

**REVISED AGENDA  
REGULAR BUSINESS MEETING OF CITY COUNCIL**

**Monday, December 14, 2015, 1:00 p.m.  
Council Chamber, City Hall**

**Pages**

**1. NATIONAL ANTHEM AND CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**17**

***Recommendation***

1. That the request to speak dated December 13, 2015 from Cameron McMillan, Bus Riders of Saskatoon, be added to Item 9.6.2; and
2. That the agenda be confirmed as amended.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

***Recommendation***

That the minutes of the Regular Business Meeting of City Council held on November 23, 2015, be approved.

**5. PUBLIC ACKNOWLEDGMENTS**

**5.1 CUPE 59 / City of Saskatoon Joint Scholarship - 2015 (Files CK. 150-5)**

Recipient - Kiana Mah

**6. UNFINISHED BUSINESS**

**7. QUESTION PERIOD**

## 8. CONSENT AGENDA

### Recommendation

That the Committee recommendations contained in items 8.1.1 to 8.1.8, 8.2.1 to 8.2.4, 8.3.1 to 8.3.8, 8.4.1 to 8.4.5, and 8.5.1 to 8.5.5 be adopted as one motion.

### 8.1 Standing Policy Committee on Planning, Development & Community Services

- 8.1.1 Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue) (Files CK. 710-66 and PL. 907-1)** 18 - 27

#### Recommendation

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

- 8.1.2 Silverwood Heights Community Association Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project (Files CK. 4205-1 and RS. 0158-SI)** 28 - 33

#### Recommendation

1. That the installation of outdoor fitness equipment in W.J.L. Harvey Park North be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

- 8.1.3 Award of Request for Proposals – Manager Position for the Gordon Howe Campground (Files CK. 4205-7-4 and RS. 290-45)** 34 - 38

#### Recommendation

1. That the proposal submitted by Gordon McMaster for the position of Manager at the Gordon Howe Campground 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.	
<b>8.1.4</b>	<b>Implications of Not Permitting Garden and Garage Suites in R1 Zoning Districts (Files CK. 4350-63 and PL. 4350-28)</b>	<b>39 - 42</b>
	<b>Recommendation</b>	
	That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.	
<b>8.1.5</b>	<b>Innovative Housing Incentives – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend (Files CK. 750-4 and PL. 952-6-29)</b>	<b>43 - 48</b>
	<b>Recommendation</b>	
	1. That a five-year tax abatement of the incremental taxes be applied to 141 purpose-built rental units to be built at 206 Akhtar Bend, commencing the next taxation year, following the completion of construction; and	
	2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute this agreement under the Corporate Seal.	
<b>8.1.6</b>	<b>Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes (Files CK. 4350-1 and PL. 4350-1)</b>	<b>49 - 53</b>
	<b>Recommendation</b>	
	That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.	
<b>8.1.7</b>	<b>Community Mailbox Policy – Jurisdiction and Risk Issues (Files CK. 277-1 and PL. 4350)</b>	<b>54 - 57</b>
	<b>Recommendation</b>	
	That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.	
<b>8.1.8</b>	<b>Naming Process and Policy Review (Files CK. 6310-1 and PL. 4001-5)</b>	<b>58 - 74</b>

## **Recommendation**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.

## **8.2 Standing Policy Committee on Finance**

- 8.2.1 SREDA - Business Incentives 2015 Tax Abatements (Files CK. 3500-13, AF. 3500-1 and AF. 1965-1) 75 - 79**

### **Recommendation**

That the tax incentive abatements as determined by the Saskatoon Regional Economic Development Authority (SREDA) be approved.

- 8.2.2 Land Exchange with Harris Steel Group Inc. (Files CK. 4020-1 x 6050-1, and LA. 4024-012-007) 80 - 85**

### **Recommendation**

1. That the Administration be authorized to enter into a land exchange with Harris Steel Group Inc. as per the terms noted in the report of the CFO/General Manager, Asset & Financial Management Department, dated December 2, 2015; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.2.3 Landfill Waste Handling Dozer - Award of Request for Proposal (Files CK. 1390-1 and AF. 1390-1) 86 - 89**

### **Recommendation**

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

- 8.2.4 Incentive Application - Gemini Freight Systems Inc. (Files CK. 3500-13 and AF. 3500-1) 90 - 94**

### **Recommendation**

1. That the application from Gemini Freight Systems Inc. for a

five-year tax abatement on the incremental portion of taxes at 2420/2610 11th Street West, as a result of its expansion in 2016, be approved as follows:

- 100% in Year 1
- 80% in Year 2
- 70% in Year 3
- 60% in Year 4
- 50% in Year 5; and

2. That the City Solicitor be instructed to prepare the appropriate agreements.

### **8.3 Standing Policy Committee Transportation**

- 8.3.1 Communications to Council – Mid West Development (2000) Corp. (Oct 30, 2008) – Parking in the Broadway Area (Files CK. 6120-1)** 95 - 101

#### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department, dated December 7, 2015, be received as information.

- 8.3.2 Neighbourhood Traffic Review – Revised Process (Files CK. 6320-1 and TS. 7820-1)** 102 - 110

#### **Recommendation**

1. That the Administration be directed to update the “Traffic Calming Guidelines and Tools” procedure as outlined in the report of the General Manager, Transportation & Utilities Department dated December 7, 2015; and
2. That the Administration be directed to proceed with current and 2016 Neighbourhood Traffic Reviews as outlined in this report, until such time as the Traffic Calming Guidelines and Tools document has been updated and approved by Council.

- 8.3.3 Inquiry – Councillor Z. Jeffries (September 28, 2015) Nelson Road Corridor – Four-Way Stop (Files CK. 6320-1 and TS. 6280-2)** 111 - 113

#### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be received as information.

- 8.3.4 Inquiry – Councillor Z. Jeffries (September 28, 2015) Intersection Nelson Road and Lowe Road (Files CK. 6320-1 and TS. 6150-1)** 114 - 116

**Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be received as information.

- 8.3.5 Advanced Traffic Management System – Award of Contract (Files CK. 6250-1, TS. 6250-6 and TS. 1020-3)** 117 - 121

**Recommendation**

1. That the City enter into an agreement with Electromega Ltd. for the supply of an Advanced Traffic Management System at a total cost of \$285,931.53 (including GST and PST); and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.3.6 Award of Impound Towing Contract (Files CK. 6120-6 and PL. 6120-1)** 122 - 124

**Recommendation**

1. That a contract with 101278278 Saskatchewan Ltd., operating as Astro Towing Saskatoon, beginning January 2016, for the provision of 24 hours per day/7 days per week towing requirements for the City of Saskatoon Impound Lot and Saskatoon Police Service, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

- 8.3.7 Request for Change Order - Contract #15-0004 – 2015 Paver Lay (Files CK. 292-015-031 and TS. 7822-01)** 125 - 128

**Recommendation**

That a change order in the amount of \$364,992.00 (including GST), for Contract #15-0004, 2015 Paver Lay, be approved.

**8.3.8 Amendments to Bylaw No. 7200 and Policy C07-019 – Administrative Fee for Vehicle Permits (Files CK. 317-1 x 1720-1)** 129 - 145

**Recommendation**

1. That Bylaw No. 7200, The Traffic Bylaw be amended to require the Administration to set a fixed administrative fee for vehicle permits to ensure services are fully cost recovered, and authorize the Administration to establish a fee structure for overweight vehicles;
2. That revisions to Policy C07-019, Traffic Bylaw Special Permits be adopted to be consistent with the amendment to Bylaw No. 7200, The Traffic Bylaw;
3. That the City Solicitor be requested to prepare the appropriate amendment to Bylaw No. 7200, The Traffic Bylaw; and
4. That the City Clerk be requested to update Policy C07-019, Traffic Bylaw Special Permits as reflected in the report of the General Manager, Transportation & Utilities Department dated December 7, 2015.

**8.4 Standing Policy Committee on Environment, Utilities & Corporate Services**

**8.4.1 Service Saskatoon – Free Public WiFi Service (Files CK. 230-1 and CP. 374-2)** 146 - 152

**Recommendation**

That the report of the General Manager, Corporate Performance Department dated December 7, 2015 be received as information.

**8.4.2 Use of Unallocated MMRP Funds in 2016 (Files CK. 7830-5 x 1702-1, and CP. 180-3)** 153 - 156

**Recommendation**

That any funding received from the Multi-Material Recycling Program that is not required by the Multi-Unit Residential Recycling program be allocated to:

1. The operation and maintenance of Recycling Depots in the

- amount of \$106,900; and  
2. The Green Cart Program in the amount of \$95,000.

**8.4.3 New Sewer Use Bylaw (Files CK. 7820-3 and CP. 0185-002) 157 - 164**

**Recommendation**

That the report of the General Manager, Corporate Performance Department dated December 7, 2015 be received as information.

**8.4.4 Fleet Services – Civic Service Review (Files CK. 115-1 and CP. 0116-003) 165 - 179**

**Recommendation**

That the improved efficiencies and effectiveness in delivering service as outlined in the report of the General Manager, Corporate Performance Department, be received as information.

**8.4.5 Update from Corporate IT (Files CK. 115-1 and CP. 115-1) 180 - 183**

**Recommendation**

That the report of the General Manager, Corporate Performance Department, dated December 7, 2015, be received as information.

**8.5 Executive Committee**

**8.5.1 FCM Membership (Files CK. 155-2) 184 - 186**

**Recommendation**

That a payment for the 2016 – 2017 membership in the amount of \$32,001.93 to the Federation of Canadian Municipalities be approved.

**8.5.2 2015 Capital Budget Adjustment Request – Saskatchewan Combined Forces Special Enforcement Unit – Saskatoon Office Relocation – Board of Police Commissioners (Files CK. 2006-2) 187**

**Recommendation**

That a 2015 Capital Budget expenditure adjustment in the amount of \$300,000 for a one-time purchase for the necessary security improvements and renovation costs of the SFSEU Saskatoon site be approved.



- 8.5.3 **Notice of Special General Meetings – The Saskatoon Gallery and Conservatory Corporation & The Art Gallery of Saskatchewan Inc. (Files CK. 175-27)** 188 - 190

**Recommendation**

That the City of Saskatoon, being a member of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., appoint Donald Atchison or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Special General Meetings of the members of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., to be held on the 15th of December, 2015, or at any adjournments thereof.

- 8.5.4 **Appointments – Boards, Commissions and Committees (Files CK. 255-3)** 191 - 192

**Recommendation**

That the following appointments to Boards, Commissions and Committees, be approved:

**Governance and Priorities Committee**

For 2016:

All Members of Council (transferred 2016 appointments to Executive Committee)

**Saskatchewan Assessment Management Agency City Advisory Committee**

To the end of 2016:

Ms. Shelley Sutherland, Director of Corporate Revenue  
(replacing Mr. Kerry Tarasoff)

**Saskatoon Airport Authority**

Mr. David Weger nominated for reappointment to the Saskatoon Airport Authority throughout a term expiring at the conclusion of

the 2015 Public Annual Meeting of the Corporation, which will be held prior to May 15, 2019.

**Municipal Heritage Advisory Committee – Representative of Broadway Business Improvement District**

For 2016:

Ms. Alana Torreson (representative of Broadway BID replacing Ms. Sara Marchildon)

**Centennial Auditorium and Convention Centre Board of Directors**

That the City's representative be instructed to vote the City's proxy at the 2016 Annual General Meeting for the appointment of the following to The Centennial Auditorium and Convention Centre Corporation Board of Directors throughout a term expiring at the conclusion of the 2018 Annual General Meeting:

Mr. Darren Kent

Ms. Jennifer Pereira

Mr. Bryn Richards

**Library Board**

To the end of 2017:

Ms. Beverly Brenna

Mr. Lucas Miller

**Advisory Committee on Animal Control**

For 2016:

Dr. Sandra Neumann (from October review process)

Ms. Jill Thomson

**Board of Revision/License Appeals Board**

For 2016:

Ms. Lois Lamon

**8.5.5 Delegation of Head of Duties - Access to Information Requests - The Local Authority Freedom of Information and Protection of Privacy Act (Files CK. 415-3)**

193

**Recommendation**

1. That the delegation of the duties of “Head” under The Local Authority Freedom of Information and Protection of Privacy Act, to Dr. Gordon Barnhart, for a one-year term, commencing January 1, 2016, for all records of members of City Council, be received as information; and
2. That the remuneration to Dr. Gordon Barnhart be set at \$12,000 for the one-year term, commencing January 1, 2016, as a retainer, plus an additional per diem of \$1,000 for work performed.

**9. REPORTS FROM ADMINISTRATION AND COMMITTEES**

**9.1 Asset & Financial Management Department**

**9.2 Community Services Department**

**9.3 Corporate Performance Department**

**9.3.1 Award of RFP Waste Characterization Study and Waste Diversion Plan (Files CK. 7830-4-2 and CP. 7542)**

194 - 201

**Recommendation**

1. That the proposal submitted by Dillon Consulting Ltd. for the Waste Characterization Study and Waste Diversion Plan, at a total estimated cost of \$327,833.00, (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.

**9.4 Transportation & Utilities Department**

**9.5 Office of the City Clerk**

**9.5.1 Saskatoon Public Schools - By-Election - Ward Nine Establishment of Date, Hours of Voting, Polling Areas and Places, Advances/Special and Mobile Polls Wednesday, February 24, 2016 (Files CK. 265-1-2016)**

202 - 204

**Recommendation**

1. That Wednesday, February 24, 2016, be named as Election

- Day for a by-election to fill the vacancy on the Saskatoon Public School Board, Ward Nine;
2. That voting take place between the hours of 8:00 a.m. and 8:00 p.m. on the day of the by-election;
  3. That polling areas and polling places be established, as outlined in the attached map:
    - Poll 901 - Wildwood School - 2013 Rosedale Road
    - Poll 902 - Lakewood Civic Centre - 1635 McKercher Drive
    - Poll 903 - Lakeview School - 527 Kingsmere Boulevard
    - Poll 904 - Lakeridge School - 305 Waterbury Road
  4. That the following Special Polls be established for the residents of the respective facilities on Wednesday, February 24, 2016:
    - The Bentley: 9:00 a.m. - 12:00 p.m.  
1622B Acadia Drive
    - McClure Place (Amy McClure House): 1:00 p.m. - 4:00 p.m.  
1825 McKercher Drive
  5. That an Advance Poll be held on Saturday, February 13, from 10:00 a.m. to 4:00 p.m. and on Wednesday, February 17, 2016 from 5:00 p.m. to 8:00 p.m. at Lakewood Civic Centre, 1635 McKercher Drive.
  6. That a Mobile Poll be established for electors, and their resident caregivers, who because of physical disability or limited mobility are unable to attend at an established polling place to vote; and
  7. That the Returning Officer be authorized to make any changes that may become necessary to accommodate the availability or needs of any of the polling locations or the polling places for by-election day.

## 9.6 Office of the City Solicitor

### 9.6.1 2016 Taxi License Fee Increase (Files CK. 307-4)

205 - 207

#### Recommendation

That permission be granted to introduce Bylaw No. 9342, *The Taxi Amendment Bylaw, 2015 (No. 3)*, and give same its FIRST reading.

#### Recommendation

That Bylaw No. 9342 now be read a SECOND time.

#### Recommendation

That permission be granted to have Bylaw No. 9342 read a third time at this meeting.

### **Recommendation**

That Bylaw No. 9342 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

## **9.6.2 2016 Transit Fare Adjustment (Files CK. 1905-4) 208 - 212**

Request to Speak added - Cameron McMillan

### **Recommendation**

That permission be granted to introduce Bylaw No. 9340, *The Transit Fares Amendment Bylaw, 2015*, and give same its FIRST reading.

### **Recommendation**

That Bylaw No. 9340 now be read a SECOND time.

### **Recommendation**

That permission be granted to have Bylaw No. 9340 read a third time at this meeting.

### **Recommendation**

That Bylaw No. 9340 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

## **9.6.3 2016 Fee Increase for Woodlawn Cemetary (Files CK. 1720-4) 213 - 218**

### **Recommendation**

That permission be granted to introduce Bylaw No. 9341, *The Cemeteries Amendment Bylaw, 2015*, and give same its FIRST reading.

### **Recommendation**

That Bylaw No. 9341 now be read a SECOND time.

### **Recommendation**

That permission be granted to have Bylaw No. 9341 read a third time at this meeting.

### **Recommendation**

That Bylaw No. 9341 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**9.6.4 2016 Fee Increase for Multi-Unit Residential Recycling (Files CK. 1905-1) 219 - 221**

**Recommendation**

That permission be granted to introduce Bylaw No. 9339, *The Waste Amendment Bylaw, 2015*, and give same its FIRST reading.

**Recommendation**

That Bylaw No. 9339 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9339 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9339 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**9.6.5 Regulation of Electronic Cigarettes/Vaping and Ceremonial Tobacco Use (Files CK. 185-3) 222 - 226**

**Recommendation**

That permission be granted to introduce Bylaw No. 9338, *The Smoking Control Amendment Bylaw, 2015 (No. 3)*, and give same its FIRST reading.

**Recommendation**

That Bylaw No. 9338 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9338 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9338 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**9.6.6 Municipal Governance Structure (Files CK. 255-2 and 1000-5) 227 - 237**

**Recommendation**

That permission be granted to introduce Bylaw No. 9331, *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*, and give same its FIRST reading.

## **Recommendation**

That Bylaw No. 9331 now be read a SECOND time.

## **Recommendation**

That permission be granted to have Bylaw No. 9331 read a third time at this meeting.

## **Recommendation**

That Bylaw No. 9331 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

### **9.7 Standing Policy Committee on Environment, Utilities And Corporate Services**

### **9.8 Standing Policy Committee on Finance**

### **9.9 Standing Policy Committee on Planning, Development And Community Services**

### **9.10 Standing Policy Committee on Transportation**

### **9.11 Executive Committee**

### **9.12 Other Reports**

## **10. INQUIRIES**

## **11. MOTIONS (NOTICE PREVIOUSLY GIVEN)**

A Notice of Motion provided by Councillor Olauson at the meeting of City Council held on November 30 and December 1, 2015:

"Whereas City Council approved the Public Art Policy No. C10-025 at its March 31, 2014 meeting; and Whereas the policy includes 'capital project public art' calculated at one percent of the City's capital dollar contribution to specific civic capital projects with a value of \$5 million or more and with a high level of public visibility, to a maximum of \$500,000 for any one capital project.

Now therefore:

Take Notice that at the next regular meeting of City Council I will move the following motion:

That City Council rescind those portions of the Public Art Policy No. C10-025 which refer to capital project public art."

## **12. GIVING NOTICE**

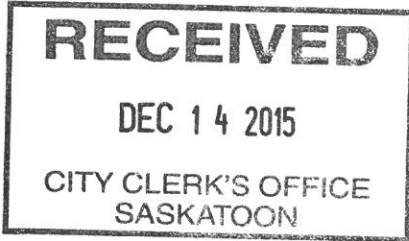
## **13. URGENT BUSINESS**

14. IN CAMERA SESSION (OPTIONAL)

15. ADJOURNMENT



**From:** Cameron McMillan <csmduder@gmail.com>  
**Sent:** Sunday, December 13, 2015 9:20 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, December 13, 2015 - 21:20  
Submitted by anonymous user: 216.126.203.252  
Submitted values are:

Date: Sunday, December 13, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Cameron  
Last Name: McMillan  
Address: #203-419 Tait Ct.  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7H5L3  
Email: csmduder@gmail.com

Comments:

To the City Clerk,  
On behalf of Bus Riders of Saskatoon, I would like to request an opportunity to speak regarding agenda item 9.6.2 2016 Transit Fare Adjustment, the consideration of bylaw no. 9340. If any further action is required on our part, please contact myself at (306) 280-7420. As well, for the sake of my fellow members, if any estimate can be made as to the approximate time that this item will arise, we would greatly appreciate that information.

Thank-you,  
Cameron McMillan  
Bus Riders of Saskatoon

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/55167>



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

#### **Recommendation of the Committee**

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of The Heritage Property Act, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated November 4, 2015, was considered. The Committee was advised that the Municipal Heritage Advisory Committee had also reviewed and supported the above proposed designation.

Your Committee considered and supports the recommendation in the report of the General Manager, Community Services Department dated November 4, 2015.

#### **Attachment**

November 4, 2015 report of the General Manager, Community Services Department.

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## Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)

### Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 1919 St. Henry Avenue as a Municipal Heritage Property under the provision of *The Heritage Property Act*, with such designation limited to the exterior of the building, excluding the addition completed in 1995;
2. That the General Manager, Community Services Department, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property.

### Topic and Purpose

The purpose of this report is to consider an application by the property owner requesting that 1919 St. Henry Avenue (Pendygrasse House) be designated as a Municipal Heritage Property.

### Report Highlights

1. Pendygrasse House is a two-and-a-half-storey dwelling located in the Exhibition neighbourhood.
2. The heritage value of the Pendygrasse House resides in its Victorian influenced architectural style, and its association with the Pendygrasse family who were early settlers in Saskatoon.
3. A formal evaluation of 1919 St. Henry Avenue has been conducted, and the Administration is recommending designation of Pendgrasse House as a Municipal Heritage Property.

### Strategic Goal

The report supports the City of Saskatoon's (City) Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

### Background

The Pendygrasse House has been identified as a significant heritage resource in Saskatoon through the Saskatoon Register of Historic Places. In 2002, the Pendygrasse House received an award under the City's Heritage Awards Program for

## **Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue)**

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restoration of the home's exterior. The current owners of 1919 St. Henry Avenue have requested Municipal Heritage Designation of this property.

### **Report**

#### Description of the Historic Place

Built between 1909 and 1910, the Pendencygrasse House is a large two-and-a-half-storey house in the Exhibition neighbourhood (see Attachment 1). The home is situated adjacent to the South Saskatchewan River and features a unique architectural style with Victorian influences.

#### Heritage Value

The heritage value of the Pendencygrasse House resides in its association with the Pendencygrasse family, one of Saskatoon's oldest families. Harold Pendencygrasse, who built the dwelling at 1919 St. Henry Avenue, established a real estate business in Saskatoon. Pendencygrasse Road, located in Fairhaven, is named in honour of Harold's mother, Sarah Pendencygrasse, who homesteaded a quarter section in the late 1800s, which is now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue.

The Pendencygrasse House is also valued for its Victorian architectural influences and its unique architectural features. Of particular note is the home's large turret; the widow's walk, which offers sweeping views of the South Saskatchewan River; and the fish-scale shingles located on the structure's upper storey.

Additional information on the heritage value of the Pendencygrasse House is included in the property's Statement of Significance (see Attachment 2).

#### Evaluation

A formal evaluation of the exterior of the building has been conducted, and the Administration is recommending designation of 1919 St. Henry Avenue as a Municipal Heritage Property. Despite a number of changes to the dwelling over the years, the exterior remains in excellent condition, and the current property owners have been meticulous in caring for and rehabilitating this historic place. Major changes to the home include an altered roofline (as a result of the conversion of the home into two suites in the 1950s) which has since been corrected, and a sympathetic addition to the north side of the home in 1995 to accommodate a dining space.

The Administration is recommending that only the building's exterior, with the exclusion of the addition completed in 1995, be designated as a Municipal Heritage Property.

### **Options to the Recommendation**

City Council has the option of not designating this building as a Municipal Heritage Property. In this case, further direction would be required.

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

Public and/or stakeholder consultations are not required.

## **Application for Municipal Heritage Property Designation – Pendencygrasse House (1919 St. Henry Avenue)**

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### **Communication Plan**

All Municipal Heritage Properties are marked with a bronze plaque on site that describes the heritage significance of the property. If designation is approved, the property will also be noted as “designated” in the Saskatoon Register of Historic Places.

### **Policy Implications**

The proposal complies with Civic Heritage Policy No. C10-020.

### **Financial Implications**

The amount of \$2,500 from the Heritage Reserve Fund would be allocated for the fabrication of the bronze plaque and installation on the property. As per the Municipal Heritage Policy, the designation of this building as a municipal heritage property makes it eligible for future financial incentives. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

The designation of this building as a Municipal Heritage Property makes it eligible for future financial incentives as per the Municipal Heritage Policy. Any such application will be considered on its own merit and subject to sufficiency of the Heritage Reserve.

### **Other Considerations/Implications**

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

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

If City Council recommends designation of the property, a date for a public hearing will be set. This date will be set in accordance with the provisions in *The Heritage Property Act*.

### **Public Notice**

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

If designation as a Municipal Heritage Property is recommended, the designation will be advertised in accordance with the provisions in *The Heritage Property Act*, which requires that the Notice of Intention to Designate be advertised at least 30 days prior to the public hearing.

### **Attachments**

1. Location Plan
2. Statement of Significance
3. Photographs of Subject Property

## **Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)**

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### **Report Approval**

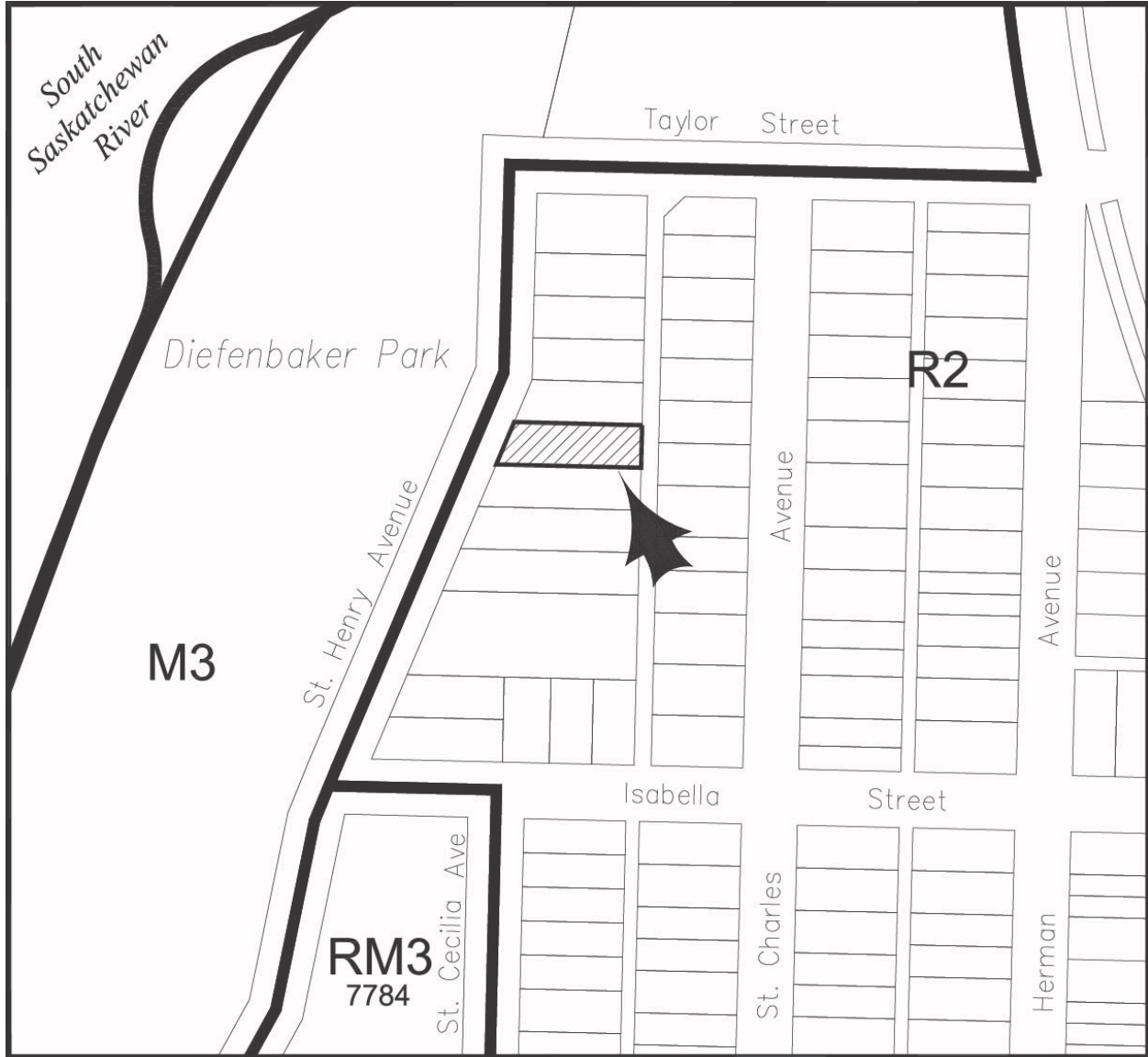
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning  
and Development

Reviewed by: Alan Wallace, Director of Planning and Development

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

S:\Reports\DS\2015\MHAC – Application for Municipal Heritage Property Designation – Pendygrasse House (1919 St. Henry Avenue)\ks

Location Plan



MUNICIPAL HERITAGE PROPERTY

1919 St. Henry Avenue



## Statement of Significance

Pendygrasse House – 1919 St. Henry Avenue

<b>Neighbourhood:</b>	Exhibition
<b>Date Constructed:</b>	1909 - 1910
<b>Development Era:</b>	1906 – 1913 (Pre WWI)
<b>Architectural Style:</b>	Victorian Influences
<b>Architect:</b>	-
<b>Builder:</b>	Henry Pendygrasse
<b>Designation:</b>	Municipal
<b>Original Use:</b>	Private Residence
<b>Current Use:</b>	Private Residence



Source: City of Saskatoon

### Description of Historic Place

The Pendygrasse House features a two-and-a-half-storey dwelling along St. Henry Avenue. Constructed by Henry Pendygrasse between 1909 and 1910, the home is located in the Exhibition neighbourhood and was once home to the Pendygrasse family, one of the earliest families in Saskatoon.

### Heritage Value

The heritage value of the Pendygrasse House lies in its association with the Pendygrasse family. Sarah Pendygrasse, along with her daughter, arrived in Saskatoon from Ireland in 1887 to meet her sons Harold, Sefton, and Neville, who had come earlier with the Temperance Colonists. Sarah Pendygrasse received a homestead grant for the quarter section now bounded by the South Saskatchewan River, Taylor Street, Ruth Street, and Lorne Avenue. Tragically, Neville had drowned in a ferry accident just weeks prior to her arrival. A log house, located on the corner of St. Henry Avenue and Isabella Street, was erected on the quarter section owned by the Pendygrasses. Sarah eventually returned to Ireland where she died in 1909.

Harold took over the homestead and lived in the log cabin until 1910 when he built the house at 1919 St. Henry Avenue (north of the original log house) for him and his wife, Poppy Clisby. Harold sold off much of the land of the original homestead and established a real estate business. Harold and his family lived in the home until the outbreak of the First World War. The house was rented for several years before being sold in 1918. Pendygrasse Road, located in Fairhaven, is a tribute to Sarah Pendygrasse and her family.



The heritage value of the Pendygrasse House also resides in its Victorian influences and unique architectural features. The large turret is one of the home's more distinctive features, along with its widow's walk and fish-scale shingle siding. Up until the 1950s, the house was subject to very little change. At that time, the dwelling was converted to a two-unit dwelling with main and second floor suites, along with the addition of a new stair case. The Pendygrasse House was later converted back to a single-family dwelling, and the current owners have undertaken a number of large-scale renovations to return the home to a form more true to its original. Exterior renovations to the home have included the reconstruction of the widow's walk (1970s) after the railing had been removed in the 1950s and correction of the roof lines (2001) that occurred as a result of the addition of the second floor suite. In 1982, the original chicken coop was demolished, and a new garage was constructed at the rear of the home that compliments the home's existing character. In 1995, a sympathetic addition was constructed to provide space for a dining room; and in 2001, a playhouse in the backyard was built as a replica of the original home.

The extent of restoration work completed by the current owners, and their regard for the character-defining elements of the home, earned them an award for exterior restoration under the City's Heritage Program in 2002 and special recognition through the Saskatchewan Architectural Heritage Society in 2001.

The Pendygrasse House continues to add visual interest and character to the surrounding neighborhood and is an excellent example of heritage conservation and restoration in Saskatoon.

Source: City of Saskatoon Built Heritage Database

#### Character-Defining Elements

Key elements which contribute to the heritage value of this historic place include:

- Its architecture with Victorian influences evident in: its clapboard exterior and fish-scale shingle siding; its turret and widow's walk; its trim and cornices; gabled roof ends; and its form, scale, and massing.
- Those elements associated with the Pendygrasse family, such as its location on the original Pendygrasse homestead and its proximity to, and views of, the South Saskatchewan River.

Photographs of Subject Property



West Façade (2015)



West Façade (1950s)



East Façade with Addition (Rear)



Façade Materials, Trim, and Decorative Details (Top Right, Bottom Left, and Bottom Right)

Garage (Top Left)



Streetscape Comparison (1972 and 2015)/Roofline Changes



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Silverwood Heights Community Association Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project**

#### **Recommendation of the Committee**

1. That the installation of outdoor fitness equipment in W.J.L. Harvey Park North be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

#### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.

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## **Silverwood Heights Community Association Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project**

### **Recommendation**

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

1. That the installation of outdoor fitness equipment in W.J.L. Harvey Park North be approved as a municipal project; and
2. That the Corporate Revenue Division, Asset and Financial Management Department, be authorized and requested to accept donations for this project and to issue appropriate receipts to donors who contribute funds to the project.

### **Topic and Purpose**

Silverwood Heights Community Association (SHCA) is planning to install new outdoor fitness equipment in W.J.L. Harvey Park North. See Attachment 1 for a map of the park indicating the location of the new fitness equipment adjacent to the park trail. The project is in response to feedback from Silverwood Heights residents about the current neighbourhood amenities and what upgrades they would like to see.

### **Report Highlights**

1. To help fund the installation of outdoor fitness equipment in W.J.L. Harvey Park North, the SHCA will be doing fundraising, seeking private sponsorship, and has been approved for a City of Saskatoon (City) Park Enhancement Grant.
2. SHCA is requesting to have the installation of outdoor fitness equipment in W.J.L. Harvey Park North approved as a municipal project.

### **Strategic Goal**

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

### **Background**

This project is similar to other projects approved as municipal projects by City Council over the past several years. Such projects include the lighting project in Dundonald Park, the installation of a play structure in Glacier Park, the installation of a play structure in Parc Canada, the lighting project in Sidney L. Buckwold Park, the approval of the Lakeview playground equipment, and the approval of the Albert Recreation Unit playground.

## **Report**

### Financial Support

A letter from the President of the SHCA indicates the community association's support and agreement to contribute financially to the installation of outdoor fitness equipment in W.J.L. Harvey Park (see Attachment 2). In addition to a grant from the City of Saskatoon Park Enhancement Grant, fundraising efforts through private donations and/or sponsorships will be undertaken. It is recommended that Corporate Revenue be authorized and requested to accept donations and to issue receipts to donors who contribute funds to this project.

The Administration supports the SHCA in their efforts to raise the required funds and has approved them to receive \$12,985 through the Park Enhancement Program. The SHCA will also make a financial contribution and look for corporate sponsorship and individual donors to raise the balance of \$49,000, to complete the approximate \$62,000 project.

### Approval as a Municipal Project

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

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

In order that donors may claim their contribution under *The Income Tax Act*, the SHCA is requesting that City Council declare this project to install outdoor fitness equipment in W.J.L. Harvey Park North as a municipal project and authorize the City Treasurer to accept donations and issue appropriate receipts to donors.

### **Options to the Recommendation**

The only option would be for City Council to deny the request to have this project declared as a municipal project. This may impact the ability of the SHCA to raise the required money to purchase the outdoor fitness equipment.

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

The SHCA received feedback from neighbourhood residents, which revealed a desire for improvements to the neighbourhood park, including a specific request for outdoor fitness equipment to enhance existing amenities.

## **SHCA Request to Declare Installation of Outdoor Fitness Equipment in W.J.L. Harvey Park North as a Municipal Project**

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

### **Communication Plan**

Information updates on the outdoor fitness trail fundraising progress and installation for the equipment will be provided to residents in the neighbourhood through the SHCA newsletter, website, and other means of communication.

### **Financial Implications**

There will be an annual operating impact of \$3,400 for routine maintenance and inspections that will need to be incorporated within the Facilities and Fleet Management Division 2017 Operating Budget.

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

The fitness equipment will be planned with appropriate City and CPTED design safety measures in mind and be subject to a CPTED review.

### **Other Considerations/Implications**

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

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

The project is expected to be completed by December 31, 2017.

### **Public Notice**

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

### **Attachments**

1. Aerial View of Fitness Equipment Location
2. Letter from SHCA President to His Worship the Mayor and Members of City Council

### **Report Approval**

Written by: Leanne Schellenberg, Community Consultant, Community Development  
Mike Libke, Neighbourhood Services Manager, Community Development

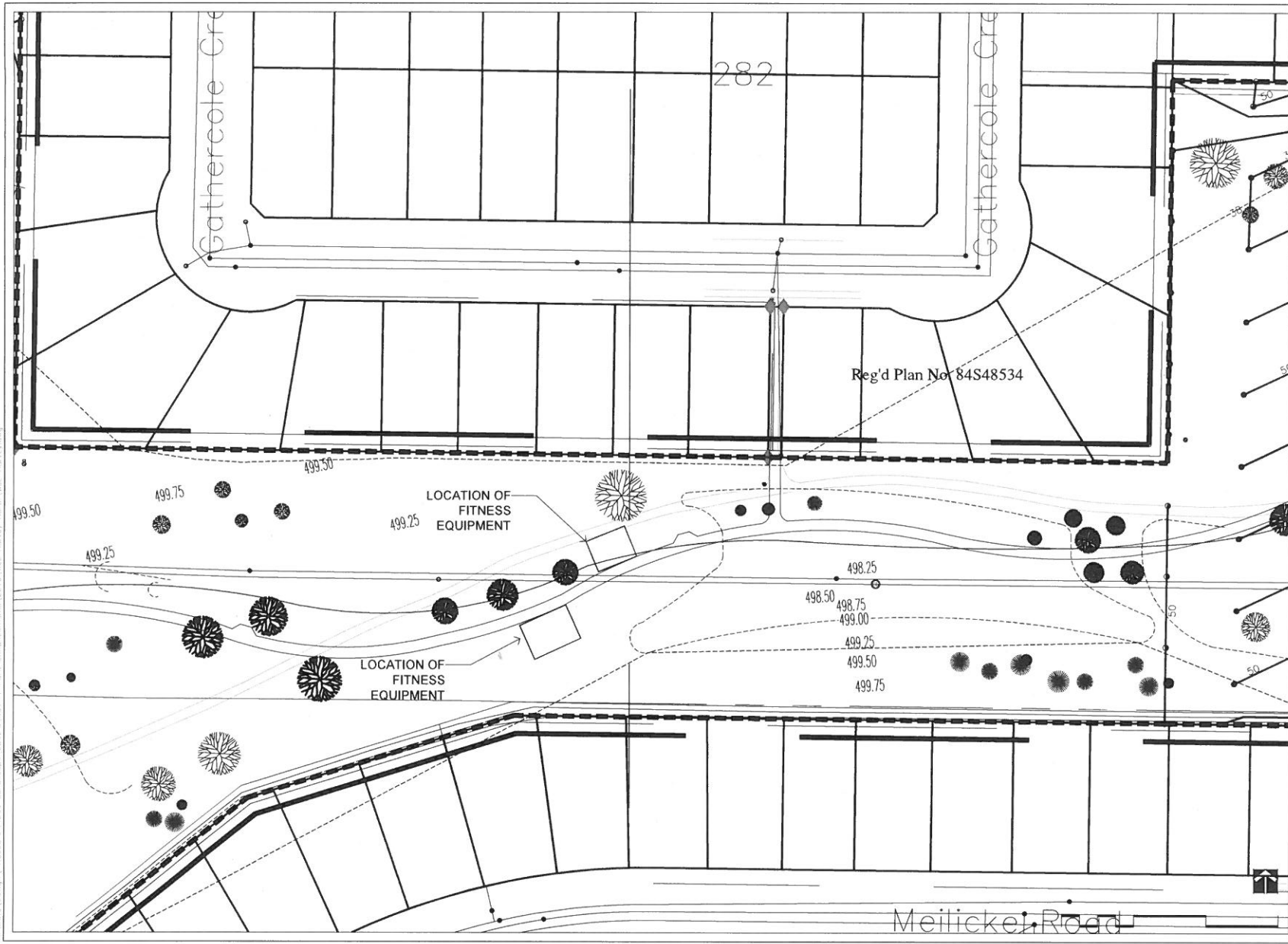
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development

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

S/Reports/CD/2015/PDCS – SHCA Request to Declare Installation of Outdoor Fitness Equip. in WJL Harvey Park as a Municipal Project/ks

# Aerial View of Fitness Equipment Location

ATTACHMENT 1



- GENERAL NOTES:
1. Do not scale drawings.
  2. All dimensions are in metres unless otherwise noted.
  3. Report all discrepancies to the Consultant.
  4. Layout and staking shall be reviewed and approved by the Consultant.
  5. If in doubt, ask.
  6. In case of discrepancy between plant list quantities, symbols and plant labels on drawing(s), the symbols on drawing(s) shall be taken as correct.

NO	ISSUE DATE	BY	REMARK

DESIGNED BY: BG  
 DRAWN BY: BCD  
 CHECKED BY: AO  
 SCALE (24" X 36" Sheet): 1:1000  
 SCALE (11" X 17" Sheet): 1:2000  
 DATE: MARCH 2010

APPROVALS  
 CONSULTANT  
 INFRASTRUCTURE SERVICES  
 COMMUNITY SERVICES

SHEET NAME  
**IRRIGATION PLAN**

PROJECT TITLE  
**W.J.L. HARVEY  
 PARK UPGRADE**

FILE NAME: W.J.L. HARVEY.PKG  
 PROJECT: \_\_\_\_\_ CONTRACT: \_\_\_\_\_  
 SHEET: \_\_\_\_\_

L-601

Aerial View of Fitness Equipment Location

ATTACHMENT 1



**Letter from SHCA President to His Worship the Mayor  
and Members of City Council**

**ATTACHMENT 2**



Silverwood Heights Community Association  
403 Silverwood Road  
Saskatoon SK S7K 6G1  
[www.silverwoodcommunity.org](http://www.silverwoodcommunity.org)

November 9th, 2015

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

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

**RE: Declaration Request for a Municipal Project**

The Silverwood Heights Community Association, who serves the residents within the boundaries of Silverwood Heights, strives to encourage a sense of community by improving the quality of life for the people of the neighbourhood as well as promoting, developing and organizing recreational, educational and social programs for our residents.

The Fitness Trail project is in response to feedback from Silverwood Heights residents about the neighborhood amenities as well as the recent park upgrade to WJL Harvey Park North. Residents indicated that they enjoy the beautiful enhancements to the trails and park; but would also like the added benefit of body conditioning equipment along the path.

The Silverwood Heights Community Association is requesting for the Fitness Trail to be considered a Municipal Project. In addition to private fundraising and sponsorship, Silverwood Heights Community Association has been approved for a City of Saskatoon Park Enhancement Grant.

Thank you for your consideration of this request. If you have any questions regarding the Fitness Trail project, please do not hesitate to contact me at (306) 260-5113 or by email at: [president@silverwoodcommunity.org](mailto:president@silverwoodcommunity.org).

Best Regards,

Cam Kenny, President  
Silverwood Heights Community Association  
(306) 260-5113  
[president@silverwoodcommunity.org](mailto:president@silverwoodcommunity.org)  
[www.silverwoodcommunity.org](http://www.silverwoodcommunity.org)

cc: Chelsea Wright, Vice President  
Michele Cozart, Indoor Programming Director  
Leanne Schellenberg, City of Saskatoon Community Consultant



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Award of Request for Proposals – Manager Position for the Gordon Howe Campground**

#### **Recommendation of the Committee**

1. That the proposal submitted by Gordon McMaster for the position of Manager at the Gordon Howe Campground be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

#### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.

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## Award of Request for Proposals – Manager Position for the Gordon Howe Campground

### Recommendation

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

1. That the proposal submitted by Gordon McMaster for the position of Manager at the Gordon Howe Campground 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

This report addresses the awarding of the contract for the position of Manager of the Gordon Howe Campground (GHC). Purchase of Goods, Services and Work Policy No. C02-030 states all contracts that exceed \$75,000 shall be approved by City Council.

### Report Highlights

1. A Request for Proposals (RFP) for the position of Manager of the GHC was released to the public on August 6, 2015, and closed on September 10, 2015. Of the six proposals received, two proponents were interviewed for the position and evaluated based on their management experience, qualifications, and past experience as a Campground Manager.
2. The Administration recommends awarding the contract to Mr. Gordon McMaster, according to the terms outlined in this report, and based on his experience in management, customer service, and his history working as a Campground Manager.

### Strategic Goal

GHC operations support the Strategic Goal of Quality of Life by providing access to facilities and programs that promote active living, and enjoy the natural beauty and benefits of parks and trails that brings people together.

### Background

GHC is located at the end of Avenue P South in Saskatoon. The campground is open to patrons from the middle of April until the middle of October annually. This mature campground offers patrons 135 sites with electrical and water, and 12 tent sites. The sites offer a choice of bright sunny locations and cool shady bays for motorhomes and tent dwellings. The campground provides a 24-hour on-site manager. In September 2005, the City of Saskatoon (City) put out a call for interest for the on-site manager position. The position was filled by Gordon McMaster, and an annual contract agreement has been in place since. A review of the process was recently completed,

and the awarding of the Campground Manager contract was updated to align with current procedures and practises.

## **Report**

### Proponent Evaluation Criteria Through the RFP Process

In August 2015, an RFP calling for a proponent with experience managing and operating a campground was released to the public. The successful proponent would be responsible for the management and operation of the GHC, which would include an onsite manager 24 hours a day during camping season. The manager would be responsible for:

- a) training and scheduling customer service staff;
- b) collecting registration/rental fees;
- c) assisting with budget monitoring;
- d) operating the confectionary independently of the City; and
- e) working with the Administration to ensure the smooth operation of the campground.

The RFP closed on September 10, 2015, and six proposals were received. The proponents were evaluated based on the following:

- a) extent to which the "Conditions of the Proposal" were met;
- b) management experience, qualifications, and strategy of proponent; and
- c) an in-person interview.

The Administration interviewed two of the six proponents based on the conditions of the proposal submitted, their management experience, and the qualifications outlined in their proposals.

### Contract Award to Gordon McMaster and Terms of Agreement

The Administration is recommending that City Council approve the award of the contract to Gordon McMaster based on the following supportive attributes of the proposal received:

- a) proposal met all conditions as set out in the RFP;
- b) proponent has campground management experience, customer service experience, and experience working with a campground booking system; and
- c) proponent was professional and represented himself well in the interview.

The terms and conditions are reflective of the City's standard agreement, with the exception of the following:

- a) The term of this agreement is from April 1, 2016, to October 31, 2018.
- b) For the year commencing April 1, 2016, and ending October 31, 2016, the City agrees to pay Gordon McMaster \$48,000, plus GST. First payment in the amount of \$2,000, including all applicable taxes, will be made on April 15 of each year. Balance of contract will be paid in equal payments on a bi-weekly basis, commencing April 30 and concluding after 26 weeks of operation each year.

## Award of Request for Proposals - Manager Position for the Gordon Howe Campground

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- c) The City agrees to pay Gordon McMaster \$49,000, plus GST, in 2017, and \$50,000, plus GST, in 2018.
- d) An option to renew for an additional two years, subject to the two parties reaching an agreement on any amendments, including financial remuneration, operating terms regarding the facility, and acceptable past performance of the operator. The Payment for Services will increase by 2% on an annual basis (rounding to the nearest 100) for the two optional years.

### Public and/or Stakeholder Involvement

No public or stakeholder involvement is required at this time.

### Communication Plan

The Administration will report the outcome of City Council's decision to Gordon McMaster. All proponents have been notified of the Administration's recommendations.

### Financial Implications

As outlined in the chart below, the total cost for the three-year contract is \$147,000. Funding for the Campground Manager will come from the Gordon Howe Campground annual operating budget.

Year	Contract Amount
2016	\$ 48,000
2017	\$ 49,000
2018	\$ 50,000
<b>Total</b>	<b>\$147,000</b>

### Other Considerations/Implications

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

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

Subject to City Council's acceptance of the recommendations as listed in this report, a contract for the services of Manager – Gordon Howe Campground between Gordon McMaster and the City will be set in place, commencing April 1, 2016, and expiring October 31, 2018.

The two parties may enter into negotiations to extend the contract for a two-year term past the expiry date of 2018.

### Public Notice

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

**Report Approval**

Written by: Roxane Melnyk, Facility Supervisor, Recreation and Sport  
Reviewed by: Lynne Lacroix, Director of Recreation and Community Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/RS/2015/PDCS – Award of Request for Proposals – Manager Position for the GHC/ks



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Implications of Not Permitting Garden and Garage Suites in R1 Zoning Districts**

#### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

#### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.

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## Implications of Not Permitting Garden and Garage Suites in R1 Zoning Districts

### Recommendation

That the report of the General Manager, Community Services Department, dated November 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of the report is to provide information on the implications of not permitting garden and garage suites in R1 Zoning Districts (R1 District).

### Report Highlights

1. The development of secondary suites, including garden and garage suites, is appropriate in the R1 District, providing benefits to owners and tenants.
2. There are some 2,300 R1 zoned properties in Saskatoon, in a variety of different neighbourhoods.
3. The City of Saskatoon (City) Housing Business Plan recommends that attainable housing be available in all parts of the City.

### Strategic Goal

This report supports the City's Strategic Goal of Sustainable Growth by ensuring that infill development is compatible with the existing built form.

### Background

Secondary suites, accessory to a one-unit dwelling, have been provided for in all residential zoning districts since 1999. Since that time, secondary suites have been developed throughout the City, including those areas zoned R1.

At its May 4, 2014 meeting, City Council approved amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) to allow for an alternate form of secondary suite, the garden and garage suite, when accessory to a one-unit dwelling. These amendments were based on the recommendations contained in the Neighbourhood Level Infill Development Strategy (Strategy). The Zoning Bylaw now provides for garden and garage suites as a discretionary use in residential zoning districts city-wide, with discretionary use approval delegated to the Administration.

In the R1 District, secondary suites are considered a permitted accessory use to one-unit dwellings, and garden and garage suites are considered a discretionary use.



At its March 23, 2015 City Council meeting, Councillor Olauson made the following inquiry:

“Will the Administration investigate and report back this year on the implications of not permitting garden and garage suites in R1 zoning districts.”

### **Report**

The Administration has reviewed the implications of not permitting garden and garage suites in the R1 District and is providing the following information:

#### R1 Zoning District

The R1 District allows for one-unit dwellings and other community related uses. This district provides for large lot development with the minimum site width required for a one-unit dwelling being 15 metres. Due to their size, sites in the R1 District are ideally suited for garden and garage suites as they are generally larger than other residential sites and have lane access. There are 2,300 properties that are zoned R1. They are located in the College Park, East College Park, Forest Grove, Grosvenor Park, Greystone Heights, Lawson Heights, North Park, Forest Grove, Richmond Heights, River Heights, and Silverwood Heights neighbourhoods. Of these neighbourhoods, North Park, Grosvenor Park, and Greystone Heights are considered established neighbourhoods in the Zoning Bylaw.

If garden and garage suites were no longer allowed in the R1 District, 2,300 property owners would not have the option of developing this type of secondary suite. The development standards contained in the Zoning Bylaw ensure that garden and garage suites do not detract from existing neighbourhood character and remain accessory to the principal use. Assessed property owners within 75 metres are provided notice of discretionary use applications.

It is the opinion of the Administration that allowing for garden and garage suites, as an alternative form of secondary suite, does not unreasonably impact the purpose, character, or density of the R1 District.

#### City of Saskatoon Housing Business Plan

The City's Housing Business Plan (Plan) recommends the deconcentration of attainable housing and making attainable housing available in all parts of the City. The Plan recognizes that secondary suites provide affordable rental opportunities throughout the City. Secondary suites provide benefits to both home owners and tenants. Rental income from the suite makes the purchase of a home more affordable. Garden and garage suites were introduced as an alternative form of secondary suites and not allowing garden and garage suites in R1 areas is contrary to the priorities contained in this Plan.

#### Other Implications

The development of all types of secondary suites, including garden and garage suites, should be applied consistently in residential neighbourhoods.

When City Council endorsed the Strategy, the following motion was made:

“that the Administration report on the matter of all neighbourhoods being treated equally in terms of participating, once the policies and guidelines have been established for garden and garage suites.”

The Strategy recommended that garden and garage suites be allowed in all established neighbourhoods and did not recommend that separate regulations be developed for individual neighbourhoods, nor did it recommend that garden and garage suites be prohibited in specific neighbourhoods or zoning districts. During implementation, Planning and Development brought forward recommendations that allowed for the development of garden and garage suites city-wide, consistent with the provisions for secondary suites. If garden and garage suites are no longer allowed in the R1 District, it will allow for other neighbourhoods or areas to request that they also be excluded.

**Options to the Recommendation**

If City Council were to direct the Administration to begin the process of prohibiting garden and garage suites in the R1 District, this option would require consultation with appropriate stakeholders and the public.

**Public and/or Stakeholder Involvement**

During the development and implementation of the Strategy, there were several opportunities for the public and stakeholders to provide input. A public open house, attended by approximately 150 people, was held. There were few comments received in opposition, and generally most comments referred specifically to regulations.

**Other Considerations/Implications**

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

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

There is no follow-up required.

**Public Notice**

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

**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department



## **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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### **Innovative Housing Incentives – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend**

#### **Recommendation of the Committee**

1. That a five-year tax abatement of the incremental taxes be applied to 141 purpose-built rental units to be built at 206 Akhtar Bend, commencing the next taxation year, following the completion of construction; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute this agreement under the Corporate Seal.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

#### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.

---

## **Innovative Housing Incentives – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend**

### **Recommendation**

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

1. That a five-year tax abatement of the incremental taxes be applied to 141 purpose-built rental units to be built at 206 Akhtar Bend, commencing the next taxation year, following the completion of construction; and
2. That the City Solicitor be requested to prepare the necessary incentive agreement and that His Worship the Mayor and the City Clerk be authorized to execute this agreement under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to recommend that a five-year tax abatement of the incremental taxes be applied to a purpose-built rental project in the Evergreen neighbourhood.

### **Report Highlights**

1. Broadstreet Properties Ltd. is proposing to build 204 purpose-built rental units in Evergreen.
2. The Administration is recommending a five-year tax abatement of the incremental taxes be applied to 141 units.
3. The Province of Saskatchewan's (Province) Rental Construction Incentive (RCI) Program will expire on March 31, 2016, and all cash incentives from that program are fully committed. Therefore, only the City of Saskatoon's (City) five-year tax abatement is available.

### **Strategic Goal**

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

### **Background**

On June 23, 2008, City Council approved the creation of the New Rental Construction Land Cost Rebate Program, which provides a five-year incremental property tax abatement and a cash grant of up to \$5,000 per unit for the creation of new purpose-built rental housing. At the same meeting, City Council allocated resources to support the creation of 1,000 new purpose-built rental units under this program.

On September 26, 2011, City Council allocated incremental property tax abatements for an additional 1,000 purpose-built rental units. At the same meeting, City Council approved an agreement with the Province under which the Province would fund the cash grants under the New Rental Construction Land Cost Rebate Program until March 31, 2016.

To date, City Council has approved incentives for 1,860 purpose-built rental units. All of the cash incentives have now been committed; however, there are still incremental property tax abatements available under the program.

### **Report**

Broadstreet Properties Ltd. is Developing a Purpose-Built Rental Project in Evergreen  
Broadstreet Properties Ltd.'s proposal calls for the construction of 3 four-storey apartment buildings on the site, located at 206 Akhtar Bend in the Evergreen neighbourhood. The project will include a total of 204 units with a mix of one-, two-, and three-bedroom units. This project will create the first purpose-built rental apartments in the Evergreen neighbourhood.

As of October 2014, the apartment vacancy rate in the Northeast Sector of Saskatoon, which encompasses the Evergreen neighbourhood, was 3.1%. The Northeast Sector has one of the lowest numbers of rental units in Saskatoon. The low vacancy rate and small capacity for rental units within the Northeast Sector indicate that there is a need for rental units in the area.

### Project Qualifies for an Incremental Five-Year Property Tax Abatement

After a thorough review of this application, the Administration has concluded the project qualifies for a five-year incremental property tax abatement under Innovative Housing Incentives Policy No. C09-002. Of the 2,000-unit allocation approved by City Council, there is only capacity to abate taxes on 140 units. The Administration is recommending one additional unit receive a tax abatement because 141 units is the number of units in two of the three buildings. This will make the administration of the abatement much simpler.

The Corporate Revenue Division estimates the value of this abatement to be approximately \$102,867 annually, or \$514,335 over five years.

To ensure that the units remain as rental stock for 15 years, as per Innovative Housing Incentives Policy No. C09-002, the applicant will be required to enter into an incentive agreement. Further ensuring that the units remain rental, City Council could deny approval of any condominium conversion application for these units while the incentive agreement is in effect.

### Future of the Rental Construction Incentive Programs

The Province has indicated that the RCI Program will expire on March 31, 2016, and the \$5,000 per door incentive is no longer available as all funds are committed towards

existing projects. However, the City's five-year tax abatement remains available. The Administration is recommending that the City continue to offer the five-year tax abatement, but with a reduced target for 2016. This recommendation is contained in a report going to the 2016 Business Plan and Budget Review on November 30 to December 3, 2015.

### **Options to the Recommendations**

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

### **Financial Implications**

As a result of the proposed incremental tax abatement, this project will result in foregone revenue of the Municipal Portion of property taxes of approximately \$329,702.

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

Public consultation is not required.

### **Other Considerations/Implications**

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

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

The project is expected to be completed August 31, 2016.

### **Public Notice**

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

### **Attachments**

1. Rendering
2. Map of Adjacent Area

### **Report Approval**

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

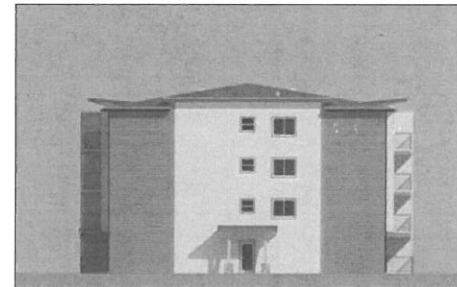
S/Reports/CP/2015/PDCS – Inn. Housing Inc. – New Rental Construction Land Cost Rebate Program - Broadstreet Properties Ltd. - 206 Akhtar Bend/ks



53 UNIT FRONT PRESPECTIVE



53 UNIT SIDE PRESPECTIVE



71 UNIT SIDE ELEVATION



71 UNIT FRONT ELEVATION

THIS IS AN ARTIST'S RENDERING BASED ON CURRENT DEVELOPMENT CONCEPTS, WHICH ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO GUARANTEE IS MADE THAT THE FACILITIES DEPICTED WILL BE BUILT, OR IF BUILT, WILL BE OF THE SAME TYPE, SIZE, OR NATURE AS DEPICTED.

ISSUED FOR DEVELOPMENT PERMIT

**SEYMOUR PACIFIC DEVELOPMENTS LTD.**  
 100 St Arns Street, Campbell River, B.C.  
 (T)250.286.8045 (F)250.286.8046  
 www.seymourpacific.ca

SITE MAP:

PROJECT STATUS:  
 ISSUED FOR DEVELOPMENT PERMIT

Revision Schedule		
No.	Description	Revision Date

SEAL:

TRADE CONTRACTORS SHALL VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES OR INCONSISTENCIES TO SEYMOUR PACIFIC DEVELOPMENTS LTD. WITHOUT DELAY FOR CLARIFICATION AND/OR CONFIRMATION. DO NOT SCALE DRAWINGS. DESIGN REPRESENTED AND DRAWINGS USED AS INSTRUMENTS OF SERVICE SHALL REMAIN THE COPYRIGHT AND PROPERTY OF SEYMOUR PACIFIC DEVELOPMENTS LTD. ANY REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY SEYMOUR PACIFIC DEVELOPMENTS LTD. IS PROHIBITED.

CONTRACTORS SHALL REMAIN FAMILIAR WITH SHALL REFER TO AND SHALL PERFORM IN ACCORDANCE WITH LOCAL LAWS, REGULATIONS AND BUILDING CODES. CONTRACTORS SHALL MAINTAIN GOOD INDUSTRY PRACTICES AND SAFETY PRACTICES CONSISTENT WITH THE CONTRACT INTENT AND THE REQUIREMENTS OF JURISDICTIONAL AUTHORITIES.

ADDITIONAL CLAIMS AND COSTS RELATED TO NON-MATERIAL CHANGES WILL NOT BE ACCEPTED BY SEYMOUR PACIFIC DEVELOPMENTS LTD. NON-MATERIAL CHANGES ARE DEEMED TO BE PLAN CHANGES OR SPECIFICATION ADJUSTMENTS THAT DO NOT SUBSTANTIALLY AFFECT THE VALUE, TIME, COST AND QUALITY OF CONSTRUCTION.

CONTRACTORS SHALL MAKE EVERY REASONABLE EFFORT TO MAINTAIN SCHEDULE TARGETS AND PROVIDE GOOD EFFICIENCY, PROGRESS, WORKMANSHIP AND QUALITY TOWARD DEFICIENCY-FREE RESULTS.

PROJECT NAME:  
 EVERGREEN BEND

PROJECT NUMBER:

ADDRESS:  
 206 AKHTAR BEND, SASKATOON, SK

DRAWING TITLE:  
 SITE PERSPECTIVES

DRAWN BY: MA

CHECKED BY: RF

DATE: 14-APR-15

SCALE:

DRAWING #: **A0.1**

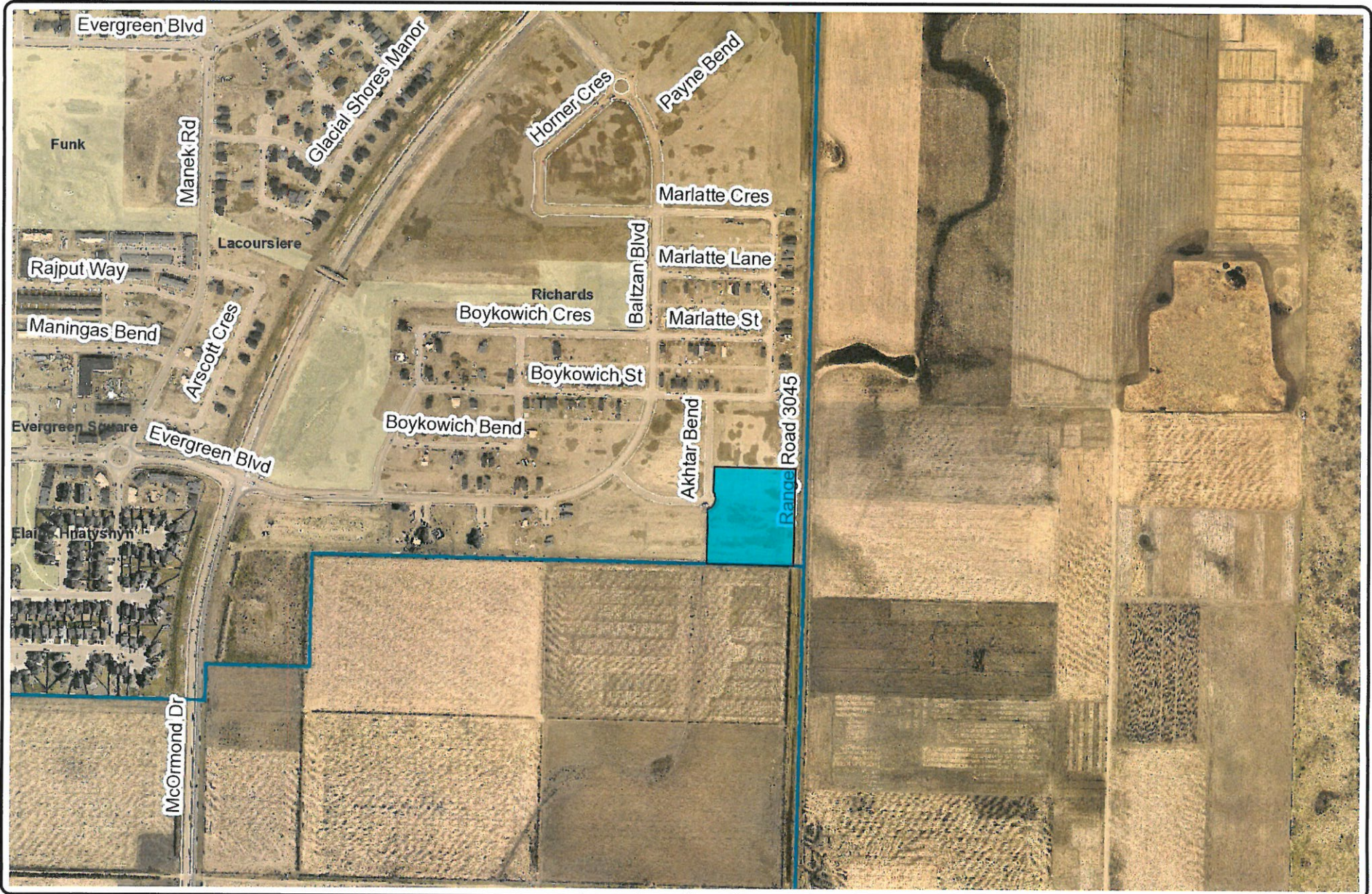


Rendering

ATTACHMENT 1

Map of Surrounding Area - 206 Akhtar Bend

Printed: November 6, 2015  
Scale: 1:8,615



Map of Adjacent Area

ATTACHMENT 2

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**

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### **Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes**

#### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.

#### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

#### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.  
August 27, 2011 letter from Ms. Donna Hay

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## Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide a response to a communication to City Council with respect to parking issues caused by duplexes, and consideration of limiting the number of duplexes per block.

### Report Highlights

1. The Administration is of the opinion that it is not practical to limit the number of two-unit dwellings in a specific area.
2. The R2 Zoning District is intended to accommodate the development of one-unit, two-unit, and semi-detached dwellings and requires a site size for these uses that accommodates off-street parking.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Sustainable Growth by ensuring that infill development is compatible with the existing built form.

### Background

At its September 12, 2011 meeting, City Council considered a letter from Donna Hay, dated August 27, 2011, with respect to parking issues caused by duplexes and that consideration be given to limiting the number of duplexes allowed per block. City Council resolved that the Administration provide a report to the Planning and Operations Committee. A response to this inquiry was delayed due to the development of a strategy to guide infill development in the established neighbourhoods.

The Neighbourhood Level Infill Development Strategy studied infill residential development in the established neighbourhoods. The Strategy was endorsed by City Council on December 16, 2013, and outlined best practices, design guidelines, and regulations, which provide design flexibility and minimize impact of developments on neighbouring property owners. Recommendations contained within the Strategy have been implemented through the Zoning Bylaw to allow garden and garage suites and additional development standards for one-unit, two-unit, and semi-detached dwellings. These amendments were adopted by City Council on March 23, 2015.

### Report

The communication from Donna Hay requested that City Council consider limiting the number of duplexes (two-unit and semi-detached dwellings) per block or per

neighbourhood. In her communication, Ms. Hay stated that the development of duplexes has caused parking congestion in Sutherland.

Most low-density residential areas in the established neighbourhoods, including Sutherland, are located in the R2 – One- and Two-Unit Residential District. The R2 Zoning District permits two-unit and semi-detached dwellings on sites with a minimum site width of 15 metres. The bylaw contains standards that regulate setbacks, site coverage, and massing. However, there is no requirement for parking for one- and two-unit dwellings. The sites in the R2 District are of adequate size to accommodate off-street parking, and in particular, where there is a rear lane.

In regard to development activity in Sutherland, during the period from 2010 to 2014, 7 building permits were issued for one-unit dwellings, and 26 permits were issued for two-unit dwellings for a total of 52 dwelling units. Based on this information, the predominant form of infill development in Sutherland is two-unit dwellings. During this period, neighbourhoods experiencing the greatest amount of infill development were Buena Vista, Haultain, Nutana, North Park, Sutherland, and Varsity View.

In the established neighbourhoods, on-street parking is often an issue; however, there are a number of factors that contribute to this, including the proximity to major institutions, including hospitals and post-secondary institutions, number of occupants in a dwelling, and the development of illegal suites. If a complaint is received in regard to the development of an illegal suite, an investigation will occur.

The Planning and Development Division has implemented development standards for primary dwellings, which include one-unit, two-unit, and semi-detached dwellings. To accommodate additional sites for the development of one-unit dwellings, the site width requirement was reduced. The provision requires that the new one-unit dwelling site must be at least 60% of the average site width for one-unit dwelling sites fronting on the block face and the opposite block face; the previous requirement was 70% of the average lot widths. This reduction will allow for additional sites for one-unit dwellings, while ensuring that lot width along the block face remains consistent. The Strategy did not contain further direction in regard to the concentration of two-unit dwellings. It is the opinion of the Administration that limiting the number of duplexes per block or neighbourhood is not practical because the R2 District is intended to accommodate two-unit dwellings.

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

No additional follow-up is required at this time.

#### **Public Notice**

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

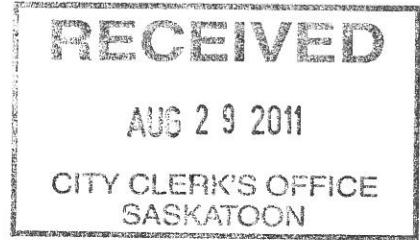
**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/PDCS – Communications to Council – Donna Hay – Parking Concerns Regarding Duplexes/ks  
BF 67-11

B10)  
4350-1

From: CityCouncilWebForm  
Sent: August 27, 2011 6:24 PM  
To: City Council  
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:

Donna Hay  
312-109th St.  
Saskatoon  
Saskatchewan  
S7nN 1R5

EMAIL ADDRESS:

[donnahay34@gmail.com](mailto:donnahay34@gmail.com)

COMMENTS:

To the honorable members of City Council, I would like you all to reconsider the number of duplex dwellings you allow per block (neighborhood). In the community of Sutherland, we are seeing an unprecedented number of double dwellings per city lot and it is causing A LOT of trouble for parking in our neighborhood. One lot that used to have one house on it, now has two homes, each with the potential of having 3 cars per house- so 6 cars per lot! Depending on if each side is either owned, or rented to U of S students. We often can't park in front of our own house and visitors to our home or our neighbor's homes can't find parking either. It's become a market for the greedy home builders who want maximum bang for their buck, but we, the residents of Sutherland, are the ones who have to suffer the consequences of their money-making. Can there PLEASE be a cap put on how many duplexes are allowed to be built per neighborhood????



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Community Mailbox Policy – Jurisdiction and Risk Issues**

### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.

### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

During review of this matter, the Committee was made aware of existing guidelines for placement of community mail boxes in new areas. The General Manager, Community Services indicated that similar guidelines would be used for existing neighbourhoods if the program proceeds in the future and would include an engagement process with the local community.

### **Attachment**

December 2, 2015 report of the General Manager, Community Services Department.

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## Community Mailbox Policy – Jurisdiction and Risk Issues

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to provide information in response to a City Council inquiry on the possibility of implementing a community mailbox policy.

### Report Highlights

1. *The Canada Post Corporation Act (The Act)* and subsequent regulations provides Canada Post with the authority to determine where community mailboxes are placed in a municipality. Canada Post does collaborate with local municipalities.
2. Community mailbox implementation does not present new liability or risk issues.

### Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, as it addresses issues related to access to amenities and services.

### Background

During its January 26, 2015 meeting, City Council considered the report of the General Manager, Community Services Department, addressing the proposed discontinuation of door-to-door mail service and resolved, in part:

“That the Administration report to SPC on Planning, Development and Community Services outlining the process for implementation of a community mailbox policy; and

That the City Solicitor provide a report to the appropriate committee on any liability and risk issues”.

On October 26, 2015, Canada Post provided a News Release stating that Canada Post is temporarily suspending future deployment of the program to convert door-to-door mail delivery to community mailboxes. No conversions of door-to-door mail delivery to community mailboxes have occurred in Saskatoon or Regina to date.

### Report

#### Jurisdiction for a Community Mailbox Policy

*The Act* established Canada Post as a Crown corporation in 1985. *The Act* gives Canada Post the power to make regulations to govern the design, placement, and use of mailboxes, including community mailboxes. As such, Canada Post created mail

## Community Mailbox Policy – Jurisdiction and Risk Issues

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receptacle regulations to provide guidance in relation to community mailboxes. *The Act* and regulations make it clear that Canada Post has the authority to decide where community mailboxes are placed in a municipality so long as the placement is on public property, including municipally-owned property. There is no requirement that Canada Post consult with the municipality prior to making this decision; however, as a matter of courtesy, Canada Post had established a consultation process with both the municipality in question and adjacent property owners. This provided the ability to have some level of input for the placement of community mailboxes.

Presently, the Transportation and Utilities Department maintains guidelines for the placement of community mailboxes in new neighbourhoods. These guidelines could be extended to established neighbourhoods should there be future conversions from home mail delivery. As such, there is no need to create a new community mailbox policy (refer to Attachment 1 for a summary of these guidelines).

### Liability or Risk Issues

Community mailboxes have been in use in new neighbourhoods in the City since the late 1980's. Since that time, there have been no claims filed and no complaints made in relation to community mailboxes. The liability and risk associated with community mailboxes would be no different than that associated with any other City property. Circumstances that will open the City up to any further liability are not anticipated.

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

Canada Post and the Canadian Postal Workers Union have been provided a copy of this report for information.

### **Other Considerations/Implications**

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

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

No additional follow-up is required at this time.

### **Public Notice**

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

### **Attachment**

1. Transportation and Utilities Summary Guidelines for the Placement of Community Mailboxes

### **Report Approval**

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

S:\Report\DS\2015\PDCS – Community Mailbox Policy – Jurisdiction and Risk Issues\kt  
BF 018-15



**Transportation and Utilities Summary Guidelines for the Placement of Community Mailboxes**

A Community Mailbox is used to distribute mail as an alternative to door-to-door service.

- 1) Mailboxes are placed according to the configuration of lots, roads, etc., which is outlined in a general subdivision plan.
- 2) Mailboxes are placed approximately 1 meter from the sidewalk or curb.
- 3) Mailboxes are always placed on City of Saskatoon property.
- 4) Mailboxes are usually placed:
  - by the flankage of the house, usually in corners; or
  - where there is lot of green space or by utility boxes.
- 5) Mailboxes are usually installed before houses are built.
- 6) Once a plan has been developed by Canada Post, it is sent to various departments for approval.



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Naming Process and Policy Review**

### **Recommendation of the Committee**

That the report of the General Manager, Community Services Department, dated December 2, 2015, be received as information.

### **History**

At the December 2, 2015 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department, dated December 2, 2015, was considered.

During your Committee's review of this matter, it was suggested that further diversity considerations in the City's naming policy include gender balance. The Administration was also encouraged to have discussions with developers to consider a greater diversity of names within their developments.

### **Attachment**

December 4, 2015 report of the General Manager, Community Services Department.

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## Naming Process and Policy Review

### Recommendation

That the report of the General Manager, Community Services Department, dated December 2, 2015, be forwarded to City Council for information.

### Topic and Purpose

The purpose of this report is to outline the existing guidelines for adding names to the Names Master List and assigning names to civic property and development areas. In addition, this report summarizes the communication plan to encourage interest in the naming process.

### Report Highlights

1. Criteria for assigning names is outlined in Naming of Civic Property and Development Areas Policy No. C09-008 (Naming Policy).
2. A communication strategy is being developed to encourage a greater diversity of names on the Names Master List.
3. In anticipation of a greater diversity of names, the Diversity Inclusion Consultant from the Community Development Division will be added to the Naming Advisory Committee (NAC).

### Strategic Goal

This report supports the Strategic Goal of Quality of Life as providing for a greater diversity in the applications of names for civic infrastructure to reflect the City of Saskatoon's (City) built, natural, and cultural heritage.

### Background

At its May 5, 2014 Council meeting, it was resolved, in part:

- "1) that the Administration report back on developing the appropriate criteria for assigning names; and
- 2) that the Administration report back with alternative options for populating the Names Master List in order to improve the diversity of the options on that list."

In addition, on June 26, 2014, the NAC resolved, in part:

- "2) that in addition to Council's above-noted resolutions dated May 5, 2014, the Administration report back regarding themes, advertising, and further housekeeping items."

### Report

#### Criteria for Assigning Names

The Naming Policy outlines criteria for assigning names in Section 3.3 b) (see Attachment 1). This criteria includes, but is not limited to, “ease of identification and avoidance of confusion for the public, consistency in the theme of an area, and purpose of facility and logical connection to the name.” This criteria is consistent with other Canadian cities’ criteria for the assignment of names. No change in the criteria used to assign names to civic infrastructure, including roads, is being proposed.

#### Names Master List

As of November 2015, there are 113 names in the unassigned section of the Names Master List. In collaboration with the Corporate Performance Department, a cost-effective marketing strategy has been put together to encourage more names from individuals and community organizations. Details of that strategy are included as part of the Communication Plan.

The naming process is a public process where individuals or groups are encouraged to submit names to the NAC. Additionally, Planning and Development will partner with Aboriginal Relations to provide opportunities for the Aboriginal community to engage with the naming of streets, parks, and civic properties. As an initial step, 1,200 brochures will be distributed to First Nation and Metis housing organizations including the Saskatoon Tribal Council, Central Urban Metis Federation Inc., Sask Native Rentals, and Camponi Housing. Further collaboration will be made with identified community and educational organizations, including presentations at public events.

#### Diversity Inclusion Consultant

In recognition that the names of civic buildings and public spaces should reflect the city’s cultural diversity, and in anticipation of a greater diversity of names reflecting Saskatoon’s diverse citizenry being brought forward, the NAC will be changing the composition of the Administrative component to include a Diversity Inclusion Consultant from the Recreation and Community Development Division. This addition to the NAC also supports recommendations found in the Kitaskinaw Report and the Truth and Reconciliation Commission Calls to Action. The existing Naming Policy provides for this opportunity.

Additionally, if there are any cultural protocols prior to a name being assigned (e.g. a special ceremony to be performed), an opportunity will be provided for the applicant to address them.

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

Identified community organizations will continue to be consulted regarding ways to encourage more naming applications. Moving forward, other community organizations will be invited to participate in the naming process as they are identified.

**Communication Plan**

To date, the Naming Policy has been promoted with a brochure and information on the City's website. For 2016, the provision of brochures and presentations to inform identified community groups and leaders will be undertaken. With an expanded budget, print ads in targeted publications, along with an annual public awareness campaign could be provided. The annual campaign will target individuals and community groups, including Aboriginal organizations, with the goal of enhancing the profile of the policy and increasing the volume of submissions and diversity of options on the Names Master List. New campaign elements could include Public Service Announcements, posters, social media posts, community association newsletter ads, and the City's existing relationships with community groups to encourage submissions.

**Policy Implications**

No amendments to the Naming Policy are recommended at this time.

**Financial Implications**

The Planning and Development Division will be including additional brochures within their operational budget for 2016. In addition, measures taken for 2016 will include having face-to-face meetings with identified cultural groups and leaders, which will not have a budget implication. Moving forward, an expanded budget would be required for 2017 to add print materials and other advertising opportunities to reach a wider audience.

**Other Considerations/Implications**

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

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

No follow-up is required at this time. City Council receives quarterly updates as to names assigned to new roadways and parks, as well as requests for assigning specific names through reports from the NAC.

**Public Notice**

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

**Attachment**

1. Naming Policy Guidelines

**Report Approval**

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-008

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

## 1. PURPOSE

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

## 2. DEFINITIONS

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

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

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

- 2.5 Street - for the purpose of this policy, a street is any roadway (excluding laneways and unimproved right-of-ways) under the direction and control of the City of Saskatoon.
- 2.6 Park - for the purpose of this policy, a park is any area owned or controlled by the City for which the primary uses are the provision of leisure services and beautification of the community. Small pieces of City land not suitable for Park development are excluded from this policy. The naming of sports fields, dog parks, or other amenities within a park are excluded from this policy. Leisure Centres and other community centres that may be located in a park are not excluded from this policy.

### 3. POLICY

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

#### 3.1 Names Master List

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

#### 3.2 Naming Advisory Committee

- a) A Naming Advisory Committee shall be formed to review and screen all suggestions and requests for naming municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks.

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

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

- b) The Naming Advisory Committee shall be comprised of the following members:
  - i) The Mayor;
  - ii) Two (2) City Councillors (appointed by City Council); and
  - iii) Three (3) members from the Administration.
- c) The two City Councillors shall be appointed to serve on the Naming Advisory Committee for a one (1) year term.
- d) The Naming Advisory Committee shall appoint a chair and shall meet at the call of the Chair.
- e) The Naming Advisory Committee shall screen all requests and suggestions for naming, or renaming, municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks to ensure that each suggestion or request meets the Council Guidelines for naming as set out in 3.3 below.
  - i) Deliberations regarding the screening of names may be carried out In-Camera at the Discretion of the Chair; however the outcome of all committee decisions regarding name screening shall be public information.
- f) The Naming Advisory Committee shall report to Council as new requests and suggestions are screened and recommended for approval and addition to the Names Master List.
- g) The Naming Advisory Committee may also report and recommend to Council on any other matter related to this policy.

### 3.3 Guidelines

- a) The screening of new name submissions for the naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods and parks, shall be done in consideration of, but not limited to, the following criteria:



# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-008

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

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



- b) The naming or renaming of municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods, and parks, shall be done in consideration of, but not limited to, the following guidelines:

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

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

- i) Ease of identification and avoidance of confusion for the public;
- ii) Consistency in the theme of an area;
- iii) Purpose of facility and logical connection to the name;
- iv) The suffix ‘Street’ will be reserved for streets that are aligned east to west, and the suffix ‘Avenue’ will be reserved for streets that are aligned north to south;
- v) Surnames alone will be used for the naming of streets, urban development areas, and neighbourhoods;
- vi) The surname alone will be used for the naming of municipally-owned or controlled facilities and parks, except in the case of former elected officials of the City of Saskatoon, where given name(s) and surname together may be used;
- vii) For the naming of fire halls, any former Fire Chief of the City of Saskatoon, serving a minimum of five (5) years;
- viii) For the naming of electrical substations, any former Electrical Distribution Department Head;
- ix) An external party may become a title sponsor (namesake) of a future or existing facility in recognition for its funds, goods, and service support, as set out in Council Policy C09-028, “Sponsorship”;
- x) When a name has been applied, it will be removed from the Unassigned Names category of the Names Master List and placed in the Assigned Names category. Names of former elected officials of the City of Saskatoon will be identified in both categories;

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-008

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

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

### 3.3.1 Duplicate Surnames

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

### 3.4 Suggestions for Adding to Names Master List

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

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>7 of 10</i>

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

### 3.5 Requests for Naming Specific Municipally-Controlled Property

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

### 3.6 Requests for Renaming a Specific Civic-Controlled Property

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-008

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

## 3.7 Selection of Names from Names Master List

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

## 3.8 Naming Contests

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

## 3.9 Re-use of Names

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-008

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Naming of Civic Property and Development Areas</i>	<i>November 18, 1991</i>	<i>May 5, 2014</i>	<i>9 of 10</i>

## 4. RESPONSIBILITIES

### 4.1 City Council

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

### 4.2 Office of the Mayor

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

### 4.3 Naming Advisory Committee

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

### 4.4 Community Services Department – Planning and Development Division

- a) Receives all suggestions and requests for naming or renaming of any municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-008*

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

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

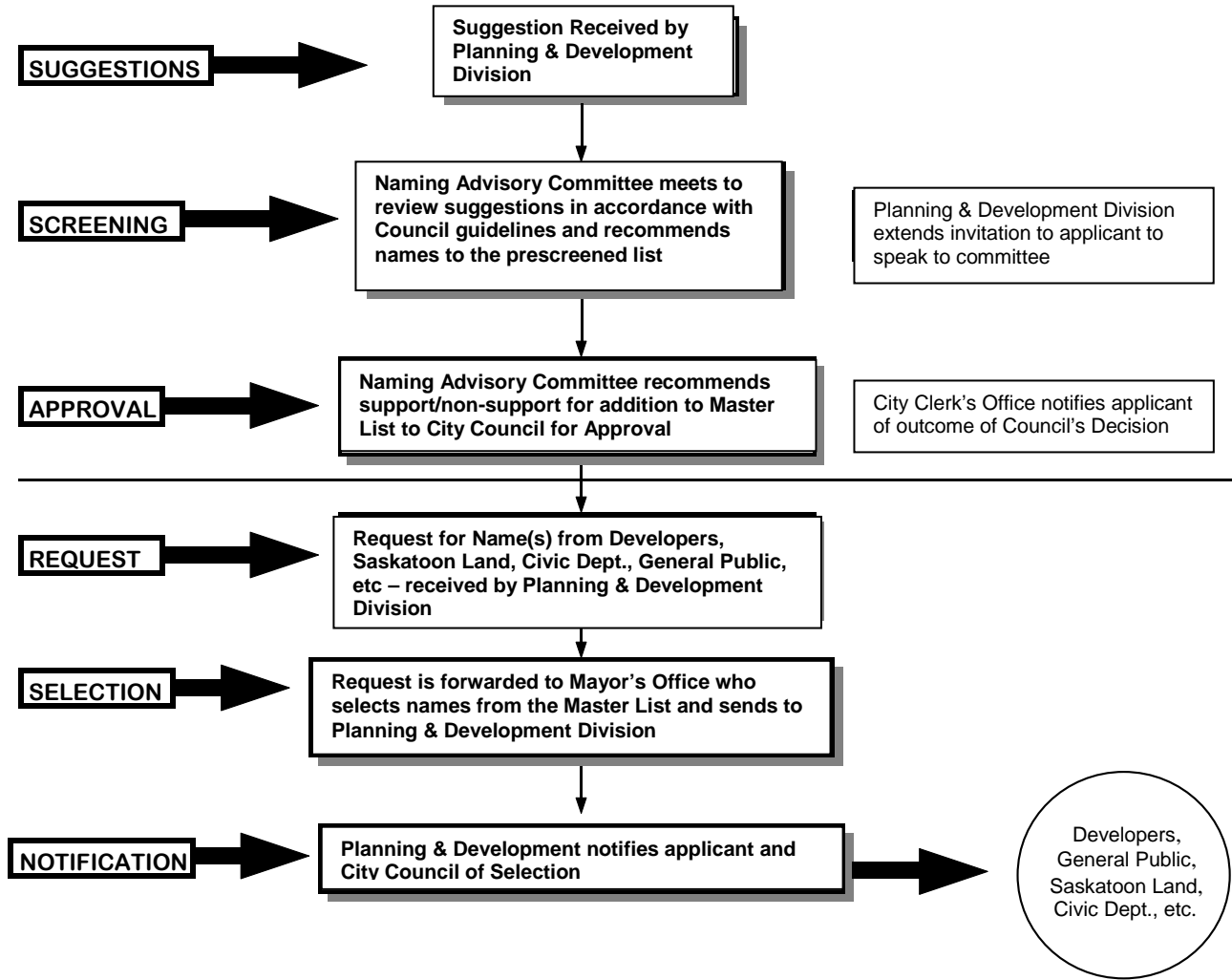
#### 4.5 City Clerks Office

- a) Prepares reports to City Council on behalf of the Naming Advisory Committee recommending that new names be added to the Names Master List, and the naming, or renaming, of specific municipally-owned or controlled facilities, streets, suburban development areas, neighbourhoods or parks.
- b) Notifies all affected property owners, neighbourhood associations or any other organization where a renaming of a municipally-owned or controlled facility, street, suburban development area, neighbourhood or park is proposed.

**CITY OF SASKATOON COUNCIL POLICY C09-008**

**NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS**

**PROCEDURE FOR HANDLING NAME SUGGESTIONS FOR PLACEMENT ON MASTER LIST**

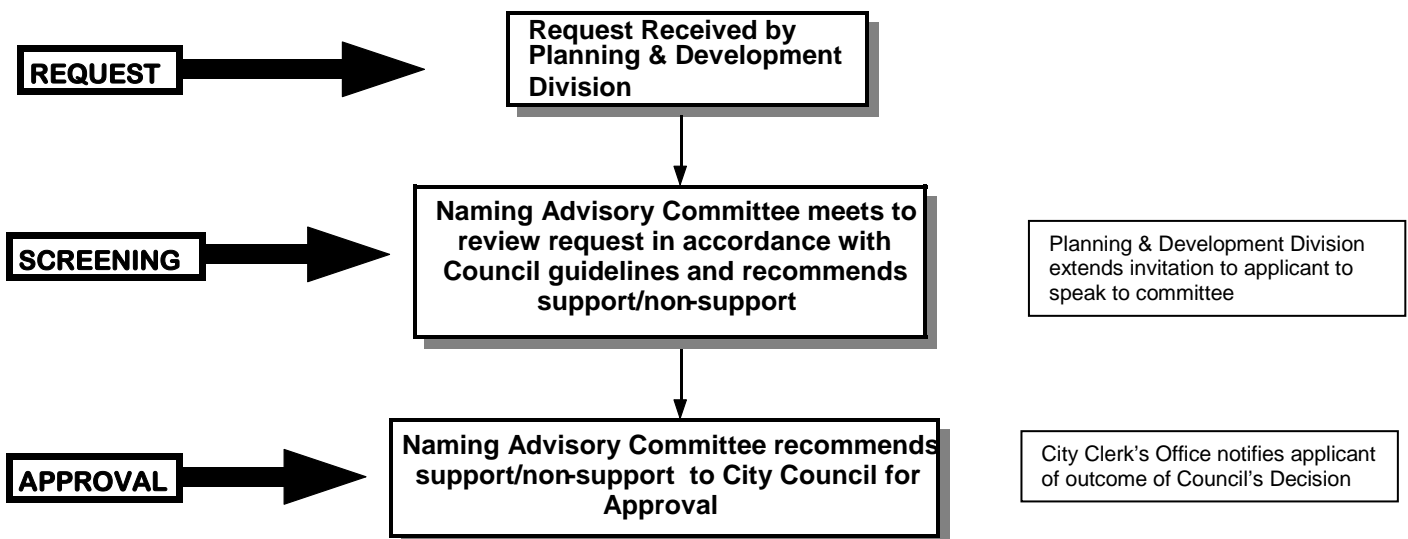




**CITY OF SASKATOON COUNCIL POLICY C09-008**

**NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS**

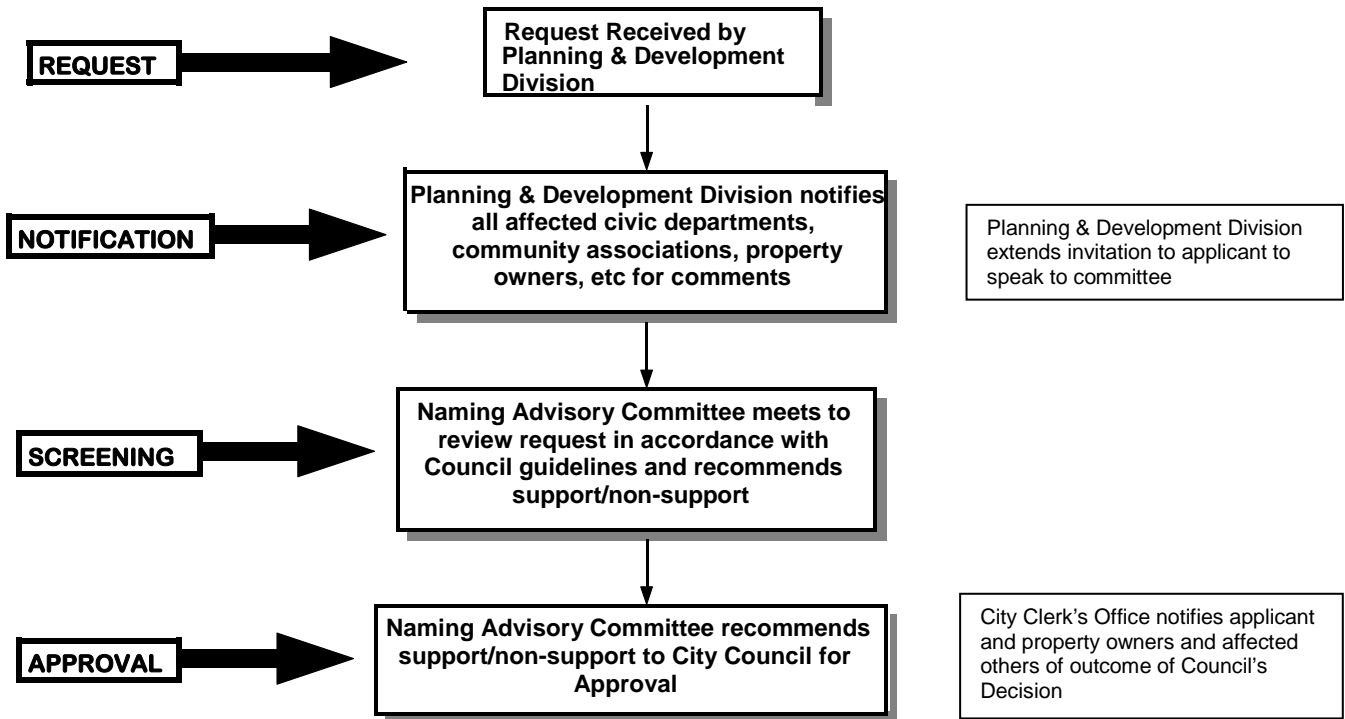
**PROCEDURE FOR HANDLING NAMING REQUESTS FOR SPECIFIC CIVIC-CONTROLLED PROPERTY**



**CITY OF SASKATOON COUNCIL POLICY C09-008**

**NAMING OF CIVIC PROPERTY AND DEVELOPMENT AREAS**

**PROCEDURE FOR HANDLING REQUESTS FOR RENAMING SPECIFIC CIVIC-CONTROLLED PROPERTY**





## **STANDING POLICY COMMITTEE ON FINANCE**

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### **SREDA – Business Incentives 2015 Tax Abatements**

#### **Recommendation of the Committee**

That the tax incentive abatements as determined by the Saskatoon Regional Economic Development Authority (SREDA) be approved.

#### **History**

At the December 2, 2015 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset & Financial Management Department dated December 2, 2015 was considered.

#### **Attachment**

December 2, 2015 Report of the CFO/General Manager, Asset & Financial Management.

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## **SREDA – Business Incentives 2015 Tax Abatements**

### **Recommendation**

That the Standing Policy Committee on Finance recommend to City Council that the tax incentive abatements as determined by the Saskatoon Regional Economic Development Authority (SREDA) be approved.

### **Topic and Purpose**

The purpose of this report is to receive City Council's approval to process tax abatements to businesses approved under Council Policy No. C09-014, Business Development Incentives.

### **Report Highlights**

1. SREDA has confirmed that seven eligible businesses have fulfilled the agreed upon terms and conditions to receive their 2015 tax incentive abatements.

### **Strategic Goal**

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

### **Background**

Council Policy No. C09-014, Business Development Incentives, makes incentives available to business meeting the eligibility requirements. Throughout the year, as applications are received, SREDA requests City Council to approve tax abatements for business incentive purposes. The incentives are based on the value of new construction, the creation of a specified number of jobs, and the maintenance of certain financial requirements. On an annual basis, following the approval of the incentive, staff from SREDA meet with each company to ensure that all of the requirements are being fulfilled.

### **Report**

Staff from SREDA have met with each of the businesses eligible to receive a tax abatement for 2015. Reviews were conducted to determine if the terms and conditions outlined in the individual agreements were met. Attachment 1 is a letter from SREDA with the results of its 2015 audit. The letter identifies those companies that have met all conditions of their incentive agreements for 2015.

### **Options to the Recommendation**

There are no options as the incentives are identified within the agreements between the City of Saskatoon and the applicable business.

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

Public and/or stakeholder involvement is not required.

**Financial Implications**

Property tax abatements approved under Council Policy No. C09-014 result in the deferral of the increased taxes that the new construction creates. As a result, there is no immediate impact, other than deferral. The abatements decline over a five-year period.

**Other Considerations/Implications**

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

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

City Council's approval to process tax abatements is required by December 31 in order to apply the abatement to the current tax year.

**Public Notice**

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

**Attachment**

1. Letter from David Gauthier, Executive Vice President & Director of SREDA Insights, dated November 12, 2015

**Report Approval**

Written by: Jeff Knittig, Manager, Assessment & Tax Administration  
Reviewed by: Shelley Sutherland, Director of Corporate Revenue  
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

SREDA 2015 Tax Abatements.docx



Suite 103, 202 Fourth Ave N | Saskatoon SK | S7K 0K1  
PH. 306.664.0720 | www.SREDA.com | www.livingsaskatoon.com

November 12, 2015

Mr. Kerry Tarasoff, FCPA, FCMA  
CFO/General Manager, Asset and Financial Management  
City of Saskatoon  
222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

**Re: 2015 Property Tax Abatements**

Dear Mr. Tarasoff:

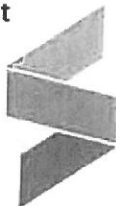
This letter will confirm that the following companies comply with the terms and conditions outlined in each of their Business Development Incentives agreements with the City of Saskatoon and qualify for tax abatements in 2015:

Crestline Coach Ltd.	126 Wheeler Street
Deca Industries Ltd.	310 and 322 Robin Way, and 222 Robin Crescent
Federated Co-operatives Ltd.	607 46 <sup>th</sup> Street East
Industrial Machine & Mfg. Inc.	3315 Miners Avenue
Lean Machine & Metal Fabrication Inc.	3607 Wheeler Avenue
Maple Leaf Foods Inc.	100 McLeod Avenue
WBM Office Systems	104-3718 Kinnear Place

Note: Industrial Machine & Manufacturing Inc. is currently experiencing a temporary reduction in their workforce. They are seeking new business and will be contacted in 9 months to ensure that the issue is rectified.

Eligibility is **PENDING** for the following 5 companies:

- DynalIndustrial Inc. (3326 Faithful Avenue) has recently changed primary ownership and is now operating under DynalIndustrial LP. The company has requested an assignment of the tax abatement agreement to the new legal entity. If the City approves the assignment, it should be noted that there has been a temporary workforce reduction that will have to be rectified within 9 months. The company is compliant with the other terms and conditions of Section 3 of its agreement.
- Howatt Enterprise Ltd. has been approved for an abatement by the City of Saskatoon in 2015, but is not expected to begin receiving abatements until 2017.
- The Saskatchewan Food Industry Development Centre Inc. has been approved for an abatement by the City in 2015 but will not begin to receive abatements until the expansion is complete.





- Gemini Freight Systems Inc. has been recommended for an abatement by SREDA and approval will be sought from the City of Saskatoon in December 2015. Abatements will not be due until the expansion is complete.
- ABC Canada Technology Group Ltd. has been recommended for an abatement by SREDA and approval will be sought from the City of Saskatoon on November 23, 2015. Abatements will not be due until the expansion is complete.

We are happy to report that 186 net new jobs were created by the 8 companies audited this year.

Please contact me at 306-664-0727 or at [dgauthier@sreda.com](mailto:dgauthier@sreda.com) if there are any questions regarding these reports.

Sincerely yours, with thanks,

**David Gauthier**  
Executive Vice President & Director of SREDA Insights





## **STANDING POLICY COMMITTEE ON FINANCE**

---

### **Land Exchange with Harris Steel Group Inc.**

#### **Recommendation of the Committee**

1. That the Administration be authorized to enter into a land exchange with Harris Steel Group Inc. as per the terms noted in the report of the CFO/General Manager, Asset & Financial Management Department, dated December 2, 2015; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the December 2, 2015 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset & Financial Management Department dated December 2, 2015 was considered.

#### **Attachment**

December 2, 2015 Report of the CFO/General Manager, Asset & Financial Management.



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## Land Exchange with Harris Steel Group Inc.

### Recommendation

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

1. That the Administration be authorized to enter into a land exchange with Harris Steel Group Inc. as per the terms noted in this report; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain authorization for the exchange of lands between Harris Steel Group Inc. (Harris Steel) and the City of Saskatoon (City) to satisfy land requirements for the North Commuter Parkway (NCP) project. In addition to the land requirements for the NCP project, this land exchange would provide for significantly improved vehicular, pedestrian, and cyclist safety along Wanuskewin Road, and includes the transfer of 8.07 acres of privately held riverbank land into publicly owned Municipal Reserve.

### Report Highlights

1. This land exchange with Harris Steel would allow for the optimal location and length of the eastbound turning lane from Wanuskewin Road onto the future NCP bridge.
2. 8.07 acres of riverbank land that is currently owned by Harris Steel would be transferred to the City for designation as Municipal Reserve.
3. All of the Harris Steel site egresses onto Wanuskewin Road would be permanently closed and relocated to Kinnear Avenue, which would improve vehicular, pedestrian and cyclist safety along Wanuskewin Road.

### Strategic Goal

The NCP project supports the long-term strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around. In addition, the transfer of 8.07 acres of riverbank land to the City for Municipal Reserve supports the long-term strategy of improving access to ecological systems and spaces, both natural and naturalized, under the Strategic Goal of Environmental Leadership.

### Background

City Council adopted the functional plan for the NCP project at its May 21, 2013 meeting. The Integrated Growth Plan identified the desire to provide an additional river crossing for commuter traffic between east-side neighbourhoods and the north-end employment area.

The functional plan includes a turning lane off Wanuskewin Road onto the future NCP bridge eastbound; the construction of this turning lane requires a portion of land from the Harris Steel property.

On September 1, 2015, the Harris Steel site was annexed into City Limits in an unserviced state.

### **Report**

Attachment 1 depicts the land exchange dealings discussed in this report. All areas and egresses referred to in the report are indicated on Attachment 1.

### Land Exchange Allows for Optimal Turning Lane

A review of projected traffic volumes along Wanuskewin Road and the NCP bridge have indicated that a suitable sized turning lane be constructed for the northbound traffic on Wanuskewin Road that is turning eastbound onto the NCP bridge. To accommodate the required turning lane, 0.013 acres (Area B) of the Harris Steel property (Parcel B, Plan No. 63S17126, Ext 0) would be required for conversion into public roadway, which in turn necessitates the closure of the north access/egress to the Harris Steel property.

### Municipal Reserve Lands

The Harris Steel property is one of a few Saskatoon non-residential properties which have land ownership rights adjacent to the river's edge. This proposed land exchange will transfer 8.07 acres (Area E) of Harris Steel land into Municipal Reserve land, which would be open to the public for access.

In recognition of Harris Steel being agreeable to the transfer of 8.07 acres of their site into Municipal Reserve status land, the City would provide a charitable tax receipt to Harris Steel, the value of which was determined through an independent market value appraisal.

### Permanent Closure of Egresses onto Wanuskewin Road

In an effort to increase safety along Wanuskewin Road, the two Harris Steel site egresses (Egress #1 and #2) onto Wanuskewin Road would be permanently closed and relocated to Kinnear Avenue (Egress #3) as part of this proposed land exchange. In conjunction with the relocation of the Harris Steel site accesses from Wanuskewin Road to Kinnear Avenue, 0.38 acres of the Wanuskewin Road right of way and Municipal Buffer would need to be closed and consolidated into the Harris Steel site (Area A).

As part of the permanent closure of Harris Steel's two egresses onto Wanuskewin Road, the City would be required to construct a new site access road from Kinnear Avenue into the Harris Steel site. This site access road is shown on Attachment 1 as the Harris Site Road and would be 9 metres in width and constructed of gravel. The construction of the gravel road would be tendered with a spring construction date.

In addition to constructing a new site access road for Harris Steel, the City would be required to fence the east and south property lines of Area D, and relocate the gate from Egress #1 to Egress #3. Harris Steel would be responsible for fencing the west portion of their site along Wanuskewin Road.

Relocating the Harris Steel site access to Kinnear Avenue would remedy safety concerns relating to the use of their current south access to and from their property,

particularly with the expected significant increase in traffic volumes on Wanuskewin Road once the NCP bridge is open.

**Other Noteworthy Terms of the Agreement**

- The agreement is conditional upon the approval of the subdivision, consolidation and road closure process that would be required as part of this land exchange.
- The City would be responsible for subdivision and title transfer costs.
- A right of first offer on the Harris Steel site would be offered to the City should Harris Steel intend to sell their property.
- A 0.81 acre parcel will be created (Area C) in the City's name to potentially help provide access to the City parcel that is north of the Harris Steel property.
- Harris Steel would not be required to pay any off-site levies or other infrastructure charges until their site is further subdivided (Area D) or they wish to connect to City services.
- Road construction and fencing would need to be completed by August 1, 2016.
- In the event a public access road is constructed in the future on the lands shown as Area C, Harris Steel would be entitled to two access points along the east side of their site from such road.

**Options to the Recommendation**

An option would be to shorten the eastbound turn lane from Wanuskewin Road onto the future NCP bridge and avoid the Harris Steel property altogether. This option would forgo the opportunity to improve vehicular, pedestrian and cyclist safety along Wanuskewin Road, as Harris Steel would continue to access their site from their two egresses onto Wanuskewin Road. With this option, Harris Steel would retain ownership of the riverbank lands.

**Public and/or Stakeholder Involvement**

The financial, construction, and legal logistics of this proposed land exchange have been discussed with the necessary City departments.

**Financial Implications**

The costs would be charged to the NCP project, and are included in the budget for NCP Capital Project 2407.

**Other Considerations/Implications**

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

The North/Northwest Natural Area Screening Study, 2012, which was completed as background for the North Sector Plan identified a homestead site on the portion of the Harris Steel site that would be converted to Municipal Reserve. It is recommended that a Historical Resources Impact Assessment be completed for the Valley Crest Homestead site prior to any site improvements of the lands shown as Areas E and C.

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

Follow-up is not required.

## Land Exchange with Harris Steel Group Inc.

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### **Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required at this time. As part of the subdivision process, public notice would be given for the closure and consolidation of the portion of Wanuskewin Road and the Municipal Buffer that is being considered as part of this land exchange.

### **Attachment**

1. Land Exchange Drawing – Harris Steel Group Inc.

### **Report Approvals**

Written by: Scott McCaig, Real Estate Services

Reviewed by: Keith Pfeil, Manager, Real Estate Services

Dan Willems, North Commuter Parkway Project Manager

Frank Long, Director of Saskatoon Land

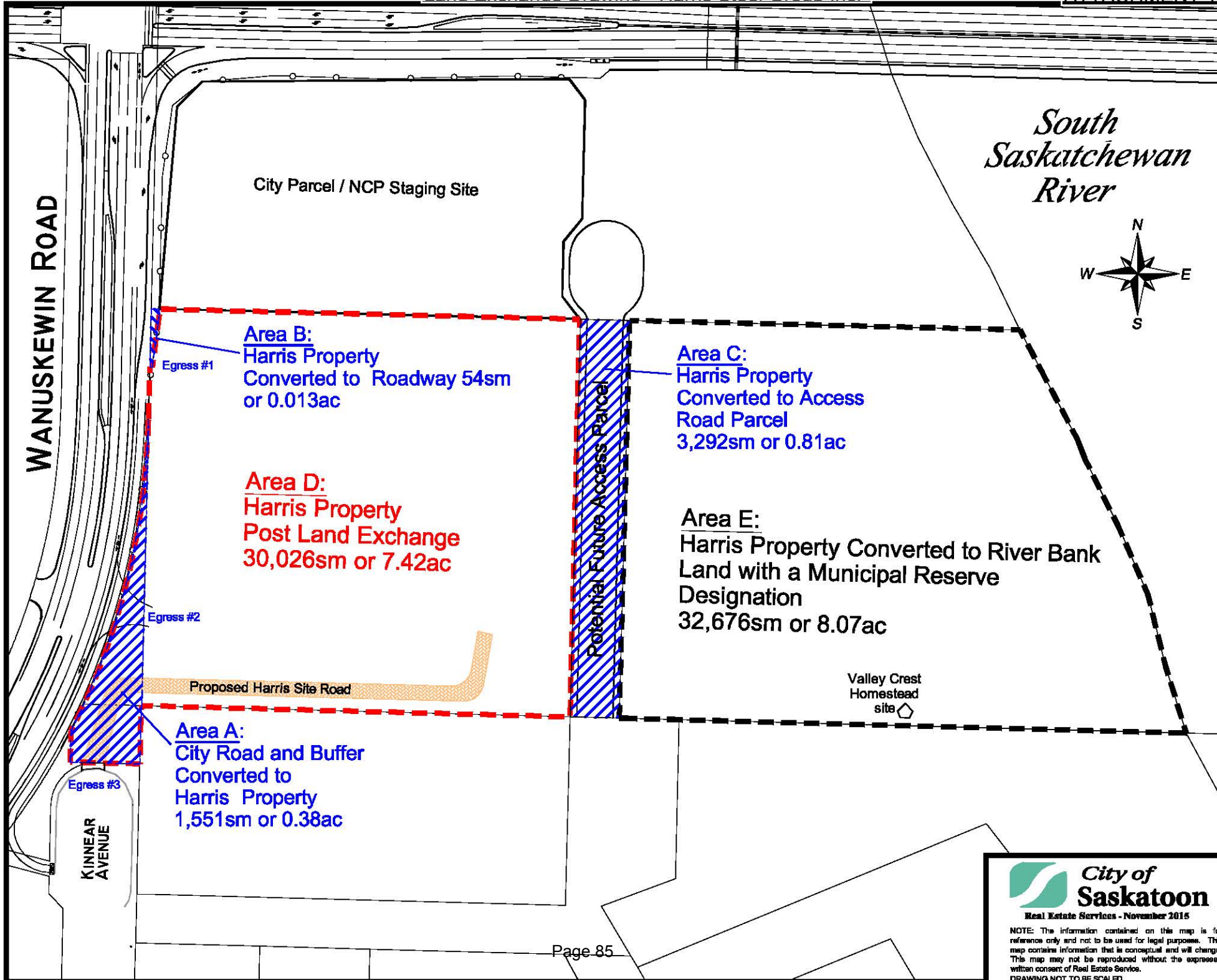
Kerry Tarasoff, CFO/General Manager, Asset & Financial Management  
Department

Approved by: Murray Totland, City Manager

Harris Steel Land Exchange.docx

ATTACHMENT 1

Land Exchange Drawing - Harris Steel Group Inc.



NOTE: The information contained on this map is for reference only and not to be used for legal purposes. This map contains information that is conceptual and will change. This map may not be reproduced without the expressed written consent of Real Estate Services.  
DRAWING NOT TO BE SCALED



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Landfill Waste Handling Dozer – Award of Request for Proposal**

#### **Recommendation of the Committee**

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

#### **History**

At the December 2, 2015 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset & Financial Management Department dated December 2, 2015 was considered.

#### **Attachment**

December 2, 2015 Report of the CFO/General Manager, Asset & Financial Management.

---

## Landfill Waste Handling Dozer – Award of Request for Proposal

### Recommendation

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

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

### Topic and Purpose

The purpose of this report is to receive City Council's approval to award the Request for Proposals (RFP) for a Landfill Waste Handling Dozer to Finning (Canada) (Finning).

### Report Highlights

1. On September 24, 2015, the City of Saskatoon (City) issued an RFP for a Landfill Waste Handling Dozer.
2. The Administration is recommending that Finning be awarded as the successful proponent of the RFP for a Landfill Waste Handling Dozer.

### Strategic Goals

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

### Background

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

### Report

#### Request for Proposals Issued

The Request for Proposals (RFP) for a Landfill Waste Handling Dozer was issued on September 24, 2015, with a closing date of October 8, 2015. The RFP was advertised on the SaskTenders website, and emails were sent to major equipment suppliers informing them the RFP was issued.

## Landfill Waste Handling Dozer – Award of Request for Proposal

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

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

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

### Award of RFP

Finning was the only proponent submission received. Upon investigation, the Review Committee determined proposals were not received from other potential proponents due to their inability to:

- access equipment (delivery);
- provide required design features; and
- provide adequate on-site support and service.

As Finning met the requirements outlined in the RFP, the Review Committee recommends awarding the contract accordingly.

### **Options to the Recommendation**

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

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



### Financial Implications

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

<b>Equipment</b>	<b>Price</b>
2015 Cat D7E Waste Handler	\$950,207
GST	47,510
PST	47,510
<b>Contract Price</b>	<b>1,045,227</b>
GST Rebate	(47,510)
<b>Net Cost to City</b>	<b>\$997,717</b>

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

### Other Considerations/Implications

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

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

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

### Public Notice

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

### Report Approval

Written by: Jimmy Chan, Specifications Engineer, Fleet Services  
Reviewed by: Jason Kennon, Fleet Services Manager  
Tim Halstead, Director of Facilities and Fleet Management  
Approved by: Kerry Tarasoff, Acting City Manager



## **STANDING POLICY COMMITTEE ON FINANCE**

### **Incentive Application – Gemini Freight Systems Inc.**

#### **Recommendation of the Committee**

1. That the application from Gemini Freight Systems Inc. for a five-year tax abatement on the incremental portion of taxes at 2420/2610 11<sup>th</sup> Street West, as a result of its expansion in 2016, be approved as follows:
  - 100% in Year 1
  - 80% in Year 2
  - 70% in Year 3
  - 60% in Year 4
  - 50% in Year 5; and
2. That the City Solicitor be instructed to prepare the appropriate agreements.

#### **History**

At the December 2, 2015 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset & Financial Management Department dated December 2, 2015 was considered.

#### **Attachment**

December 2, 2015 Report of the CFO/General Manager, Asset & Financial Management.

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## Incentive Application – Gemini Freight Systems Inc.

### Recommendation

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

1. That the application from Gemini Freight Systems Inc. for a five-year tax abatement on the incremental portion of taxes at 2420/2610 11<sup>th</sup> Street West, as a result of its expansion in 2016, be approved as follows:
  - 100% in Year 1
  - 80% in Year 2
  - 70% in Year 3
  - 60% in Year 4
  - 50% in Year 5
2. That the City Solicitor be instructed to prepare the appropriate agreements.

### Topic and Purpose

The purpose of this report is to obtain City Council approval for a five-year tax abatement on the incremental portion of taxes at Gemini Freight Systems Inc. expansion at 2420/2610 11<sup>th</sup> Street West.

### Report Highlights

1. Gemini Freight Systems Inc. has met the eligibility requirements of Council Policy No. C09-014, Business Development Incentives.

### Strategic Goal

This report supports the long-term strategy of creating a business-friendly environment where the economy is diverse and builds on our city and region's competitive strengths under the Strategic Goal of Economic Diversity and Prosperity.

### Background

City Council approved Council Policy No. C09-014, Business Development Incentives, on October 15, 1991, with the most recent updated approved on March 26, 2012.

The purpose of this policy is to make incentives available to businesses which meet the eligibility requirements listed within this Policy to:

- encourage them to locate or expand their operations in Saskatoon in order to create long-term, skilled or semi-skilled jobs;
- provide tax relief that will flow to companies creating new jobs;
- place Saskatoon in a competitive position in attracting businesses that it would not otherwise occupy;
- increase the long-term viability of a project; or
- demonstrate the City of Saskatoon's commitment to a business or industry.

In accordance with this Policy, the Saskatoon Regional Economic Development Authority (SREDA) Board of Directors, through a sub-committee, reviews the applications and brings forward recommendation to City Council.

**Report**

Attachment 1 is a report from Wanda Hunchak, Chair, SREDA Board of Directors. The report is self-explanatory and provides the required information for City Council to consider the request from Gemini Freight Systems Inc. for a five-year tax abatement.

**Options to the Recommendation**

City Council has the option of denying the tax abatement; however, that would be contrary to the Policy.

**Financial Implications**

The tax abatement will be offset by an equivalent amount of incremental property tax until it expires in year five. The impact in the first year is estimated at \$67,852. The total estimated value of the five-year abatement is \$244,267.

**Other Considerations/Implications**

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

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

A further follow-up report is not required; however, the abatement will be subject to an annual compliance audit undertaken by SREDA.

**Public Notice**

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

**Attachment**

1. Report from Wanda Hunchak, Chair, SREDA Board of Directors, November 25, 2015

**Report Approval**

Written by: Shelley Sutherland, Director of Corporate Revenue

Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

Incentive App\_Gemini Freight Systems Inc.docx



**MEMO**

**TO: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management  
City of Saskatoon**

**FROM: Wanda Hunchak, Chair  
SREDA Board of Directors**

**RE: Incentive Application Review**

**DATE: November 25, 2015**

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The Saskatoon Regional Economic Development Authority's Board of Directors reviewed a tax incentive application from Gemini Freight Systems Inc. and has determined that it meets the eligibility requirements of the City of Saskatoon Business Development Incentives Policy, C09-014.

Gemini Freight Systems Inc. has purchased property at 2610 11<sup>th</sup> Street West that will be combined with its existing property at 2420 11<sup>th</sup> Street West. Gemini is constructing a new 12,600 sq. ft. building on the property that will house a new truck wash bay for its affiliated company, Taurus Truck and Repair Ltd. The current wash bay employs 10 people and a minimum of 5 new FTEs will be added once the new wash bay is complete. The company began construction in July 2015 and plans to be complete by the end of 2015.

The Saskatoon Regional Economic Development Authority's Board of Directors approved the following resolution on November 25, 2015:

**Recommendations**

*THAT the Board of Directors approves the recommendation by the Incentive Review Committee for SREDA to submit the Gemini Freight Systems Inc.'s tax incentive application to the City of Saskatoon for approval.*

The Board's recommendations are forwarded to City Council for consideration and approval. A summary of the tax abatement application from Gemini Freight Systems Inc. is attached for reference, along with the Eligibility Criteria Checklist.

Wanda Hunchak, Chair



**City of Saskatoon**  
**Business Development Incentives Application**

**COMPANY:** Gemini Freight Systems Inc.  
**JOBS CREATED:** Minimum of 5 full time or equivalent jobs  
**INVESTMENT:** \$3.8 Million

**COMPANY BACKGROUND:**

Gemini Freight Systems Inc. (“Gemini”) is a land and building holdings company owned by Steven Balzer. Gemini leases property and buildings to its affiliated companies, including: Epp’s Trucking Inc. (composed of Transall Express, Epp’s Trucking and Biggar Transport Divisions) and Taurus Truck and Trailer Repair Ltd. (“Taurus”). Taurus currently operates a truck wash bay at 2420 11<sup>th</sup> street West that employs 10 FTEs.

**EXPANSION PROJECT DESCRIPTION:**

Gemini has purchased land at 2610 11<sup>th</sup> Street East that it will combine with the 2420 property. Construction of a new 12,600 sq. ft. wash bay began in July 2015 and the expansion is anticipated to be completed by the end of 2015. The total \$3.8 M in expansion costs include \$1.5 M in new property at 2610 11<sup>th</sup> Street West, \$2.15 M for building construction and asphalt and \$150,000 for equipment. It is anticipated that 5 new jobs will be created immediately by Taurus once the wash bay is completed, with the likelihood of additional hires in the future.

**ESTIMATED VALUE OF TAX ABATEMENT:**

Total estimated increase in property taxes as a result of the expansion project is \$67,852. Total estimated value of the 5-year tax abatement is \$244,267 calculated at the following rate:

- Year 1 @ 100% \$67,852
- Year 2 @ 80% \$54,282
- Year 3 @ 70% \$47,496
- Year 4 @ 60% \$40,711
- Year 5 @ 50% \$33,926



## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Communications to Council – Mid West Development (2000) Corp. (Oct 30, 2008) – Parking in the Broadway Area**

#### **Recommendation of the Committee**

That the report of the General Manager, Transportation & Utilities Department, dated December 7, 2015, be received as information.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation and Utilities Department, dated December 7, 2015, was considered.

Your Committee also received a presentation from Sarah Marchildon, Executive Director, Broadway Business Improvement District, who spoke in support of the relocation of the angled parking to the south side of 9th Street and re-establishing parallel parking in front of the Luxe on a temporary basis for one year.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation and Utilities Department.

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## **Admin Report - CC Mid-West Dev (2000) Corp (Oct 30 2008) - Parking Broadway Area.docx**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department, dated December 14, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

The purpose of this report is to provide information on the parking orientation on the north side of 9<sup>th</sup> Street East, fronting 922, 1002, and 1002B Broadway Avenue.

### **Report Highlights**

1. A meeting was held October 21, 2015 with Councillor Clark, Nutana Community Association, Broadway Business Improvement District (BID), Mr. Ken Achs, residents of the condominium building at 922, 9<sup>th</sup> Street East (the Luxe) and the Administration to discuss the parking scheme on the 500 block of 9<sup>th</sup> Street East.
2. Seven options were discussed, with the relocation of angled parking to the south side of 9<sup>th</sup> Street in front of the 1002B Broadway Avenue (The Sandbox in the City - clothing store) and 1002 Broadway Avenue (Bliss Fine Food - restaurant), and re-establishing parallel parking in front of the Luxe being the recommended option.
3. This parking arrangement would be put in place on a temporary basis for one year to evaluate the effectiveness.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by providing a plan to guide the installation of traffic calming devices and pedestrian safety enhancements to improve the safety of pedestrians, motorists, and cyclists.

### **Background**

City Council, at its meeting held on November 17, 2008, considered Mr. Ken Achs, President, Mid-West Development (2000) Corporation's correspondence dated October 30, 2008 (Attachment 1). The correspondence was referred to the Administration for a further report.

Mr. Achs requested that the preceding decision by the Administration to not allow angle parking on the north side of the 500 block of 9<sup>th</sup> Street East, between Broadway Avenue and the alley, be reconsidered to help with the current parking shortage and keep businesses viable in this area, since angle parking would create five additional parking stalls.



The Administration informally permitted angle parking on the 500 block of 9<sup>th</sup> Street East, despite a lack of official pavement markings and signage, in an attempt to evaluate the impact on traffic. A follow-up report was submitted to the Administration and Finance Committee on March 28, 2013, recommending that angle parking be removed due to concerns including:

- Narrowed width of the roadway making navigation difficult
- Parked vehicles that encroach further into the travel lane (i.e. long box trucks) resulting in queueing of westbound vehicles onto Broadway Avenue
- Angled parking forces the centre line further south, offsetting at midblock

City Council, at its meeting held on April 22, 2013 resolved:

“that consideration of the matter be deferred until such time that the parking and pedestrian study on 9<sup>th</sup> Street and Broadway Avenue is received and allow for further consultation and consideration of options.”

A follow-up report was submitted to the Standing Policy Committee on Transportation on June 2, 2015, highlighting that the Administration maintains the position that angle parking should not be permitted on the north side of 9<sup>th</sup> Street as it was identified as a safety concern by the public, and studies concluded that 9<sup>th</sup> Street technically is not configured for angle parking.

The Standing Policy Committee on Transportation at its meeting held on June 2, 2015, resolved:

“that the matter be referred back to the Administration for further review and report.”

## **Report**

A meeting was held on October 21, 2015, to discuss the issue with the following stakeholders and organizations represented: Councillor Clark, Nutana Community Association, Broadway BID, Mr. Ken Achs, residents of the condominium building at the Luxe and City Administration. Prior to the meeting the residents of the Luxe provided seven options to mitigate the issue. The first six, listed below, could be considered alone or in combination with another:

1. Restrict parking to parallel parking in the single parking stall west of the parkade entry.
2. Restrict parking to small car only for two stalls immediately east of the parkade entry.
3. Restrict parking to 5 to 10 minutes from 9:00 AM to 6:00 PM for the three most easterly stalls to accommodate Credit Union and bakery customers, as well as quick deliveries to the Luxe.
4. Restrict vehicle weights to half-ton or less to mitigate the issue of longer vehicle parking.
5. Change the angle of parking to greater than 45 degrees to limit the amount a vehicle protrudes into traffic.
6. Paint clear lines on street, post appropriate signage to guide drivers and facilitate local parking requirements.

Recognizing that establishing, monitoring and enforcing most of the above suggestions would be difficult, the residents of the Luxe provided a seventh option:

7. Relocate angled parking to the south side of 9<sup>th</sup> Street in front of the 1002B Broadway Avenue (The Sandbox in the City - clothing store) and 1002 Broadway Avenue (Bliss Fine Food - restaurant), and re-establish parallel parking in front of the Luxe.

Option seven was identified as the preferred option by all stakeholders and is supported by the Administration on a trial basis. A sketch of this option is provided in Attachment 2.

Option seven provides the following benefits:

- The parking lot with more traffic is separated from the angled parking, as the Luxe underground parking lot (25 stalls) is larger than the surface lot at 1002B and 1002 Broadway Avenue (12 stalls).
- Under the current arrangement, vehicles turning from Broadway Avenue onto 9<sup>th</sup> Street westbound immediately face vehicles parked at an angle. Relocating the angled parking to the south side would mitigate this issue. Drivers approaching the angled parking from the west would see the angled parking from much further away and would have time to adjust their driving appropriately. Similarly, any queueing of vehicles would not extend onto Broadway Avenue.
- Additional parking stalls could be realized compared to parallel parking on both sides.

As a result, the Administration will relocate the angled parking to the south side of 9<sup>th</sup> Street and re-establish parallel parking in front of the Luxe on a temporary basis for one year to evaluate the effectiveness.

In order to be effective, signage and pavement markings will need to be modified in spring 2016. Upon implementation, the Administration will monitor the operation for a minimum of one year through observations and discussions with stakeholders.

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

On October 21, 2015 a meeting was held with stakeholders in the area. Discussions will be held during the evaluation of the trial to gauge the impact of the revised parking arrangement.

### **Communication Plan**

If approved, appropriate line markings and signage will be put in place in 2016 and the stakeholders will be notified via email.

### **Financial Implications**

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the signage and pavement marking work in 2016.

**Other Considerations/Implications**

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

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

If adopted by City Council, the signage and pavement markings will be implemented during the 2016 construction season. Following the evaluation period, the Administration will report back with results and recommendations.

**Public Notice**

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

**Attachments**

1. Mid-West Development (2000) Corp. Letter – Parking in the Broadway Area
2. Luxe Condominiums Revised Parking Plan

**Report Approval**

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

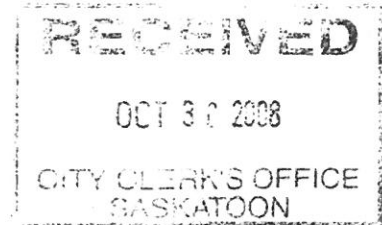
TRANS JM – CC – Mid-West Dev (2000) Corp (Oct 30, 2008) – Parking Broadway Area

## ATTACHMENT 1

# Mid-West Development (2000) Corp.

PART OF THE MID-WEST GROUP

524 - 2ND AVENUE NORTH  
 SASKATOON, SK CANADA S7K 2C5  
 TELEPHONE (306) 933-4838  
 FACSIMILE (306) 933-4121  
 E-MAIL [midwest@mwdc.ca](mailto:midwest@mwdc.ca)  
[www.midwestgroup.ca](http://www.midwestgroup.ca)



October 30, 2008

His Worship, Mayor Don Atchison  
 and members of City Council  
 City Hall  
 Saskatoon, Saskatchewan S7K 0J5

Via fax 975-2784

Dear Mayor Atchison and Council members:

## **Re: Parking in the Broadway Area**

Over the past several years, parking in the Broadway business district has been a controversial issue. Recently, the stakeholders through the Broadway Business Improvement District (BBID) brought forward a request to Administration to allow nose-in parking on the north side of 9<sup>th</sup> Street from Broadway to the lane. This request was denied by Administration.

I would ask City Council to ask Administration to reconsider their decision. The sidewalks in this area could be redesigned to accommodate any parking stall depth issues. These would also enhance the streetscape in this area as Meridian Development Corp. will be upgrading their portion of the streetscape in conjunction with the LUXE development. This will apply to both 9<sup>th</sup> Street and Broadway frontages. Another plus for this request is to help with the current parking shortage in this area and part of the cost for this upgrade will be paid by Meridian as previously mentioned.

I would also suggest that City Council seriously consider this type of parking in the complete downtown core. The city has changed a lot over the past ten years and so have traffic patterns. First, Second and Third Avenues are not being used as travel arteries as in the past. These are downtown streets that front businesses. Parking in these areas will keep these businesses viable along with the downtown core; a luxury a lot of cities do not have. However, there are a lot of major cities that have revitalized the core primarily with parking and BID's. In the retail business, "no parking, no business". This is why urban malls or big box developments are impacting downtown cores as they have parking. If it wasn't for Midtown Plaza and the underground parking, our core would have died, as in other cities. We should be very grateful to Maury Wiss, the developer of Midtown Plaza. You, as City Council, have the opportunity to continue his legacy.

Please consider these observations. If you wish to discuss this in further detail, I am available any time at 222-2555.

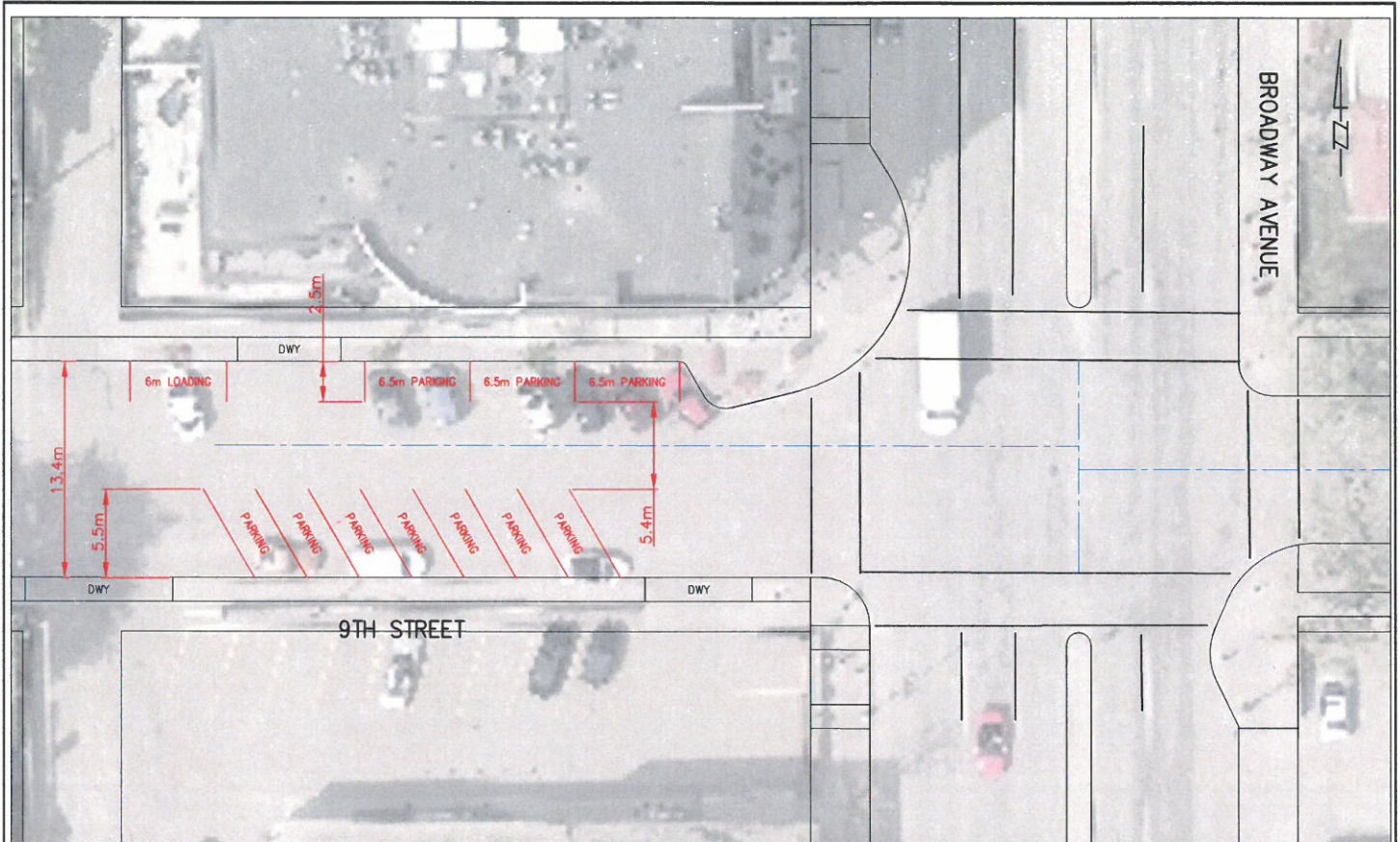
Yours truly,

Ken Achs  
 President

KA/lp

cc George Keter, Affinity Credit Union *via email* [george.keter@affinitycu.ca](mailto:george.keter@affinitycu.ca)  
 Karl Miller, Meridian Development Corp. *via email* [karl@meridiandevlopment.ca](mailto:karl@meridiandevlopment.ca)  
 Colleen Wilson, Meridian Development Corp *via email* [colleen@mwdc.ca](mailto:colleen@mwdc.ca)

# LUXE CONDOMINIUMS REVISED PARKING



PARKING INVENTORY

1 LOADING ZONE  
10 PARKING SPOTS

PLAN DESCRIPTION/REVISIONS	
4	
3	
2	
1	
DRAWN BY <u>JMR</u>	
DATE <u>2015-NOV-23</u>	
SCALE : HOR. <u>NTS</u> VERT. <u>NTS</u>	



LUXE CONDOMINIUMS  
PROPOSED PARKING CONDITIONS  
60 DEGREE ANGLE PARKING [SOUTH SIDE]

APPROVED	
CHIEF ENGINEER	_____
ENGINEER	_____
PLAN NO.	_____



# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Neighbourhood Traffic Review – Revised Process

### Recommendation of the Committee

1. That the Administration be directed to update the “Traffic Calming Guidelines and Tools” procedure as outlined the report of the General Manager, Transportation & Utilities Department dated December 7, 2015; and
2. That the Administration be directed to proceed with current and 2016 Neighbourhood Traffic Reviews as outlined in this report, until such time as the Traffic Calming Guidelines and Tools document has been updated and approved by Council.

### History

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation and Utilities Department, dated December 7, 2015, was considered.

### Attachment

December 7, 2015 report of the General Manager, Transportation and Utilities Department.

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## Neighbourhood Traffic Review – Revised Process

### Recommendation

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

1. That the Administration be directed to update the “Traffic Calming Guidelines and Tools” procedure as outlined in this report; and
2. That the Administration be directed to proceed with current and 2016 Neighbourhood Traffic Reviews as outlined in this report, until such time as the Traffic Calming Guidelines and Tools document has been updated and approved by Council.

### Topic and Purpose

This report outlines proposed changes to the Traffic Calming Guidelines and Tools document. Recent concerns have been raised at City Council about the ability of the Neighbourhood Traffic Review process to lead directly to permanent road restrictions or significant roadway changes, and how community feedback is collected during the evaluation period.

### Report Highlights

1. The existing Traffic Calming Guidelines and Tools document provides the principles and overall approach to the Neighbourhood Traffic Review (NTR) process.
2. The proposed changes include that major roadway modifications are made on a temporary basis for at least one year, at which time the Administration will evaluate impacts to traffic and collect community feedback to determine the level of support for maintaining the changes.
3. All recommended changes will still be brought to the Standing Policy Committee on Transportation and City Council for consideration and debate. City Council has the ability to request additional information on a particular recommendation prior to final approval.

### Strategic Goals

This report supports the Strategic Goals of Quality of Life and Moving Around. Transportation professionals and residents, through the NTR process, are able to collaborate on neighbourhood-level changes strategically and provide improved safety of all road users (pedestrians, cyclists, and drivers) by reducing speeding and short-cutting.

### Background

Prior to August of 2013, the City’s approach to neighbourhood traffic calming was for the Administration to receive specific concerns from residents. Sites were evaluated and assessed against design criteria, which led to locations warranting treatment and others not warranting treatment.

In August of 2013, City Council approved a new approach to managing neighbourhood-level traffic concerns by having City transportation engineers meet with interested neighbourhood residents. The first meeting includes a review of traffic information, a discussion on specific concerns and possible solutions. The Administration then puts together proposals and prepares a Traffic Plan based on further data collection and evaluation, which is further discussed with residents to attempt reaching consensus.

The Standing Policy Committee on Transportation, at its meeting held on November 9, 2015, considered a report from the Administration and resolved:

“That the Administration report back to the Committee with recommendations on a clear policy regarding the endorsement of a final Neighbourhood Traffic Review, including a process outlining alternatives where some elements of a Neighbourhood Traffic Review may not be acceptable to Council.”

### **Report**

#### Traffic Calming Guidelines and Tools 2013

This document outlines traffic calming principles, options and the process for determining recommendations. (Section 4.1, Step 1), Determine Support for Further Action, includes the following paragraphs:

“It is important to ensure there is a reasonable level of support within the community for action to address the issue. This helps to avoid situations where residents might consider a solution more of a problem than the issue it was intended to address. It also will help to avoid spending time and resources to respond to an issue that is only considered to be a problem by a small number of people. The goal is find the best solution for the better good of the entire community.

It is necessary to demonstrate that a sufficient number of people within the community who are affected by the reported issue and who would be affected by the solution consider that there is need to examine the issue further. A sufficient level of community support would typically include the households within the block of the street where problems are reported. Due to limited resources within the Transportation Branch, residents are responsible for gathering community support.”

The document further describes possible methods of gathering support, including signature forms and surveys. The focus is on those residents living within the closest proximity to the area where changes are considered.

#### Proposed Changes to Process

For neighbourhoods where physical traffic movement restrictions are not proposed (i.e. where only signage, curb extensions, etc. are proposed), the Administration will monitor the overall effectiveness of the Traffic Plan through discussions with the neighbourhood Community Association, City Councillor and residents informal complaints. Site



observations will also be conducted to evaluate the design of traffic calming devices. This is the current process, and has been proven to be effective.

In addition to this, on a go-forward basis, the Administration will also report back to the Standing Policy Committee on Transportation and City Council annually with a status update of the implementation of each of the neighbourhood plans to identify which devices will be constructed as permanent.

If a traffic restriction that physically restricts a traffic movement is desired by the community and supported by the Administration, the process will be as follows:

- Prior to the second meeting (or third, if applicable), a flyer to impacted residents will be distributed. The flyer will clearly outline what is being contemplated and will encourage people to attend the upcoming meeting or register their opinions on [shapingsaskatoon.ca](http://shapingsaskatoon.ca).
- The results of the meetings and online surveys will be presented to City Council.
- Should the restriction be recommended by the Administration considering all community input, the Administration will recommend that the restriction be implemented on a temporary basis for a period of up to two years. Public Notice will be given prior to City Council considering this matter, and the restriction will be the subject of a separate report rather than combined with the NTR.
- Traffic data and resident feedback will be collected at the end of the evaluation period to determine the level of support for maintaining the traffic restriction permanently. Flyers will be sent again to affected residents, and feedback via [shapingsaskatoon.ca](http://shapingsaskatoon.ca) will be compiled and presented to City Council as shown in Attachment 1. A final meeting may be held if the Administration determines it would benefit the feedback process.
- At the conclusion of the evaluation, Administration will present a report to City Council with a final recommendation. If a restriction is recommended to be constructed permanently, Public Notice will be given.

The initial report for each NTR will include information on the evaluation and engagement process based on the recommendations with the Traffic Plan. Upon completion of the follow-up evaluation process, all information will be brought forward to the Standing Policy Committee on Transportation and City Council for final decision on any permanent changes.

The revised process is outlined in Attachment 2.

### Approval of NTR

An NTR is undertaken to address overall traffic concerns in a community and not simply shift a specific concern to an adjacent street. Many recommendations within the NTR are integrated and dependent on one another. City Council, via the Standing Policy Committee on Transportation, will continue receiving reports similar to the current process with a recommendation for the NTR to be adopted as the framework for future traffic improvements in the area, with the exception that no recommendations will be made for permanent traffic restrictions.

Should City Council disagree with a specific recommendation in the Traffic Plan, or does not have enough information to make a fully informed decision, the Administration will provide further information either verbally at the meeting, or through a subsequent report on whether or not the measure can be removed from the Traffic Plan without impact to the remainder of the plan. If it is determined that there will be significant impact to the overall Traffic Plan with the elimination of a specific recommendation, additional community engagement will be held to identify alternate options. A follow up report will be provided with a revised NTR.

If City Council approves the recommendations outlined in this report, the Administration will continue with the NTR process to include these changes, and will update the Traffic Calming Guidelines and Tools document to reflect these changes.

Transportation & Utilities will continue to work with the Solicitors Office on particulars of the reporting and notification process as any permanent closures must be made in accordance with the Cities Act.

### **Options to the Recommendation**

The City could maintain the status-quo process. Although the current process has proven to be successful overall, the Administration believes that the recommended changes outlined in this report will strengthen the existing process.

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

The NTR process involves extensive public and stakeholder input through a series of community meetings. Communications is currently developing Principles of Engagement to guide public and stakeholder engagement. This process will be revisited to ensure they align with those principals once they are available.

### **Communication Plan**

If approved, the process changes outlined in this report will be integrated into the overall process, which is explained to all residents attending the public meetings.

### **Financial Implications**

The additional review and follow-up process will add cost to the NTR process, and this cost will vary depending on the extent of the process. At this time, the Administration estimates that an average cost increase of \$2,000 per NTR, or \$16,000 per year, would be required. Administration will monitor costs in 2016 and will bring forward a budget adjustment if required for 2017.

### **Other Considerations/Implications**

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

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

The Administration will submit a status update report in the third quarter of 2016, including the updated Traffic Calming Guidelines and Tools document.

**Public Notice**

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

**Attachments**

1. Neighbourhood Traffic Review Process
2. Proposed Turning Movement Restriction

**Report Approval**

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

TRANS AG – Neighbourhood Traffic Review – Revised Process

## Neighbourhood Traffic Review Process

<p><b>Stage 1 – Problem Identification with Community</b></p> <ul style="list-style-type: none"> <li>• Host 1<sup>st</sup> community meeting to establish study goals, objectives and identify traffic concerns and possible solutions.</li> <li>• Share results online at shapingsaskatoon.ca.</li> </ul>	<p><b>Approximate Duration</b></p> <p>January to April</p>
<p><b>Stage 2 – Developing the Traffic Plan</b></p> <ul style="list-style-type: none"> <li>• Collect and analyze traffic and safety data to confirm the issues.</li> <li>• Identify potential solutions.</li> <li>• Develop proposed Traffic Plan.</li> <li>• Circulate Traffic Plan to internal departments for feedback</li> <li>• Hold 2<sup>nd</sup> community meeting to determine the level of support for Traffic Plan.</li> <li>• Review Traffic Plan and identify changes as appropriate</li> <li>• Determine if 3<sup>rd</sup> community meeting is required to address outstanding issues.</li> <li>• Share community meeting results online at shapingsaskatoon.ca.</li> </ul>	<p><b>Approximate Duration</b></p> <p>May to December</p>
<p><b>Stage 3 – Approval</b></p> <ul style="list-style-type: none"> <li>• Present Traffic Plan to Committee and Council for approval in principle.</li> <li>• The community will be notified of the Traffic Plan by mail, the City's websites and the Community Association.</li> </ul>	<p><b>Approximate Duration</b></p> <p>January to March (2<sup>nd</sup> year)</p>
<p><b>Stage 4 – Implementation</b></p> <ul style="list-style-type: none"> <li>• Implement recommendations within the plan. Timeline for implementation may be short, medium or long term depending on the specific measure.</li> <li>• Any measures that physically restrict traffic movements or significantly alter traffic patterns will be implemented temporarily to evaluate their effectiveness.</li> </ul>	<p><b>Time Frame</b></p> <p>Short-term (1-2 years)</p> <p>Medium-Term (3-5 years)</p> <p>Long-Term (5 years plus)</p>
<p><b>Stage 5 – Evaluation</b></p> <ul style="list-style-type: none"> <li>• The overall plan will be evaluated and modified as required</li> <li>• Physical traffic movement restrictions will be formally evaluated after a minimum 1 year evaluation period. *</li> <li>• Traffic studies will be conducted and input sought from the impacted residents with the results shared on shapingsaskatoon.ca.</li> <li>• Final approval from City Council will be sought prior to permanent construction.</li> <li>• The community will be notified of any changes by mail, the City's websites and the Community Association</li> <li>• If required, Public Notice and any associated bylaws will be brought forward at this time.</li> </ul>	<p>Minimum 1 year period following implementation</p>

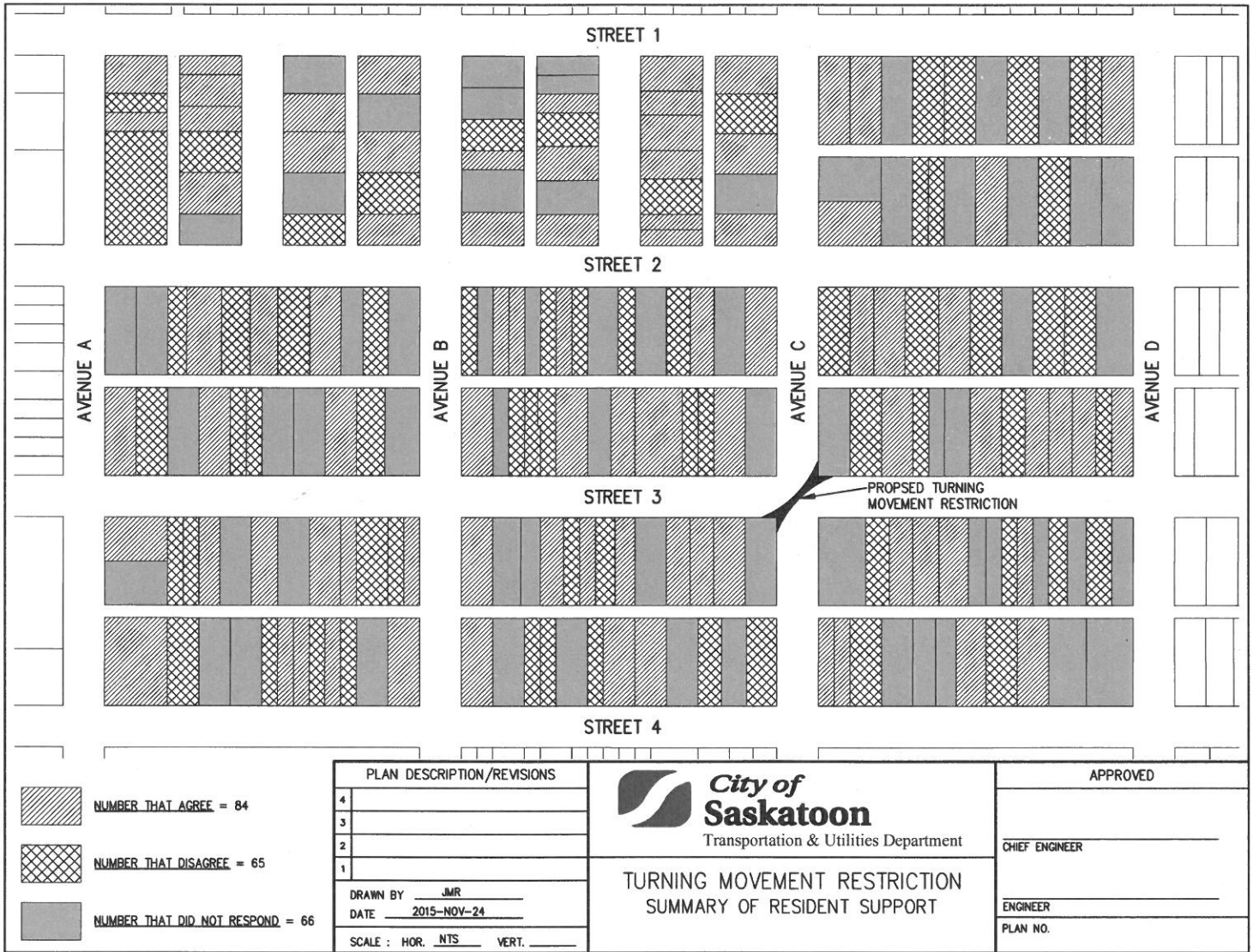
Note:




**\*Evaluation**

Traffic calming measures that physically restrict traffic movements or significantly alter traffic patterns will be initially installed in a temporary manner to evaluate their effectiveness. The trial period will be a minimum of 1 year, with traffic studies being conducted to quantify the impacts.

Examples:

1. If a traffic restriction is being recommended that physically restricts a traffic movement, the evaluation process will include a flyer to impacted residents providing traffic data and seeking their opinion on the level of support for maintaining the traffic restriction permanently. If the majority of respondents are in support of maintaining the restriction, and it has not shifted the issue elsewhere in the area, the Administration will recommend to City Council that it be constructed permanently. The results of the trial and outcome of the community engagement will be reported to Council with the Administration's recommendation.
  
2. Neighbourhoods where physical turning movement restrictions are not proposed, the Administration will monitor the effectiveness of the overall plan through discussions with the Community Association and the Councillor as well as through informal complaints from residents. Site observations will also be conducted to evaluate the design of traffic calming devices. An annual report will provide a status update on the implementation of each of the neighbourhood plans, identifying which devices will be made permanent.



 NUMBER THAT AGREE = 84  
 NUMBER THAT DISAGREE = 65  
 NUMBER THAT DID NOT RESPOND = 66

PLAN DESCRIPTION/REVISIONS	
4	
3	
2	
1	
DRAWN BY <u>JMR</u>	
DATE <u>2015-NOV-24</u>	
SCALE : HOR. <u>NTS</u> VERT. <u>NTS</u>	


**City of Saskatoon**  
 Transportation & Utilities Department

**TURNING MOVEMENT RESTRICTION  
 SUMMARY OF RESIDENT SUPPORT**

APPROVED	
_____	CHIEF ENGINEER
_____	ENGINEER
_____	PLAN NO.



## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Inquiry – Councillor Z. Jeffries (September 28, 2015) Nelson Road Corridor – Four-Way Stop**

#### **Recommendation of the Committee**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be received as information.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation and Utilities Department, dated December 7, 2015, was considered.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation and Utilities Department.

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## **Inquiry – Councillor Z. Jeffries (September 28, 2015) Nelson Road Corridor – Four-Way-Stop**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

This interim report provides a timeline on the traffic review of the Nelson Road intersections of Heal Avenue and Heath Avenue for consideration of a four-way-stop.

### **Report Highlights**

A report summarizing the review of the intersection of Nelson Road with Heal Avenue and Heath Avenue will be provided in February, 2016.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by providing improved safety for all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

### **Background**

The following inquiry was made by Councillor Z. Jeffries at the meeting of City Council held on September 28, 2015:

“Could Administration please review the Nelson Road corridor from Lowe Road to McOrmond Drive for consideration of placement of a four-way stop either at the intersection of Heal Avenue or Heath Avenue.”

### **Report**

The Administration is planning to complete the review of the intersections as follows:

- December 2015: Collect the appropriate traffic data
- January 2016: Complete the analysis and prepare a report to the Standing Policy Committee on Transportation
- February 2016: Present report to the Standing Policy Committee on Transportation
- February 2016: Present report to City Council

To determine if four-way stops are the appropriate method of traffic control, the intersections must meet certain minimum criteria specified in the City Policy No. C07-007 – Use of Stop and Yield Signs. This policy will be used as the basis of the review.



**Financial Implications**

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake this work.

**Other Considerations/Implications**

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

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

A report will be provided in February 2016 summarizing the review of the intersection and providing recommendations for the appropriate traffic control.

**Public Notice**

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

**Report Approval**

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

TRANS JM – Inq – Councillor Z. Jeffries (Sept 28, 2015) Nelson Rd Corridor –Four-Way-Stop



## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Inquiry – Councillor Z. Jeffries (September 28, 2015) Intersection Nelson Road and Lowe Road**

#### **Recommendation of the Committee**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be received as information.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation and Utilities Department, dated December 7, 2015, was considered.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation and Utilities Department.

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## **Inquiry – Councillor Z. Jeffries (September 28, 2015) Intersection Nelson Road and Lowe Road**

### **Recommendation**

That the report of the General Manager, Transportation & Utilities Department dated December 7, 2015, be forwarded to City Council for information.

### **Topic and Purpose**

This interim report provides an update on the timing of the review of the intersection of Nelson Road and Lowe Road.

### **Report Highlights**

A report summarizing the review of the intersection of Nelson Road and Lowe Road will be provided in February, 2016. The traffic review is done in accordance with the Traffic Signal and Pedestrian Signal Head Warrant Handbook, Transportation Association of Canada, 2014.

### **Strategic Goal**

This report supports the Strategic Goal of Moving Around by improving the safety of all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

### **Background**

The following inquiry was made by Councillor Z. Jeffries at the meeting of City Council held on September 28, 2015:

“Could Administration please review the intersection of Nelson Road and Lowe Road for consideration of upgrade from a four-way stop to a signalized intersection.”

### **Report**

The Administration is planning to complete the review of the intersection of Nelson Road and Lowe Road as follows:

- December 2015: Collect the appropriate traffic data
- January 2016: Complete the analysis and prepare a report to Standing Policy Committee on Transportation
- February 2016: Present report to the Standing Policy Committee on Transportation
- February 2016: Present report to City Council

To determine if a four-way stop should be upgraded to traffic signals, a warrant calculation will be completed in accordance with The Traffic Signal and Pedestrian Signal Head Warrant Handbook, Transportation Association of Canada, 2014.

This handbook is used by traffic engineers across Canada. The traffic signal warrant incorporates factors such as vehicular and pedestrian volumes, roadway characteristics, speed, traffic conflicts, pedestrian demographics and crossing exposure.

It is very important to note that the traffic signal warrant calculation system, itself, does not provide sufficient information in order to make a final decision if a traffic signal is the appropriate control for a specific location. In addition to the traffic signal warrant, further engineering assessment must occur to confirm the appropriate method of traffic control (traffic signals, four-way stop, roundabout, etc.) for a specific location.

Other factors that must be considered in ultimately determining if a traffic signal is appropriate or not include:

- proximity to adjacent traffic signals and intersections;
- magnitude of improvement in traffic operations;
- pedestrian accommodation;
- existing constraints such as topography and infrastructure;
- availability of public right-of-way;
- impact on neighbourhood short-cutting; and
- consideration of parallel alternate routes.

### **Other Considerations/Implications**

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

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

A report will be provided in February 2016 summarizing the review of the intersection and providing recommendations for the appropriate traffic control.

### **Public Notice**

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

### **Report Approval**

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



## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Advanced Traffic Management System – Award of Contract**

#### **Recommendation of the Committee**

1. That the City enter into an agreement with Electromega Ltd. for the supply of an Advanced Traffic Management System at a total cost of \$285,931.53 (including GST and PST); and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation and Utilities Department, dated December 7, 2015, was considered.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation and Utilities Department.

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## Advanced Traffic Management System – Award of Contract

### Recommendation

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

1. That the City enter into an agreement with Electromega Ltd. for the supply of an Advanced Traffic Management System at a total cost of \$285,931.53 (including GST and PST); and,
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain approval to enter into a contract with Electromega Ltd. for supply, integration, training and future technical support of traffic management software that will improve traffic flow by establishing centralized signal control, monitoring and reporting capabilities.

### Report Highlights

1. Real-time remote traffic signal management is essential for traffic flow optimization.
2. Electromega Ltd. submitted the highest value proposal to the City in response to a Request for Proposals (RFP).

### Strategic Goal

The recommendations in this report support the Strategic Goal of Moving Around by optimizing the flow of people and goods in and around the city.

### Background

The Transportation division requested proposals for a new Advanced Traffic Management System (ATMS) to enable more effective control and management of the traffic signal network. This traffic management software would reside on a server to provide a common architecture for integration with traffic signal controllers and other Intelligent Transportation Solutions.

Transportation's current ATMS (Streetwise), has become outdated and provides only limited use throughout the network. The modern ATMS will interface with traffic controllers on the street so that the status of signals and associated field equipment can be monitored remotely in real-time. The TransSuite system will further enhance traffic performance by allowing the signal timing changes to be downloaded from the traffic management centre at City Hall. The Streetwise system has the capability to run in parallel with the new system until phased out within two to three years.

## Report

### Real-time Traffic Signal Management

The TransSuite system will provide a common platform for integrated control of all future ITS applications. At this time, the City is acquiring a fully functional signal control module that will provide the ability to monitor real-time conditions at signalized intersections, and allow remote downloading and uploading of information to the controller units in the field for routine emergency or weather related events. The modular design will allow for additional software components to be added in the future as funding and field infrastructure becomes available. A few examples include: video control, incident management, data portal, and traveller information.

One of the mandatory requirements specified in the RFP is that the TransSuite system must fully support the National Transportation Communications for ITS Protocol (NTCIP). The system's compliance with this centre-to-field communications standard will ensure that a variety of different field devices (such as traffic controllers) from different manufacturers can be successfully and seamlessly integrated into the system. This provides the necessary flexibility and options for future procurement of field equipment, and will help reduce the risk of any proprietary and equipment compatibility issues.

An RFP was issued on May 15, 2015. Two addendums were subsequently issued and the submission deadline was extended to June 29, 2015. Five qualified proposals were received from the following companies:

- Econolite Canada Inc. (Calgary, AB)
- Electromega Ltd. (Burnaby, BC)
- Parsons (Markham, ON)
- Schneider Electric Canada (Calgary, AB)
- Tacel Ltd. (Toronto, ON)

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

- 20 points – Price
- 25 points – Project Understanding & Methodology
- 10 points – Vendor's Experience
- 20 points – Equipment/System Technology
- 20 points – Customer and Technical Support
- 5 points – Project Schedule, Milestones and Controls

### Preferred Proposal from Electromega Ltd.

All proposals were thoroughly evaluated by the evaluation panel consisting of six City staff as per criteria set out in the RFP. The two proposals with the highest scores were invited to demonstrate their systems in-person, which provided opportunity to learn more about the system's architecture, capabilities, and to allow proponents to provide clarifications. Following the presentations, the evaluation team unanimously agreed that the proposal from Electromega Ltd. best meets the City's requirements as outlined in the RFP.

**TransSuite System Features:**

- The architecture is fully NTCIP compliant which allows for easy integration of a variety of traffic control devices from different manufacturers;
- A mature, and proven software that has been installed in over 30 locations across North America;
- The traffic control module has extensive traffic monitoring capabilities and traffic control features such as direct upload/download of signal timing plans;
- Scalable and flexible with having additional software modules such as video management, data portal, traveller information, adaptive signal control, etc. can be easily added in the future as required; and
- The GIS map user interface provides a graphical display and different layers of control.

**Contract Terms:**

- Supply and integration of the purchased ATMS software components which include Traffic Control Module and ATMS Map/Explorer;
- Direct assistance with the installation and configuration of the ATMS at City Hall;
- Five days of on-site training for City staff involved in administration and operation of the system;
- A one year warranty period which includes standard software version upgrades; and,
- Annual Maintenance Agreement beyond the first year for support and future upgrades of the software components will be at an additional cost of approximately \$20,000 per year.

**Options to the Recommendation**

Options to the recommendation would be to not accept the proposal from Electromega Ltd. This option is not recommended as the existing ATMS is nearing the end of its life-cycle and the Electromega Ltd. system will best accommodate the City's needs.

**Financial Implications**

There is sufficient funding allocated for this project within approved Capital Project #2233 – Advanced Traffic Management System Enhancements and Capital Project #1505 – Traffic Signal Upgrades. The ability to program, monitor and troubleshoot intersections connected to the new system remotely will result in considerable savings in the signal maintenance operating budget. These savings will be quantified in 2016 and used to offset the annual maintenance agreement costs and future budget requirements to support the traffic signal network.

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

Contract Amount	\$259,937.75
GST	12,996.89
PST	<u>12,996.89</u>
Total Cost	\$285,931.53
GST Rebate	<u>(12,996.89)</u>
Net Cost to the City	<u>\$272,934.64</u>



**Other Considerations/Implications**

There are no public and/or stakeholder involvement, communication, 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 components will begin in the spring of 2016 with the system to be fully functional in the summer of 2016.

**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, Transportation  
Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

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# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Award of Impound Towing Contract

### Recommendation of the Committee

1. That a contract with 101278278 Saskatchewan Ltd., operating as Astro Towing Saskatoon, beginning January 2016, for the provision of 24 hours per day/7 days per week towing requirements for the City of Saskatoon Impound Lot and Saskatoon Police Service, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### History

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Community Services Department, dated December 7, 2015, was considered.

### Attachment

December 7, 2015 report of the General Manager, Community Services Department.

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## Award of Impound Towing Contract

### Recommendation

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

1. That a contract with Astro Towing (1988) Ltd., beginning January 2016, for the provision of 24 hours per day/7 days per week towing requirements for the City of Saskatoon Impound Lot and Saskatoon Police Service, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to obtain approval to award Astro Towing (1988) Ltd. (Astro Towing) a contract to provide vehicle impound towing services for Parking Services and the Saskatoon Police Service (SPS).

### Report Highlights

1. Three proposals were received and reviewed based on the program requirements.
2. Astro Towing was deemed the optimum proponent.

### Strategic Goal

The recommendations in this report support the Strategic Goal of Moving Around by providing a high-quality towing service that will continue to increase safety in our city by removing abandoned or damaged vehicles from our streets and seizing vehicles in a time-sensitive manner for outstanding parking tickets.

### Background

On October 6, 2015, a Request for Proposals (RFP) was issued on behalf of Parking Services and SPS for annual towing services to commence January 1, 2016, for a one-year period, and to allow for yearly extensions to a maximum of three years.

### Report

#### Proposals

The RFP closed on October 21, 2015. Three proposals were received from local companies.

Each company was asked to provide pricing for the following:

- per call for towing services;
- per cancelled call;
- secure storage area (indoor heated/outdoor secure); and

## Award of Impound Towing Contract

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- per boost, tire inflation/change, winching, use of dollies, relocating vehicles within the impound lot, moving vehicles within city limits, and other services offered.

The Evaluation Matrix (out of 100 points) was created based on the following criteria:

- Completeness of Proposal and Technical Information;
- Equipment and Services;
- Occupational Health & Safety (OHS);
- Employee and Company Vehicles;
- Company Policies and Procedures; and
- Pricing (City and Customer).

### Winning Proponent

Taking into consideration the three proposals, and conducting a systematic evaluation, where pricing was 60% of the evaluation, Astro Towing was awarded the most points based on the overall criteria outlined in the RFP.

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

The proposed contract will provide quality towing services to all residents of Saskatoon whose vehicles are impounded for any reason.

### **Financial Implications**

In the proposal submitted by Astro Towing, the estimated annual cost of towing services is \$350,000, including GST and PST. This cost is recovered through the towing fees charged to registered vehicle owners retrieving their vehicles and the proceeds received from the auctioning and scrap of unclaimed vehicles.

### **Other Considerations/Implications**

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

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

Upon completion of the first year of this contract, the services delivered will be reviewed and the contract will be extended as appropriate.

### **Public Notice**

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

### **Report Approval**

Written by: Lisa Resch, Impound Lot Supervisor, Community Standards  
Reviewed by: Elan Ballantyne, Parking Services Manager, Community Standards  
Andrew Hildebrandt, Director of Community Standards  
Approved by: Randy Grauer, General Manager, Community Services Department

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## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Request for Change Order - Contract #15-0004 – 2015 Paver Lay**

#### **Recommendation of the Committee**

That a change order in the amount of \$364,992.00 (including GST), for Contract #15-0004, 2015 Paver Lay, be approved.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation & Utilities Department, dated December 7, 2015, was considered.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation & Utilities Department.

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## Request for Change Order - Contract #15-0004 – 2015 Paver Lay

### Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:  
That a change order in the amount of \$364,992.00 (including GST), for Contract #15-0004, 2015 Paver Lay, be approved

### Topic and Purpose

The purpose of this report is to request approval to exceed 25% of the contract value and to request City Council approval for a change order to Contract #15-0004 – 2015 Paver Lay.

### Report Highlights

1. Actual asphalt and concrete requirements exceeded estimated quantities.
2. The overages were related to more extensive crown restoration than had been experienced in previous contracts, and more extensive sidewalk replacement than originally estimated.
3. Additional work was approved by the engineer, funding allocation was confirmed and work has been completed by the contractor.
4. A change order to Contract #15-0004 with ASL Paving Ltd., in the amount of \$364,992.00 (including GST) is required to pay for the additional crown correction and sidewalk/cub repair, which is funded from approved funding sources Capital Project #'s 1531, 0835 and 1532.

### Strategic Goal

The recommendations in this report support the Strategic Goal of Asset and Financial Sustainability as work completed under this contract ensured that failing infrastructure was repaired in a cost effective manner and that it will serve the residents effectively for future years.

### Background

In January 2015, engineering estimates were prepared for the paver lay and sidewalk/curb repair contract for ten locations in the city (total: 10 lane-km). Estimates are typically prepared based on previous contracts which indicated about 10% of roads required crown correction to address drainage issues.

The tender titled 2015 Paver Lay (Contract #15-0004) was sent out on March 02, and closed on March 17. Three bids were received. On March 31, Contract #15-0004 was awarded to the lowest bidder, ASL Paving Ltd., in the amount of \$832,525. The engineer's estimate of the total tender price was \$1,274,439 (including GST).

### Report

Construction on Contract #15-0004 began on June 15, 2015. 40% of the roads completed under this program required crown correction, which exceeded expectations. This increased the quantity of asphalt required. Further, approximately twice as much sidewalk and curb repair was completed than originally planned.

The City of Saskatoon received a quality repair of both the asphalt road and sidewalk/curb in a quick timeframe. According to Policy A02-027, Corporate Purchasing Procedure, City Council approval is required for contract increases above 25% of the original contract value.

### Options to the Recommendation

A change order is necessary to compensate ASL Paving Ltd. for work performed under Contract #15-0004.

### Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

### Communication Plan

A public communications plan is not required.

### Financial Implications

Cost details are as follows:

Original Contract	\$ 687,881.68
Contingency	105,000.00
GST	<u>39,644.08</u>
Total Original Contract Cost	\$ 832,525.76
Less GST Rebate	<u>(39,644.08)</u>
Net Cost to the City	<u>\$ 792,881.68</u>
This Change Order	\$ 347,611.35
GST	<u>17,380.57</u>
Total Change Order Cost	\$ 364,991.92
Less GST Rebate	<u>(17,380.57)</u>
Net Cost to the City for this Change Order	<u>\$ 347,611.35</u>
Original Contract Cost	\$ 687,881.68
Contingency	105,000.00
This Change Order Cost	347,611.35
GST	<u>57,024.65</u>
Total Revised Contract Cost	\$1,197,517.68
Less GST Rebate	<u>(57,024.65)</u>
Total Revised Net Cost to the City	<u>\$1,140,493.03</u>

There is sufficient funding available in each of the Capital Projects #1531, #0835 and #1532 to cover the costs of this change order.

**Other Considerations/Implications**

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

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

No further follow up is required.

**Public Notice**

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

**Report Approval**

Written by: Elvis Jose, Project Engineer, Construction & Design  
Reviewed by: Amanda Munshaw, Senior Project Management Engineer,  
Construction & Design  
Reviewed by: Celene Anger, Director of Construction & Design  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS EJ - Request for Change Order - Contract 15-0004 - 2015 Paver Lay





## **STANDING POLICY COMMITTEE ON TRANSPORTATION**

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### **Amendments to Bylaw No. 7200 and Policy C07-019 – Administrative Fee for Vehicle Permits**

#### **Recommendation of the Committee**

1. That Bylaw No. 7200, The Traffic Bylaw be amended to require the Administration to set a fixed administrative fee for vehicle permits to ensure services are fully cost recovered, and authorize the Administration to establish a fee structure for overweight vehicles;
2. That revisions to Policy C07-019, Traffic Bylaw Special Permits be adopted to be consistent with the amendment to Bylaw No. 7200, The Traffic Bylaw;
3. That the City Solicitor be requested to prepare the appropriate amendment to Bylaw No. 7200, The Traffic Bylaw; and
4. That the City Clerk be requested to update Policy C07-019, Traffic Bylaw Special Permits as reflected in the report of the General Manager, Transportation & Utilities Department dated December 7, 2015.

#### **History**

At the December 7, 2015 meeting of the Standing Policy Committee on Transportation, a report of the General Manager, Transportation & Utilities Department, dated December 7, 2015, was considered.

#### **Attachment**

December 7, 2015 report of the General Manager, Transportation & Utilities Department.

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## **Amendments to Bylaw No. 7200 and Policy C07-019 – Administrative Fee for Vehicle Permits**

### **Recommendation**

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

1. That Bylaw No. 7200, The Traffic Bylaw be amended to require the Administration to set a fixed administrative fee for vehicle permits to ensure services are fully cost recovered, and authorize the Administration to establish a fee structure for overweight vehicles;
2. That revisions to Policy C07-019, Traffic Bylaw Special Permits be adopted to be consistent with the amendment to Bylaw No. 7200, The Traffic Bylaw;
3. That the City Solicitor be requested to prepare the appropriate amendment to Bylaw No. 7200, The Traffic Bylaw; and
4. That the City Clerk be requested to update Policy C07-019, Traffic Bylaw Special Permits as reflected in this report.

### **Topic and Purpose**

The purpose of this report is to amend Bylaw No. 7200, The Traffic Bylaw and Policy C07-019, Traffic Bylaw Special Permits to authorize the collection of an administrative fee for the issuance of vehicle permits, and authorize the Administration to establish a fee structure to recover the cost of damage resulting from vehicles with overweight permits.

### **Report Highlights**

1. Amendments to Bylaw No. 7200 and Policy C07-019 will authorize the City to collect administrative fees directly from applicants for special vehicle permits (truck permits) to ensure the service is cost-recovered.
2. Amendments to the Bylaw No. 7200 and Policy C07-019 will also authorize the Administration to develop a fee structure tied to how much the truck weight exceeds the limit to account for potential damages to City infrastructure resulting from overweight vehicles.

### **Strategic Goal**

This report supports the Strategic Goal of Asset and Financial Sustainability by recovering costs for services to reduce reliance on public property tax to fund municipal programs and services, and to recover costs for damage to the City's infrastructure.

### **Background**

The Executive Committee, at its meeting held on August 19, 2015, considered a report from the City Manager's office relating to options to reduce the mill rate.

The collection of administrative fees from truck permit applications was identified as an option to generate a new source of revenue. Attachment 1 outlines the revenue option presented to the Executive Committee.

## **Report**

### Administrative Fees

Applicants currently receive a free service when issued a truck permit which is subsidized by the mill rate. Charging an administrative fee will ensure the service is fully cost recovered from those that benefit.

Most municipalities in Western Canada charge an administrative fee for the issuance of truck permits ranging from \$20 to \$196 for an annual blanket permit and from \$60 to \$300 for a daily permit. Note that the high end of the daily permit range is specifically for overweight permits in a particular municipality.

Based on the number of permits issued in Saskatoon in recent years, an administrative fee of \$50 for blanket permits and \$30 for daily permits will ensure that the service is cost-recovered, at a current cost of \$60,600.

### Escalating Fee for Overweight Permits

The Administration is also recommending amendments be made to Bylaw No. 7200 and Policy C07-019 to authorize the Administration to establish an escalating fee structure for overweight permits, in addition to the administration fee, tied directly to how much the truck weight exceeds the allowable limit to account for potential damages to City infrastructure by accommodating the increased weights. Most municipalities and provincial road authorities charge fees for permitting overweight vehicles.

In Saskatoon, the average amount of vehicle weight exceeding the allowable limit was approximately 15,000 kg in 2015, based on overweight permits issued to date. Most municipalities use a formula or scale that will charge the applicant a higher fee reflecting how much a vehicle weight is over the legal limit is typical. Two examples (1 formula and 1 range) are included in Attachment 2. In 2016, the Administration will be reviewing best practices in Western Canada to determine the appropriate fee structure for Saskatoon.

Any revenues collected for overweight permits could be directed to maintain and repair the transportation network. Based on an average number of daily permits issued and average weights from the past three years, revenue in the range of \$1,850 to \$5,600 could be expected (using the fee structure shown in Attachment 2). This estimate does not include revenue from annual permits.

The Administration is currently quantifying the impact of allowing overweight vehicles to travel on the City's infrastructure. The work will continue in 2016 to establish the fee structure to go into effect January 1, 2017.

### **Options to the Recommendation**

An option to the recommendation is to not charge a fee and continue to offer free service to applicants. This is not recommended as these permits would continue to be subsidized by the mill rate.

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

On November 10, 2015, representatives from the Saskatchewan Trucking Association, North Saskatoon Business Association, Saskatchewan Construction Association and Saskatoon Construction Association met to discuss the proposed changes.

The stakeholders understood the rationale for the introduction of the administrative fees and were appreciative of the opportunity to ask questions and receive advance notice prior to implementation. There was also discussion about load-specific permitting. This group will continue to be engaged as the development of the escalating fee structure is developed.

### **Communication Plan**

Tools such as PSAs, emails to customers, social media (website, Twitter, Facebook) will be used to notify the public and stakeholders of the fee. Internal City of Saskatoon stakeholders will also be notified. A 'Fact Sheet' will be shared internally and also be a resource for City staff that might be asked about the changes. Stakeholder meetings, such as the one mentioned above with representatives from the trucking industry, will be held where necessary.

### **Policy Implications**

Upon approval by City Council, amendments to Bylaw No. 7200, The Traffic Bylaw and Policy C07-019, Traffic Bylaw Special Permits will be required. The required changes to Policy C07-019 are identified in Attachment 3.

### **Financial Implications**

The cost of reviewing and issuing truck permits is \$60,600 annually. Based on the number of fees issued in recent years, an administrative fee of \$50 for blanket permits and \$30 for daily permits will ensure the service is fully cost-recovered.

### **Other Considerations/Implications**

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

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

If approved, truck permits will have an administration fee in effect as of January 1, 2016. It is estimated that an escalating fee structure will be developed and in effect for January 1, 2017.

### **Public Notice**

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

**Attachments**

1. 2016 Budget Issues & Options: Vehicle Permit Fees
2. Example of Escalating Fee Structure For Overweight Vehicles
3. Policy C07-019, Traffic Bylaw Special Permits – proposed amendments

**Report Approval**

Written by: Chris Helt, Customer Support Coordinator, Transportation  
Reviewed by: Nick Bakker, Customer Service Manager, Transportation  
Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

TRANS CH – Amendments to Bylaw 7200 and Policy C07-019 – Admin Fee for Vehicle Permits.docx

**A Culture of Continuous Improvement**  
*Saskatoon is the best-managed city in Canada!*



**2016 BUDGET ISSUES & OPTIONS:  
 VEHICLE PERMIT FEES**

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**[1] Issues:**

- Vehicle permits are issued in accordance with Bylaw 7200: The Traffic Bylaw and Council Policy C07-019 Traffic Bylaw Special Permits.
- The issuance of permits is currently supported by the mill rate.

**[2] Recommendation:**

*The Administration recommends that an administrative fee of \$50 be implemented for blanket annual vehicle permits and a fee of \$30 for daily permits effective January 1, 2016.*

**[3] Background/Analysis:**

- Overweight and over dimension vehicle permits are issued on a case-by-case basis to companies hauling loads in excess of the size and weight limits set out by Schedules 7 & 8 of Bylaw 7200: The Traffic Bylaw.
- Blanket Permits are issued to those companies that regularly move through the City and may include unlicensed and self-powered vehicles such as construction and farm equipment.
- Vehicle permits are issued to regulate the travel of overweight and over dimension vehicles throughout the City to protect infrastructure.
- The administrative cost of processing and approving crossing vehicle permits is supported by the mill rate.
- In 2013, the increasing numbers of permit requests resulted in the creation of a temporary position to directly support the service. Permits are available Monday to Friday from 8am to 5pm.
- On average there are 400 annual blanket permits issues each year.
- Between January 1 and July 31, 2015, 800 daily permits were issued. It is expected that approximately 1500 daily permits will be issued in 2015.
- Most municipalities in western Canada charge an administrative fee for overweight and over dimension vehicle permits ranging from \$20 to \$196 for an annual blanket permit and \$6 to \$300 for a daily permit.

**[4] Strategic Direction:**

- Implementing a fee for service supports the Strategic Goal of Asset and Financial Sustainability by increasing revenue sources and reducing the reliance on residential property taxes.

**[5] Implications**

**[5.1] Service/Business Line Implications:**

- Review and approval for vehicle permits is included in the Transportation Services service line within the Transportation Business Line.

**[5.2] Financial Implications:**

- Reviewing and processing vehicle permits requires approximately 1 full time equivalent (FTE) at a cost of \$60,600. This is currently funded by the mill rate.
- An administrative fee of \$50 per blanket permit and \$30 per daily permit would ensure that the cost of processing permits was fully recovered from those benefitting from the service.
- Implementing an administrative fee for this service would ensure the issuance of vehicle permits is fully cost recovered, reducing the mill rate by approximately \$60,600.

**[5.3] Other Implications:**

- If approved, the temporary position could be made permanent with no impact to the mill rate as a fully cost recovered service. Having a dedicated resource to support this service ensures a high level of customer service to the industry.
- As the demand for permits increases or if there is a desire to expand the service to enable permits to be issued after regular office hours or on weekends, additional resources can be added at no impact to the mill rate.
- Charging fees for these permits may create additional work to process the payments, but has not been quantified.

**[6] Options to the Recommendation:**

**Option 1: Maintain the Status Quo**

- Maintaining the status quo would maintain the practice of the costs of this service being supported by the mill rate. As the demand for permits increases or if the service level is expanded, additional mill rate supported resources would be required.

**Option 2: Variable Fee based on size/weight of vehicle**

- The Administration is currently quantifying the impact of allowing overweight vehicles to travel on the City's transportation network. It is anticipated that recommendations will be brought forward to introduce a variable permit rate similar to other municipalities. This is expected to be in place for 2017. The Administration does not recommend a variable rate until further research is conducted.

Example of Escalating Fee Structure  
For Overweight Vehicles

Example:

Weight of vehicle (B train) requesting overweight permit is 79,000kg.  
Legal weight for B train is 62,500kg

Amount of weight over legal limit – 16,500kg = 16.5 tonnes  
Approximately travel distance on city streets – 20km

**Saskatchewan Government Insurance (on behalf of Province of Saskatchewan)**

$\$0.036 \times (\text{trip GVW in tonnes} - \text{registered GVW in tonnes}) \times \text{kms}$   
Minimum \$11  
Cost of permit = \$11.88

**Province of Manitoba**

Annual Permit – \$75 for every increment of 1000kgs over legal weight  
Cost of annual permit = \$1237.50

Daily Permit -  $\$0.036 \times \text{trip distance (kms)} \times \text{each increment of 1000kgs over legal weight}$   
Cost of daily permit = \$11.88



# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C07-019

<b>POLICY TITLE</b> <i>Traffic Bylaw Special Permits</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>September 4, 2007</i>
		<b>UPDATED TO</b> <i>May 4, 2009</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Operations Committee Reports No. 9-2007 and 6-2009; Legislative Report No. 8-2009</i>	<b>CITY FILE NO.</b> <i>CK. 6000-1</i>	<b>PAGE NUMBER</b> <i>1 of 9</i>

## 1. PURPOSE

To establish the criteria for permitting commercial vehicles to operate in excess of the allowable weights, dimensions and routes as prescribed in Bylaw 7200: The Traffic Bylaw.

## 2. DEFINITIONS

- 2.1 After Hours - Any time outside of regular City Hall business hours which are Monday to Friday, 8:00 a.m. and 5:00 p.m. Holidays fall outside the scope of regular City Hall business hours.
- 2.2 CBD - The area of the City bounded by the South Saskatchewan River to the South and to the East, Idylwyld Drive to the West and 25<sup>th</sup> Street to the North as shown on Schedule No. 8, Vehicle Route Map, Bylaw 7200.
- 2.3 City - The City of Saskatoon.
- 2.4 Construction Equipment – Any unlicensed implement, equipment, machine or vehicle:
- (a) that is not designed, used or intended to be used primarily for the transportation of passengers or goods; and
  - (b) that is designed, used or intended to be used for:
    - (i) road or general construction or industrial purposes; or
    - (ii) earth moving, excavation and demolition services; or
    - (iii) transporting earth, gravel or rocks or any other material;

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

*C07-019*

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>2 of 9</i>

and includes front-end loaders, scrapers, graders, articulated rock trucks, cranes, backhoes, bobcats, zoom booms, genie lifts, rubber tire hoes and any similar equipment.

- 2.5 Destination Site - The location to which a vehicle must travel for a pick-up, a delivery or to perform a service.
- 2.6 Excess Load – Any load that exceeds the maximum vehicle weights prescribed in Schedule 7, Bylaw 7200.
- 2.7 Excess Load Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- 2.8 Excess Dimension - Any vehicle with dimensions that exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.9 Excess Dimension Permit - A permit to allow a vehicle travelling on City streets to exceed the maximum vehicle dimensions prescribed in Bylaw 7200.
- 2.10 Farm Equipment – Any unlicensed or self-propelled implement, equipment or machine designed, used or intended for agricultural use, including tractors, combines and other similar equipment.
- 2.11 Level 1, 2 and 3 Vehicles - Vehicle levels as described in Schedule No. 7, Bylaw 7200.
- 2.12 Vehicle Routing Permit - A permit to allow a vehicle travelling on City streets to deviate from established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- 2.13 Unlicensed Vehicle – Farm equipment and construction equipment as defined in Bylaw 7200 and this Policy.
- 2.14 Unlicensed Vehicle Permit – A permit to allow farm equipment or construction equipment to travel on City streets without being transported on a trailer.

# CITY OF SASKATOON

## COUNCIL POLICY

NUMBER

C07-019

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>3 of 9</i>

### 3. POLICY

#### 3.1 Permits Required

- a) An Excess Load Permit is required if a vehicle travelling on City streets weighs in excess of the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) An Excess Dimension Permit is required if a vehicle travelling on City streets exceeds the maximum vehicle dimensions prescribed in Bylaw 7200.
- c) A Vehicle Routing Permit is required if a vehicle deviates from the established vehicle routes prescribed in Schedule No. 8, Bylaw 7200.
- d) An Excess Load Permit or an Excess Dimension Permit cannot be used in place of a Vehicle Routing Permit. A vehicle that exceeds the maximum vehicle weights or that exceeds the maximum vehicle dimensions prescribed in Bylaw 7200 and that wishes to travel off an established vehicle route must obtain a Vehicle Routing Permit in addition to the appropriate Excess Load or Excess Dimension Permit.
- e) An Unlicensed Vehicle Permit is required if farm equipment or construction equipment travels on City streets without being transported on a trailer. An Unlicensed Vehicle Permit will contain all necessary conditions relating to weights, dimensions and routing. Application for an Excess Load, Excess Dimension or a Vehicle Routing Permit is not required in addition to an Unlicensed Vehicle Permit.
- f) Farm equipment and construction equipment transported on a trailer do not require an Unlicensed Vehicle Permit. Farm equipment and construction equipment transported on a trailer shall be subject to the general weight, dimension and routing provisions of Bylaw 7200 and therefore require the appropriate Excess Load and/or Excess Dimension Permits in addition to the appropriate Vehicle Routing Permit.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-019

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>4 of 9</i>

## 3.2 Excess Load Permits

- a) An Excess Load Permit is required when a vehicle travelling on City streets exceeds the maximum vehicle weights prescribed in Schedule No. 7, Bylaw 7200.
- b) Excess Load Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
  - (i) Excess Load Permits will not be issued for divisible loads.
- c) Excess Load Permits may outline any or all of the following conditions:
  - (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
- d) Excess Load Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Load Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferrable. ~~Excess Load Permits will be provided at no cost. An administrative fee will be charged for the issuance of a permit.~~

## 3.3 Excess Dimension Permits

- a) An Excess Dimension Permit is required when a vehicle travelling on City streets exceeds the maximum dimensions prescribed in Bylaw 7200. Regardless of permit possession, the operator of a vehicle must also obey all posted clearances.
- b) Excess Dimension Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and**

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

*C07-019*

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>5 of 9</i>

**Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:

- (i) Excess Dimension Permits will not be issued for divisible loads.
  - (ii) Excess Dimension Permits will not be issued for vehicles measuring greater than 3.6 metres in width requiring travel on Idylwyld Drive and/or Circle Drive between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday to Friday.
- c) Excess Dimension Permits may outline any or all of the following conditions:
- (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation. Typical Excess Dimension Permit flagging/identification requirements are listed in Table 1.

Table 1: Excess Dimension Permit Flagging/Identification Requirements

Width (metres)	Requirements
Greater than 2.6	Red flags on the extremities of the load that overhang the sides or rear of the vehicle.
Greater than 3.05	Signs required at the rear in addition to the above.
Greater than 3.3	A minimum of one amber flashing or rotating beacon visible for 200 m in addition to the above.
Greater than 5.0	Trail vehicle required rear only in addition to the above.
Length	Requirements
Greater than 25 m	Sign required at rear.
Greater than 27.5 m	Amber beacon and rear sign.
Greater than 31 m	Amber beacons and signs front and rear.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER C07-019
-------------------

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>6 of 9</i>

Greater than 36 m	All of the above.
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- d) Excess Dimension Permits will be provided on an annual basis or as a single-use permit, as required. An Excess Dimension Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet will be included in the permit. The permit is not transferable. Excess Dimension Permits will be provided at no cost.

### 3.4 Vehicle Routing Permits

- a) Vehicles requiring a Vehicle Routing Permit include:
- (i) Level 3 vehicles requiring access to the CBD at any time.
  - (ii) Level 3 vehicles requiring travel off primary vehicle routes or outside unrestricted areas.
- b) Generally, Vehicle Routing Permits will be issued if the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** or a designate of the General Manager of ~~Infrastructure Services~~ **Transportation and Utilities** is satisfied that the vehicle can be safely operated or moved upon the street without the likelihood of damage to the street or property. However:
- (i) Vehicle Routing Permits allowing a Level 3 vehicle access to the CBD at any time will only be granted under special circumstances as per the following criteria:
    - The carrier can prove to ~~Infrastructure Services~~ **Transportation & Utilities** that a Level 1 or Level 2 vehicle is incapable of performing, or unavailable to perform, the service.
    - The vehicle can safely travel to the destination and manoeuvre on the destination site as determined by ~~Infrastructure Services~~ **Transportation & Utilities**. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C07-019</i>
--------------------------

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>7 of 9</i>

- (ii) Vehicle Routing Permits allowing a Level 3 vehicle to travel off primary vehicle routes or outside unrestricted areas will only be granted after consideration of the following criteria:
  - The vehicle can safely access the business using secondary truck routes and arterial roadways.
  - The vehicle can safely manoeuvre on the destination site as determined by ~~Infrastructure Services~~ **Transportation & Utilities**. The vehicle must be contained within the site during all loading/unloading while still providing safe access for patrons and other vehicles/pedestrians.
  - Whether it is appropriate to allow an intercity delivery off of a primary vehicle route.
  
- c) Vehicle Routing Permits may outline any or all of the following conditions:
  - (i) A specific route or routes to be used to and from the destination site.
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operation.
  
- d) Vehicle Routing Permits will be provided on an annual basis or as a single-use permit, as required. A Vehicle Routing Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, the license plates for the fleet must be included in the permit. The permit is not transferable. ~~Vehicle Routing Permits will be issued at no cost.~~ **An administrative fee will be charged for the issuance of a permit.**

### 3.5 Unlicensed Vehicle Permits

- a) An Unlicensed Vehicle not transported on a trailer requires an Unlicensed Vehicle Permit.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C07-019

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>8 of 9</i>

- b) Unlicensed Vehicle Permits will be issued if the General Manager of ~~Infrastructure Services Transportation and Utilities~~ or a designate of the General Manager of ~~Infrastructure Services Transportation and Utilities~~ is satisfied that the vehicle can be safely operated upon the street without the likelihood of damage to the street or property. However:
- (i) Unlicensed Vehicle Permits will not be issued for a vehicle measuring greater than 4 metres in width.
  - (ii) Unlicensed Vehicle Permits will not be issued where the gross vehicle weight is more than 55,000 kilograms.
  - (iii) Unlicensed Vehicle Permits will not be issued where the vehicle is track-propelled.
  - (iv) Unlicensed Vehicle Permits will not be issued when it is intended that the vehicle will carry a load of any kind.
  - (v) Unlicensed Vehicle Permits will not be issued for vehicles measuring greater than 3.3 meters in width requiring travel on any portion of Circle Drive or Idylwyld Drive south of 8<sup>th</sup> Street between the hours of 7:00 a.m. to 9:00 a.m. and/or 4:00 p.m. to 6:00 p.m., Monday through Friday.
- c) Unlicensed Vehicle Permits may outline any or all of the following conditions:
- (i) Lane travel restrictions (i.e. the vehicle shall travel in the right-most lane).
  - (ii) Time of day restrictions for travel.
  - (iii) Flagging or other identification requirements in order to ensure that the vehicle has minimal impact on safety and roadway network operations.
  - (iv) Specific route or routes to be used to and from the destination site.
- d) Unlicensed Vehicle Permits will be provided on an annual basis or as a single-use permit, as required. An Unlicensed Vehicle Permit shall only apply to a single vehicle, unless a fleet of vehicles require permits; in which case, a description of each vehicle must be included in the permit. The permit is not transferrable. ~~Unlicensed Vehicle Permits will be issued at no cost.~~ **An administrative fee will be charged for the issuance of a permit.**



# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C07-019

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Traffic Bylaw Special Permits</i>	<i>September 4, 2007</i>	<i>May 4, 2009</i>	<i>9 of 9</i>

### 3.6 Permit Application Process

- a) All permit applications are to be submitted via phone or fax at the following contact numbers:

Phone: (306) 975-~~2640~~-2454

Fax: (306) 975-2971

- b) Permit applications will be processed from Monday to Friday between 8:00 a.m. and 5:00 p.m., with the exception of holidays.
- c) It is the responsibility of the trucking company to obtain any permits stated herein to travel within City Limits and to allow a minimum of two business days for the processing of the permits required. The City will aim to process permits within 2 business days of the receipt of the permit request.

## 4. RESPONSIBILITIES

### 4.1 Trucking Companies - Trucking companies shall be responsible to:

- a) Obtain any of the aforementioned permits.
- b) Provide the vehicle operator with the permit number, as well as the routing details and other permit conditions.

### 4.2 ~~Infrastructure Services~~ **Transportation and Utilities** - The ~~Infrastructure Services~~ **Transportation and Utilities** Department shall be responsible to:

- a) Administer requests and grant permits.
- b) **Establish the fee structure for permits.**
- c) Administer, review and recommend updates to this policy.

### 4.3 City Council - City Council shall be responsible to:

- a) Approve of any changes to this policy.



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Service Saskatoon – Free Public WiFi Service**

#### **Recommendation of the Committee**

That the report of the General Manager, Corporate Performance Department dated December 7, 2015 be received as information.

#### **History**

At the December 7, 2015 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated December 7, 2015 was considered.

#### **Attachment**

December 7, 2015 Report of the General Manager, Corporate Performance.

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## Service Saskatoon – Free Public WiFi Service

### Recommendation

That the report of the General Manager, Corporate Performance Department dated December 7, 2015 be forwarded to City Council for information.

### Topic and Purpose

This report provides information on the procurement process, and the business partner selected to provide citizens, visitors and businesses with free public WiFi service at a number of City-owned facilities.

### Report Highlights

1. A Request for an Expression of Interest and a Request for Proposal were issued for providing free public WiFi service in City of Saskatoon customer-serving facilities.
2. Shaw Communications has been awarded the agreement and will provide free WiFi at no cost to the City in transit terminals, recreation and sport facilities, libraries and City Hall.

This report supports the Strategic Goal of Continuous Improvement, with a focus on leveraging technology and emerging trends to reach our goals, serve citizens and connect meaningfully with our stakeholders. The report also supports the Strategic Plan 4-Year priority item, pursuing opportunities to “modernize” civic government to reflect best practices, and changing demands.

### Background

Service Saskatoon is the overall strategy for the City to provide responsive and reliable service to the citizens of Saskatoon. Service Saskatoon has four components:

1. Citizen Centred Service – base the City’s services on citizens’ needs rather than organizational requirements or structure.
2. Service Delivered by People Committed to Service Excellence – Service Saskatoon has skilled people who are able to deliver services to the community in an empathetic, knowledgeable, professional and consistent manner.
3. Engage Citizens – Engage citizens in policy and program development to improve service outcomes.
4. Personalized Access – Citizens will have one-stop, personalized access of their choice: phone (including mobile devices), internet or in person.

The Service Saskatoon Free Public WiFi initiative assists in providing personalized access to the internet.

### Report

#### Service Saskatoon

Service Saskatoon is all about working together to provide great citizen experiences. We focus on helping every citizen achieve their goals when interacting with us and

make it easy to get things done and use technology to provide excellent service to build the trust and confidence of citizens.

This free WiFi project will help us leverage technology and emerging trends to reach our goal to provide great citizen experiences by providing access to the internet.

Cities have long desired full WiFi coverage for citizens and visitors, but the return on investment and budgets made the expenditure impractical for most cities.

The internet has become part of everyday life, and access to free public WiFi is becoming a new benchmark for modern cities. Access to free WiFi also helps to ensure that sectors of our community that may be challenged to keep pace with rapidly changing technology are provided an opportunity to participate.

### Procurement Process

A WiFi Evaluation Committee was established in August 2015 and included representation from Communications and Marketing, Information Technology, Recreation & Sport, Facilities & Fleet Management, and Saskatoon Police. The procurement process included two major steps with the following summarizing the results:

a) Request for Expression of Interest

The Free Public WiFi Expression of Interest #15-0597 sought to identify qualified partners who were interested in entering into an agreement with the City to provide free public WiFi service to citizens and visitors at a variety of civic facilities.

The EOI specified a list of 41 building and the Saskatoon Transit hubs.

A key aspect of the project was that any partner would make sure that the free public WiFi service was available to all members of the public.

b) Request for Proposals #15-086

Both Shaw Communications and SaskTel submitted expressions of interest for the project, and both were invited to submit detailed proposals.

Based on the overall evaluation, Shaw Communications was chosen as the pre-qualified service provider and selected for a Master Agreement with the City for providing free public WiFi. Attachment 1 provides an outline of the proposed locations and implementation dates provided by Shaw Communications. These will be finalized as part of the Master Agreement.

The submission from Shaw Communications provided best overall value to the City, access to all members of the public, and implementation at all recommended locations.

To date, Shaw Communications has agreements with more than 90 municipalities across Canada to provide the Shaw Go WiFi service in civic locations.

### **Business Terms in the Agreement**

The following are the key business terms for the agreement between the City of Saskatoon and Shaw:

- The term of the Agreement shall be for ten years with an opportunity to renew the agreement for a series of five-year terms, subject to the parties' agreement to the terms of any such renewal.
- The City shall neither pay any fee for this service nor receive any revenue.
- The service shall be provided at no cost to the City or to any user of the WiFi; however, to sign on to the WiFi guests must provide an email address that will then receive occasional pushed emails from Shaw. It will be possible for a user to unsubscribe from these emails at any time.
- The City shall not have an opportunity to vet the emails that are pushed by Shaw to all users of the free WiFi service.
- Shaw shall be solely responsible for any equipment required and all costs of installing the same in or on City facilities, further, Shaw shall be solely responsible for the maintenance of the WiFi system and all of its component parts.
- The City and Shaw, working cooperatively, shall identify the sites for any installation of equipment and the timeline for the completion of the project.
- If the system requirements change over the term of this Agreement, Shaw shall be solely responsible for any upgrades or updates to the system.
- The service to be provided through this free public WiFi system shall be of sufficient capacity and durability and speed to meet the ordinary requirements that are expected, and the City shall have the opportunity to terminate the Agreement if the system consistently fails to meet the reasonable expectations of our users.
- Shaw Business has agreed to enter into a non-exclusive agreement. They would be willing to work with other partners who may come forward in the future who are willing to provide free public WiFi access to citizens.

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

This initiative responds to the public desire to have free WiFi access at civic facilities. No additional public or stakeholder involvement is required.

### **Communication Plan**

The communication plan for this project will include the following activities:

- Information on [www.saskatoon.ca](http://www.saskatoon.ca), Social media posts, and media releases;
- facility posters and signage outlining the program and Shaw end-user support contact information; and
- media interviews on morning news programs.

When signing up for Guest Access on the Shaw Go WiFi network, users agree to be sent occasional Shaw product communications and surveys. The user can unsubscribe from receiving marketing materials at any time by deleting their Shaw Go WiFi account. Shaw marketing department employs a sophisticated tracking system on outbound communications that ensures the volume and frequency is not excessive.

### **Financial Implications**

There is no cost to the City of Saskatoon to implement this project. All related costs will be covered by Shaw Communications.

### **Other Considerations/Implications**

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

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

An internal implementation team will be established in January 2016. An initial launch meeting will be planned for January or February 2016 with Shaw's Project Manager and Regional WiFi Construction Manager. A detailed 2016 implementation schedule will be completed at that meeting.

### **Public Notice**

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

### **Attachment**

1. Shaw locations and implementation schedule

### **Report Approval**

Written by: Rob Gilhuly, Project Manager  
Reviewed by: Carla Blumers, Director of Communications  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

## Proposed Locations & Installation Schedule

\* Subject to finalizing Master Service Agreement

Shaw Business can service each location proposed by the City of Saskatoon. Please refer to the chart below for details:

### Leisure Centres

Cosmo Civic Centre	3130 Laurier Drive	Immediate implementation
Harry Bailey Aquatic Centre	1110 Idylwyld Drive	Immediate implementation
Lakewood Civic Centre	1635 McKercher Drive	90-180 day implementation
Lawson Civic Centre	225 Primrose Drive	Immediate implementation
Saskatoon Field House	2020 College Drive	90-180 day implementation
Saskatoon Zoo & Forestry Farm Park	1903 Forest Drive	90-180 day implementation

### Golf Courses

Holiday Park	1630 Avenue	Immediate implementation
Silverwood	Wanuskewin Road	90-180 day implementation
Wildwood	8 <sup>th</sup> Street East	90-180 day implementation

### Arenas

ACT Arena	107-105 <sup>th</sup> Street	Immediate implementation
Archibald Arena	1410 Windsor Street	90-180 day implementation
Lions Arena	2205 McEown Avenue	90-180 day implementation
Kinsmen Arena	1405 Avenue P South	Immediate implementation
Gordon Howe Campground	1640 Avenue P South	90-180 day implementation
Gordon Howe Complex		
PotashCorp Playland at Kinsmen Park		

### Outdoor Pools (Summer Months)

George Ward Pool	1915 5 <sup>th</sup> Street East	90-180 day implementation
Lathey Pool	815 Taylor Street	90-180 day implementation
Mayfair Pool	1025 Avenue F North	90-180 day implementation
Riversdale Pool	822 Avenue H South	90-180 day implementation

### Libraries

Frances Morrison Central Library	311-23 <sup>rd</sup> Street East	Immediate implementation
Alice Turner Branch	110 Nelson Road	Immediate implementation
Carlyle King Branch Library	3130 Laurier Drive	Immediate implementation
Cliff Wright Branch Library	1635 McKercher Drive	Immediate implementation
J.S. Wood Branch Library	1801 Lansdowne Avenue	Immediate implementation
The Library on 20 <sup>th</sup> Street	100-219 Avenue K South	Immediate implementation
Mayfair Branch Library	602-33 <sup>rd</sup> Street West	Immediate implementation
Rusty Macdonald Branch Library	225 Primrose Drive	Immediate implementation

**Saskatoon City Hall**

City Hall	222 3 <sup>rd</sup> Avenue North	Immediate implementation
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**Saskatoon Transit Terminals**

Centre Mall Transit Hub	Acadia Drive	90-180 day implementation
City Centre/Downtown Transit Hub	23 <sup>rd</sup> Street	Immediate implementation
Confederation Transit Hub	Confederation Mall	90-180 day implementation
Lawson Transit Hub	The Mall at Lawson Heights	90-180 day implementation
Market Mall Transit Hub	Market Mall	90-180 day implementation
University/Place Riel Transit Hub	Campus Drive	90-180 day implementation

**Saskatoon Police Service**

Police Headquarters	76 25 <sup>th</sup> Street East	Immediate implementation
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## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Use of Unallocated MMRP Funds in 2016**

#### **Recommendation of the Committee**

That any funding received from the Multi-Material Recycling Program that is not required by the Multi-Unit Residential Recycling program be allocated to:

- a. the operation and maintenance of Recycling Depots in the amount of \$106,900; and
- b. the Green Cart Program in the amount of \$95,000.

#### **History**

At the December 7, 2015 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated December 7, 2015 was considered.

#### **Attachment**

December 7, 2015 Report of the General Manager, Corporate Performance.

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## Use of Unallocated MMRP Funds in 2016

### Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That any funding received from the Multi-Material Recycling Program that is not required by the Multi-Unit Residential Recycling program be allocated to:
  - a. the operation and maintenance of Recycling Depots in the amount of \$106,900; and
  - b. the Green Cart Program in the amount of \$95,000.

### Topic and Purpose

The purpose of this report is to allocate the funds (\$201,900) expected from the Multi-Material Recycling Program (MMRP) and not anticipated to be required by the Multi-Unit Residential Recycling (MURR) program for 2016.

### Report Highlights

1. The Administration is recommending that any funding received from the MMRP not used by the MURR program be allocated to offset the shortfall in operating the Recycling Depots and the Green Cart Program.
2. The MMRP was expected to be launched in 2015 and as a result of the delay in the program, the MURR program generated a deficit that is expected to be covered from the projected year-end operating surplus.
3. Other options for the use of unallocated MMRP funding have been identified and the Administration proposes to report back on future use of MMRP funding within the reports to set the fees for various civic waste programs for 2017 thru 2019.

### Strategic Goals

The recommendations in this report support the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

### Background

On November 30, 2015, Budget Committee received a report to establish the Multi-Unit Recycling Fee for 2016. The report indicated that the proposed rate increase to \$2.66 per unit per month will cover 51% of the program costs, with the balance (\$996,600) covered by funding received from MMRP.

The MMRP will launch on January 1, 2016. The terms of the program over the next two years includes a flat, per household funding contribution of \$11.75. Civic recycling programs will service approximately 102,000 households in 2016, meaning the MMRP is expected to provide \$1,198,500, leaving \$201,900 remaining unallocated.

## Report

The MMRP was expected to be launched in 2015 and as a result of the delay in the program, the MURR program generated a deficit.

The Loraas service contract expires at the end of 2019. Price inflation has been established through an Affordability Ceiling written into the contract. There is the potential that Loraas or a new contractor may propose much higher rates in 2020. The Cosmo service contract expires at the end of 2023. Price inflation has also been written into the contract, creating the potential for a larger increase in the future.

The Administration is recommending that the surplus MMRP funds be allocated as follows:

- **Recycling Depots** – The 2016 Budget provides \$150,000 toward operations that currently cost \$250,000. The \$106,900 could be used to offset the costs to operate this program.
- **Green Cart Program** – This program currently relies on the Landfill Replacement Reserve to offset the difference in revenue collected from subscribers and the cost of the program. \$95,000 from the MMRP funding could be used to offset the shortfall of operating this program while maintaining the current subscription fee of \$55.00 per season.

## Options to the Recommendation

The Administration has identified the following options for the unallocated MMRP funds available in 2016.

### Option 1 – Fund Environmental Programs

There are several environmental programs to which the funds may be directed:

- **Compost Depots** – The Compost Depot program receives \$30,000 from commercial haulers, and processes materials free of charge for residents and Green Cart subscribers. Depot operations cost approximately \$580,000; therefore, currently requiring an annual subsidization from Landfill operations of approximately \$550,000. This subsidization from the Landfill could be reduced by 37% using MMRP funds.
- **HHW Days Program** – Popularity of the HHW Days continues to grow with more than 400 vehicles attending each of the 8 events and program materials handled continuing to rise. The proposed operating budget for the 2016 HHW Days Program is \$150,000. Total program costs for 2016 are expected to be approximately \$240,000. \$90,000 could be added to the HHW Days Program from MMRP funds to help offset the program costs.
- **Environmental Education** – The City supports a number of environmental education initiatives each year. \$372,000 will be spent in 2016 to promote civic environmental programs such as recycling and composting.

An additional \$201,900 is equivalent to a 35% increase in spending on environmental awareness.

The Administration is reporting to Committee in early 2017 on the environmental awareness programs and related investments.

Option 2 – Allocate to the Residential (Curbside) Recycling Program

\$201,900 in unallocated MMRP funds could be applied to the costs to operate the Curbside recycling program. Program fees in 2016 are \$5.20 per household per month and have not yet been set for 2017. In considering the 2017 rate, a subsidy of up to \$0.24 per household per month could be applied across the 69,000 households currently participating in the service operated by Loraas.

**Other Considerations/Implications**

There are no additional financial implications to report. There are also no communications, environmental, public, stakeholder, policy, privacy, or CPTED considerations at this time.

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

Waste-related fees for 2017 through 2019 will be proposed in June 2016. Administration proposes to report back on the use of future MMRP funds at that time.

**Public Notice**

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

**Report Approval**

Written by: Brenda Wallace, Director, Environmental and Corporate Initiatives

Reviewed and Approved by: Catherine Gryba, General Manager, Corporate Performance Department



# **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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## **New Sewer Use Bylaw**

### **Recommendation of the Committee**

That the report of the General Manager, Corporate Performance Department dated December 7, 2015 be received as information.

### **History**

At the December 7, 2015 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated December 7, 2015 was considered.

### **Attachment**

December 7, 2015 Report of the General Manager, Corporate Performance.

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## New Sewer Use Bylaw

### Recommendation

That the report of the General Manager, Corporate Performance Department dated December 7, 2015, be received by City Council as information.

### Topic and Purpose

This report provides an update on the findings of the baseline wastewater discharge inventory for the new Sewer Use Bylaw (Bylaw).

### Report Highlights

1. Completion of the baseline wastewater inventory will enable the City of Saskatoon (City) to take a risk-based approach to the implementation of source control measures.
2. Evaluation of risk is based on an updated list of specific substances that will be limited or prohibited from entering the sanitary sewer system.

### Strategic Goals

A new Sewer Use Bylaw is needed to manage risks related to compliance with environmental regulations; this supports the strategic goal of Environmental Leadership. The new bylaw also supports the strategic goal of Asset and Financial Sustainability by ensuring that our assets are well managed and maintained. The goal of a Culture of Continuous Improvement is addressed by modernizing the bylaw to reflect best practices and changing demands.

### Background

The release of wastewater to the City's sanitary sewer system is currently regulated by the Sewage Works Control Bylaw (Bylaw #5115), which came into effect in 1971. The current bylaw is general in nature and does not have adequate provisions for enforcement. There have been several changes to federal and provincial legislation that affect the City's wastewater system since Bylaw #5115 was enacted.

In 2011, Council considered a proposed Sewer Use Bylaw with an effective date of July 1, 2013. On March 4, 2013, City Council resolved that the new Sewer Use Bylaw and related permitting policy be postponed beyond the effective date of July 1, 2013 to accommodate education programs with affected businesses.

On March 23, 2015, City Council received an update on the development of education programs focussing on source control or activities that prevent substances of concern from entering the sanitary sewer system.

## **Report**

### **Risk-Based Approach**

Some substances collected by the City's sanitary sewer system can cause or contribute to a number of issues for worker health and safety. Substances may also affect the operation of pipes, lift stations and the treatment plant due to high volumes or concentrations of discharges or the hazardous nature of the substance itself. Some substances also increase risk to the South Saskatchewan River and lands receiving applications of the City's biosolids.

The proposed new bylaw will include an updated list of substances that businesses will be limited or prohibited from releasing into the sanitary sewer system. Source control programs will be used to implement the bylaw; each program will focus on a specific type of discharge that represents a risk to the sanitary sewer system.

A baseline wastewater discharge inventory is nearing completion; more than 70% of businesses identified as a potential risk to the sanitary sewer system have already been contacted to complete a risk assessment.

Attachment 1 explains the risks associated with wastewater, identifies the types of substances that will be prohibited or limited under the Bylaw, and provides the results of the risk assessment completed so far through the baseline inventory.

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

The response from businesses who have been contacted as part the baseline inventory has been positive with over 70% already conscious of and implementing best management practices to control the quality of their wastewater. There is a general desire among business owners in Saskatoon to be good corporate citizens. However, there has been a consistent sentiment that the City's expectations and guidance on wastewater quality has not been clear and the education materials associated with source control programs will be welcome. Several businesses have initiated contact with the City to evaluate their wastewater quality as part of their own corporate environmental management strategies. Furthermore, several restaurants have recently requested educational materials to manage their fats, oil, and grease.

### **Financial Implications**

The costs associated with conducting the baseline wastewater inventory, along with the costs associated with developing and implementing tools under the new Bylaw have been funded through existing capital projects Sewer Baseline (2264) and Sewer Use Bylaw (2279). A complete operating plan is currently under development and will identify resource needs as well as how permits may be used to recover some of the costs of administering the bylaw.

The introduction of source control is expected to have significant positive financial implications for the maintenance of the sanitary sewer collection system by reducing the number backups. The implications for affected property owners will also be significant (and even larger in positive impact). On average, the City responds to approximately 95 emergency blockages in a given year. Costs for treatment will also be positively

impacted by improved quality of wastewater entering the treatment plant. Currently, the wastewater plant needs to activate additional treatment units when experiencing increased loadings from industrial discharges. Such instances occur approximately 110 days in a given year. Further work to quantify the savings associated with a reduction in blockages and increased loadings is ongoing.

**Environmental Implications**

Bylaw implementation activities will help the users of the sanitary sewer system to understand that if harmful substances are put down the drain and cannot be removed by our treatment process, these substances end up directly in the environment. Source control programs aim to reduce or eliminate these substances from entering the sanitary sewer and to ensure they are properly disposed of.

The Wastewater Treatment Plant has been issued new Permit to Operate objectives by the Ministry of Environment. While these are currently being met, the implementation of a bylaw based on source control is anticipated to reduce the amount of energy required to continue to meet these objectives as well as increase the level of certainty that the objectives will be met through wastewater treatment.

**Other Considerations/Implications**

There are no public, stakeholder, communications, policy, privacy, or CPTED implications at this time.

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

A report outlining the final findings of the baseline wastewater discharge inventory and describing the tools for implementing the bylaw will be provided to City Council by May 2016. Further direction from City Council on the new bylaw will also be sought in 2016.

**Public Notice**

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

**Attachment**

1. Risk Assessment Framework

**Report Approval**

Written by: Twyla Yobb, Watershed Protection Manager  
Reviewed by: Andrew Hildebrandt, Director of Community Standards  
Brenda Wallace, Director of Environmental and Corporate Initiatives  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department



## New Sewer Use Bylaw

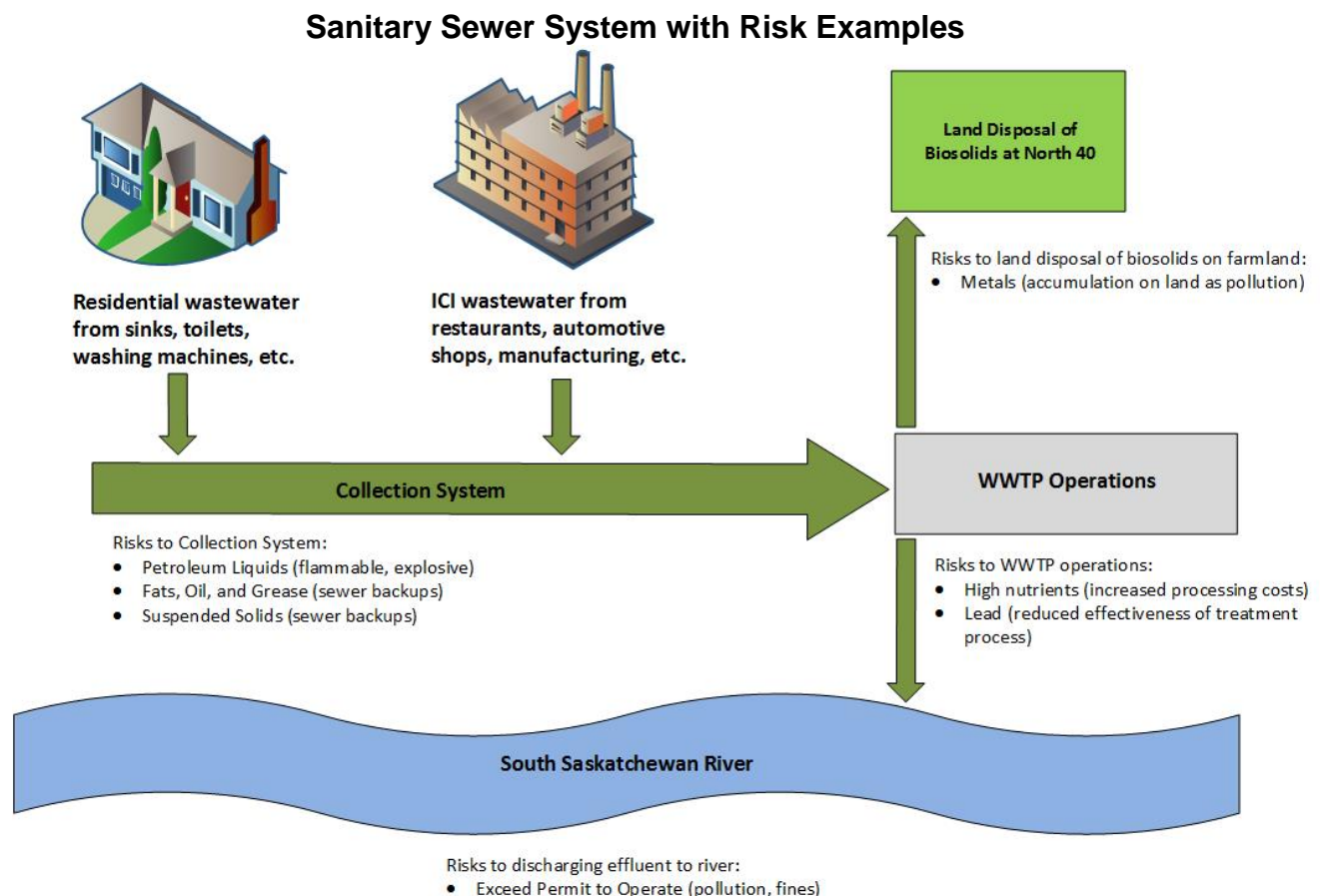
## Risk Assessment Framework

### Sanitary Sewer System Risks

Substances that are discharged into the City's sanitary sewer system can cause or contribute to issues in the system in the following ways:

- Potential to damage sewer collection system (pipes, lift stations, etc.);
- Disruption to or inhibition of treatment operations at the wastewater treatment plant (WWTP);
- Risk to the City's compliance with obligations to the Province under its WWTP Permit to Operate (discharge to South Saskatchewan River);
- Reduction of biosolids quality (land disposal at North 40);
- Risk to worker health and safety (throughout the system).

The following figure illustrates the sanitary sewage collection and treatment system. Examples of substances that pose a risk to the system are provided.



Because of these risks, the new Sewer Use Bylaw will include an expanded list of substances that will either be limited or prohibited from discharge to the sanitary sewer system.

### Prohibited Substances

The current bylaw (Bylaw 5115) already prohibits substances that are flammable, explosive, toxic, large solids, or outside a specific temperature and pH range. These prohibitions will be updated to account for the current design of the sanitary sewer system and to align with provincial and federal regulatory requirements.

### Limited Substances

Bylaw 5115 currently limits four parameters (biochemical oxygen demand, total suspended solids, oil and grease, and total phosphorous). The new bylaw will include three basic types of limited substances:

<b>Substance</b>	<b>Explanation</b>	<b>Example(s)</b>
Conventional	Substances which can be removed through conventional wastewater treatment.	High strength wastewater which puts pressure on the treatment plant and increases the cost of ensuring the process meets Permit to Operate requirements.  Fats, Oil and Grease which can lead to sewer backups.
Organic	Substances which can cause potential harm to worker safety and/or upset the wastewater treatment process.	Hydrocarbons and their derivatives such as benzene, toluene, and chloroform which are found in gasoline, motor oil, and solvents.
Inorganic	Substances which remain in the liquid or solids that are released back into the environment.	Metal elements such as zinc, lead, and mercury which are found in the wastewater of automotive shops, manufacturing industries, and metal platers.

### Baseline Wastewater Discharge Inventory

Understanding the way substances are discharged into the City's sanitary sewer system is the foundation for success of source control programs. As such, Administration has developed an inventory of the businesses that may release a substance that presents a risk to the sanitary sewer system. Within the inventory, businesses are grouped according to the type of substance discharged and the level of risk is assessed.

At the beginning of the baseline, there were approximately 1600 businesses in the inventory. Administration has evaluated the risk presented by individual discharges based on the following framework.

## Baseline Wastewater Discharge Inventory, Risk Assessment Framework

Risk Level	Criteria
None	Business discharges domestic waste only, will not be included in a specific source control program (i.e. removed from inventory)
Low	Business has potential to discharge waste of concern but already implements desired wastewater management practices. Business will be included in a specific source control program, but will be a low priority for follow up once the new bylaw is in place.
Medium	Business discharges waste of concern and one or more of the following apply. Business: <ul style="list-style-type: none"> <li>▪ Partially implements desired wastewater management practices</li> <li>▪ May discharge wastewater of minor concern, in small amounts</li> <li>▪ Chose to not participate in the baseline inventory</li> </ul> Business will be included in a specific source control program and will be a medium priority for follow up once the new bylaw is in place.
High	Business discharges waste of concern and one or more of the following apply. Business: <ul style="list-style-type: none"> <li>▪ Does not implement desired wastewater management practices</li> <li>▪ Discharges wastewater of definite concern, regardless of volume</li> <li>▪ Is upstream of a trouble spot in the collection system</li> </ul> Business will be included in a specific source control program and will be a high priority for follow up once the new bylaw is in place.

### Findings of the Baseline Inventory

The baseline inventory is more than 70% complete. Current findings are provided in the following table:

**Baseline Inventory Findings (as of August 31, 2015)**

Source Control Program	Number of Businesses Reviewed	Risk Evaluation				
		No Impact	Low Risk	Medium Risk	Medium Risk	High Risk
				A*	B*	
Limited and Prohibited Substances	380	309	52	7	11	1
Surcharge (Industrial Monitoring)	6	-	0	0	0	6
Fats, Oil and Grease	484	-	283	48	76	77
Dental	62	-	57	0	5	0
Grit	222	-	168	29	19	6
<b>Total</b>	<b>1154</b>	<b>309</b>	<b>560</b>	<b>84</b>	<b>111</b>	<b>90</b>

\* A = medium risk as evaluated, B = chose not to participate, unable to evaluate

Of the 1154 businesses contacted, approximately 26% will not be impacted by the proposed source control programs. Of the remaining 862 businesses:

- 66% are already following best management practices (i.e. are low risk).
- 10% would likely come into compliance with minor operational adjustments (i.e. are medium risk).
- 13% declined participation and could not be properly evaluated, therefore were placed in the medium risk category for later follow up once the new Sewer Use Bylaw is in effect.
- 11% likely pose a high risk to the sanitary collection system or treatment operations and may require operational upgrades in order to comply with the bylaw.

Once the inventory is complete, source control programs will be implemented to manage the City's relationship with these businesses that discharge substances that represent a risk to the sanitary sewer system.



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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### **Fleet Services – Civic Service Review**

#### **Recommendation of the Committee**

That the improved efficiencies and effectiveness in delivering service as outlined in the report of the General Manager, Corporate Performance Department, be received as information.

#### **History**

At the December 7, 2015 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated December 7, 2015 was considered.

#### **Attachment**

December 7, 2015 Report of the General Manager, Corporate Performance.

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## Fleet Services – Civic Service Review

### Recommendation

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommended to City Council:

1. That the improved efficiencies and effectiveness in delivering service as outlined in this report be received as information.

### Topic and Purpose

The purpose of this report is to provide an overview of the Fleet Services (FS) operations Civic Service Review (CSR).

This review explored opportunities for improvement within the shop service, procurement, technology usage, and internal customer service operations. Implementation of the above recommendation will improve service to FS's customers and in turn citizens by:

- Reducing time spent by internal customers finding adequate parking and for FS mechanics locating equipment through parking lot functionality improvements;
- Increasing accountability between FS and their customers through improved communication, and increase transparency in rental rate practices through the use of service agreements;
- Creating improved data tracking by updating technology used at FS; and
- Reducing operational costs.

### Report Highlights

1. There are two key components of the CSR Process; efficiencies identified by employees delivering the service, and where warranted, recommending new service levels for activities where customer expectations are not being met.
2. Through the review, employees have found solutions for better service and savings of approximately \$100,000 to date.
3. The staffing model service level analysis uses information about the current process, cost of, and challenges to build options for the future that create efficient customer-focused processes that are fiscally responsible.

### Strategic Goals

This report supports the Strategic Goals of A Culture of Continuous Improvement and Asset and Financial Sustainability. Process and efficiency improvements focus on identification of root cause issues and innovative and creative solutions that will provide optimal service improvements. Increasing efficiency and effectiveness in service provision ensures the City of Saskatoon (City) is investing in what matters and managing resources in a long-term sustainable way.

## 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.

See Attachment 1 for the Continuous Improvement Strategy Overview.

## Report

The CSR for Fleet Services has two phases. One to review the operational efficiencies of the service and secondly to review the current business model in order to determine its relevance and effectiveness. This report focuses on the first phase which was completed in the fall of 2015. The second phase will be undertaken in 2016.

Fleet Services can be considered the essential service for many corporate business needs that directly affect citizen satisfaction with civic services, such as waste collections and roadway maintenance. The impact on FS customers is a key consideration in operations of the division. Internal customers expect vehicles and equipment to be procured, upfitted, proactively maintained, and serviced quickly and completely.

- Efficiencies enabling FS staff to focus on effective customer service will have a positive impact on customer and citizen satisfaction and ensuring both groups are receiving good value for money.
- Attachment 2 provides a summary of key findings.

## Review for Efficient and Effective Service

FS employees involved in shop service, procurement, technology usage, and internal customer service all took part in the CSR to bring forward perspectives on how to improve current operations. Representatives from the Waste Handling, Public Works and Saskatoon Light & Power Divisions also attended to ensure customer perspectives and ideas were voiced and considered.

The CSR process began with a review of how shop service and procurement services are currently being delivered. This exercise builds collective understanding in the group and simulates a 'safe space' environment where the team can focus on working towards the common goal of improved internal customer service; ultimately improving citizen satisfaction. Feedback from these discussions and a customer service survey highlighted satisfaction with many current FS services including emergency and accident repair, preventative and planned maintenance, off-season repair scheduling as well as fueling services.

However current state challenges do exist, including:

- Missed phone calls and no “first stop/service desk” in the FS shop office
- Overtime costs for FS shop staff and available labour hours limiting potential throughput
- People walking onto the shop floor without proper knowledge of the area or safety protection
- Shared shop space
- Obsolete fleet management technology and double data tracking
- Confusion over chargeback and rental rate details
- Training and practice for operators of units
- Vendor accountability
- Procurement request and approval processes and related policy
- Communication and reporting between FS and their customers
- Budget strategy for funding vehicle and equipment purchases and replacements
- Time wasted finding customer units after drop off

These challenges were the focus of in depth discussions on how to improve the operational efficiency and increase the effectiveness in the services provided by the Fleet Services section. See Attachment 3 for a detailed executive summary of the FS CSR.

#### Returned Staff Time<sup>1</sup> Value and Efficiency Savings

The following provides some highlights on key findings:

- Missed calls, lack of “first stop/service desk”, and shop floor safety concerns; details in Attachment 4.
  - Returned staff time value from improvement action is expected at \$20,000.00; (with additional \$3,000.00 hard dollar savings).
- Time wasted finding customer units after drop off; details in Attachment 5.
  - Returned staff time value from improvement action is expected at \$35,000.00 annually.
- Training, communication, costing and data tracking will be collectively addressed by introducing service agreements for each FS customer group. This strategy will be further detailed in a follow up report in the first quarter of 2016.
  - Returned staff time value from these actions are expected at \$30,000.00 annually; (with additional hard dollar savings related to SGI deductible costs for at fault accidents are expected at \$10,000.00 through these actions).

#### Service Level Review

A key finding of the FS CSR was the need for a shop staffing model that maximizes potential labour hours to meet operational needs and limits overtime costs. Creating this type of staffing model will meet expectations of internal customers and in turn increase citizen satisfaction with civic services.

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<sup>1</sup> Returned staff time value – refers to the dollar value of time returned to an employees job duties as outlined in official job descriptions used by the City of Saskatoon through a reduction in movement, processing, and other non-value added activities.



The team is investigating optional shop staffing models with the above goals in mind. Collaborative communication efforts will involve unions and Human Resources prior to implementation.

Proposed savings identified throughout this report will be redeployed within FS to finance upfront costs of identified efficiency action plans as well as other strategic and operational priorities.

### **Communication Plan**

The CSRs provide an opportunity for the public to learn more about the City's operations, the costs to deliver the services, and to provide feedback and input into how the City can deliver any of its services more efficiently. The approved Levels will be communicated through 311/Service Saskatoon so citizens know what services they can expect. Citizens will have the opportunity to provide input into levels of service as well as the budget using the Shaping our Financial Future budget tools.

Results from the Civic Service Reviews will be communicated on the City's website in the 'Latest Strides' and/or 'City Spotlight' sections of the *Our Performance* page at [www.saskatoon.ca/strides](http://www.saskatoon.ca/strides).

### **Financial Implications**

The financial implications related to efficiency gains will be reallocated to fund other strategic and operational priorities and/or may contribute to a reduction in the actual annual budget (Attachment 2).

### **Other Considerations/Implications**

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

### **Due Date for Follow-up**

The second phase of the CSR dealing with the review of the current business model and rate structure will take place in 2016. This phase of the review will concentrate on the investigation of alternative service delivery options as well as options for outsourcing services provided by Fleet Services. This review will consider the need for the City being in the Fleet Services business and the rationalization of this service. The scope of the review will consider , the determination of the appropriate procurement model that takes into account a cost-benefit analysis on leasing versus owning units, rental rate calculations, options for efficiencies in the current car allowance program, and efficiencies in the police fleet operations. In addition, improvements to service delivery expectations will be reviewed that include detailed internal customer service agreements and asset management plans to manage the assets of the City's Fleet. This report will be brought forward to the Standing Policy Committee on Environment, Utilities, and Corporate Services in the first quarter of 2016.

The report will provide accurate information for future operating budget requests to manage the existing and additional units as Saskatoon continues to grow.

**Public Notice**

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

**Attachments**

1. Continuous Improvement Strategy Overview
2. Fleet Services CSR Summary of Key Findings
3. Fleet Services CSR Executive Summary

**Report Approval**

Written by: Kristin Bruce, Process Improvement Consultant  
Reviewed by: Kim Matheson, Director of Strategic & Business Planning  
Kerry Tarasoff, CFO/General Manager, Asset & Financial  
Department  
Approved by: Catherine Gryba, General Manager, Corporate Performance  
Department

Administrative Report-Fleet Services-Civic Service Review.docx

## **Continuous Improvement Strategy Overview**

In 2014, the Administration began our Civic Service Reviews (CSR) to conduct a detailed examination of each of our services to address three main questions:

- A. Is the service aligned with our Strategic Plan?
- B. Does the service provide value for citizens?
- C. Are we delivering the service in the most efficient way?

### Framework for Civic Service Reviews:

#### 1. Service Level

##### a. Asset Service Level

How the assets and services are preserved, renewed, and funded to ensure the quality of life for citizens is sustained or improved, and include:

- Inventory of Asset(s)
- Condition of Asset(s)
- Costs to Preserve Asset(s)
- Gap in Funding
- Funding Plan/Investment Strategy

##### b. Maintenance Service Level

The maximum interval between tasks or activities required to maintain the defined level of service are referred to as Maintenance Service Levels, and include:

- Description of Service
- Definition of Service Level
- Cost to Maintain Asset
- Timelines to achieve Service Level
- Service Level Approval

#### 2. Efficiency

##### a. Operational Efficiency

A review of current processes identifies opportunities to improve efficiency and increase the effectiveness of the service and /or program. Savings resulting from the improvements will be quantified and reported as part of the overall Civic Service Review.

### Knowledge Base for Service Saskatoon

All of this information can be used to prepare our knowledge base for Service Saskatoon and the 311 Call Centre.

### Communication Plan

The CSRs provide an opportunity for the public to learn more about the City's operations, the costs to deliver the services, and to provide feedback and input into how the City can deliver any of its services more efficiently. Citizens will have the opportunity to provide input into levels of service as well as the budget using the Shaping our Financial Future budget tools.

Results from the Civic Service Reviews will be communicated on the City's website in the 'Latest Strides' and/or 'City Spotlight' sections of the *Our Performance* page at [www.saskatoon.ca/strides](http://www.saskatoon.ca/strides).

### A Summary of Key Findings Related to Efficiency and Effectiveness

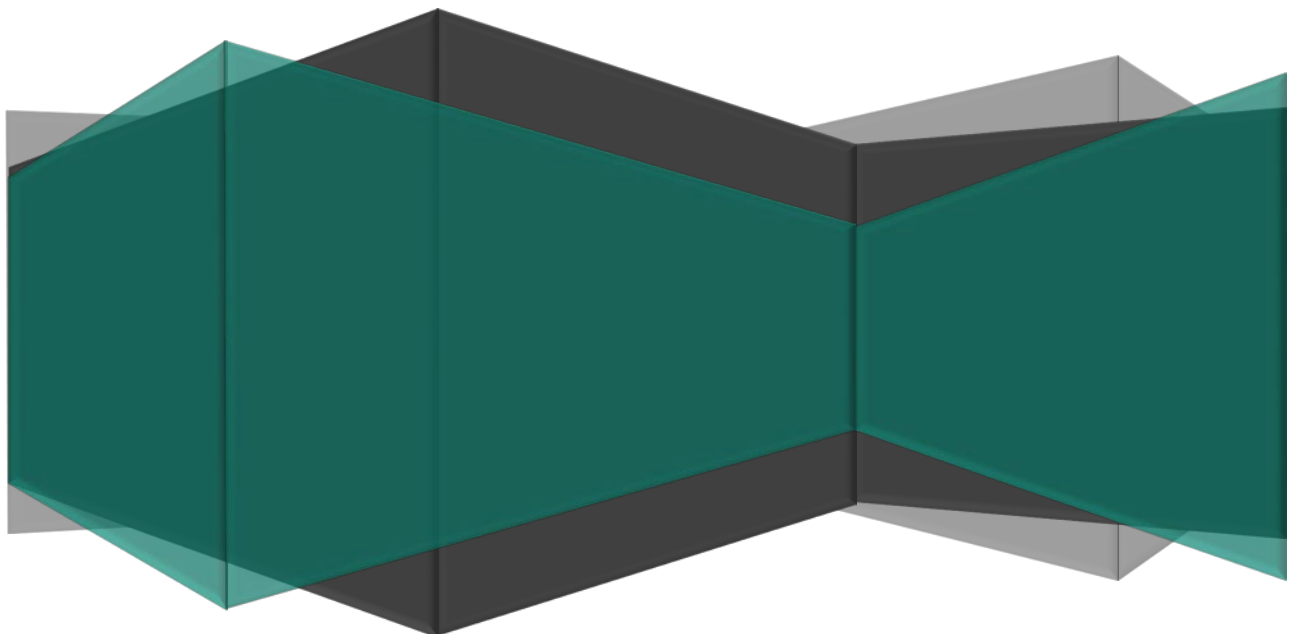
Key Findings	Estimated Savings	
	Returned Staff Time	Hard Dollars
<p><u>Customer Service Focused Entryway</u></p> <p>Improvements to safety for staff, delivery personnel, and visitors by creating a physical partition between the shop floor and entry walkway.</p> <p>Internal customer service improvements through a dedicated first stop person in the shop office and staggered breaks to eliminate missed calls.</p> <p>Savings on computer, printer, and phone technology by eliminating dust transfer from shop floor to office.</p>	\$20,000.00	\$3000.00
<p><u>Increasing Parking Lot Functionality</u></p> <p>Focuses the parking strategy on limiting wasted time for both FS internal customers and staff by creating designated drop-off and pick-up areas for units of different sizes.</p> <p>Improvements to safety of City Yards by reducing need for staff to cross the high traffic road on foot and eliminating the need to back up on to the road to leave the area.</p>	\$35,000.00	
<p><u>M5 Fleet Management Technology Update</u></p> <p>Focusing on creating a user friendly fleet management technology to enable easy unit data tracking. Improving FS's ability to create reports for their customers and plan proactively.</p>	(*Accounted for within 'Customer Service Agreements' estimated savings.)	
<p><u>Customer Service Agreements</u></p> <p>Collaborative agreements between FS and their customer groups that focus on reporting, communication, procurement, and training needs of customers and outline in detailed rental rate calculations. Agreements will be created through iterative discussion processes and managed by small committees.</p> <p>Hard dollar savings are expected through proactive training discussions mitigated accidents resulting in SGI costs.</p>	\$30,000.00	\$10,000.00

**City of Saskatoon**

# **Fleet Services Operations Civic Service Review**

**Opportunities to Improve Efficiency and  
Effectiveness  
Executive Summary**

**December 2015**



## TABLE OF CONTENTS

Introduction .....	3
The Facilities and Fleet Management Division .....	3
Fleet Services .....	3
The Fleet Services CSR.....	4
Discussing the Current State .....	4
Creating the Desired Future State .....	5
Key Findings.....	6
Action to Date.....	6
Next Steps.....	7

# Fleet Services CSR: Executive Summary

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## INTRODUCTION

The Continuous Improvement Strategy was approved by City Council at its meeting held on December 3 and 4, 2013. The CI strategy includes three components:

- Annual Civic Service Reviews,
- Internal Process Reviews, and
- Innovation coaching to empower employees.

The Fleet Services Civic Service Review began in October 2014 and focused on shop service, procurement, technology usage and internal customer service operations.

## THE FACILITIES AND FLEET MANAGEMENT DIVISION

Facilities and Fleet Management is responsible for the City's buildings and structures, the City-owned vehicle and equipment fleet, and the City's radio communications system. The Division provides for building operation and maintenance of civic facilities including leisure facilities, fire halls, transit buildings, Police Services, Remai Modern Art Gallery, outdoor paddling pools and spray parks, as well as services for the libraries, TCU Place and SaskTel Centre. Project management services for capital or maintenance projects are provided including design, contract tendering, and construction management.

The Division is responsible for the purchase, repair, and maintenance of the City's vehicle and equipment fleets including the mobile and hand-operated parks and turf equipment. Included as part of this are operator certification, training, and equipment safety courses.

The Division also manages the corporate trunked radio system, serving 15 user groups using 1,700 portable and mobile radios.

## FLEET SERVICES

The Fleet Services (FS) workgroup can be considered the essential service for many corporate business needs that directly affect citizen satisfaction with City services as the managers of procurement, licensing, fit up, and servicing of the City's fleet. Under these responsibilities comes the organization of 950 units, totalling approximately \$80M in assets, rotating on a seasonal schedule.

Personnel in this area meet these needs through dedication to internal customer service and financial responsibility. Issues in this business impact all divisions and all departments and as such, their internal customers are a key consideration in the operations of the workgroup. Reflecting this key consideration was the instigation of the

FS CSR after all three earlier CSRs (Parks, Roadways, and Waste Handling) discussed concerns related to aspects of FS businesses.

## THE FLEET SERVICES CSR

### Discussing the Current State

To begin the CSR, members of FS and their internal customers, including representatives from Saskatoon Light & Power, Waste Handling, and Roadways, discussed what was working and not working in the current state for vehicle and equipment servicing and procurement of new and replacement vehicles and equipment.

- Results from the service team highlighted overall customer satisfaction with unit service and turnaround activity.
  - FS mechanics noted perceived workflow challenges related to sharing shop space with the Police Fleet Maintenance Team.
  - In order to create unbiased options, this action item was transferred to the Police Fleet CSR which began in September 2015. Shop set up, efficiency, and standardization opportunities will be investigated.
- Results from the procurement team highlighted concerns around extra processing related to procurement request forms, purchasing control dollar values, the effects total loss accidents have on replacement funds and the procurement “line up”, and vendor accountability.
  - However, satisfaction with staff interactions was also highlighted by this team. Comments focused on FS staff making time for detailed discussions about procurement needs and timelines.

The chart below provides a high level summary of all current state challenges.

• Missed phone calls and no first stop in the shop for directions	• Time waste finding customer vehicles after dropped off	• Training and practice on vehicles and equipment
• Overtime costs for shop staff	• Labour hours available limiting the number of work orders that can be completed	• Reporting and communication between FS and their customers
• People walking into shop without proper knowledge of area or safety materials	• Chargeback details versus monthly rental rate inclusions	• Limited communication ability between technology systems of FS and their customers
• Out-of-date fleet management technology creating double tracking on age and wear statistics	• Procurement request and approval process and policy	• Budget strategy for funding vehicle and equipment purchases and replacements
• Vendor accountability	• Fleet overall age	• Shared shop space
• Processing time/signatures for procurement requests	• Total loss incidents “soaking up” unit replacement dollars	• Purchasing control dollar values (>\$5000)



FS complemented the above discussions by creating a customer service survey and circulated this to all internal customers. The survey had a 100% response rate and positive results overall. Areas needing improvement were similar to those discussed by the CSR teams. Details from the survey are presented below.

### **Meets Expectations**

- Emergency Repairs Service
- Preventative Maintenance and Planned Service
- Off-season Repair Scheduling and Service
- Accident Repairs
- Fueling Services

### **Needs Improvement**

- Staffing Levels and Availability
- Fleet Age
- Parking at FS Building

## **Creating the Desired Future State**

Moving forward in the CSR process focuses on creating lasting organizational change through efficiency, defined service levels, and addressing the current state challenges. The current challenges outlined above reflected three major themes:

- Internal Customer Service
- Accountability
- Fiscal Responsibility

**Internal Customer Service** relates to improving the experience of FS customers when accessing services at FS.

- Improvements and efficiencies here will in turn improve service delivery for citizens, as FS customers provide front line services in Saskatoon, such as garbage collections, roadway repair, and facility maintenance.

**Accountability** relates to creating mutual understanding between FS and their customers enabling efficient reporting, regular communication, and clarity of expectations.

- Communication improvement efforts are already underway between FS and their customers. Managers meet regularly and discuss what is needed to deliver efficient and effective services to citizens in the upcoming season.
- Similarly discussion around information for effective reporting is actively occurring.

**Fiscal Responsibility** related to ensuring that all dollars spent are spent in manner that creates added value for internal customers and in turns citizens as well as contributes to economic sustainability into the future.

- A detailed analysis of the challenges pertaining to procurement and the maintenance of the Police Fleet are currently underway and will be presented in a future report to the Standing Policy Committee on Environment, Utilities and Corporate Services.

Key findings presented in the following chart aim to ensure efficiency, defined service levels and address current state challenges.

## Key Findings

### Internal Customer Service (\$55,000 in returned staff time)

- Develop a safe customer-focused shop entryway and office while keeping in mind the impending move to the Civic Operations Centre.
- Develop options for an efficient parking strategy at the Vehicles and Equipment improving functionally and safety over the current state.
- Develop a shop staffing model that maximizes potential labour hours to meet operational needs and limits overtime costs.

### Accountability (\$30,000 in returned staff time; \$10,000 hard savings)

- Develop service agreements with all customers outlining expectations for communication, reporting, procurement, training, rental rate details, and vehicle and equipment servicing.

### Fiscal Responsibility (Savings accounted for above)

- Update fleet management technology and software training to ensure efficient reporting to customers, accuracy of fleet condition information for asset management planning, and work tracking practices.
- Support the procurement process and policy review currently underway by ensuring concerns and suggestions for improvement be considered during the review.

## Action to Date

Members of the CSR team are leading small work groups in developing detailed options to support the key findings outlined above using:

**Efficiency Action Plans** - designed to take employee feedback and improvement ideas from CSR workshops and create focused options with costing estimates to ensure informed decision making and movement from plan to action.

**Service Level Analyses** – designed to take information about the current process, cost of, and challenges around the delivery of a service and build options for the future. Options aim to create efficient, fiscally responsible, and customer-focused processes.

## Next Steps

The FS team has begun working on the second phase of the CSR, a detailed review of the current business model including:

- Procurement of new and replacement vehicles and equipment including a cost-benefit analysis of leasing versus owning units
- Vendor accountability
- Rental rate calculations
- Details on internal service agreements including an outline of costs related to service levels.
- Efficiencies in the Police Fleet Operations
- Cost-benefit analysis of installing GPS units in all civic fleet vehicle and equipment
- Options to increase efficiencies in the current car allowance program
- Shop location and space

A report summarizing the findings of the second phase and associated efficiency gains of the Fleet Services CSR will be brought forward to the Standing Policy Committee on Environment, Utilities, and Corporate Services in the first quarter of 2016.



# **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES**

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## **Update from Corporate IT**

### **Recommendation of the Committee**

That the report of the General Manager, Corporate Performance Department, dated December 7, 2015, be received as information.

### **History**

At the December 7, 2015 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department dated December 7, 2015 was considered.

### **Attachment**

December 7, 2015 Report of the General Manager, Corporate Performance.

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## Update from Corporate IT

### Recommendation

That the report of the General Manager, Corporate Performance Department dated December 7, 2015, be forwarded to City Council for information.

### Topic and Purpose

This report articulates the high level activities that the Information Technology (IT) division has been focused on during the past 6 months.

### Report Highlights

1. The IT Division has begun its work toward achieving the IT vision and mandate.
2. Setting priorities and managing the project portfolio is key to effectively managing our resources.
3. To build capacity among the staff and foster innovation initiatives are underway.

### Strategic Goals

This report supports the Strategic Goal of a Culture of Continuous Improvement, leveraging technology and emerging trends to reach our goals, serve citizens and connect meaningfully with our stakeholders.

### Background

The Administration undertook a review of the IT functions. An independent consulting report recommended the development of a multi-year business plan determining how IT will support the strategic direction of the City.

Based on the results of this review, IT launched a new vision and mandate statement in July 2015. Main components to the vision outlined in the IT Division are:

- Being a strategic business partner empowering our citizens and the Corporation in effectively utilizing technology to access our programs and services.
- IT would become the leaders in innovative business solutions for our business partners providing the effective and efficient use of the corporations' resources.

In conjunction with the development of a strategic business plan for IT, activities that are in alignment with goals of the Corporation have been initiated.

### Report

#### Vision and Mandate for Corporate IT

The focus is on building relationships with the corporation and delivering excellent customer service. The IT Division has begun the following initiatives:

- Divisional realignment of staff and teams to reflect corporate business line structure.
- Introduction of IT steering committees and relationship management within Departments and Divisions.

- Supporting Service Saskatoon and initial start of a 311/CRM experience is transforming the way we do business today with the introduction of end to end process analysis for 6 services in Public Works.
- The external website is currently managed by a vendor. The website is deemed essential and key to providing service to citizens. Moving the sustainment and future development of the City's website to internal resources in 2016 will reduce operating costs and increase deliverables.
- A multi-year Corporate IT strategy is being developed that will provide direction and strategic alignment.
- Collaborate with the City of Regina, City of Calgary, Saskatoon Police Services and TCU Place to build relationships, enhance our experience and share initiatives.

### Setting Priorities and Portfolio Management

To ensure we are focused on asset and financial sustainability for the corporation, the following initiatives are being undertaken:

- Introduction of formal project intake, evaluation and management of projects.
- Partner with Microsoft and complete a data analytics initiative for Transit.
- Building a technical roadmap with Transit to effectively utilize Trapeze software to ensure reliable multi-channel experience to citizens.
- Complete assessment of infrastructure and applications underway to develop a technical roadmap and strategic plan for the Corporation.
- Initiated discussions with IBM team to enter the 'smarter city' challenge in 2016.
- Evaluate the 210 IT related projects on the roster and produce a report on the value proposition and strategy to delivering them.
- Participate in the development of a business case with the Finance division and Deloitte to provide leadership with a comprehensive report on the value of an Enterprise Resource Planning (ERP) system.
- A review of enterprise software licensing agreements. Two contracts have been completed:
  - SaskTel mobility (\$26,400 per year savings).
  - Wide Area Network (WAN) contract (\$120,000 savings over a three year contract).
  - An Office 365 review is underway to position the corporation for a cloud based solution in 2018.

### Building Capacity to Lead and Foster Innovation

In our efforts to foster A Culture of Continuous Improvement and focus on core business activities:

- A three day training session on Business Analysis was delivered to 25 staff and business partners.
- Provided support in the RFP process for public WiFi access at facilities.
- Business analysis and solution options for the new land website.
- Launch the upgrade and continue to build on the core application platform of GIS.

- Conduct a study on the City's current multi-function print and fax requirements. A business case and RFP have been produced to partner with a vendor to manage our printing needs which will result in savings and efficiencies.
- Business analysis and RFP completed to implement a cloud based solution for electronic paystubs. ePayStub will be in place for January 2016.
- Introduction of Business Intelligence for Fire and Human Resources. Demonstrating the 'art of the possible' in providing business units with access to data and decision making.
- Role out the corporate standards for the use of SharePoint as a collaboration tool and document management platform.
- Introduction of a new Service Desk tool that will enable self-service portal, service catalogues, service level agreements and provide the framework to build on asset and software management.
- Introduction of capacity planning and monthly reporting to ensure effective and efficient use of resources.
- Creating opportunities for staff to develop a career path.
- Physical office moves completed within budget to bring teams together.

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

Consultations have transpired with the leadership of CUPE 59, SCMMA, ESA and Human Resources to review and solicit feedback and support of the changes impacting staff.

#### **Communication Plan**

A formal communication plan has been developed with the Communications division and parts of the plan have been executed. Ongoing communications will continue to bridge the gap and support the role of Corporate IT as a strategic business partner to foster innovation and improve service delivery to citizens and the corporation.

#### **Financial Implications**

The justification of technology investments is considered a strategic corporate objective to continue innovation and utilize resources effectively. Standardization and corporate alignment will increase efficiencies and provide opportunities to reduce operating costs.

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

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

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

Progress reports from Corporate IT will be submitted on a semi-annually basis.

#### **Public Notice**

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

#### **Report Approval**

Written by: Paul Ottmann, Director of Information Technology  
Reviewed and  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department



## **EXECUTIVE COMMITTEE**

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### **FCM Membership**

#### **Recommendation of the Committee**

That a payment for the 2016 – 2017 membership in the amount of \$32,001.93 to the Federation of Canadian Municipalities be approved.

#### **History**

At the December 8, 2015 meeting of Executive Committee, a communication and invoice was considered regarding the above.

#### **Attachment**

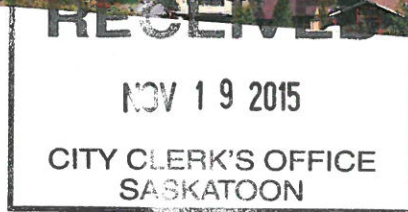
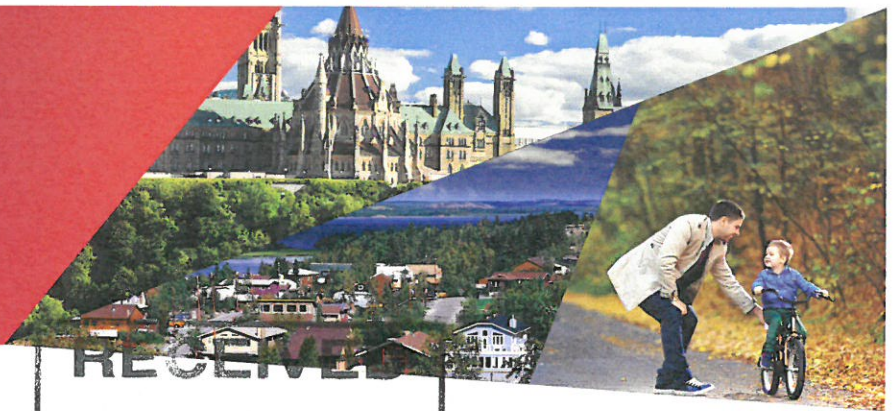
Communication and Invoice from FCM.



# Unity Strength Collaboration

Join the national municipal movement

> [fcm.ca](http://fcm.ca)



39435

Dear Mr. Murray Totland,

Thank you for your ongoing support of the Federation of Canadian Municipalities (FCM). Together, we've made some great strides for City of Saskatoon, and for municipalities right across Canada. That's why I'm writing to ask that you renew your membership with FCM for 2016–2017, so that we can continue to build a stronger and more prosperous country.

For more than 100 years, FCM has been the national voice for Canada's local governments. We understand that the solutions to some of this country's biggest national challenges can be found in local communities. We work hard to ensure our members' issues are heard at the federal level. What's more, our members receive exclusive access to distinct benefits, everything from expert analysis on federal legislation that impacts municipalities to a say in resolutions that guide FCM's advocacy work on Parliament Hill.

The authority of FCM comes from its membership—nearly 2,000 municipal governments, from big cities and rural towns to northern and remote villages. The federal government knows that FCM represents a strong and engaged municipal sector. That's why we get results. In Budget 2015 alone, FCM helped secure a new, permanent and predictable Public Transit Fund, worth \$1-billion a year by 2019. In previous years we've helped secure the New Building Canada Fund, the Gas Tax Fund and the GST rebate for municipalities.

Municipal leaders have never been more united, more engaged and more influential. We've already shown the federal government that partnering with municipalities is essential to Canada's future. And we succeeded at propelling key local issues onto the federal election stage. During the campaign, all four major parties responded—fully or in part—to the issues that FCM has been advancing on behalf of its membership. That's good for our communities, and it's good for Canadians.

But of course, there's still more to do. FCM is already hard at work, on behalf of its members, ensuring that their local issues and priorities remain front-and-centre in Ottawa. We will be there—every step of the way—working together with the federal government to turn election commitments into initiatives that work for municipalities.

Enclosed you'll find some important information about renewing your FCM membership. This is a critical time for municipalities, and our work together is so important. Let's keep City of Saskatoon a part of the municipal movement that's building a better Canada. United, our voice is impossible to ignore.

Sincerely,  
Raymond Louie  
FCM President

155-2

**RECEIVED**  
NOV 19 2015  
CITY CLERK'S OFFICE  
SASKATOON



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice  
2016-2017  
Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

Mr. Murray Totland  
City of Saskatoon  
222-3rd Avenue North  
Saskatoon, SK S7K 0J5  
Canada

**RECEIVED**  
CITY OF SASKATOON  
NOV 18 2015  
CITY MANAGER

INVOICE/FACTURE: 39435  
DATE: 10/27/2015  
ACCOUNT/COMPTE: 92  
DUE DATE/DATE LIMITE: 03/31/2016

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/16 to March 31/17 / Frais de cotisation du 1 <sup>er</sup> avril 2016 au 31 mars 2017 Municipal Dues Calculated with a base fee of \$340.00 plus per capita fees of \$31,661.93(fee population of 222,189 x 14.25 cents).	\$32,001.93
Optional contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors (fee population of 222,189 x 5.00 cents).	\$11,109.45
<b>TOTAL:</b>	<b>\$43,111.38</b>
<b>PAID AMOUNT/MONTANT PAYÉ:</b>	<b>\$0.00</b>
<b>BALANCE DU/MONTANT DÛ:</b>	<b>\$43,111.38</b>

**PAYMENT/PAIEMENT**

By cheque  
payable to the *Federation of Canadian Municipalities*

Par chèque  
à l'ordre de : *Fédération canadienne des municipalités*

24 rue Clarence Street  
Ottawa, ON K1N 5P3

By Electronic Funds Transfer/  
Par transfert électronique de fonds  
Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number: 00006    Account Number: 1006063  
Numéro de transit: 00006    Numéro de compte: 1006063  
accountsreceivable@fcm.ca/comptesrecevables@fcm.ca



## **EXECUTIVE COMMITTEE**

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### **2015 Capital Budget Adjustment Request – Saskatchewan Combined Forces Special Enforcement Unit – Saskatoon Office Relocation – Board of Police Commissioners**

#### **Recommendation of the Committee**

That a 2015 Capital Budget expenditure adjustment in the amount of \$300,000 for a one-time purchase for the necessary security improvements and renovation costs of the SFSEU Saskatoon site be approved.

#### **History**

At the December 8, 2015 meeting of Executive Committee, a request from the Board of Police Commissioners was considered regarding the above.

#### **Attachment**

Report of the Chief of Police dated November 6, 2015.



## **EXECUTIVE COMMITTEE**

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### **Notice of Special General Meetings – The Saskatoon Gallery and Conservatory Corporation & The Art Gallery of Saskatchewan Inc.**

#### **Recommendation of the Committee**

That the City of Saskatoon, being a member of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., appoint Donald Atchison or in his absence, Tiffany Paulsen or Charlie Clark of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Special General Meetings of the members of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc., to be held on the 15th of December, 2015, or at any adjournments thereof.

#### **History**

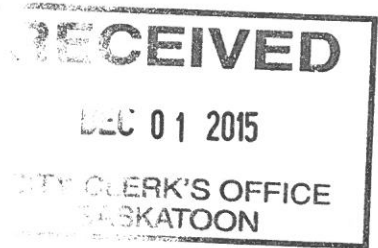
At the December 8, 2015 meeting of Executive Committee, a notice of meeting for the Special General Meetings of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan was considered.

#### **Attachment**

Notice of Special General Meetings received December 1, 2015.

175-57

**From:** Sproule, Joanne (Clerks)  
**Sent:** December 01, 2015 1:40 PM  
**To:** Couture, Suzanne (Clerks)  
**Subject:** FW: Notice of Special General Meeting - December 15  
**Attachments:** Notice of Special General Meeting.pdf



**Joanne Sproule | tel 306.975.3240**

City Clerk  
City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5  
[joanne.sproule@saskatoon.ca](mailto:joanne.sproule@saskatoon.ca)  
[www.saskatoon.ca](http://www.saskatoon.ca)

*If you receive this email in error, please do not review, distribute or copy the information.  
Please contact the sender and delete the message and any attachments.*

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**From:** Jana King-Mayes [<mailto:jking-mayes@remaimodern.org>]  
**Sent:** Tuesday, December 01, 2015 1:39 PM  
**To:** Sproule, Joanne (Clerks)  
**Subject:** Notice of Special General Meeting - December 15

Good morning Joanne,

Attached is a notice of meeting for the Special General Meetings of The Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc. If you require any other information, please let me know. The meetings will be to appoint a new Trustee, Karen Chad to the Board.

Thank you.  
Jana

**Jana King-Mayes**

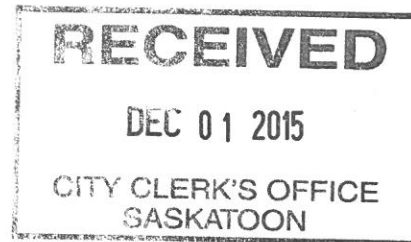
Executive Assistant  
Remai Modern (opening 2017)  
P.O. Box 569, Saskatoon, SK S7K 3L6  
P 306 975 7669  
F 306 975 7670  
[jking-mayes@remaimodern.org](mailto:jking-mayes@remaimodern.org)

**Connect with Remai Modern:**

Web: [www.remaimodern.org](http://www.remaimodern.org)  
Twitter: [@RemaiModern](https://twitter.com/RemaiModern)  
Facebook: [/RemaiModern](https://www.facebook.com/RemaiModern)  
Instagram: [/RemaiModern](https://www.instagram.com/RemaiModern)

Opening 2016

To: His Worship the Mayor and City Council,  
c/o Office of the City Clerk  
Alain Gaucher, Q.C., Chair  
Darrell Bell  
Trent Bester  
Councillor Charlie Clark  
Denise Dorfman  
Danielle Favreau  
John Gormley, Q.C.  
Carolyn Knafelc  
Keitha McClocklin  
Councillor Tiffany Paulsen, Q.C.  
Ken Smith  
Grant Stoneham  
Scott Verity  
Gregory Burke, Executive Director & CEO



**NOTICE OF SPECIAL GENERAL MEETING  
The Saskatoon Gallery and Conservatory Corporation &  
The Art Gallery of Saskatchewan Inc.**

A Special General Meeting of the Members of The Saskatoon Gallery and Conservatory Corporation will take place on **Tuesday, December 15<sup>th</sup>, at 7:30 p.m.**, followed by a Special General Meeting of the Member of The Art Gallery of Saskatchewan Inc. which will take place at approximately 7:45 p.m. The meetings will be held at the Saskatoon Club, 417 - 21<sup>st</sup> Street East, Saskatoon.

The agenda of the meeting will include the appointment of a new Trustee to the Saskatoon Gallery and Conservatory Corporation and The Art Gallery of Saskatchewan Inc. Board of Trustees.

**Please note that there will be a presentation by Herb McFauli at 7:00 p.m. The regular meeting of the Board of Trustees will immediately follow the special general meetings.**

Please confirm your attendance with Jana King-Mayes at [jking-mayes@remaimodern.ca](mailto:jking-mayes@remaimodern.ca) or 306-975-7669

Thank you,  
Jana King-Mayes  
Executive Assistant



## **EXECUTIVE COMMITTEE**

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### **Appointments – Boards, Commissions and Committees**

#### **Recommendation of the Committee**

That the following appointments to Boards, Commissions and Committees, be approved:

#### **Governance and Priorities Committee**

For 2016:

All Members of Council (transferred 2016 appointments to Executive Committee)

#### **Saskatchewan Assessment Management Agency City Advisory Committee**

To the end of 2016:

Ms. Shelley Sutherland, Director of Corporate Revenue (replacing Mr. Kerry Tarasoff)

#### **Saskatoon Airport Authority**

Mr. David Weger nominated for reappointment to the Saskatoon Airport Authority throughout a term expiring at the conclusion of the 2015 Public Annual Meeting of the Corporation, which will be held prior to May 15, 2019.

#### **Municipal Heritage Advisory Committee – Representative of Broadway Business Improvement District**

For 2016:

Ms. Alana Torreson (representative of Broadway BID replacing Ms. Sara Marchildon)

#### **Centennial Auditorium and Convention Centre Board of Directors**

That the City's representative be instructed to vote the City's proxy at the 2016 Annual General Meeting for the appointment of the following to The Centennial Auditorium and Convention Centre Corporation Board of Directors throughout a term expiring at the conclusion of the 2018 Annual General Meeting:

Mr. Darren Kent  
Ms. Jennifer Pereira  
Mr. Bryn Richards



## **EXECUTIVE COMMITTEE**

### **Library Board**

To the end of 2017:

Ms. Beverly Brenna

Mr. Lucas Miller

### **Advisory Committee on Animal Control**

For 2016:

Dr. Sandra Neumann (from October review process)

Ms. Jill Thomson

### **Board of Revision/License Appeals Board**

For 2016:

Ms. Lois Lamon

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### **History**

Executive Committee, at its meeting held on December 8, 2015, considered a number of outstanding appointments to Boards, Commissions and Committees as outlined in the above recommendation.





## EXECUTIVE COMMITTEE

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### ***Delegation of Head of Duties – Access to Information Requests – The Local Authority Freedom of Information and Protection of Privacy Act***

#### **Recommendation of the Committee**

- 1) That the delegation of the duties of “Head” under *The Local Authority Freedom of Information and Protection of Privacy Act*, to Dr. Gordon Barnhart, for a one-year term, commencing January 1, 2016, for all records of members of City Council, be received as information; and
- 2) That the remuneration to Dr. Gordon Barnhart be set at \$12,000 for the one-year term, commencing January 1, 2016, as a retainer, plus an additional per diem of \$1,000 for work performed.

#### **History**

*The Local Authority Freedom of Information and Protection of Privacy Act* specifies that the Mayor is the “head” for all purposes of the *Act*. Section 50 gives the Mayor the power to delegate all or part of his powers and duties as head. The delegation must be in writing and is subsequently reported to City Council, as information. Historically, the delegation has been made in accordance with the wishes of Executive Committee.

Your Committee supports the delegation by His Worship the Mayor of Dr. Barnhart for a one-year term, effective January 1, 2016.

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## **Award of RFP Waste Characterization Study and Waste Diversion Plan**

### **Recommendations**

1. That the proposal submitted by Dillon Consulting Ltd. for the Waste Characterization Study and Waste Diversion Plan, at a total estimated cost of \$327,833, (including GST and PST) be accepted; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents, as prepared by the City Solicitor under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to award the Request for Proposal (RFP) for a comprehensive city-wide characterization of solid waste generated in Saskatoon and drafting of a related Waste Diversion Plan to propose options for achieving Council's target of 70% waste diversion by 2023.

### **Report Highlights**

1. Although new recycling programs have increased the waste diversion rate in Saskatoon, the initial trend to higher diversion has leveled off. The amount of garbage per capita is declining but still remains well above the national average.
2. The 2016 Waste Characterization Study will be more advanced than previous City studies. It will measure community waste destined for all three landfills in the region, use more accurate methods and will provide more detail on industrial, organic and other waste categories.
3. The Waste Diversion Plan will apply Characterization findings and will evaluate City programs and operations in relation to best practices in comparable cities. The Plan will propose a set of actions, including costs and implementation strategies. A draft of the Plan will be the basis for a full public consultation process.
4. The proposal from Dillon Consulting Ltd. received the highest score and has been selected as the Preferred Proponent for both project components.

### **Strategic Goals**

The report recommendations support the Strategic Goal of Environmental Leadership by providing a basis for proposing strategies for City waste diversion. The project also supports the Strategic Goal of Continuous Improvement by evaluating existing waste programs and identifying opportunities and process improvements.

## **Background**

At its meeting on November 5, 2007, City Council adopted the current Saskatoon Waste and Recycling Plan. At its meeting on April 27, 2015, City Council adopted a set of Corporate Performance Measures including a 10-year target to divert 70% of waste from the Saskatoon landfill (by 2023).

## **Report**

### Waste Trends in Saskatoon

Waste behaviour and management in Saskatoon have changed since the development of the Waste and Recycling Plan in 2007. The introduction of new diversion programs and changing consumption habits has resulted in changing disposal and diversion. These trends will be further studied as part of the Waste Characterization Study, and will inform the Waste Diversion Plan. Saskatoon's trends will also be benchmarked against other Canadian municipalities through involvement in the National Solid Waste Benchmarking Initiative (NSWBI). These trends are further described in Attachment 1 and include:

- The diversion rate increased as new recycling programs were introduced, but is now declining due to stabilization or decreasing amounts of garbage and recycling materials such as paper.
- The residential garbage rate (kg of garbage per capita) in Saskatoon is declining but is still above average identified through the National Solid Waste Benchmarking Initiative (NSWBI).

The 2014 Waste Characterization Study indicated that Saskatoon residents are still disposing of recyclable paper and plastic in their garbage cart.

### Waste Characterization

The City hired consultants in 2006, 2012 and 2014 to conduct characterization studies to inform the development of new solid waste programs. These studies provided valuable insights into single and multi-family waste streams, and gave general estimates of Institutional, Commercial and Industrial (IC&I) and other waste streams. To achieve the ambitious Performance Target to divert 70% of waste from the Saskatoon landfill (by 2023), a more comprehensive approach is needed. Key considerations for the Waste Characterization are described in Attachment 2.

### Waste Diversion Plan

The existing 2007 Plan led to a range of new programs, including the introduction of multi-family recycling. The Plan involved significant stakeholder and community engagement. Changing trends, technologies and program results now drive the need to review and amend the Plan.

The development of a new Waste Diversion Plan will be timed to utilize the results of the year-long Waste Characterization Study, and will be led by the same consultants in order to maximize the integration of study findings and data into the Plan.

### Award of RFP

On October 21, 2015, an RFP was issued to hire one consulting team to conduct the Waste Characterization Study and prepare a draft Waste Diversion Plan. Proposals were received from the following companies:

- AET Group / SLR Consulting Canada (Kitchener, ON)
- Dillon Consulting (Saskatoon, SK)
- HDR Corporation (Calgary, AB)
- Tetra Tech EBA (Calgary, AB)

The proposal with the highest score using the criteria developed to assess strength in both project components was Dillon Consulting. Dillon's team has strong experience and is particularly strong in understanding the complexities of study methodology.

Dillon proposes sampling at four intervals in 2016 to capture a range of seasonal variables, including yard waste, construction waste and Christmas-related waste. For residential waste, each sample event is expected to take place over a two-week period. Dillon will also lead a workshop with the Administration to ensure the best methods are utilized for measuring IC&I waste.

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

Community and stakeholder engagement is intended to immediately follow tabling of a draft Waste Diversion Plan in February 2017. Engagement will focus both on understanding our current waste profile (characterization findings) and options for achieving the 70% diversion target (the Plan) in the form of City and industry initiatives, as well as individual actions. Depending on workflow and project needs, the engagement phase may be done in-house or may be the subject of a separate RFP.

### **Communication Plan**

Once a draft Waste Diversion Plan has been prepared, a communications strategy will be developed to assist in achieving waste reduction and diversion goals outlined in the Plan. The communications strategy would provide direction in building public awareness of and participation in waste reduction programs, strengthening stakeholder relationships, and identifying strategies and tactics for the launch of any new programs and ongoing communication for the reduction of solid waste in Saskatoon.

### **Financial Implications**

Capital Project #2184 - Waste Characterization Study provides the funds required for this project. The total project budget is \$400,000. Any funds not applied to this contract will be applied to the subsequent community engagement phase for the Draft Waste Diversion Plan.

Due to the consultants' proposed initial workshop on study methodology, outstanding decisions remain and some waste characterization costs cannot be known at this time. Accordingly, a 25% contingency is included in the costs shown below. On the advice of Solicitors, the contract with Dillon will include a clause to protect the City's interests if agreement on added costs cannot be reached.

## Award of RFP Waste Characterization Study and Waste Diversion Plan

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The upset fee and net cost to the City for this project is as follows:

Basic Upset Fee (incl. expenses)	\$207,121
P.S.T.	\$ 10,356
G.S.T.	<u>\$ 10,356</u>
<b>Total Upset Fee</b>	<b>\$227,833</b>
Contingency (25% of budget)	<u>\$100,000</u>
<b>Total Project Allocation</b>	<b>\$327,833</b>

### Other Considerations/Implications

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

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

A report on the progress of the Waste Characterization Study will be provided to the Standing Policy Committee on Environment, Utilities & Corporate Services in June 2016. Final study findings together with a draft Waste Diversion Plan will be provided to City Council in February 2017. At that time, the Administration will seek direction on community engagement for the Plan.

### Public Notice

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

### Attachments

1. Waste Trends and Benchmarking
2. Key Considerations for the 2016 Waste Characterization and Waste Diversion Plan

### Report Approval

Written by: Eric Westberg, Project Manager, Corporate and Environmental Initiatives

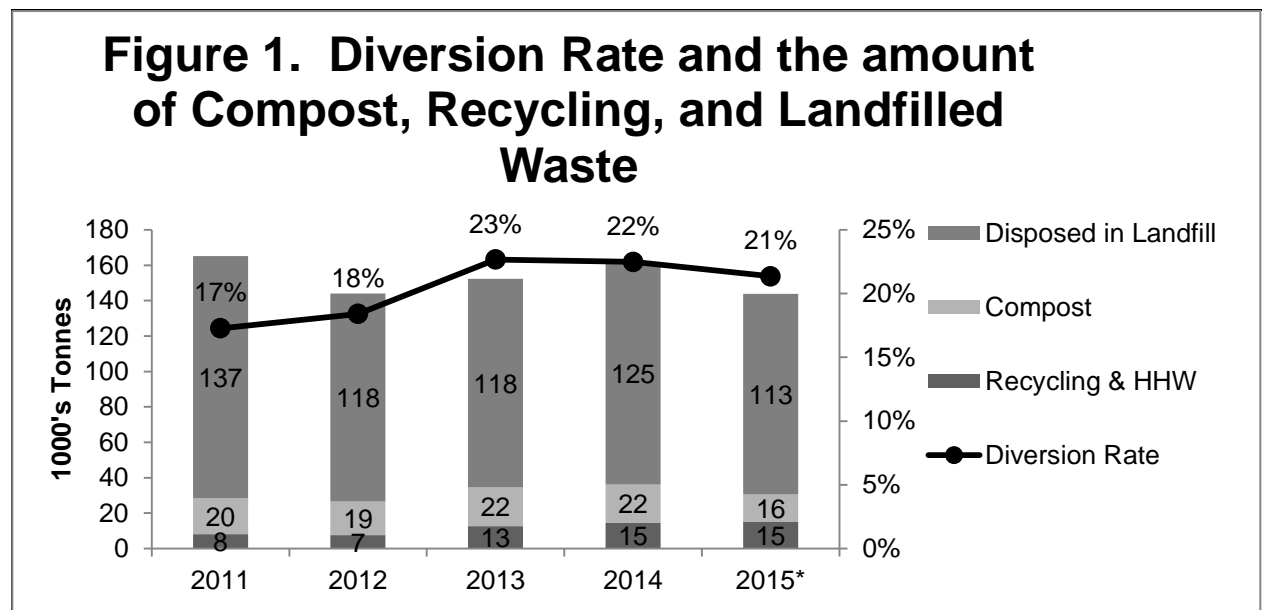
Reviewed by: Amber Jones, Education and Environmental Performance Manager, Environmental & Corporate Initiatives  
Brenda Wallace, Director of Environmental & Corporate Initiatives  
Catherine Gryba, General Manager, Corporate Performance Department

Approved by: Murray Totland, City Manager

Administrative Report – Award of RFP Waste Characterization Study and Waste Diversion Plan.docx

## Waste Trends and Benchmarking

The Waste Diversion Rate (shown in Figure 1) has fluctuated over the last 5 years; it is influenced by the total amount of garbage disposed at the landfill and the amount diverted through City diversion programs such as recycling and composting. In 2013, curbside recycling was introduced and resulted in a meaningful increase in the waste diversion rate. In 2014, there was a slight decrease; this trend is anticipated to continue in 2015, despite an estimated decrease in landfilled waste due to stable or declining quantities of compost and recycling.

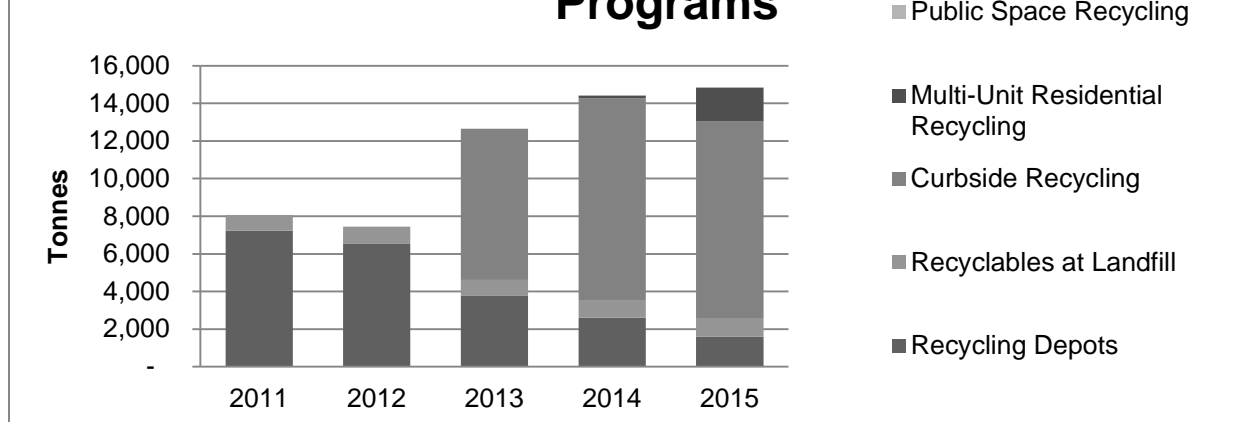


\*2015 is based on estimates

Residential garbage collection has seen a steady decline over the last 5 years from 284 kg/capita to 249 kg/capita. However, when comparing the amount of residential garbage per household to other municipalities involved in the National Solid Waste Benchmark Initiative (NSWBI), Saskatoon continues to dispose more garbage than the national average, and only Regina has a higher disposal rate.

The introduction of curbside recycling in 2013 resulted in increased recycling as a convenient, no sort recycling service was introduced with a wider range of materials accepted than what was previously available through community depots. The curbside program was fully implemented in May of 2013, so 2014 also saw an increase in the total amount of recycling, as shown in the figure 2. Despite the introduction of multi-unit recycling program, recycled tonnes are not expected to increase, and the rate per household in the Curbside program is actually declining from 161 kg/household in 2014 to an estimated 154 kg/household in 2015.

## Figure 2. Recyclable Materials from all Programs



The decline in the amount of recycling could be the result of changes in consumption behaviour as the garbage disposal rate is also declining. Of note, changes in the use of paper (one of the heavier materials in recycling programs) are evident as the amount of paper in the recycling cart has seen a slight decrease.

The 2014 Waste characterization study indicated that there is still a substantial amount of recyclables being disposed of in black carts despite available recycling options. According to preliminary 2014 results from the National Waste Benchmarking Initiative (NSWBI) this is common, with higher proportions of paper also found in the residential garbage of the three other places in Canada (Calgary, Barrie, and Region of Peel). Saskatoon will continue to benchmark its waste characterization and diversion efforts against other Canadian cities through the NSWBI.

**Table 1. Composition of Saskatoon's Single Family Garbage from the 2014 Waste Characterization**

<b>Waste Stream</b>	<b>Composition</b>
<b>Organics</b>	<b>59%</b>
Food Waste	39%
Yard Waste	9%
Pet Waste	9%
Other Organics	2%
<b>Non-recyclable Waste</b>	<b>25%</b>
Non-recyclable Plastics	7%
Other Inorganics	6%
Diapers	4%
Textiles	3%
Wood	2%
Non-recyclable Glass	1%
Non-recyclable Metal	1%
Non-recyclable Paper	1%
<b>Recyclables</b>	<b>15%</b>
Recyclable Paper	10%
Recyclable Plastics	3%
Recyclable Metal	1%
Recyclable Glass	0.8%
Beverage Containers	0.5%
<b>Hazardous and E-waste</b>	<b>1%</b>
E-waste	0.7%
HHW	0.2%

Diversion from composting has also decreased in 2015 compared to 2013 and 2014. Changes to the depot location and reduced operating hours may have had an impact on the amount collected. The optional green cart program for leaves and grass has been steadily increasing due to increased subscribers each year.



## **Key Considerations for the 2016 Waste Characterization and Waste Diversion Plan**

To achieve the ambitious Performance Target to divert 70% of waste from the Saskatoon landfill (by 2023), a more comprehensive approach is needed to:

- Obtain better accuracy by measuring waste at its source rather than primarily at the City landfill;
- Measure city-originated waste diverted to the Northern (Loraas) and Green Prairie Environmental (South Corman Park) landfills;
- Sample specific representative businesses in several industries in the IC&I category (e.g. restaurants);
- Add sampling of organics and construction and demolition waste (C&D) in support of plans for Recovery Park; and
- Focus on stronger study methodology, including improved accounting for seasonal variations.

The development of a new Waste Diversion Plan will be timed to utilize the results of the year-long Waste Characterization Study, and will be led by the same consultants in order to maximize the integration of study findings and data into the Plan.

Plan development will begin with an assessment of City waste management practices, participation and contamination rates, regulations and other aspects. North American best practices from comparable cities will be explored in relation to aspects such as:

- program management
- bylaws and bylaw enforcement
- policies
- education and engagement
- collection approaches, including depots.

Program gaps, opportunities and process improvements will be considered. Potential strategies identified by the consultant will be evaluated and ranked based on impact, cost, operational complexity, risk and community acceptance. Shortlisted strategies will include an implementation plan with cost estimates and form the basis of a draft Plan.

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## Saskatoon Public Schools – By-Election – Ward Nine Establishment of Date, Hours of Voting, Polling Areas and Places, Advance/Special and Mobile Polls Wednesday, February 24, 2016

### Recommendation

1. That Wednesday, February 24, 2016, be named as Election Day for a by-election to fill the vacancy on the Saskatoon Public School Board, Ward Nine;
2. That voting take place between the hours of 8:00 a.m. and 8:00 p.m. on the day of the by-election;
3. That polling areas and polling places be established, as outlined in the attached map:

Poll 901	Wildwood School 2013 Rosedale Road
Poll 902	Lakewood Civic Centre 1635 McKercher Drive
Poll 903	Lakeview School 527 Kingsmere Blvd.
Poll 904	Lakeridge School 305 Waterbury Road
4. That the following Special Polls be established for the residents of the respective facilities on Wednesday, February 24, 2016:

The Bentley	9:00 a.m. – 12:00 p.m.
1622 B Acadia Drive	
McClure Place (Amy McClure House)	1:00 p.m. – 4:00 p.m.
1825 McKercher Drive	
5. That an Advance Poll be held on Saturday, February 13, from 10:00 a.m. to 4:00 p.m. and on Wednesday, February 17, 2016 from 5:00 p.m. to 8:00 p.m. at Lakewood Civic Centre, 1635 McKercher Drive.
6. That a Mobile Poll be established for electors, and their resident caregivers, who because of physical disability or limited mobility are unable to attend at an established polling place to vote; and
7. That the Returning Officer be authorized to make any changes that may become necessary to accommodate the availability or needs of any of the polling locations or the polling places for by-election day.

### Topic and Purpose

The purpose of this report is to establish the hours of voting, polling areas and places, Special Poll and Advance Poll hours and locations, and a Mobile Poll, for the Saskatoon Public Schools, Ward Nine By-election to be held on February 24, 2016.

**Saskatoon Public Schools – By-Election – Ward Nine  
Establishment of Date, Hours of Voting, Polling Areas and Places, Advance/Special and Mobile  
Polls - Wednesday, February 24, 2016**

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**Report**

There is a vacancy on the Saskatoon Public School Board for Ward Nine. In accordance with Section 7(1) of *The Local Government Election Act*, City Council is to name a day specified by the board as election day. At the November 24, 2015, regular Board meeting of the Saskatoon Public School Board, the following motion was passed:

*Mr. Utley moved that the board of Education set February 24, 2016 as the by-election date for the Trustee vacancy in Ward 9 in the City of Saskatoon.*

*The Local Government Election Act* stipulates that polls must be open for voting between 9:00 a.m. and 8:00 p.m., as a minimum on election day, and that the Returning Officer may open polls earlier than 9:00 a.m. on election day. It is being recommended that voting take place between the hours of 8:00 a.m. and 8:00 p.m. on the day of the by-election.

The following are the pertinent dates:

Ad – Call for Nominations Saturday, January 2 and 9, 2016.  
Nominations Accepted Monday, January 11 to Wednesday, January 20, 2016,  
inclusive at 4:00 p.m.  
Nomination Day: Wednesday, January 20, 2016 (close at 4:00 p.m.)  
Advance Polls: Saturday, February 13 and Wednesday, February 17, 2016.  
By-Election: Wednesday, February 24, 2016

**Public Notice**

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

**Attachment(s)**

1. Map of Polling Places and Polling Areas

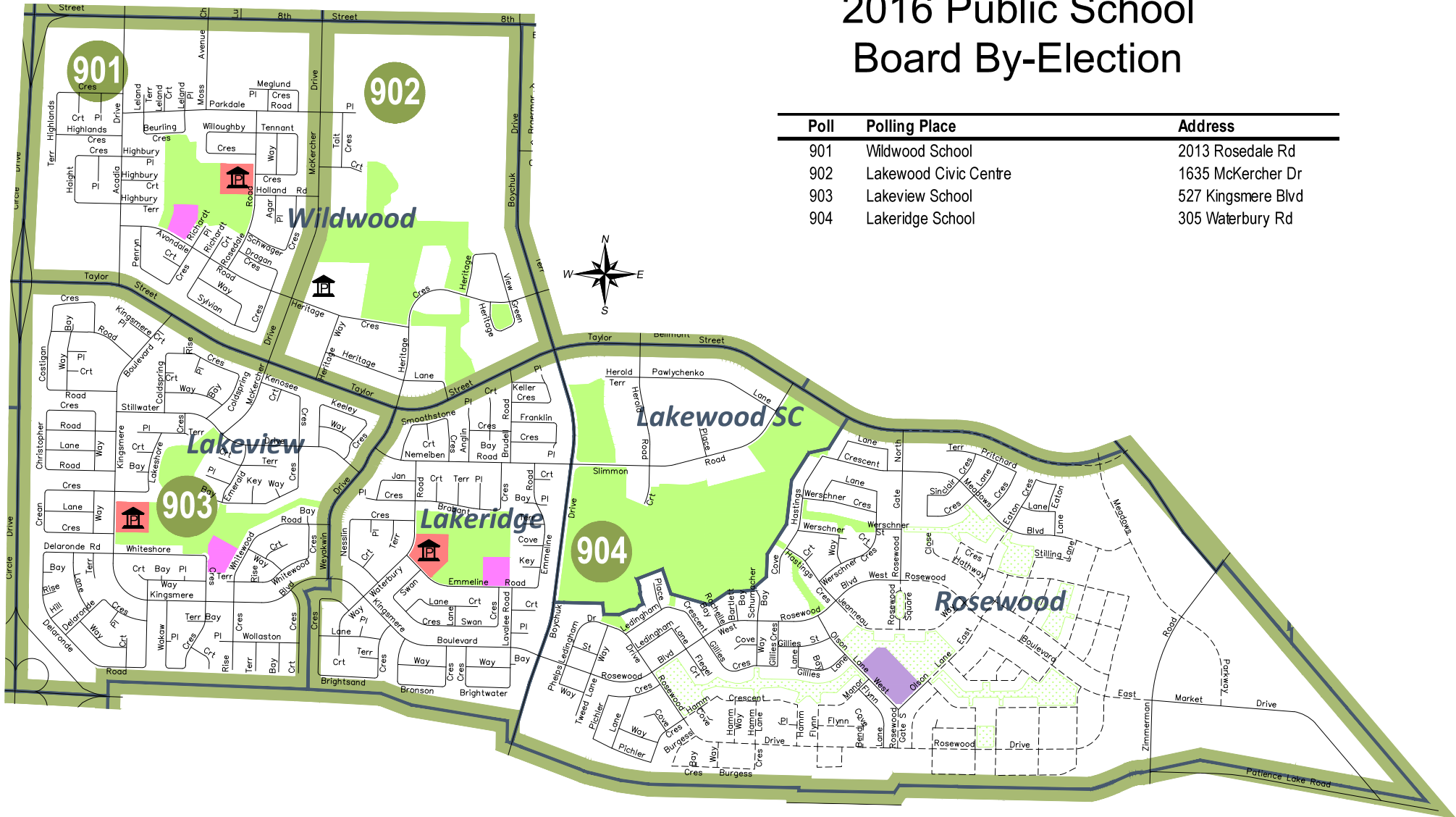
**Report Approval**

Written and Approved by: Joanne Sproule, City Clerk

By-election-dec14-15

# WARD 9

## 2016 Public School Board By-Election



Poll	Polling Place	Address
901	Wildwood School	2013 Rosedale Rd
902	Lakewood Civic Centre	1635 McKercher Dr
903	Lakeview School	527 Kingsmere Blvd
904	Lakeridge School	305 Waterbury Rd

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## 2016 Taxi License Fee Increase

### Recommendation

That City Council consider Bylaw No. 9342, *The Taxi Amendment Bylaw, 2015 (No. 3)*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9342, *The Taxi Amendment Bylaw, 2015 (No. 3)* which implements City Council's decision to increase annual taxi license fees effective January 1, 2016.

### Report

At its regular meeting on November 23, 2015, City Council received a report from the Director of Corporate Revenue, Asset and Financial Management Department, recommending that the annual taxi license fee for 2016 be increased from \$375 to \$525. City Council resolved that annual taxi license fees be increased in accordance with the recommendations.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9342, *The Taxi Amendment Bylaw, 2015 (No. 3)* which amends Bylaw No. 9070, *The Taxi Bylaw, 2014* to increase annual taxi license fees for 2016.

### Attachment

1. Proposed Bylaw No. 9342, *The Taxi Amendment Bylaw, 2015 (No. 3)*.

### Report Approval

Written by: Derek Kowalski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – 2016 Taxi License Fee Increase.docx  
227-2015-djk-2.docx

# BYLAW NO. 9342

## The Taxi Amendment Bylaw, 2015 (No. 3)

The Council of The City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Taxi Amendment Bylaw, 2015 (No. 3)*.

### Purpose

2. The purpose of this Bylaw is to amend *The Taxi Bylaw, 2014* to set new annual license fees for taxis operating in the City of Saskatoon.

### Bylaw No. 9070 Amended

3. *The Taxi Bylaw, 2014* is amended in the manner set forth in this Bylaw.

### Schedule "B" Amended

4. Schedule "B" is repealed and the schedule marked as Schedule "A" to this Bylaw is substituted.

### Coming Into Force

5. This Bylaw shall come into force on January 1, 2016.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

---

Mayor

---

City Clerk

**Schedule "A" to Bylaw No. 9342**

**Schedule "B"**

**Fees**

Effective January 1, 2016

**Licence Fees**

Taxi.....	\$525.00
Taxi Broker .....	\$305.00
Taxi Driver .....	\$35.00
Wheelchair Accessible Taxi.....	\$525.00
Temporary Wheelchair Accessible Taxi .....	\$525.00
Seasonal Taxi.....	\$525.00 per school season

**Transfer Fees**

Taxi Licence .....	\$375.00
Wheelchair Accessible Taxi Licence .....	\$375.00
Temporary Seasonal Taxi Licence .....	\$25.00

**Owner Plate Replacement Fee .....** \$25.00

**Seasonal Taxi Lottery Participation Fee .....** \$50.00

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## 2016 Transit Fare Adjustment

### Recommendation

That City Council consider Bylaw No. 9340, *The Transit Fares Amendment Bylaw, 2015*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9340, *The Transit Fares Amendment Bylaw, 2015* which implements City Council's decision to adjust transit fares effective February 1, 2016.

### Report

At meetings of City Council held November 30 and December 1, 2015, City Council received a report of the Accounting Coordinator, Transportation & Utilities Department, recommending that the Saskatoon Transit fares for 2016 be adjusted by increasing the costs of tickets, monthly passes, annual passes, senior passes and low income passes, and by decreasing the cash fares for post-secondary students, adults and seniors.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9340, *The Transit Fares Amendment Bylaw, 2015* which amends Bylaw No. 8370, *The Transit Fares Bylaw, 2004* to adjust Saskatoon Transit Fares for 2016.

### Attachment

1. Proposed Bylaw No. 9340, *The Transit Fares Amendment Bylaw, 2015*.

### Report Approval

Written by: Derek Kowalski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – 2016 Transit Fare Increase.docx  
212-0162-djk-2.docx



## **BYLAW NO. 9340**

### **The Transit Fares Amendment Bylaw, 2015**

The Council of The City of Saskatoon enacts:

#### **Short Title**

1. This Bylaw may be cited as *The Transit Fares Amendment Bylaw, 2015*.

#### **Purpose**

2. The purpose of this Bylaw is to amend *The Transit Fares Bylaw, 2004*, to set new transit fares for The City of Saskatoon transit system.

#### **Bylaw No. 8370 Amended**

3. *The Transit Fares Bylaw, 2004* is amended in the manner set forth in this Bylaw.

#### **Section 3 Amended**

4. Section 3 is amended:
  - (a) by striking out "\$24.50" and substituting "\$25.00" at the end of subsection (b.2);
  - (b) by removing the word "Bus" at the beginning of subsection (b.3).

#### **Schedule "A" Amended**

4. Schedule "A" is repealed and the schedule marked as Schedule "A" to this Bylaw is substituted.

**Coming Into Force**

5. This Bylaw shall come into force on February 1, 2016.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

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

**Schedule "A" to Bylaw No. 9340**

**Schedule "A"**

**Transit Fares**

Effective February 1, 2016

**General Fare Structure**

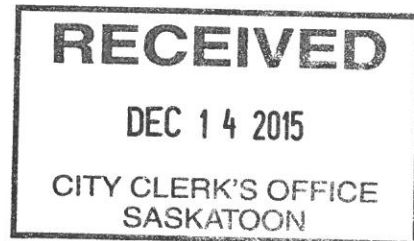
	<b>Child</b>	<b>Student</b>	<b>Post-Secondary Student</b>	<b>Adult</b>	<b>Senior</b>
Cash	\$2.25	\$2.75	\$3.00	\$3.00	\$3.00
Tickets/Rides	\$1.60	\$2.10	\$2.50	\$2.50	\$2.50
Daily Pass	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50
Weekend Family Pass	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50
Monthly Pass	\$50.00	\$59.00	\$83.00	\$83.00	\$29.00
Semester Pass	---	---	\$272.00	---	---
3 Month Pass	---	---	---	---	\$87.00
6 Month Pass	---	---	---	---	\$168.00
Annual Pass	\$550.00	\$649.00	\$913.00	\$913.00	\$313.30

\*\*\*The fee for a reloadable transit pass card is \$5.00

**Special Arrangements**

Preschool Child	Rides for free
Access Transit 20-Ride Pass	Are available for \$50.00 to Registered Access Transit Customers for use on Access Transit buses and Low-Floor buses, and are exempt from paying the fee for the transit pass card.
Discounted Monthly Bus Pass	\$28.00
Eco-Pass	20% discount of the cost of 12 monthly adult passes
Low Income Pass	20% discount of the cost of a monthly adult, student or child pass
U-Pass	Pursuant to amounts agreed upon between The City of Saskatoon and participating educational institutions

**From:** Cameron McMillan <csmduder@gmail.com>  
**Sent:** Sunday, December 13, 2015 9:20 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Sunday, December 13, 2015 - 21:20  
Submitted by anonymous user: 216.126.203.252  
Submitted values are:

Date: Sunday, December 13, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Cameron  
Last Name: McMillan  
Address: #203-419 Tait Ct.  
City: Saskatoon  
Province: Saskatchewan  
Postal Code: S7H5L3  
Email: csmduder@gmail.com

Comments:  
To the City Clerk,  
On behalf of Bus Riders of Saskatoon, I would like to request an opportunity to speak regarding agenda item 9.6.2 2016 Transit Fare Adjustment, the consideration of bylaw no. 9340. If any further action is required on our part, please contact myself at (306) 280-7420. As well, for the sake of my fellow members, if any estimate can be made as to the approximate time that this item will arise, we would greatly appreciate that information.

Thank-you,  
Cameron McMillan  
Bus Riders of Saskatoon

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/55167>

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## 2016 Fee Increase for Woodlawn Cemetery

### Recommendation

That City Council consider Bylaw No. 9341, *The Cemeteries Amendment Bylaw, 2015*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9341, *The Cemeteries Amendment Bylaw, 2015*, which implements City Council's decision to increase the cemetery fees for services provided at the Woodlawn Cemetery effective January 1, 2016.

### Report

At meetings of City Council held November 30 and December 1, 2015, City Council received a report of the Superintendent of Parks Maintenance and Cemeteries, Parks Division, recommending an increase to cemetery fees for 2016 by an overall average of 5%.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9341, *The Cemeteries Amendment Bylaw, 2015* which amends Bylaw No. 6453, being *A bylaw of The City of Saskatoon to provide for the management and control of cemeteries within The City of Saskatoon* to increase cemetery fees for 2016 by an overall average of 5%.

### Attachment

1. Proposed Bylaw No. 9341, *The Cemeteries Amendment Bylaw, 2015*.

### Report Approval

Written by: Derek Kowalski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – 2016 Cemetery Fee Increase.docx  
205-0287-djk-2.docx

# BYLAW NO. 9341

## The Cemeteries Amendment Bylaw, 2015

The Council of The City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Cemeteries Amendment Bylaw, 2015*.

### Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 6453, being *A bylaw of The City of Saskatoon to provide for the management and control of cemeteries within The City of Saskatoon*, to provide for changes in the fees charged for services rendered at Woodlawn Cemetery.

### Bylaw No. 6453 Amended

3. Bylaw No. 6453 is amended in the manner set forth in this Bylaw.

### Schedule "C" Amended

4. Schedule "C" is repealed and the schedule marked as Schedule "A" to this Bylaw is substituted.

### Coming Into Force

5. This Bylaw shall come into force on January 1, 2016.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Mayor

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City Clerk

## Schedule "A" to Bylaw No. 9341

### SCHEDULE "C"

## Woodlawn Cemetery Fee Schedule 2016

### Interment Rights

Cemetery plots (including care & maintenance fund charges)

#### Casket

Adult casket grave	
New areas.....	\$1,530.00
Established areas.....	2,000.00
Jewish area.....	2,000.00
Field of Honour grave.....	1,550.00
Child grave (up to a 4 foot casket).....	475.00
Infant grave (up to 30 days).....	145.00

#### Cremation

Cremation only grave	
New areas.....	985.00
Established areas.....	1,130.00
University of Saskatchewan - Department of Anatomy.....	160.00

Columbarium Niche (including care & maintenance fund charges)

Columbarium #3 - middle unit bottom half.....	2,600.00
Columbarium #3 - middle unit top half.....	2,930.00
Columbarium #4 & Columbarium #5.....	2,600.00
Private estate columbarium plot.....	2,000.00

### Cemetery Services

Opening and closing a grave (including interring human remains or cremated human remains)

Adult casket.....	1,215.00
Adult casket with funeral home supplied dome.....	1,515.00
Child casket (up to a 4 foot casket).....	460.00
Infant (up to 30 days).....	110.00
Cremated remains.....	525.00
Cremated remains with funeral home supplied vault.....	570.00
Two interment one opening including vault.....	790.00
Cremated remains - University of Saskatchewan - Department of Anatomy.....	610.00
Cremation interred with casket burial.....	230.00

Opening and closing a niche in a columbarium	
One interment in niche .....	230.00
Two interments in same niche .....	345.00

Handling and placement of casket or cremation urn .....n/c

### Memorialization Services

Constructing or installing a concrete foundation for a memorial

Base up to 42 inches .....	355.00
Base over 42 inches .....	665.00

Removing a concrete foundation for a memorial .....190.00

Installing a flat marker

Up to 24 inches .....	205.00
Over 24 inches .....	255.00
Infant area only .....	105.00

Removing a flat marker

In-ground.....	130.00
In-concrete .....	265.00

Adding a concrete border around a flat marker in addition to cost to install flat marker .....205.00

Installing Field of Honour marker (in strip) .....320.00

Lowering device rental charge.....85.00

Supplying ground cover (greens).....n/c

Columbarium inscription

First inscription .....	440.00
Added inscription.....	345.00

Columbarium #3, 4, 5 Vase .....110.00

Bronze marker refurbishing .....180.00

Monument cleaning (power washing) .....80.00

Installing permanent in-ground vase (in concrete) .....270.00



Deepening grave - Adult casket .....	570.00
Installing outside supplied burial vaults .....	355.00
Disinterring human remains or cremated human remains	
Standard casket disinterment (with or without vault) .....	1,985.00
Standard child casket disinterment .....	950.00
Standard infant casket disinterment .....	485.00
Standard cremains disinterment (with or without vault) .....	505.00
Columbarium disinterment .....	245.00
Winter surcharge (November 1 – March 15)	
Cremation .....	110.00
Adult casket .....	205.00
Additional services (additional cost for grave preparation/closing outside regular cemetery hours)	
Saturday surcharge (9:00 a.m. - 3:00 p.m.)	
Casket service .....	535.00
Cremation service .....	295.00
Sunday or statutory holiday surcharge (9:00 a.m. - 3:00 p.m.)	
Casket service .....	745.00
Cremation service .....	420.00
Late funeral surcharge	
Weekdays (per ½ hour after 4:00 p.m.) .....	135.00
Weekends and statutory holidays (per ½ hour after 3:00 p.m.) .....	135.00
Short notice opening (November 1 - March 15)	
Casket.....	210.00
Cremation.....	125.00
Administration fee .....	105.00
Providing and establishing sod .....	145.00
Tent rental .....	95.00

**Cemetery Supplies**

## Interment vaults

Base and dome .....	525.00
Base only.....	90.00
Basic urn vault .....	90.00
Non-sealing concrete vault .....	1,095.00
Sealing concrete vault .....	1,270.00
Fibre dome .....	435.00
Oversized fibre dome .....	795.00

University of Saskatchewan monument & inscription .....1,185.00

## Memorials

Tree .....	670.00
Stand .....	300.00
Plaque.....	215.00

Memorial Bench (including plaque) .....2,315.00

Winter wreath (including GST) .....75.00

**Care and Maintenance Fund Charges**

Second and third generation burials.....235.00

Second and third cremation interments.....180.00

## Memorials

Upright (<1.22 metres high) .....	210.00
Upright (>1.22 metres high) .....	410.00
Flat markers (>439 centimetres) .....	105.00
Flat marker on a strip .....	210.00

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## 2016 Fee Increase for Multi-Unit Residential Recycling

### Recommendation

That City Council consider Bylaw No. 9339, *The Waste Amendment Bylaw, 2015*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9339, *The Waste Amendment Bylaw, 2015* which implements City Council's decision to increase the Multi-Unit Residential Recycling Program fees effective January 1, 2016.

### Report

At meetings of City Council held November 30 and December 1, 2015, City Council received a report from the Director of Environmental and Corporate Initiatives, Corporate Performance Department, recommending that the Multi-Unit Residential Recycling Program collection fees for 2016 be increased by the same rate that the Curbside Residential Recycling Program is scheduled to increase in 2016. The new Multi-Unit Residential Recycling Program fees will be \$2.66 per unit per month, which is an increase of \$0.15 per unit per month.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9339, *The Waste Amendment Bylaw, 2015* which amends Bylaw No. 8310, *The Waste Bylaw, 2004* to increase the rate for Multi-Unit Residential Recycling Program fees by \$0.15 per month for 2016.

### Attachment

1. Proposed Bylaw No. 9339, *The Waste Amendment Bylaw, 2015*.

### Report Approval

Written by: Derek Kowalski, Solicitor  
Approved by: Patricia Warwick, City Solicitor

Admin Report – 2016 MURR Fee Increase.docx  
234-0028-djk-2.docx

# BYLAW NO. 9339

## The Waste Amendment Bylaw, 2015

The Council of The City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Waste Amendment Bylaw, 2015*.

### Purpose

2. The purpose of this Bylaw is to amend *The Waste Bylaw, 2004* to provide for the increase of 2016 collection fees for the Multi-Unit Residential Recycling program.

### Bylaw No. 8310 Amended

3. *The Waste Bylaw, 2004* is amended in the manner set forth in this Bylaw.

### Schedule "D" Amended

4. Schedule "D" is repealed and the schedule attached as Schedule "A" to this Bylaw is substituted.

### Coming into Force

5. This Bylaw shall come into force on January 1, 2016.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Mayor

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City Clerk

**Schedule “A”****Schedule “D”****Residential Recycling Collection Fees****Type of Collection:**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Roll-out Cart – Single Family Residential	\$4.89 per month	\$5.05 per month	\$5.20 per month
Recycling Container – Multi-Unit Residential	\$2.51 per month per unit	\$2.51 per month per unit	\$2.66 per month per unit

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## Regulation of Electronic Cigarettes/Vaping and Ceremonial Tobacco Use

### Recommendation

That City Council consider Bylaw No. 9338, *The Smoking Control Amendment Bylaw, 2015 (No. 3)*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9338, *The Smoking Control Amendment Bylaw, 2015 (No. 3)* which implements City Council's decision to:

- a) amend *The Smoking Control Bylaw, 2004* to provide an exemption for the use of electronic cigarettes within an electronic cigarettes retailer; and
- b) amend *The Smoking Control Bylaw, 2004* to provide an exemption for the use of tobacco in traditional Aboriginal spiritual or cultural practices or ceremonies being carried out in City-owned public places.

### Report

On November 23, 2015, at its Regular Business Meeting, City Council received a report of the City Solicitor recommending possible exemptions to existing smoking prohibitions to include the use of electronic cigarettes within an electronic cigarettes retailer and the use of tobacco in traditional Aboriginal spiritual or cultural practices or ceremonies being carried out in City-owned public places. City Council resolved that such exemptions be implemented and that the City Solicitor prepare the necessary bylaw amendment.

As a reference, attached as Attachment 1 is a brief jurisdictional overview of how municipalities across Canada have approached the issue of electronic cigarette exemptions within electronic cigarette retailers.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9338, *The Smoking Control Amendment Bylaw, 2015 (No. 3)*, for City Council's consideration.

### Attachments

1. Overview – Municipal/Provincial Exemptions for E-Cigarette Use.
2. Proposed Bylaw No. 9338, *The Smoking Control Amendment Bylaw, 2015 (No. 3)*.

### Report Approval

Written by: Derek Kowalski, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – E-Cigarettes.docx  
102-0468-djk-1.docx

## Overview

### Municipal/Provincial Exemptions for E-Cigarette Use

#### ONTARIO

On January 1, 2016, Ontario will introduce amendments to the *Smoke-Free Ontario Act* which will make it illegal to sell or supply electronic cigarettes and component parts to anyone under 19 years of age. It will also be illegal to use electronic cigarettes in non-smoking areas, including:

- enclosed public places and workplaces
- bar/restaurant patios
- children's playgrounds
- publicly owned sports fields and arenas
- hospital grounds, except in designated areas

It does not appear that any use exemptions will be included.

In Toronto, on August 25, 2014, City Council voted to ban the use of electronic cigarettes at all City workplaces through use of administrative policy. Toronto does not currently regulate the use of electronic cigarettes by bylaw.

Most other major municipalities throughout Ontario do not consider electronic cigarettes.

#### QUEBEC

To date, electronic cigarettes are not regulated in Quebec. However, the Quebec government tabled a bill in the National Assembly in May of 2015 (Bill 44) to restrict the use of electronic cigarettes in a manner consistent with smoking. It is unknown if any use exemption will be included.

#### BRITISH COLUMBIA

In British Columbia electronic cigarettes are currently unregulated. However, legislation is expected to be introduced in the spring which will make amendments to their *Tobacco Control Act*, limiting sales of e-cigarettes to those over 19, with retailers required to check ID. There will also be restrictions placed on the location of retail displays and advertising. The use of electronic cigarettes will be banned on public and private school grounds, as well as in indoor public spaces and workplaces and sales of the products will not be allowed in public buildings.

It is unknown if any use exemptions will be included.

Vancouver and Victoria do not regulate electronic cigarette use at a municipal level.

## **ALBERTA**

Alberta does not regulate electronic cigarettes at a provincial level. However, both Edmonton and Calgary restrict electronic cigarette use in a manner consistent with smoking and have included exemptions for use within electronic cigarette retailers.

Edmonton defines an electronic cigarettes retailer as “a fully enclosed premises where the sole function of the premises is the sale of electronic cigarettes and electronic cigarette products, and for which a valid City business licence has been issued”. The exemption is worded as follows:

Nothing in this Part prohibits a person from using an electronic cigarette for the sole purpose of testing the device, or sampling products used with the device, prior to purchase within an electronic cigarettes retailer.

Calgary has a similar exemption worded as follows:

Despite any other provision of this Bylaw a person may, inside an enclosed premises where the primary function of the premises is the sale of electronic smoking devices, use an electronic smoking device to sample a product prior to purchase.

It should be noted that the exemptions for both Calgary and Edmonton only cover use of the electronic cigarette for sampling purposes prior to purchase and only in very specific locations.

## **SASKATCHEWAN**

Saskatchewan does not regulate electronic cigarettes at a provincial level. Warman and Martensville have bylaws which restrict the use of electronic cigarettes in a manner consistent with smoking. However, no use exemptions exist at this time.



## **BYLAW NO. 9338**

### **The Smoking Control Amendment Bylaw, 2015 (No. 3)**

The Council of The City of Saskatoon enacts:

#### **Short Title**

1. This Bylaw may be cited as *The Smoking Control Amendment Bylaw, 2015 (No. 3)*.

#### **Purpose**

2. The purpose of this Bylaw is to amend *The Smoking Control Bylaw, 2004* to provide exemptions to existing smoking prohibitions for the use of electronic cigarettes within an electronic cigarettes retailer, and the use of tobacco in traditional Aboriginal spiritual or cultural practices or ceremonies being carried out in City-owned public places.

#### **Bylaw No. 8286 Amended**

3. *The Smoking Control Bylaw, 2004* is amended in the manner set forth in this Bylaw.

#### **Section 2 Amended**

4. Section 2 is amended by adding the following after subsection 2(c):
  - “(c.1) “electronic cigarette” means a handheld device containing a liquid that is vapourized and inhaled, and includes but is not limited to electronic cigarettes, e-cigarettes, vapourizer cigarettes, personal vapourizers and electronic nicotine delivery systems;
  - (c.2) “electronic cigarettes retailer” means a fully enclosed premises where the sole function of the premises is the sale of electronic cigarettes and electronic cigarette products, and for which a valid City business licence has been issued pursuant to Bylaw No. 8075, *The Business License Bylaw, 2002*;



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## Municipal Governance Structure

### Recommendation

That City Council consider Bylaw No. 9331, *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*.

### Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9331, *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*, which is a bylaw to implement various changes to the City's governance structure which were approved by City Council at its meeting held on November 23, 2015. Two additional amendments have been included as set out in this report.

### Background

At its meeting held on November 23, 2015, City Council passed a resolution which read, in part, as follows:

"That the following changes be implemented with respect to the City of Saskatoon's municipal governance structure:

- a. Executive Committee be renamed the Governance and Priorities Committee and remain a Committee of all members of Council; the Governance and Priorities Committee's mandate includes: governance, strategic priorities, annual business plan and budget process, legal matters, human resource and collective bargaining issues and government relations; and, the Governance and Priorities Committee continues to meet on the third Monday of every month;
- b. That City Council have the ability to extend a Regular Business Meeting past 5:00 p.m. to 11:00 p.m. upon a majority vote of the members present; and
- c. That for Public Hearings, members be prohibited from voting when absent for an entire Hearing; members vote when they have missed part of a Hearing but have reviewed a summary or a recording of what was missed; and, procedural provisions be included which aid in preventing members from missing small parts of Hearings."

### Report

We are pleased to provide Bylaw No. 9331, *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*, to implement the changes to the City's governance structure as approved by City Council at its last meeting.

The Bylaw provides for the renaming of the Executive Committee to the Governance and Priorities Committee. Certain policy areas previously within the mandate of the Executive Committee have been moved to Standing Policy Committees. Specifically, corporate projects and aboriginal affairs have been moved to the Standing Policy Committee on Environment, Utilities and Corporate Services. Service reviews and other continuous improvement initiatives have also been added as a policy area of that Standing Policy Committee. The policy areas of controlled and statutory corporations and implementation of business planning and budget have been moved to the Standing Policy Committee on Finance. The policy area of regional planning has been moved to the Standing Policy Committee on Planning, Development and Community Services. The policy areas of strategic priorities, annual business plan and budget process have been added as policy areas of the Governance and Priorities Committee.

The Bylaw also deals with the extension of time for City Council meetings. Regular business meetings may be extended to 5:30 p.m. on the vote of a majority of members of Council present at the meeting. The voting requirement for the extension of meetings after 11:00 p.m. is changed from a unanimous vote of all members of Council present to a majority of all members present.

A procedure has been added to the Bylaw to allow for voting in public hearings by members of Council who are not present for the entire hearing. Council members, who are absent for part of a hearing, may vote in specified circumstances if they have received a hearing summary report. Where the hearing has lasted more than a day, other than the last day, the summary report must include a video recording of the part of the hearing conducted in the absence of the Council member.

Where a Council member wishes to leave a hearing for a short time, a provision has been added whereby the Mayor may call a short recess of the hearing.

### **Other Amendments to *The Procedures and Committees Bylaw, 2014***

A provision has been added to amend Bylaw No. 9331 to allow for the appointment of Deputy Mayor at the first organizational meeting of a new Council to cover the period from that meeting to the end of the calendar year.

Second, City Council, at its meeting held on October 26, 2015, resolved that Bylaw No. 8174, *The City Administration Bylaw, 2003*, be amended to make receipt of reports on the awarding of certain contracts (\$50,000.00 to \$75,000.00 not awarded through a public tender process) to be a policy area of the Standing Policy Committee on Finance. Rather than amending *The City Administration Bylaw, 2003*, the amendment has been added to the delegated authority of the Standing Policy Committee on Finance in Schedule "G" of *The Procedures and Committees Bylaw, 2014*.

## Municipal Governance Structure

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### Public Notice

A recent amendment to *The Cities Act*, s.55.1, requires that public notice be given prior to amendment of a council procedure bylaw. Public Notice for Bylaw No. 9331 has been given in accordance with *The Public Notice Policy*.

- Advertised in *The Star Phoenix* on Saturday, December 5 and Sunday, December 6, 2015.
- Posted on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca).
- Posted on the City's bulletin board at City Hall.

### Attachment

1. Bylaw No. 9331, *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*.

### Report Approval

Written by: Jack Manning, Solicitor  
Approved by: Patricia Warwick, City Solicitor

Admin Report – MunicipalGovernance.docx  
110-0361-jrm-2.docx

## BYLAW NO. 9331

### The Procedures and Committees Amendment Bylaw, 2015 (No. 3)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Procedures and Committees Amendment Bylaw, 2015 (No. 3)*.

#### Purpose

2. The purpose of this Bylaw is to amend *The Procedures and Committees Bylaw, 2014*, to:
  - (a) rename the Executive Committee as the Governance and Priorities Committee and establish the policy areas of that Committee;
  - (b) transfer certain policy areas of the Executive Committee to other Standing Policy Committees;
  - (c) allow for the extension of Regular Business Meetings of Council to 5:30 p.m. upon a majority vote of Council members;
  - (d) change the vote requirement for the extension of regularly scheduled Council meetings beyond 11:00 p.m. from a unanimous vote of Council members present to a majority vote of Council members present;
  - (e) provide for the appointment of a Deputy Mayor from the first organizational meeting of a new Council to the end of the year;
  - (f) establish procedures whereby Council members who have been absent from a portion or portions of a public hearing may vote on the bylaw or resolution being considered at that Hearing;
  - (g) provide a process for short recesses of public hearings; and
  - (h) provide that reporting requirements for certain contract awards be a delegated authority matter of the Standing Policy Committee on Finance.

### **Procedures and Committees Bylaw Amended**

3. Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* is amended in the manner set out in this Bylaw.

### **Clause 2(m)(i) Amended**

4. Clause 2(m)(i) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

### **Clause 6(2)(c) Repealed**

5. Clause 6(2)(c) is repealed and replaced with the following:

“(c) Council shall appoint a Deputy Mayor and members of the Standing Policy Committees for the remainder of the current year.”.

### **Section 12 Amended**

6. Section 12 is amended by adding the following:

“(6) Notwithstanding subsection (1), upon a majority vote of the Council members present, Council may extend a Regular Business Meeting to 5:30 p.m.”.

### **Subsection 13(1) Amended**

7. Subsection 13(1) is amended by inserting “, or 5:30 p.m. where extended pursuant to subsection 12(6),” after “5:00 p.m.”.

### **Subsection 25(2) Amended**

8. Subsection 25(2) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

**Subsection 27(3) Amended**

9. Subsection 27(3) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

**New Section 75.1**

10. The following section is added after section 75:

**“Voting in Public Hearings**

- 75.1 (1) A Council member who is not present for part of a public hearing which is concluded in one day, or for part of the last day of a public hearing which lasts longer than one day, may only vote on the bylaw or resolution under consideration if the Council member first receives and reviews a public hearing summary report during a 10 minute recess called for that purpose, provided that the public hearing summary report can be reasonably presented within 10 minutes.
- (2) A Council member who is not present for part of a public hearing which lasts longer than one day, other than the last day, may only vote on the bylaw or resolution under consideration if:
- (a) the Council member first receives and reviews a public hearing summary report during a 10 minute recess called for that purpose, provided that the hearing summary report can be reasonably presented within 10 minutes; or
- (b) the Council member otherwise receives and reviews a public hearing summary report, which must include a video recording of the part of the public hearing conducted in the absence of the Council member.
- (3) A Council member who wishes to leave a public hearing while it is in progress shall notify the City Clerk and indicate to the Clerk the projected length of the Council member’s absence. The Mayor may call a temporary recess of the public hearing to allow for the return of the Council member to be present for the entire hearing.
- (4) A Council member who is absent for all of a public hearing may not vote on the bylaw or resolution under consideration at the public hearing.”



**Section 76 Amended**

11. Section 76 is amended:
  - (a) by striking out the title and replacing it with “**Governance and Priorities Committee**”; and
  - (b) by striking out “Executive Committee” wherever it appears and substituting “Governance and Priorities Committee”.

**Section 86 Amended**

12. Section 86 is amended by striking out “Executive Committee” wherever it appears and substituting “Governance and Priorities Committee”.

**Section 98 Amended**

13. Section 98 is amended by striking out “Executive Committee” wherever it appears and substituting “Governance and Priorities Committee”.

**Subsection 100(4) Amended**

14. Subsection 100(4) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

**Clause 109(1)(a) Amended**

15. Clause 109(1)(a) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

**Clause 115(1)(a) Amended**

16. Clause 115(1)(a) is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

**Schedule “A” - Subsection 8.4 Amended**

17. Subsection 8.4 of Schedule “A” is amended by striking out “Executive Committee” and substituting “Governance and Priorities Committee”.

### Schedule “E” Amended

18. Schedule “E” is amended:

- (a) by striking out “**Executive Committee**” in the title and substituting “**Governance and Priorities Committee**”; and by striking out “Executive Committee” in sections 1 and 3 and substituting “Governance and Priorities Committee”; and
- (b) by repealing section 2 and substituting the following:

#### “Policy Areas

- 2. The policy areas for the Governance and Priorities Committee include:
  - (a) corporate governance;
  - (b) strategic priorities;
  - (c) annual business plan and budget process;
  - (d) legal and legislative reports and advice;
  - (e) collective bargaining negotiations and city pension plans;
  - (f) reporting of human rights complaints and wrongful dismissal actions;
  - (g) government relations; and
  - (h) any other related area.”.

### Schedule “F” - Section 2 Amended

19. Section 2 of Schedule “F” is amended by repealing subsections (l) and (m) and substituting the following:

- “(l) sponsorship and naming rights for City-owned and civic partner controlled assets;
- (m) corporate projects;
- (n) aboriginal affairs;

- (o) service reviews and other continuous improvement initiatives; and
- (p) any other related area.”.

**Schedule “G” - Sections 2 and 3 Amended**

20. Schedule “G” is amended:

(a) by repealing subsections 2(g) and (h) and substituting the following:

- “(g) vehicles and equipment, not including Transit and Fire vehicles and equipment;
- (h) controlled and statutory corporations;
- (i) implementation of business planning and budget; and
- (j) any other related area.”; and

(b) by repealing subsection 3(j) and substituting the following:

- “(j) the approval of all leases of privately owned property by the City for civic purposes; and
- (k) the receipt of reports on the awarding of contracts that have a value between \$50,000.00 and \$75,000.00, and that have not been awarded through a public tender process.”.

**Schedule “H” - Section 2 Amended**

21. Section 2 of Schedule “H” is amended by repealing subsections (g) and (h) and substituting:

- “(g) municipal heritage matters;
- (h) regional planning; and
- (i) any other related area.”.

**Coming into Force**

22. This Bylaw shall come into force on January 1, 2016.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

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

THE STARPHOENIX, SATURDAY, DECEMBER 5, 2015



## **PUBLIC NOTICE**

**AMENDMENTS TO THE PROCEDURES  
AND COMMITTEES BYLAWS, 2014.**

City Council will be considering a report from the City Solicitor at a Council meeting to be held on Monday, December 14, 2015 at 1:00 p.m., Council Chambers, City Hall recommending:

- 1) That amendments be made to *The Procedures and Committees Bylaw, 2014* as follows:
  - a) that Executive Committee be renamed the Governance and Priorities Committee and that policy areas for that Committee be established;
  - b) that certain policy areas of the former Executive Committee be transferred to other Standing Policy Committees;
  - c) that an extension of Regular Business Meetings of Council be allowed to 5:30 p.m. upon a majority vote of Council members present;
  - d) that the vote requirement for the extension of regularly scheduled Council meetings be changed so that the meetings may be extended beyond 11:00 p.m. on a majority vote of Council members present;
  - e) that the appointment of a Deputy Mayor from the first organizational meeting of Council to the end of the current year be provided for;
  - f) that procedures be established whereby Council members who have been absent from a portion or portions of a Public Hearing may vote on the bylaw or resolution being considered at that Hearing;
  - g) that a process be provided for with respect to short recesses of Public Hearings; and
  - h) that reporting requirements with respect to certain contract awards be a delegated authority matter of the Standing Policy Committee on Finance.

*The Cities Act*, Section 55.1(4), requires that City Council give public notice before amending its *Procedures and Committees Bylaw*.

For more information, contact the City Clerk's office: 306-975-3240



## REVISED AGENDA PUBLIC HEARING MEETING OF CITY COUNCIL

Monday, December 14, 2015, 6:00 p.m.  
Council Chamber, City Hall

Pages

1. CALL TO ORDER

2. *CONFIRMATION OF AGENDA*

7 - 8

*Recommendation*

1. That Bylaw No. 9332 in Item 5.1.2 reflect the revised title "The Zoning Amendment Bylaw, 2015 (No. 32);
2. That the letter dated December 14, 2015 from Jeff Nattress requesting to speak be added to Item 5.1.2; and
3. That agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

*Recommendation*

That the minutes of the Public Hearing Meeting of City Council held on November 23, 2015 be approved.

5. PUBLIC HEARINGS

5.1 Land Use, etc.

- 5.1.1 Zoning Bylaw Text Amendment – B4MX Integrated Commercial Mixed-Use District Proposed Bylaw No. 9326 [File No. CK. 4350-015-006 and PL. 4330-Z19/13]

9 - 28

Copies of the following are provided:

- Proposed Bylaw No. 9326;
- Report of the General Manager, Community Services Department dated October 27, 2015;
- Letter from the Committee Assistant, Municipal Planning Commission dated November 3, 2015; and
- Notice that appeared in the local press on November 28, 2015.

**Recommendation**

That permission be granted to introduce Bylaw No. 9326, and give same its FIRST reading.

**Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9326 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9326 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9326 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**5.1.2 Zoning Bylaw Text Amendment – Garden and Garage Suites - Proposed Bylaw No. 9332 [File No. CK. 4350-63 and PL. 4350-Z13/15]**

29 - 43

Copies of the following are provided:

- Proposed Bylaw No. 9332;
- Report of the General Manager, Community Services Department dated November 24, 2015;
- Letter from the Committee Assistant, Municipal Planning Commission dated November 25, 2015; and
- Notice that appeared in the local press on November 28, 2015.
- Request to Speak - Jeff Nattress, dated December 14, 2015

**Recommendation**

That permission be granted to introduce Bylaw No. 9332, and give same its FIRST reading.

### **Recommendation**

That the submitted report and correspondence be received.

### **Recommendation**

That the hearing be closed.

### **Recommendation**

That Bylaw No. 9332 now be read a SECOND time.

### **Recommendation**

That permission be granted to have Bylaw No. 9332 read a third time at this meeting.

### **Recommendation**

That Bylaw No. 9332 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

## **5.1.3 Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain - Proposed Bylaw No. 9337 [File No. CK. 4351-015-019 and PL. 4350-Z17-15]**

44 - 53

Copies of the following are provided:

- Proposed Bylaw No. 9337;
- Report of the General Manager, Community Services Department dated November 24, 2015;
- Letter from the Committee Assistant, Municipal Planning Commission dated November 25, 2015; and
- Notice that appeared in the local press on November 28, 2015.

### **Recommendation**

That permission be granted to introduce Bylaw No. 9337, and give same its FIRST reading.

### **Recommendation**

That the submitted report and correspondence be received.

### **Recommendation**

That the hearing be closed.

### **Recommendation**



That Bylaw No. 9337 now be read a SECOND time.

### **Recommendation**

That permission be granted to have Bylaw No. 9337 read a third time at this meeting.

### **Recommendation**

That Bylaw No. 9337 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

## **5.2 Public Notice Matters**

### **5.2.1 Offer to Lease - Mendel Building [File No. CK. 620-4, 600-3 and CS. 600-1] 54 - 60**

#### **Recommendation**

1. That an Offer to Lease Agreement between the City of Saskatoon and the Children's Discovery Museum on the Saskatchewan Inc. for a portion of the Mendel Building based on the terms as set out in the following report be approved; and
2. That the City Solicitor be requested to prepare an appropriate agreement that is based on and consistent with the Terms and Conditions of the Offer to Lease Agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

### **5.2.2 Proposed Closure of Right-of-Way – Portion of McOrmond Drive South of College Drive – Brighton Neighbourhood [File No. CK. 6295-015-012 and TS 6295-1] 61 - 67**

#### **Recommendation**

1. That after closure, this land be transferred to Dream Asset Management Corporation in exchange for dedication of other land required for future roads in the area;
2. That all costs associated with the closure be paid for by the applicants, including Solicitor's fees and disbursements; and
3. That permission be granted to introduce Bylaw No. 9335, The Street Closing Bylaw, 2015 (No.12), and give same its FIRST reading.

#### **Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9335 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9335 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9335 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**5.2.3 Proposed Closure of Right-of-Way – Fletcher Street and Portion of Fletcher Road – Southwest Industrial Area [File No. 6295-015-011 and TS 6295-1]**

68 - 73

**Recommendation**

1. That the proposed closures be retained by the City of Saskatoon and consolidated with adjacent Circle Drive right-of-way; and
2. That permission be granted to introduce Bylaw No. 9336, The Street Closing Bylaw, 2015 (No.13), and give same its FIRST reading.

**Recommendation**

That the submitted report and correspondence be received.

**Recommendation**

That the hearing be closed.

**Recommendation**

That Bylaw No. 9336 now be read a SECOND time.

**Recommendation**

That permission be granted to have Bylaw No. 9336 read a third time at this meeting.

**Recommendation**

That Bylaw No. 9336 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

**6. PROCLAMATIONS AND FLAG RAISINGS**

## Recommendation

1. That City Council approve all proclamation requests as set out in Section 6; and
2. That the City Clerk be authorized to sign the proclamations, in the standard form, on behalf of City Council.

- |     |  |         |
|-----|--|---------|
| 6.1 | Elizabeth Munro - February 1 - 7, 2015 - 'Eating Disorder Awareness Week' [File No CK. 205-5]  | 74      |
| 6.2 | Laura Van Loon - Soroptimist International Saskatoon Chapter - January 11, 2016 - 'Stop Human Trafficking in Saskatoon' [File No. CK. 205-5] | 75 - 78 |
| 6.3 | Lee Genier - Saskatchewan Rush Lacrosse Club - January 15, 2016 - 'Saskatchewan Rush Day' [File No. CK. 205-5]                               | 79      |
| 6.4 | Loretta Rempel - Saskatoon Crime Stoppers - January 2016 - 'Crime Stoppers Month' [File No. CK. 205-5]                                       | 80      |

7. URGENT BUSINESS

8. ADJOURNMENT

# BYLAW NO. 9332

## The Zoning Amendment Bylaw, 2015 (No. 32)

The Council of The City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2015 (No. 32)*.

### Purpose

2. The purpose of this Bylaw is to amend the regulations in the Zoning Bylaw for garden and garage suites to clarify the applicable development standards.

### Zoning Bylaw Amended

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

### Section 2.0 Amended

4. Section 2.0 is amended:
  - (1) by repealing the definition of “garage suite” and substituting the following:

“**garage suite**” means a building containing both a garden suite and an area used as a private garage and is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling.”
  - (2) by repealing the definition of “garden suite” and substituting the following:

“**garden suite**” means a small, self-contained, ground-oriented dwelling unit that is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling and has cooking, food preparation, sleeping, and sanitary facilities which are separate from those of the one-unit dwelling.”

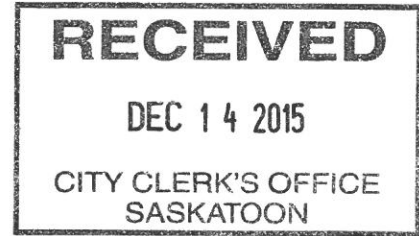
### Section 5.0 Amended

5. (1) Clause 5.7 is amended by adding the following subclause after clause (1):

Jenkins, Sandy (Clerks)

4350-63

**From:** Jeff Nattress <jeff@lanewaysuites.com>  
**Sent:** Monday, December 14, 2015 9:31 AM  
**To:** Web E-mail - City Clerks  
**Subject:** Request to Speak at City Council Meeting Tonight



Good Morning,

I would like to speak during the City Council meeting tonight, Dec 14, 2015, regarding the agenda item "Zoning Bylaw Text Amendment - Garden and Garage Suites".

Thank you in advance.

Jeff Nattress P.Eng.  
Laneway Suites Ltd.  
220 - 20th St W  
Saskatoon, SK S7M0W9  
[lanewaysuites.com](http://lanewaysuites.com)  
306 881 9985

# BYLAW NO. 9326

## The Zoning Amendment Bylaw, 2015 (No. 30)

The Council of The City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2015 (No. 30)*.

### Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to provide regulations for the B4MX – Integrated Commercial Mixed-Use District and add a definition for active building frontage.

### Zoning Bylaw Amended

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

### Section 2.0 Amended

4. Section 2.0 is amended by adding the following after the definition of “accessory building or use”:

“**active frontage**” means building frontages that face and open onto a public sidewalk and are designed to promote animation, vibrancy and interest, as well as an element of comfort to the public realm. This is intended to create a relationship between the building and the street by incorporating the following elements:

- (i) frequent door and transparent window openings;
- (ii) no blank walls, continuous garage doors or high fences;
- (iii) interesting building facades along the street frontages;
- (iv) building facades that vary along the block face;

- (v) building facades may be articulated or contain projections, including but not limited to, bays and porches to provide visual interest;
- (vi) where a building is setback from the property line, the space created should be dedicated to pedestrian activities, including plazas, seating areas, landscaping, or other uses that are active or provide visual interest;
- (vii) public uses should be located on the ground floor where possible;
- (viii) internal uses should be visible from the sidewalk or may continue onto the sidewalk.”

### **Section 5.0 Amended**

- 5. Subsection 5.6 is amended by adding “any site in a B4MX District,” after “airports,” in clause (2).

### **Section 6.0 Amended**

- 6. Subsection 6.3 is amended by adding the following after clause 6.3.6:

#### **“6.3.7 Parking and Loading Requirements for Integrated Commercial Mixed Use District**

- (1) Required parking and loading spaces shall be a minimum of 7.0 metres back from the front property line.
- (2) Each non-residential building with a building floor area greater than 400 square metres in area shall provide one off-street loading space.
- (3) All required parking and loading spaces for residential uses shall be located at least 3.0 metres from any part of a residential building entrance, the outer edge of a balcony or a window, and for all other uses, at least 1.0 metres from the building.
- (4) The minimum off-street parking standards for the B4MX Zoning District are set out in the following chart:

Uses	B4MX District
Bakeries	1 space per 30 m <sup>2</sup> of gross floor area
Boarding Apartments	1 space plus 1 space for each 4 units or beds, whichever is greater
Car Wash	3 spaces per bay for manual car washes, 1 space per bay, to a maximum of 6 spaces, for manual car washes with more than 1 bay and only 1 entrance door, and 6 spaces for automated carwashes, with tandem parking permitted in both cases.
Catering Halls, Banquet Halls and Community Kitchens	1 space per 30 m <sup>2</sup> of gross floor area
Child Care Centres and Pre-Schools	1 space plus 1 space per 10 persons enrolled in the facility
Commercial Recreation Uses	1 space per 30 m <sup>2</sup> of gross floor area
Community Centres	1 space per 50 m <sup>2</sup> of building floor area
Financial Institutions	1 space per 30 m <sup>2</sup> of gross floor area
Gas Bars	1 space per 50 m <sup>2</sup> of gross floor area
Hotels	1 space per guest room, plus one space per 14 m <sup>2</sup> of gross floor area devoted to public assembly, plus the applicable number or parking space for any other use contained on the site
Medical Clinics	1 space per 30 m <sup>2</sup> of gross floor area
Medical, Dental and Optical Laboratories	1 space per 30 m <sup>2</sup> of gross floor area
Multiple-Unit Dwellings	1.25 spaces per dwelling unit plus 0.125 visitor spaces per dwelling unit
Offices, Office Buildings and Office Complexes	1 space per 50 m <sup>2</sup> of gross floor area
Personal Service Trades and Health Clubs	1 space per 30 m <sup>2</sup> of gross floor area
Private Clubs	1 space per 30 m <sup>2</sup> of gross floor area
Private Schools	1.2 spaces per classroom plus 1 space per 2 students at design capacity
Public Libraries	1 space per 30 m <sup>2</sup> of gross floor area
Residential Care Homes	0.75 spaces per staff member plus 1 space per 5 persons enrolled in the facility
Restaurants, Lounges, Nightclubs, and Taverns	1 space per 30 m <sup>2</sup> of gross leasable floor area
Retail Stores and Shopping Centres	1 space per 30 m <sup>2</sup> of gross leasable floor area
Small Animal Grooming	1 space per 30 m <sup>2</sup> of gross floor area
Special Care Homes	1 space per 3 beds plus 1 space per 4 employees
Special Needs Housing	1 space per 2 dwelling units, plus 0.1 visitor spaces per dwelling unit
Veterinary Clinics	1 space per 30 m <sup>2</sup> of gross floor area

”

### **New Section 10.7A Added**

7. Section 10.7A as shown on Schedule “A” to this Bylaw is added to the Zoning Bylaw after Section 10.7.

### **The Sign Regulations Amended**

8. The Sign Regulations, being Appendix “A” to Bylaw 8770 and forming part of the Bylaw, are amended by adding “B4MX,” after “B4A,” in the parenthesis for subsection 3.4.





## Schedule “A”

### 10.7A B4MX - Integrated Commercial Mixed-Use District

#### 10.7A.1 Purpose

The purpose of the B4MX District is to facilitate mixed-use development on principal streets in this district. The B4MX District provides for a range of medium to high-density residential uses, commercial and institutional uses in a manner that encourages retail and service-based uses at grade level. The B4MX District promotes a compact, pedestrian-oriented built form that supports transportation options, street orientated buildings and active uses at grade level.

#### 10.7A.2 Permitted Uses

The Permitted Uses and Minimum Development Standards in the B4MX District are set out in the following chart:

<b>B4MX District</b>	Minimum Development Standards (in Metres)						
	Site Width	Site Area (m <sup>2</sup> )	Front Yard (Max.)	Side Yard	Rear Yard	Building Height (Max.)	Amenity Space Per Unit (m <sup>2</sup> )
<b>10.7A.2 Permitted Uses</b>							
(1) Bakeries	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(2) Boarding apartments	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(3) Catering halls, banquet halls and community kitchens	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(4) Child care centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(5) Commercial recreation uses	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(6) Community centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(7) Financial institutions	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(8) Hotels	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(9) Medical clinics	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(10) Medical, dental and optical laboratories	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(11) Multiple-unit dwellings <sub>4</sub>	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	5
(12) Offices, office buildings and office complexes	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(13) Personal service trades and health clubs	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(14) Pre-schools	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(15) Private Clubs	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(16) Private schools	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(17) Public libraries	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(18) Residential care homes – Type III	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(19) Restaurants and lounges	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(20) Retail stores	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-

(21)	Shopping centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(22)	Small animal grooming	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(23)	Veterinary clinics	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(24)	Accessory buildings, and uses	Refer to General Provisions Section 5.7						

### 10.7A.3 Discretionary Uses

The Discretionary Uses and Minimum Development Standards in a B4MX District are set out in the following chart:

B4MX District	Minimum Development Standards (in Metres)						
	Site	Site	Front	Side	Rear	Building	
	Width	Area (m <sup>2</sup> )	Yard (Max)	Yard	Yard	Height (Max.)	
<b>10.7A.3 Discretionary Uses</b>							
(1)	Car wash	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(2)	Nightclubs and taverns	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(3)	Gas bars	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(4)	Special care homes	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(5)	Special needs housing	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>

### 10.7A.4 Notes to Development Standards

- 1 For sites containing one or more principal buildings, the 3.0 metre maximum front yard setback shall apply to at least one of the principal buildings. A site plan shall be provided showing potential future phases of development. The site plan is intended to illustrate how future intensification and build out of the site may be accommodated to meet the purpose of the District.
- 2 Where a B4MX District abuts an R District without the intervention of a street or lane, or on a corner site along a flanking street, a side yard shall be provided of a width not less than 3.0 metres for the side yard abutting the R District or flanking street.
- 3 Accessory buildings must be located at least 15.0 metres from the front property line or 1.2 metres behind the rear line of the principal building and shall not be located within a required landscaping strip.
- 4 Dwelling units shall not be located at grade when located in the portion of a principal building adjacent to an arterial street.

- 5 Where the maximum building height is at least 15.0 metres, the building shall contain both a building base and a building cap as follows:
  - (a) *Building Base Height:* shall be a minimum of 10.0 metres and a maximum of 12.0 metres.
  - (b) *Building Cap:* shall be set back a minimum of 2.0 metres from the front façade of the building base.

#### **10.7A.5 Signs**

The regulations governing signs in the B4MX District are contained in **Appendix A – Sign Regulations.**

#### **10.7A.6 Parking**

- (1) The regulations governing parking and loading spaces in the B4MX District are contained in Section 6.0.
- (2) The number of parking spaces required in the B4MX District may be reduced by the number of parking spaces provided on the street, which will primarily serve the subject property. The determination of the number of on-street parking spaces to be credited on the subject property shall be at the discretion of the Development Officer.
- (3) The number of parking spaces may be reduced in the B4MX District by 0.25 spaces per dwelling unit when a multiple-unit dwelling is located above non-residential uses within the same building.
- (4) Bicycle Parking:
  - (a) A minimum of one bicycle parking space shall be provided for every 250 square metres of gross floor area devoted to non-residential uses.
  - (b) Bicycle parking spaces shall be provided in locations that are readily visible, well lit, and in close proximity to building entrances.

### **10.7A.7 Gross Floor Space Ratio**

- (1) Except as provided in clause (2), the gross floor space ratio shall not exceed 3:1.
- (2) The gross floor space ratio for sites containing residential uses shall not exceed 5:1.

### **10.7A.8 Landscaping**

- (1) A landscaping strip of not less than 4.5 metres in depth throughout, lying parallel to and abutting the front site line, shall be provided on every site for that portion of the site not covered by a building and shall be used for no purpose except landscaping, necessary driveway access, outdoor patios or public seating areas.
- (2) Where a B4MX district abuts an R District without an intervening lane, there shall be a strip of land adjacent to the abutting site line of not less than 3.0 metres throughout, which shall not be used for any purpose except landscaping.
- (3) On corner lots, in addition to the landscaping required in the front yard, the whole of any required side yard abutting the flanking street shall be landscaped and shall be used for no purpose except landscaping, necessary driveway access, and outdoor patios or public seating areas.
- (4) Curbed landscaped islands at the flanking end of every parking row shall be provided for at grade parking areas.
- (5) Interior sidewalks within the parking area shall be provided to link buildings.
- (6) Parking areas shall be adequately screened from the front site line to a height of 1.0 metres by landscaping or fencing.

### **10.7A.9 Outdoor Storage**

- (1) No goods, commodities, or other form of materials shall be stored outdoors.

- (2) An outdoor sales area is permitted when accessory to a retail store or shopping centre provided that the outdoor sales area is fenced or partially enclosed or both.

#### **10.7A.10 Building Orientation and Building Setback**

- (1) Buildings located adjacent to a street shall contain elements of an active frontage, which shall create a functional pedestrian-oriented relationship between the building and the street.
- (2) For corner sites, all street facing façades shall incorporate elements of an active building frontage.
- (3) Buildings fronting a street shall incorporate architectural features that provide visual interest along the streetscape and reduce the perceived massing of the building.

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## Zoning Bylaw Text Amendment – B4MX Integrated Commercial Mixed-Use District

### Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation to amend Zoning Bylaw No. 8770 to add the B4MX Integrated Commercial Mixed-Use District and the associated development standards and definitions, as outlined in this report.

### Topic and Purpose

The purpose of this report is to consider amendments to Zoning Bylaw No. 8770 (Zoning Bylaw), to add the B4MX Integrated Commercial Mixed-Use District (B4MX Zoning District) and associated development standards, and a definition for active building frontage.

### Report Highlights

1. The Administration is recommending amendments to the Zoning Bylaw to add a new mixed-use commercial zoning district that will allow for commercial, institutional, and residential uses to be integrated both horizontally and vertically on a site. The district promotes a compact pedestrian-oriented built form that supports transportation options, street-oriented buildings, and active uses at grade level.

### Strategic Goals

Under the Strategic Goal of Sustainable Growth, this proposal supports the long-term strategy of providing an integrated approach to growth, related to transportation, servicing, transit, and land use.

### Background

The Growth Plan to Half a Million contains a strategy to build integrated communities that are complete and self-sustaining within the City of Saskatoon (City). New neighbourhoods are designed to incorporate complete streets, transit-oriented development, facilities that support all modes of transportation, and increased connectivity to the rest of the city.

The Official Community Plan Bylaw No. 8769 (Official Community Plan) provides policy for the development of District Commercial Areas, which is intended to provide services and a range of commercial uses that can serve the needs of two to five neighbourhoods. The Official Community Plan provides further direction for the development of District Village Commercial Areas. District Village Commercial Areas may include development standards that are more flexible than traditional commercial areas. These areas should encourage development adjacent to the sidewalk for an attractive pedestrian environment and to encourage alternative transportation forms.

Planning and Development has developed a new commercial mixed-use zoning district to be included in the Zoning Bylaw. The B4MX Zoning District is intended to be applied along arterial roadways in District Village Commercial Areas of new neighbourhoods and implements the Official Community Plan Policy for District Village Commercial Areas. In the future, this district may also be applied to existing arterial streets as they are redeveloped into complete streets.

## **Report**

### Proposed Zoning Bylaw Amendment

The proposed B4MX Zoning District will facilitate mixed-use development on principal streets, allows for medium- to high-density residential uses as well as commercial and institutional uses in a manner that encourages retail and service-based uses at grade. The B4MX Zoning District promotes a compact pedestrian-oriented built form that supports transportation options, street-oriented buildings, and active uses at grade level. The provisions of the district are included as Attachment 1.

The proposed B4MX Zoning District:

- a) Provides for commercial, office/ institutional, and medium-/high-density residential uses to be vertically and horizontally integrated on a site;
- b) Includes provisions for retail and convenience uses to be located at grade along front streets;
- c) Requires a maximum front yard setback of 3.0 metres to ensure that buildings are located close to the street to create a “main-street” feel that is attractive and comfortable for pedestrians;
- d) Requires that buildings have active building frontage elements to eliminate blank walls along sidewalks; and
- e) Requires enhanced landscaping and pedestrian linkages in parking areas.

The zoning bylaw amendments include the addition of the B4MX Zoning District and associated development standards, a definition for “active building frontage”, and a general provision to allow for more than one principal building per site in this district.

## **Options to the Recommendation**

City Council has the option of not approving the bylaw amendments. In this case, further direction to the Administration would be required.

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

A group consisting of professional planners and architects was established to assist civic administration in the development of the B4MX Zoning District. This group provided feedback on appropriate uses, site development standards, and building orientation regulations within the proposed B4MX District. Further consultation was undertaken with local Land Developers, consulting firms, the Developers Liaison Committee, and commercial realtors. Comments were received regarding the integration of multiple-unit dwellings in conjunction with other uses, parking



requirements, and site setbacks. The commercial realtors provided information regarding potential tenants that could be accommodated in the B4MX Zoning District.

**Communication Plan**

Upon approval of the district, Planning and Development will provide notices to developers.

**Other Considerations/Implications**

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

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

As the B4MX Zoning District is implemented, changes may be brought forward, as necessary, to ensure the regulations meet the goals outlined in the Official Community Plan for District Villages.

**Public Notice**

The Zoning Bylaw amendment will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

**Attachment**

1. Draft B4MX Integrated Commercial Mixed-Use District

**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/MPC – Zoning Bylaw Text Amendment – B4MX Integrated Commercial Mixed-Use District/lc

## Draft B4MX Integrated Commercial Mixed-Use District

### 10.7A.1 Purpose

The purpose of the B4MX District is to facilitate mixed-use development on principal streets in this district. The B4MX District provides for a range of medium- to high-density residential uses, and commercial and institutional uses in a manner that encourages retail and service-based uses at grade level. The B4MX District promotes a compact, pedestrian-oriented built form that supports transportation options, street orientated buildings and active uses at grade level.

### 10.7A.2 Permitted Uses

The Permitted Uses and Minimum Development Standards in the B4MX District are set out in the following chart:

B4MX District	Minimum Development Standards (in Metres)						
	Site Width	Site Area (m <sup>2</sup> )	Front Yard (Max.)	Side Yard	Rear Yard	Building Height (Max.)	Amenity Space Per Unit (m <sup>2</sup> )
<b>10.7A.2 Permitted Uses</b>							
(1) Bakeries	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(2) Boarding apartments	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(3) Catering halls, banquet halls and community kitchens	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(4) Child care centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(5) Commercial recreation uses	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(6) Community centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(7) Financial institutions	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(8) Hotels	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(9) Indoor commercial recreation uses	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(10) Medical clinics	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(11) Medical, dental and optical laboratories	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(12) Multiple-unit dwellings <sub>4</sub>	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	5
(13) Offices, office buildings and office complexes	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(14) Personal service trades and health clubs	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(15) Pre-schools	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(16) Private schools	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(17) Public libraries	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(18) Residential care homes – Type III	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(19) Restaurants and lounges	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(20) Retail stores	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(21) Shopping centres	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(22) Small animal grooming	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(23) Veterinary clinics	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>	-
(24) Accessory buildings <sub>3</sub> and uses	Refer to General Provisions Section 5.7						

### 10.7A.3 Discretionary Uses

The Discretionary Uses and Minimum Development Standards in a B4MX District are set out in the following chart:

B4MX District		Minimum Development Standards (in Metres)					
		Site	Site	Front	Side	Rear	Building
		Width	Area (m <sup>2</sup> )	Yard (max)	Yard	Yard	Height (Max.)
<b>10.7A.3 Discretionary Uses</b>							
(1)	Car wash	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(2)	Nightclubs and taverns	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(3)	Gas bars	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(4)	Service stations	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(5)	Special care homes	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>
(6)	Special needs housing	15	450	3 <sub>1</sub>	0 <sub>2</sub>	7.5	22 <sub>5</sub>

### 10.7A.4 Notes to Development Standards

- 1 For sites containing one or more principal buildings, the 3.0 metre maximum front yard setback shall apply to at least one of the principal buildings. A site plan shall be provided showing potential future phases of development. The site plan is intended to illustrate how future intensification and build out of the site may be accommodated to meet the purpose of the District.
- 2 Where a B4MX District abuts an R District without the intervention of a street or lane, or on a corner site along a flanking street, a side yard shall be provided of a width not less than 3.0 metres for the side yard abutting the R District or flanking street.
- 3 Accessory buildings must be located 15.0 metres from the front property line or 1.2 metres behind the rear property line of a principal building and shall not be located within a required landscaping strip.
- 4 Dwelling units shall not be located at grade when located in the portion of a principal building adjacent to an arterial street.
- 5 Where the maximum building height is at least 15.0 metres, the building shall contain both a building base and a building cap as follows:
  - (a) *Building Base Height:* shall be a minimum of 10.0 metres and a maximum of 12.0 metres.
  - (b) *Building Cap:* the building cap shall be set back a minimum of 2.0 metres from the front façade of the building base.

#### **10.7A.5 Signs**

The regulations governing signs in the B4MX District are contained in **Appendix A – Sign Regulations.**

#### **10.7A.6 Parking**

- (1) The regulations governing parking and loading spaces in the B4MX District are contained in Section 6.0.
- (2) The number of parking spaces required in the B4MX District may be reduced by the number of parking spaces provided on the street, which will primarily serve the subject property. The determination of the number of on-street parking spaces to be credited on the subject property shall be at the discretion of the Development Officer.
- (3) The number of parking spaces may be reduced in the B4MX District by 0.25 spaces per dwelling unit when a multiple-unit dwelling is located above non-residential uses within the same building.
- (4) Bicycle Parking
  - (a) A minimum of one bicycle parking space shall be provided for every 250 square metres of gross floor area devoted to non-residential uses.
  - (b) Bicycle parking spaces shall be provided in locations that are readily visible, well lit, and in close proximity to building entrances.

#### **10.7A.7 Gross Floor Space Ratio**

- (1) Except as provided in clause (2), the gross floor space ratio shall not exceed 3:1
- (2) The gross floor space ratio for sites containing residential uses shall not exceed 5:1.

#### **10.7A.8 Landscaping**

- (1) A landscaping strip of not less than 4.5 metres in depth throughout, lying parallel to and abutting the front site line, shall be provided on every site for that portion of the site not covered by a building and shall be used for no purpose except landscaping, or necessary driveway access. Outdoor patios or public seating areas shall be permitted in the required landscaping strip.

- (2) Where a B4MX site abuts an R District without an intervening lane, there shall be a strip of land adjacent to the abutting site line of not less than 3.0 metres throughout, which shall not be used for any purpose except landscaping.
- (3) On corner lots, in addition to the landscaping required in the front yard, the whole of any required side yard abutting the flanking street shall be landscaped and shall be used for no purpose except landscaping, necessary driveway access, and outdoor patios or public seating areas.
- (4) Curbed landscaped islands at the flanking end of every parking row shall be provided, for at grade parking areas.
- (5) Interior sidewalks within the parking area shall be provided to link buildings.
- (6) Parking areas shall be adequately screened from the front site line to a height of 1.0 metres by landscaping or fencing.

#### **10.7A.9 Outdoor Storage**

- (1) No goods, commodities, or other form of materials shall be stored outdoors.
- (2) An outdoor sales area is permitted when accessory to a retail store or shopping centre provided that the outdoor sales area is fenced or partially enclosed or both.

#### **10.7A.10 Building Orientation and Building Setback**

- (1) Buildings located adjacent to a street shall contain elements of an active building frontage, which shall create a functional pedestrian-oriented relationship between the building and the street. Elements of an active building frontage may include, but are not limited to:
  - (a) frequent door and window openings;
  - (b) building façades along the street frontage with architectural features to provide visual interest;
  - (c) building façades that vary along the block face;
  - (d) building façades may be articulated or contain projections, including but not limited to, bays and porches to provide visual interest;
  - (e) outdoor seating and transit facilities; and

- (f) internal uses should be visible from the sidewalk, or may continue onto the sidewalk.
- (2) For corner sites, all street facing façades shall incorporate elements of an active building frontage.
- (3) Buildings fronting a street shall incorporate architectural features that provide visual interest along the streetscape and reduce the perceived massing of the building.

**Add new definition in Section 2.0 of the Zoning Bylaw (Definitions) for “active building frontage” that incorporates the following:**

A continuous building façade that faces a street and contains several of the following elements: frequent door and window openings, building projections, including bays and porches, and the incorporation of architectural elements that provide variation and visual interest. The incorporation of outdoor seating, transit facilities, or other features that provide visual interest to the streetscape, may also be considered elements of an active building frontage.

**Amend Section 5.6 Number of Buildings on a Site** to include a provision to allow for more than one principal building on a site in the B4MX Zoning District.

**Amend Sign Regulations - Appendix A to Zoning Bylaw No. 8770** to include the B4MX Zoning District in Section 3.4 Signage Group No. 4.

**Amend Parking and Loading Requirements in Section 6.3 Parking and Loading Requirements in Commercial District to include the provision for the B4MX District**

- (1) Required parking and loading spaces shall be a minimum of 7.0 metres back from the front property line.
- (2) Each non-residential principal building with a building floor area greater than 2,000 square metres in area shall provide one loading space.
- (3) All required parking and loading spaces shall be located at least 3.0 metres from any part of a residential building entrance or the outer edge of a balcony or window, and for all other uses, at least 1.0 metres from the building.
- (4) The minimum off-street parking standards for the B4MX Zoning District are set out in the following chart:

Uses	B4MX District
Bakeries	1 space per 30 m <sup>2</sup> of gross floor area
Boarding Apartments	1 space plus 1 space for each 4 units or beds, whichever is greater
Child Care Centres and Pre-Schools	1 space plus 1 space per 10 persons enrolled in the facility
Community Centres	1 space per 50 m <sup>2</sup> of building floor area
Financial Institutions	1 space per 30 m <sup>2</sup> of gross floor area
Hotels	1 space per guest room, plus one space per 14 m <sup>2</sup> of gross floor area devoted to public assembly, plus the applicable number or parking space for any other use contained on the site.
Indoor Commercial Recreation Uses	1 space per 30 m <sup>2</sup> of gross floor area
Medical Clinics	1 space per 30 m <sup>2</sup> of gross floor area
Medical, Dental and Optical Laboratories	1 space per 30 m <sup>2</sup> of gross floor area
Multiple-Unit Dwellings	1.25 spaces per dwelling unit plus 0.125 visitor spaces per dwelling unit
Offices, Office Buildings and Office Complexes	1 space per 50 m <sup>2</sup> of gross floor area
Personal Service Trades and Health Clubs	1 space per 30 m <sup>2</sup> of gross floor area
Private Clubs	1 space per 30 m <sup>2</sup> of gross floor area
Private Schools	1.2 spaces per classroom plus 1 space per 2 students at design capacity
Public Halls, Catering Halls, and Assembly Halls	1 space per 30 m <sup>2</sup> of gross floor area
Public Libraries	1 space per 30 m <sup>2</sup> of gross floor area
Residential Care Homes	0.75 spaces per staff member plus 1 space per 5 persons enrolled in the facility
Restaurants, Lounges, Nightclubs, and Taverns	1 space per 30 m <sup>2</sup> of gross leasable floor area
Retail Stores and Shopping Centres	1 space per 30 m <sup>2</sup> of gross leasable floor area
Service Stations	1 space per 50 m <sup>2</sup> of building floor area
Small Animal Grooming	1 space per 30 m <sup>2</sup> of gross floor area
Special Care Homes	1 space per 3 beds plus 1 space per 4 employees
Special Needs Housing	1 space per 2 dwelling units, plus 0.1 visitor spaces per dwelling unit
Veterinary Clinics	1 space per 30 m <sup>2</sup> of gross floor area

November 3, 2015

City Clerk

Dear City Clerk:

**Re: Municipal Planning Commission Report for Public Hearing  
Zoning Bylaw Text Amendment – B4MX Integrated Commercial Mixed-Use  
District [File No. CK 4350-015-006 and PL 4330-Z19/13]**

The Municipal Planning Commission, at its meeting held on October 27, 2015 considered a report of the General Manager, Community Services Department, dated October 27, 2015 on the above application.

During consideration of the application concerns were raised regarding prospective buyers being informed of zoning prior to purchasing, parking requirements (size and amount of stalls), and communication with current occupants.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that City Council considers the Administration's recommendation to amend Zoning Bylaw No. 8770 to add the B4MX Integrated Commercial Mixed-Use District and the associated development standards and definitions, as outlined in this report.

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 Zoning Bylaw amendment.

Yours truly,



**Holly Thompson, Committee Assistant**  
Municipal Planning Commission

HT:sj



**ZONING NOTICE**  
**PROPOSED ZONING BYLAW TEXT**  
**AMENDMENT – BYLAW NO. 9326**

Saskatoon City Council will consider an application to amend the text of Zoning Bylaw No. 8770. By way of Bylaw No. 9326, The Zoning Amendment Bylaw, 2015 (No. 30), a new zoning district, the B4MX – Integrated Commercial Mixed-Use District, is proposed to be added to the Zoning Bylaw. Development regulations associated with the B4MX District, a definition for “active building frontage”, and a general provision to allow for more than one principal building per site in this district are also proposed as part of this amendment.

The proposed B4MX Zoning District will facilitate mixed-use development on major roadways, allowing for commercial, institutional, and residential uses to be integrated both horizontally and vertically on a site. The B4MX District promotes a compact pedestrian-oriented built form that supports transportation options, street-oriented buildings, and active uses at grade level.

The proposed B4MX Zoning District will:

- Provide for commercial, office/ institutional, and medium-/high-density residential uses to be vertically and horizontally integrated on a site;
- Include provisions for retail and convenience uses to be located at grade level along front streets;
- Require a maximum front yard setback of 3.0 metres to ensure that buildings are located close to the street to create a “main-street” feel that is attractive and comfortable for pedestrians;
- Require that buildings have active building frontage elements to eliminate blank walls along sidewalks; and
- Require enhanced landscaping and pedestrian linkages in parking areas.

**REASON FOR THE AMENDMENT**—The proposed amendment will create a new commercial mixed-use zoning district that is intended to be applied along major roadways and in district village commercial areas.

**INFORMATION**—Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:  
Community Services Department,  
Planning and Development  
Phone: 306-975-7621 (Paula Kotasek-Toth)

**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, December 14th, 2015 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

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

All submissions received by the City Clerk by **10:00 am on Monday, December 14th, 2015** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

## BYLAW NO. 9332

### The Zoning Amendment Bylaw, 2015 (No. 32)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2015 (No. 32)*.

#### Purpose

2. The purpose of this Bylaw is to amend the regulations in the Zoning Bylaw for garden and garage suites to clarify the applicable development standards.

#### Zoning Bylaw Amended

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

#### Section 2.0 Amended

4. Section 2.0 is amended:

- (1) by repealing the definition of “garage suite” and substituting the following:

“**garage suite**” means a building containing both a garden suite and an area used as a private garage and is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling.”

- (2) by repealing the definition of “garden suite” and substituting the following:

“**garden suite**” means a small, self-contained, ground-oriented dwelling unit that is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling and has cooking, food preparation, sleeping, and sanitary facilities which are separate from those of the one-unit dwelling.”

#### Section 5.0 Amended

5. (1) Clause 5.7 is amended by adding the following subclause after clause (1):

“(a) the provisions of Section 5.7 do not apply to garden and garage suites.”

6. (1) Clause 5.43(3) is repealed and the following substituted:

“(3) No garden or garage suite may be constructed, erected or moved on to any site prior to the time of construction of the principal building to which it is accessory.”

(2) Clause 5.43(9) is repealed and the following substituted:

“(9) One off-street parking space is required for a garden or garage suite in addition to at least one off-street parking space for the principal dwelling as follows:

- (a) All parking must be hard surfaced, sited and screened to the satisfaction of the Development Officer;
- (b) The parking space required for the garden or garage suite shall not be located in a required front yard unless the site has no access to a rear lane;
- (c) On corner sites, the parking space may be located in the rear or side yard and may be accessed from the rear lane or the flanking street.”

(3) Clause 5.43(14) is repealed and the following substituted:

“(14) The gross floor area of a garden suite shall not exceed 77 m<sup>2</sup> and, in the case of a garage suite, the garden suite shall not exceed 77m<sup>2</sup> while the gross floor area of the area used as a private garage shall not exceed 87 m<sup>2</sup>. The following factors are to be considered in calculating the gross floor area of a garden or garage suite:

- (a) the gross floor area of a garden or garage suite shall not exceed the gross floor area of the principal dwelling;
- (b) the gross floor area of a one-unit dwelling includes all areas above grade, including an attached garage;
- (c) the gross floor area of a garden or garage suite includes all areas above grade;
- (d) where a detached accessory building exists, the gross floor area of the existing detached accessory building need not be considered in the gross floor area calculation where:



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## Zoning Bylaw Text Amendment – Garden and Garage Suites

### Recommendation

That a copy of this report be forwarded to City Council recommending that at the time of the public hearing, City Council consider the Administration's recommendation to amend the garden and garage suite regulations contained in Zoning Bylaw No. 8770, as outlined in this report.

### Topic and Purpose

The purpose of this report is to consider amendments to Zoning Bylaw No. 8770 (Zoning Bylaw) to clarify regulations that ensure garden and garage suites are an accessory use to one-unit dwellings. This report also outlines changes to streamline the discretionary use application process for garden and garage suites.

### Report Highlights

1. The Administration is recommending amendments to the development standards for garden and garage suites contained in the Zoning Bylaw to provide clarification regarding gross floor area calculations to ensure that garden and garage suites are accessory to a one-unit dwelling.
2. The discretionary use application process has been modified to reduce initial application costs for the applicant and to decrease the time required by the Administration to review the applications.

### Strategic Goal

This report supports the City of Saskatoon's (City) long-term Strategic Goal of Sustainable Growth by allowing for an additional form of infill development. Increasing infill development is specifically identified as a ten-year strategy for achieving the Strategic Goal of Sustainable Growth.

### Background

At its May 4, 2014 meeting, City Council approved amendments to the Zoning Bylaw to allow for garden and garage suites when accessory to one-unit dwellings. Garden and garage suites are a discretionary use in residential zoning districts city-wide, with discretionary use approval delegated to the Administration.

The regulations for garden and garage suites were amended in March 2015 to clarify the height in Category 1 neighbourhoods, adding the Exhibition neighbourhood to the list of Category 1 neighbourhoods and removing two-storey suites on corner lots in Category 2 neighbourhoods.

Since May 2014, 13 garden and garage suite applications have been received, with 4 being approved, 3 being denied or withdrawn, 1 currently under appeal to the Saskatchewan Municipal Board, and 5 currently under review.

## Report

### Zoning Bylaw Amendment

The Planning and Development Division has received feedback from applicants who have indicated that the provisions contained in the Zoning Bylaw require clarification, including the maximum size that garden and garage suites can be built and how the regulations are applied. Applicants have also indicated that the regulations may not allow for design flexibility on corner lots.

Garden and garage suites are to be an accessory use to a one-unit dwelling. The Zoning Bylaw defines an accessory building or use as one that:

- “(i) is subordinate to and serves the principal building or principal use;
- (ii) is subordinate in area, extent, and purpose to the principal building or principal use served;
- (iii) contributes to the comfort, convenience, or necessity of occupants of the principal building or principal use served; and
- (iv) is located on the same site as the principal building or principal use served.”

The following amendments to the Zoning Bylaw are proposed to clarify the maximum size of a garden or garage suite and ensure that they are an accessory use:

- (i) amend definitions of “garden suite” and “garage suite” to clarify that these uses are an accessory use to a one-unit dwelling;
- (ii) clarify that the gross floor area is used to determine the area of the one-unit dwelling and the garden and garage suite. Gross floor area is defined in the Zoning Bylaw as “the sum of the gross horizontal area of the building measured at each floor level. All dimensions shall be measured between exterior faces of exterior walls”;
- (iii) clarify that the gross floor area of a garden or garage suite may not exceed that of the one-unit dwelling; and
- (iv) add further provisions for development on residential sites with depths greater than 60 metres.

Minor amendments are also being proposed to:

- (i) clarify that the development standards for “accessory buildings and structures” do not apply to garden and garage suites. The Zoning Bylaw contains standards for all accessory building and structures; the regulations for garden and garage suites will be contained within their own section; and
- (ii) amend the requirement to allow for parking to be accessed from a street on corner sites that have a rear lane.

Details on the proposed text amendments are included in Attachment 1.

### Process Improvements

Feedback has also been received in regard to the application process. The current application process requires that applicants provide a site plan, floor plans, building elevations, and buildings sections. In addition, a complete utility plan and a drainage plan that are signed and sealed by a professional engineer must also be submitted for review. Applicants have indicated that the requirement for a complete utility and drainage plan is costly and onerous given that this information must be submitted by applicants without knowing if their discretionary use application will be approved.

The following changes are being made to the process to reduce initial costs for the applicant and reduce the time required for the Administration to review the application:

- (i) move the requirement for submission of a detailed drainage plan to the development and building permit application rather than with the discretionary use application.
- (ii) require a site plan showing the location of proposed utility connections with a Letter of Assurance from a design professional that will confirm that the site can be serviced for all utilities with the discretionary use application. If the discretionary use application is approved, a detailed utility plan, which has been signed and sealed by a professional engineer, will be required to be submitted for review as part of the development and building permit application.

The discretionary use approval process for garden and garage suites is outlined in Attachment 2.

### **Options to the Recommendation**

City Council may choose to deny the proposed amendment. In this case, further direction would be required.

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

The proposed amendments were sent to a group of local design professionals including builders, designers, and architects. The results of this consultation will be provided verbally at the Municipal Planning Commission meeting.

### **Communication Plan**

If approved, the Zoning Bylaw amendments for garden and garage suites will be communicated through an information brochure that is available on the City of Saskatoon website and in hard copy.

### **Other Considerations/Implications**

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

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

The regulations regarding garden and garage suites will be further reviewed in January 2017 to determine if further amendments are required.

**Public Notice**

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. A notice will be placed in The StarPhoenix two weeks prior to the public hearing date at City Council.

**Attachments**

1. Proposed Zoning Bylaw Text Amendments for Garden and Garage Suites
2. Discretionary Use Application Process and Requirements for Garden and Garage Suites

**Report Approval**

Written by: Paula Kotasek-Toth, Senior Planner, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/DS/2015/MPC – Zoning Bylaw Text Amendment – Garden and Garage Suites/ks



**Proposed Zoning Bylaw Text Amendments for Garden and Garage Suites**

Section 2.0 Definitions		
Current Provision	Proposed Changes	Rationale
<p><b>"garden suite"</b> means a small, ground-oriented dwelling unit located in the rear yard of a one-unit dwelling and contained within a detached accessory building that has cooking, food preparation, sleeping, and sanitary facilities which are separate from those of the one-unit dwelling.</p>	<p><b>"garden suite"</b> means a small, self-contained, ground-oriented dwelling unit that is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling and has cooking, food preparation, sleeping, and sanitary facilities which are separate from those of the one-unit dwelling.</p>	<p>Clarify that the garden suite must be accessory to a one-unit dwelling.</p>
<p><b>"garage suite"</b> means a dwelling unit which is attached to, or made part, of a detached accessory building located in the rear yard of a one-unit dwelling that has cooking, food preparation, sleeping, and sanitary facilities which are separate from those of the one-unit dwelling.</p>	<p><b>"garage suite"</b> means a building containing both a garden suite and an area used as a private garage and is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling.</p>	<p>Simplify definition and clarify that the garage suite must be accessory to a one-unit dwelling.</p>
Section 5.7 Accessory Buildings and Structures		
Current Provision	Proposed Changes	Rationale
<p>Garden and garage suites are detached accessory buildings; therefore, the provision of both Section 5.7 – Accessory Buildings and Structures and Section 5.43 – Garden and Garage Suites could both apply.</p>	<p>Include a provision that states that Section 5.7 - Accessory Buildings and Structures does not apply to garden and garage suites.</p> <p>The regulations for garden and garage suites will be contained within their own section.</p>	<p>Garden and garage suites are a detached accessory building. However, the Zoning Bylaw does not clearly state that the provisions contained in Section 5.7 do not apply to garden and garage suites.</p> <p>The provisions in Section 5.43 will be amended to ensure that garden and garage suites are accessory in terms of size and use to a one-unit dwelling.</p>

Section 5.7 Accessory Buildings and Structures		
Current Provision	Proposed Changes	Rationale
The provision is included in Section 5.7 – Accessory Buildings and Structures but not in 5.43 – Garden and Garage Suites.	Include a provision that no accessory building may be constructed, erected, or moved on to any site prior to the time of construction of the principal building to which it is accessory.	This provision will ensure that a garden or garage suite is not located on a site prior to construction of the principal dwelling.
Section 5.43 Garden and Garage Suites		
Current Provision	Proposed Changes	Rationale
(3) The area of a garden or garage suite shall not exceed the area of the principal building.	<p>The gross floor area of a garden or garage suite shall not exceed the gross floor area of the principal building.</p> <p>Gross floor area of a one-unit dwelling includes all areas above grade and includes an attached garage.</p> <p>Gross floor area of a garden and garage suite includes all areas above grade and any structure covered by a roof and supported by walls or columns.</p>	The amendment clarifies that “gross floor area” is used to determine the area of the principal building, and provides clarification regarding what areas are to be included in determining gross floor area.
(9) One hard-surfaced parking space shall be provided for each dwelling unit on the site. Parking spaces for the garage or garden suite shall be located in the rear yard and shall be accessed via the lane where lanes exist.	One hard-surfaced parking space shall be provided for each dwelling unit on the site. The parking space required for the garden or garage suite shall not be located in a required front yard unless the subject site has no access to a rear lane.	<p>The provision that requires the parking space to be accessed off of the lane did not allow for design flexibility on corner sites. The proposed amendment is consistent with the development standards in regard to parking for secondary suites.</p> <p>This will allow parking for the garden and garage suite to be located in the rear and side yards. As a result, on corner lots, required parking may be accessed from a side street or lane on a corner site.</p>

Section 5.43 Garden and Garage Suites		
Current Provision	Proposed Changes	Rationale
(14) The maximum size of a garden or garage suite shall be 77 m <sup>2</sup> .	<p>The maximum gross floor area of a garden suite shall be 77 m<sup>2</sup>.</p> <p>The maximum gross floor area devoted to the suite in a garage suite shall be 77 m<sup>2</sup>. The maximum gross floor area of the private garage shall be 87 m<sup>2</sup>. The maximum gross floor area of garage suite shall not exceed the gross floor area of the principal dwelling.</p>	Provides clarification regarding the maximum size of garden and garage suites, and ensures that they are accessory to a one-unit dwelling.
New Provisions		
n/a	<p>For the purposes of calculating the allowable gross floor area of the garden/garage suite, an existing detached accessory building shall not be considered when:</p> <ul style="list-style-type: none"> <li>a) the site is greater than 60 metres in depth; and</li> <li>b) where there is an accessory building located entirely within 25 metres of the rear wall of the principal dwelling; and</li> <li>c) where the gross floor area of a garden/garage suite (including area used as a private garage) does not exceed the gross floor area of the principal dwelling.</li> </ul>	This additional provision will allow for design flexibility on large residential sites and maintain the principle that garden or garage suites are accessory in terms of size and use to a one-unit dwelling

**Discretionary Use Application Process and Requirements  
for Garden and Garage Suites**

**APPLICATION REQUIREMENTS**

1. Non-refundable application fee for a complex discretionary use (based on 2015 rates) - \$1,500.
2. Site Plan:
  - a) North arrow, scale and date of preparation;
  - b) The location and dimensions of all buildings, setbacks, and property lines;
  - c) The location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces; and
  - d) All City-owned trees on and adjacent to the site.
3. Floor Plan:
  - a) Dimensions of the proposed structure;
  - b) All levels and square footage of each level; and
  - c) Dimensions and layout, location of walls, doors and windows (including sizes) and use of all rooms/areas.
4. Building Elevations and Sections:
  - a) Building Height;
  - b) Finished Ground Level; and
  - c) Elevations of finished grades, bottom of footings, top of foundation wall, and finished main floor.
5. Utility Plan\*:  
The plan will need certification by a Professional Engineer.

Provide location of existing water meter and proposed water connection details:

- a) Signed and Sealed Drawings;
- b) Commitment letter;
- c) Letter of Assurance;
- d) Details to be provided on drawings;
- e) Water service - Line size and material;
- f) Sewer service - Line size and material;
- g) Slope of services;
- h) Details for frost protection (insulation details if applicable);
- i) Previous Plumbing Permit History; and
- j) Location of existing water meter.

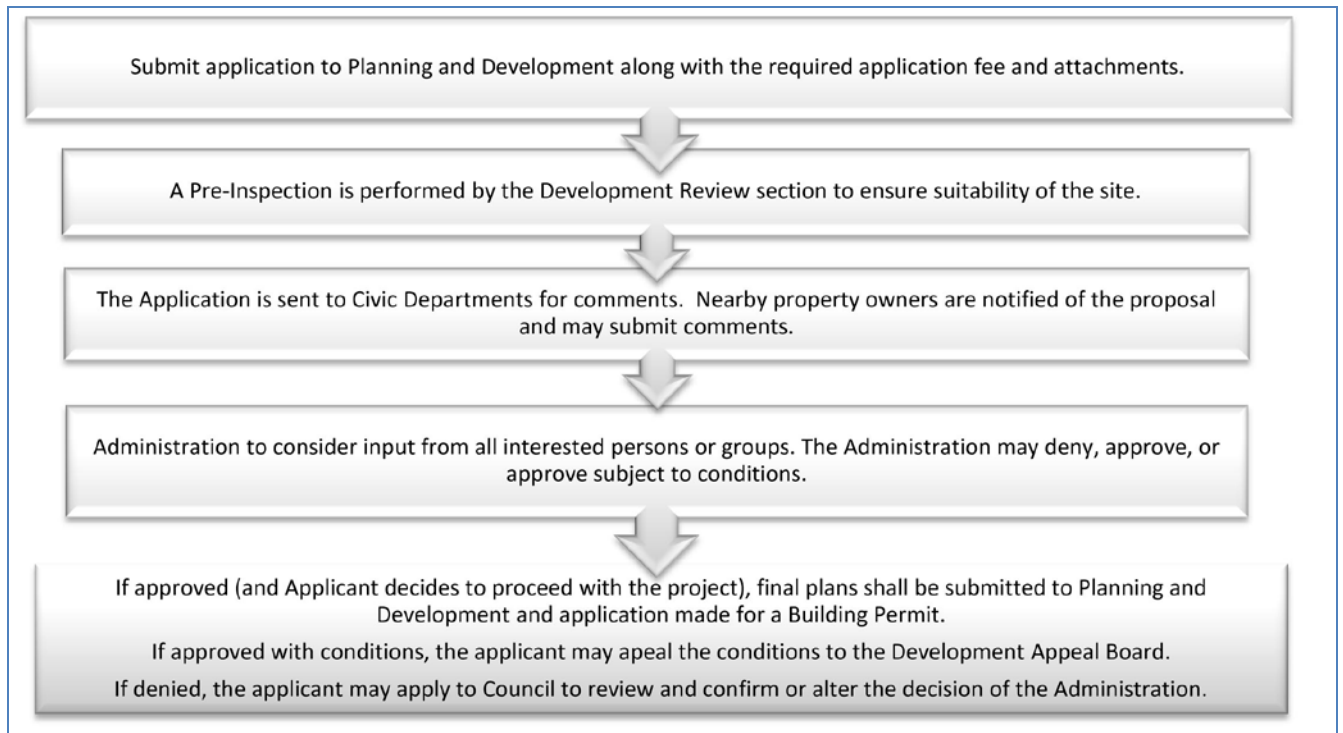
*\*The process has been amended to require a site plan showing the proposed location of the utility connections and Letter of Assurance from a design professional that will confirm that the site can be serviced for all utilities rather than detailed utility plans.*

*If the discretionary use application is approved, a detailed utility plan, which has been signed and sealed by a professional engineer, will be required to be submitted for review as part of the development and building permit application.*

6. Drainage Plan\*:
- a) Certification by a Saskatchewan Land Surveyor, Professional Engineer, or Architect;
  - b) Geodetic design elevations and drainage arrows with grades in percentages to indicate the direction of flow;
  - c) Existing geodetic spot elevations along adjacent property lines;
  - d) Location of all structures on site;
  - e) Locations and elevations of walkways and patios;
  - f) Location of foundation sump discharge and roof downspouts;
  - g) Location of elevations of basement windows and entrances; and
  - h) Location and elevation of drainage swales or other engineered drainage structures.

*\*The process has been amended whereby the applicants will not have to provide a drainage plan until the discretionary use application is approved*

## APPLICATION PROCESS



November 25, 2015

City Clerk

Dear City Clerk:

Re: **Zoning Bylaw Text Amendment – Garden and Garage Suites**  
**[File No. CK. 4350-63 and PL. 4350-Z31/15]**

The Municipal Planning Commission, at its meeting held on November 24, 2015 considered a report of the General Manager, Community Services Department, dated November 24, 2015 on the above application.

During consideration of the application, concerns were raised regarding the visibility of the suite number for emergency respondents and the cost to build these suites. The Commission was informed that the Garden and Garage Suites will have the same address however, will have a 'G' at the end to indicate it's the suite. Information was also provided verbally that a rebate program is being considered for developing these suites.

Following consideration of the matter, the Commission supports the following recommendation of the Community Services Department:

that City Council consider the Administration's recommendation to amend the garden and garage suite regulations contained in Zoning Bylaw No. 8770, as outlined in this report.

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 application.

Yours truly,



**Holly Thompson, Committee Assistant**  
Municipal Planning Commission

HT:sj

**ZONING NOTICE**  
**PROPOSED ZONING BYLAW TEXT**  
**AMENDMENT – BYLAW NO. 9332**

Saskatoon City Council will consider an application to amend the text of the Zoning Bylaw No. 8770. By way of Bylaw No. 9332, The Zoning Amendment Bylaw, 2014 (No. 33), amendments to the definitions and development standards for garden and garage suites are proposed. The minor amendments are required to provide clarification regarding the maximum size of a garden or garage suite and to ensure that they are accessory to a one-unit dwelling.

The proposed amendments are as follows:

- Amend the definitions for garden suite and garage suite to clarify that they are accessory to a one-unit dwelling.
- Clarify that “gross floor area” is used to determine both the area of the garden or garage suite and the primary dwelling.
- Clarify that the gross floor area of a garden or garage suite may not exceed the gross floor area of the primary dwelling (not including the basement) and provide direction in determining gross floor area.
- Allow for required parking to be accessed from a flanking street on corner sites.
- Include a provision for lots greater than 60 metres in length that will allow for design flexibility.

**REASON FOR THE AMENDMENT**—The proposed amendment will provide clarifications regarding gross floor area calculations to ensure that garden and garage suites are accessory to a one-unit dwelling.

**INFORMATION**—Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:  
Community Services Department,  
Planning and Development  
Phone: 306-975-7621 (Paula Kotasek-Toth)

**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, December 14th, 2015 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

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

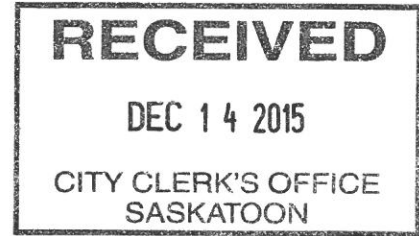
His Worship the Mayor and Members of City Council  
c/o City Clerk’s Office, City Hall  
222 Third Avenue North, Saskatoon, SK S7K 0J5

All submissions received by the City Clerk by **10:00 a.m. Monday, December 14th, 2015** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.

Jenkins, Sandy (Clerks)

4350-63

**From:** Jeff Nattress <jeff@lanewaysuites.com>  
**Sent:** Monday, December 14, 2015 9:31 AM  
**To:** Web E-mail - City Clerks  
**Subject:** Request to Speak at City Council Meeting Tonight



Good Morning,

I would like to speak during the City Council meeting tonight, Dec 14, 2015, regarding the agenda item "Zoning Bylaw Text Amendment - Garden and Garage Suites".

Thank you in advance.

Jeff Nattress P.Eng.  
Laneway Suites Ltd.  
220 - 20th St W  
Saskatoon, SK S7M0W9  
[lanewaysuites.com](http://lanewaysuites.com)  
306 881 9985



## BYLAW NO. 9337

### The Zoning Amendment Bylaw, 2015 (No.33)

The Council of The City of Saskatoon enacts:

#### Short Title

1. This Bylaw may be cited as *The Zoning Amendment Bylaw, 2015 (No. 33)*.


#### Purpose

2. The purpose of this Bylaw is to amend the Zoning Bylaw to rezone the lands described in the Bylaw from an R2 District to an M1 District.

#### 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 the Zoning Bylaw, is amended by rezoning the lands described in this Section and shown as  on Appendix "A" to this Bylaw from an R2 District to an M1 District:
  - (a) Civic Address: 1101 Munroe Avenue South  
Surface Parcel No. 136063638  
Legal Land Description: Lot 26, Blk/Par 21, Plan 101456759 Ext 33  
As described on Certificate of Title 86S01394, description 33;
  - (b) Civic Address: 1101 Munroe Avenue South  
Surface Parcel No. 120104110  
Legal Land Description: Lot 1, Blk/Par 21, Plan I2414 Ext 0  
As described on Certificate of Title 86S01394;
  - (c) Civic Address: 1103 Munroe Avenue South  
Surface Parcel No. 136063649  
Legal Land Description: Lot 2, Blk/Par 21, Plan I2414 Ext 34  
As described on Certificate of Title 95S44693, description 34;

- (d) Civic Address: 1103 Munroe Avenue South  
Surface Parcel No. 120104097  
Legal Land Description: Lot 3, Blk/Par 21, Plan I2414 Ext 0  
As described on Certificate of Title 95S44693; and
- (e) Civic Address: 1103 Munroe Avenue South  
Surface Parcel No. 120104086  
Legal Land Description: Lot 4, Blk/Par 21, Plan I2414 Ext 0  
As described on Certificate of Title 95S44693.

**Coming into Force**

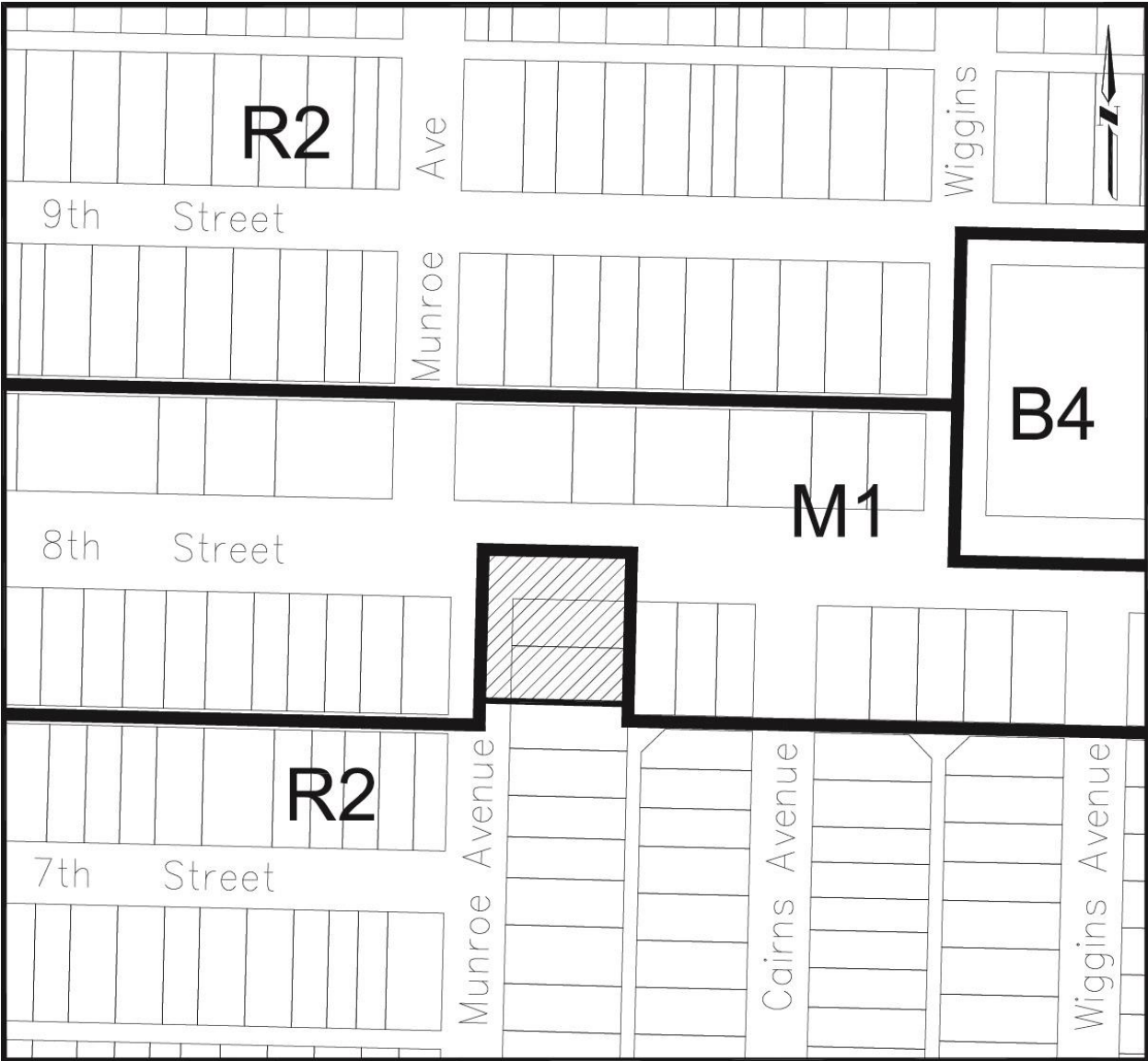
5. This Bylaw shall come into force on the day of its final passing.

Read a first time this	day of	, 2015.
Read a second time this	day of	, 2015.
Read a third time and passed this	day of	, 2015.

\_\_\_\_\_  
Mayor

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

Appendix "A"



ZONING AMENDMENT

 From R2 to M1



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## Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain

### Recommendation

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 1101 and 1103 Munroe Avenue South, as outlined in this report, be approved.

### Topic and Purpose

An application has been submitted by Steuart Consulting, on behalf of the owners of 1101 and 1103 Munroe Avenue South, requesting to rezone the properties from R2 – One- and Two-Unit Residential District (R2 District) to M1 – Local Institutional Service District (M1 District).

The rezoning will allow for a limited range of institutional and community activities in this location that are generally compatible with surrounding low-density residential, and is consistent with the adjacent zoning pattern and land uses along 8<sup>th</sup> Street East.

### Report Highlights

1. It is the property owners' intention to convert the existing houses to small offices.
2. The subject properties represent the only gap in existing M1 zoning along this segment of 8<sup>th</sup> Street East.
3. The M1 District provides for institutional and community uses that are compatible in a residential setting.

### Strategic Goal

This application supports the Strategic Goal of Sustainable Growth by providing a balanced and appropriate land-use pattern in the area.

### Background

The subject properties, located in the Haultain neighbourhood, are currently zoned R2 District and are developed with a one-unit and two-unit dwelling, respectively. See Attachment 1 for a location map of the subject properties.

The northernmost site, 1101 Munroe Avenue South, is directly adjacent to 8<sup>th</sup> Street East, which is considered a major arterial roadway under the City's Roadway Classification System. Properties fronting 8<sup>th</sup> Street East along this segment between Clarence Avenue and Cumberland Avenue are almost exclusively zoned M1 District, except for commercially-zoned property around the intersection of 8<sup>th</sup> Street and Clarence Avenue, as well as the site containing the Colonial Square Inn (see Attachment 2).

## **Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain**

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### **Report**

#### Proposed Rezoning to M1 District

A rezoning of 1101 and 1103 Munroe Avenue South from R2 District to M1 District is proposed. The purpose of the M1 District is to facilitate a range of institutional and community activities that are generally compatible with low-density residential uses and capable of being located within a neighbourhood setting. Typical uses include one- and two-unit dwellings, offices and office buildings, places of worship, private schools, medical clinics, public parks, and playgrounds.

The properties' designation of "Residential" on the Official Community Plan – Land Use Map (OCP) supports a rezoning to M1 District as the OCP recognizes that a range of complementary institutional and community uses can be compatible with a residential environment, provided that issues of scale, transportation, parking, and land-use conflicts are appropriately addressed.

#### Proposed Redevelopment

At this time, the property owners have indicated that their intention is to develop a new office building on 1101 Munroe Avenue South and convert the existing two-unit dwelling on 1103 Munroe Avenue South to offices. However, if the rezoning is approved, any form of development permitted by the M1 District may occur. The possibility exists that the two properties may be consolidated to accommodate a larger site development with frontage on 8<sup>th</sup> Street East.

#### Compatibility with Adjacent Land Uses

The M1 District is intended to accommodate low-impact institutional and community uses that are compatible in a residential setting. M1 zoning is already present in the area, spanning the majority of property fronting 8<sup>th</sup> Street East between Clarence Avenue and Cumberland Avenue. The subject properties represent the only gap along this segment of 8<sup>th</sup> Street East that are still zoned for low-density residential.

Requirements of the M1 District ensure that development is compatible with adjacent residential land use to the south, including on-site parking, landscaping, and a building height maximum of 7.5 metres, 1.0 metre less than the maximum for a one- or two-unit dwelling in the R2 District.

#### Comments from Other Divisions

The Transportation and Utilities Department notes that at the building permit stage, there may be a requirement for on-site storage of storm water if the imperviousness of either property is increased.

### **Options to the Recommendation**

City Council could choose to deny this application. This would maintain the current zoning designation.

## **Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain**

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

Notice letters were mailed in July 2015 to 46 property owners in the vicinity of the subject properties, as well as to the Holliston Community Association (CA), to solicit feedback. The CA indicated that they had no objections to the proposal, and one letter of support was received from nearby property owners.

The owner of 1109 Munroe Avenue South, located immediately to the south of 1103 Munroe Avenue South, initially expressed concerns with the rezoning. The Administration and applicant met with the property owner to discuss these concerns. However, the property has since been sold to a new owner and the concerns were withdrawn. The Administration has been advised that the pending rezoning of adjacent properties was disclosed to the new owner during the sale.

### **Other Considerations/Implications**

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

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

No follow-up is required.

### **Public Notice**

Public notice is required for consideration of this matter, pursuant to Section 11(a) of Public Notice Policy No. C01-021. Once this application has been considered by the Municipal Planning Commission, it will be advertised in accordance with Public Notice Policy No. C01-021, and a date for a public hearing will be set. The Planning and Development Division will notify all property owners within a 75 metre (246 feet) buffer of the proposed site of the public hearing date, by letter. A notice will be placed in The StarPhoenix two weeks prior to the public hearing.

### **Attachments**

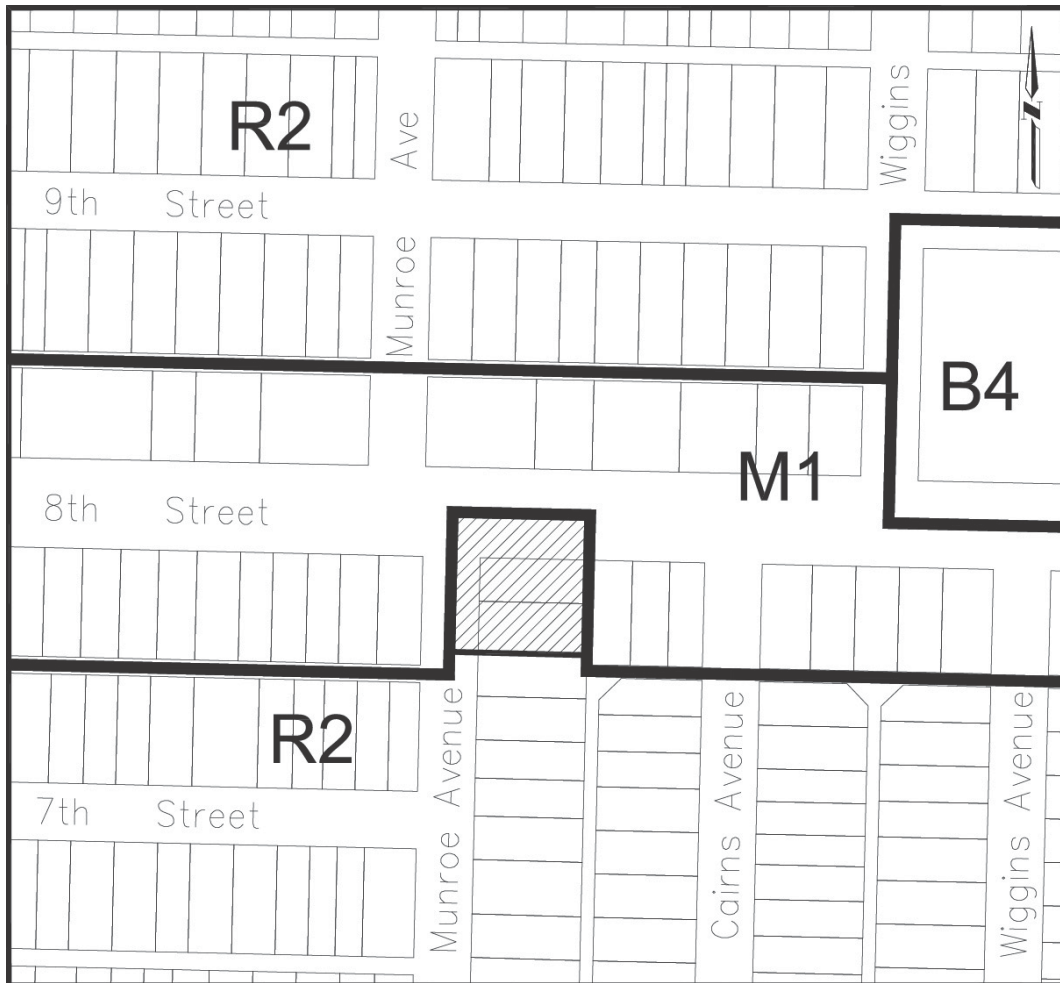
1. Location Map
2. Zoning on 8<sup>th</sup> Street East

### **Report Approval**

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

S/Reports/DS/2015/MPC – Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain/ks

Location Map



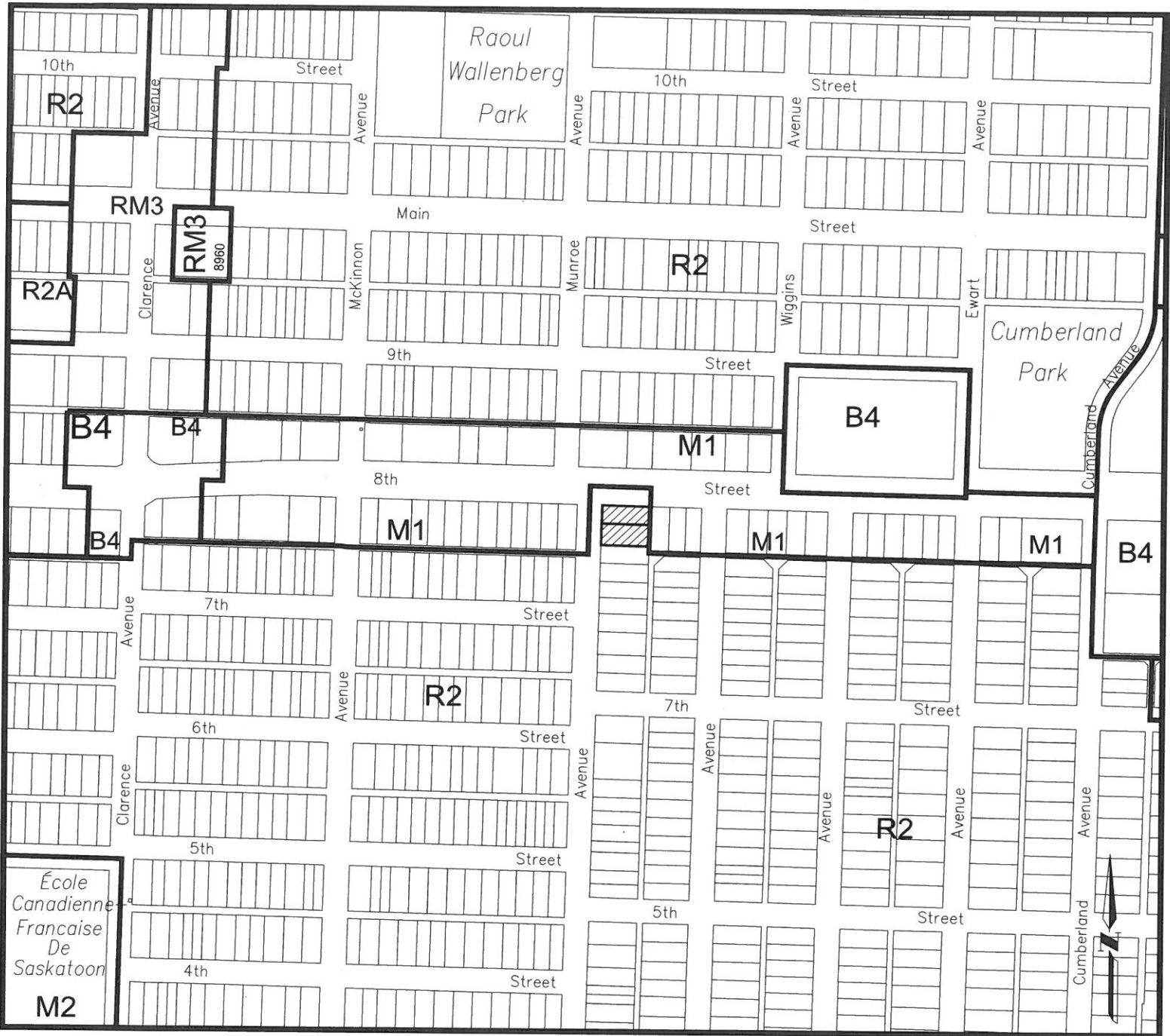
ZONING AMENDMENT



From R2 to M1



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# Zoning on 8th Street East



Proposed Zoning Amendment From R2 to M1



November 25, 2015

City Clerk

Dear City Clerk:

Re: **Proposed Rezoning from R2 to M1 – 1101 and 1103 Munroe Avenue South – Haultain [File No. CK. 4351-015-019 and PL. 4350-Z17/15]**

The Municipal Planning Commission, at its meeting held on November 24, 2015 considered a report of the General Manager, Community Services Department, dated November 24, 2015 on the above application and supports the following recommendation of the Community Services Department:

that City Council consider the Administration's recommendation that the proposed amendment to Zoning Bylaw No. 8770 to rezone 1101 and 1103 Munroe Avenue South, 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 application.

Yours truly,



**Holly Thompson, Committee Assistant**  
Municipal Planning Commission

HT:sj

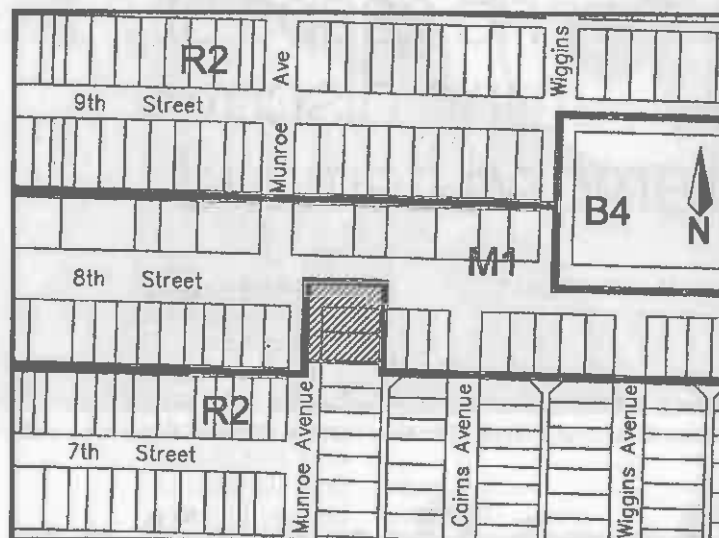
## ZONING NOTICE

### HAULTAIN NEIGHBOURHOOD

#### PROPOSED ZONING BYLAW AMENDMENT – BYLAW NO. 9337

Saskatoon City Council will consider an amendment to the City's Zoning Bylaw (No. 8770). By way of Bylaw No. 9337, The Zoning Amendment Bylaw, 2015 (No. 34), 1101 and 1103 Munroe Avenue South are proposed to be rezoned from R2 – One and Two-Unit Residential District to M1 – Local Institutional Service District.

**LEGAL DESCRIPTION** – Lots 1-4, Block 21, Plan No. I2414; and Lot 26, Block 21, Plan No. 101456759.



#### PROPOSED ZONING AMENDMENT

 From R2 to M1

File No. RZ17-2014

**REASON FOR THE AMENDMENT** – The subject properties are located adjacent to 8th Street East and are currently developed with residences. If the rezoning is approved, they are proposed to be redeveloped for office use. The M1 District allows for a limited range of institutional and community activities that are generally compatible with surrounding low-density residential. The proposal is consistent with the adjacent M1 zoning along 8th Street East.

**INFORMATION** – Questions regarding the proposed amendment or requests to view the proposed amending Bylaw, the City of Saskatoon Zoning Bylaw and Zoning Map may be directed to the following without charge:  
Community Services Department, Planning and Development  
Phone: 306-986-0902 (Brent McAdam)

**PUBLIC HEARING** – City Council will hear all submissions on the proposed amendment, and all persons who are present at the City Council meeting and wish to speak on **Monday, December 14, 2015 at 6:00 p.m. in City Council Chamber, City Hall, Saskatoon, Saskatchewan.**

All written submissions for City Council's consideration must be forwarded to:  
His Worship the Mayor and Members of 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, December 14, 2015** will be forwarded to City Council. City Council will also hear all persons who are present and wish to speak to the proposed Bylaw.



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Offer to Lease – Mendel Building**

#### **Recommendation of the Committee**

1. That an Offer to Lease Agreement between the City of Saskatoon and the Children's Discovery Museum on the Saskatchewan Inc. for a portion of the Mendel Building based on the terms as set out in the December 2, 2015 report of the General Manager, Corporate Performance Department be approved; and
2. That the City Solicitor be requested to prepare an appropriate agreement that is based on and consistent with the Terms and Conditions of the Offer to Lease Agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

#### **History**

At the December 2, 2015 Standing Policy Committee on Finance meeting, a report of the General Manager, Corporate Performance Department dated December 2, 2015 was considered.

#### **Attachment**

December 2, 2015 Report of the General Manager, Corporate Performance.

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## Offer to Lease – Mendel Building

### Recommendation

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

1. That an Offer to Lease Agreement between the City of Saskatoon and the Children's Discovery Museum on the Saskatchewan Inc. for a portion of the Mendel Building based on the terms as set out in the following report be approved; and
2. That the City Solicitor be requested to prepare an appropriate agreement that is based on and consistent with the Terms and Conditions of the Offer to Lease 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 for the Administration to receive approval to present an Offer to Lease the Mendel Building at 950 Spadina Crescent East to the Children's Discovery Museum (the Museum).

### Report Highlights

1. An Offer to Lease agreement, with the Museum as the proposed tenant, has been prepared as the next step in the Mendel Building re-use process.
2. The Museum Tenant Area is approximately 2300m<sup>2</sup>, for use as a space for exhibits, programming, events, offices, a retail shop and café.
3. The Mendel Building common area in the form of the lobbies and washrooms will be used and operated jointly by the Museum and the City of Saskatoon (City).
4. The start date for this lease is not yet certain as it is dependent on the opening date for the Remai Modern Art Gallery. This Offer to Lease is being brought forward at this time to enable the Museum to secure funding based on certainty that they will be the Mendel Building tenant.
5. Terms of donor solicitation and recognition are included in the Offer to Lease.

### Strategic Goals

Re-use of the Mendel Building supports the Strategic Goals of Asset and Financial Management, Quality of Life, and Sustainable Growth. An alternate source of revenue is proposed to pay for ongoing operations of the building. Expenditures are directed towards amenities in neighbourhoods to enhance and protect property values and to encourage private investment. Winter city activities are proposed. The project supports the City Centre as a cultural and entertainment district and preserves the character of the Mendel Building as a heritage structure.

### Background

At its meeting on August 21, 2014, City Council approved the business plan prepared by the Children's Discovery Museum on the Saskatchewan Inc. and resolved:

- "2. That the City of Saskatoon (City) enter into an Agreement to Lease subject to the general terms and conditions outlined in this report.

3. That the City enter into an agreement for program services with the Museum subject to the general terms and conditions outlined in this report.”

The report identified that the general terms in the Offer to Lease are to include:

- a requirement to meet annual milestones;
- the lease rate structured to match the Civic Building Comprehensive Maintenance (CBCM) reserve contribution; and
- donor recognition to follow the precedent set with the Gordon Howe Bowl project.

Consistent with direction from City Council (August 2010), the City maintains ownership of the building and grounds and the Conservatory will remain under the management and operation of the Parks Division.

## Report

### Approval of the Offer to Lease is Recommended

The area defined for the tenant in the Offer to Lease is approximately 2,300m<sup>2</sup>, for use as a space for exhibits, programming, events, offices, a retail shop and café. The Mendel Building common area in the form of the lobbies and washrooms will be used and operated jointly by the Museum and the City of Saskatoon (City).

### Terms of the Offer to Lease

Noteworthy details of the Offer to Lease are as follows:

- Lease term: 10 years, with the base rent re-set at 5-year intervals to align with the CBCM Program assessments.
- Annual base rent: Lease for the Museum tenant area and a portion of the lobby in 2017 is \$135,000, with a 3.5% annual increase, (on average) over the 5-year interval.
- Parking: The Museum shall have access to parking on the east side of the building, at a rent to be determined.
- Lease Possession Date: The City shall give the Tenant six months advance notice of the actual date that the Premises will become vacant, and then the City and the Tenant shall agree upon a Possession Date.
- Fixturing Period: A Fixturing Period for twelve months from Possession Date is included in order to complete renovations to the building. This means that the Museum does not pay rent, but it is responsible for occupancy costs such as utilities and insurance.
- Occupancy Costs: The Museum shall be responsible for paying its proportionate share of occupancy costs, including utilities and building insurance.
- General Maintenance: The Museum shall pay for non-capital expense items that would generally entail regular maintenance and general expenses within the CDM area.
- Capital Expense Items: The City shall pay for capital expense items, as part of planned regular maintenance, greater than \$5,000 from the CBCM program.
- Property taxes: The City of Saskatoon shall continue to pay property taxes.
- Tenant Alterations: City approval is required.

- Sublease: The Museum must occupy at least 51% of the premises, and can sublease portions of the building to complementary users.
- Progress evaluation: The agreement outlines a requirement to meet milestones and ramifications if they are not met prior to the finalization of the Lease.
- Option to Renew includes one additional 10-year term.
- Naming and Sponsorship: The Museum is not seeking to rename the Mendel Building. Their intent is to offer naming rights for the Children’s Museum Organization and Program (e.g. MegaCorp Children’s Museum, BigInc KidSpark, MrBig’s Museum of Curiosity, etc.). The Museum would operate and display signage (both inside and outside the Mendel Building) based on the donor naming rights. The Children’s Museum would still be located within the Mendel Building, but the name of the Children’s Museum would not have to include “at the Mendel Building”. The Museum shall:
  - have the ability to negotiate naming rights and sponsorships for assets and facilities within the tenant area of the Mendel Building;
  - offer naming rights for specific galleries or exhibits within the facility, or offer sponsorship of specific programming;
  - have the ability to negotiate these agreements and may include terms of up to 20 years, subject to the term of the Lease, and for amounts greater than \$100,000;
  - have the ability to prepare and execute the necessary agreements, in consultation with the Administration; and
  - have the ability to extend or renew necessary agreements at the end of a term.

**Options to the Recommendation**

City Council may choose to modify terms of the Offer to Lease or the Lease Agreement which will be prepared prior to tenancy.

**Public and/or Stakeholder Involvement**

City-led stakeholder and community feedback for the Mendel Building Re-Use was part of the Kinsmen Park and Area Master Plan project. During that process, it was determined that activities and public programming were desirable for the building in order to maintain the community focus of the current Gallery use. Furthermore, community consultation also revealed a preference for a tenant that could use the building in a way that would not significantly alter its architectural character.

**Communication Plan**

Changes to Mendel Building operations will be communicated through the City’s website, on-site postings and Public Service Announcements. The City’s project webpage will continue to be updated regularly.

Communications and marketing for the Museum’s development, construction and programming are resourced and managed by the Museum.

### **Policy Implications**

Consistent with the lease rate approved by City Council on August 2014, this report proposes an exception to the *Leasing Civic Buildings to Outside Organizations* Policy No. C03-024. The policy states, “That Civic Buildings may be leased to Outside Organizations at prevailing Market Rates plus all Occupancy Costs”. Sale or lease of City-owned lands at an amount less than market value requires City Council’s approval and a public notice hearing.

Market Rates, by definition, include the Landlord’s carrying costs and profit. The proposed Base Rent offsets the City’s carrying costs for the Museum Tenant area of this building, by covering the CBCM, insurance, regular repairs and maintenance, utilities, and tenant improvements, but it does not include profit. Therefore the policy is not being fully met. The intent for the building’s re-use has been to craft a cooperative approach to the building in order to support the broader program of the Kinsmen Park site and respect for the building’s architectural heritage.

Sponsorship Policy No. C09-028 provides the guidelines to facilitate and support opportunities for entering into sponsorship agreements and naming rights agreements for City-owned assets for the purpose of enhanced financial sustainability. Sponsorship Policy No. C00-028 does not apply to third parties, such as the Museum, that lease property from the City of Saskatoon. However, the Museum wishes to advise City Council of its intended course and therefore terms have been identified within the Offer to Lease as noted in this report.

### **Financial Implications**

Leasing a portion of the Mendel Building to the Museum will ensure a continued source of income to cover the Tenant Area costs.

The City’s contribution to the Museum includes a Cultural Operating grant, subject to approval, estimated at approximately \$25,000, and the Program Services contract at \$70,000.

### **Other Considerations/Implications**

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

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

The Offer to Lease is the next step in outlining and formalizing the terms of the agreement between the City and the Museum for the re-use of the Mendel Building. Following this, finalization of the Lease will occur prior to occupancy of the Mendel Building once it is vacated. A Children’s Museum annual progress report will be submitted to Council following their year-end, in early 2016. The City will create agreements for programming services and building renovations with the Museum and the terms and details will be outlined in due course.

**Public Notice**

Pursuant to Public Notice Policy No. C01-021, Section 3(i), Public Notice is required for matters that consider the selling or leasing land for less than fair market value and without a public offering.

**Report Approval**

Written by: Jeanna South, Special Projects Manager  
Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives  
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Administrative Report – Offer to Lease – Mendel Building.docx



**PUBLIC NOTICE**

**THE MENDEL BUILDING – INTENT TO LEASE FOR LESS THAN FAIR MARKET VALUE WITHOUT PUBLIC OFFERING**

City Council will be considering a report from the Administration at the Public Hearing Meeting of City Council to be held on **Monday, December 14, 2015 at 6:00 p.m., Council Chambers, City Hall** recommending

That City Council authorize the lease of 2,300m<sup>2</sup> of the Mendel Building located at 950 Spadina Crescent East to Children's Discovery Museum on the Saskatchewan Inc. for a period of ten years with an option to renew for one 10-year term.

- The base rent is not a reflection of fair market value but rather is equivalent to the required contribution to the Civic Building Comprehensive Maintenance reserve as identified and described in the Capital Reserve Bylaw No. 6774. The purpose of this reserve is to finance the cost of repairs to City buildings and structures through annual contributions to the program, which are to be used for capital expenditures only.
- The tenant area will be used for child-focused exhibits, programming and events, as well as offices, a retail shop and café.
- The Mendel Building common area in the form of the lobbies and washrooms will be used and operated jointly by the Museum and the City of Saskatoon (City).

The Cities Act and City Council Bylaw 8171 require that City Council give public notice before leases below fair market value and without a public offering.

For more information on the Public Hearing, contact the City Clerk's Office at 306-975-3240.

For more information on the Mendel Building, contact 306-657-8551.

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## **Proposed Closure of Right-of-Way – Portion of McOrmond Drive South of College Drive – Brighton Neighbourhood**

### **Recommendation**

1. That City Council consider Bylaw No.9335, The Street Closing Bylaw, 2015 (No.12);
2. That after closure, this land be transferred to Dream Asset Management Corporation in exchange for dedication of other land required for future roads in the area; and
3. That all costs associated with the closure be paid for by the applicants, including Solicitor's fees and disbursements.

### **Topic and Purpose**

This report requests approval to close a portion of road allowance south of College Drive in the Brighton neighbourhood, in exchange for the dedication of land required for future roads in the area. This closure is required to allow progress of development in the Brighton neighbourhood.

### **Report Highlights**

Dream Asset Management Corporation (Dream) requests to close a portion of road allowance as part of a subdivision application. This road closure will facilitate development in the Brighton neighbourhood. If approved, the closed road allowance will be transferred to Dream 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 development of the Brighton neighbourhood.

### **Background**

The Brighton neighbourhood Concept Plan, approved by City Council in May of 2014, illustrates that a portion of road allowance be closed in order to accommodate the continued development of the Brighton neighbourhood. Currently, McOrmond Drive between College Drive and 8<sup>th</sup> Street East is aligned north-south with a short northern segment re-aligned north-westerly to intersect College Drive at ninety degrees. The segment aligned north-south requires closure as the Brighton neighbourhood concept plan illustrates that McOrmond Drive will be re-established to the east in a new alignment.

In late 2013, McOrmond Drive between College Drive and 8<sup>th</sup> Street East was temporarily closed to allow for construction of the Brighton neighbourhood to begin. It is anticipated that the re-aligned McOrmond Drive will re-connect with 8<sup>th</sup> Street in 2017.

**Proposed Closure of Right-of-Way – Portion of McOrmond Drive South of College Drive – Brighton Neighbourhood**

**Report**

The following steps, in chronological order, have been completed as detailed in Table 1.

Table 1 – Proposed Closure of Right-of-Way Process Summary

Date	Action	Comments
May 26, 2015	Received a memo dated May 21, 2015, indicating that the proposed Subdivision No. 69/14 was approved by the General Manager, Community Services.	None
July 24, 2015	Received review comments from Ministry of Highways and Infrastructure (MHI).	Meridian Surveys Ltd. initiated the circulation of the Plan of Proposed Road Closure to MHI, a required action under Section 13 of <i>The Cities Act</i> .
August 13, 2015	Received Plan of Proposed Road Closure dated August 11, 2015, from Meridian Surveys Ltd.	The areas to be closed and then transferred to Dream are 0.433 hectares and 0.959 hectares, respectively.
December, 2015	Public Notice, Bylaw, and Council report.	

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9335, The Street Closing Bylaw, 2015 (No.12) (Attachment 1).

No dead end situation will be created as a result of this proposed closure of right-of-way as this road allowance will be consolidated with the adjacent property for the development of the Brighton neighbourhood.

**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 SaskPower, SaskEnergy, SaskTel and Shaw CableSystems require easements.

All adjacent property owners have been provided with notice and no objection has been raised.

The Ministry of Highways and Infrastructure has confirmed that no compensation is required to the Crown.

**Communication Plan**

Communication activities are included with the requirement for Public Notice. No other communication activities are required.

**Other Considerations/Implications**

There are no 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 No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The StarPhoenix on the weekend of November 28, 2015 (Attachment 2);
- Posted on the City Hall Notice Board on Thursday, November 26, 2015;
- Posted on the City of Saskatoon website on Thursday, November 26 2015; and
- Notices were mailed to the adjacent land owners on November 27, 2015.

**Attachments**

1. Bylaw No. 9335, The Street Closing Bylaw, 2015 (No. 12)
2. Copy of Public Notice

**Report Approval**

Written by: Shirley Matt, Senior Transportation Engineer, Transportation  
Reviewed by: Jay Magus, Engineering Section Manager, Transportation  
Reviewed by: Angela Gardiner, Director of Transportation  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities  
Department

Council SM – Pro Cl – Portion of McOrmond Dr – South of College Dr – Brighton

**BYLAW NO. 9335**

**The Street Closing Bylaw, 2015 (No. 12)**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Street Closing Bylaw, 2015 (No. 12)*.

**Purpose**

2. The purpose of this Bylaw is to close a portion of road allowance south of College Drive, being the north-south aligned portion of McCormond Drive between College Drive and 8<sup>th</sup> Street East in the Brighton Neighborhood in Saskatoon, Saskatchewan.

**Closure of Portion of Road**

3. All of the north-south aligned portion of McCormond Drive between College Drive and 8<sup>th</sup> Street East, Saskatoon, Saskatchewan, more particularly described as:
  - (a) All that portion of Parcel C Plan No. 101897062 and all that portion of road allowance commencing at the southeast corner of the North East  $\frac{1}{4}$  Section 30, Township 46, Range 4, West of the 3<sup>rd</sup> Meridian northerly a distance of 161.5 metres more or less to the northerly boundary of Brighton Phase 3-1, thence north-easterly along boundary to the intersection with the eastern limit of the road allowance, thence south 183.9 metres more or less to the southwest corner of Section 32, Township 46, Range 4 West of the 3<sup>rd</sup> Meridian thence westerly to the point of commencement; and
  - (b) All that portion of Parcel C Plan No. 101897062, Reg'd Plan No. 01SA27946 and all that portion of road allowance commencing at the intersection of the north boundary of Brighton Phase 3-1 and Parcel C - Reg'd Plan No. 101897062 northerly a distance of 393.4 metres more or less, thence easterly 25.117 metres, thence



### Schedule "A"

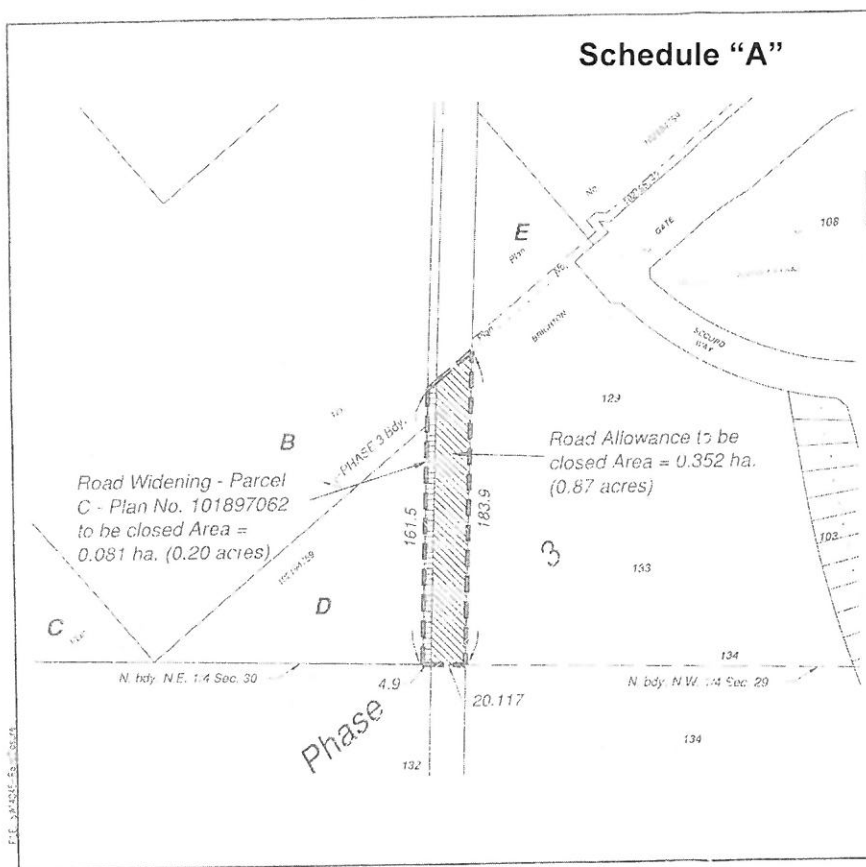
### SKETCH SHOWING PROPOSED ROAD CLOSURE

OF PART OF ROAD WIDENING - PARCEL C - PLAN No. 101897062 AND ALL THAT PORTION OF ROAD ALLOWANCE WITHIN PLAN OF PROPOSED SUBDIVISION OF BRIGHTON PHASE 3-1  
S.W. 1/4 SEC. 32-TWP. 36 - RGE. 4 - W.3MER.  
**SASKATOON, SASKATCHEWAN**  
SCALE 1:2000

BY : M. G. RADOUX, S.L.S.  
AUGUST 11th, 2015

**NOTE**

- : Distance dimensions shown are in metres and decimals thereof.
- : Distances are approximate and may vary by ±0.5 metres.
- : Area to be approved is outlined with a heavy dashed line, and will be re-subdivided.
- : Total area of road to be closed contains 0.433 hectares.
- : Portion of Road Allowance to be closed contains 0.352 hectares and is shown thus ...
- : Portion of Road on Plan 101897062 to be closed contains 0.081 hectares and is shown thus ...



**Meridian Surveys Ltd.**

### SKETCH SHOWING PROPOSED ROAD CLOSURE

OF PART OF ROAD WIDENING - PARCEL C - PLAN No. 101897062, REG'D PLAN No. 01SA27946 S.E. 1/4 SEC. 31 - TWP. 36 - RGE. 4 - W.3MER. AND ALL THAT PORTION OF ROAD ALLOWANCE BETWEEN PARCELS A, B, E & F PLAN No. 102194759  
S.W. 1/4 SEC. 32-TWP. 36 - RGE. 4 - W.3MER.  
**SASKATOON, SASKATCHEWAN**  
SCALE 1:2000

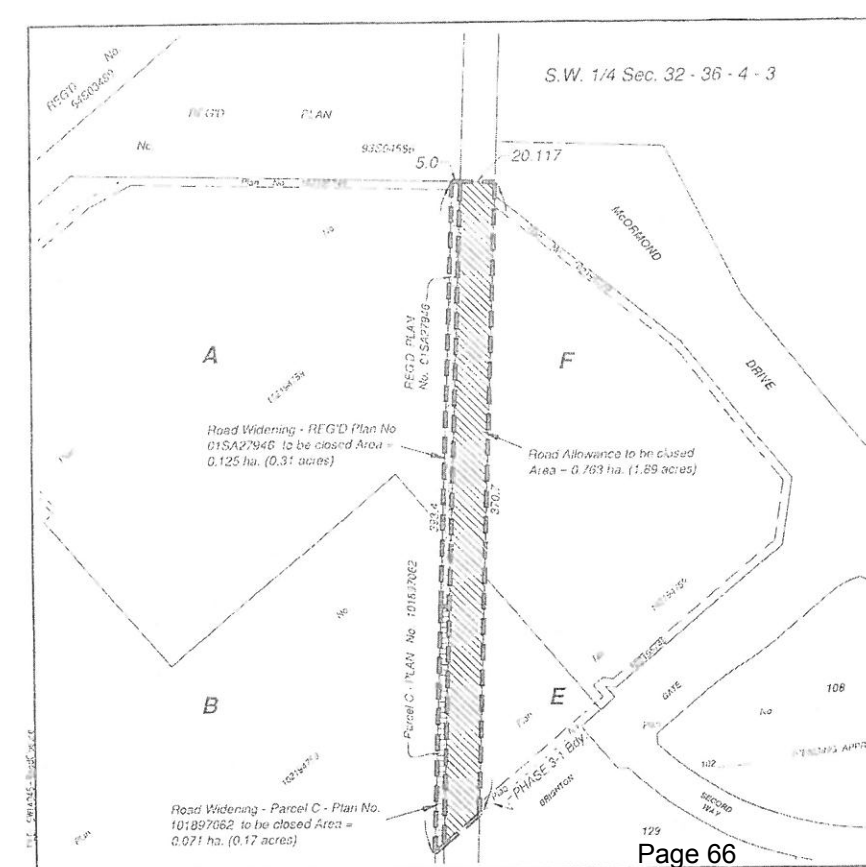
BY : M. G. RADOUX, S.L.S.  
AUGUST 11th, 2015

**NOTE**

- : Distance dimensions shown are in metres and decimals thereof.
- : Distances are approximate and may vary by ±0.5 metres.
- : Area to be approved is outlined with a heavy dashed line, and will be re-subdivided.
- : Total area of road to be closed contains 0.959 hectares.
- : Portion of Road Allowance to be closed contains 0.763 hectares and is shown thus ...
- : Portion of Road on Plan 101897062 to be closed contains 0.071 hectares and is shown thus ...
- : Portion of Road on Reg'd Plan 01SA27946 to be closed contains 0.125 hectares and is shown thus ...



**Meridian Surveys Ltd.**

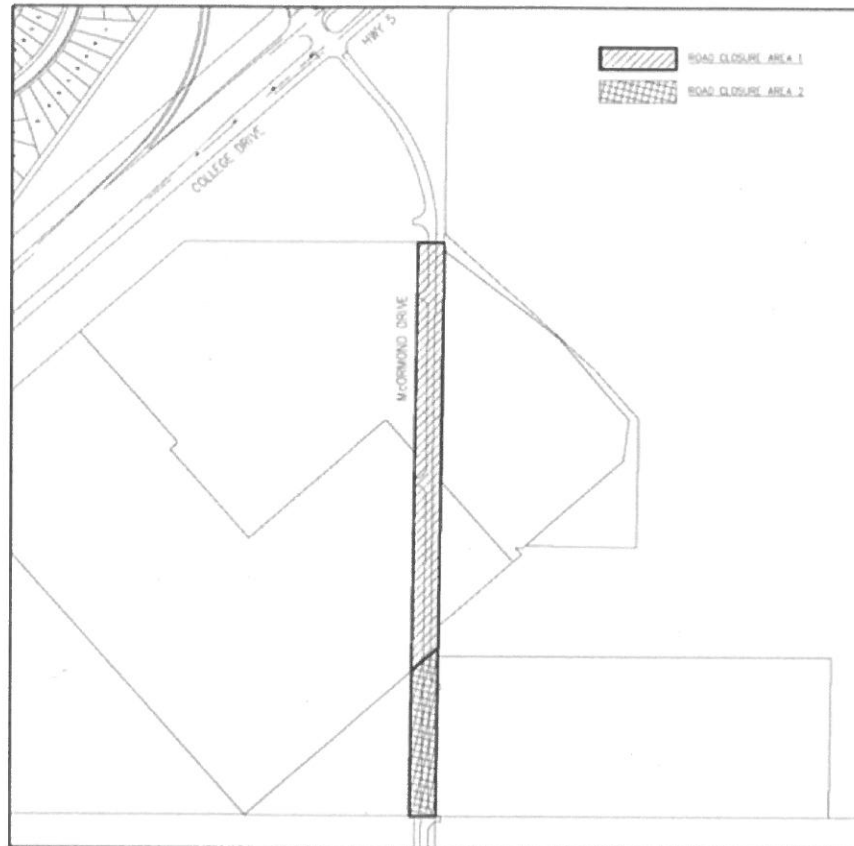


## PUBLIC NOTICE

### PROPOSED CLOSURE OF RIGHT-OF-WAY

The City of Saskatoon is proposing the following closure of McOrmond Drive in the Brighton Neighbourhood

#### Location: South of College Drive



**PUBLIC MEETING** - City Council will consider the above matter and hear all persons present at the City Council meeting who wish to speak on **Monday, December 14, 2015, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.**

**WRITTEN SUBMISSIONS** – If you wish to submit a letter on this matter for City Council’s consideration, it must be received by **Monday December 14, 2015 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 the proposal may be directed to:

Shirley Matt, Transportation division  
Phone 306-975-3145



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## Proposed Closure of Right-of-Way – Fletcher Street and Portion of Fletcher Road – Southwest Industrial Area

### Recommendation

1. That City Council consider Bylaw No.9336, The Street Closing Bylaw, 2015 (No.13); and
2. That the proposed closures be retained by City of Saskatoon and consolidated with adjacent Circle Drive right-of-way.

### Topic and Purpose

This report requests approval to close Fletcher Street east of Dundonald Avenue and a portion of Fletcher Road between Dundonald Avenue and Dudley Street in the Southwest Industrial Area. The right-of-way closed will be consolidated with adjacent Circle Drive right-of-way.

### Report Highlights

If approved, the closure of Fletcher Street east of Dundonald Avenue, and a portion of Fletcher Road between Dundonald Avenue and Dudley Street, will be consolidated with adjacent Circle Drive right-of-way.

The Circle Drive project severed Fletcher Road and rendered Fletcher Street redundant. This proposed road closure is an administrative item required to finalize the land ownership and right-of-way boundaries resulting from the Circle Drive project.

### Strategic Goal

This report supports the Strategic Goal of Sustainable Growth as the closure will allow development in the southwest Industrial Area.

### Background

As part of the Circle Drive project, Fletcher Street and a portion of Fletcher Road were physically closed to allow construction.

Saskatoon Land is currently subdividing their land north of Fletcher Road and west of Dudley Street. As this public right-of-way is included in the subdivision plans, a Street Closing Bylaw is required to be approved prior to Information Services Corporation's (ISC) approval of the subdivision plans for the land to the north.

**Proposed Closure of Right-of-Way – Fletcher Street and Portion of Fletcher Road – Southwest Industrial Area**

**Report**

Table 1 – Proposed Closure of Right-of-Way Process Summary

Date	Action	Comments
July 13, 2015	Received a memo dated June 2, 2015, indicating that the proposed Subdivision No.13/15 was approved by the General Manager, Community Services.	The approval is subject to the completion of the road closure agreement to the satisfaction of the Transportation & Utilities Department.
August 4, 2015	Received Plan of Proposed Road Closure dated July 24, 2015, from George, Nicholson, Franko & Associates Ltd.	Plan illustrates the proposed road closure.
August 26, 2015	Administration circulated Plan of Proposed Road Closure to Ministry of Highways and Infrastructure for review and comments.	Required action under Section 13 of <i>The Cities Act</i> .
September 23, 2015	Received review comments from Ministry of Highways and Infrastructure.	-
December, 2015	Public Notice, Bylaw and Council report.	

To complete this transaction, the Administration requires City Council to approve Bylaw No. 9336, The Street Closing Bylaw 2015 (No.13) (Attachment 1).

No dead end situations will be created as a result of the proposed road closures.

**Public and/or Stakeholder Involvement**

Utility agencies have been contacted with respect to the closure and have no objections to the closures subject to the following conditions: that SaskTel and Saskatoon Light & Power require easements.

The Ministry of Highways and Infrastructure has confirmed that no compensation is required to the Crown.

Notice was provided to the adjacent property owners and no objection to the proposed closures has been raised.

**Communication Plan**

Communication activities are included with the requirement for Public Notice. No other communication activities are required.

**Other Considerations/Implications**

There are no 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.

**Proposed Closure of Right-of-Way – Fletcher Street and Portion of Fletcher Road – Southwest Industrial Area**

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**Public Notice**

Public Notice is required for consideration of this matter, pursuant to Section 3b) of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The StarPhoenix on the weekend of November 28, 2015 (Attachment 2);
- Posted on the City Hall Notice Board on Thursday, November 26, 2015;
- Posted on the City of Saskatoon website on Thursday, November 26, 2015; and
- Notices were mailed to adjacent property owners on Friday, November 27, 2015.

**Attachments**

1. Bylaw No.9336, The Street Closing Bylaw 2015 (No. 13)
2. Copy of Public Notice

**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

Council SM – CI of ROW – Fletcher St\_Portion of Fletcher Rd - Southwest Industrial Area

**BYLAW NO. 9336**

**The Street Closing Bylaw, 2015 (No. 13)**

The Council of The City of Saskatoon enacts:

**Short Title**

1. This Bylaw may be cited as *The Street Closing Bylaw, 2015 (No. 13)*.

**Purpose**

2. The purpose of this Bylaw is to close all of Fletcher Street lying east of Dundonald Avenue and a portion of Fletcher Road lying between Dundonald Avenue and Dudley Street.

**Closure of Street and Portion of Road**

3. All of Fletcher Street lying east of Dundonald Avenue and a portion of Fletcher Road lying between Dundonald Avenue and Dudley Street, Saskatoon, Saskatchewan, more particularly described as all of Fletcher Street, Reg'd. Plan No. G269 and part of Fletcher Road, Reg'd. Plan No. 80S31337 as shown on a Plan Showing Proposed Street Closure prepared by D.V. Franko S.L.S. and dated July 24, 2015 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 \_\_\_\_\_, 2015.

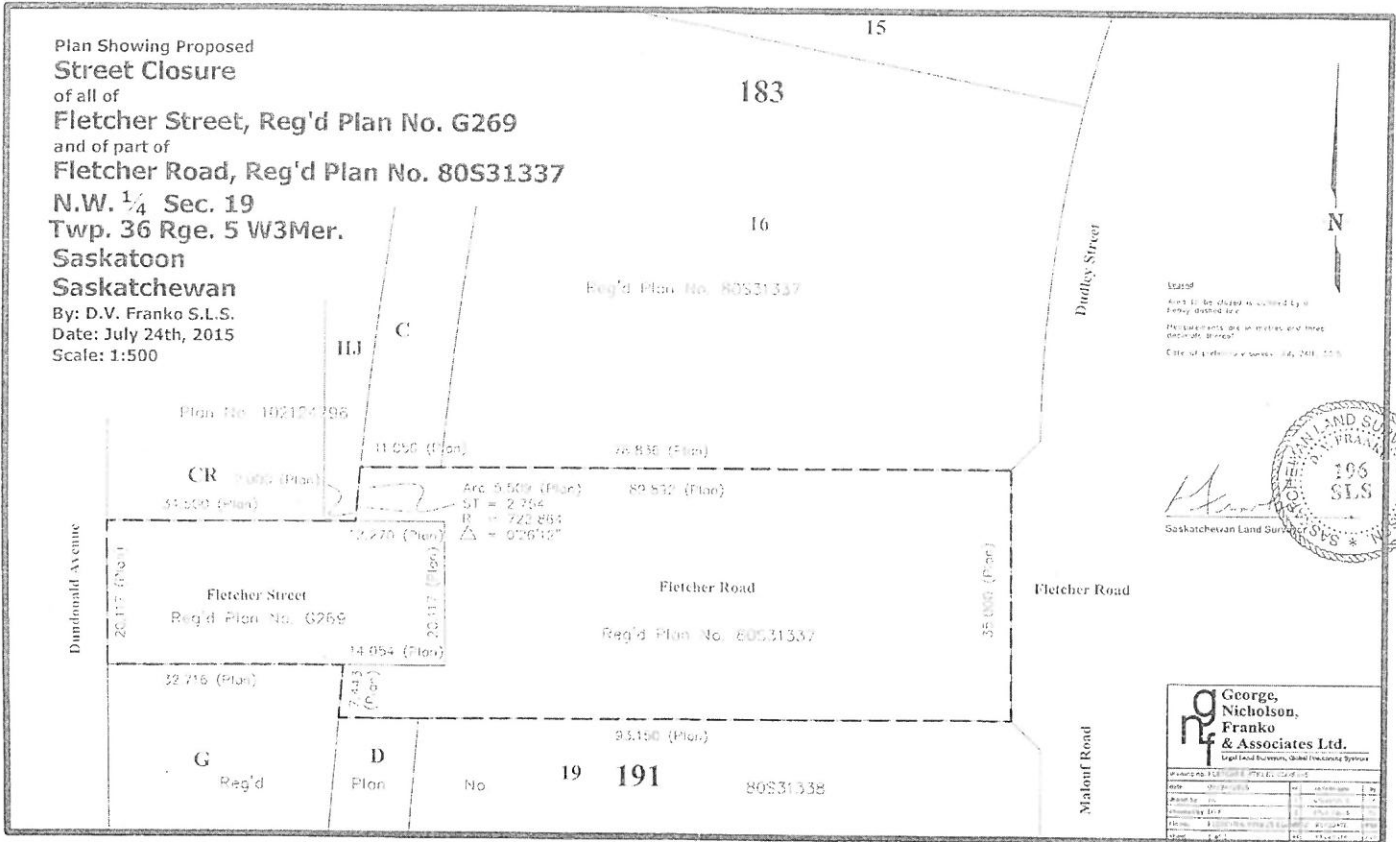
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

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

# Schedule "A"

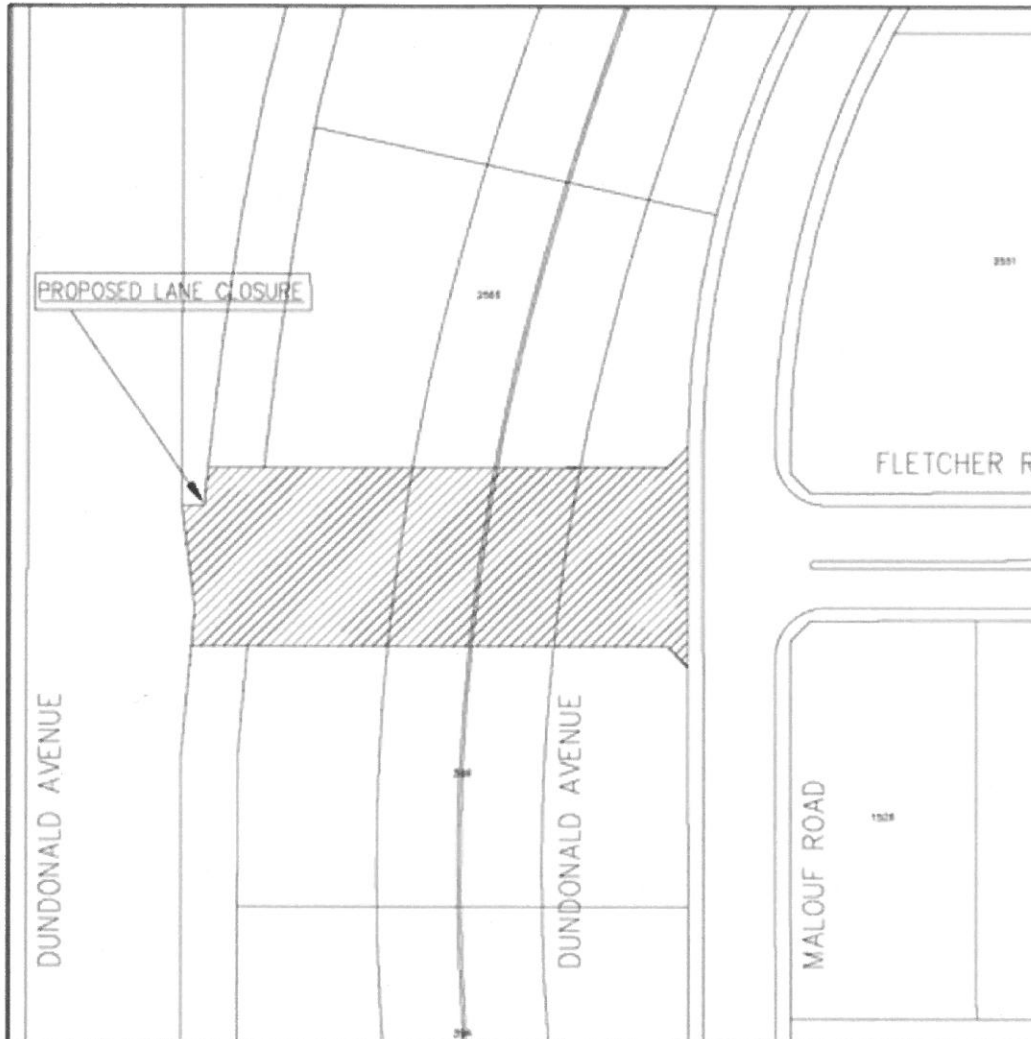


## PUBLIC NOTICE

### PROPOSED CLOSURE OF RIGHT-OF-WAY

The City of Saskatoon is proposing the following closure of a portion of Fletcher Road in the South West Industrial Neighbourhood

**Location: between Dundonald Avenue and Dudley Street**



**PUBLIC MEETING** - City Council will consider the above matter and hear all persons present at the City Council meeting who wish to speak on **Monday, December 14, 2015, at 6:00 p.m. in the Council Chambers, City Hall, Saskatoon, Saskatchewan.**

**WRITTEN SUBMISSIONS** – If you wish to submit a letter on this matter for City Council’s consideration, it must be received by **Monday December 14, 2015 at 10:00 a.m. Mail to:**

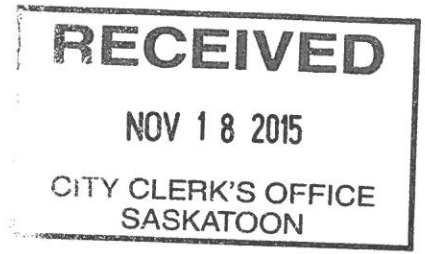
His Worship the Mayor and Members of City Council  
 c/o City Clerk’s Office, City Hall  
 222 Third Avenue North, Saskatoon, SK S7K 0J5

**INFORMATION** - Questions regarding the proposal may be directed to:

Shirley Matt, Transportation division  
 Phone 306-975-3145

205-5

**From:** Elizabeth Munro <nedic1@uhn.ca>  
**Sent:** November 18, 2015 2:32 PM  
**To:** City Council  
**Subject:** Form submission from: Write a Letter to Council



Submitted on Wednesday, November 18, 2015 - 14:31  
Submitted by anonymous user: 199.212.7.70  
Submitted values are:

Date: Wednesday, November 18, 2015  
To: His Worship the Mayor and Members of City Council  
First Name: Elizabeth  
Last Name: Munro  
Address: 200 Elizabeth Street  
City: Toronto  
Province: Ontario  
Postal Code: M5G 2C4  
Email: [nedic1@uhn.ca](mailto:nedic1@uhn.ca)  
Comments:  
His Worship the Mayor and Members of City Council:

I am writing to request your support in proclaiming February 1st to February 7th 2016 as Eating Disorder Awareness Week (EDAW) in Saskatoon. Since 1988, EDAW has been commemorated across Canada by established organizations, education and public health institutions, and concerned members of the public. EDAW seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones. Founded in 1985, the National Eating Disorder Information Centre (NEDIC) is Canada's oldest national organization dedicated to helping those with eating disorders, food and weight preoccupation, and related issues. NEDIC was a founding member of the international drive to institute EDAW. We provide information, education, resources and referrals to individuals who are personally struggling, as well as to the family members, friends and professionals who support them. Our toll-free national helpline, the only one of its kind in Canada, operates Monday to Friday 9am to 9pm EST, allowing individuals from coast to coast to call after their regular school or business day. Through our programming and services, NEDIC is committed to prevention, building awareness and ensuring that people no longer suffer in silence. Feel free to contact NEDIC if you have any questions or to notify us of the next steps!

All the best,  
Elizabeth

The results of this submission may be viewed at:  
<https://www.saskatoon.ca/node/398/submission/51420>

**To:** Web E-mail - Mayor's Office  
**Subject:** RE: Request Declaration of Stopping Human Trafficking in Saskatoon, Jan. 11/16

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Dear Mr. Mayor,

I am hoping very much that you will support the Soroptimist International - Saskatoon Chapter's request to declare January 11, 2016 as a day to Stop Human Trafficking in Saskatoon.

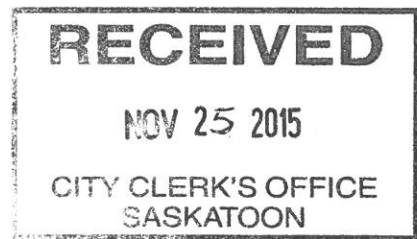
I have enclosed all the material I have to date but there is more available at our well-renowned speaker's website which is in the following attachments.

Joy Smith is an amazing woman who is today speaking to the United Nations about her work.

Many thanks for your consideration.

Laura Van Loon, President

Soroptimist International- Saskatoon Chapter







SOROPTIMIST

Best for Women

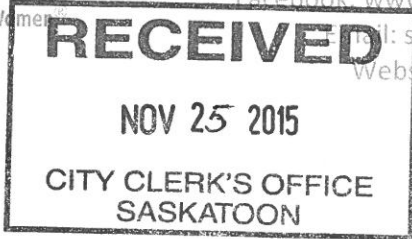
Soroptimist International of Saskatoon

PO Box 8937 Saskatoon, SK S7K 6S7

Facebook: [www.facebook.com/sisaskatoon](http://www.facebook.com/sisaskatoon)

Email: [saskatoon@soroptimist.net](mailto:saskatoon@soroptimist.net)

Website: [www.wcsoroptimist.org](http://www.wcsoroptimist.org)



November 23rd, 2015

Dear Mr. Mayor of Saskatoon, SK,

I am writing to request that you declare a day of Stop Human Trafficking in Saskatoon on January 11, 2016. The reason for this specific date is because our club hopes to bring more visible attention and information about this issue to our neighbours and community.

Please read further.

**WHO ARE WE?**

Soroptimist International is a global volunteer movement working to transform the lives of women and girls. Our network of 80,000 club members in 132 countries and territories work at local, national, and international levels to educate, empower, and enable opportunities for women and girls. Soroptimist's mission is to improve the lives of women and girls through programs leading to social and economic empowerment. Soroptimist International of Saskatoon empowers women in our community within an atmosphere of friendship and fun. Our club has been active in Saskatoon for the past 60 years!

**WHAT ARE WE DOING?**

The focus of our 2016 educational campaign is human trafficking. Soroptimist International of Saskatoon are excited to host guest speaker Joy Smith, from the Joy Smith Foundation, [www.joysmithfoundation.com](http://www.joysmithfoundation.com), for an evening at the Broadway Theatre on January 11<sup>th</sup>, 2016. Joy will be speaking about human trafficking and how it occurs right here in our own backyard.

"Human Trafficking, also known as Modern Day Slavery, is the recruitment, transportation, or harbouring of persons for the purpose of exploitation, typically in the sex trade or forced labour. It is the fastest growing and second most lucrative criminal enterprise globally. Young girls and boys are taken from Canadian streets and sold abroad. Vulnerable internationals are coerced into prostitution in Canada. This is a crime that reaches all elements of our society."

- Joy Smith

**WHAT DO WE NEED?**

Our goal for this event is to provide education and create awareness of human trafficking in our community, its impacts, and what people can do to help.

**HOW CAN YOU HELP?**

We are asking for your support as the Mayor of Saskatoon to declare January 11, 2016 as the day of Stopping Human Trafficking in Saskatoon. We are also asking for financial support to make this event accessible to all members of our community. Soroptimist Saskatoon will provide receipts for donations upon request. Please contact me directly if you are interested in



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Soroptimist International of Saskatoon  
PO Box 8937 Saskatoon, SK S7K 6S7  
Facebook: www.facebook.com/sisaskatoon  
Email: sisaskatoon@soroptimist.net  
Website: www.wcsoroptimist.org

supporting this important educational event on human trafficking or have any questions. Thank you for your support!

Sincerely,  
Laura Van Loon, President  
Soroptimist International of Saskatoon  
Email: lauralene66@gmail.com  
Phone: (306)- 299-7846 or 306-9316790

### Support Soroptimist = Support our Community

**Joy Smith – Jan 11<sup>th</sup>, 2016**  
**7:00 pm – Broadway Theatre, Saskatoon**

We offer you the opportunity to participate at the following Sponsor levels:

- Gold Sponsor \$2,500.00
- Silver Sponsor \$1,000.00
- Bronze Sponsor \$500.00

Your sponsorship will be acknowledged on our pre-event advertising and also on the night of the event.

Please complete the following Sponsor information:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

City \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_



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Soroptimist International of Saskatoon

PO Box 8937 Saskatoon, SK S7K 6S7

Facebook: [www.facebook.com/sisaskatoon](http://www.facebook.com/sisaskatoon)

Email: [sisaskatoon@soroptimist.net](mailto:sisaskatoon@soroptimist.net)

Website: [www.wcsoroptimist.org](http://www.wcsoroptimist.org)

Don't forget to email your Corporate Logo to Paige Barnes at [pj-place@hotmail.com](mailto:pj-place@hotmail.com) in order for us to add it to our advertising literature.

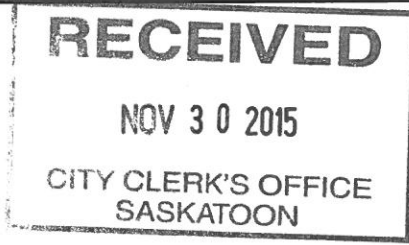
Payment must be received by December 18, 2015.

Please contact Laura Van Loon at 306- 2297846 or 9316790 to provide payment.

**Thank you for your support!**

205-5

**From:** Lee Genier <lee@saskrush.com>  
**Sent:** November 27, 2015 4:58 PM  
**To:** Web E-mail - City Clerks  
**Cc:** 'Bruce Urban'  
**Subject:** Saskatchewan Rush Day



To whom it may concern,

I would like to formally request January 15, 2016 as Saskatchewan Rush Day

The Saskatchewan Rush Lacrosse Club is the newest Professional Sports team to make Saskatoon its new home. Having won the NLL Championship in 2015 in Edmonton where the team was located. As we will be playing our inaugural season opener. It is of great importance to the city as it the first professional sports team, and as have moved to the city want to create a great deal of civic pride and also create economic impacts on the city of Saskatoon. We plan to draw fans from all over the province for our games and as some of our games are broadcast nationally it was bring a great day of awareness to Saskatoon. We are invested a great deal of marketing and community investment in the community as well. In addition we are working closely with minor lacrosse to help grow the sport at a gross roots level and have a positive influence on the community. We believe the proclamation of Saskatchewan Rush Day would bring the needed awareness to our team, the community and the sport and help us achieve our goals in the community.

Please feel free to reach out to me

Lee Genier  
President  
Saskatchewan Rush Lacrosse Club  
Unit 9, 123 2Ave South  
Saskatoon, Sk  
S7K 7E6  
587.998.5248

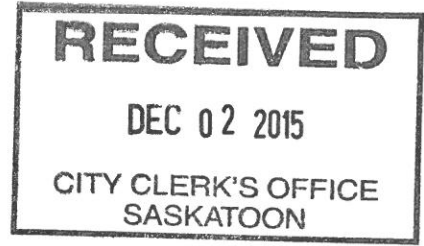
Thank you in advance for your consideration

**Lee Genier**  
*President*  
Saskatchewan Rush Lacrosse Club



e [lee@saskrush.com](mailto:lee@saskrush.com)  
p 587.998.5248  
w [saskrush.com](http://saskrush.com)





December 2, 2015

His Worship the Mayor and  
Members of City Council  
City Hall  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Dear Mayor Atchison,

Re: January is Crime Stoppers Month

The idea of Crime Stoppers month was officially adopted at the annual Crime Stoppers International conference in Edmonton in September of 1986. Since then, programs around the world have been encouraged to mark January as Crime Stoppers Month.

Since inception, Saskatoon Crime Stoppers has received more than 26,000 tips leading to the recovery of over \$10 million in stolen property and drugs. With 4,150 cases cleared and 2,026 arrests, Crime Stoppers is making Saskatoon a safer place to live.

To celebrate, we respectfully ask His Worship and members of City Council to declare January as Crime Stoppers month in an effort to unite the community, law enforcement, and local media in helping to continue solve crimes.

Sincerely,

Loretta Rempel, Assistant  
Saskatoon Crime Stoppers

**Loretta Rempel | Crime Stoppers | Saskatoon Police Service**  
P.O. Box 1728 | Saskatoon, SK | CANADA | S7K 3R6 | ph. (306) 975-8413 | fax (306) 975-8333 |  
[crimestoppers@police.saskatoon.sk.ca](mailto:crimestoppers@police.saskatoon.sk.ca)

