description:** Undertake a project evaluation of the Blairmore Bikeway that was established in 2012 as a continuous east-west route that extends from downtown to the Blairmore suburban development. Evaluation report is currently being prepared for presentation in early 2015.

Bike Education Program - Complete

- **Description:** The continuation of the current Bike-Safe Program aimed at Grade 3 students through the public and separate school systems is seen as a high priority.

Downtown Bicycle Friendly Program - Complete

- **Description:** Improve visibility of cyclists and cycling in the Downtown, Riversdale, and Broadway Business Improvement Districts (i.e., Sharrows, “Walk Bike” markings, store-front posters).

Bike Parking – Public Rack Program - Ongoing

- **Description:** On-going program to install bike racks on city streets outside of the BID areas on a request basis.

Bike Parking – Civic Facilities – In Progress

- **Description:** Undertake an inventory of bicycle parking for the public and employees at all civic facilities and work sites. Inventory has been completed. Report to follow.

Bicycle Bylaw Review - In Progress

- **Description:** Undertake a review of The Bicycle Bylaw which was enacted in 1984. Stakeholder consultation has been completed. Report and bylaw preparation to be developed for early 2015.

Cycling Guide - Complete

- **Description:** Update and distribute a map that rates every road in Saskatoon, from novice to intermediate and expert, and provides suggested routes and facilities.

Safety Pathway - In Progress

- **Description:** Complete Phase I of a multi-use pathway from Downtown to the western neighborhoods of Saskatoon. Phase I is located along the Canadian Pacific railway within the boundaries of the Caswell Hill neighbourhood. **Phase I (Idylwyld Drive to Avenue D) completed in this year.**

Bicycle Counting Program – Ongoing to October

- **Description:** Week long bike counts at many locations throughout the City.

Authorization to Borrow – External Borrowing Utilities – Capital Projects

Recommendation

That the CFO/General Manager, Asset and Financial Management Department, be authorized to accept the terms of a \$25 million, one- to ten-year serial debenture sale from the City of Saskatoon's fiscal agency, subject to the appropriate Borrowing Bylaw.

Topic and Purpose

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

Report Highlights

1. Financing is required for select water and wastewater capital projects.
2. The capital market environment is positive for debenture issuance.
3. A collaborative effort between the Investment Committee and the City of Saskatoon's fiscal agency is necessary for a successful debenture issue.

Strategic Goal

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

Background

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

The Cities Act and City Council Bylaw No. 8171, The Public Notice Policy Bylaw, 2003, also require Public Notice Hearings for any civic borrowing. A number of City Council approved projects were identified through the budget process for borrowing and Public Notice Hearings were held on these projects and approved on the dates listed on the following page.

Report

Utilities Projects Requiring Financing

Your Administration has identified select water and wastewater capital projects that require funding in 2014. The project and required financing are outlined on the following page.

**Authorization to Borrow – External Borrowing
Utilities – Capital Projects**

Water Utility Funded Project – Borrowing Required

<u>Project</u>	<u>Public Notice</u>	<u>\$ Millions</u>
P2198 - Avenue H Reservoir Expansion	Feb. 11, 2013	10.0
P713 - 42 nd Street Pump House	Feb. 11, 2013	10.0

Wastewater Utility Funded Project – Borrowing Required

<u>Project</u>	<u>Public Notice</u>	<u>\$ Millions</u>
P2212 Wastewater Operations Facility Upgrade	Mar. 12, 2012	5.0
Total Borrowing Requirement		\$25.0

Capital Market Environment is Positive for Debenture Issuance

Some cities and municipalities have enjoyed successful debenture sales in 2014. The City of London together with the Regional Municipalities of Halton, Peel and Durham have each issued one- to ten-year serial debentures earlier this year. The collective issuance amount was approximately \$190 million.

Some of the key factors favouring municipal issuance are:

- strong investor demand for high quality municipal debentures that offer an attractive yield pick-up over provincial bonds;
- narrowing of municipal yield spreads which has contributed to lower all-in-borrowing costs; and
- increased marketing of municipal issues and more secondary trading activity has provided support to the new issue market.

The City's fiscal agents believe a City of Saskatoon one- to ten-year serial debenture issue will have great saleability in the current market. The City has a triple-A credit rating and is still perceived as an infrequent issuer despite an increase in debenture issuance over the past few years. These factors should continue to attract significant interest from domestic investors. As well, the month of November will provide an opportune window to borrow as the majority of municipal issuers have completed their financing requirements. Low interest rates and reduced competition for funds will contribute to a successful serial debenture issue.

Collaborative Effort is Required for a Successful Debenture Issue

Upon receiving authorization to borrow, the Investment Committee, with the assistance of the City's fiscal agency, will continue to monitor the capital markets in order to determine an opportune time to launch a debenture issue. This will involve observing changes in economic and capital market conditions, the monitoring of absolute market yields and applicable yield spreads, as well as gauging the level of investor interest in a new City debenture issue. The Investment Committee proposes to issue one- to ten-year serial debentures with interest paid on a semi-annual basis. Based on the current slope of the yield curve, the all-in-cost of borrowing for a one- to ten-year serial debenture issue would range from 2.75% to 3.25%.

Options to the Recommendation

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

Public and/or Stakeholder Involvement

There is no public and/or stakeholder involvement required at this time.

Financial Implications

Assuming a 3.00% all-in-borrowing cost, the annual debt service for a \$25.0 million one-to ten-year serial debenture issue would equate to approximately \$2.9 million. This debt service is funded through utility rates and is budgeted within the respective utility's budget.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Following the acceptance of a serial debenture sale, the Investment Committee will forward a report to City Council outlining the specific terms of the financing transaction, together with the required borrowing bylaw, for City Council's consideration and approval.

Public Notice

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

Report Approval

Written by: Murray Gronsdal, Investment Manager
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Murray Totland, City Manager

Award of Contract – O2 Planning + Design Inc. for the Development of the Regional Plan

Recommendation

1. That, on behalf of the Saskatoon North Partnership for Growth, the award of the development of the Saskatoon North Partnership for Growth Regional Plan to O2 Planning + Design Inc., for a total of \$649,902 (excluding 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, on behalf of the Saskatoon North Partnership for Growth (P4G), with O2 Planning + Design Inc. for the consultant work required to carry out the development of the P4G Regional Plan.

Report Highlights

1. At its October 2, 2014 meeting, the Regional Oversight Committee (ROC) of the P4G endorsed the awarding of the P4G Regional Plan to O2 Planning + Design Inc. for a total of \$649,902 (excluding GST).

Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this report supports the strategy to plan collaboratively with regional partners and stakeholders.

Background

The P4G consists of the City, the Cities of Martensville and Warman, the Town of Osler, and the Rural Municipality of Corman Park. The P4G has been tasked with completing a Regional Plan.

The P4G has two committees: the ROC, which comprises elected officials from each of the five municipal partners, and the Planning and Administration Committee (PAC), which comprises planning and administrative staff. The ROC reports to the five partner municipal Councils and provides direction to the PAC.

At its April 24, 2014 meeting, the ROC endorsed the P4G foundational documents. These documents included a terms of reference, draft work plan, communications and engagement strategy, and budget for the preparation of a Regional Plan for the P4G. Following the ROC meeting, all five partner municipal Councils endorsed the P4G foundational documents in May and June 2014.

Award of Contract – O2 Planning + Design Inc. for the Development of the Regional Plan

Report

Award of the P4G Regional Plan

At its October 2, 2014 meeting, the ROC considered a report from the P4G Regional Plan Project Manager titled Award of Contract – O2 Planning + Design Inc. for the Development of the P4G Regional Plan (see Attachment 1). The ROC passed the recommendations of the report including:

- a) that the Regional Oversight Committee endorse the awarding of the development of the Saskatoon North Partnership for Growth (P4G) Regional Plan contract to O2 Planning + Design Inc. for a total of \$649,902 (excluding GST); and
- b) that a copy of this report be forwarded to the City of Saskatoon to award the contract for the development of the P4G Regional Plan and to prepare the agreement for the development of the P4G Regional Plan on behalf of the P4G partnering members.

The report outlined the process and criteria for the selection of the consultant for the Regional Plan, as well as identified reasons why O2 Planning + Design Inc. was selected as the highest scoring proponent.

City Council is being asked to award the contract because the P4G is not a legal entity at this time, and because it is more streamlined to have one municipality do this rather than all five P4G partners.

Public and/or Stakeholder Involvement

A draft Community Engagement and Communications Strategy was approved as part of the foundational documents for the P4G. The P4G, in conjunction with the consultant, will ensure clear and continuous communication with the region's residents and stakeholders. A detailed strategy for the P4G Regional Plan will be developed with the consultant once they are under contract.

Communication Plan

A draft Community Engagement and Communications Strategy was approved as part of the foundational documents for the P4G. The P4G, in conjunction with the consultant, will ensure clear and continuous communication with the region's citizens and stakeholders. A detailed strategy for the P4G Regional Plan will be developed with the consultant once they are under contract.

Financial Implications

This report recommends awarding a contract in the amount of \$649,902 (excluding GST). Funding for this contract award will come from the P4G capital budget (shown below), which has been endorsed by the five partner municipal Councils as part of the P4G foundational documents.

Award of Contract – O2 Planning + Design Inc. for the Development of the Regional Plan

Municipal Partner	2014	2015	2016	Total
City of Saskatoon	\$206,000	\$60,000	\$30,000	\$296,000
RM of Corman Park	\$100,000	\$50,000	\$50,000	\$200,000
City of Martensville	\$50,000	\$75,000	\$75,000	\$200,000
City of Warman	\$50,000	\$75,000	\$75,000	\$200,000
Town of Osler	\$10,000	\$10,000	\$10,000	\$30,000
TOTAL	\$416,000	\$270,000	\$240,000	\$926,000

The contract will address termination mechanisms if the funding committed by the partners is not forthcoming.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The project is expected to be completed by June 2016. Quarterly updates will be provided to the ROC, whose members will report to their respective municipal Councils.

A more detailed timeline will be developed pending development of the detailed communications and engagement plan.

Public Notice

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

Attachment

1. Award of Contract – O2 Planning + Design Inc. for the Development of the P4G Regional Plan

Report Approval

Written by: Christine Gutmann, Project Manager, Saskatoon North Partnership for Growth
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Approved by: Murray Totland, City Manager

S:\Reports\CP\2014\COUNCIL – Award of Contract – O2 Planning + Design for the Development of the Regional Plan\kt



REPORT TITLE: **AWARD OF CONTRACT – O2 PLANNING + DESIGN INC. FOR THE DEVELOPMENT OF THE P4G REGIONAL PLAN**

MEETING DATE: **OCTOBER 2, 2014**

RECOMMENDATIONS

- 1. That the Regional Oversight Committee endorse the awarding of the development of the Saskatoon North Partnership for Growth (P4G) Regional Plan contract to O2 Planning + Design Inc. for a total of \$649,902.00 (excluding G.S.T.); and,**
- 2. That a copy of this report be forwarded to the City of Saskatoon to award the contract for the development of the P4G Regional Plan and to prepare the agreement for the development of the P4G Regional Plan on behalf of the P4G partnering members; and,**
- 3. That a copy of this report be forwarded to the Cities of Warman and Martensville, the Town of Osler, and the Rural Municipality of Corman Park for information.**

REPORT HIGHLIGHTS

- The Planning and Administration Committee (PAC) reviewed and scored the proposal submissions based on an agreed to Evaluation Matrix that was developed to ensure fair and equitable scoring of the proposals using a range of criteria identified in the Request for Proposals.
- O2 Planning + Design Inc. is recommended because of their relevant past experience in regional planning, their innovative and comprehensive approaches to stakeholder engagement, and their expertise in providing economic analysis to support infrastructure planning.

DISCUSSION

1. Background

At its April 24, 2014 meeting, the Regional Oversight Committee (ROC) endorsed the P4G Foundational Documents. These documents included a terms of reference, a draft work plan, a communications and engagement strategy and a budget for the preparation of a Regional Plan for the P4G. Following the ROC meeting, all five partner municipal Councils endorsed the P4G Foundational Documents in June 2014.

October 2, 2014

AWARD OF CONTRACT - O2 PLANNING + DESIGN INC. FOR THE DEVELOPMENT OF THE P4G REGIONAL PLAN

As outlined in the draft work plan, the development of the P4G Regional Plan will be done with the assistance of an experienced consultant, under the guidance of the PAC and with advice from the ROC. A Request for Proposals was developed by the PAC to engage a consultant for the development of the P4G Regional Plan.

2. Selection Process

The Request for Proposals for the preparation of the P4G Regional Plan was posted on SaskTenders on July 4, 2014. Three amendments to the Request for Proposals were posted on SaskTenders prior to the closing date. The deadline for receipt of proposals was August 25, 2014. Eight (8) proposals were received from the following lead consultants:

- Cushing Terrell Architecture Inc.
- Dillon Consulting
- MMM Group
- O2 Planning + Design Inc.
- planningAlliance
- Prairie Wild Consulting
- Stantec
- Urban Strategies / Urban Systems

The PAC reviewed and scored the proposals based on an Evaluation Matrix that was developed to ensure fair and equitable scoring of the proposals using a range of criteria identified in the Request for Proposals. Based on the results from the initial evaluation, the top four (4) ranked teams were interviewed by the PAC for clarification of materials in their proposals. Interviews were held on September 25 and 29, 2014, in person and via teleconference and scores were re-evaluated based on the results of the interviews.

3. Evaluation Criteria

The proposals were scored out of a possible 100 points, using the following range of criteria identified in the Request for Proposals:

- a) Understanding of the project requirements, goals, scope and regional / local issues and needs as indicated in the project approach; (20)
- b) Proposed project methodology, schedule, and milestones and technical approach; (15)
- c) Quality of the proposed project management framework, qualifications of designated project manager and approach to risk management; (15)
- d) Qualifications, roles, responsibilities, time allocation and related work of key personnel, particularly with regards to working with municipalities of similar size, government structure, complexity and issues, including experience in technical areas required to complete all regional plan elements; (20)

October 2, 2014

AWARD OF CONTRACT - O2 PLANNING + DESIGN INC. FOR THE DEVELOPMENT OF THE P4G REGIONAL PLAN

- e) Approach to stakeholder communication and engagement strategy, events and activities; (15)
- f) Overall quality of the proposal, including completeness, readability, innovation and technical merit; (5)
- g) Proposed project cost. (10)

4. Preferred Consultant

O2 Planning + Design Inc. was identified as the highest scoring proponent for the following reasons:

- their strong project management team and structure, and their innovative and comprehensive approach to the project methodology;
- their relevant past experience in regional planning, including the Calgary Metropolitan Plan, the South Saskatchewan Regional Plan and the City of Lethbridge / County of Lethbridge Integrated Growth Management Strategy;
- their unique technical approach grounded in Geographic Information Systems to help facilitate stakeholder engagement and learning;
- their innovative and comprehensive approaches to stakeholder engagement which recognises that people will provide information in alternative ways; and,
- their expertise in economic analysis to support infrastructure planning.

5. Next Steps

Following endorsement by the ROC, the City of Saskatoon's Council will be requested to award the contract and prepare the contract documents for the development of the P4G Regional Plan on behalf of the P4G partnering members.

Once the contract has been awarded to O2 Planning + Design Inc., the three phased approach to the development of the P4G Regional Plan will be implemented as follows:

*Phase 1: Project Startup / Vision Development / Regional Background
(November 2014 – April 2015)*

This phase includes data acquisition, the development of a detailed communications and engagement plan, and visioning workshop sessions.

*Phase 2: Interim Development Strategy and Draft Regional Plan
(February 2015 – February 2016)*

This phase includes the development of general regional land use and infrastructure direction, development of an Interim Development Strategy as well as a draft regional land use map and policies.

*Phase 3: Implementation Plan for Regional Growth Accommodation.
(January 2016 – June 2016)*

This phase includes the development of draft governance and implementation plans.

October 2, 2014

**AWARD OF CONTRACT - O2 PLANNING + DESIGN INC. FOR THE DEVELOPMENT OF
THE P4G REGIONAL PLAN**

FINANCIAL IMPLICATIONS

This report recommends awarding a contract in the amount of \$649,902.00 (excluding G.S.T.) to O2 Planning + Design Inc. The endorsed Foundational Documents identified a budget including both anticipated project costs and project funding. Funding for this contract award will be in accordance with the budget identified in the endorsed Foundational Documents.

Respectfully Submitted,

Christine Gutmann, MCIP
Project Manager, P4G Regional Plan
Saskatoon North Partnership for Growth

Please forward any questions regarding this report to Christine Gutmann, Project Manager, P4G Regional Plan at Christine.Gutmann@saskatoon.ca or by phone at (306) 986-9734.

Award of Contract – Comprehensive Downtown Parking Strategy

Recommendation

1. That the team led by BA Consulting Group Ltd. be awarded the contract for the Comprehensive Downtown Parking Strategy (Capital Project No. 1572) for a total of \$179,920, including applicable PST; and
2. That the City Solicitor be requested to prepare the necessary agreement for execution by His Worship the Mayor and the City Clerk under the Corporate Seal.

Topic and Purpose

The purpose of this report is to award the contract to prepare the Comprehensive Downtown Parking Strategy to the team led by BA Consulting Group Ltd.

Report Highlights

1. A Request for Proposals (RFP) to prepare the Comprehensive Downtown Parking Strategy (Strategy) was issued on July 3, 2014, and closed on September 4, 2014.
2. The Administration recommends hiring the firm of BA Consulting Group Ltd. to prepare the Strategy.
3. This project will begin immediately and will be completed by the end of 2015.

Strategic Goals

This initiative supports the City of Saskatoon's (City) Strategic Goals of Moving Around and Economic Diversity and Prosperity by investing in infrastructure needed to support an efficient transportation system and help sustain economic growth in the Downtown.

Background

During its June 23, 2014 meeting, City Council approved a report entitled "Proposed Comprehensive Downtown Parking Strategy" (see Attachment 1). The purpose of the report was to outline the scope and allocate funding to initiate a parking strategy for the Downtown. Key areas surrounding the Downtown, including River Landing and the Riversdale and Broadway Business Improvement Districts, will also be included in the study. A total of \$200,000 has been allocated to the project, with the Parking Reserve as the funding source.

Report

An RFP to prepare the Strategy (Capital Project No. 1572) was issued on July 3, 2014, and closed on September 4, 2014. A total of six submissions were received. A 14-member Steering Committee, comprised of representatives from the Administration, as well as the business community, has been organized. The Steering Committee has completed an evaluation of the proposals and selected a team comprised of

Award of Contract – Comprehensive Downtown Parking Strategy

BA Consulting Group Ltd., CIMA+, and Read Jones Christoffersen Ltd. as the preferred consultants.

A qualifications-based evaluation, using six categories with assigned points, was used to determine the most suitable consultant, based on the following:

1. Work Plan and Comprehension of Project Scope (30 Points);
2. Methodology, Approach, Innovation and Deliverables (30 Points);
3. Qualifications of the Team/Firm(s) (15 Points);
4. Timelines (10 Points);
5. Quality of the Proposal (5 Points); and
6. Pricing (10 Points).

The decision regarding the preferred consulting team was reached with the consensus of all Steering Committee members.

This project will begin immediately upon execution of the contract and will be completed by the end of 2015.

Public and/or Stakeholder Involvement

The preferred consultant was selected by the project Steering Committee, which is made up of members of the Administration and the business community. Stakeholder and public consultation will be included in the project, with details to be determined in consultation with the preferred consultant.

Communication Plan

The RFP process followed the requirements of the Purchase of Goods, Services and Work Policy No. C02-030. All firms who submitted a proposal will be notified in writing.

Financial Implications

The total project cost is \$179,920 for the proposal submitted by BA Consulting Group Ltd. The funding source is through the Parking Reserve, Capital Budget Project No. 1572.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

It is anticipated the project will be completed and a report presented to City Council in December 2015.

Public Notice

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

Award of Contract – Comprehensive Downtown Parking Strategy

Attachment

1. Proposed Comprehensive Downtown Parking Strategy Report dated June 5, 2014.

Report Approval

Written by: Paul Whitenect, Senior Planner, Planning and Development
Reviewed by: Alan Wallace, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Approved by: Murray Totland, City Manager

S/Reports/CP/2014/COUNCIL – Award of Contract – Comprehensive Downtown Parking Strategy/ks

TO: Secretary, Planning and Operations Committee
FROM: General Manager, Community Services Department
DATE: June 5, 2014
SUBJECT: Proposed Comprehensive Downtown Parking Strategy
FILE NO.: PL 4130-22-6

RECOMMENDATION: that a report be submitted to City Council recommending that up to \$200,000 from the Parking Reserve be approved to fund the preparation of a Comprehensive Downtown Parking Strategy.

TOPIC AND PURPOSE

The purpose of this report is to outline the proposed scope and allocate funding to initiate a Comprehensive Downtown Parking Strategy (Strategy).

REPORT HIGHLIGHTS

1. The City Centre Plan recommends the development of a parking strategy for the Downtown.
2. The purpose of the Strategy is to prepare a vision for the future of parking Downtown, and develop an action plan to achieve the vision.
3. Encouraging the development of structured parking in the Downtown and transitioning away from surface parking is a long-term strategy of the City Centre Plan.
4. A Request for Proposal (RFP) for the Strategy would be issued in early July.

STRATEGIC GOALS

This initiative supports the City's Strategic Goals of Moving Around and Economic Diversity and Prosperity by investing in infrastructure needed to support an efficient transportation system and help sustain economic growth in the Downtown.

BACKGROUND

During its December 16, 2013 meeting, City Council endorsed the new City Centre Plan. Implementation of this plan began with identifying initiatives that were considered a critical first step in addressing the recommendations of the City Centre Plan. One of these key items was the development of a comprehensive strategy to address parking in the Downtown.

REPORT

Parking in the City Centre Plan

A key recommendation of the City Centre Plan was that the provision of additional parking spaces are needed in the near term and that additional parking structures are required to ensure the success of the Downtown over the long term. The City Centre Plan also advises that changing the format of parking, moving from surface parking to a structured format, provides an opportunity to repurpose surface lots and make the best use of on-street spaces.

Currently, 26 percent of the surface area of the Downtown is dedicated to surface parking lots. In order for the Downtown to grow and prosper, new buildings will need to occupy these vacant parcels of land. For this to occur, these lost parking spaces will need to be replaced. Additional parking spaces are needed to support the growth of new business and office uses within the Downtown, as well as additional residents.

Metered parking spaces are intended to be short term or transient in use. These spaces are intended for use by people who are coming Downtown for shopping, dining, entertainment, or office appointments. However, it has been widely reported that people working Downtown commonly use these spaces. This pattern contributes to the lack of on-street parking available for visitors to the Downtown and identifies the need for longer term parking facilities.

The Role of Structured Parking

The City Centre Plan viewed the development of new structured parking as a key element of a long-term parking strategy. Structured parking will:

- a) allow existing surface parking lots to be developed;
- b) support existing businesses, and attract future businesses by providing appropriate amounts of parking; and
- c) direct the growth of the City Centre in a format that is conducive to walkable streets.

By moving parking from surface lots to structured facilities, streets will become more walkable and will be lined with more active types of development. They would provide stable parking options for people working Downtown, as well as free up on-street parking spaces for visitors to the Downtown. However, due to the costs of structured parking facilities and the complexity of parking systems, the City Centre Plan recommended that the City undertake a comprehensive parking strategy.

Scope of the Proposed Comprehensive Parking Strategy

The scope of the proposed Strategy is provided as Attachment 1 to this report. This scope would form the basis of an RFP to hire a parking consultant to assist in developing the Strategy. The key features include:

- a) examining the existing parking conditions;

- b) preparing a vision for the future of parking Downtown;
- c) incorporating the latest parking technologies to improve customer service;
- d) developing a holistic Transportation Model for the Downtown that accounts for all forms of transportation including vehicles, transit, cycling, and walking;
- e) financial and partnership options to develop parking structures;
- f) examining rate strategies for parking;
- g) reviewing the long-term parking policy for accommodating disabled parking in metered areas;
- h) assessing the need for a Parking Commission;
- i) developing an action plan to achieve the vision of the Strategy; and
- j) identifying and recommending immediate opportunities to increase parking Downtown.

The Administration proposes that the boundary of the study be limited to the Downtown, including River Landing, and all areas within the Broadway and Riversdale Business Improvement District (BID) districts, where paid parking meters exist. This boundary will focus the study on those areas most affected by the parking needs and effects of Downtown and BID area workers. The recommendations from the Broadway 360 Report will also be incorporated into the Strategy.

Proposed Timing for the Strategy

Adequate parking is key to the long-term success of the Downtown. Not only does the Downtown need additional parking to support growth, the format and parking patterns also need to change. People working Downtown need to have viable and stable parking options, while businesses need on-street parking spaces available for their clients. However, ensuring a balance between motor vehicle parking and alternative modes of travel is also important. Due to the importance of providing structured parking in the Downtown and the high cost to build and operate stand-alone parking structures, the Administration recommends that this Strategy be undertaken immediately. The parking strategy is not expected to have an impact on the new parking meter technology. The new meter technology is flexible and can accommodate a variety of parking strategies.

If the proposal is supported by City Council, the Administration anticipates an RFP would be issued in July 2014, and a consultant hired in Fall 2014. The RFP would require that the Strategy commence immediately and be completed within one year.

OPTIONS TO THE RECOMMENDATION

The option exists for City Council to request amendments to the scope of the Strategy.

POLICY IMPLICATIONS

There are no policy implications at this time. However, the Strategy may recommend changes to current civic policies.

FINANCIAL IMPLICATIONS

The Administration estimates that a study of this nature and scope will cost \$200,000. Funding for the Strategy is available in the Parking Reserve. Capital Reserve Bylaw No. 6774 states that the purpose of this funding reserve includes the “cost of parking studies and projects”. The current balance in the Parking Reserve is \$982,000.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Scope of the Proposed Comprehensive Downtown Parking Strategy has been reviewed by the City’s Parking Committee and the City Centre Plan Steering Committee. A Steering Committee will be created to guide the project and will involve relevant civic staff, three core Business Improvement Districts, and members of the City Centre business community.

COMMUNICATION PLAN

The RFPs will follow the requirements of Purchase of Goods, Services and Work Policy No. C02-030.

DUE DATE FOR FOLLOW-UP AND/OR PROJECT COMPLETION

A report will be provided to City Council in Fall 2014 requesting approval to hire a consultant to undertake the Strategy. The report will confirm the total cost of the study funded from the Parking Reserve.

ENVIRONMENTAL IMPLICATIONS

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

PRIVACY IMPACT

There are no privacy implications.

SAFETY/CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

A CPTED review is not required at this time.

PUBLIC NOTICE

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

ATTACHMENT

1. Scope of Proposed Comprehensive Downtown Parking Strategy

Written by: Lesley Anderson, Manager
Neighbourhood Planning Section

Paul Whitenect, Senior Planner
Neighbourhood Planning Section

Reviewed by: “Alan Wallace”
Alan Wallace
Director of Planning and Development

Approved by: “Randy Grauer”
Randy Grauer, General Manager
Community Services Department
Dated: “June 4, 2014”

Approved by: “Murray Totland”
Murray Totland, City Manager
Dated: “June 10, 2014”

S/Reports/CP/2104/P&O – Proposed Comprehensive Downtown Parking Strategy/ks

Scope of Proposed Comprehensive Downtown Parking Strategy

1. Examine Existing Parking Conditions
 - a) inventory (meter/structured, locations);
 - b) rates;
 - c) demand; and
 - d) undertake user survey.
2. Strategy
 - a) prepare vision – where do we want to go in the future?;
 - b) best practises;
 - c) build out supply/demand model;
 - d) assess the relationship between vehicles and other modes of transportation in Downtown;
 - e) assess relationship with existing private parking infrastructure;
 - f) investigate technologies to improve customer service;
 - g) examine strategies related to disabled parking in metered areas; and
 - h) strategies to include city-owned parking lots and metered parking assets.
3. Transportation Model
 - a) prepare a transportation plan for the Downtown that accounts for all forms of transportation;
 - b) within the context of the transportation plan, identify strategies to enhance the relationship between all forms of transportation; and
 - c) determine how the parking strategy can benefit other forms of transportation and support public realm improvements.
4. Financials Related to Parking Structures
 - a) cost to develop parking structures;
 - b) parking rate expectations and options (including variable- and demand-based rates);
 - c) funding options;
 - d) partnership options and shared-use models/agreements;
 - e) how to bridge the financial gap; and
 - f) assess potential economic benefits to the City of Saskatoon.
5. Financials Related to Parking Meters
 - a) rate strategies; and
 - b) determine new locations for parking meters.
6. Administration
 - a) assess need and benefits of a parking commission;
 - b) land use controls for parking facilities; and
 - c) incentive options.
7. Action Plan
 - a) facilitate construction of parking structure (catalyst project); and
 - b) provide short- and long-term goals and actions.

Construction of Interchanges – Boychuk Drive & Highway #16 and McOrmond Drive & College Drive (Highway #5)

Recommendation

1. That a budget adjustment in the amount of \$1 Million be approved for Capital Project #2016 – Boychuk Drive & Highway #16; and
2. That a budget adjustment in the amount of \$1 Million be approved for Capital Project #2017 – McOrmond Drive & College Drive (Highway #5).

Topic and Purpose

The purpose of this report is to provide an update on the status of the construction timelines for two interchanges, and to request funding to hire an Owner's Engineer for both projects.

Report Highlights

1. Pressures on the transportation network are continuing to increase as the city grows.
2. A funding plan is being developed to expedite the construction of the two interchanges, which will be delivered through a Design Build process.
3. An Owner's Engineer will be retained to assist with the delivery of these projects, and funding is required in order to begin the construction procurement process.

Strategic Goal

This report supports the Strategic Goal of Moving Around by providing additional infrastructure to improve traffic flows.

Background

City Council, at its meeting held on October 21, 2013, received a report from the General Manager of Infrastructure Services which outlined the 10 year priorities for major improvements on the transportation network. Two projects on that list, interchanges at Boychuk Drive & Highway #16 and McOrmond Drive & College Drive (Highway #5), were not scheduled to proceed until 2022, due to an uncertainty in the funding plan. In the interim, intersection upgrades were planned for 2015-2016. Since that time, discussions are underway to develop a funding plan which will allow the projects to be expedited and eliminate the need for interim improvements.

Report

Increasing Pressures on Transportation Network

As the city continues to grow, so do the pressures on the existing transportation network.

The interchange at Boychuk Drive & Highway #16 is required to improve access into the southeast portion of the city as congestion increases. Current traffic volumes at the

Construction of Interchanges – Boychuk Drive & Highway #16 and McOrmond Drive & College Drive (Highway #5)

intersection during the peak afternoon hours result in significant delays, which are expected to increase as development in the Rosewood neighbourhood continues.

Similar delays during the peak hours are currently being experienced at the intersection of McOrmond Drive and College Drive (Highway #5). The development of the Holmwood Sector will significantly increase these pressures. A review of the expected traffic volumes from the Holmwood Sector is being finalized and may alter the layout of this interchange. The layout will be finalized in early 2015.

Funding Plan – McOrmond Drive & College Drive (Highway #5) Interchange

The estimated cost of an interchange at McOrmond Drive & College Drive is \$35 Million. The tentative funding plan for this interchange was established at the time the Brighton Concept Plan was approved. The following information was taken from this report:

“This concept plan will require the construction of a grade separated interchange at Highway 5 and McOrmond Drive. Initially in the year 2015, intersection improvements will be required which must be directly funded by the developer. Later, as traffic demand increases, a grade separated interchange will be needed.

A portion of the interchange will be funded by the interchange levy. In addition to the levy the developer will be required to contribute to a fund based on their share of the estimated cost of the interchange on a per subdivision basis. At the time of construction the developer will be required to make up the balance of their share not previously invoiced.”

Although timing of the construction of this interchange has yet to be finalized, the City and Developer are currently working on a strategy to construct the interchange over the short-term. The funding arrangement as outlined in the Financing Growth in the East Sector Report dated February 16, 2012 stated that the funding split would be based on:

- Interchange Levy 32%
- Urban Highway Connector Program 47%
- Developer Contribution 21%

If the City is unable to secure the Urban Highway Connector Program funding, the Developer has agreed to immediately, upon subdivision, begin paying into a fund based on the following percentages subject to additional traffic analysis at this intersection:

- Interchange Levy 32%
- Developer – Brighton Neighbourhood 28-33%
- Developer – western half of the Suburban Centre 18-23%
- City of Saskatoon 12-22%”

In order to expedite the construction of the interchange and bypass the interim intersection improvements originally planned, the Administration has been working with

Construction of Interchanges – Boychuk Drive & Highway #16 and McOrmond Drive & College Drive (Highway #5)

the adjacent developer and the Ministry of Highway and Infrastructure (MHI) to finalize a revised funding strategy. These discussions are underway; however, to date an agreement has not been signed.

Funding Plan – Boychuk Drive & Highway #16 Interchange

The total cost of an interchange at Boychuk Drive & Highway #16 is \$35 Million. The approved funding strategy for this project is as follows:

Interchange Levy.....	\$10,150,000
City of Saskatoon/MHI	\$24,850,000

In order to expedite the project, the Administration has entered into discussions with MHI and adjacent developers regarding a financial contribution; however, to date an agreement has not been finalized.

Project Delivery

In order to expedite the delivery of these projects, a Design Build delivery method will be used. An Owner’s Engineer will be hired to assist in the management of these projects.

If the recommendations in this report are approved, and full project funding strategy is in place in early 2015, the Administration believes that construction could start as early as October of 2015. The key milestone is that the project will require completion by November of 2017 or earlier.

In order to proceed with the projects as outlined in this report, a budget adjustment is required to retain an Owner’s Engineer. The Owner’s Engineer will be responsible for the development of the materials for procurement of a proponent and for construction management throughout the project. Preliminary studies, including geotechnical studies and traffic accommodation plans, may also be completed by the Owner’s Engineer in advance of the Request for Proposal.

Public and/or Stakeholder Involvement

During the development of the functional designs for both projects, public open houses were held to present the projects to the community and to obtain their input.

In 2008 and 2009, the functional plan for Boychuk Drive & Highway #16 was presented at a stakeholder meeting and subsequently at an open house. At the time, concerns were raised by Greenbryre Golf Course regarding the impact the proposed service road relocation would have on their business. The Rural Municipality of Corman Park worked with the owners of the golf course to refine and modify their development plans and accommodate the requirements of the proposed interchange.

In 2013, the functional plan for McOrmond Drive and College Drive (Highway #5) was presented at an open house. The feedback at the time focused on the desire to expedite the construction of the interchange and the need to retain a free flow movement for southbound traffic. A review of the functional plan is currently underway

given the proposed developments in Holmwood. If the layout of the interchange is significantly different than what was previously presented to the public, additional community engagement will take place in the first half of 2015.

Communication Plan

Information regarding the interchanges will be made available on the City's website. As the projects progress, more specific information will be shared with the community on the website, through public service advertisements and through the Community Associations. Impacts to traffic flows during construction will be communicated to the public through the website and through the City's various construction-specific communication tools (interactive map, Service Alerts, social media feeds, etc.).

Direct communications may be used to reach those most immediately impacted by the projects.

Financial Implications

The \$1 Million required for the Owners Engineer for each of these interchanges will be funded by the Interchange Levy. The levy is currently in a deficit position, and will be cash flowed by profits retained from the Evergreen neighbourhood.

Environmental Implications

The proposed projects will result in significant environmental implications associated with land use, consumption of resources and greenhouse gas emissions once construction proceeds. However, the overall impact of construction activities will be mitigated somewhat by an efficient and effective transportation network that meets the needs of a growing population. The environmental implications relating to each individual project will be communicated in subsequent reports.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will present a report by January 2015 to award a contract for an Owner's Engineer for the delivery of these projects.

The Administration will report further with the funding plan for both projects upon finalizing of agreements with the various stakeholders.

Public Notice

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

Report Approval

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

Broadband Wireless Communication System – Award of Contract

Recommendation

1. That the proposal submitted by ENCOM Wireless Data Solutions for the Broadband Wireless Communication System at a total estimated cost of \$93,762.68 (including GST and PST) be accepted; and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to award a contract to ENCOM Wireless Data Solutions for the supply, training and future support of the broadband wireless communication equipment that will enable communication with traffic signal controllers and other field devices at 35 selected intersections.

Report Highlights

1. The system must include real-time communication between the traffic management centre and signalized intersections for traffic flow optimization. Broadband wireless is the most cost effective solution.
2. The Request for Proposal (RFP) received seven qualified proposals which have been evaluated according to the criteria outlined in the RFP.
3. The preferred proponent is ENCOM Wireless Data Solutions with a proposal of 300 Megabits Per Second (Mbps) broadband radios at a total cost of \$93,762.68, including GST and PST.
4. ENCOM Wireless Data Solutions will deliver a reliable broadband system that meets today's demands while providing flexibility for future growth and expansion.
5. After a suitable evaluation period, the Administration will determine whether or not further purchases of the ENCOM solution should be pursued.

Strategic Goal

This report supports the Strategic Goal of Moving Around as it will optimize the flow of people and goods in and around the city.

Background

Currently, there are 100 intersections that are connected to the central Automated Traffic Management System through fibre optic cables. As the City continues to grow, the Administration is exploring options to expanding the communication system.

An RFP was released on May 3, 2014, which was extended until June 12, 2014 to solicit proposals for a broadband wireless system to improve traffic flow by establishing wireless communication.

The two selected corridors included in this project are 8th Street from Lorne Avenue to Boychuk Drive (including Broadway Avenue) and Attridge Drive from Preston Crossing to McOrmond Drive.

The Automated Traffic Management Systems lost communication to traffic signals along 8th Street and Broadway Avenue, when the existing communication cable was removed from the Traffic Bridge in order to demolish the abutment spans. The Attridge Drive corridor has never had direct communication with the central system.

Communicating to these two corridors will allow real-time monitoring of signal operation for alarms, remotely download/upload signal timing changes, or regularly synch internal controllers clocks to make sure coordination is maintained.

Report

System Requirements

The proposed system will have the sufficient bandwidth to support transmission of real-time video from traffic cameras. The system will be secure from unauthorized access by the public. If proven effective and reliable, other corridors will be considered for wireless communications in the future.

RFP Responses

Seven qualified proposals were received and reviewed according to criteria set out in the RFP. Proposals were received from the following companies:

- ENCOM Wireless Data Solutions
- YourLink Inc.
- Comtech (CommunicationTechnologies) Ltd.
- Econolite Canada Inc.
- Team Power Solutions
- Novax Industries Corporation
- Glentel Wireless Solutions

The proposals were evaluated by the following evaluation points and criteria:

- 15 points – Price
- 20 points – Project Understanding & Methodology
- 10 points – Vendor's Experience
- 30 points – Equipment/System Technology
- 20 points – Customer and Technical Support
- 5 points – Project Schedule, Milestones and Controls

RFP Evaluation

The proposal with the highest score, using the above criteria, was from ENCOM Wireless Data Solutions.

Features of the Technology:

- The system utilizes a licence free 5.8 GHz broadband technology with 300 Mbps of speed;

- The equipment can be easily integrated with any existing traffic signal infrastructure;
- Any Ethernet enabled (IP addressable) devices can be plugged directly into the system just like having a virtual wire. This includes signal controllers, cameras, message boards, counting stations, etc.;
- The system's ability to work in point-to-point, point-to-multipoint, or mesh network deployments. This currently offers flexibility and allows for future expansion; and
- The equipment is a robust technology proven to work in harsh climates (-40 C to +80 C) and noisy radio frequency environments.

The contract includes the supply, integration, training and support of a wireless communication system, with specific terms as follows:

- A supply of 35 single radio antennas that will be mounted on existing signal/street light poles;
- A supply of 14 dual radios to be mounted on existing signal/street light poles;
- A supply of all required accessories such as cables and mounting brackets;
- Five days of on-site training, network setup and commissioning; and
- Ongoing support for the product.

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

The Administration will implement and evaluate the system. The RFP included clear language to vendors indicating that the system may be expanded to other corridors. Therefore, if the system meets expectations, further Blanket Purchase Orders may be recommended by the Administration to Council.

Vendor's Qualifications and Experience

ENCOM Wireless Data Solutions has a reputation for designing and building reliable municipal wireless networks and extensive experience with traffic management systems. The proposed broadband wireless communications system and customer service section received excellent references from existing clients in Canada. ENCOM Wireless Data Solutions is a robust technology with expertise to deliver a reliable broadband system that meets today's demands while providing flexibility for future growth and expansion.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Communication Plan

A communication plan is not required.

Financial Implications

There is sufficient funding allocated for this project within approved Capital Project #1505 – Traffic Signal Upgrades.

The net cost to the City for the proposal submitted by ENCOM Wireless Data Solutions is as follows:

Base Bid	\$85,238.80
GST (5%)	4,261.94
PST (5%)	<u>4,261.94</u>
Total Bid	\$93,762.68
GST Rebate (5%)	<u>(4,261.94)</u>
Net Cost to the City	<u>\$89,500.74</u>

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report is not required. Installation of the system component will begin in the fall of 2014 with expected completion date in the summer of 2015.

Public Notice

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

Report Approval

Written by: Goran Lazic, Traffic Operations Engineer, Transportation
Reviewed by: Jay Magus, Engineering Section Manager
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

Civic Operations Centre – Award of Request for Proposal

A copy of this report is appended to City Council's October 27, 2014, Public Hearing Agenda and is to be considered following approval of Asset and Financial Management Department's report "Civic Operations Centre – Intent to Borrow" on that same agenda.

Capital Project Funding Reallocation and Idylwyld Drive over Ruth Street Rehabilitation Design Award

Recommendation

1. That a budget adjustment of \$200,000 be made to Capital Project #2267 – Idylwyld Drive Freeway over Ruth Street;
2. That the budget adjustment of \$200,000 be funded from the Bridge Major Repair Reserve;
3. That the proposal submitted by ISL Engineering and Land Services for the design and construction services for the Idylwyld Driver over Ruth Street Rehabilitation at a total estimated cost, to an upset limit of \$189,921 (including tax), be approved; and
4. 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

This report is to obtain City Council approval to allocate funding to allow for the design and construction engineering services for the Idylwyld Drive over Ruth Street Overpass Rehabilitation, and to award the proposal submitted by ISL Engineering and Land Services for the construction and design services for the future rehabilitation. The Administration is recommending that the design and tender package of the Ruth Street Overpass be complete such that there are two projects 'shelf ready' for construction when approved, namely the Ruth Street Overpass and University Bridge Rehabilitation. Both of these projects must be completed over the next five years.

Report Highlights

1. The Administration is requesting approval for a budget adjustment of \$200,000 funded from the Bridge Major Repair Reserve for Capital Project #2267 - Idylwyld Drive Freeway over Ruth Street.
2. The City issued a Request for Proposal (RFP) to provide engineering services for the design and construction for the future rehabilitation work. The City received six proposals for the engineering services and evaluated them to determine ISL Engineering and Land Services was the preferred proposal.

Strategic Goal

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability as the reallocation of funds ensures that City bridge assets are well-managed and well-maintained.

Background

Capital Project #2267 – Idylwyld Drive Freeway over Ruth Street originally included funding in the amount of \$600,000 in 2014 for engineering services related to the design of the rehabilitation of Idylwyld Drive over Ruth Street Overpass. This funding was returned to the Bridge Major Repair Reserve to fund other repair priorities.

Based on the condition data, available funding and the Bridges and Structures Preservation Plan, the Administration is recommending that the Idylwyld Drive over Ruth Street Rehabilitation design be completed to be prepared for future rehabilitation.

Report

Capital Budget Adjustment

The requested budget adjustment of \$200,000 will provide the funding to allow for the engineering design and construction services to begin in 2014 in order to prepare for future bridge rehabilitation.

Design and Construction Services for Idylwyld Drive over Ruth Street Rehabilitation

The City’s preservation plan, with the results of the deck testing program, identified the need for future rehabilitation of the Idylwyld Drive over Ruth Street Overpass to optimize the service life of the structure and diminish the overall capital lifecycle costs.

The City issued an RFP for Design and Construction Engineering services for the Idylwyld Drive over Ruth Street Rehabilitation which closed on October 2, 2014. Six proposals were received. After a comprehensive review, the proposal from ISL Engineering and Land Services was determined to be the preferred proposal, at a total estimated cost, to an upset limit of \$189,921 (including tax).

Base bid for project	\$180,877
GST (5%)	<u>9,044</u>
Total Bid	\$189,921
GST Rebate (5%)	<u>(9,044)</u>
Net Cost to the City	<u>\$180,877</u>

The Administration is recommending that the design and tender package of the Ruth Street Overpass be complete such that there are two projects ‘shelf ready’ for construction when approved, namely the Ruth Street Overpass and University Bridge Rehabilitation. Both of these projects must be completed over the next five years. The Administration will be bringing forward the University Bridge rehabilitation project for decision at the November 2014 Transportation Committee meeting.

Options to the Recommendation

An option would be to not accept the transfer and reject the proposal of ISL Engineering and Land Services to perform the Engineering Services for the Idylwyld Drive over Ruth Street Overpass, this option is not recommended.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Communication Plan

Project information and traffic restrictions impacting drivers and residents may be communicated through multiple channels including the news media, social media, construction letters, service alerts and the City’s website. If necessary, advertising in the City Pages may be used.

Financial Implications

The Administration is recommending a capital budget adjustment of \$200,000 be made to Capital Project #2267 – Idylwyld Drive Freeway over Ruth Street Overpass funded from the Bridge Major Repair Reserve. There is sufficient funding in this reserve.

Environmental Implications

The recommendations will result in consumption of resources and associated generation of greenhouse gas emissions, once construction proceeds. The overall impact on greenhouse gas emissions is not known at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report is not required.

Public Notice

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

Report Approval

Written by: Todd Grabowski, Manager, Asset Preservation for Bridges
Reviewed by: Rob Frank, Manager, Asset Preservation Section
Reviewed by: Mike Gutek, Director of Major Projects
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department

Proposed Amendments to Bylaw No. 9178, The School Division Property Tax Bylaw, 2014

Recommendation

That City Council consider Bylaw No. 9225, *The School Division Property Tax Amendment Bylaw, 2014*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9225, *The School Division Property Tax Amendment Bylaw, 2014*, which amends an error in tax rates for residential and commercial properties in Bylaw No. 9178, *The School Division Property Tax Bylaw, 2014*.

Report

On April 14, 2014, City Council passed Bylaw No. 9178. Our Office has been advised by the Asset & Financial Management Department that the tax rates set out in Bylaw No. 9178 were inadvertently transposed for the commercial and industrial property class and the residential property class. Therefore, we submit Bylaw No. 9225, *The School Division Property Tax Amendment Bylaw, 2014*, for Council's consideration.

Attachment

1. Proposed Bylaw No. 9225, *The School Division Property Tax Amendment Bylaw, 2014*.

Report Approval

Written by: Kim Bodnarchuk, Solicitor
Approved by: Patricia Warwick, City Solicitor

227-1520-kmb-3.docx

BYLAW NO. 9225

The School Division Property Tax Amendment Bylaw, 2014

The Council of The City of Saskatoon enacts as follows:

Short Title

1. This Bylaw may be cited as *The School Division Property Tax Amendment Bylaw, 2014*.

Purpose

2. The purpose of this Bylaw is to make those amendments to Bylaw No. 9178, *The School Division Property Tax Bylaw, 2014*, as identified to ensure consistency between the mill rates and the tax rates.

Bylaw No. 9178 Amended

3. Bylaw No. 9178 is amended in the manner set forth in this Bylaw.

Section 6 is Amended

4. Section 6 is amended by:
 - (a) striking out “0.0050300 in clause (b) and substituting “0.0082800”; and
 - (b) striking out “0.0082800 in clause (c) and substituting “0.0050300”.

Coming Into Force

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

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

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

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

Mayor

City Clerk



STANDING POLICY COMMITTEE ON TRANSPORTATION

Capital Project #2407 - IS North Commuter Parkway and Traffic Bridge - De-Scoping Ladder

Recommendation of the Committee

That the information be received.

History

At the October 14, 2014 Standing Policy Committee on Transportation meeting, a report of the General Manager of Transportation and Utilities, dated October 14, 2014, was considered regarding the above matter.

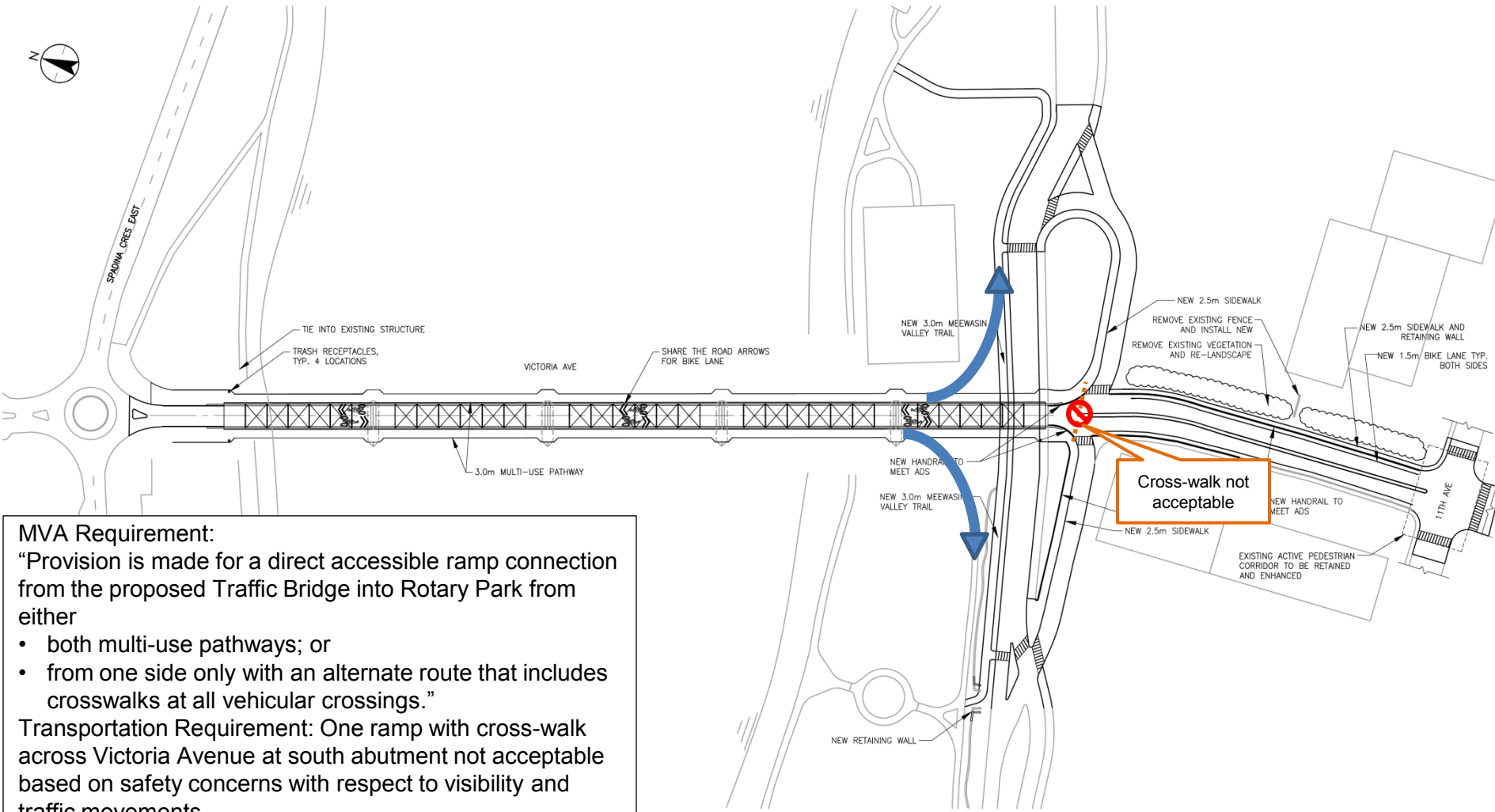
Your Committee requested that at the time this matter is before City Council, the Administration provide additional information on:

- Clarity on the pedestrian connections to the parks from the Traffic Bridge (see Attachment 1); and
- Regarding sound attenuation walls, current decibel readings, those locations that had received readings, the cost associated with each of the individual walls, and where they fall within construction timelines (see Attachment 2).

Information regarding 2014 sound readings will be provided at the meeting.

Attachment

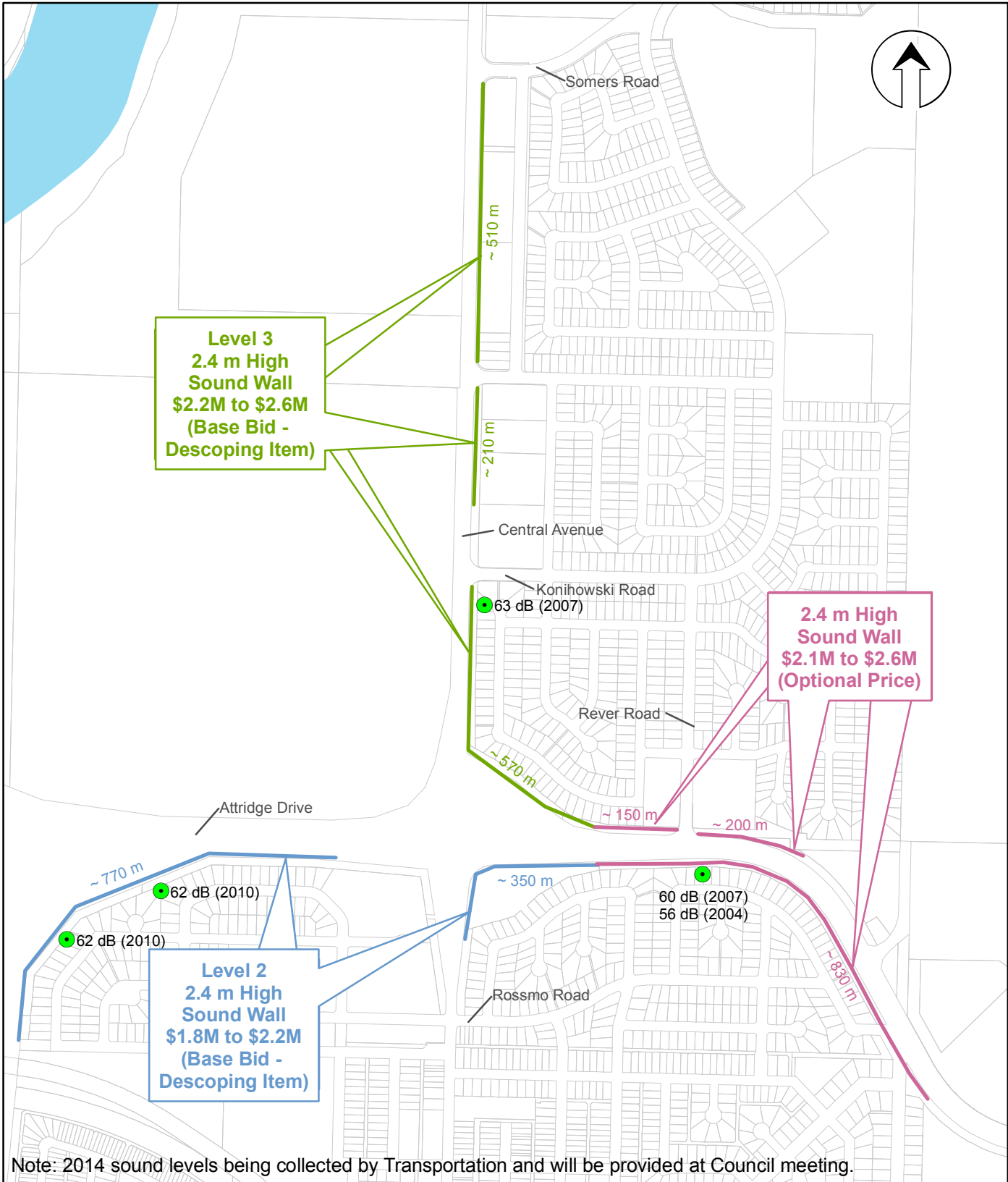
1. Diagram of Traffic Bridge pedestrian connections.
2. Diagram of proposed sound attenuation and sound level reading locations.
3. Report of the General Manager, Transportation and Utilities Department.
(Files CK. 6050-10 and CK. x6050-8)



MVA Requirement:
 “Provision is made for a direct accessible ramp connection from the proposed Traffic Bridge into Rotary Park from either

- both multi-use pathways; or
- from one side only with an alternate route that includes crosswalks at all vehicular crossings.”

Transportation Requirement: One ramp with cross-walk across Victoria Avenue at south abutment not acceptable based on safety concerns with respect to visibility and traffic movements.



Note: 2014 sound levels being collected by Transportation and will be provided at Council meeting.

W:\Office\Corporate Projects\6005-58 North Commuter Bridge\09 - Surveys and Design\figs\saw_map_20141017.pdf
 2014-10-17 By: dwillems

October 2014
 6050-104-44



- Legend:
- Proposed Sound Attenuation (Base Scope - Descoping Item)
 - Proposed Sound Attenuation (Base Scope - Descoping Item)
 - Proposed Sound Attenuation (with Attridge 6-Laning Option)
 - Sound Level Reading Location

Scale: 1:10,000

Project:
 NORTH COMMUTER PARKWAY
 Figure No.:
 -
 Title/Subject:

Capital Project #2407 – IS North Commuter Parkway and Traffic Bridge – De-Scoping Ladder

Recommendation

That the report of the General Manager, Transportation & Utilities Department dated October 14, 2014, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to provide the Standing Policy Committee on Transportation with information regarding the selected de-scoping ladder for the P3 Request for Proposals for the North Commuter Parkway and Traffic Bridge Project.

Report Highlights

1. A de-scoping ladder must be established to mitigate the risk of a failure to award the project in the event that all of the financial proposals result in pricing above the City's affordability threshold.
2. In the event the affordability threshold is exceeded by all proposals on the base project scope, the project cannot be awarded unless a de-scoping ladder is used to reduce the project scope to within the City's affordability threshold.
3. Based on the recommendations of the City's advisory team for the project, a de-scoping ladder representing at least 15% of the total project capital value is necessary to be built into the RFP document.
4. A prioritized four-level de-scoping ladder is presented in this report.

Strategic Goal

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

Background

At its meeting on March 31, 2014, City Council approved that the North Commuter Parkway and Traffic Bridge project use a P3 delivery model, subject to the City's approval of a funding application to PPP Canada. Upon receiving funding approval from PPP Canada, and before the procurement process commences, the Administration was to report further on the final funding plan.

At its meeting on June 9, 2014, City Council approved the funding plan for the project and that Administration may proceed with the Request for Qualifications stage of procurement.

The P3 Request for Qualifications was issued on July 21, 2014 and closed on September 10, 2014. Three proponents were shortlisted for the P3 Request for Proposals stage on October 3, 2014.

Report

The North Commuter Parkway project team has been working to complete the P3 Request for Proposals (RFP) document for the project. A major component of this work is the need to identify a list of potential de-scoping items to mitigate the risk of a failure to award the project in the event that all of the financial proposals result in pricing above the City's affordability threshold. The project will be awarded to the lowest net present value financial proposal from all compliant technical proposals. In the event the affordability threshold is exceeded by all proposals, the project cannot be awarded unless a de-scoping ladder is used to reduce the project scope to within the City's affordability threshold.

For all proposals with compliant technical proposals, de-scoping of the project would only occur if all associated financial proposals for the base scope are above the City's established affordability threshold. In this event, the price proposals for scope reduction level one would be applied. If all price proposals are still above the City's established affordability threshold at scope reduction level one, the price proposals for scope reduction level two would be applied. This process is repeated until one or more price proposal fall below the affordability threshold, and the project awarded to the proposal with the lowest net present value at the associated scope reduction level.

Based on the recommendations of the City's advisory team for the project, a de-scoping ladder representing at least 15% of the total project capital value is necessary to be built into the RFP document.

De-Scoping Item Prioritization

As the financial proposals must include a complete financial analysis for the various scope reduction levels if the affordability threshold is exceeded at any level, it is important that the de-scoping ladder be established into logical bundles of items to limit the number of steps to the ladder. Therefore, the de-scoping ladder has been prioritized as follows:

- 1) Scope Reduction Level One (estimated total capital cost \$4,500,000 to \$5,500,000)
 - Delete above-ground infrastructure for traffic signals at intersections for future development.
 - Delete construction of water main and sewage forcemain crossings of the Northeast Swale in conjunction with new roadway construction.
 - Delete pedestrian ramps from walkways on Traffic Bridge into Rotary Park.
- 2) Scope Reduction Level Two (estimated total capital cost \$5,860,000 to \$7,160,000)
 - Delete sound attenuation infrastructure adjacent to existing Attridge Drive.
 - Delete all proposed walkways, bikeways and multi-use pathways adjacent to Central Avenue and McOrmond Drive.
- 3) Scope Reduction Level Three (estimated total capital cost \$13,510,000 to \$16,510,000)

- Delete sound attenuation infrastructure adjacent to existing Central Avenue.
 - Delete twinning of existing Central Avenue between Attridge Drive and Fedoruk Drive, including rehabilitation of existing traffic lanes.
- 4) Scope Reduction Level Four (estimated total capital cost \$10,230,000 to \$12,510,000)
- Delete all associated off-bridge roadway, pathway and retaining wall improvements associated with the Traffic Bridge.
 - Build only the first two lanes of Central Avenue between Fedoruk Drive and McOrmond Drive.

Financial Implications

This report outlines the de-scoping strategy that will be used in the RFP to ensure that the project can be awarded within the project budget established as part of the funding plan which was approved by City Council on June 9, 2014.

Public and/or Stakeholder Involvement

Stakeholder involvement will be required at various stages of the project. Community events will be planned in order to engage and educate the citizens. The Administration will coordinate with applicable stakeholders as necessary.

Communication Plan

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. Various community events will be planned in order to engage and educate the citizens. Regular project updates will be provided to City Council by the Project Manager, be posted to the website, and more broadly to the general public through the media.

Safety/Crime Prevention Through Environmental Design (CPTED)

A preliminary CPTED review was completed at the Committee's September 5, 2013, meeting. Additional CPTED reviews will be undertaken on staged design submissions during the detailed design period.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration is currently operating on a realistic target completion date for the North Commuter Parkway project of October 2018.

Public Notice

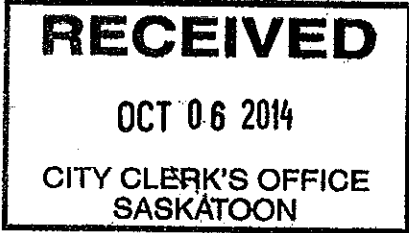
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Dan Willems, Special Projects Manager, Major Projects
Reviewed by: Mike Gutek, Director of Major Projects
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities
Department

TRANS DW – Capital Project 2407 – IS North Commuter Parkway and Traffic Bridge – Descoping Ladder

From: CityCouncilWebForm
Sent: October 06, 2014 1:17 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Darlene Okemaysim-Sicotte
14 Galbraith Crescent
Saskatoon, Saskatchewan
S7M 4H1

EMAIL ADDRESS:

iskwewuk2014@gmail.com

COMMENTS:

Request to speak for the Notion to Motion from Monday, September 29th, 2014 for national inquiry on missing and murdered indigenous women. Co-Chairs, Darlene R. Okemaysim-Sicotte, and Myrna LaPlante would like to make a short speak to City Council on Monday, October 27th, 2014 on this regards. We can be reached at 306-203-3660 Darlene and 306-221-7475. Thank you and have a nice day!



AGENDA PUBLIC HEARING MEETING OF CITY COUNCIL

**Monday, October 27, 2014 at 6:00 p.m.
Council Chamber, City Hall**

Recess: 8:00 p.m. to 8:15 p.m. (or at the call of the Chair)
Continuation of Regular Business Meeting Agenda: Following this meeting, if required.
Adjournment: 11:00 p.m.
Unfinished Business: Reconvene at 1:00 p.m., the following business day.

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Minutes of Public Hearing Meeting of City Council held on September 29, 2014**
- 4. PUBLIC HEARINGS**
 - 4.1 Land Use, etc.**
 - 4.1.1 Proposed Zoning Bylaw Amendment – Amendment to Existing M3 by Agreement – 1202 and 1236 20th Street West, Pleasant Hill Neighbourhood - Applicant: Kinsmen Club of Saskatoon (File No. CK. 4351-013-001)**

Attached are copies of the following:

- Report of the General Manager, Community Services Department dated October 7, 2014;
- Notice published in local press October 11 and 12, 2014; and
- Letter from the Committee Assistant, Municipal Planning Commission dated October 14, 2014.

4.1.1.1 Proposed Bylaw No. 9229, *The Zoning Amendment Bylaw, 2014 (No. 25)*

Recommendation

That City Council consider Bylaw No. 9229.

4.1.2 Proposed Zoning Bylaw Amendment – R1A District to B1B District – Rosewood Boulevard and Phelps Way, Rosewood Neighbourhood – Applicant: Boychuk Investments (File No. CK. 4351-014-018)

Attached are copies of the following:

- Report of the General Manager, Community Services Department dated October 7, 2014;
- Notice published in local press October 11 and 12, 2014; and
- Letter from the Committee Assistant, Municipal Planning Commission dated October 14, 2014.

4.1.2.1 Proposed Bylaw No. 9230, *The Zoning Amendment Bylaw, 2014 (No. 26)*

Recommendation

That City Council consider Bylaw No. 9230.

4.1.3 Proposed Amendments to the Rosewood Neighbourhood Concept Plan and Zoning Bylaw – R1A District to R1B District – Rosewood Drive - Applicant: Rosewood Land Inc. (File No. CK. 4351-014-017)

Attached are copies of the following:

- Report of the General Manager, Community Services Department dated October 7, 2014;
- Notices published in local press October 11 and 12, 2014; and
- Letter from the Committee Assistant, Municipal Planning Commission dated October 14, 2014.

4.1.3.1 Rosewood Neighbourhood Concept Plan Amendment

Recommendation

That the proposed Rosewood Neighbourhood Concept Plan amendment be approved.

4.1.3.2 Proposed Bylaw No. 9231, *The Zoning Amendment Bylaw, 2014 (No. 27)*

Recommendation

That City Council consider Bylaw No. 9231.

4.2 Public Notice Matters

4.2.1 Proposed Closure of Right-of-Way – Portion of Lane Immediately West of 833 Cynthia Street – Airport Industrial Area (File No. CK. 6295-014-005)

Recommendation

1. That a portion of the lane immediately west of 833 Cynthia Street be closed and sold to Global Exteriors Ltd. for \$19,807.02 plus GST;
2. That all costs associated with the closure be paid for by the applicant, including Solicitor's fees and disbursements; and
3. That City Council consider Bylaw No. 9227, The Street Closing Bylaw, 2014 (No. 8).

4.2.2 Proposed Closure of Right-of-Way – Road Allowance East of Zimmerman Road – Rosewood Neighbourhood (File No. CK. 6295-014-006)

Recommendation

1. That a portion of road allowance east of Zimmerman Road, and north of Highway #16, be closed;
2. That after closure, this land be transferred to Casablanca Holdings Inc. in exchange for dedication of other land required for future roads in the area;
3. That all costs associated with the closure be paid for by the applicants, including Solicitor's fees and disbursements; and
4. That City Council consider Bylaw No. 9228, The Street Closing Bylaw 2014 (No. 9).

**4.2.3 Civic Operations Centre – Intent to Borrow
(File No. CK. 600-27)**

Recommendation:

That the planned Public Private Partnership range of borrowing from \$95.0M to \$105.0M, plus a 10% variance, for the Civic Operations Centre (Capital Project 1584), through a capital asset financing agreement between the City of Saskatoon (City) and the Preferred Proponent be approved.

**4.2.3.1 Civic Operations Centre – Award of Request for Proposal
(File No. CK. 600-27)**

Recommendation

1. That City Council approve the award of the Request for Proposal for the Civic Operations Centre to Integrated Team Solutions; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the Project Agreement and all other documents required to reach Commercial Close and Financial Close.

5. PROCLAMATIONS AND FLAG RAISINGS

5.1 Flag Raising Requests

**5.1.1 United Way of Saskatoon & Area – month of November
(File No. CK. 205-1)**

Recommendation

That the request to fly the United Way flag at City Hall during the month of November, 2014, be approved subject to any administrative conditions.

5.2 Proclamation Requests

**5.2.1 United Way of Saskatoon & Area – Month of November 2014 –
‘United Way Month’ (File No. CK. 205-5)**

**5.2.2 UNAC-Saskatoon – October 24, 2014 – ‘United Nations Day’
(File No. CK. 205-5) * for information only - conditional approval
previously granted**

**5.2.3 Multicultural Council of Saskatchewan – November 15-23, 2014
- ‘Saskatchewan Multicultural Week’ (File No. CK. 205-5)**

5.2.4 READ Saskatoon – November 17-21, 2014 – ‘Education Savings Week’ (File No. CK. 205-5)

5.2.5 Saskatoon Prairieland Park Corporation – January 12-17, 2015 – ‘Agricultural Business Awareness Week’ (File No. CK. 205-5)

Recommendation

1. That City Council approve all proclamations as set out in Section 5.2; and
2. That the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

6. URGENT BUSINESS

7. ADJOURNMENT

Proposed Amendment to Existing Zoning Agreement – M3 - General Institutional Service District – 1202 - 1236 20th Street West

Recommendation

That at the time of the public hearing, City Council consider the Administration's recommendation that the proposal to amend an existing Zoning Agreement for the property located at 1202 - 1236 20th Street West, as outlined in this report, be approved.

Topic and Purpose

An application has been submitted by Curtis Kimpton on behalf of the Kinsmen Club of Saskatoon (Kinsmen Club) requesting an amendment to an existing Zoning Agreement, Bylaw No. 9082, for 1202 - 1236 20th Street West (see Attachment 1). The proposed amendment will accommodate proposed changes to gross floor area, setbacks, landscaping, and parking on the property.

Report Highlights

1. The proposal will preserve a long-standing community facility in the Pleasant Hill neighbourhood, utilize existing infrastructure, and provide a variety of community services.
2. The existing Zoning Agreement will be amended to provide for an addition to the building, an increase in the number of on-site parking spaces, and a revised landscaping plan.
3. This proposal supports the goals of the Junction Improvement Strategy (Strategy).

Strategic Goals

Under the City of Saskatoon's (City) Strategic Goals of Sustainable Growth and Quality of Life, this proposal will preserve a significant community facility which will provide services that support the long-term strategies of community building through community development and building capacity within the community.

Background

During its February 11, 2013 meeting, City Council approved the rezoning of 1202 - 1236 20th Street West from an R2A – Low Density Residential Infill District and B5 – Inner-City Commercial Corridor District to an M3 – General Institutional Service District, subject to a Zoning Agreement. This approval permitted the repurposing of a long-standing community facility (St. George's Parish Hall) to accommodate community and not-for-profit agencies that focus on providing educational support services and enhancing quality of life in the neighbourhood. The Kinsmen Club planned to expand the space by developing the gymnasium level into two floors, creating additional work space where common areas, meeting space, and resources could be shared among

Proposed Amendment to Existing Zoning Agreement – M3 – General Institutional Service District – 1202 – 1236 20th Street West

tenants. A child care centre, offering services to promote optimal child growth and development, was also proposed for the building. See Attachment 2 for the existing approved site plan.

The current Rezoning Agreement restricts the use of the land to that of:

- a) offices limited to those where clients attending the subject property are incidental and secondary to the principal office uses;
- b) a child care centre; and
- c) a community centre.

The specific development standards stated in the current Zoning Agreement are as follows:

- a) Parking: 28 on-site spaces and 1 loading space is required;
- b) Setbacks: no minimum front, rear, or west-side setbacks required; minimum 50 metre east-side yard setback required;
- c) Gross Floor Area: 4,000 square metres maximum.

The specific landscaping requirements stated in the current Rezoning Agreement are as follows:

“A landscaping strip of not less than 3 metres is required along the eastern flank of the property. This requirement may be amended at the discretion of the General Manager, Community Services Department in order to facilitate additional on-street parking adjacent to Avenue L South. No other landscaping is required.”

Through the final design process, changes to the building and site layout were made. The Kinsmen Club then applied to amend the Zoning Agreement with respect to gross floor area, setbacks, parking, and landscaping, as outlined in this report, in order to accommodate the changes.

Report

Building and Site Configuration

The applicant is proposing an addition to the existing building in order to preserve existing two-storey space in the building and to provide flexible space in the building addition. See Attachment 3 for the proposed site plan which depicts the proposed addition.

The footprint of the addition extends into the child care centre’s proposed outdoor play area. This results in a reduction of the on-site outdoor play area from 630 square metres to 328 square metres. Through consultation with the Ministry of Education, Early Years Branch, it was confirmed that Steve Patola Park, directly across 20th Street West, can be utilized to help meet outdoor play area requirements under The Child Care Regulations. The St. George’s Senior Citizen’s Centre, which leases the park, has authorized its use by the child care centre. Further, a multi-purpose room

Proposed Amendment to Existing Zoning Agreement – M3 – General Institutional Service District – 1202 – 1236 20th Street West

on the main floor of the addition will be dedicated for use as year-round indoor play area. The combined indoor and outdoor play areas will provide suitable space that is comparable to the original proposal.

The building addition has also resulted in the placement of the outdoor play area adjacent to 20th Street West. To provide for the safety of its users, a 1.829 metre high fence is proposed around the perimeter of the play area. The applicant is proposing the fence to be constructed with metal supports, transparent panels, and wood finishes. Pick-up and drop-off for the child care centre is proposed on Avenue M South via the existing building's west entrance.

The addition will increase building area by 225 square metres. This extra space is dedicated to the inclusion of the multi-purpose room and to reconfigure uses within the building to retain the two-storey open space of the existing gymnasium for use as a commons area and atrium for building tenants. The mix of tenants in the building has not changed from the original proposal.

Parking Requirements

During the public consultation that took place in November 2012, concerns were expressed with respect to a reduction in parking on the subject property, as well as parking pressures in the area.

The original proposal reduced the parking area on the east side of the building to accommodate outdoor play area for the child care centre. In 2012, the applicant offered to dedicate over 1.7 metres of land along Avenue L South for possible expansion of on-street parking for the Good Food Junction Grocery Store at Station 20 West. In 2013, it was determined that the City would not be pursuing the on-street parking on Avenue L South, and as a result, this land was no longer required from the subject site.

The original Zoning Agreement required 28 on-site parking spaces and 1 loading space. In conjunction with the proposed changes, the parking layout has also been revised to provide a minimum of 40 parking spaces and 1 loading space; an increase of 12 spaces.

Landscaping

The applicant is proposing a 1.0 metre landscape strip along Avenue L South. Additionally, they will also landscape the City boulevard, which is approximately 5.5 metres in width (minus the sidewalk). This is now possible as additional on-street parking along Avenue L South is not being pursued, which would have limited the ability to landscape this area. A planting and maintenance plan for the City-owned portion of the landscape area is required to be submitted to the Parks Division for their approval.

Junction Improvement Strategy

This proposal was reviewed within the context of the Strategy, which was endorsed by City Council on April 14, 2014. The purpose of the Strategy is to link together

Proposed Amendment to Existing Zoning Agreement – M3 – General Institutional Service District – 1202 – 1236 20th Street West

redevelopment projects in Pleasant Hill, Riversdale, and West Industrial by recommending public realm improvements, identifying future uses for vacant and contaminated lands, increasing investor confidence, and to develop specific recommendations for improvements within the area.

This proposal is felt to support the Strategy in the following ways:

- a) provides gradual densification along 20th Street West, an area identified for growth and renewal;
- b) reduces the number of vacant and underutilized sites to create a more pedestrian-friendly and cohesive form along 20th Street West; and
- c) helps to mitigate the impact of the Canadian Pacific Rail line that bisects the area.

Proposed Zoning Agreement

The proposed Zoning Bylaw No. 8770 amendment is intended to amend the existing Zoning Agreement.

It is recommended that the Zoning Agreement include the following provisions:

- a) Setbacks: no minimum front, rear, or side-yard setbacks are required;
- b) Gross Floor Area: 5,000 square metre maximum;
- c) Fences: maximum height of 2.0 metres along front south site line;
- d) On-Site Parking: 40 on-site parking spaces and 1 loading space is required; and
- e) Landscaping: a 1.0 metre wide landscape strip along the length of the eastern property line is required.

The uses outlined in the original Zoning Agreement will remain the same. All other development standards shall be those required in the M3 District.

Comments from Other Divisions

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

Options to the Recommendation

City Council could choose to deny this application. This option is not recommended as this proposal is consistent with the intent of the original project and supports the Junction Improvement Strategy.

Public and/or Stakeholder Involvement

A public information meeting was held on November 15, 2012 as part of the consultation process for the original proposal. The major concerns identified at this meeting were parking and the uses within the building. The applicant will be providing additional parking than originally proposed, and the uses within the building will not change. Because the revised proposal is consistent with the original intent of the project, an additional public information meeting was not held for this amendment.

Proposed Amendment to Existing Zoning Agreement – M3 – General Institutional Service District – 1202 – 1236 20th Street West

However, the Pleasant Hill Community Association was notified. No comments or concerns have been received from them to date.

Communication Plan

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

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 11 (a) of Public Notice Policy No. C01-021. Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre buffer of the proposed site of the public hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing. Notice boards will be placed on the site. The property owners affected by this rezoning will also be notified in writing.

Attachments

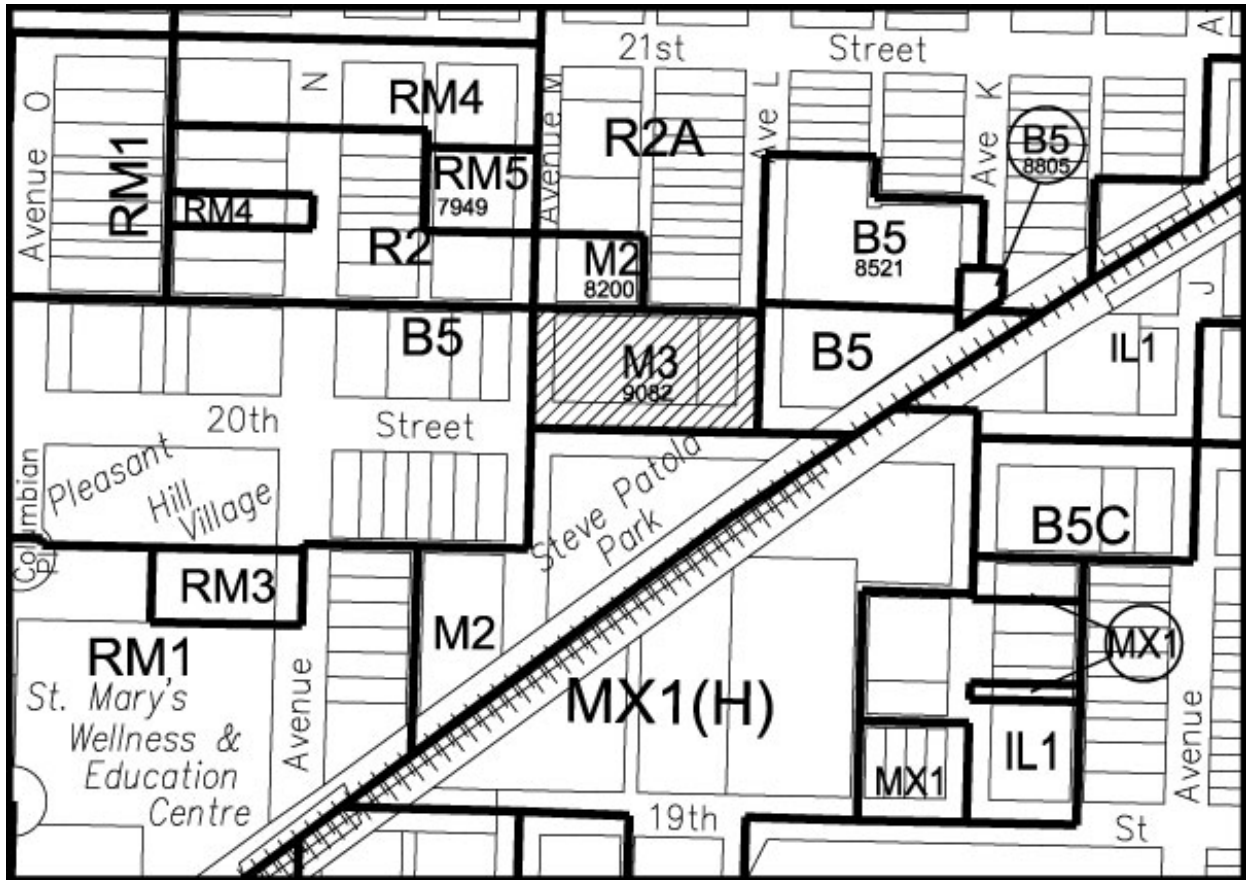
1. Location Map
2. Existing Site Plan
3. Proposed Site Plan
4. Comments from Other Divisions

Report Approval

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

S/Reports/DS/2014/MPC – Proposed Amendment to Existing Zoning Agreement – M3 – 1202 – 1236 20th Street West/ks

Location Map



PROPOSED REZONING

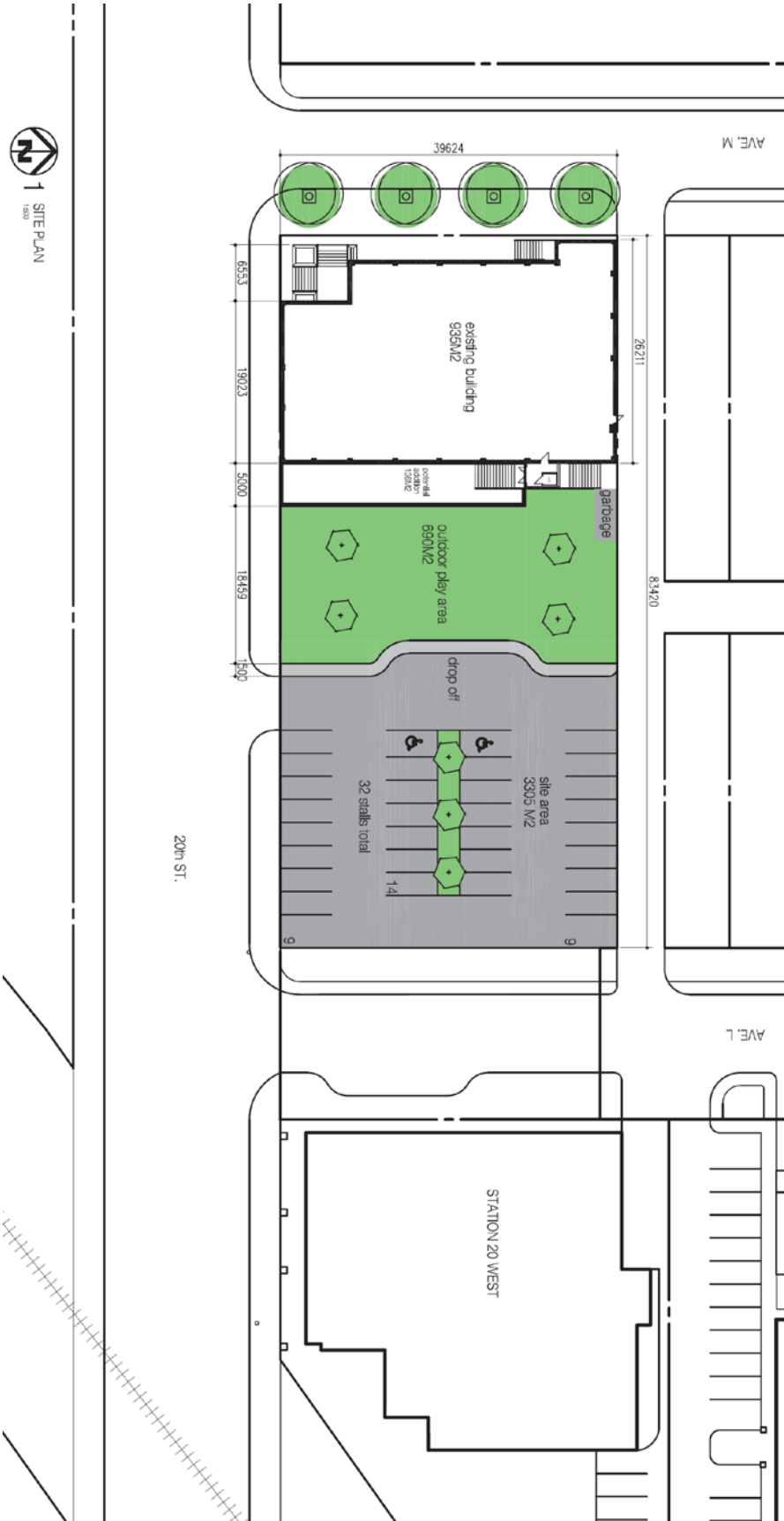


**Proposed Amendment to M3
by Agreement**



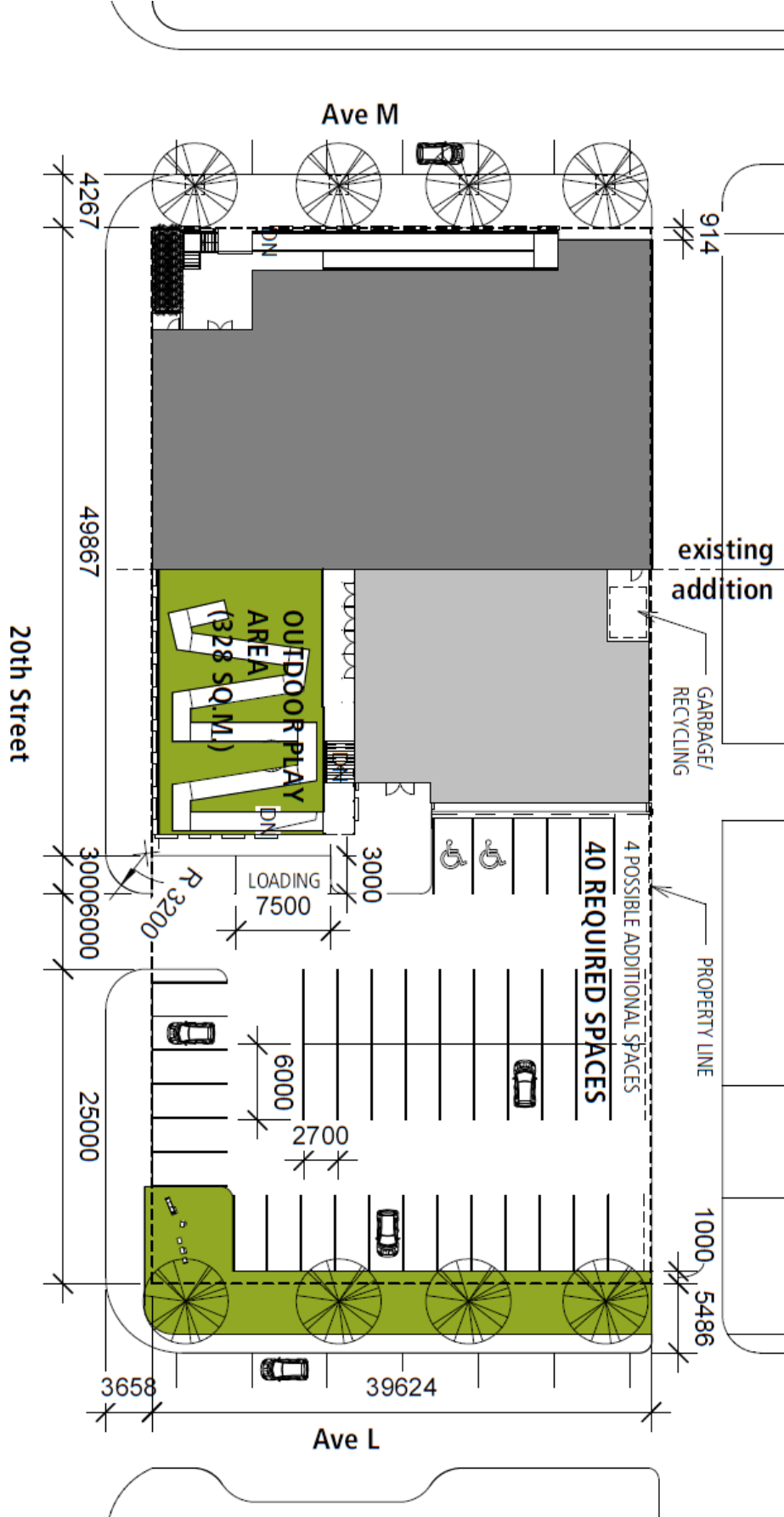
File No. RZ02-2014

Existing Site Plan



1 SITE PLAN
1:500

Proposed Site Plan



Comments From Other Divisions

Transportation and Utilities Department

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

1. Access has been shown from the lane to the proposed site. This will require the lane to be paved.
2. The driveway must be dimensioned and may require an application and permit.
3. There is insufficient fire flow for this rezoning. The required fire flow for M3 District is 220L/s @ 20 psi according to City of Saskatoon (City) standards, while the available fire flow is only 110L/s @ 20 psi adjacent to the parcels according to the water model. The developer should hire a Consulting Engineer to calculate the actual required fire flow for the building to make sure it is lower than the available fire flow. If the actual required fire flow is higher than what is available, then an upgrade in the water distribution system is required.
4. There is insufficient capacity in the City's storm sewer system adjacent to the proposed development. The extra storm volume, as a result of this rezoning for a two - year storm, should be stored onsite.
5. This change in zoning could allow other future uses, under M3, that may become a high user of water and sewer services. This could potentially cause a future problem. A tighter zoning or land-use restriction may be more appropriate for this reason.

Saskatoon Transit Division

Saskatoon Transit has no easement requirements regarding the referenced property.

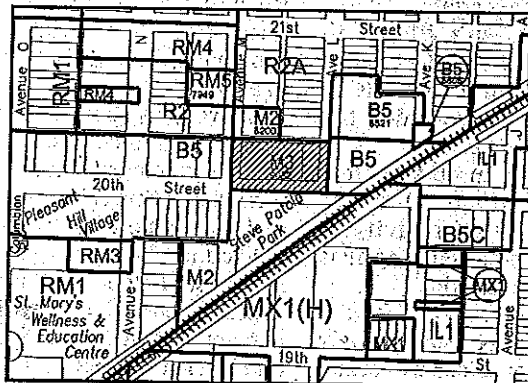
ZONING NOTICE

**PLEASANT HILL NEIGHBOURHOOD
PROPOSED ZONING BYLAW AMENDMENT –
BYLAW NO. 9229**


Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). By way of Bylaw No. 9229, the Zoning Amendment Bylaw 2014 (No. 25), the existing M3 (General Institutional Service District) Zoning Agreement for 1202 and 1236 20th Street West in the Pleasant Hill neighbourhood, as shown in the map below, will be amended with regards to building setbacks from property lines, size of building, fence height, number of parking spaces, and landscaping requirements.

LEGAL DESCRIPTION – Lots 1-5, Block 6, Plan 1774; Lots 15-18, Block 28, Plan No. F5554

CIVIC ADDRESS – 1202 and 1236 20th Street West



PROPOSED REZONING

 Proposed Amendment to M3
by Agreement

File No. R202-2014

REASON FOR THE AMENDMENT – The proposed amendments to the existing Zoning Agreement are required to facilitate a building addition and redesign of the site layout. This will provide for the repurposing of the St. George's Parish Hall for offices, a child care centre, and a community centre.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:
Community Services Department,
Planning and Development Division
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, October 27, 2014 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, October 27, 2014** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.



Office of the City Clerk
222 3rd Avenue North
Saskatoon SK S7K 0J5

www.saskatoon.ca
tel (306) 975.3240
fax (306) 975.2784

October 14, 2014

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Amendment to Existing Zoning Agreement – M3 – General
Institutional Service District – 1202 – 1236 20th Street West
(Files CK. 4351-013-001 and PL. 4350-Z2-14]**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated October 7, 2014, on the above application and supports the following recommendation of the Community Services Department:

That at the time of the public hearing, City Council consider the Administration's recommendation that the proposal to amend an existing Zoning Agreement for the property located at 1202 - 1236 20th Street West, as outlined in this report, be approved.

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

Yours truly,

A handwritten signature in cursive script that reads 'Penny Walter'.

Penny Walter, Committee Assistant
Municipal Planning Commission

PW:rnr

Attachment

BYLAW NO. 9229

The Zoning Amendment Bylaw, 2014 (No. 25)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2014 (No. 25)*.

Purpose

2. The purpose of this Bylaw is to authorize an amendment to the Rezoning Agreement which is annexed hereto as Appendix "A".

Zoning Bylaw Amended

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

Zoning Map Amended

4. The Zoning Map, which forms part of Bylaw 8770, is amended as follows:

The Rezoning Agreement applicable to the following lands:

- (a) Surface Parcel No. 119856998
Legal Land Description: Lot 1, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;
- (b) Surface Parcel No. 119859171
Legal Land Description: Lot 2, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;
- (c) Surface Parcel No. 119859182
Legal Land Description: Lot 3, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;
- (d) Surface Parcel No. 119859193
Legal Land Description: Lot 4, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

- (e) Surface Parcel No. 119859205
 Legal Land Description: Lot 5, Block 6, Plan I774 Ext 0
 As described on Certificate of Title 95S31183;
 - (f) Surface Parcel No. 119859216
 Legal Land Description: Lot 15, Block 28, Plan F5554 Ext 0
 As described on Certificate of Title 95S31181;
 - (g) Surface Parcel No. 119859227
 Legal Land Description: Lot 16, Block 28, Plan F5554 Ext 0
 As described on Certificate of Title 95S31181;
 - (h) Surface Parcel No. 119859238
 Legal Land Description: Lot 17, Block 28, Plan F5554 Ext 0
 As described on Certificate of Title 95S31181;
- and,
- (i) Surface Parcel No. 119857001
 Legal Land Description: Lot 18, Block 28, Plan F5554 Ext 0
 As described on Certificate of Title 95S31181;

is amended in accordance with the Amended Rezoning Agreement attached as Appendix "A" to this Bylaw.

Execution of Agreement Authorized

- 5. The Mayor and Clerk are authorized to execute the Agreement annexed as Appendix "A" to this Bylaw.

Coming into Force

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

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

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

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

Mayor

City Clerk

Amended Rezoning Agreement

This Agreement made effective this ____ day of _____, 2014.

Between:

The City of Saskatoon, a municipal corporation pursuant to *The Cities Act*, S.S. 2002 Chapter C-11.1 (hereinafter referred to as "the City")

- and -

KCOS Enterprise Centre Inc., a non-profit corporation incorporated under the laws of the Province of Saskatchewan, with offices in the City of Saskatoon, in the Province of Saskatchewan (hereinafter referred to as "the Owner")

Whereas:

- A. The City entered into a Rezoning Agreement dated February 20, 2013 with the Kinsmen Club of Saskatoon, a copy of which is attached as Schedule "A" to this Agreement, with respect to the following lands:

Surface Parcel No. 119856998
Reference Land Description: Lot 1, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

Surface Parcel No. 119859171
Reference Land Description: Lot 2, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

Surface Parcel No. 119859182
Legal Land Description: Lot 3, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

Surface Parcel No. 119859193
Legal Land Description: Lot 4, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

Surface Parcel No. 119859205
Legal Land Description: Lot 5, Block 6, Plan I774 Ext 0
As described on Certificate of Title 95S31183;

Surface Parcel No. 119859216
Legal Land Description: Lot 15, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

Surface Parcel No. 119859227
Legal Land Description: Lot 16, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

Surface Parcel No. 119859238
Legal Land Description: Lot 17, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

and,

Surface Parcel No. 119857001
Legal Land Description: Lot 18, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181

(hereinafter referred to as "the Land").

- B. KCOS Enterprise Centre Inc. is now the registered owner of the land.
- C. The City has an approved Community Plan which, pursuant to Section 69 of *The Planning and Development Act, 2007*, contained guidelines respecting the entering into of agreements for the purpose of accommodating requests for the rezoning of land;
- D. The City has agreed, pursuant to the provisions of Section 69 of *The Planning and Development Act, 2007*, to vary the Rezoning Agreement.

Now therefore the Parties covenant and agree as follows:

Variation of Rezoning Agreement

- 1. The Rezoning Agreement attached as Schedule "A" to this Agreement is amended in the manner set forth in this Agreement.

Use of Land

2. The Owner agrees that the use of the Land will remain the same and will be limited to the following uses:
 - (a) offices limited to those where clients attending the subject property are incidental and secondary to the principal office use;
 - (b) a child care centre; and
 - (c) a community centre.

Development Standards

3. (1) Except as provided in subparagraph (2), the development standards applicable to the M3 Zoning District shall apply to the Land.
- (2) The following development standards shall be applicable to the Land:
 - (a) Parking: 40 on-site spaces and one loading space are required;
 - (b) Setbacks: no minimum front, rear, or side-yard setbacks;
 - (c) Gross floor area: 5,000 m² maximum;

Landscaping

4. A 1.0 metre wide landscape strip along the length of the eastern property line is required.

Fences

5. No wall or fence shall exceed a maximum height of 2.0 m along the front (south) property line.

Other Provisions of Rezoning Agreement

- 6. Except as modified by the provisions of this Agreement, all terms and conditions of the Rezoning Agreement attached as Schedule "A" remain in full force and effect.

Registration of Interest

- 7. (1) The Parties hereto acknowledge that this Agreement is made pursuant to Section 69 of *The Planning and Development Act, 2007* and the Owner agrees that this Agreement shall be registered by way of an Interest Registration against the Title to the Land. As provided in Section 236 of *The Planning and Development Act, 2007*, Section 63 of *The Land Titles Act, 2000* does not apply to the Interest registered in respect of this Agreement.
- (2) This Agreement shall run with the Land pursuant to Section 69 of *The Planning and Development Act, 2007*, and shall bind the Owner, its successors and assigns.

The City of Saskatoon

Mayor

c/s

City Clerk

KCOS Enterprise Centre Inc.

c/s

Affidavit Verifying Corporate Signing Authority

Canada)
Province of Saskatchewan)
To Wit:)

I, _____, of the City of Saskatoon, in the
(Name)
Province of Saskatchewan, _____, make oath and say:
(Position Title)

1. I am an officer or director of the corporation named in the within instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

Sworn before me at the City of)
Saskatoon, in the Province of)
Saskatchewan, this _____ day of)
_____, _____)

A Commissioner for Oaths in and for)
the Province of Saskatchewan.)
My Commission expires)

(or) Being a Solicitor.)

(Signature)

SCHEDULE "A"

Rezoning Agreement

This Agreement made effective this 20th day of Feb, 2013.

Between:

The City of Saskatoon, a municipal corporation pursuant to *The Cities Act*, S.S. 2002 Chapter C-11.1 (hereinafter referred to as "the City")

- and -

Kinsmen Club of Saskatoon, a non-profit charitable corporation incorporated under the laws of the Province of Saskatchewan, with offices in the City of Saskatoon, in the Province of Saskatchewan (hereinafter referred to as "the Owner")

Whereas:

1. The Owner is entitled to become the owner of the land described as follows:

Surface Parcel No. 119856998

Reference Land Description: Lot 1, Block 6, Plan I774 Ext 0

As described on Certificate of Title 95S31183;

Surface Parcel No. 119859171

Reference Land Description: Lot 2, Block 6, Plan I774 Ext 0

As described on Certificate of Title 95S31183;

Surface Parcel No. 119859182

Reference Land Description: Lot 3, Block 6, Plan I774 Ext 0

As described on Certificate of Title 95S31183;

Surface Parcel No. 119859193

Reference Land Description: Lot 4, Block 6, Plan I774 Ext 0

As described on Certificate of Title 95S31183;

Surface Parcel No. 119859205

Reference Land Description: Lot 5, Block 6, Plan I774 Ext 0

As described on Certificate of Title 95S31183;

Surface Parcel No. 119859216
Reference Land Description: Lot 15, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

Surface Parcel No. 119859227
Reference Land Description: Lot 16, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

Surface Parcel No. 119859238
Reference Land Description: Lot 17, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181;

and,

Surface Parcel No. 119857001
Reference Land Description: Lot 18, Block 28, Plan F5554 Ext 0
As described on Certificate of Title 95S31181

(hereinafter referred to as "the Land").

2. The Owner has applied to the City for approval to rezone the Land from an R2A District and a B5 District to an M3 District to allow the development of the proposal specified in this Agreement;
3. The City has an approved Development Plan which, pursuant to Section 69 of *The Planning and Development Act, 2007*, contained guidelines respecting the entering into of agreements for the purpose of accommodating requests for the rezoning of land;
4. The City has agreed, pursuant to the provisions of Section 69 of *The Planning and Development Act, 2007*, to rezone the Land from an R2A District and a B5 District to an M3 District, subject to this Agreement.

Now therefore this Agreement witnesseth that the Parties hereto covenant and agree as follows:

Land to be Used in Accordance with Agreement

1. The Owner agrees that, upon the Land being rezoned from an R2A District and a B5 District to an M3 District, none of the Land shall be developed or used except in accordance with the terms and conditions set out in this Agreement.

Use of Land

2. The Owner agrees that the use of the Land will be limited to the following uses:
 - (a) offices limited to those where clients attending the subject property are incidental and secondary to the principal office use;
 - (b) a child care centre; and
 - (c) a community centre.

Development Standards

3. The development standards applicable to the Land shall be those applicable to an M3 District except as follows:
 - (a) Parking: 28 on-site spaces and one loading space are required;
 - (b) Setbacks: no minimum front, rear or west-side setbacks required; minimum 50m east-side yard setback required;
 - (c) Gross floor area: 4,000 m² maximum.

Landscaping

4. A landscape strip of not less than 3 metres is required along the eastern flank of the property. This requirement may be amended at the discretion of the General Manager, Community Services Department in order to facilitate additional on-street parking adjacent to Avenue L South. No other landscaping is required.

Application of Zoning Bylaw

5. The Owner covenants and agrees that, except to the extent otherwise specified in this Agreement, the provisions of The City of Saskatoon Zoning Bylaw No. 8770 as amended from time to time shall apply.

Compliance with Agreement

6. The Owner covenants and agrees not to develop or use the Land unless such development, use and construction complies with the provisions of this Agreement.

Dispositions Subject to Agreement

7. The Owner covenants and agrees that any sale, lease or other disposition or encumbrance of the Land or part thereof shall be made subject to the provisions of this Agreement.

Definitions

8. Any word or phrase used in this Agreement which is defined in Zoning Bylaw No. 8770 shall have the meaning ascribed to it in that Bylaw.

Departures and Waivers

9. No departure or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver, and the City shall not be obliged to continue any departure or waiver or permit subsequent departure or waiver.

Severability

10. If any covenant or provision of this Agreement is deemed to be void or unenforceable in whole or in part, it shall not be deemed to affect or impair the validity of any other covenant or provision of this Agreement.

Governing Law

11. This Agreement shall be governed and interpreted in accordance with the laws of the Province of Saskatchewan.

Effective Date of Rezoning

12. It is understood by the Owner that the Land shall not be effectively rezoned from an R2A District and a B5 District to an M3 District until:
- (a) the Council of The City of Saskatoon has passed a Bylaw to that effect; and
 - (b) this Agreement has been registered by the City, by way of Interest Registration, against the Title to the Land.

Use Contrary to Agreement

13. (1) The Council of The City of Saskatoon may declare this Agreement void where any of the Land or buildings thereon is developed or used in a manner which is contrary to the provisions of this Agreement, and upon the Agreement being declared void, the Land shall revert to a R2A District and a B5 District.
- (2) If this Agreement is declared void by the Council of The City of Saskatoon, the City shall not, by reason thereof, be liable to the Owners or to any other person for any compensation, reimbursement or damages on account of loss or profit, or on account of expenditures, or on any other account whatsoever in connection with the Land.

Registration of Interest

14. (1) The Parties hereto acknowledge that this Agreement is made pursuant to Section 69 of *The Planning and Development Act, 2007* and the Owner agrees that this Agreement shall be registered by way of an Interest Registration against the Title to the Land. As provided in Section 236 of *The Planning and Development Act, 2007*, Section 63 of *The Land Titles Act, 2000* does not apply to the Interest registered in respect of this Agreement.
- (2) This Agreement shall run with the Land pursuant to Section 69 of *The Planning and Development Act, 2007*, and shall bind the Owner, its successors and assigns.

Enurement

15. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective heirs, executors, administrators, successors and assigns.

The City of Saskatoon



Mayor



City Clerk

c/s

Kinsmen Club of Saskatoon



c/s

Affidavit Verifying Corporate Signing Authority

Canada)
Province of Saskatchewan)
To Wit:)

I, Brent Hillestad, of the City of Saskatoon, in the
(Name)
Province of Saskatchewan, President, make oath and say:
(Position Title)

1. I am an officer or director of the corporation named in the within instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

Sworn before me at the City of
Saskatoon, in the Province of
Saskatchewan, this 20th day of
February, 2013.

Lustis Kimpton
Notary Public Commissioner for Oaths in and for
the Province of Saskatchewan.
My Commission expires Oct 31/14
(or) Being a Solicitor.

[Signature]
(Signature)

Proposed Rezoning from R1A to B1B – Rosewood Boulevard and Phelps Way

Recommendation

1. That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone Parcel AA, Plan No. 101875394, and Parcel F, Plan No. 94S17318 from an R1A – One-Unit Residential District to a B1B – Neighbourhood Commercial – Mixed-Use District, be approved.

Topic and Purpose

An application has been submitted by Boychuk Investments Ltd. requesting to rezone Parcel AA, Plan No. 101875394, and Parcel F, Plan No. 94S17318 from R1A – One-Unit Residential District to a B1B – Neighbourhood Commercial – Mixed-Use District (see Attachment 1). The rezoning would facilitate commercial development of the property consistent with the Rosewood Neighbourhood Concept Plan (Concept Plan).

Report Highlights

1. This application is consistent with the Concept Plan.
2. No issues or concerns were raised through the administrative review process.

Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, providing commercial and mixed uses at the neighbourhood scale supports the priority to create "complete community" neighbourhoods.

Background

The Concept Plan was originally approved by City Council in May 2008. A subsequent major amendment to the Concept Plan was approved on June 9, 2014, although the subject property of this report was not affected by those changes.

Report

Rosewood Neighbourhood Concept Plan

The Concept Plan identifies the subject property for commercial use. A zoning designation of B1B – Neighbourhood Commercial – Mixed Use is consistent with the Concept Plan (see Attachment 2).

Zoning Bylaw

Development of the subject property will be required to comply with the requirements of the B1B – Neighbourhood Commercial – Mixed-Use District.

The purpose of the B1B District is to facilitate mixed-use development, which may include a limited range of commercial and institutional uses, as well as medium-density

Proposed Rezoning from R1A to B1B – Rosewood Boulevard and Phelps Way

residential uses, that are generally compatible with residential land uses and which are intended to serve the needs of residents within a neighbourhood.

Comments from Other Divisions

No concerns were identified through the administrative referral process. Please refer to Attachment 3 for complete comments.

Options to the Recommendation

City Council could choose to deny this application. This option is not recommended as it is consistent with the Concept Plan.

Public and/or Stakeholder Involvement

Extensive public consultation was conducted in conjunction with the development of the Concept Plan. As this application is consistent with the Concept Plan, a public information meeting was not held.

Communication Plan

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

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up is required.

Public Notice

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

Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing. Notice boards will be placed on the site. The property owners affected by this rezoning will also be notified in writing.

Attachments

1. Location Map
2. Rosewood Neighbourhood Concept Plan
3. Comments from Other Divisions

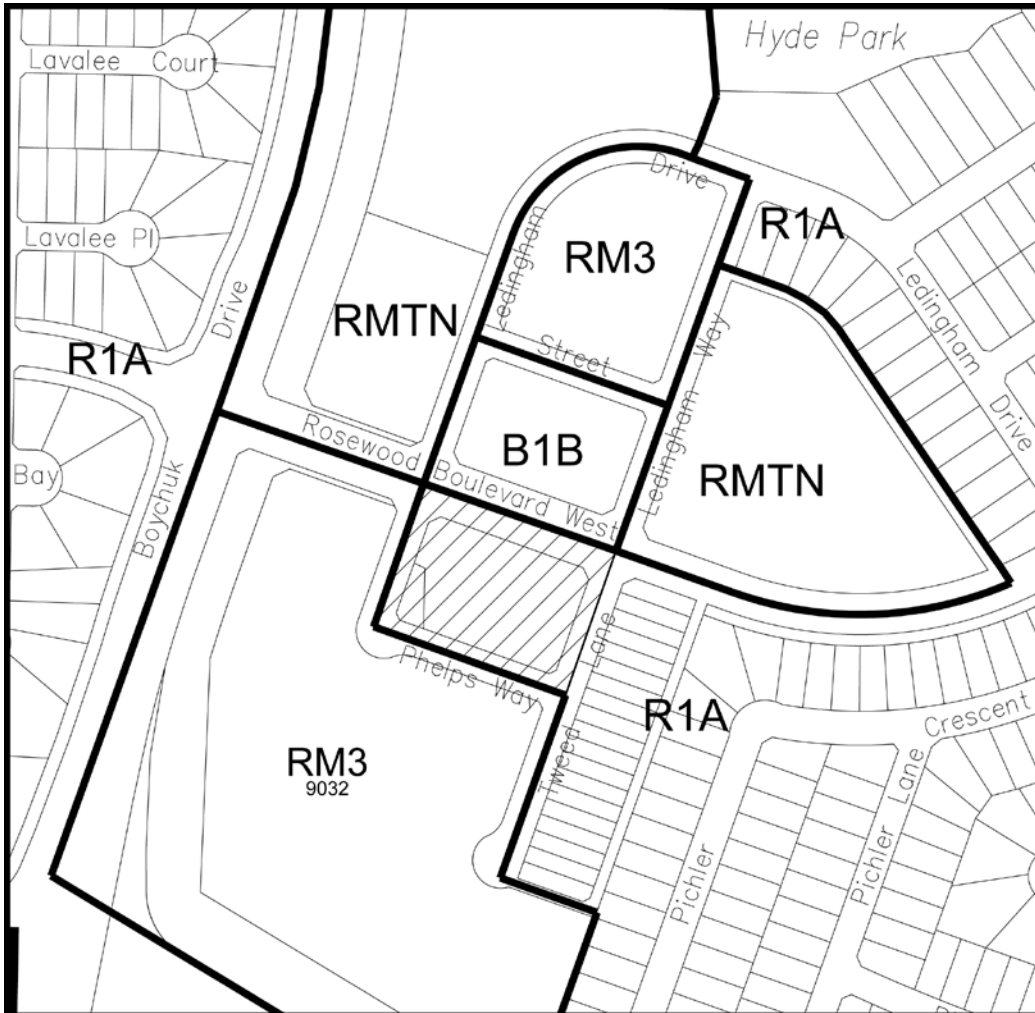
Proposed Rezoning from R1A to B1B – Rosewood Boulevard and Phelps Way

Report Approval

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

S/Reports/DS/2014/MPC – Proposed Rezoning from R1A to B1B – Rosewood Boulevard and Phelps Way/ks

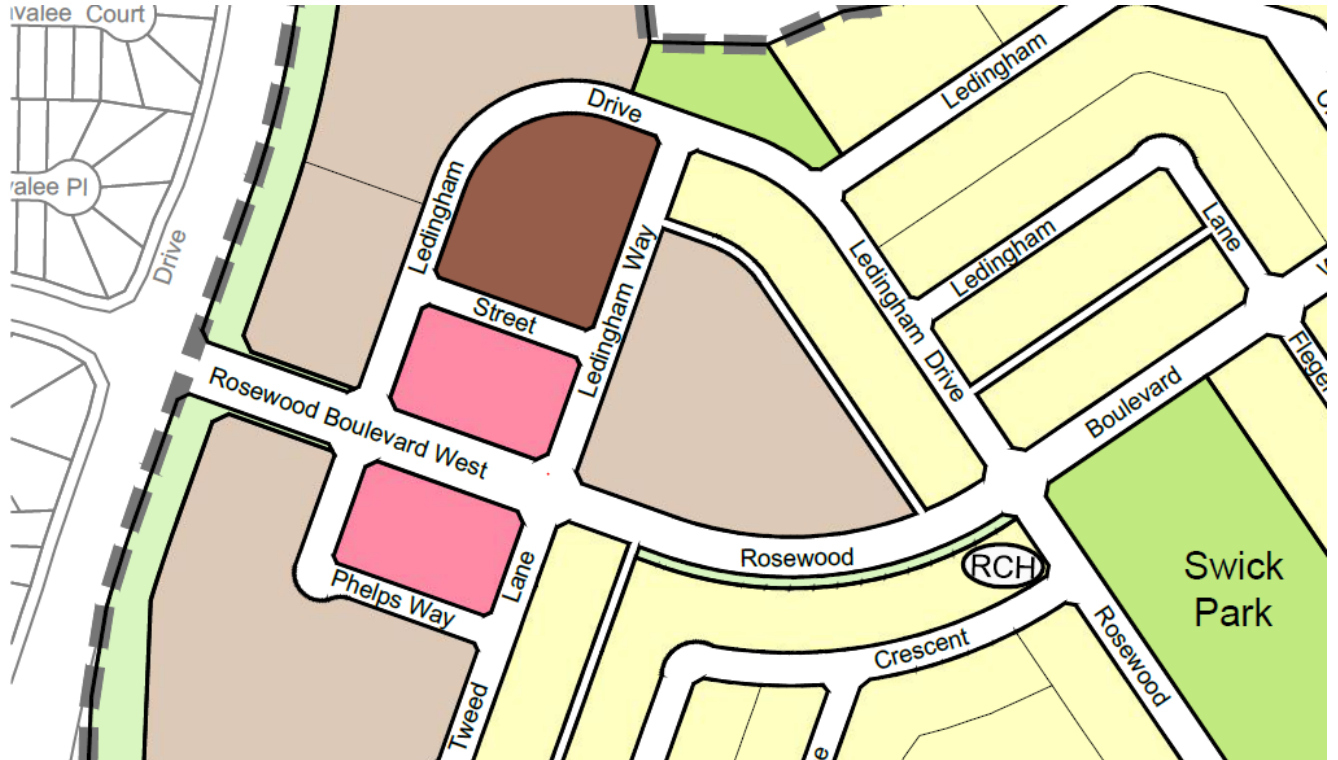
Location Map




ZONING AMENDMENT

 From R1A
to B1B

Rosewood Neighbourhood Concept Plan



 COMMERCIAL

Comments From Other Divisions

Transportation and Utilities Department

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

1. Specific development may require a Traffic Impact Study. The Transportation and Utilities Department should be contacted prior to obtaining a Building Permit application.

**THE STARPHOENIX, SATURDAY, OCTOBER 11, 2014 and
SUNDAY PHOENIX, OCTOBER 12, 2014**

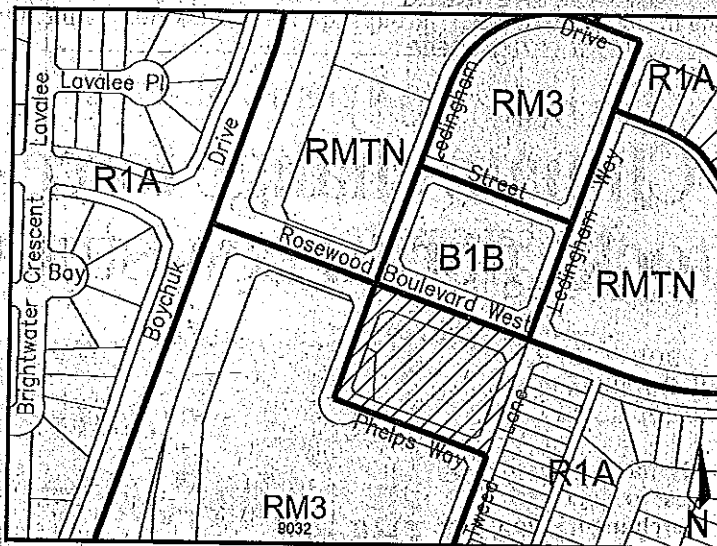
ZONING NOTICE

ROSEWOOD NEIGHBOURHOOD

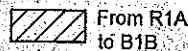
PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9230

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). By way of Bylaw No. 9230, the Zoning Amendment Bylaw 2014 (No. 26), lands in the Rosewood neighbourhood will be rezoned from R1A – One-Unit Residential District to B1B – Neighbourhood Commercial – Mixed Use District as shown in the map below.

LEGAL DESCRIPTION – Parcel AA, Plan No. 101875394; and Parcel F, Plan No. 94S17318



PROPOSED ZONING AMENDMENT



File No. RZ23-2014

REASON FOR THE AMENDMENT – The rezoning will provide for neighbourhood commercial development consistent with the Rosewood Neighbourhood Concept Plan.

INFORMATION – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:
Community Services Department, Planning and Development Division
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on Monday, October 27, 2014 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.

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

All submissions received by the City Clerk by 10:00 a.m. on Monday, October 27, 2014 will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.



Office of the City Clerk
222 3rd Avenue North
Saskatoon SK S7K 0J5

www.saskatoon.ca
tel (306) 975.3240
fax (306) 975.2784

October 14, 2014

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Propose Rezoning from R1A to B1B
Rosewood Boulevard and Phelps Way
(Files CK. 4351-014-018 and PL. 4350-Z23/14]**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated October 7, 2014, on the above application and supports the following recommendation of the Community Services Department:

That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone Parcel AA, Plan No. 101875394, and Parcel F, Plan No. 94S17318 from an R1A – One-Unit Residential District to a B1B – Neighbourhood Commercial – Mixed-Use District, be approved.

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

Yours truly,

A handwritten signature in cursive script that reads 'Penny Walter'.

**Penny Walter, Committee Assistant
Municipal Planning Commission**

PW:ap

Attachment

BYLAW NO. 9230

The Zoning Amendment Bylaw, 2014 (No. 26)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2014 (No. 26)*.


Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the land described in the Bylaw from an R1A District to a B1B District.

Zoning Bylaw Amended

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

R1A District to B1B District

4. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the land described in this Section and shown as  on Appendix "A" to this Bylaw from an R1A District to a B1B District:
 - (a) Surface Parcel No. 166119385
Legal Description: Blk/Par F, Plan 94S17318 Ext 4; and
 - (b) Surface Parcel No. 166119420
Legal Description: Blk/Par AA, Plan 101875394 Ext 8.

Coming into Force

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

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

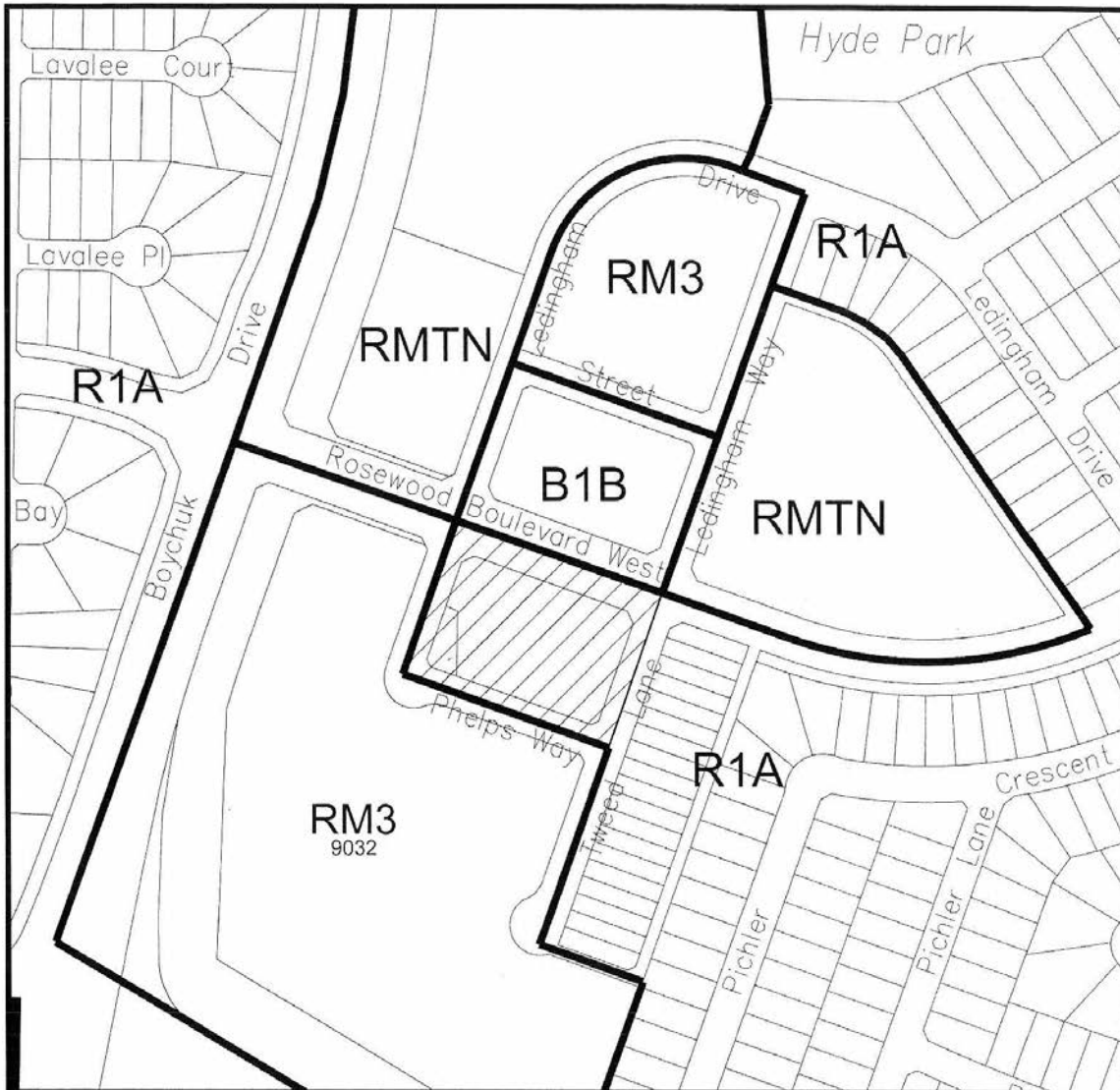
Read a second time this _____ day of _____, 2014.

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


Mayor

City Clerk

Appendix "A"



ZONING AMENDMENT

 From R1A to B1B

Proposed Rosewood Neighbourhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B – Rosewood Drive

Recommendation

1. That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed Rosewood Neighbourhood Concept Plan amendment be approved; and
2. That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone the properties identified in the attached map from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District, be approved.

Topic and Purpose

An application has been submitted by Rosewood Land Inc. requesting to amend the Rosewood Neighbourhood Concept Plan (Concept Plan) to re-designate the parcel of land shown in Attachment 1 from Multi-Family (Townhouse) Residential to Single-Family (Detached) Residential. A portion of this amendment area will also be rezoned from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District. This report seeks City Council's approval for both the concept plan amendment and rezoning.

Report Highlights

1. A concept plan amendment is required to ensure sanitary sewer capacity in the area.
2. Additional concept plan amendments may be required to ensure sanitary sewer capacity in Rosewood.
3. No additional concerns were identified through the administrative review process.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Sustainable Growth. These amendments ensure that development can be adequately supported by existing servicing capacity.

Background

The Concept Plan was originally approved by City Council in May 2008. A subsequent major amendment to the Concept Plan was approved on June 9, 2014, although the subject property of this report was not affected by those changes.

In May 2012, City Council approved an amendment to the Concept Plan from Multi-Family (Townhouse) to Multi-Family (Medium Density) for 110 Phelps Way in the southwest corner of Rosewood. The amendment allowed for medium-density

Proposed Rosewood Neighbourhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B – Rosewood Drive

apartment-style residential at a proposed density of approximately 28 units per acre, higher than the approved 13 units per acre as per the original concept plan. As a result of this increase in density, the developer agreed that the density of development would be reduced on other lands within Rosewood to ensure sanitary sewer capacity.

Report

Concept Plan Amendment Required

A concept plan amendment from Multi-Family (Townhouse) Residential to Single-Family (Detached) Residential as shown in Attachment 1 is required to decrease density of residential development in this area. This is required to ensure sanitary sewer capacity following a 2012 concept plan amendment and rezoning that provided for a higher density of development in the southwest corner of the neighbourhood than was provided for in the original concept plan. A change to the configuration of local streets will provide access to the new single-family lots.

Zoning Bylaw Amendment

An amendment to Zoning Bylaw No. 8770 (Zoning Bylaw) is required to rezone a portion of the new single-family lots from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District. The remainder of lots within the concept plan amendment area will remain R1A – One-Unit Residential District. The proposed zoning amendment is depicted in Attachment 1.

Sanitary Sewer Capacity

The Transportation and Utilities Department is in agreement with the proposal as the lower density of development will help ensure sanitary sewer capacity in Rosewood. It is acknowledged that additional parcels under the ownership of Rosewood Land Inc. that are designated for Multi-Family (Townhouse) development may need to be re-designated to a lower density of development. This will completely offset the higher density approved for 110 Phelps Way in the southwest corner of Rosewood to ensure sanitary sewer capacity.

Comments from Other Stakeholders

No other comments or concerns from internal and external stakeholders contacted through the administrative referral process were identified.

Options to the Recommendation

City Council could choose to deny this application. This option is not recommended as the concept plan amendment will help ensure sanitary sewer capacity in the area.

Public and/or Stakeholder Involvement

A public open house was held on September 15, 2014. No property owners or members of the general public attended. The Community Engagement Project Summary has been included as Attachment 2.

Proposed Rosewood Neighbourhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B – Rosewood Drive

Communication Plan

No further communication is planned beyond the stakeholder involvement noted above, and the required notice for the public hearing detailed below.

Safety/Crime Prevention Through Environmental Design (CPTED)

A CPTED review was completed as part of the administrative review process of the concept plan amendment. No CPTED issues were identified through this review.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Additional amendments to the Concept Plan to re-designate additional parcels of land to a lower density of development may be required in future.

Public Notice

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

Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public hearing date by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing. Notice boards will be placed on the site. The property owners affected by this rezoning will also be notified in writing.

Attachments

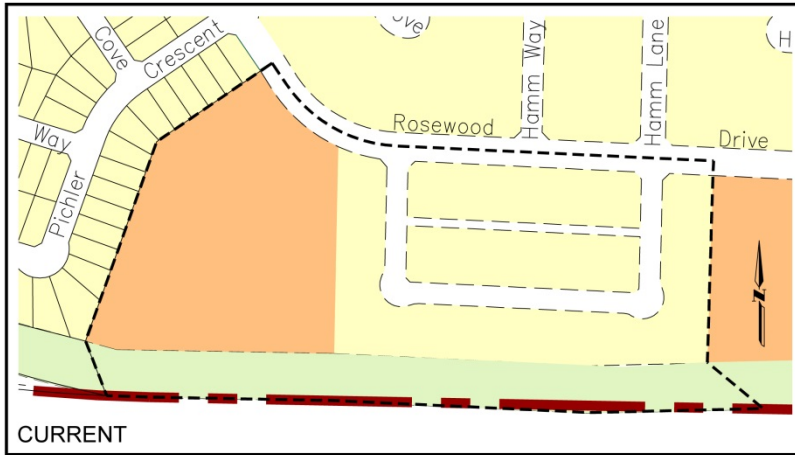
1. Location Maps
2. Community Engagement Summary

Report Approval

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

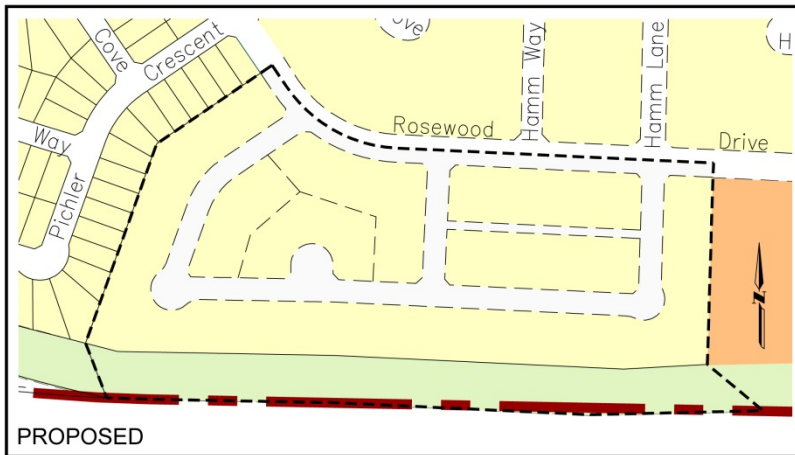
S/Reports/DS/2014/MPC – Proposed Rosewood Neighbourhood Concept Plan Amendment and Proposed Rezoning from R1A to R1B – Rosewood Drive/ks

Location Maps

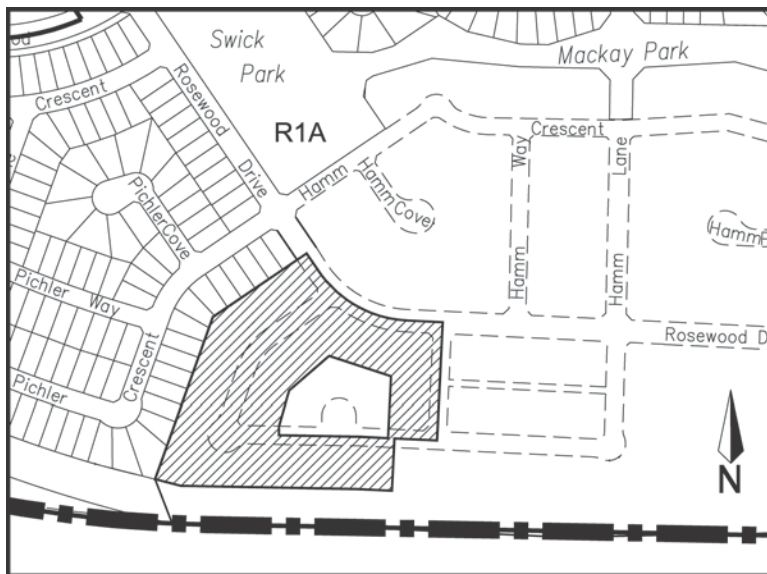


**PROPOSED ROSEWOOD
CONCEPT PLAN AMENDMENT**

- AMENDMENT BOUNDARY
- SINGLE FAMILY
- MULTI-FAMILY
- BUFFER STRIP
- CITY LIMITS



CPA_063-09



PROPOSED ZONING AMENDMENT

- ▨ From R1A to R1B

File No. RZ22-2014





COMMUNITY ENGAGEMENT SUMMARY

PUBLIC OPEN HOUSE PROPOSED ROSEWOOD NEIGHBOURHOOD CONCEPT PLAN AMENDMENT & ZONING AMENDMENT

Applicant: Rosewood Land Inc.
File: PL 4350 – Z22/14

Project Description

A public open house was held regarding a proposed amendment to the Rosewood Neighbourhood Concept Plan and related amendment to the Zoning Bylaw. The concept plan amendment was to re-designate a parcel of land from Multi-Family (Townhouse) to Single Family (Detached) residential, and to rezone a portion of this area from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District

The open house was held at Lakeridge School Library on September 15, 2014 from 7:00 to 9:00 PM.

Community Engagement Strategy

Purpose:

To inform and consult. Residents provided with an overview of the applicant's proposal and provided the opportunity to ask questions and provide comments.

Form of community engagement used:

Public Open House – Residents are provided an opportunity to view a series of display boards regarding the amendments and speak directly with City staff.

Level of input or decision making required from the public:

Comments and opinions were sought from the public.

Who was involved:

- Internal stakeholders: The standard referral process was implemented. Internal Departments were contacted for comments, in addition to the local Ward 9 Councillor, Councillor Paulsen.
- External stakeholders: Through the standard referral process, several external agencies including utility companies and the school boards were contacted for comments. Public Notices (attached) were sent to the addresses of 81 property owners in the surrounding area, as well as the Rosewood Community Association. The meeting was not attended by any residents or property owners. The Councillors from Wards 8 and 9 were in attendance.



Summary of Community Engagement Feedback

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

Next Steps

ACTION	ANTICIPATED TIMING
Planning and Development Division prepares and presents to Municipal Planning Commission (MPC). MPC reviews proposal and recommends approval or denial to City Council.	October 7, 2014
Public Notice - Community Consultant, Ward Councillor as well as all participants that attended the Public Informaiton Meeting will be provided with direct notice of the Public Hearing, as well as all residents who were notified previously. A notification poster sign will be placed on site. Advertisements prepared and placed in the Star Phoenix, City Page (as per the City's Public Notice Policy).	October 10-15, 2014
Public Hearing – Public Hearing conducted by City Council, with opportunity provided to interested persons or groups to present. Proposal considered together with the reports of the Planning and Development Division, Municipal Planning Commission, and any written or verbal submissions received by City Council.	October 27, 2014
Council Decision - may approve or deny proposal.	October 27, 2014

Prepared by:

Brent McAdam, Planner
 Planning and Development Division
 September 15, 2014

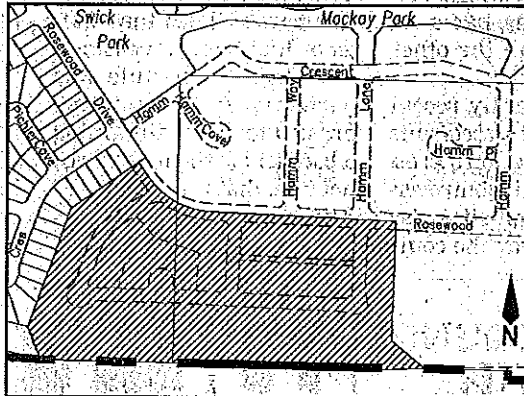
THE STARPHOENIX, SATURDAY, OCTOBER 11, 2014 and
SUNDAY PHOENIX, OCTOBER 12, 2014

PUBLIC NOTICE


**PROPOSED ROSEWOOD NEIGHBOURHOOD
CONCEPT PLAN AMENDMENT**

Saskatoon City Council will consider an amendment to the Rosewood Neighbourhood Concept Plan, submitted by Rosewood Land Inc. The proposed amendment will reclassify lands, as shown on the map below, from Multi-Family (Townhouse) Residential to Single Family (Detached) Residential on the concept plan.

REASON FOR THE AMENDMENT - The amendment will decrease the number of residential units in the area, which will ensure sanitary sewer capacity in Rosewood. This is required in response to a prior rezoning in the southwest corner of the neighbourhood which permitted higher residential density.



**PROPOSED CONCEPT PLAN AMENDMENT
ROSEWOOD**

 Amendment Area

CPA_063_09AD

INFORMATION - Questions regarding the proposed amendment may be directed to the following:
Community Services Department,
Planning and Development
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING - City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, October 27, 2014 at 6:00 p.m.** in City Council Chamber, City Hall, Saskatoon, Saskatchewan.

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

All submissions received by the City Clerk by **10:00 a.m. on Monday, October 27, 2014** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

**THE STARPHOENIX, SATURDAY, OCTOBER 11, 2014 and
SUNDAY PHOENIX, OCTOBER 12, 2014**

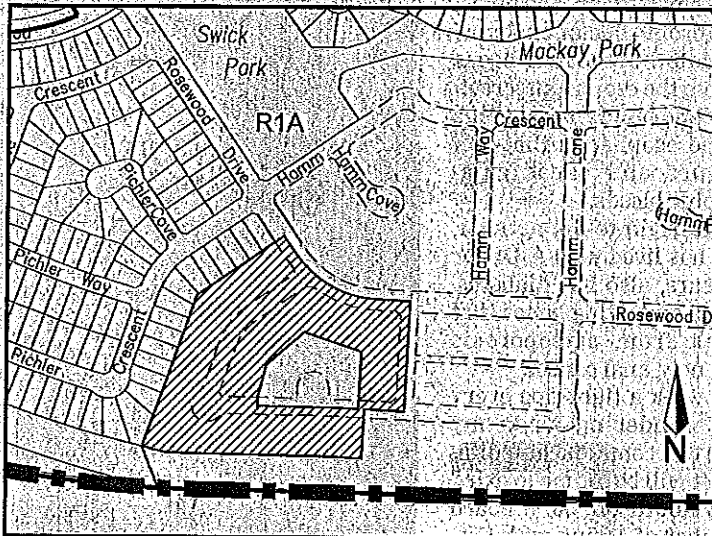
ZONING NOTICE

ROSEWOOD NEIGHBOURHOOD

PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9231

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). By way of Bylaw No. 9231, the Zoning Amendment Bylaw 2014 (No. 27), lands in the Rosewood neighbourhood will be rezoned from R1A – One-Unit Residential District to R1B – Small Lot One-Unit Residential District, as shown in the map below.

LEGAL DESCRIPTION – Part of Parcel F, Plan No. 94S17318; and Part of Parcel DD, Plan No. 102028586



PROPOSED ZONING AMENDMENT

 From R1A to R1B

File No. RZ22-2014

REASON FOR THE AMENDMENT – The rezoning will provide for small lot one-unit dwelling residential development.

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

Community Services Department, Planning and Development Division
Phone: 306-986-0902 (Brent McAdam)

PUBLIC HEARING – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on Monday, October 27, 2014 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.

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

All submissions received by the City Clerk by 10:00 a.m. on Monday, October 27, 2014 will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

October 14, 2014

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing
Proposed Rosewood Neighbourhood Concept Plan Amendment and
Proposed Rezoning from R1A to R1B – Rosewood Drive
(File No. CK. 4351-014-017, CK. 4110-40 and PL. 4350-Z22-14)**

The Municipal Planning Commission considered a report of the General Manager, Community Services Department, dated October 7, 2014, on the above application and supports the following recommendation of the Community Services Department:

1. That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed Rosewood Neighbourhood Concept Plan amendment be approved; and
2. That at the time of the public hearing, City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone the properties identified in the attached map from an R1A – One-Unit Residential District to an R1B – Small Lot One-Unit Residential District, be approved.

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

Yours truly,



Penny Walter, Committee Assistant
Municipal Planning Commission

PW:sj

Attachment

BYLAW NO. 9231

The Zoning Amendment Bylaw, 2014 (No. 27)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2014 (No. 27)*.


Purpose

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

Zoning Bylaw Amended

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

R1A District to B1B District

4. The Zoning Map, which forms part of Bylaw No. 8770, is amended by rezoning the land described in this Section and shown as  on Appendix "A" to this Bylaw from an R1A District to a R1B District:
 - (a) Portion of Surface Parcel No. 201973642
Legal Description: Blk/Par F, Plan 94S17318 Ext 6; and
 - (b) Portion of Surface Parcel No. 201973631
Legal Description: Blk/Par DD, Plan 102028586 Ext 1.

Coming into Force

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

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

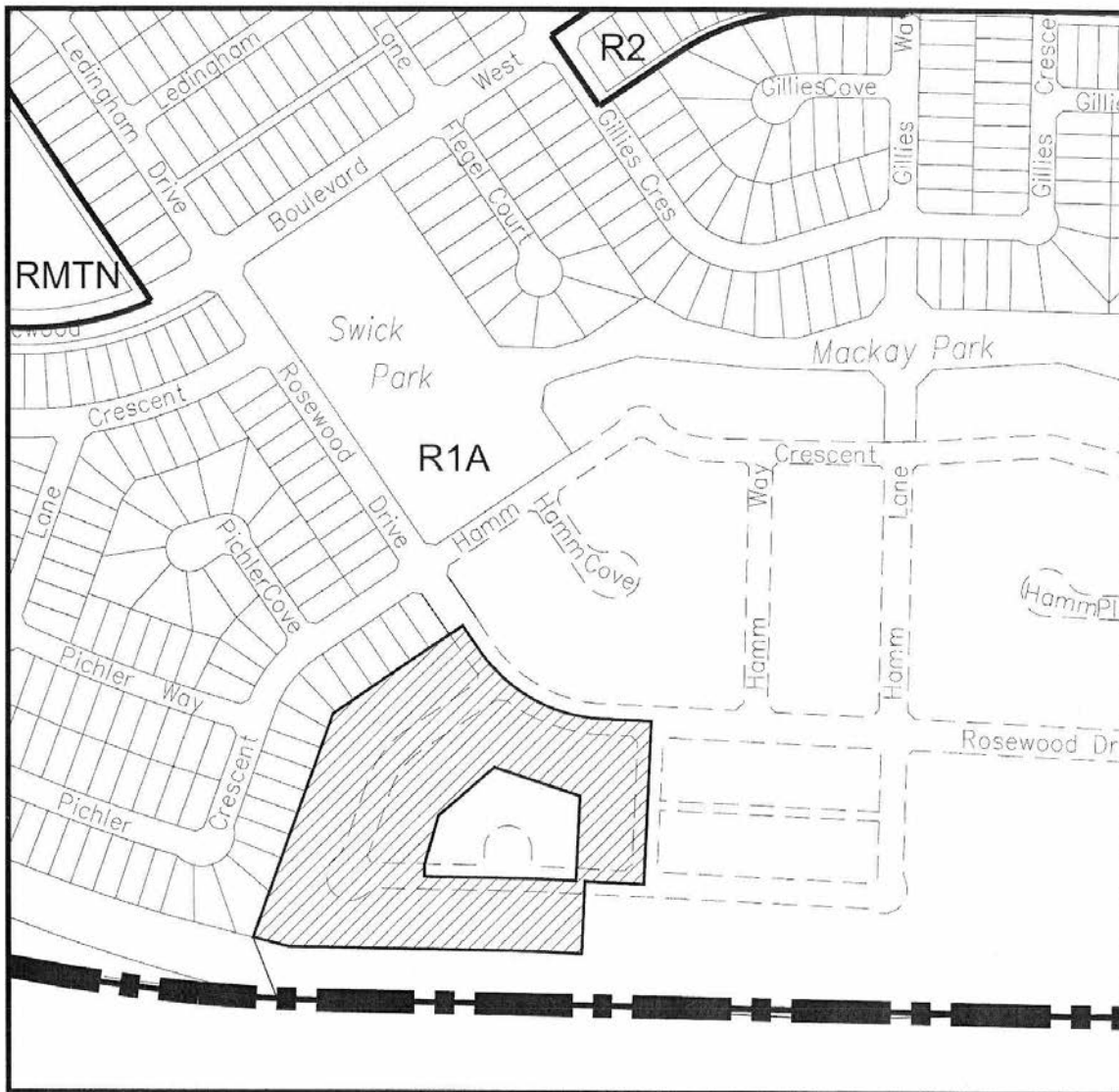
Read a second time this _____ day of _____, 2014.

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

Mayor

City Clerk

Appendix "A"



ZONING AMENDMENT

 From R1A to R1B

Proposed Closure of Right-of-Way – Portion of Lane Immediately West of 833 Cynthia Street – Airport Industrial Area

Recommendation

1. That a portion of the lane immediately west of 833 Cynthia Street be closed and sold to Global Exteriors Ltd. for \$19,807.02 plus GST;
2. That all costs associated with the closure be paid for by the applicant, including Solicitor's fees and disbursements; and
3. That City Council consider Bylaw No. 9227, The Street Closing Bylaw, 2014 (No. 8).

Topic and Purpose

This report requests approval to close, and subsequently sell, a portion of the lane immediately west of 833 Cynthia Street. The Administration has agreed to sell the lane to Global Exteriors Ltd. for \$19,807.02 plus GST pending City Council approval.

Report Highlights

If approved, the closed portion of lane immediately west of 833 Cynthia Street will be transferred to Global Exteriors Ltd. for payment of \$19,807.02 plus GST.

Strategic Goal

This report support the Strategic Goal of Sustainable Growth as the closure will allow for future development in the Airport Business Area.

Background

In May of 2013, the Administration received a request from Global Exteriors Ltd. to purchase the lane immediately west of 833 Cynthia Street, and consolidate this land with their existing property. Subsequently, the Administration has proceeded with the lane closure process. This process includes notifying other City Departments and land owners adjacent to the lane and requesting their review and comments.

Report

Webb Surveys has submitted a Plan of Proposed Lane Closure dated December 23, 2013 (Attachment 1) which details the proposed consolidation of the existing lane with the adjacent property.

A letter dated November 19, 2013 was sent to Global Exteriors Ltd. from the Administration agreeing to sell the lane. This letter outlined a cost of \$9.00 per sq. ft., for a total price of \$19,807.02 plus GST.

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9227, The Street Closing Bylaw, 2014 (No. 8) (Attachment 2).

Public and/or Stakeholder Involvement

Other City Departments were surveyed for feedback and have no objection to the proposed plan. Utility agencies have been contacted with respect to the closure and have no objections to the closure subject to the following conditions: that Shaw, SaskTel, SaskPower, and SaskEnergy require easements.

No adjacent property owners were contacted as Global Exteriors Ltd. is the only property owner adjacent to the lane.

The Ministry of Highways and Infrastructure has confirmed that the Minister's consent is not required nor is compensation to the Crown required pursuant to Sections 13(4) and 13(2)(a) of *The Cities Act*.

Communication Plan

The proposed change would be communicated via a Public Notice. No other communication activities are required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There will be no follow up report.

Public Notice

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

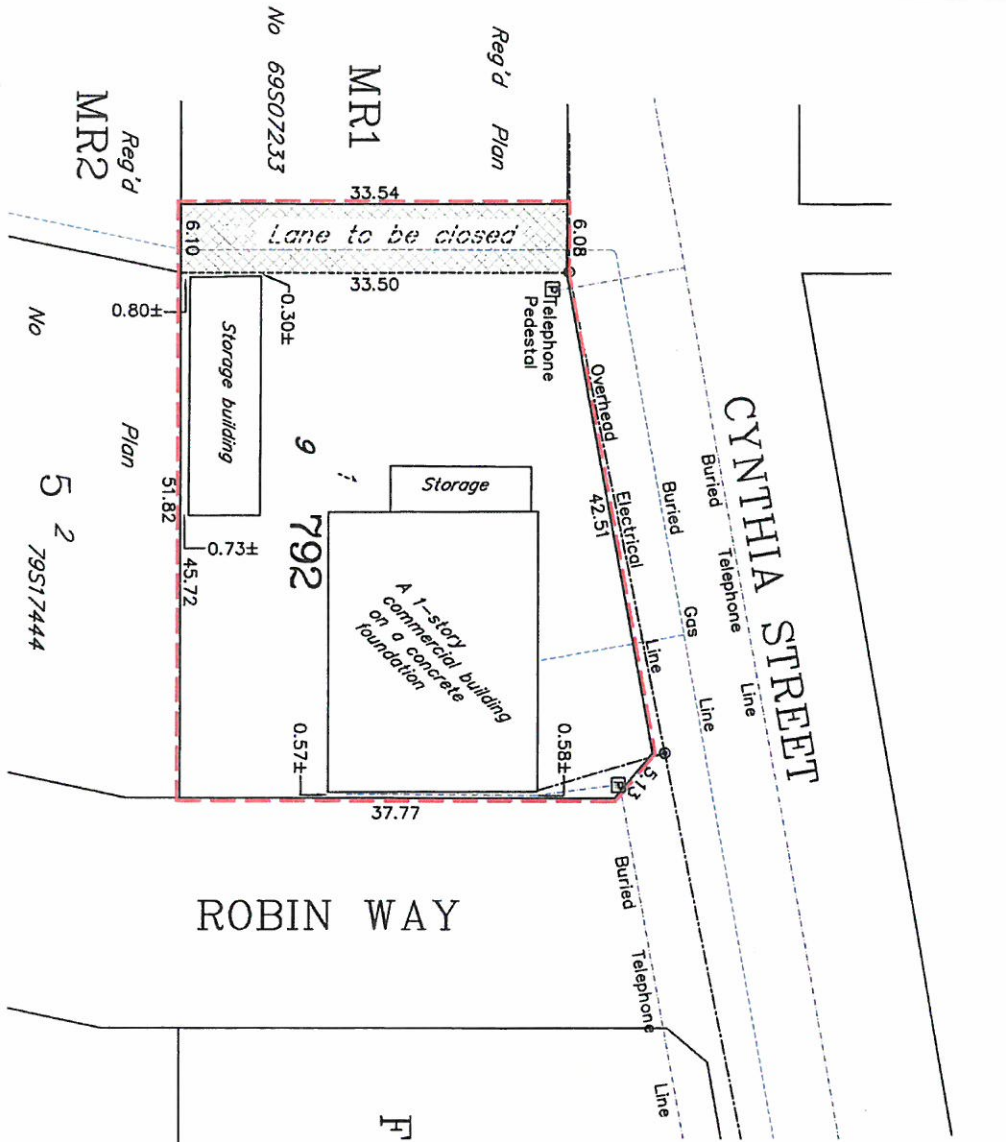
- Advertised in The StarPhoenix on October 18, 2014 (Attachment 3);
- Posted on the City Hall Notice Board on Thursday, October 16, 2014;
- Posted on the City of Saskatoon website on Thursday, October 16, 2014.

Attachments

1. Plan of Proposed Lane Closure from Webb Surveys dated December 23, 2013
2. Draft of Bylaw No. 9227, The Street Closing Bylaw, 2014 (No. 8)
3. Copy of the Public Notice

Report Approval

Written by: Shirley Matt, Traffic Management Engineer, Transportation
Reviewed by: Jay Magus, Engineering Section Manager
Reviewed by: Angela Gardiner, Director of Transportation
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department



PLAN OF PROPOSED
 CLOSURE OF LANE L1
 & CONSOLIDATION WITH
 LOT 1, BLOCK 792
 REG'D PLAN NO 75S10686
 SE 1/4 SEC 8-37-5-3
 833 CYNTHIA STREET
 SASKATOON, SASK.
 SCALE 1:500

[Signature]
 I.R. Webb, December 23, 2013
 Saskatchewan Land Surveyor

Seal

Dimensions shown are in metres and decimals thereof.
 Portion of this plan to be subdivided is outlined in red
 with a bold, dashed line and contains 0.19± ha (0.47± ac.)
 Distances are approximate and may vary from the final
 plan of survey by 0.50± metres.

- ☐ Telephone pedestal
- ⊙ Power pole

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

_____ Date _____
 Community Services Department

Prepared by
[Logo] **Webb Surveys**
 13-2606sg CAS

BYLAW NO. 9227**The Street Closing Bylaw, 2014 (No. 8)**

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Street Closing Bylaw, 2014 (No. 8)*.

Purpose

2. The purpose of this Bylaw is to close a portion of lane immediately west of 833 Cynthia Street, Saskatoon, Saskatchewan.

Closure of Portion of Lane

3. All that portion of lane immediately west of 833 Cynthia Street, Saskatoon, Saskatchewan, more particularly described as all that portion of Lane L1, Registered Plan No. 69S07233, lying West of Lot 1, Block 792, Registered Plan No. 75S10686, and South of the production Easterly of the North boundary of MR1, Registered Plan No. 69S07233, as shown on a Plan of Proposed Lane Closure & Consolidation prepared by T.R. Webb, S.L.S. dated December 23, 2013 and attached as Schedule "A" to this Bylaw, is closed.

Coming into Force

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

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

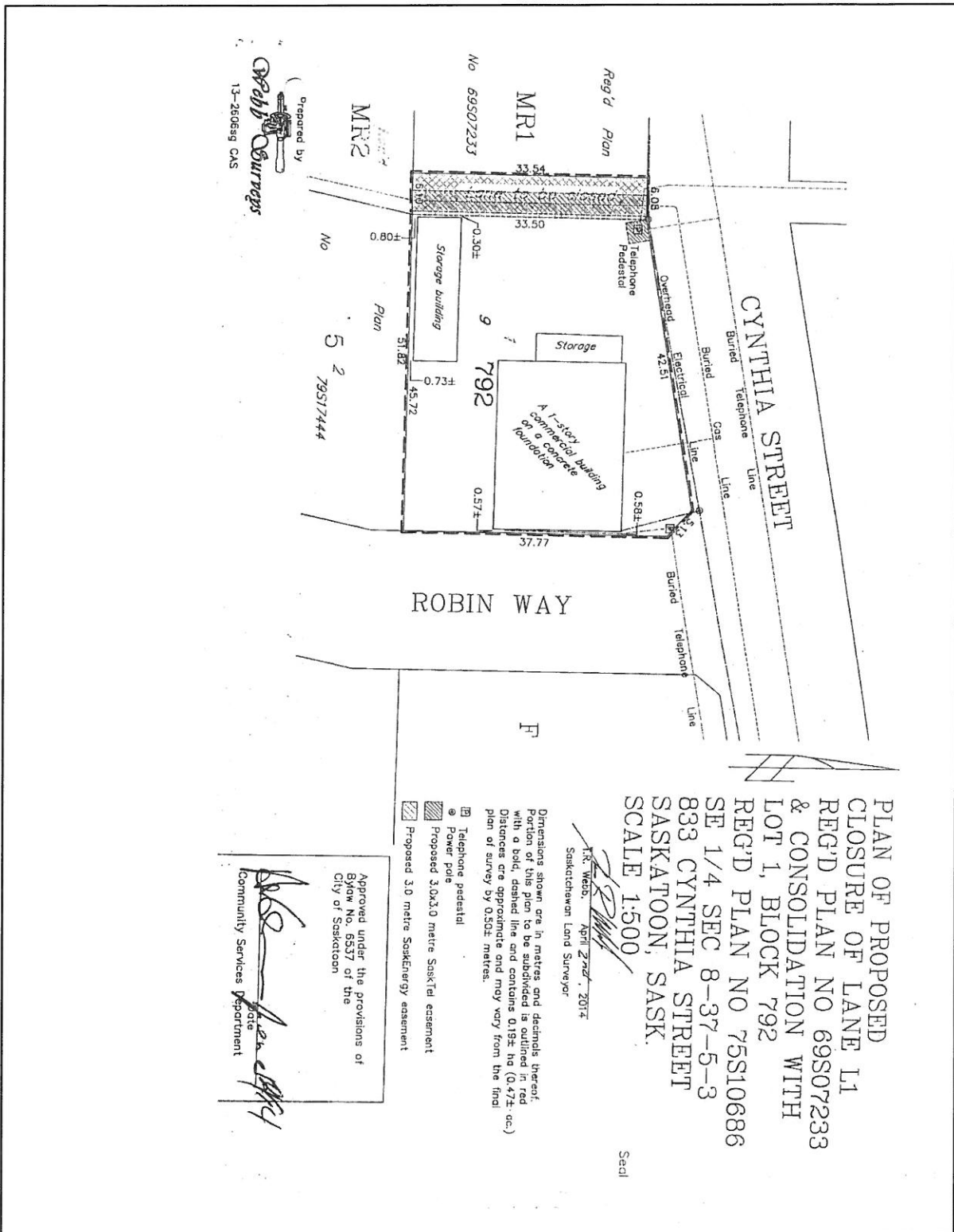
Read a second time this _____ day of _____, 2014.

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

Mayor

City Clerk

Schedule "A"



PLAN OF PROPOSED
 CLOSURE OF LANE L1
 REG'D PLAN NO 69S07233
 & CONSOLIDATION WITH
 LOT 1, BLOCK 792
 REG'D PLAN NO 75S10686
 SE 1/4 SEC 8-37-5-3
 833 CYNTHIA STREET
 SASKATOON, SASK.
 SCALE 1:500

K.K. Webb, April 2nd, 2014
 Saskatchewan Land Surveyor

- Ⓜ Telephone pedestal
- Ⓧ Power pole
- ▨ Proposed 3.0x3.0 metre SaskTel easement
- ▧ Proposed 3.0 metre SaskEnergy easement

Approved under the provisions of
 Bylaw No. 6537 of the
 City of Saskatoon
 [Signature]
 Date [Signature]
 Community Services Department

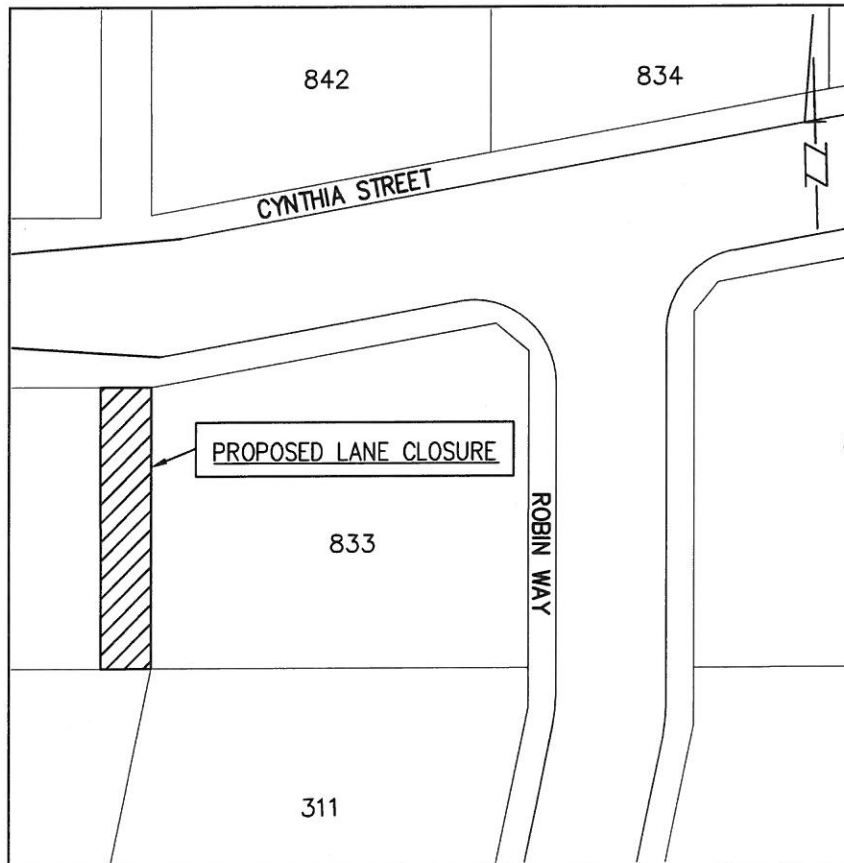
Prepared by
 Webb Burrows
 13-2606sq CAS

PUBLIC NOTICE

PROPOSED LANE CLOSURE

The City of Saskatoon is proposing the following lane closure off Cynthia Street in the Airport Industrial Neighbourhood.

Location – next to 833 Cynthia Street



PUBLIC MEETING - City Council will consider this matter and hear all persons who wish to speak to it at their City Council meeting on **Monday, October 27, 2014, at 6:00 p.m. in Council Chambers at Saskatoon City Hall.**

WRITTEN SUBMISSIONS - If you wish to submit a letter on this matter for City Council's consideration, it must be received by **Monday October 27, 2014 at 10:00 a.m. Mail to:**

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

INFORMATION - Questions regarding this proposal may be directed to:

Shirley Matt, Transportation
Phone: 306-975-3145

Proposed Closure of Right-of-Way – Road Allowance East of Zimmerman Road – Rosewood Neighbourhood

Recommendation

1. That a portion of road allowance east of Zimmerman Road, and north of Highway #16, is closed;
2. That after closure, this land be transferred to Casablanca Holdings Inc. in exchange for dedication of other land required for future roads in the area;
3. That all costs associated with the closure be paid for by the applicants, including Solicitor's fees and disbursements; and
4. That City Council consider Bylaw No. 9228, The Street Closing Bylaw 2014 (No. 9).

Topic and Purpose

This report requests approval to close a portion of road allowance in the Rosewood Neighbourhood, located east of Zimmerman Road and north of Highway #16, in exchange for the dedication of land required for future roads in the area. This closure is required to allow progress of commercial development in the Rosewood Neighbourhood.

Report Highlights

Arbutus Properties, on behalf of Casablanca Holdings Inc., requests to close a portion of road allowance as part of a subdivision application. This road closure will facilitate orderly development in the Rosewood Neighbourhood. If approved, the closed road allowance will be transferred to Casablanca Holdings Inc. in exchange for dedication of lands required for future roads in the area.

Strategic Goal

This report supports the Strategic Goal of Sustainable Growth as the closure will allow for future commercial development in the Rosewood Neighbourhood.

Background

The Proposed Amendment to the Rosewood Neighbourhood Concept Plan, approved by City Council on June 9, 2014, illustrates that a portion of road allowance needs to be closed in order to accommodate the continued development of the Rosewood Neighbourhood.

Report

Meridian Surveys Ltd. has submitted a Plan of Proposed Road Closure dated February 4, 2014 (Attachment 1) which illustrates the proposed road closure.

Proposed Closure of Right-of-Way – Road Allowance East of Zimmerman Road – Rosewood Neighbourhood

The total area to be closed, and then transferred to Casablanca Holdings Inc., is 0.461 hectares.

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9228, The Street Closing Bylaw, 2014 (No. 9) (Attachment 2).

Public and/or Stakeholder Involvement

Utility agencies have been contacted with respect to the closure and have no objections to the closure subject to the following conditions: that Shaw, SaskTel, SaskPower, and SaskEnergy require easements.

The Ministry of Highways and Infrastructure has confirmed that compensation is required to the crown for the 0.037 hectares. Casablanca Holdings has confirmed they will compensate Ministry of Highways and Infrastructure once they have concluded the valuation discussion with Saskatoon Land.

Communication Plan

Communication activities are included with the requirement for Public Notice. No other communication activities are required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There will be no follow up report.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 3 (insert the appropriate subsection) of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The Star Phoenix on the weekend of October 17, 2014 (Attachment 3);
- Posted on the City Hall Notice Board on Thursday, October 16, 2014;
- Posted on the City of Saskatoon website on Thursday, October 16, 2014

Attachments

1. Plan of Proposed Road Closure from Meridian Surveys Ltd. dated February 4, 2014
2. Draft of Bylaw No. 9228, The Street Closing Bylaw, 2014 (No. 9)
3. Copy of the Public Notice

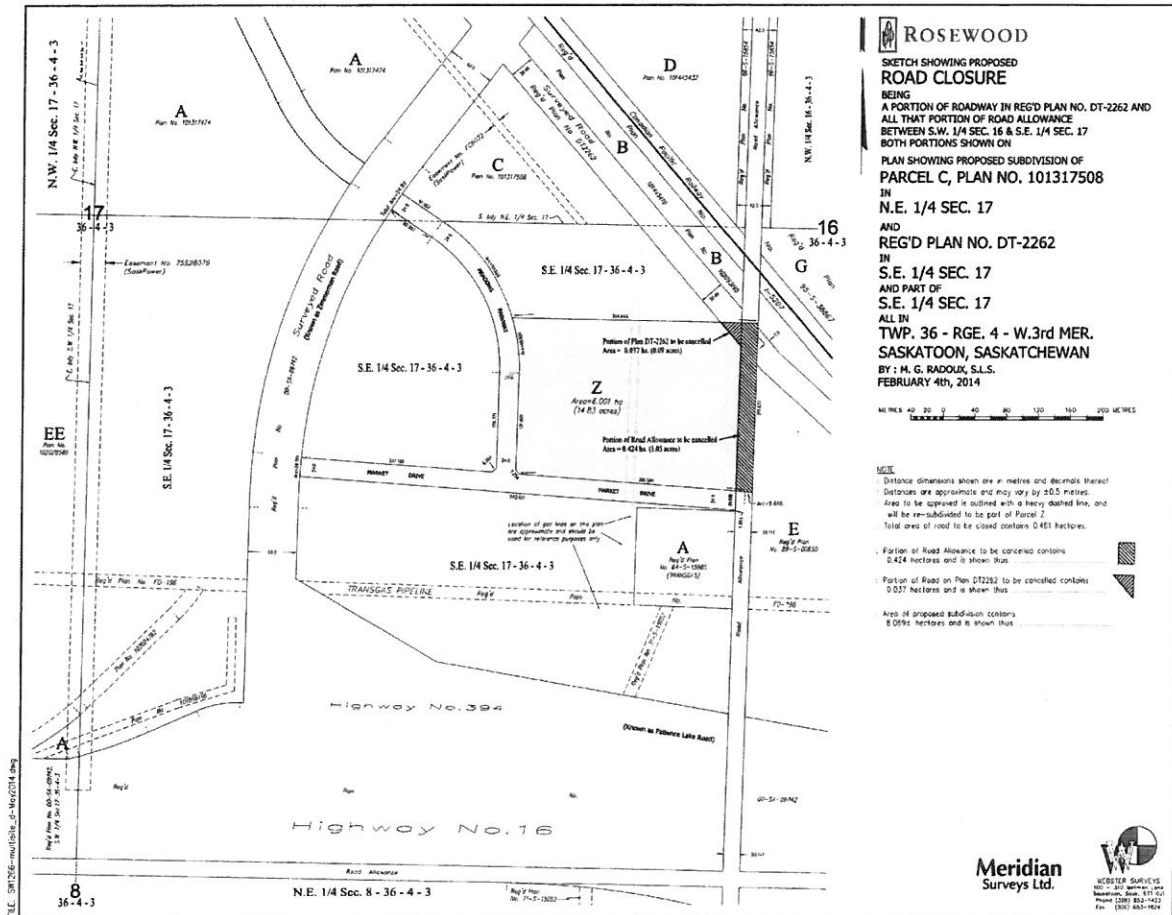
Report Approval

Written by: Shirley Matt, Traffic Management Engineer, Transportation
Reviewed by: Jay Magus, Engineering Section Manager
Reviewed by: Angela Gardiner, Director of Transportation

Proposed Closure of Right-of-Way – Road Allowance East of Zimmerman Road – Rosewood Neighbourhood

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

Council SM – Proposed Closure of ROW - Road Allowance East of Zimmerman Road – Rosewood Neighbourhood.docx



BYLAW NO. 9228**The Street Closing Bylaw, 2014 (No. 9)**

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Street Closing Bylaw, 2014 (No. 9)*.

Purpose

2. The purpose of this Bylaw is to close a portion of right-of-way east of Zimmerman Road and north of Highway No. 16, Saskatoon, Saskatchewan.

Closure of Portion of Right-of-Way

3. All that portion of right-of-way east of Zimmerman Road and north of Highway No. 16, Saskatoon, Saskatchewan, more particularly described as all that portion of roadway in Registered Plan No. DT 2262 and all that portion of road allowance between S.W. ¼ Section 16 and S.E. ¼ Section 17 both portions shown on plan showing proposed subdivision of Parcel C, Plan No. 101317508 in N.E. ¼ Section 17 and Registered Plan No. DT2262 in S.E. ¼ Section 17 and Part of S.E. ¼ Section 17 all in Township 36, Range 4, W3M, shown on the attached sketch plan of proposed road closure, prepared by M.G. Radoux, S.L.S. dated February 4, 2014 and attached as Schedule "A" to this Bylaw, is closed.

Coming into Force

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

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

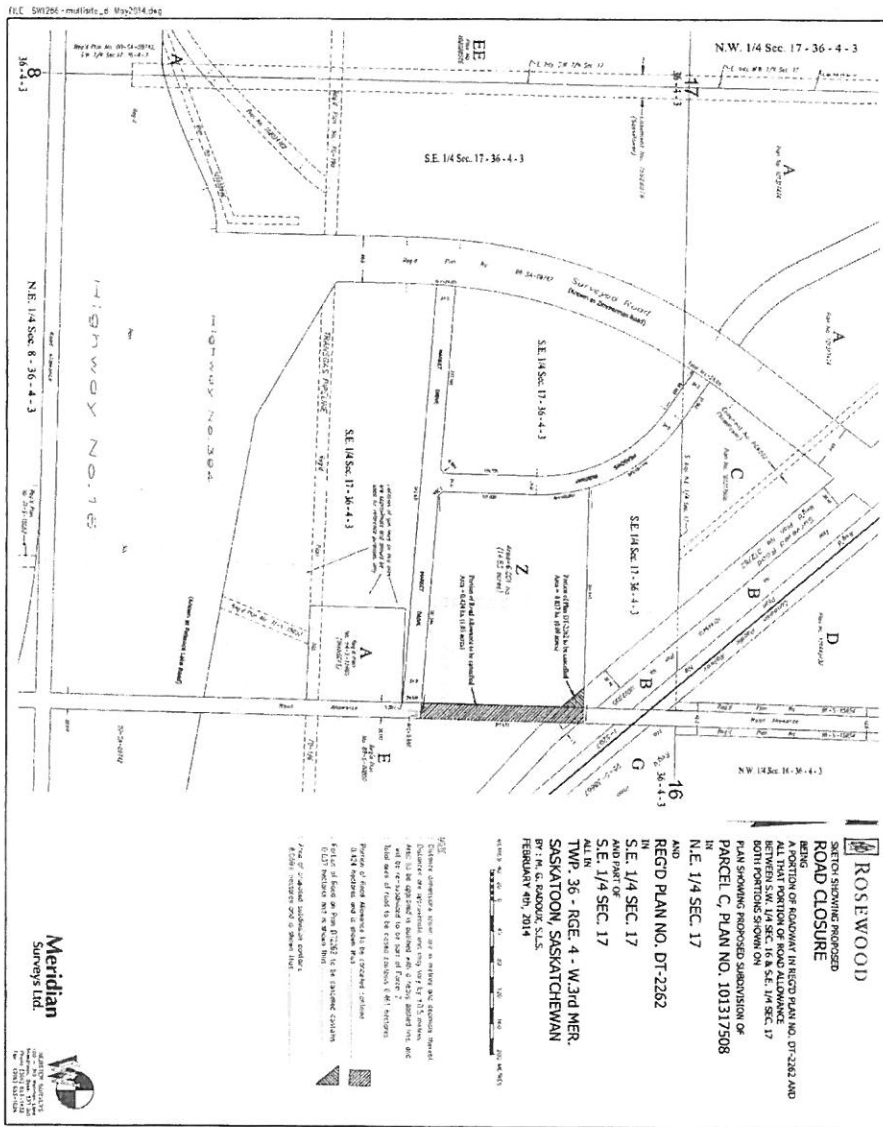
Read a second time this _____ day of _____, 2014.

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

Mayor

City Clerk

Schedule "A"

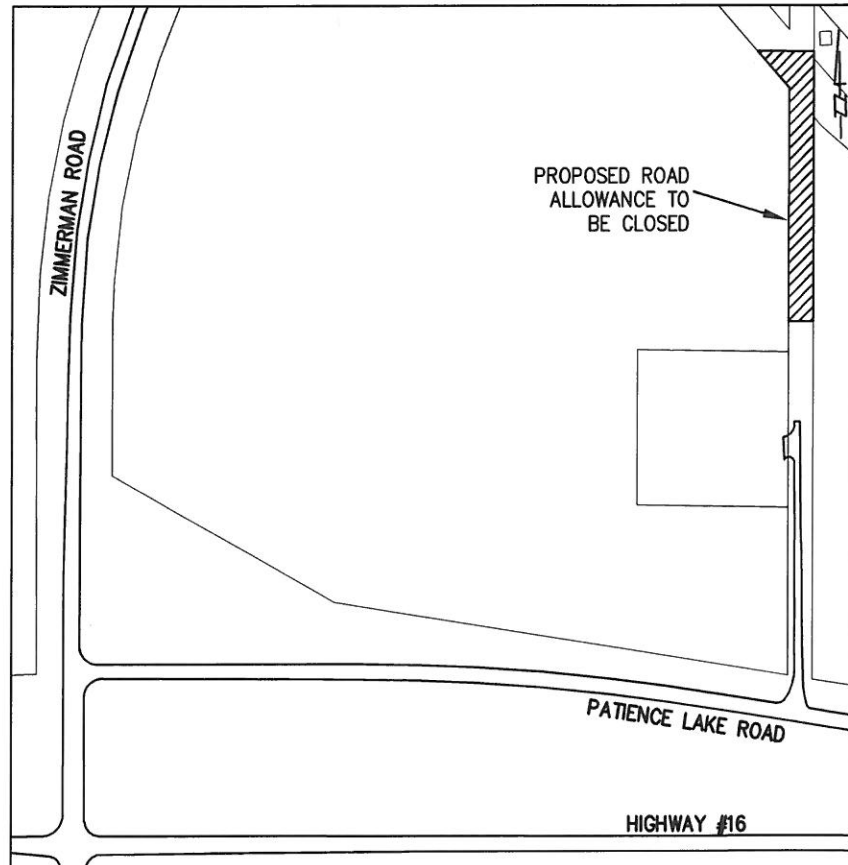


PUBLIC NOTICE

PROPOSED CLOSURE OF ROAD ALLOWANCE

The City of Saskatoon is proposing the following closure off Patience Lake Road in the Rosewood Neighbourhood.

Location – east of Zimmerman Road and north of Highway 16



PUBLIC MEETING - City Council will consider this matter and hear all persons who wish to speak to it at their City Council meeting on Monday, October 27, 2014, at 6:00 p.m. in Council Chambers at Saskatoon City Hall.

WRITTEN SUBMISSIONS - If you wish to submit a letter on this matter for City Council's consideration, it must be received by **Monday October 27, 2014 at 10:00 a.m.** Mail to:

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

INFORMATION - Questions regarding this proposal may be directed to:

Shirley Matt, Transportation
Phone: 306-975-3145

Civic Operations Centre – Intent to Borrow

Recommendation:

That the planned Public Private Partnership range of borrowing from \$95.0M to \$105.0M, plus a 10% variance, for the Civic Operations Centre (Capital Project 1584), through a capital asset financing agreement between the City of Saskatoon (City) and the Preferred Proponent be approved.

Topic and Purpose

The purpose of this report is to request authorization to borrow for the Civic Operations Centre (COC) project through a Public Notice Hearing.

Report Highlights

1. The COC project is an approved project that will require borrowing as defined by *The Cities Act*.
2. The borrowing amount is identified as a range, which permits for some variance and is an expected outcome of the proposals that will be received.
3. The borrowing is within the revised debt limit of \$558M which is awaiting approval by the Saskatchewan Municipal Board, but also within the current debt limit of \$414M.

Strategic Goal

Managing debt and the current debt limit relates to the long-term strategy of protecting the City of Saskatoon's credit rating under the Strategic Goal of Asset and Financial Sustainability. The required Public Notice for Borrowing is one of the key elements of accountability and transparency which enhances the longer term objective of financial sustainability.

Background

At its February 11, 2013 meeting, City Council approved that the Public Private Partnership (P3) procurement method be used for the delivery of the COC.

At its December 16, 2013 meeting, City Council received a report identifying three teams shortlisted from the Request for Qualification (RFQ) stage to participate in the subsequent Request for Proposal (RFP) process.

At its March 3, 2014 meeting, City Council received a report detailing the contents of the RFP that were released to the three Proponent teams on March 4, 2014. The RFP contained two closing dates: September 25, 2014 for the Technical Submission, and October 16, 2014 for the Financial Submission.

Report

The Administration is nearing the completion of the procurement for Phase One of the COC which includes a world-class Transit Facility and Saskatoon's first permanent Snow Management Facility. The Preferred Proponent will be identified by separate report at this

City Council meeting. The next stage in the process is for the City to enter into a design, build, finance, operate, and maintain agreement (Project Agreement) with the Preferred Proponent, and to achieve Financial and Commercial Close.

It is expected that the 25-year final fixed price Project Agreement will be executed in mid-December 2014. The ongoing capital payments to the Preferred Proponent are considered a long-term liability for the City, and as a result, will be treated as debt and will require City Council to approve a borrowing bylaw. The City will pay the Preferred Proponent up to \$40M (equivalent to the grant received from PPP Canada) upon substantial completion (on or before December 31, 2016) as certified by an independent certifier. The remainder of the liability will be included in the monthly payments over the 25-year term. Details of the finalized Project Agreement and the financial terms, including the interest rate and payment data, will be presented in a future borrowing bylaw report for City Council's consideration and approval.

The RFP issued to the three shortlisted teams contained an Affordability Threshold. The Affordability Threshold was built by combining the total amounts of both the capital and operating budgets. Each of the shortlisted teams can then develop their overall financial plan for the COC based on the blended budget. The idea behind creating the Affordability Threshold by combining these two budget amounts, and not designating how much was to be applied to capital and how much to operating, is that the Administration is identifying a pool of total funding available. This blending will allow for innovation and creativity from the Preferred Proponents. For example, this might encourage a Preferred Proponent to structure its Proposal so that it seeks to charge a higher capital cost (25% reimbursed by PPP Canada) by using better quality components and lowers future operating costs, and still delivers a financial plan that is at or below the Affordability Threshold.

Until the financial bids are opened and evaluated on October 17, 2014, it is impossible to know for certain how each Proponent is dividing the Affordability Threshold into capital and operating. The borrowing amount in the recommendation is a range plus a variance because both Public Notice was given and this report was written prior to opening the bids.

Legislation allows for cities to incur long-term debt without application to the Saskatchewan Municipal Board (SMB), providing the debt does not exceed the amount authorized by the SMB. On December 21, 2012, the SMB approved a debt limit of \$414M. At its August 21, 2014 meeting, City Council approved the Administration's request to increase the debt limit to accommodate planned borrowing and P3 debt. To date, the SMB has not tabled the City's request for an increase to the current debt limit. The debt required for the COC project is planned debt and is fully accommodated within the \$414M limit that has been approved by the SMB.

The Cities Act and City Council Bylaw No. 8171, The Public Notice Policy Bylaw, 2003, require that City Council give Public Notice before borrowing money, lending money, or guaranteeing the repayment of a loan.

While the City is not borrowing from the Preferred Proponent, Public Notice is required according to Section 125 (1) (a) (iii) of *The Cities Act* which states:

- (a) “borrowing” means the borrowing of money and includes:
 - (iii) an agreement to purchase tangible capital assets that creates an interest in the tangible capital assets to secure payment of the tangible capital assets’ purchase price, if the period for payment of the purchase price under the agreement exceeds five years.

Public and/or Stakeholder Involvement

There is no public or stakeholder involvement required at this time.

Communication Plan

A communication plan is not required at this time.

Policy Implications

The Administration has scheduled the execution of the Project Agreement for December 17 and 18, 2014. Details of the finalized Project Agreement and the financial terms, including the interest rate and payment data, will be presented in a future borrowing bylaw report for City Council’s consideration and approval.

Financial Implications

Phase One of the COC (Capital Project 1584) was approved during the 2013 budget deliberations on December 4, 2012. At this same meeting, the Civic Facilities Funding Plan, which included the funding required for this project, was also approved.

The approved Civic Facilities Funding Plan supports annual payments to the successful Proponent of \$11.0M per year for the 25-year term. These payments, which are similar to a fixed-rate mortgage with maintenance and repair expenses, include:

- capital for the construction of the Saskatoon Transit Facility and Snow Management Facility;
- maintenance of both facilities, and operations of the Snow Management Facility; and
- major rehabilitation for both facilities.

PPP Canada will fund 25% of the eligible capital costs; the annual payment above reflects receipt of this grant.

Other Considerations/Implications

There are no options to this recommendation, and there are no environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Once the details of the Project Agreement are finalized, the Administration will present a borrowing bylaw, with all of the relevant data related to the transaction, for City Council’s approval.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 3e) of Policy No. C01-021, Public Notice Policy. The following revised Public Notice was given:

- advertised in The StarPhoenix on Saturday, October 18 and 25, 2014;
- posted on the City Hall Notice Board on October 17 and 21, 2014; and
- posted on the City’s website on October 17 and 21, 2014.

Attachment

1. Photocopy of Public Notice

Report Approval

Written by: Linda Andal, Director of Financial Planning
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department
Approved by: Murray Totland, City Manager

COC_Intent to Borrow.docx

PHOTOCOPY OF PUBLIC NOTICE

Saturday, October 18, 2014

PUBLIC NOTICE

CIVIC OPERATIONS CENTRE – INTENT TO BORROW

City Council will be considering a report from the Administration at the Council meeting to be held on Monday, October 27, 2014 at 6:00 p.m., Council Chambers, City Hall recommending:

That City Council authorize the following planned Public Private Partnership range of borrowing:

- \$95M to \$105M for the Civic Operations Centre (Capital Project 1584), through a capital asset financing agreement between the City and the Preferred Proponent.

The Cities Act and City Council Bylaw 8171 require that City Council give public notice before borrowing money, lending money or guaranteeing the repayment of a loan.

For more information, contact the City Clerk's Office: 306-975-3240

Saturday, October 25, 2014

PUBLIC NOTICE - CORRECTION

CIVIC OPERATIONS CENTRE – INTENT TO BORROW

Please note the correction on the amount of borrowing that will be considered at the City Council meeting to be held on **Monday, October 27, 2014 at 6:00 p.m., Council Chambers, City Hall:**

That City Council authorize the following planned Public Private Partnership range of borrowing:

- **\$95M to \$105M (+/- 10%)** for the Civic Operations Centre (Capital Project 1584).

Civic Operations Centre – Award of Request for Proposal

Recommendation

1. That City Council approve the award of the Request for Proposal for the Civic Operations Centre to Integrated Team Solutions.
2. That His Worship the Mayor and the City Clerk be authorized to execute the Project Agreement and all other documents required to reach Commercial Close and Financial Close.

Topic and Purpose

The purpose of this report is to award the Request for Proposal (RFP) for the Civic Operations Centre (COC), Phase One, to the Preferred Proponent Integrated Team Solutions (ITS) who will design, build, finance and maintain the new Saskatoon Transit Operations Facility, and design, build, finance, maintain and operate the permanent Snow Management Facility. The COC site is campus-style with Phase One occupying only a portion of the site, allowing room for future development.

Report Highlights

1. Technical and Financial submissions were received from all three of the prequalified Proponents.
2. All three submissions passed the technical and financial evaluations.
3. ITS submitted the lowest price (net present value) and it was within budget, and as a result, is selected as the Preferred Proponent.
4. Administration will work with ITS to achieve a target of Commercial Close and Financial Close by December 18, 2014.

Strategic Goals

The COC supports many of the goals from the City's Strategic Plan including:

Quality of Life: Relocating Saskatoon Transit from the Caswell Hill neighbourhood supports the four-year priority of directing expenditures towards amenities in neighbourhoods to enhance and protect property values and encouraging private investment.

Environmental Leadership: The new Saskatoon Transit Facility will be LEED Certified and the Snow Management Facility will meet Environment Canada's "Code of Practice for the Environmental Management of Road Salts".

Asset and Financial Sustainability: This project supports the four-year priority of developing funding strategies for capital expenditures and the 10-year strategy of reducing the gap in the funding required to rehabilitate and maintain our infrastructure. Saskatoon Transit today does not represent what Saskatoon Transit will look like in the coming years. Today, Saskatoon Transit operates from an out-dated and undersized maintenance facility. Saskatoon Transit in the future will be run out of a world-class

facility at the COC.

Background

At its meeting held February 11, 2013, City Council approved that the Public Private Partnership (P3) procurement method be used for the delivery of the COC.

At its meeting held December 16, 2013, City Council received a report identifying the three teams shortlisted from the Request for Qualification (RFQ) stage, to participate in the subsequent RFP process. The qualified teams were: Berry Infrastructure Partners; Integrated Team Solutions; and Plenary Infrastructure COC.

At its meeting held March 3, 2014, City Council received a report detailing the contents of the RFP that were released to the three Proponent teams on March 4, 2014. The RFP contained two closing dates; September 25, 2014, for the Technical Submission, and October 17, 2014, for the Financial Submission.

Report

The approved budget for the COC Project supports annual payments, on average, to the Preferred Proponent of \$11M for the 25-year term. The annual payments are similar to a fixed-rate mortgage, plus maintenance and operation expenses. For the COC, this payment includes: construction, maintenance, and rehabilitation of the Facilities, and partial operation of the Snow Management Facility, all for 25 years. The submission from ITS is technically compliant, is the lowest proposal price, and includes all of the requirements contained within the budget. This allows for cost certainty as all costs for the COC for the next 25 years are known.

The process to determine the Preferred Proponent started when the RFP was issued to the three teams that were prequalified during the RFQ stage. The teams were asked to respond to the technical and financial specifications regarding how they will design, build, finance, and, operate and maintain the facilities for a 25-year period after construction.

The RFP was developed in conjunction with the City's external advisors, following a review of user needs and industry best practices. During a normal tender process, the City would provide detailed specifications for construction of the asset. Using a P3 procurement process, the City provides performance-based output specifications for the construction, which allows for innovation and creativity from the private sector.

The RFP also provided detailed performance-based output specifications for the 25-year maintenance and operations period. The Preferred Proponent will be responsible for the maintenance on the Saskatoon Transit Operations Facility, and the maintenance and some operational components (such as water quality monitoring, sand and debris removal) of the Snow Management Facility (see Attachment 1 for Technical Highlights and Responsibility Matrix for each facility).

All three Proponents submitted technical and financial proposals. Each member of the

Technical Evaluation Team, which included representatives from the City as well as external consultants, evaluated and scored the Technical Submissions. Technical Submissions had to achieve a 70% score, based on well-documented criterion within the RFP, in order to 'pass'. After each evaluator assigned individual scores to all three submissions, the Technical Evaluation Team and the Fairness Monitor, met in order to achieve Technical Consensus. It was at these meetings that it was confirmed that all three of the Technical Submissions passed.

After receiving word that all three Technical Submissions had passed, the Financial Evaluation Team, which included representatives from the City as well as external consultants, scored the Financial Plan Submissions. After each evaluator assigned individual scores to all three submissions, the Financial Evaluation Team and the Fairness Monitor, met in order to achieve Financial Consensus.

The final step in the process was that the Evaluation Committee (comprised of City representatives) opened each Proponents' Price Submission and Financial Model for the base scope of the Project. The Price Submissions and Financial Models were verified by Deloitte. The Evaluation Committee determined the Preferred Proponent based on the lowest price. The Fairness Monitor approved the final determination of the Committee.

The ITS submission was within budget and had the lowest price, and as a result, ITS has been selected as the Preferred Proponent for the COC Project. ITS is a consortium comprised of: EllisDon Capital Inc. – Developer and Finance Lead; Fengate Capital – Developer and Finance Lead; Kasian Architecture – Design Lead; EllisDon Corporation – Construction Lead; and Cofely Services Inc. – FM (Facilities Management) Lead.

The RFP also included a draft Project Agreement (PA) or contract, which binds both the City and ITS. The PA defined design requirements, operations and performance specifications, the project schedule, and provisions for significant financial penalties if the Facility does not meet the design requirements, or if operational performance is not met. There are also provisions in the PA regarding when the City may be at risk for either additional compensation or schedule relief (see Attachment 2 for the Risk Matrix). The PA also outlined the Commercial Close and Financial Close process, which Administration will now commence, targeted to be achieved by December 18, 2014.

The PA is a 25-year fixed price to design, build, finance, and maintain the Saskatoon Transit Operations Facility and Snow Management Facility; and operate components of the Snow Management Facility. The construction-related and ongoing capital payments to the Preferred Proponent are considered a long-term liability for the City, and as a result, have been treated as debt, requiring City Council to pass a borrowing bylaw. This debt requirement is planned debt and is fully accommodated within the \$414M limit that has been approved by the Saskatchewan Municipal Board.

Public and/or Stakeholder Involvement

There is no public and/or stakeholder involvement required at this stage of the project.

Communication Plan

ITS developed a communication plan as part of their RFP submission, and the City and ITS will coordinate execution of the plan as appropriate. The plan will include communications with the community and the general public regarding the Project and construction updates.

Financial Implications

Phase One of the COC (Capital Project #1584) was approved during the 2013 budget deliberations on December 4, 2012. At this same meeting, the Civic Facilities Funding Plan, which included the funding required for this project, was also approved.

The approved Civic Facilities Funding Plan supports annual payments to the Preferred Proponent of \$11M per year for the 25-year term. These payments, which are similar to a fixed-rate mortgage with maintenance and repair expenses, include:

- (1) Capital for the construction of the Saskatoon Transit Operations Facility and Snow Management Facility;
- (2) Maintenance of both facilities, and some operations of the Snow Management Facility; and
- (3) Major rehabilitation for both facilities.

PPP Canada will fund 25% of the eligible capital costs; the annual payment above reflects receipt of this grant (see Attachment 2 for Financial Highlights and Payment Obligations).

The Financial Submission from ITS is within this budget.

Commercial Close and Financial Close are scheduled for December 18, 2014. Until that date, the final financial offer is subject to changes due to fluctuations in the financial markets (credit rates). Once the details of the Project Agreement are finalized, the Administration will present a Project update report, which includes the final price, for City Council's information.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Following City Council approval of the RFP Award, Administration will work with ITS to achieve Commercial Close and Financial Close by December 18, 2014. Construction will start in spring 2015 with Substantial Completion by December 31, 2016.

Public Notice

Public Notice for the capital asset financing agreement between the City and the Preferred Proponent is required pursuant to Section 3 of Policy No. C01-021, Public Notice Policy. Administration has submitted a separate City Council (Matters Requiring Public Notice) report entitled Civic Operations Centre – Intent to Borrow. The following notice was given for that report:

Civic Operations Centre – Award of Request for Proposal

- Advertised in The StarPhoenix on Saturday, October 18, 2014;
- Posted on the City Hall Notice Board on October 17, 2014; and
- Posted on the City of Saskatoon’s website on October 17, 2014.

Attachments

1. Civic Operations Centre – Technical Highlights and Responsibility Matrix
2. Civic Operations Centre – Financial and Payment Obligations Highlights, and Risk Matrix

Report Approval

Written by: Jill Cope, Project Manager
Linda Andal, Director of Financial Planning

Reviewed by: Doug Drever, Project Director

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

Council JC - Civic Operations Centre Award of Request for Proposal

Civic Operations Centre Technical Highlights

The Saskatoon Transit Operations Facility will:

- be a LEED Certified building;
- have the capacity to store 224 regular-sized and articulated buses inside the Facility, with capacity for future fleet growth;
- have administrative offices; fare collection, quick service, fueling, and wash lanes; maintenance bays utilizing a combination of built-in hoists, mobile hoists and inspection pits for all aspects of bus fleet maintenance; paint booths; rooms for tire replacement and upholstery repair; a dispatch area; and meeting and training rooms.

The Snow Management Facility will:

- have a capacity of storing up to 1 million cubic metres of snow;
- have a roller compacted concrete (all weather) surface to facilitate site operation (movement of heavy trucks, drainage of meltwater), maintenance, and cleaning;
- have a meltwater collection site where snow can melt prior to being released into the storm sewer. Monitoring of the meltwater quality will be conducted based on environmental standards.

Other work included in the Project Agreement:

- a berm will be constructed between the CN railway line and the Montgomery Place Neighbourhood to the north of the site.
- utilities and direct services (internal road networks, water, sewer and storm sewer) will be brought to the site to service not only Phase One, but will also have the capacity for future site development.
- the intersection at Valley Road and Landfill Road will become signalized, to ensure safe and efficient traffic flows.

Responsibility Matrix for the Civic Operations Centre Over its 25-Year Term

Responsibility	City of Saskatoon	ITS
Saskatoon Transit Operations Facility		
Construction		X
Maintenance		X
Lifecycle and Rehabilitation		X
Saskatoon Transit Fleet		
Maintenance	X	
Operations and Service Delivery	X	
Snow Management Facility		
Construction		X
Maintenance		X
Lifecycle and Rehabilitation		X
Sand and debris removal		X
Monitoring and melt water testing		X
Snow marshalling, plowing, day-to-day operations	X	
Other Construction		
Railway Berm		X
Site utilities and direct services		X
Signalized Intersection at Valley Road and Landfill Road		X
Internal road network		X
Other items		
COC Site maintenance and upkeep (landscaping, snow removal, road repairs, energy efficiency, etc)		X
Budget, schedule, weather delays		X
Substantial Completion payment; and monthly operating, capital, and rehabilitation payments	X	
Monitoring and adherence to Project Agreement	X	X

Civic Operations Centre Financial Highlights

Substantial Completion and Capital Payments

The City will pay ITS up to \$40 Million when Substantial Completion, as certified by an Independent Certifier, has been achieved (expected date is December 2016). This payment is made up entirely of the grant from PPP Canada Ltd. This Substantial Completion payment is the only payment made to ITS during construction, meaning a significant value of the Project Agreement remains unpaid and at risk to ITS during and after construction, which means this risk holds them accountable to meet the performance requirements as outlined in the Project Agreement.

The remaining construction amount will be paid monthly for 25-years (from substantial completion until December 2041).

O&M Payments and Rehabilitation Payments

In addition to the capital payments, Operations and Maintenance (O&M) and Facilities Rehabilitation payments are made on a monthly basis, from Substantial Completion until December 2041, and are indexed by inflation each year. These payments are subject to payment adjustments under the Payment Mechanism process contained in the Project Agreement. The Payment Mechanism and the Technical Requirements detail the penalties for Quality Failures, Service Failures and Availability Failures. All of these types of Failures result in financial deductions from the monthly payments.

Civic Operations Centre Payment Obligations Highlights

ITEM	PROJECT AGREEMENT SECTION REFERENCE	SUMMARY OF CITY PAYMENT OBLIGATION	SUMMARY OF PROVISION
1.	Section 11.1(1)	Substantial Completion Payment	The City is obligated to pay to ITS the Substantial Completion Payment, plus applicable GST no later than 5 days following the Substantial Completion Date.
2.	Sections 11.2 – 11.4	Monthly Payments	The City is obligated to pay to ITS Monthly Payments subject to any adjustments (including Deductions) as set out in the Payment Mechanism.
3.	Section 11.12	Interest	The City is obligated to pay interest at a rate of Prime plus 2% without compounding on late payments.
4.	Section 11.13	GST	The City is obligated to pay ITS all GST payable in accordance with paragraph 168(3)(c) of the <i>Excise Tax Act</i> (Canada).
5.	Schedule 10	Payment to Independent Certifier	The City and ITS shall each pay one-half of the fee to the Independent Certifier.
6.	Schedule 17	Change Orders and Change Directives	The City has a payment obligation if the City confirms a Change Order or issues a Change Directive.
7.	Schedule 20	Reimbursement for Utility Costs	The City is obligated to reimburse ITS for the cost of consumption and use by ITS of Energy Utilities and consumption and use of water at the Facilities.

ITEM	PROJECT AGREEMENT SECTION REFERENCE	SUMMARY OF CITY PAYMENT OBLIGATION	SUMMARY OF PROVISION
8.	Section 19.7	Monthly Payment upon City termination of Project Agreement	Upon termination of the Project Agreement by the City, by ITS or upon Force Majeure, the City is obligated to pay a prorated portion of the Monthly Payment.
9.	Section 19.7	Termination Payments (Generally)	Upon termination of the Project Agreement, the City is obligated to make certain Termination Payments, which consist of different amounts depending on the reason for the termination.
10.	Section 15	Construction Period Termination	The City has a payment obligation if the City terminates the Project Agreement prior to Substantial Completion as a result of the occurrence of a Termination Event.
11.	Schedule 15	OMR (Operations, Maintenance, Rehabilitation) Period Termination	The City has a payment obligation if the City terminates the Project Agreement during the OMR Period as a result of the occurrence of a Termination Event.
12.	Schedule 15	Force Majeure Termination during the Construction Period	The City has a payment obligation if either Party terminates the Project Agreement on account of a Force Majeure Event during the Construction Period.

Civic Operations Centre Risk Matrix

ITEM	PROJECT AGREEMENT SECTION REFERENCE	SUMMARY OF CITY OBLIGATION	SUMMARY OF PROVISION
1.	Article 5	Non-interference with the Site	ITS is entitled to access to the site. If the City materially interferes with ITS's access to the site, ITS may claim delay, compensation or right to a change order.
2.	Section 5.4	Condition of the Site	ITS shall be responsible for any Environmental Damage except if the Environmental Damage was not disclosed or readily inferable from the Project Background Information or the Environmental Damage is caused by the City or any City Party.
3.	Section 6.7	Design Plan Review	ITS shall provide detailed designs to City. City has 10 business days to respond to the submission.
4.	Section 6.16	Utility Approvals – CN Rail Utility Approvals	ITS must submit all required documentation to CN Rail no later than 90 days following Financial Close. If CN Rail has not issued the CN Rail Utility Approvals no later than 180 days prior to the Scheduled Substantial Completion Date, ITS shall be entitled to a Relief Event.
5.	Section 6.16	Utility Approvals – Municipal Utility Approvals	ITS must submit all required documentation to City no later than 90 days following Financial Close. If the City has not issued the Municipal Utility Approvals no later than 20 days prior to date set out in ITS's schedule, ITS shall be entitled to a Relief Event.
6.	Article 14	Force Majeure	Force Majeure is defined as war, invasion, insurrection, armed conflict, act of foreign enemy, revolution, terrorist act, interference by military authorities, nuclear explosion, contamination by ionizing radiation, epidemic, or quarantine restriction. If provisions of the section are met, then ITS may be entitled to schedule relief and/or compensation.

ITEM	PROJECT AGREEMENT SECTION REFERENCE	SUMMARY OF CITY OBLIGATION	SUMMARY OF PROVISION
7.	Article 15	Relief Events	<p>Section 15.1 of the Project Agreement contains a list of relief events that are outside the control of Project Co. If the conditions of the section are met, ITS may be entitled to schedule relief and/or compensation. Some of the relief events defined include:</p> <ul style="list-style-type: none"> • breach of any provision of this Project Agreement by the City; • a Designated Change in Law coming into effect after the Financial Submission Deadline; • any Environmental Damage or Degradation for which the City is responsible pursuant to Section 5.4; • Protest action at the site; • A general strike or labour disruption that is applicable to the building construction industry or that is directed at the Facility; • failure to obtain CN Rail Utility Approvals as outlined above; • failure to obtain Municipal Utility Approvals as outlined above. <p>For a complete list of relief events please see Section 15.1.</p>
8.	Schedule 17	Change Orders	<p>The Project Agreement specifies a change order process. Change orders may affect construction schedule and will entitle ITS to additional compensation.</p>

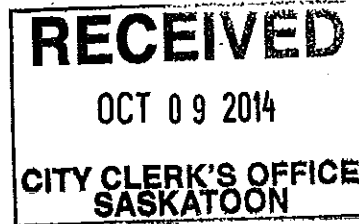
5.1.1 + 5.2.1



205-5

United Way
Saskatoon & Area

October 7, 2014



Office of the City Clerk
Second Floor, City Hall
222 Third Avenue North
Saskatoon, SK S7K 0J5

Your Worship the Mayor and Members of City Council:

Please accept this letter as a formal request from the Board of Directors for United Way of Saskatoon and Area. We ask that **November be proclaimed United Way month** in the City of Saskatoon. We would also request that the City of Saskatoon fly the United Way flag in honour of the community-wide effort by the citizens of Saskatoon to create opportunities for a better life for all.

As you are aware, November is the final month of the community's efforts to "Build a community that is truly great for everyone" through United Way. Since 1959, individuals, corporations, labour groups, government, small business, employees and community groups have come together in a community-wide effort to improve lives, build community and bring about long-term improvements to the quality of life in Saskatoon and area.

The 2014 Community Campaign goal is \$6 million (and beyond!), and we are confident the citizens of Saskatoon will continue their generosity as they have in the past, to help us to meet our goal.

Thank you in advance for your consideration. To further discuss this request or to notify us of your decision, please contact Leslie Vanderlinde, Coordinator, Marketing & Communications with United Way of Saskatoon and Area (306-227-9073).

Sincerely,

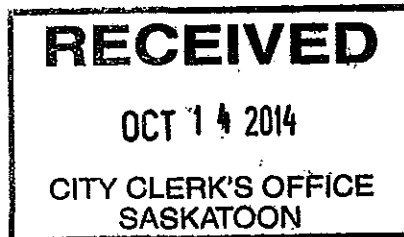
A large, stylized handwritten signature in black ink, appearing to read "Sheri Benson".

Sheri Benson
CEO
United Way of Saskatoon & Area

United Way of Saskatoon & Area
Change starts here.
100-506 25th Street East, Saskatoon, SK S7K 4A7
P : 306-975-7700 | F : 306-244-0583 | E : office@unitedwaysaskatoon.ca
unitedwaysaskatoon.ca

5.2.2
205-5

From: City Council
To: Web E-mail - Mayor's Office
Subject: RE: A Letter to the Mayor of Saskatoon



-----Original Message-----

From: johnparry@shaw.ca [mailto:johnparry@shaw.ca]
Sent: Monday, October 13, 2014 6:17 PM
To: Web E-mail - Mayor's Office
Subject: A Letter to the Mayor of Saskatoon

First Name: John
Last Name: Parry
Organization: UNAC-S
Address: c/o 510 5th Ave N # 602
City: Saskatoon
Province: SK
Postal Code: S7K 2R2
Phone: 306.664.3698
Fax:
Email: johnparry@shaw.ca
Comments: Your worship,

I apologise for having (until now) overlooked the need to request Council to declare October 24th as United Nations Day.

Accordingly, I write to humbly request that this be done; if indeed you have an 'oops' protocol or Bylaw that would make this possible.

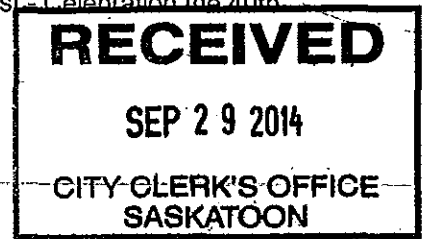
By the way, I have requested (hand delivered last Wednesday I think) the use of City Hall Square for flag-raising at 0800 on the 24th.

In anticipation of your reply, I am

John Parry

5.2.3
205-5

To:
Subject: RE: Saskatchewan Multicultural Week proclamation request - Celebration the 40th Anniversary



From: Multicultural Council of Saskatchewan [mailto:mcos@mcos.ca]
Sent: Friday, September 26, 2014 1:54 PM
To: Multicultural Council of Saskatchewan
Subject: Saskatchewan Multicultural Week proclamation request - Celebration the 40th Anniversary

Dear Municipal leader,

Please accept this written request for a municipal proclamation.

Saskatchewan Multiculturalism Week is November 15-23, 2014.

Saskatchewan Multicultural Week is celebrated each November the week that includes November 22nd. The Saskatchewan motto is *From Many Peoples Strength*. Forty years ago Saskatchewan was the first province to enact multiculturalism legislation in 1974, recognizing the right of every community to retain its identity, language and traditional arts and sciences for the mutual benefit of citizens. In 1997, the Act was revised and a section of the Act states the policy should preserve, strengthen and promote Aboriginal cultures and acknowledge their historic and current contribution to development of Saskatchewan. More information is available on The Multiculturalism Act of Saskatchewan.

The Multicultural Council of Saskatchewan is committed to promoting, fostering, improving and developing multiculturalism in the economic, cultural and political life of Saskatchewan while working to achieve equality of all residents. MCoS is supported by Saskatchewan Lotteries through SaskCulture.

Contact person:
Rhonda Rosenberg, Executive Director
Multicultural Council of Saskatchewan
452 Albert Street North, Regina SK S4R 3C1
Phone: (306) 721-6267; Fax: (306) 721-3342
exec@mcos.ca

Thank you for your assistance. I look forward to hearing from you regarding this proclamation request.

Respectfully,

Thanks,

Rhonda Rosenberg
Executive Director
Multicultural Council of Saskatchewan
452 Albert St. N., Regina, SK S4R 3C1
P: 306-721-6267
F: 306-721-3342
E: exec@mcos.ca



www.mcos.ca

MCoS accepts charitable donations and issues tax receipts. You can donate at our website, office or by mail.

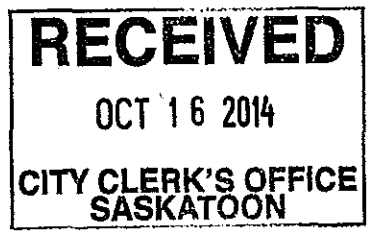
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5.24

205-5

From: CityCouncilWebForm
Sent: Thursday, October 16, 2014 11:20 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Nicole White
#304-1114 22nd Street West
Saskatoon, Saskatchewan
S7M 0S5

EMAIL ADDRESS:

financial.literacy@READSaskatoon.com

COMMENTS:

Good morning Your Worship and City Council members,

November 2014 marks the fourth consecutive Financial Literacy Month in Canada. Led by the Financial Consumer Agency of Canada, many initiatives are planned to raise awareness of the importance of financial literacy in Canada and among Canadians. During Financial Literacy Month, Education Savings Week is held November 17-21st, 2014.

READ Saskatoon will be recognizing Financial Literacy Month through a number of initiatives:
30 Day Piggy Bank Rules Savings Challenge
Free public workshops
Social media campaign
Education Savings Sign-Up Event, the first of its kind in Saskatchewan to be held during Education Savings Week.

We humbly request the City of Saskatoon to proclaim November 17th-21st, 2014 "Education Savings Week."

On Thursday, November 20th, from 2-6pm, READ Saskatoon will be hosting Saskatchewan's first ever Education Savings Sign-Up Event at Station 20 West. We have a number of partners in place, and Service Canada will also be on-site to provide parents with their children's Social Insurance Number for their RESP. We humbly ask the City of Saskatoon to proclaim the 2014 Education Savings Week.

We hope to empower low income families to start saving for their children's education. We want to build awareness of government programs out there to support our more vulnerable families. We encourage all our City Councillors to spread the word with their constituents and encourage them to participate in our Financial Literacy Month activities.

Thank you for considering our request.

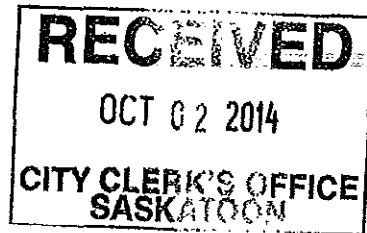
With gratitude,

Nicole White
READ Saskatoon
Financial Literacy Coordinator

Nicole White | Financial Literacy Coordinator | READ Saskatoon
#304-1114 22nd Street West S7M 0S5 | ph: 1-306-652-5448 fax: 1-306-652-4205
financial.literacy@READSaskatoon.com | www.READSaskatoon.com

Prairie land Park

305-5
5.2.5



October 1, 2014

City Clerk's Office
City of Saskatoon
222 – 3rd Avenue N.
Saskatoon, SK
S7K 0J5

Dear Sir or Madame:

In an effort to bring greater awareness of the Western Canadian Crop Production Show to both urban and rural residents, including the impact of agriculture on Saskatoon, we respectfully request that the City of Saskatoon consider designating the week of January 12 – 17, 2015 as ***"Agricultural Business Awareness Week"***.

During Crop Production Week and Crop Production Show, producers, suppliers, researchers and government leaders meet to discuss the state of the grain industry, with producers sharing knowledge, suppliers showcasing the latest in technology and marketing analysts providing valuable information necessary in the preparation for the upcoming production year.

We look forward to your consideration of this request.

Thank you.

Yours truly,

A handwritten signature in black ink, appearing to be "M. Regier", written over a horizontal line.

Mark Regier
Chief Executive Officer

Saskatoon Prairieland Park Corporation

P.O. Box 6010 Saskatoon, Sask., Canada S7K 4E4 Tel: (306) 931-7149 Fax (306) 931-7886