REVISED AGENDA
REGULAR BUSINESS MEETING OF CITY COUNCIL

Tuesday, May 23, 2017, 1:00 p.m.
Council Chamber, City Hall

Pages

1. NATIONAL ANTHEM AND CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the email dated May 23, 2017 from Mr. Chris Guerette, CEO, Saskatoon & Region Home Builders' Association be added to Item 8.4.1;
2. That the following be added to Item 9.5.1:
   - Letter received May 18, 2017 from Mr. Scott Verity, Vice Chair and Mr. Trent Bester, Treasurer, Remai Modern Board of Directors; and
   - Report of the City Solicitor dated May 23, 2017;
3. That the following be added to Item 9.7.1:
   - Email requesting to speak dated May 18, 2017 from Mr. Todd Brandt, Tourism Saskatoon;
   - Email submitting comments dated May 19, 2017 from Mr. Kevin Tobin, Artistic Director, Saskatchewan Jazz Festival; and
   - Email submitting comments dated May 23, 2017 from Ms. Kim Ali, Saskatoon Fireworks Festival; and
4. 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 April 24, 2017, be adopted.

5. PUBLIC ACKNOWLEDGMENTS

5.1 Certificate of Recognition - Order of Canada

Recipient - Harold Chapman

6. UNFINISHED BUSINESS

7. QUESTION PERIOD

8. CONSENT AGENDA

Recommendation

That the Committee recommendations contained in Items 8.1.1 to 8.1.7; 8.2.1 to 8.2.6; 8.3.1 to 8.3.6; 8.4.1 to 8.4.12; and 8.5.1 to 8.5.8 be adopted as one motion.

8.1 Standing Policy Committee on Planning, Development & Community Services

8.1.1 Application for Funding Under the Heritage Conservation Program – Mann House (1040 University Drive) - Shingles [File No. CK. 710-65 and PL. 907] 19 - 23

Recommendation

1. That funding be approved, up to a maximum of $6,006, through the Heritage Conservation Program for shingle replacement at the Mann House located at 1040 University Drive;
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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

8.1.2 Application for Funding Under the Heritage Conservation Program – McLean Block (263 3rd Avenue South) [File No. CK. 710-55 and PL. 907-1] 24 - 30

Recommendation

1. That funding be approved, to a maximum of $64,630.69,

through the Heritage Conservation Program for the windows, roof repairs, and brickwork of the McLean Block located at 263 - 3rd Avenue South;

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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

8.1.3 Appointment of 2017 Municipal Weed Inspectors and Dutch Elm Disease Inspectors [File No. CK. 4200-8 and PK. 4190-1] 31 - 33

Recommendation

1. That Mr. Jeff Boone, Ms. Melissa McHale, and Mr. Owain Van Vliet of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 Weed Inspectors, in accordance with the provisions of The Weed Control Act;
2. That Ms. Michelle Chartier, Mr. Owain Van Vliet, and Mr. Jeff Boone of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of The Forest Resources Management Act; and
3. That the City Clerk be requested to notify the Minister of the Environment.

8.1.4 Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029 [File No. CK. 530-0 and 541-1] 34 - 54

Recommendation

That the proposed amendments to Plan Review and Building Inspection Program Policy No. C09-029, as outlined in the May 1, 2017 report of the General Manager, Community Services Department, be approved, effective July 1, 2017.

8.1.5 Innovative Housing Incentives – Request that Off-Site Levies be Waived – Jubilee Residences Inc. – Jubilee Heights [File No. CK. 800-3, x750-4 and PL. 952-6-27] 55 - 63

Recommendation

1. That the request from Jubilee Residences Inc. to waive off-site levies for the redevelopment of Jubilee Heights

properties be denied; and

2. That the Administration negotiate a phased payment plan for off-site levies with Jubilee Residences Inc.

8.1.6 Proposed Heritage Resource Materials Strategy [File No. CK. 710-1 abd PL. 710-28] 64 - 71

Recommendation

That the proposed Heritage Resource Materials Strategy be approved.

8.1.7 Growth Plan – Requests for Proposals Required for Public Transit Infrastructure Fund Projects [File No. CK. 7300-1, x1860-1 and PL. 4110-78] 72 - 81

Recommendation

1. That the intended process for issuing Requests for Proposals for three components of the Growth Plan to Half a Million implementation, as described in the May 1, 2017 report of the General Manager, Community Services, be approved;
2. That the Administration be given authorization to issue further Requests for Proposals for Growth Plan to Half a Million initiatives that fall under the Public Transit Infrastructure Funding program requirements; and
3. That the Request for Proposals include considerations for the impact of autonomous vehicles, intelligent transportation systems and ride sharing in the design of a BRT system for Saskatoon.

8.2 Standing Policy Committee on Finance

8.2.1 Lease of Former Railway Spur Line to Shaw Cablesystems (Sask) Ltd. – Airport Business Area [File No. CK. 4225-1, AF. 4225-1 and LA. 4225-64-1] 82 - 86

Recommendation

1. That the Administration be authorized to remove the 6-month termination clause from the proposed lease between the City of Saskatoon and Shaw Cablesystems (Sask) Ltd. for a portion of Parcel A, Plan No. 75S10686, Extension 2;
2. That the Administration be authorized to consider and amend the 6-month termination clause if other lessees of Parcel A, Plan No. 75S10686 approach the City of Saskatoon wishing to make significant site improvements to

the land; and

3. That the City Solicitor be requested to prepare the appropriate agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

8.2.2 River Landing Land Sale and Lease Update [File No. CK. 4129-5, x4215-1, x4225-1 and CP. 4129-056] 87 - 102

Recommendation

That the information be received.

8.2.3 SW Corner of Idylwyld Drive and 33rd Street – Retro Petro Land Acquisition for Future Intersection Improvements [File No. CK. 4020-1 and LA 4021-016-001] 103 - 107

Recommendation

1. That the Administration be authorized to purchase a portion of Surface Parcel No. 120012376 from 626052 Saskatchewan Ltd. for future intersection improvements as per the details noted in the May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department;
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; and
3. That the Dedicated Roadway Reserve be used as the funding source for this acquisition, including legal, administrative, and disbursement costs.

8.2.4 Request for Post-Budget Approval – Capital Project #1411 IS – Land Development - Aspen Ridge Residential Area [File No. CK. 4131-32, x1702-1 and TU. 4111-56] 108 - 112

Recommendation

1. That a post-budget increase to Capital Project #1411 IS – Land Development – Aspen Ridge Residential Area, in the amount of $8,598,000 be approved; and
2. That the post-budget increase be funded from the Prepaid Services Reserves and the Property Realized Reserves (Fund 50).

8.2.5 Ideas Inc. Lease Renewal [File No. CK. 600-3 and CP. 4129-022] 113 - 134

Recommendation

1. That the Lease and Operating Agreement between the City of Saskatoon and Ideas Inc. respecting 420 Avenue B South 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.

8.2.6 Business Improvement Districts' 2016 Financial Statements [File No. CK. 1680-1 and AF. 1680-2 x 1680-3 x 1680-4 x 1680-5 x 1680-6] 135 - 190

Recommendation

1. That the 2016 Audited Financial Statements from the Saskatoon Downtown, Broadway, Riversdale, Sutherland, and 33rd Street Business Improvement Districts and the May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department be received as information; and
2. That the Administration request that all of the Business Improvement Districts' future Financial Statements be submitted to City Council in a specific standard format.

8.3 Standing Policy Committee Transportation

8.3.1 2016 Annual Report – Traffic Safety Committee [File No. CK. 430-59] 191 - 195

Recommendation

That the 2016 Annual Report of the Traffic Safety Committee be received as information.

8.3.2 Issues Regarding the Taxi Industry [File No. CK. 307-1 and AF. 307-1] 196 - 209

Recommendation

1. That the report of the CFO/General Manager, Asset and Financial Management Department, dated May 8, 2017, be received as information;
2. That Bylaw No. 9070, The Taxi Bylaw, 2014, be amended to include a passenger cleaning fee of $100; and
3. That the City Solicitor be requested to amend Bylaw No. 9070, The Taxi Bylaw, 2014.

8.3.3 Traffic Safety Reserve Program – 2017 Budget Adjustment [File No. CK. 6150-3, x 1815-1 and TS. 1815-1] 210 - 219

Recommendation

1. That the amount of $100,000 be approved for Capital Project #2446 – Pedestrian Crossing Improvements from the Traffic Safety Reserve;
2. That the amount of $70,000 be approved for specific enforcement activities from the Traffic Safety Reserve;
3. That the amount of $30,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve;
4. That the amount of $40,000 be approved for Capital Project #2446 –Pedestrian Crossing Improvements from the Traffic Safety Reserve;
5. That the amount of $45,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve; and
6. That the City Solicitor be directed to amend Bylaw No. 6774, The Capital Reserve Bylaw as outlined in the report of the General Manager, Transportation & Utilities Department dated May 8, 2017.

8.3.4 Rail Relocation versus Grade Separation Feasibility Study – Award of Contract [File No. CK. 6170-1 and TS. 6170-1] 220 - 225

Recommendation

1. That the City enter into an agreement with HDR Corporation for the provision of engineering services to complete a Rail Relocation versus Grade Separation Feasibility Study at a total upset cost of $599,616 (including taxes); 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.

8.3.5 Silverspring Neighbourhood Traffic Review [File No. CK. 6320-1 and TS. 6320-1] 226 - 307

The Silverspring Neighbourhood Traffic Review attachment is only being provided electronically due to its size.

Recommendation

That the Neighbourhood Traffic Review for the Silverspring neighbourhood be adopted as the framework for future traffic

improvements in the area, to be undertaken as funding is made available through the annual budget process.

8.3.6 2012 to 2016 Provision of Civic Services Program Update [File No. CK. 1871-9, x 205-0] 308 - 315

Recommendation

That the information be received.

8.4 Standing Policy Committee on Environment, Utilities & Corporate Services

8.4.1 2016 Annual Report – Cultural Diversity and Race Relations Committee [File No. CK. 430-29] 316 - 321

Recommendation

That the 2016 Annual Report of the Cultural Diversity and Race Relations Committee be received as information.

8.4.2 Energy Performance Contracting Negotiations and Letter of Intent [File No. CK. 752-1, x 606-2 and CP. 753-008] 322 - 329

Recommendation

1. That MCW Custom Energy Solutions Ltd. be accepted as the highest scoring proponent for the Energy Performance Contracting Request for Proposal (#17-0143);
2. That the Administration communicate to the Energy Services Company that loan periods greater than 15 years, and potentially as long as 30 years, may be acceptable to City Council;
3. That the City Solicitor be requested to assist in the negotiation of Letter of Intent agreements and that the City Manager be authorized to execute Letters of Intent under the Corporate Seal;
4. That the City Solicitor be requested to prepare the appropriate agreement for the lighting replacement at the Shaw Centre and that His Worship the Mayor and The City Clerk be authorized to execute the agreement under the Corporate Seal;
5. That the City Solicitor be requested to assist in the negotiation of Energy Performance Contract agreement(s); and
6. That, in consideration of the non-EPC buildings not incorporated in this report, the procurement options of an energy retrofit program be explored including community

partnership.

8.4.3 Aquatic Invasive Species – Potential Local Impacts [File No. CK. 7550-1, x 277-1 and CP. 7556-001] 330 - 339

Recommendation

That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be received as information; and forwarded to the Saskatoon Environmental Advisory Committee for information.

8.4.4 Green Infrastructure Strategy [File No. CK. 4110-38 and CP. 7558-003] 340 - 346

Recommendation

That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be received as information.

8.4.5 Natural Capital Asset Valuation [File No. CK. 7550-1, x 1702-1 and CP. 1657-002] 347 - 352

Recommendation

1. The information pertaining to Natural Capital Asset valuation for natural (“green”) infrastructure contained within City of Saskatoon limits be received; and
2. That a capital project for the Natural Capital Asset valuation be created to enable an application to the Federation of Canadian Municipalities (FCM) Municipalities for Climate Change Innovation Program.

8.4.6 Waste Diversion Opportunities [File No. CK. 7830-1 and CP. 7542-006] 353 - 361

Recommendation

That the report of the General Manager, Corporate Performance Department, dated April 4, 2017, be received as information and forwarded to the Saskatoon Environmental Advisory Committee for information.

8.4.7 Recovery Park Update [File No. CK. 7830-4-2 and CP. 7838-005] 362 - 375

Recommendation

That the Administration prepare and release a Request for Proposal(s) for the design and construction of Phases 1 and 2 of

Recovery Park.

8.4.8 **Proposed Small Power Producer Program Rate Increase [File No. CK. 1905-3 and SLP. 2000-12-0]** 376 - 378

Recommendation

1. That the proposed Small Power Producer Program rate be approved for Saskatoon Light & Power as outlined within the report of the General Manager, Transportation and Utilities dated May 8, 2017; and
2. That the City Solicitor prepare the necessary amendment to Bylaw No. 2685, The Electrical Light and Power Bylaw, for consideration by City Council.

8.4.9 **Capital Project No. 1243 – WWT – Lift Station Upgrades – Lift Station Assessment 2017 – Award of Engineering Services [File No. CK. 7820-3 and WWT. 7990-89]** 379 - 383

Recommendation

1. That the proposal submitted by MPE Engineering Ltd. for engineering services for the Lift Station Assessment 2017, for a total upset fee of $395,204.36 (including GST), 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.

8.4.10 **Landfill Gas Collection Wellfield Expansion – Award of Engineering Services [File No. CK. 2000-5, x 1000-1 and SLP. 2000-10-7]** 384 - 389

Recommendation

1. That the proposal submitted by Tetra Tech Canada Inc. for engineering services for the detailed design of the Landfill Gas Wellfield Expansion, for a total upset fee of $157,506.30 (including GST) 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.

8.4.11 **Landfill Gas Engine-Generator Major Maintenance Services [File No. CK. 2000-5 and PW. 7834-2]** 390 - 393

Recommendation

1. That the proposal submitted by Finning Canada for the Landfill Gas Engine-Generator Maintenance Services be accepted; and
2. That Purchasing Services be authorized to issue a Blanket Purchase Order to Finning Canada for the supply of maintenance services for a one-year term, for a total estimated cost (including GST and PST) of $432,313, with the option of Administration to extend the Blanket Purchase Order for one additional year.

8.4.12 **Request to Exceed in Excess of 25% of Purchase Order No. 363928 – Marquis Phase VIII Primary Water Main Valves Repair Work [File No. CK. 7820-6 and TS. 4111-43-5]** 394 - 397

Recommendation

That the Administration be given approval for Purchase Order #363928 for Marquis VIII Primary Water Main Valves Repair Work to exceed 25% of the purchase order value.

8.5 Governance and Priorities Committee

8.5.1 **Council Communications and Constituency Relations Allowance - Tickets [File No. CK. 255-1]** 398 - 412

Recommendation

1. That the following amendments be made to the 'General Entertainment' section of Policy C01-027:
   a. exclusion of the second spouse/guest ticket;
   b. exclusion of tickets to professional theatre, concert, and sporting events;
   c. changing of the section heading 'General Entertainment' to 'Community Events'; and
   d. inclusion of tickets to Chamber of Commerce and Business Association events as allowable expenses under Community Events; and
2. That the City Clerk review and report on the potential for addition of the following to the list of eligible meeting expenses under Policy C01-027:
   a. facilitatory assistance for attendees through provision or reasonable reimbursement of:
      i. transportation assistance
      ii. interpretation assistance (translation, transcription, etc.)
      iii. childcare; and

b. 1st Voice (lived experience) participation honoraria.

8.5.2 Saskatoon North Partnership for Growth Regional Plan – All Councils / Public Information Session [File No. CK. 4250-1] 413 - 415

Recommendation

That City Council participate in the proposed public information session, and that the City Clerk follow up appropriately.

8.5.3 Process – Requests and Invitations to Meet with City Council [File No. CK. 255-1] 416 - 418

Recommendation

That the process for vetting requests to meet with City Council, as outlined in the report of the City Clerk dated May 15, 2017, be approved and the appropriate policy be drafted.

8.5.4 Nomination of SaskTel Centre – Excellence in Governance Awards – Governance Professionals of Canada [File No. CK. 150-5 x 175-31] 419 - 426

Recommendation

That nomination of the SaskTel Centre Board for the following award categories be endorsed:

1. Best Approach to Achieving Effective Board and Committee Operations; and
2. Best Practices in Strategic Planning, Oversight, and Value Creation by the Board.

8.5.5 Appointment – Library Board [File No. CK. 175-19] 427

Recommendation

That Mr. John Thromberg be appointed to the Library Board to the end of 2018.

8.5.6 Appointment – SaskTel Centre Board of Directors [File No. CK. 175-31] 428

Recommendation

1. That the City's representative be instructed to vote the City's proxy at the 2017 Annual General Meeting for the appointment of Mr. Russel Marcoux to the SaskTel Centre Board of Directors throughout a term expiring at the

conclusion of the 2018 Annual General Meeting; and

2. That the Administration provide a report on eligibility of employees for appointment to civic boards, commissions and committees.

8.5.7 Resignation – Board of Revision [File No. CK. 175-6] 429

Recommendation

That the City Clerk undertake the necessary advertising to fill the vacancy on the Board of Revision.

8.5.8 Resignation and Appointment – Municipal Heritage Advisory Committee [File No. CK. 225-18] 430

Recommendation

That the vacancy on the Municipal Heritage Advisory Committee form part of the next annual call for applications.

9. REPORTS FROM COMMITTEES AND ADMINISTRATION

9.1 Standing Policy Committee on Planning, Development And Community Services

9.2 Standing Policy Committee on Finance

9.3 Standing Policy Committee on Transportation

9.4 Standing Policy Committee on Environment, Utilities And Corporate Services

9.5 Governance and Priorities Committee

9.5.1 Remai Modern Board Membership - Residency [File No. CK. 175-27] 431 - 434

Recommendation

That the request from the Remai Modern Board Chair for an exception to the Saskatoon Residency requirement for appointment to boards, committees and commissions be approved to the end of 2017.

9.6 Asset & Financial Management Department

9.7 Community Services Department

9.7.1 Temporary Reserved Parking Program and Special Events [File No. CK. 6120-3 and PL. 6120-1] 435 - 445

The Standing Policy Committee on Transportation, at its meeting held on May 8, 2017 considered a letter from Mr. Kevin Tobin, Saskatchewan Jazz Festival, and Mr. Brent Penner, Executive Director, Downtown Saskatoon requesting the City waive fees related to parking meter 'hooding' for the duration of the Saskatchewan Jazz Festival.

The Committee expressed interest in recommending waiving the fees in this instance, however, requested to have a report from the Administration on its impact. It was subsequently resolved that the information be received and forwarded to the Administration for a report to the May 23, 2017 Regular Business meeting of City Council on the implications of hooding the meters as outlined in the communication.

Recommendation

That the information be received as information and any further direction be provided with respect to the request from the Saskatchewan Jazz Festival.

9.8 Corporate Performance Department

9.9 Transportation & Utilities Department

9.9.1 Engineering Services for Bridges and Structures – Request for Proposal [File No. CK. 6050-1 and TU. 6050-104-13] 446 - 449

Recommendation

That the report of the General Manager, Transportation & Utilities Department dated May 23, 2017, be received as information.

9.10 Office of the City Clerk

9.11 Office of the City Solicitor

9.11.1 Amendments to Bylaw 7200, The Traffic Bylaw – Right of Way Fees and Fines - Proposed Bylaw Nos. 9447 and 9452 [File No. CK. 6320-1] 450 - 465

Recommendation

That permission be granted to introduce Bylaw No. 9447, *The Traffic Amendment Bylaw, 2017 (No. 2*), and give same its FIRST reading.

Recommendation

That Bylaw No. 9447 now be read a SECOND time.

Recommendation

That permission be granted to have Bylaw No. 9447 read a third time at this meeting.

Recommendation

That Bylaw No. 9447 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.

Recommendation

That permission be granted to introduce Bylaw No. 9452, *The Streets Use Amendment Bylaw, 2017*, and give same its FIRST reading.

Recommendation

That Bylaw No. 9452 now be read a SECOND time.

Recommendation

That permission be granted to have Bylaw No. 9452 read a third time at this meeting.

Recommendation

That Bylaw No. 9452 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.

9.11.2 The Traffic Bylaw – Parking Violation Fines - Proposed Bylaw No. 9453 [File No. CK. 6320-1, x 1700-3] 466 - 476

Recommendation

That permission be granted to introduce Bylaw No. 9453, *The Traffic Amendment Bylaw, 2017 (No. 3)*, and give same its FIRST reading.

Recommendation

That Bylaw No. 9453 now be read a SECOND time.

Recommendation

That permission be granted to have Bylaw No. 9453 read a third time at this meeting.

Recommendation

That Bylaw No. 9453 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.

9.11.3 Bylaw No. 9455, The Building Bylaw, 2017 [File No. CK. 185-1] 477 - 516

Recommendation

That permission be granted to introduce Bylaw No. 9455, *The Building Bylaw, 2017*, and give same its FIRST reading.

Recommendation

That Bylaw No. 9455 now be read a SECOND time.

Recommendation

That permission be granted to have Bylaw No. 9455 read a third time at this meeting.

Recommendation

That Bylaw No. 9455 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.

9.12 Other Reports

9.12.1 Saskatchewan ICE Unit – LACE Server Capital Project Funding [File No. CK. 1711-2] 517 - 520

Recommendation

That the capital expenditure from the Saskatoon Police Service 2017 Capital Budget for purchase of a hardware server platform as described in the report of the Chief of Police dated April 20, 2017 be approved.

9.12.2 Child Centre Relocation – Capital Project Funding [File No. CK. 1711-2] 521 - 525

Recommendation

That the transfer of $110,000 from the Saskatoon Police Service Renovation Reserve to fund the renovations of the new location

of the Child Centre be approved.

9.12.3 2016 Annual Report of the Crime Free Multi-Housing (CFMH) Program [File No. CK. 430-13] 526 - 539

Recommendation

That the information be received.

10. INQUIRIES

11. MOTIONS (NOTICE PREVIOUSLY GIVEN)

11.1 Funding to 3rd Party Organizations Limited to Budget Deliberation Process [File No. CK. 1870-1]

Councillor D. Hill provided notice of the following motion at the Regular Business Meeting of City Council held on April 24, 2017.

"Take Notice that at the next Regular Business Meeting of City Council I will move the following motion:

'WHEREAS City Council has a long standing practice of approving funding for capital projects during its annual budget deliberation process.

WHEREAS City Council's current annual budget deliberation process approves all capital and operating estimates for the upcoming year.

WHEREAS City Council's current budget deliberation process includes the financial details of all projects, programs and services that are to be approved for the upcoming year.

WHEREAS City Council occasionally will receive funding requests from community-based third party organizations throughout the year, after which the City's Operating and Capital Budgets have been approved.

THEREFORE, BE IT RESOLVED, that City Council adopt a Council Policy that restricts funding approvals for community-based, third party organizations in excess of "x" amount of dollars to the City's Budget deliberation process.'"

11.2 Absence and Support for City Councillors [File No. CK. 255-1]

In accordance with Section 65(1)(b) of Bylaw No. 9170, The Procedures and Committees Bylaw, 2014, the following notice of motion was provided by Councillor C. Block:

"WHEREAS City Council supports diversity and inclusion in civic politics and aims to remove as many barriers as possible so as to encourage greater participation in the process;

WHEREAS engaged persons may be unable to participate in the local political process due to such barriers as personal family commitments and/or emergencies;

WHEREAS the Saskatchewan Cities Act disqualifies an elected person from serving on City Council if such a member "is absent from all regular council meetings held during any period of three consecutive months, starting with the date that the first meeting is missed, **unless the absence is authorized by a resolution of council;**

WHEREAS City Council, by resolution, does not have an official policy that outlines support for those elected officials who may, from time to time, be required to be absent from their duties so as to attend to matters such as, but not limited to, child birth, illness support, or compassionate leave;

WHEREAS City Councillors do not have direct staff support to assist them in carrying out their duties in the case of such absences, commitments or emergencies;

THEREFORE, BE IT RESOLVED, that City Council instruct the Municipal Review Commission to research, investigate best practices, if any, and recommend various policy options that address absence and support for City Councillors as outlined in this Motion; and

BE IT FURTHER RESOLVED THAT, the Municipal Review Commission report its findings and potential recommendations to the Governance & Priorities Committee not later than October 31 , 2017."

12. GIVING NOTICE

13. URGENT BUSINESS

14. IN CAMERA SESSION (OPTIONAL)

15. ADJOURNMENT

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Application for Funding Under the Heritage Conservation Program – Mann House (1040 University Drive) - Shingles

Recommendation of the Committee

1. That funding be approved, up to a maximum of $6,006, through the Heritage Conservation Program for shingle replacement at the Mann House located at 1040 University Drive;
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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated April 5, 2017 was considered. Your Committee was advised that the Municipal Heritage Advisory Committee has also reviewed and supports the above proposed funding under the Heritage Conservation Program.

Attachment

April 5, 2017 Report of the General Manager, Community Services Department.

Application for Funding Under the Heritage Conservation Program – Mann House (1040 University Drive) - Shingles

Recommendation

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

1. That funding be approved, up to a maximum of $6,006, through the Heritage Conservation Program for shingle replacement at the Mann House located at 1040 University Drive;
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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

Topic and Purpose

The purpose of this report is to request funding, under the Heritage Conservation Program, for the Mann House located at 1040 University Drive.

Report Highlights

1. The Mann House is a designated Municipal Heritage Property in the neighbourhood of Varsity View. The property is valued for its association with Owen Mann, a City Councillor with one of the longest tenures in Saskatoon's history. Other notable residents include physician Thomas A. Watson and CNR special representative W.E Walter.
2. The home's roof is in need of reshingling. The current asphalt shingles are proposed to be replaced with architectural asphalt shingles in the same colour.
3. The property owners are requesting funding through the City of Saskatoon's (City) Heritage Conservation Program.

Strategic Goal

Under the City's Strategic Goal of Sustainable Growth, this report supports the preservation of the character of heritage buildings and historical landmarks.

Background

The Heritage Conservation Program, under Civic Heritage Policy No. C10-020, provides funding for designated Municipal Heritage Properties for the conservation and rehabilitation of the character-defining elements of a heritage property. Financial incentives include a grant for 50% of the eligible costs of a project to a maximum of $150,000.

Report

Mann House

Located in the neighbourhood of Varsity View at 1040 University Drive, the Mann House features a one-and-three-quarter-storey dwelling that was built in 1912. Designed by architect Norman Thompson, this house was once home to former City Councillor and University of Saskatchewan Engineering Professor, Owen Mann. Mann was known for his interest in civic infrastructure, careful city planning, and prudent spending. The residence was also home to Thomas A. Watson, who, in 1949, at the Saskatoon Cancer Clinic, became the first physician to use the Betatron X-ray to treat patients with late-stage cancer; and W. E. Walter, a special representative for the Canadian National Railway Immigration and Colonization Department. The Mann House was designated as a Municipal Heritage Property in 2016, under The Mann House Heritage Designation, 2016, Bylaw No. 9350.

Roof Repair and Reshingling

The Mann House's roof requires repair and reshingling to address leakage issues and ensure that the character-defining elements of the home are retained. The existing shingles are 3-tab asphalt shingles that are lifting where the bell portion of the roof begins and in the valleys by the dormers. The roof is leaking in several locations. The property owner is requesting to replace these shingles with architectural shingles in the same colour (grey) and tone as the existing shingles.

Grant

Civic Heritage Policy No. C10-020 provides financial incentives in the form of a grant for 50% of the costs related to the restoration of architectural elements and renovations to meet building code requirements where it affects heritage elements of the building (up to a maximum of $150,000 over a ten-year period). The maximum amortization period is ten years. Within a ten-year period, an owner may make more than one application provided the total amount does not exceed $150,000. The Mann House was previously approved for incentives under the Heritage Conservation Program in February 2017 for the exterior repair of the main chimney (up to a maximum of $4,753.88).

The estimated cost of the shingles for the Mann House is $12,012 (see Attachment 1). The grant provides for 50% of the project's associated costs, which will amount to a maximum of $6,006. The Administration is proposing that the value of the grant be paid over a two-year period, in equal amounts, following project completion.

Options to the Recommendation

The project qualifies for funding under Civic Heritage Policy No. C10-020; City Council could choose to deny the funding request.

Public and/or Stakeholder Involvement

There is no public or stakeholder involvement.

Financial Implications

The balance of the Heritage Reserve is $143,545.01; $49,157.52 of which is available for financial incentives under the Heritage Conservation Program. The grant will be funded through the Heritage Reserve and will not impact the funding of new and existing projects.

Other Considerations/Implications

There are 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 grant will be executed following the satisfactory completion of the project, as determined by the Director of Planning and Development, Community Services Department.

Public Notice

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

Attachment

1. Mann House - Cost Estimates

Report Approval

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development
Reviewed by: Lesley Anderson, Director of Planning and Development
Approved by: Kara Fagnou, Acting General Manager, Community Services Department

S/Reports/2017/PD/MHAC – Application for Funding Under the Heritage Conservation Program – Mann House (1040 University Drive) – Shingles/lc

Mann House - Cost Estimates

Item	Description of Work	Materials and Labour	Total (Including Tax)
Shingle Replacement	• Supply and installation of IKO Cambridge fiberglass laminated shingles on main roof; and • Removal and disposal of existing shingles	$11,440	**$12,012**

Total Costs	**$12,012**
City's Contribution (50% of Eligible Costs)	**$ 6,006**

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Application for Funding Under the Heritage Conservation Program – McLean Block (263 3rd Avenue South)

Recommendation of the Committee

1. That funding be approved, to a maximum of $64,630.69, through the Heritage Conservation Program for the windows, roof repairs, and brickwork of the McLean Block located at 263 - 3rd Avenue South;
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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated April 5, 2017 was considered. Your Committee was advised that the Municipal Heritage Advisory Committee has also reviewed and supports the above proposed funding under the Heritage Conservation Program.

Attachment

April 5, 2017 Report of the General Manager, Community Services Department.

Application for Funding Under the Heritage Conservation Program - McLean Block (263 - 3rd Avenue South)

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 funding be approved, to a maximum of $64,630.69, through the Heritage Conservation Program for the windows, roof repairs, and brickwork of the McLean Block located at 263 - 3rd Avenue South;
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; and
3. That the General Manager, Community Services Department, be authorized to remit payment of the grant following completion of the project.

Topic and Purpose

The purpose of the report is to request funding, under the Heritage Conservation Program, for the McLean Block located at 263 - 3rd Avenue South.

Report Highlights

1. The McLean Block is a Municipal Heritage Property in Saskatoon's downtown. The commercial property is valued for its architecture and contribution to the 3rd Avenue streetscape. The building qualifies for financial support under the Heritage Conservation Program.
2. Funding is being requested for proposed work on the building that includes the replacement of several windows, roof repairs, and brickwork.

Strategic Goal

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this report supports the preservation of the character of heritage buildings and historical landmarks.

Background

The Heritage Conservation Program, under Civic Heritage Policy No. C10-020, provides funding for designated Municipal Heritage Properties for the conservation and rehabilitation of the character-defining elements of a heritage property. Financial incentives include a grant for 50% of the eligible costs of a project, to a maximum of $150,000.

Report

McLean Block

Constructed in 1912, the McLean Block is representative of commercial buildings erected in Saskatoon during the pre-First World War building boom. Constructed of brick and stone,

the building presented the image of permanency and modernism desired by the burgeoning business community during that period. The McLean Block was designated as a Municipal Heritage Property in 2006.

Windows, Roof Repairs, and Brickwork

The property owner of the McLean Block intends to continue conservation work on the building. The McLean Block has been previously approved for funding in the form of tax abatements under the City's Heritage Conservation Program:

1) in 2008 for a new roof surface - $9,750; and
2) in 2015 for the repair and re-pointing of the brick façade - $36,000.

Civic Heritage Policy No. C10-020 states that a property owner can make more than one application within the initial ten-year period, which began in 2008.

The property owner is requesting funding to replace eight upper-storey windows with bronze anodize-framed windows that will be the same shape and size of the existing windows (see Attachment 1). The windows will match the colour of those installed on the lower portion of the building. This work was approved by the Municipal Heritage Advisory Committee in 2014. The brick repair and re-pointing was considered at the same time.

Additional work includes seven new custom windows on the north side of the 3rd floor, and roof repairs and brickwork repairs along the north and west side of the 3rd floor and chimney. All proposed work will respect the existing character and heritage of the building.

The Heritage Conservation Program provides funding for up to 50% of costs related to restoration of the heritage elements of the property. For this project, the owner qualifies for a maximum of $64,630.69 in the form of a grant amortized over a ten-year period (see Attachment 2).

Options to the Recommendation

The project qualifies for funding under the Heritage Conservation Program. The only option would be for City Council to deny the funding request.

Public and/or Stakeholder Involvement

Public and/or stakeholder consultations are not required.

Policy Implications

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

Financial Implications

The total estimated cost of this project is $129,261.39, and under Civic Heritage Policy No. C10-020, the project would qualify for 50% of the eligible costs. If the application is approved, the amount of this grant will be amortized for ten years and will commence following completion.

The balance of the Heritage Reserve is $143,545.01, of which $49,157.52 is available for financial incentives under the Heritage Conservation Program. The grant will be funded through the Heritage Reserve and will not impact the funding of new and existing projects.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Once it is determined that the project is complete, the Administration will process the grant payment.

Public Notice

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

Attachments

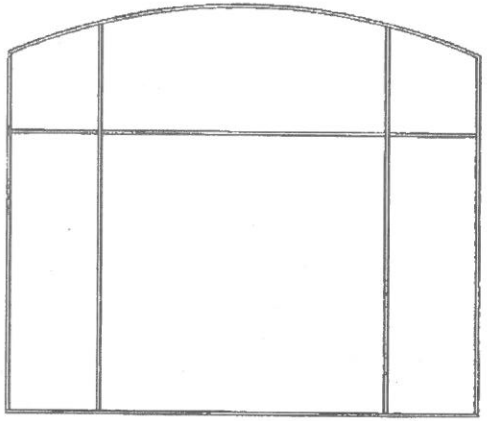
1. Replacement Window Shape and Size
2. McLean Block – Cost Estimates

Report Approval

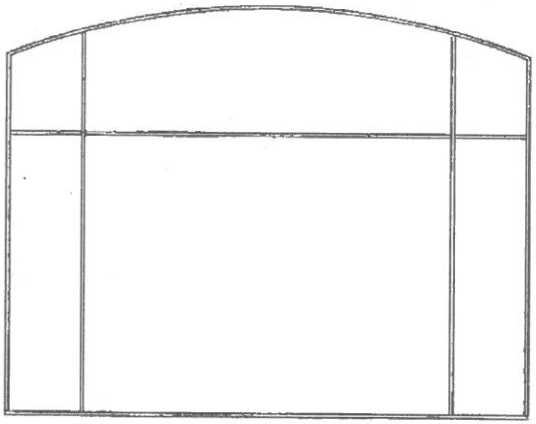
Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development
Reviewed by: Lesley Anderson, Director of Planning and Development
Approved by: Kara Fagnou, Acting General Manager, Community Services Department

S/Reports/2017/PD/MHAC – Application for Funding Under the Heritage Conservation Program – McLean Block (263 – 3rd Avenue South)/ks

Replacement Window Shape and Size



2 WINDOWS REQUIRED



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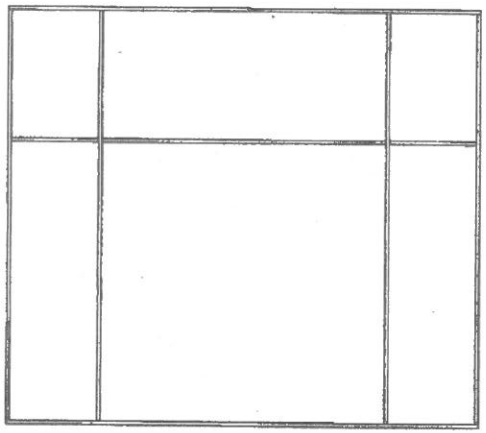

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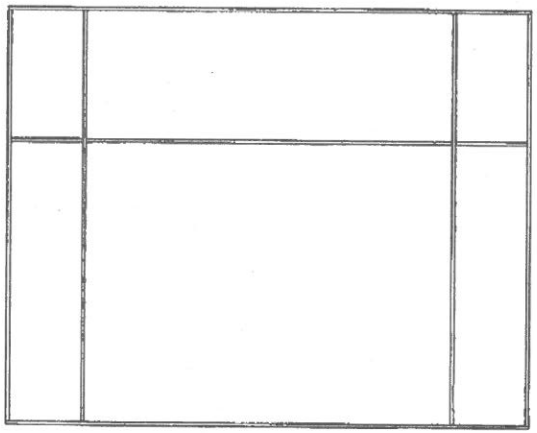

2 WINDOWS REQUIRED

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McLean Block - Costs Estimates

Item	Description of Work	Estimate
Windows (façade)	• Supply and installation of eight custom windows • Removal of existing windows	$50,100.95
Windows (north side – 3rd floor)	• Supply and installation of seven custom windows	$12,680.95
Roof	• Comprehensive roof repairs • Roof hatch with safety ladder • Duplicate new roof for 2nd window well (2nd floor north side)	$26,460.00
Brickwork	• Repairs on north side 3rd floor, back side 3rd floor, and chimney	$28,268.45

Subtotal:	$117,510.35
Taxes:	$ 11,751.04
Total Eligible Project Cost:	$129,261.39
50% of Costs (City Contribution):	$ 64,630.69
10 Years (Amortization):	$ 6,463.06

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Appointment of 2017 Municipal Weed Inspectors and Dutch Elm Disease Inspectors

Recommendation of the Committee

1. That Mr. Jeff Boone, Ms. Melissa McHale, and Mr. Owain Van Vliet of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 Weed Inspectors, in accordance with the provisions of *The Weed Control Act;*
2. That Ms. Michelle Chartier, Mr. Owain Van Vliet, and Mr. Jeff Boone of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of *The Forest Resources Management Act; and*
3. That the City Clerk be requested to notify the Minister of the Environment.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated May 1, 2017 was considered.

Attachment

May 1, 2017 Report of the General Manager, Community Services Department.

Appointment of 2017 Municipal Weed Inspectors and Dutch Elm Disease Inspectors

Recommendation

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

1. That Mr. Jeff Boone, Ms. Melissa McHale, and Mr. Owain Van Vliet of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 Weed Inspectors, in accordance with the provisions of *The Weed Control Act;*
2. That Ms. Michelle Chartier, Mr. Owain Van Vliet, and Mr. Jeff Boone of the Parks Division, Community Services Department, be appointed as the City of Saskatoon's 2017 municipal Dutch Elm Disease Inspectors, in accordance with the provisions of *The Forest Resources Management Act; and*
3. That the City Clerk be requested to notify the Minister of the Environment.

Topic and Purpose

This report is to obtain City Council's approval for appointment of the municipal Weed Inspectors and Dutch Elm Disease Inspectors for 2017.

Report Highlights

1. The annual appointment of municipal Weed Inspectors and Dutch Elm Disease Inspectors are requirements under *The Weed Control Act* and *The Forest Resources Management Act.*

Strategic Goal(s)

The appointment of municipal Weed Inspectors and Dutch Elm Disease Inspectors support the following City of Saskatoon (City) Strategic Goals:

i) A culture of Continuous Improvement, as they will ensure a coordinated approach to customer service with quick and accurate response to meet the needs of our citizens; and
ii) Environmental Leadership, as they will help to ensure that natural resources are protected and that urban and grassland parks and urban forest remain healthy.

Background

The annual appointment of municipal Weed Inspectors and Dutch Elm Disease Inspectors are requirements under *The Weed Control Act* and *The Forest Resources Management Act.*

Report

Section 6, Article 2 of *The Weed Control Act* (Saskatchewan) requires that City Council appoint a municipal Weed Inspector(s) annually. It is recommended that Mr. Jeff Boone, Pest Management Supervisor; Ms. Melissa McHale, Applied Biology Technician; and Mr. Owain Van Vliet, Pest Management Technician 14, of the Parks Division, Community Services Department, fulfill this requirement during 2017.

Section 8, Article 2 of *The Forest Resources Management Act* requires that City Council appoint one or more municipal Dutch Elm Disease Inspectors annually to enforce the Dutch elm disease regulations. It is recommended that Mr. Owain Van Vliet, Pest Management Technician 14; Ms. Michelle Chartier, Superintendent, Urban Forestry and Pest Management; and Mr. Jeff Boone, Supervisor, Pest Management, of the Parks Division, Community Services Department, be appointed to this office for 2017.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Environmental Implications

The City, as well as Saskatoon residents, must adhere to regulations governing both *The Forest Resources Management Act* and *The Weed Control Act*, which ensure our urban forest and other plants are protected from Dutch elm disease and invasive weeds.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

As required by legislation, an annual report for 2017 will be submitted in early 2018 by the municipal Weed Inspectors.

Public Notice

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

Report Approval

Written by: Darren Crilly, Director of Parks
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2017/PK/PDCS - Appointment of 2017 Weed and Dutch Elm Disease Inspectors/dh

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029

Recommendation of the Committee
That the proposed amendments to Plan Review and Building Inspection Program Policy No. C09-029, as outlined in the May 1, 2017 report of the General Manager, Community Services Department, be approved, effective July 1, 2017.

History
At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated May 1, 2017 was considered.

Attachment
May 1, 2017 Report of the General Manager, Community Services Department.

Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the proposed amendments to Plan Review and Building Inspection Program Policy No. C09-029, as outlined in this report, be approved, effective July 1, 2017.

Topic and Purpose

The National Building Code of Canada 2015 is scheduled to take effect in the province of Saskatchewan on July 1, 2017.

The purpose of this report is to amend existing Plan Review and Building Inspection Program Policy No. C09-029 to reflect changes within the National Building Code of Canada 2015 and clarify plan review and inspection items.

Report Highlights

1. Plan Review and Building Inspection Program Policy No. C09-029 (Policy No. C09-029) requires updating to reflect the National Building Code of Canada 2015 (NBC 2015), which is scheduled for implementation on July 1, 2017. Some code items have been reworded and similar items have been consolidated within Policy No. C09-029.
2. The application/scope to include garden and garage suites, which require mandatory inspections as per Policy No. C09-029, is included.
3. No policy changes will be made to the purpose, mandatory inspection stages, and procedure of inspecting covered-up work.
4. Provincial adoption of the National Energy Code of Canada for Buildings 2015 (NECB 2015) and NBC 2015, Subsection 9.36 Energy Efficiency, are proposed for July 1, 2017, with full implementation on January 1, 2019.

Strategic Goals

Updates to Policy No. C09-029 will support the City of Saskatoon's (City) Strategic Goals of Sustainable Growth, Continuous Improvement, and Quality of Life by balancing growth with accountability and public safety.

Background

Under the direction of City Council, Policy No. C09-029 was created in 2001 to define the Plan Review and Building Inspection Program for ground-oriented dwelling units. This policy provides for a consistent approach and expectations related to the review and final closure of a building permit.

Policy No. C09-029 was last updated on October 12, 2010, to reflect the NBC 2005. Since the NBC 2015 is scheduled to be adopted on July 1, 2017, Policy No. C09-029 requires updating to reflect the future code.

Report

Proposed Policy Amendments

Policy No. C09-029 defines the City's role with administration and enforcement of *The Uniform Building Accessibility Standards Act* and the NBC. The policy identifies the building code items checked at the plan review and inspection stages, as well as establishes the mandatory inspection stages.

The proposed policy updates are intended to reflect the NBC 2015 code changes. A complete summary of the proposed amendments are contained in Attachment 1.

Garden and Garage Suite Inspections

The application of this policy has been formally extended to apply to garden and garage suites. These suites are relatively new compared to the other project types noted in the policy.

Key Items Remain Unchanged

Code items remaining the same include: the scope of the policy applying only to ground-oriented dwelling units; mandatory inspections stages remaining as footing, pre-backfill, framing, vapour barrier, and final; and the process outlined for building inspectors confirming compliance if work has been covered up.

National Energy Code

The Government of Saskatchewan recently announced that the adoption of the NECB 2015 and NBC 2015, Subsection 9.36 Energy Efficiency, are proposed for July 1, 2017, with full implementation on January 1, 2019. The Building Standards Division is working with industry partners to develop an implementation plan to support the building industry. A proposed implementation plan will be shared in a separate report to the Standing Policy Committee on Environment, Utilities and Corporate Services in May 2017.

Options to the Recommendation

City Council could choose not to amend Policy No. C09-029 as recommended by the Administration. In this case, further direction would be required.

Public and/or Stakeholder Involvement

The intention of the Building Standards Division to update Policy No. C09-029 has been communicated to key construction associations.

Communication Plan

Current and future customers and industry stakeholders will be advised on policy amendments through appropriate direct communication methods, particularly when applying for building permits. Updates will be communicated on the City's website and to associations such as the Saskatoon and Region Home Builders' Association and the Saskatoon Construction Association, whose members are often repeat building permit applicants.

Policy Implications

In adopting the list of code items that will be reviewed and inspected, City Council will be continuing with its policy decision to enforce only portions of the NBC 2015. The City will not ensure compliance with other aspects of the NBC 2015.

If an inspector observes an item that is not part of the Plan Review and Building Inspection Program and is non-compliant with the NBC 2015, the inspector will notify the owner verbally and/or in writing of the contravention. The owner of the building will be solely responsible to ensure compliance with those portions of the NBC 2015.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

No follow-up report will be required.

Public Notice

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

Attachment

1. Proposed Amendments - Plan Review and Building Inspection Program Policy No. C09-029

Report Approval

Written by: Akhil Kumar, Building Inspection Manager, Building Standards
Reviewed by: Kara Fagnou, Director of Building Standards
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2017/BS/PDCS – Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029/lc

Proposed Amendments
Plan Review and Building Inspection Program Policy No. C09-029

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-029

POLICY TITLE *The Plan Review and Building Inspection Program*	**ADOPTED BY:** *City Council*	**EFFECTIVE DATE** *November 19, 2001* **UPDATED TO** *October 12, 2010*
ORIGIN/AUTHORITY *Item 6g) of Unfinished Business; Clause 12, Report No. 9-2010 of the Planning and Operations Committee; and Clause A2, Administrative Report No. 16-2010*	**CITY FILE NO.** *CK. 530-1*	**PAGE NUMBER** *1 of 5*

1. PURPOSE

The purpose of this policy is to:

a) define the City's role with respect to the administration and enforcement of *The Uniform Building and Accessibility Standards Act*;

b) adopt the list of building code items that will be reviewed and inspected for each of the building types covered by this policy under the City's Building Permit Inspection and Plan Review Programs;

c) establish mandatory inspection stages for building types covered by this policy; and

d) outline the powers of inspectors to confirm compliance with the Building Code where work to be inspected at a mandatory inspection stage or follow-up inspection has been covered up.

2. APPLICATION

This policy applies to:

a) new one-unit dwellings;

b) new one-unit dwellings with secondary suites;

c) new secondary suites in existing one-unit dwellings;

d) new two-unit dwellings;

e) new garden/garage suites;

f) new ground-oriented residential buildings;

g) new residential garages and other accessory buildings serving the above-noted occupancies; and

h) additions and alterations to, and relocation or demolition of existing buildings indicated in Section 2 a) to g) above.

3. POLICY

3.1 General

The City will administer and enforce *The Uniform Building and Accessibility Standards Act* by:

a) reviewing the building plans for Code items listed in this policy for each respective building type;

b) inspecting a representative sample of each of the Code items listed in this policy for each respective building type;

c) enforcing compliance with the Code respecting items listed in this policy for each respective building type; and

d) inspecting each respective building type at the stages of construction provided in this policy.

3.2 Background

a) *The Uniform Building and Accessibility Standards Act* provides that every owner of a building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the standards of that Act. Nothing in this policy will limit the obligation of a building owner to meet those standards.

b) The Building Permit Inspection and Plan Review Program is not intended to inspect for compliance with all aspects of *The Uniform Building and Accessibility Standards Act*, but rather is designed to provide for inspection of only those Code items listed in this policy.

c) In determining the Code items that the City will review and inspect and the scope of building inspections, City Council has balanced the City's financial and human resources with its obligation to provide an adequate level of assurance to the public that buildings in the City will meet the following objectives: structural sufficiency, health safety, life safety, fire safety and barrier free access.

3.3 Mandatory Inspection Stages

a) General

Mandatory inspections stages are identified as the following:

1. Footing;
2. Pre-Backfill;
3. Framing;
4. Vapour Barrier; and
5. Ready for Occupancy, ~~Before Use,~~ or Final.

b) Applicable Mandatory Inspection Stages

Due to the nature of individual projects, some mandatory inspection stages may not be applicable to every building or project.

i) Mandatory inspection stages applicable to each specific project will be identified at the Plan Review Stage; and

ii) The building or project will be inspected at each mandatory inspection stage as identified at the Plan Review Stage.

3.4 Building Plan Review

Building plans will be reviewed for the Code items outlined in Appendix A.

3.5 Building Inspections

a) Buildings and projects will be inspected for the Code items outlined in Appendix B.

b) Where, at the time of a mandatory inspection stage or a follow-up inspection, work required to be inspected has been covered, the owner may be ordered to:

i) uncover any or all of the work to permit a visual inspection;

ii) provide acceptable evidence to provide assurance that the construction meets the requirements of the Code, including but not limited to letters from the builder or engineer associated with the project, CSA labels, and testing reports.

c) Buildings and projects may be inspected for the building code items outlined in Appendix C where, during the course of a mandatory or follow-up inspection, the inspector has concerns with on site conditions or it is apparent that construction pertaining to one of these items is, or may be, in contravention of the Code.

4. RESPONSIBILITIES

4.1 Community Services Department, Building Standards Branch

a) Review the building plans for the Code items listed in this policy for each respective building type or project;

b) Inspect the Code items listed in this policy for each respective building type or project;

c) Inspect each respective building type or project at the construction stages outlined in this policy; and

d) Administer the Plan Review and Building Permit Inspection Program.

4.2 City Council

a) Consider and, where appropriate, approve amendments to this policy.

APPENDIX A – POLICY C09-029

CODE ITEMS CHECKED AT PLAN REVIEW STAGE

ITEM	PLAN REVIEW
Site Security	Fencing ~~as per Administrative Procedures~~
Design Criteria	Snow Loads ~~for Using Tables in Code~~
	Professional Structural Alternative
	Sulphate Resistant Concrete
	Compressive Strength of Concrete
	Decay Protection for Structural Wood Elements, **lumber grade**
Services	Provision of Water Supply, Plumbing Fixtures, Sewage Disposal, Electrical, Heating, Fire Department Access
Footings	Located as Required
	Minimum Depth (frost protection)
	Size (Width, Area, Thickness)
	Footing Projection beyond Supported Element
	Reinforcing
	Step Footings
	~~Anchorage of Smaller Buildings~~
Grade Beam and Piles	Location, Size, Spacing, Reinforcing, Void Form, **Screw Piles**
Foundation Wall	Thickness and Height
	Reinforcing **and type of Foundation: Concrete, Masonry, Wood, ICF**
	Lateral Support of Foundation Walls
	Exterior Parging of Masonry (Provision Only)
	Exterior Dampproofing (Provision Only)
	Interior Dampproofing
	Anchorage of Small Buildings
	Support for Joists and Beams on Masonry
Masonry	Support of Masonry, Lateral Support
	Protection of Interior Finish in Above Grade Masonry Construction
Exterior Concrete Stairs	**Support & Design**
	Thickness of Foundation wall for Cantilevered Steps
Drainage	Foundation Wall Drainage, Surface Drainage, Sump Pit, **weeping tile,** ~~deck~~
Columns and Teleposts	Location of Columns
	~~Column Bracing~~ **Lateral Support**
	Size/Rating
Beams/ Lintels	Size, Spans**, Support, Type**
Lumber or Engineered Products - Floor, Roof & Ceiling Joists, Rafters, **Walls**	Size, Spans, Spacing, Support, Blocking, Cantilevered, **Ridge support, Type, Shop drawings (if provided)**
Beams & Ceilings	Height (Clearance)
Sheathing [Floor, Exterior Wall and Roof]	Provision if Required, Thickness or Rating, Edge Support, Material Standards, **Type**
Walls **(wood and steel)**	Size, Spacing, Orientation, Lateral Support, **Height**
Roof	Trusses
	Venting, Slope, Eave Protection
	Provision of Roofing and Type
	Provision of Attic Access
~~Concrete~~ Floors on Ground **(Concrete or Wood)**	Structural Engineer if Required, Provision if Required, Thickness, Granular Material Beneath, Dampproofing**/Drainage, Radon Extraction, Vapour Barrier**

ITEM	PLAN REVIEW
Crawl Space	Access, Drainage, Ground Cover, Ventilation, Warm Air Plenum, **Clearance, Vapour Barrier**
Radon Gas	Soil Gas Control
Exterior Wall Finish	Provision of Cladding
	Provision of Wall Sheathing Membrane
Fire Exposure	Spatial Separation **– Glazed, Unprotected openings, Construction, Cladding**
	Skylights, Exterior Wall meeting at an angle, Protection of Soffits
Fire Stopping	Attic, Roof Spaces, Crawl Spaces, **Joist Spaces**
Insulation	Location, Type, Protection
Air Barrier	Location, Type, Material Standards
Vapour Barrier	Location, Type, Material Standards
Fume Barrier	Separation of Storage Garages from other Occupancies, Doors
Interior Finish	**Type,** ~~Drywall~~ thickness, Spacing of Supports, **water resistance**
	Thermal Barrier, Flame Spread Rating on Walls and Ceilings
Sound Control	Location, Rating
~~Floors~~	~~Wood Floors On Ground~~
	~~Sleepers under Wood Floor on Concrete Slab~~
	~~Water resistance requirements for interior floors~~
Stairs	Run, Rise, Nosing, Tread, Headroom, Width, Mixed Flights
Landings	Location, Dimension, Height Over
Lighting	For Stairways
Handrails	Location, **Height,** Ergonomic Design
Guardrails	Location, Height, Openings, Climbability, Wired or Safety Glass
Doors/ Bedroom Window as exit including Window Well	Location, Size, Clearances, Quick Opening Mechanism, Sill Height (Guard or Door Secured)
	Safety Glass in Doors and Sidelights
	Mirrored Glass Doors
Smoke Alarms & CO Alarms	Provision when Required, Location, Power Supply, Interconnection
~~CO Alarms~~	~~Provision when Required, Location, Interconnection when hard-wired~~
Fire Resistance	Method of Rating (design basis), Supporting Structure
Fire Separations	Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party Wall
	Closures (Fire Rating, Solid Core Doors, Wired Glass, Glass Block, Maximum Size, Door Closers, Swing of Service Room Doors, Fire Dampers, Fire Stop Flaps)
Exits or Means of Egress	Width, Height, Location, Openings
	Fire Separation
	Fuel Fired Appliances
	Ancillary Rooms
	Doors (Obstruction, Swing, Opening/Locking Mechanism)
	Emergency Lighting
	Floor Rating of Exterior Passageway
Ventilation	Ventilation Design Sheet, **dryer vent to outside**
	Conditioning of roof or attic space below spray foam insulation
	Storage Garage more than 5 vehicles,
Masonry Fireplace	Hearth Extensions, Combustible Material Clearances (Exposed to interior), Firebrick Liners, Thickness of Fireplace Walls
Chimney Flue	Connection to Appliances
	Size, Lining, Spaces, Thickness, Height, Separation of Flue Liners
Solid Fuel Factory- Built Fireplaces & Chimneys	Confirm unit is certified to CAN/ULC-S610
Solid Fuel Burning Stoves, Ranges, and Space Heaters	Confirm unit is certified to CAN/CSA-B365
Factory-Built Chimney	Confirm chimney is certified to CAN/ULC-S629

NOTES:

Incorrect Information
If information is not provided on the drawings or it is incorrect, the plan examiner may request revised drawings or make a note on the drawings advising as to the requirement of the Code.

Professional Structural Alternatives
Professional Structural Alternatives include drawings sealed by a Professional Engineer or Registered Architect Licensed to practice in Saskatchewan, Shop Drawings provided by an Engineering Program, designs that may have been authorized by a recognized testing or evaluation agency, or based on internal procedures that have been accepted by the City of Saskatoon through past performance or engineered analysis. The plan examiner will ensure drawings sealed by a Professional Engineer or Registered Architect are provided when required and request a "Commitment for Field Review and Compliance" letter from the engineer or architect sealing the drawing for site inspections when required.

Factory-Built and Mobile Homes
Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240 respectively. The review of Mobile Homes is limited to placement of the unit on the site and the foundation unless the plan examiner observes an apparent Code or bylaw contravention or may require additional information to be satisfied that construction meets Code and bylaw requirements. Verification of CSA certification is required.

Engineer and Architect Drawings
Where construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan, the plan examiner will not review items covered by the Engineer or Architect's seal unless there is an apparent Code or bylaw contravention with the proposed design or the plan examiner requires additional information to be satisfied that the design meets Code and safety standards, notwithstanding the drawings are sealed by an Engineer or Architect.

Scope of Plan Review Limited for Building Relocation or Post-fire Repair
When buildings are relocated, or repaired after a fire, review of the drawings will focus on the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

Shop Drawings
Shop Drawings are required to be submitted at the Framing Inspection for engineered products. Shop drawings are not required for detached accessory buildings unless the inspector or plan examiner observes an apparent Code or bylaw contravention or requires additional information to be satisfied that the proposed construction meets Code and safety standards.

Insulation, Air Barrier and Vapour Barrier on Detached Garages
Insulation, Air Barrier and Vapour Barrier will only be reviewed on detached garages where it is shown on the drawings.

Flame Spread Rating
Flame spread rating will only be checked if finishes are shown on the drawings.

Attic and Crawl Space Access Dimensions
Dimensions will only be checked if there is a significant Code or bylaw contravention.

APPENDIX B – POLICY C09-029

CODE ITEMS TO BE INSPECTED
AT ONE OF THE MANDATORY INSPECTION STAGES

ITEM	INSPECT
Addressing	**Civic address as per the Building Bylaw**
~~Site Security~~ **Safety Measures**	~~Fencing~~ **Site Security** as per Administrative Procedures
	Excavations
~~Services~~	~~Provision of Water, Plumbing, Electrical, and Heating~~
Fire Fighting	Vehicle Access by street, roadway, or yard
Footings	Located as Required
	Size (Width and Area)
	Projection beyond supported element
	~~Step Footings~~
	Provision for Lateral Support at Footing
Mobile Home	Anchorage
Grade Beam	Location and Width
Granular Fill	Depth and type
Foundation Wall	**Type (includes ICF & PWF)**
	Thickness and Height
	Lateral Support ~~and Anchorage~~
	Support for Joists and Beams on Masonry
	Exterior Parging of Masonry (Provision only)
	Form Tie Holes
	Exterior Dampproofing
	~~PWF material~~
	Inspection from Engineer where required
Foundation Wall Drainage	Location and Type **as per Safety Procedures**
	Size
	Granular Cover
Drainage	Sump **Pump** ~~Provision, Surface, Deck~~ **extension**
	Surface
	Eavetrough, Downspouts and extensions
	Deck
Columns and Teleposts	Position over footing
	Lateral Bracing
	Steel – Size/Label/Bearing Plate
	Wood – Size/Construction/Grading
	Masonry – Size
	Concrete – Size
Steel, Lumber or Engineered [Beams and Lintels]	Built-Up – Construction, Grading, Size and Span
	Steel – Size and Span
	LVL – Construction, Size and Span
	Support on Masonry (The provision of concrete fill in concrete blocks)
Lumber or Engineered (Floor, Roof & Ceiling Joists	Material and Grading
	Size, Slope, Framing, and Span

ITEM	INSPECT
And Rafters)	Restraint
	Bearing or Support
	Holes, notches, damage
	Support on Masonry (The provision of concrete fill in concrete blocks)
Sheathing	Floors, Roof & Walls (Material and Grading)
	Floors (Thickness, Staggering of Joints, Orientation)
	Roof (Thickness, Orientation, Edge Support)
	Wall (Thickness)
Walls	Material and Grading
	Size, Length, Spacing, Orientation, Continuity, Notching
	Bracing
	Double Studs at sides of Openings
	Wall Plates (Size, Number, Continuity, Grading, Notching)
	Air Barrier Continuity
	Support of Walls
Fire Exposure	Window Openings, ~~Cladding Type,~~ Skylights, Exterior Walls, Exits
Roof	Trusses - Grading, Bracing, Notched or Damaged
	Attic Access: Provision, Size
	Slope
	Venting - At Peak and Soffits, Cross Purlins, Insulation Stops
	Provision of Roofing
Floor on Ground	Provision~~, Sleepers on Concrete Floor~~
	Sleepers on Concrete Floor
	Soil gas (Provision of Radon Control Pipe)
Crawl Space	Insulation (Provision only), Foundation, Access, Ventilation, Ground Cover, Drainage, Warm Air Plenum
~~Exterior Finish~~	~~Wall and Soffits (Provision of Cladding Only)~~
	~~Weep Holes in Masonry Walls~~
Wall & Floor Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
	Spray Foam (Install Certificate)
Attic/Roof Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
	Spray Foam (Install Certificate)
Air Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Continuity, Attic Hatch
Vapour Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Location
Exterior Finish	**Wall and Soffits (Provision of Cladding Only)**
	Weep Holes in Masonry Walls
Fume Barrier	Garage (Wall, Door)
Interior Finish	Walls and Ceilings (Provision)
	Foamed Plastics (Covering)
	Above Tub & Shower (Waterproof)
	Safety Glass for Tub/Shower Enclosure
Stairs	Finish, Lighting

ITEM	INSPECT
Stairs, ~~&~~ Landing & **Ramps**	**Type, Location,** Provision, Structure, Support, Dimensions, Safety, Finish, Lighting, ~~Mixed Flights~~.
Stairs, Landings, & Ramps	Handrails **(Height, Continuity, Graspability, Attachment, Clearance)**
Stairs, Landings, Ramps, Decks, and Balconies	Guardrails **(Height, Loading, Openings, Glass)**
Windows ~~& Doors~~	Location, Size, Type, Safety Glass
Doors	**(**~~Provision of Entrance Door, Keying, Resistance to Forced Entry, Mirrored Bi-fold Doors, Securing Vertical Drop)~~
	Location, Size, Type, Safety Glass
	Resistance to Forced Entry
	Door Viewer/ Side light/ Glass
	Mirrored Bi-fold Doors
	Securing Vertical Drop
Smoke Alarms	Location, Power Supply, **Interconnection**
Carbon Monoxide Detector	Location
Residential Fire Warning System	**Devices, operation**
Fire Resistance	~~Supporting Structure,~~ Spatial Separations (Provision of drywall or other covering to provide rating)
Fire Separations	Floors, Roof, ~~Suite, Public Corridors,~~ Storage Garage, Service Rooms, Party Wall, ~~Exits~~ (Provision of drywall or other covering to provide separation)
	Penetrations (Electrical and Duct location)
	Penetrations (Tight fitting and/or fire stopped)
	Closures (doors, frames, hardware, glazing, fire shutter)
Smoke Separations	**Suite, Common Areas, Service Rooms, Exits (Provision of drywall or other covering to provide separation)**
	Penetrations (Electrical and Duct location)
	Penetrations (Tight fitting and/or fire stopped)
	Closures (doors, frames, hardware, glazing, fire shutter)
Exits or Means of Egress	Provision, Width, Height, Location, Openings
	~~Fuel Fired Appliances within Exits, Equipment under an exit~~
	~~Ancillary Rooms opening directly into an Exit~~
	Doors (~~Obstruction, Swing,~~ Opening/Locking Mechanism)
	~~Headroom (Obstructions)~~
	~~Emergency Lighting~~
	~~Floor Rating of Exterior Passageway~~
	Window Well (Clearance)
Services	**Provision of Water, Plumbing, Electrical, and Heating**
Mechanical Ventilation	Provision of Principal and Supplemental Exhaust Fans (Including the verification from the installer)
	Central Switch
	Location of Exhaust Air Intakes
	Provision of Air Intakes and Exhausts
	Separation of Air Intake from potential source of contamination
	~~Storage garage with more than 5 Vehicles~~
Heating System	Air is not to be circulated from one suite to another
Kitchen Cabinets	Clearances to Range
Chimney Flue	Connection to more than one appliance, Degree off vertical

ITEM	INSPECT
Masonry Fireplace	Steel or fire-brick liner
	Hearth Extensions
	Combustible Material Clearances (Exposed to interior)
Masonry Chimney	Height of Chimney
	Cleanout
Factory-Built Fireplace and Chimney	Certified Appliance and Chimney, Hearth extensions, Combustible Material Clearances (Exposed to interior), Chimney Height
Solid-Fuel Burning Stoves, Ranges and Space Heaters	Certification (Review appliance against installation manual for clearances)
Factory-Built Chimneys for Solid-Fuel Burning Appliances	Certification (Review chimney if visible for type and clearances)

Owner Obligated to Arrange for Inspection of All Applicable Listed Code Items

It is the owner's obligation to arrange for inspections at the mandatory inspection stages and follow-up inspections such that all of the above-listed items applicable to the project can be inspected.

NOTES:

Engineer and Architect Drawings

Certain construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan. If the Engineer or Architect is required to inspect the installation, the inspector will not inspect items covered by the Engineer or Architect's "Commitment for Field Review and Compliance" letter unless the inspector has a concern with or observes construction that is not in accordance with the approved plans, Code, or bylaws notwithstanding the "Commitment for Field Review and Compliance" letter.

Engineered Products

Engineered products will be reviewed against shop drawings. Shop drawings are not mandatory for small accessory buildings, however, if the inspector observes or suspects a violation of the Code or bylaws, they may be required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240, respectively. Inspection of these types of buildings will be limited to construction on site and will not include the inspection of the pre-built structure other than verifying the unit is certified, unless the inspector observes or suspects a violation of the Code or bylaws. The inspector may then require additional information to be satisfied that construction meets Code, bylaw and safety standards.

Scope of Inspection Limited for Building Relocation and Post-fire Repair

When buildings are relocated, or repaired after a fire, the inspection will pertain to the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

LIMITATIONS:

A number of items included in this Appendix may not be accessible or visible at a mandatory inspection stage or follow-up inspection as the result of normal construction practice. Primary inspection of these items will be limited to what is visible and accessible. If, in the course of inspection, the inspector notes an apparent Code or bylaw contravention, these items will be inspected in accordance with Appendix C. Items falling in this category are more fully described below:

Nailing Patterns and Nailing
Nailing patterns will be inspected if they are visible at the time of the inspection. Nailing samples readily visible to the inspector will be inspected.

Steel Beams and Columns
The thickness of steel columns and steel beams cannot always be confirmed.

Fire Separations
The inspector will check for the installation of drywall, taping, and filling joints where fire rating is required. Once installed, the type and thickness of drywall cannot always be confirmed, however, if the inspector observes an apparent Code contravention, these items will be inspected as well.

Wall & Floor Insulation
Insulation is usually inspected with all vapour barrier up. In these cases, the inspector cannot confirm proper full depth installation. Where vapour barrier is incomplete at the time of inspection, depth of insulation will be inspected.

Attic Insulation
Attics are not insulated until the drywall ceiling has been installed and may be very difficult to access after this. These types of concealed spaces are not part of the mandatory inspection described in this Appendix, however, if it becomes evident that insulation has not been installed prior to the permit being closed, this item will be inspected.

Air Barrier
Penetrations of the air barrier are required to be sealed. Inspection usually cannot confirm sealing of penetrations because they are covered by insulation and vapour barrier. Should these penetrations not be covered at the time of inspection, sealing will be inspected.

Attic and Crawl Space Access
While access is required to all crawl and attic spaces, it is sometimes not possible for a person to enter through the access point because of limited dimensions. The size of the access openings will only be checked if it is reasonable to do so and the inspector has reason to believe there is a significant Code contravention.

Concrete Fill
The depth of concrete fill cannot be verified since the fill is within the concrete block and, therefore, is not visible.

APPENDIX C - POLICY C09-029

ADDITIONAL CODE ITEMS INSPECTED, IF THE INSPECTOR OBSERVES AN APPARENT CODE OR BYLAW CONTRAVENTION AT A MANDATORY INSPECTION STAGE OR FOLLOW-UP INSPECTION

ITEM	INSPECT
Footings	Soil Bearing Capacity
	Cold Weather Protection of Concrete
	High Water Table
	Minimum Depth of Footings (frost protection)
	Thickness
	Reinforcing
	Piles
Grade Beam	Cold Weather Protection of Concrete
	Depth
	Reinforcing
Foundation Wall	Cold Weather Protection of Concrete
	Reinforcing
	Exterior and Interior Dampproofing
	Anchorage
Columns and Teleposts	Anchorage, Nailing
Structural and Wood Framing Members	Decay Protection
Steel, Lumber or Engineered [Beams and Lintels]	Nailing
	Bearing
Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters)	Nailing
Sheathing	Nailing
Walls	Fire Rated Drywall, Nailing
Fire Stopping	Walls, Attic, Roof Spaces, Floors, Crawl Spaces
Fire Exposure	Protection of Soffits
	Fire Rated Drywall
	Installation of exterior drywall behind exterior vinyl siding if required
Roof	Trusses - Nailing
	Roof used as a Deck - Drainage
	Type of Roofing
	Roof Flashing
	Eave Protection
Floor on Ground	Radon Protection
Exterior Finish	Attachment of Cladding and Stucco Lath
	Wall Sheathing Membrane (Building Paper)
	Wall flashing and caulking
	Window Sill Drip Edge
	Masonry Veneer Support

ITEM	INSPECT
Wall & Floor Insulation	Type, Coverage in areas that will be hidden at the Vapour Barrier stage
Attic/Roof Insulation	Type, Coverage
Air Barrier	Penetrations
Interior Finish	Flame Spread Rating on Walls and Ceilings
Sound Control	Construction
Smoke Alarms	Certified Units and Interconnected
Fire Resistance	Supporting Structure – Fire Rated Drywall
Fire Separations	Closures (fire damper, fire stop flap)
	Fire Rated Drywall
Mechanical Ventilation	Tempering of Air to Room
	Interconnection with furnace and other supply fan
	Conditioning of air in attic or roof joists (Spray foam on roof sheathing)
	Duct Type
	Storage garage with more than 5 Vehicles
Masonry Fireplace	Clearances From Combustible Framing
Masonry Chimney	Clearance from Combustible Framing

Appendix C is intended to provide notice of the Code items which, although not required to be kept open for inspection at a mandatory inspection stage, may be subject to inspection. These items will be inspected if, in the course of an inspection at a mandatory inspection stage or follow-up inspection, the inspector notes an apparent Code or bylaw contravention. **It is the owner's obligation to arrange for follow-up inspections such that all items noted by the inspector can be inspected.**

NOTES:

Appendix B Notes and Limitations Applicable to Appendix C
All Appendix B Notes and Limitations are applicable to Appendix C.

530-0

From: City Council
Sent: May 23, 2017 10:24 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

RECEIVED
MAY 23 2017
CITY CLERK'S OFFICE
SASKATOON

Submitted on Tuesday, May 23, 2017 - 10:24
Submitted by anonymous user: 142.165.246.126
Submitted values are:

Date: Tuesday, May 23, 2017
To: His Worship the Mayor and Members of City Council
First Name: Chris
Last Name: Guerette
Address: 2-3012 Louise Street
City: Saskatoon
Province: Saskatchewan
Postal Code: S7J 3L8
Email: cguerette@saskatoonhomebuilders.com
Comments:
May 23, 2017

City Council
City of Saskatoon
City Hall
222, 3rd Avenue North
Saskatoon, SK S7K 0J5

RE: 8.1.4 Proposed Amendments to Plan Review and Building Inspection Program Policy No. C09-029 [CK. 530-0 and 541-1]

Dear Members of Council,

The Saskatoon & Region Home Builders' Association wanted to congratulate City of Saskatoon staff on getting this one right.

As you were aware, until recently, Saskatchewan was the only province left to not have the Energy Code, section 9.36 of the National Building Code, adopted for its province. The Province of Saskatchewan is now adopting the 2015 National Energy Code for Buildings by skipping the adoption of the 2011 NECB completely, which would currently make Saskatchewan the 2nd province in Canada to adopt the 2015 NECB. We have been working with Building Standards through Kara Fagnou and are quite happy with the timeline for the proposed adoption of the 2105 NECB.

With an adoption date of July 1, 2017 and coming into force date of January 1, 2019, the Building Standards team is also allowing an educational process to happen which brings the city and the

industry to learn through this new process and modify where necessary. Building Standards also took the time to present this suggested plan to our Builder Industry Liaison Committee as well as our Builder sub-group and both were received very well. Although simple, this is a great example of a working relationship on an initiative between the city and industry, that is working well for both parties and delivering results. I am sure there will be modifications and challenges to come as we move forward with raising the bar with energy efficient builds & renovations and the NBC 2015, but unlike what we have heard from neighboring provinces, the approach presented is allocating time and resources to make sure we can modify based on trial and error within the system. We look forward to working
with our members and with the City through this process.

There is still more to be developed to promote energy efficient buildings in both new and current housing stock, and we will look forward to our shared efforts and consultations with Building Standards.

If you have any questions or comments, please do not hesitate to contact us.

Sincerely,

Chris M. Guérette
CEO
Saskatoon & Region Home Builders' Association

The results of this submission may be viewed at:
https://www.saskatoon.ca/node/398/submission/171184

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Innovative Housing Incentives – Request that Off-Site Levies be Waived – Jubilee Residences Inc. – Jubilee Heights

Recommendation of the Committee

1. That the request from Jubilee Residences Inc. to waive off-site levies for the redevelopment of Jubilee Heights properties be denied; and
2. That the Administration negotiate a phased payment plan for off-site levies with Jubilee Residences Inc.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated May 1, 2017 was considered.

Your Committee received a presentation from Ms. Yvonne Morgan regarding waiving the off-site levies for the redevelopment of the Jubilee Heights properties.

Attachment

May 1, 2017 Report of the General Manager, Community Services Department.

Innovative Housing Incentives – Request that Off-Site Levies be Waived – Jubilee Residences Inc. – Jubilee Heights

Recommendation

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

1. That the request from Jubilee Residences Inc. to waive off-site levies for the redevelopment of Jubilee Heights properties be denied; and
2. That the Administration negotiate a phased payment plan for off-site levies with Jubilee Residences Inc.

Topic and Purpose

The purpose of this report is to provide information and options regarding a blanket request from Jubilee Residences Inc. to have off-site levies waived for the redevelopment of the Jubilee Heights properties.

Report Highlights

1. Jubilee Residences Inc. (Jubilee Residences) has made a request that all off-site levies be waived for the redevelopment of the Jubilee Heights properties.
2. The Administration is not recommending a blanket approach to waiving off-site levies.
3. The Administration is recommending a phased payment plan for off-site levies for this project.
4. Jubilee Residences may be eligible for other sources of City of Saskatoon (City) funding for this project.
5. A review of the criteria for waiving off-site levies will occur in 2017.

Strategic Goal

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

Background

At its February 28, 1955 meeting, City Council approved the transfer of Blocks 13, 14, 15, and 16, Plan G, No. 165, to Jubilee Residences at a price of $1 in support of its plan to build affordable housing for seniors on the site. This four-block area, known as Jubilee Heights, was later subdivided into five multi-unit parcels. Attachment 1 shows a map of the site.

Jubilee Residences developed Mount Pleasant Court at 920 Avenue R North, Porteous Lodge at 833 Avenue P North, and Mount Royal Court. Jubilee Residences

sold 805 Avenue P North and the Fairview Court site to other affordable housing providers who completed the Jubilee Heights affordable housing development.

In 2004, the units at Mount Pleasant Court were demolished. The site at 920 Avenue R North has remained vacant for the last 13 years while Jubilee Residences has explored options for redevelopment. The housing at Jubilee Heights is now 50 to 60 years old and requires major renovations or replacement.

During its July 20, 2015 meeting, the Standing Policy Committee on Planning, Development and Community Services received a report and concept plan from Jubilee Residences outlining its long-term plans to redevelop the three sites.

Report

Jubilee Residences Has Made a Request to Have All Off-Site Levies Waived

Jubilee Residences has written a letter to the City requesting that all off-site levies be waived related to the redevelopment of 920 Avenue R North, 833 Avenue P North, and the Mount Royal Court sites (see Attachment 2). The redevelopment of these 11.7 acres will take at least ten years and will result in hundreds of new purpose-built (market-priced) and affordable (low-income) rental units in the city. Jubilee Residences feels that the off-site levies, estimated at $1.6 million (2016 rates), are a significant barrier to this project moving forward and is requesting that all off-site levies that may be triggered be waived in advance.

Jubilee Residences is planning to start with the construction of 16 purpose-built rental units in 2017. Over the next several years, Jubilee Residences will construct 200 to 300 more purpose-built and affordable rental units as their properties are redeveloped in phases. The mix of units will be dependent upon the level of funding that Jubilee Residences is able to secure from the Saskatchewan Housing Corporation and the Canada Mortgage and Housing Corporation for the affordable rental units.

A Blanket Approach to Waiving Off-Site Levies is Not Recommended

The Administration does not recommend a blanket approach to waiving off-site levies for the three sites and does not recommend that any off-site levies be waived for purpose-built (market-priced) rental housing. This is consistent with Innovative Housing Incentives Policy No. C09-002 (Innovative Housing Incentives Policy), which allows for waiving off-site levies only for affordable units as defined in the policy (see Attachment 3).

Off-site levies are an important revenue source for the City and pay for infrastructure such as trunk sewers, primary water mains, arterial roads, and parks. If off-site levies are waived for the development of purpose-built rental units, then the cost of infrastructure that benefits all city residents will need to be funded through taxation or other means.

The affordable rental units that Jubilee Residences plans to build in later phases of this project may meet all the requirements for waiving off-site levies under the Innovative Housing Incentives Policy. Jubilee Residences can apply to have the off-site levies waived on any affordable rental units that may be built in the future.

The Administration Recommends a Phased Payment Plan for Off-Site Levies

The Administration recognizes that Jubilee Residences will face cash flow challenges in developing this large site and is recommending that a phased payment plan be negotiated for the payment of off-site levies. This will allow Jubilee Residences to use a portion of the rent revenue over a number of years to cover the cost of off-site levies.

Alternate Sources of City Funding for Jubilee Residences

Although the waiving of off-site levies is not recommended, the purpose-built rental units may be eligible for incentives under the Vacant Lot and Adaptive Reuse Incentive Program. Under this program, purpose-built rental units could receive an incremental property tax abatement for five years.

A Review of the Criteria for Waiving Offsite Levies will Occur in 2017

A review of the Housing Business Plan 2013 – 2022, including the criteria for waiving off-site levies is currently underway, and a report with recommendations will be provided to the Standing Policy Committee on Planning, Development and Community Services in early 2018.

In conversation with the Administration, Jubilee Residences suggested that its purpose-built rental units could be offered at somewhat below-market rates if off-site levies were waived. However, these rents would not be low enough to meet the City's definition of affordable housing, as found in the Innovative Housing Incentives Policy. The Administration will consider the need for moderately-affordable rental housing when reviewing the Housing Business Plan and, if warranted, make a recommendation regarding the partial waiving of off-site levies for this type of housing.

Options to the Recommendation

City Council could choose to waive the off-site levies, estimated at $1,605,442 (2016 rates) for all three properties, as requested by Jubilee Residences. Alternatively, City Council could choose to waive the off-site levies for any future affordable rental units at this time.

Public and/or Stakeholder Involvement

In 2014, Jubilee Residences hosted two public consultation meetings and met with community association presidents and members of City Council. Responses were generally supportive with area residents, businesses, schools, and the community at large, confirming the need for more rental accommodation in the area.

Also in 2014, the Administration consulted with City departments and external stakeholders regarding the feasibility of redeveloping these sites. There were no significant obstacles identified.

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

Attachments

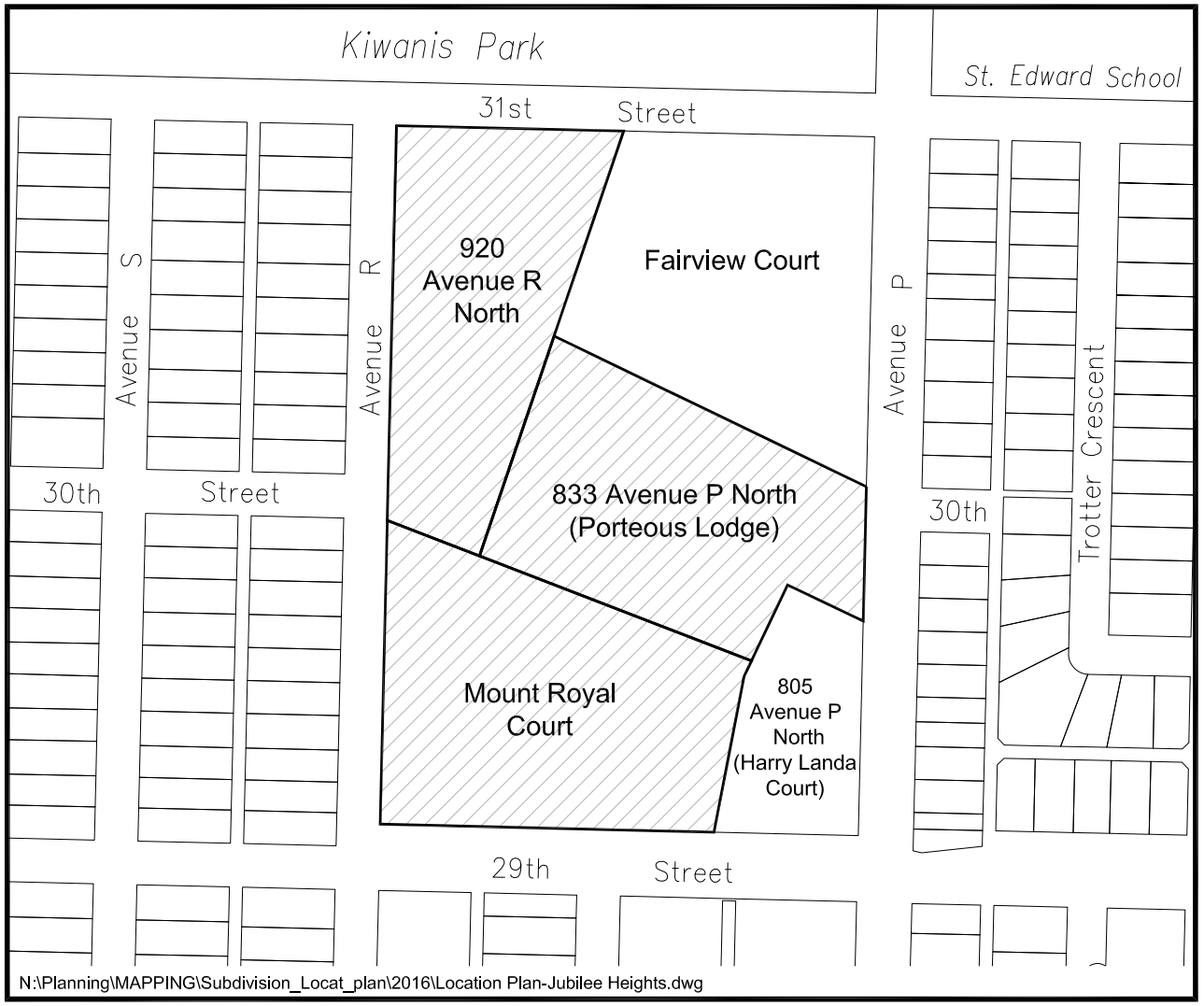
1. Jubilee Heights Affordable Housing Sites
2. Letter from Jubilee Residences
3. Policy Section on Waiving Off-Site Levies

Report Approval

Written by: Daryl Sexsmith, Housing Analyst, Planning and Development
Reviewed by: Lesley Anderson, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Jeff Jorgenson, General Manager, Transportation and Utilities Department

S/Reports/2017/PD/PDCS – Innovative Housing Incentives – Request that Off-Site Levies be Waived – Jubilee Residences Inc. – Jubilee Heights/lc

Jubilee Heights Affordable Housing Sites



- Owned by Jubilee Residences

ATTACHMENT 2

Letter from Jubilee Residences

Lesley Anderson, Director,
Planning and Development
222 – 3rd Avenue North
Saskatoon, Sask., S7K 0J5

November 1, 2016

Dear Lesley,

Re: Request for Waiver of Off-site Levies for Redevelopment of Avenue P Site

Jubilee Residences Inc. is requesting the approval of City Council to waive off-site levies to assist in the redevelopment of the Avenue P site in accordance with Council Policy C09-002, Section 4.4.

Since 1955, Jubilee Residences has been providing affordable housing for seniors in Saskatoon. Through an affiliate agreement with Saskatoon Health Region, Jubilee Residences also provides long term care for 203 residents at Porteous and Stensrud Lodges.

Since 1994, Jubilee Residences has contemplated redevelopment of the Avenue P site as a means to raise funds and refurbish the existing housing to continue operating affordable housing and long term care beds. The housing stock is ageing and the long term care facilities operate at a substantial, and growing deficit each year.

Our board would like to move forward with the first phase of development at Parcel C as described in the November 17, 2014 concept plan submission to your office. Council review and public consultations have all concluded.

Jubilee Residences has learned that nearly $1.5M in off-site levies may be charged upon any subdivision. As a result, it is the intention of Jubilee Residences to minimize any subdivision of its land in order to avoid paying these charges. Jubilee wishes to proceed with only 8 units (part of phase 1) at this time. However, the financial institutions require that title to each unit be provided as collateral. Jubilee has only large, unsubdivided parcels of land. This issue is forcing the land to be subdivided and triggering off-site levies, which Jubilee Residences cannot afford.

This request to Council is being made on the following basis:

a) Jubilee Residences wishes to proceed with a mixed redevelopment at Avenue P consisting of market/affordable/personal care rental housing. No units will be sold. (if required, Jubilee would be willing to agree to the payment of off-site levies in the event that any units are sold to the general marketplace).
b) A small portion of the redevelopment consists of market rental housing. The intention for this housing is to generate some positive cash flow to assist in updating and/or replacing Jubilee's much older existing housing stock and personal care units.
c) Jubilee Residences Inc. must retain its charitable, non-profit status. This is a critical part of Jubilee's operation as it must continue to be able to raise funds in the community.
d) Jubilee is requesting that the payment of off-site levies be waived for the entire Jubilee Heights Village redevelopment project, as defined in the documentation reviewed by the City in 2014.
e) It is our understanding that similar waivers have been granted approval under Council's Policy, such as Pleasant Hill Village, to accommodate large, non-profit ventures to refurbish and add new housing stock and affordable housing in Saskatoon.

It is sincerely hoped that City Council and the City's administration will view this request favourably. Jubilee Residences wishes to proceed with part of Phase 1 (8 units) in the Spring of 2017.

If any more information is required, or if attendance at any committee or Council meeting is required, a representative of Jubilee Residences would be glad to assist.

Sincerely,

R.J. Cowan, Board Chair

cc. Daryl Sexsmith, Housing Analyst, City of Saskatoon

Policy Section on Waiving Off-Site Levies

City of Saskatoon Innovative Housing Incentives Policy No. C09-002

4.4 Waiving Offsite Levies for Affordable Housing

a) City Council, at its discretion, may waive the payment of offsite levies payable as the result of the development of affordable housing in very specific circumstances.

b) Eligible housing projects must meet all eligibility criteria for affordable housing projects as listed in section 3.1 of this Policy.

c) Eligible housing projects must meet the needs of low-income households as defined in Section 2.2 of this Policy.

d) The following criteria have been developed to identify specific circumstances where the payment of offsite levies may be waived by resolution of City Council:

   i) only registered non-profit organizations will be considered, including faith based groups;

   ii) only that portion of off-site levies related to affordable housing will be waived (this will allow collection of levies for market units in mixed projects which contain market and affordable units);

   iii) only neighbourhood revitalization and major redevelopment projects as designated by resolution of City Council will be considered;

   iv) the value of the off-site levies is payable if affordable units become market units within ten years (e.g., through sale); and

   v) the waiver of off-site levies does not include capacity expansion costs. All costs for capacity expansion, as a result of redevelopment, must still be paid by the developer.

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Proposed Heritage Resource Materials Strategy

Recommendation of the Committee

That the proposed Heritage Resource Materials Strategy be approved.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated April 5, 2017 was considered. Your Committee was advised that the Municipal Heritage Advisory Committee has also reviewed and supports the above proposed heritage resource materials strategy.

Your Committee was further advised that the Municipal Heritage Advisory Committee also recommended that the City explore the possibility of a civic museum that would act as a repository for artifacts. The Administration advised that this is not something that has been pursued and that there could be a more formal discussion with the Municipal Heritage Advisory Committee in terms of reviewing the potential for developing a long-term strategy for the storage of artifacts and a potential civic museum.

Attachment

April 5, 2017 Report of the General Manager, Community Services Department.

Proposed Heritage Resource Materials Strategy

Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services, with a recommendation to City Council that the proposed Heritage Resource Materials Strategy be approved.

Topic and Purpose

The purpose of this report is to outline a proposed Heritage Resource Materials Strategy. This strategy is intended to guide the City of Saskatoon in the acquisition of heritage materials and their reuse.

Report Highlights

1. The City of Saskatoon (City) has many artifacts and materials in its possession that are deemed to have heritage value. These items are currently in storage and are intended to be used or incorporated into future projects.
2. To guide the City in the acquisition, storage, and reuse of heritage materials, a Heritage Resource Materials Strategy is proposed.

Strategic Goal

This report supports the Strategic Goal of Quality of Life by supporting new and creative ways to showcase our city's built, natural, and cultural heritage.

Background

Over the years, the City has acquired various heritage materials and artifacts. Most of these items have been stored for a substantial period of time with no plan in place for their reuse.

The City's Heritage Plan indicates that the City will work with partners to ensure artifacts are identified and conserved, and will support the public display of artifacts (where appropriate) for the enjoyment of Saskatoon residents and visitors.

Report

Materials and Artifacts in Storage

The City is currently storing items from the Capitol Theatre, the Labatt's Brewery, the Queen's Hotel, the Gathercole Building, the City Gardener's site, and the Sanatorium. These items are located at various storage facilities throughout the City. While some of the stored materials and artifacts have been specifically identified for a future project, the majority of the items have no clear plan (or budget) in terms of their reuse. An inventory of heritage materials in the City's possession is outlined in Attachment 1.

Proposed Heritage Materials Strategy

Materials and artifacts with heritage value can play an important role in the interpretation of Saskatoon's history when the original heritage resource no longer exists. Following a review of best practices in other Canadian municipalities, the proposed Heritage Resource Materials Strategy was drafted to formalize a process for the acquisition, storage, and reuse of heritage materials (see Attachment 2). The strategy has three main objectives:

- outline a process for the salvage and storage of heritage resource materials, when and where appropriate;
- encourage property owners to retain heritage resource materials, when no longer in use; and
- provide guidelines for the reuse of heritage building materials in the possession of the City.

By implementing a Heritage Resource Materials Strategy, the City will be able to clearly identify when materials should be salvaged, how they should be stored, and their appropriate reuse.

Options

City Council has the option to not approve the Heritage Resource Materials Strategy; in this case, further direction would be required.

Public and/or Stakeholder Involvement

Public and/or stakeholder consultations are not required.

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, pursuant to Section 3 of Public Notice Policy No. C-01-021, is not required.

Attachments

1. Inventory of Heritage Materials
2. Proposed Heritage Resource Materials Strategy

Report Approval

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development
Reviewed by: Lesley Anderson, Director of Planning and Development
Approved by: Kara Fagnou, Acting General Manager, Community Services Department

S/Reports/2017/PD/MHAC – Proposed Heritage Resources Materials Strategy/ks

Inventory of Heritage Materials

1. Capitol Theatre (2nd Avenue South)

A number of artifacts were salvaged from the Capitol Theatre prior to its demolition in 1979. The City of Saskatoon (City) agreed to store the artifacts on behalf of the Saskatoon Heritage Society, 25th Street Theatre, and Persephone Theatre. These three groups remain the stewards of the artifacts. There are various pieces on public display; however, many remain in storage.

Storage Location: (202 Portage Avenue - Indoor)

Items stored include:

- doors;
- windows and window frames;
- columns;
- light tracks and fixtures; and
- a marquee (outdoor).

2. Labatt's Brewery (Herman Avenue)

The Labatt's Brewery closed in 1993 and was demolished shortly thereafter. Items salvaged by members of the Municipal Heritage Advisory Committee were placed in storage. In 2007, a pallet of salvaged bricks were used to create the community entry sign for the Buena Vista neighbourhood.

Storage Location: (202 Portage Avenue - Indoor)

Items stored include:

- brass and copper railings;
- scales; and
- a watchman's clock.

3. Queen's Hotel (Corner of 20th Street West and 1st Avenue South)

The Queen's Hotel suffered a devastating fire in 1980 in which two firefighters lost their lives. Items from the former hotel were salvaged and subsequently placed in storage.

Storage Location: (University of Saskatchewan - Indoor).
Note: the materials need to be relocated from the University of Saskatchewan to a City storage facility.

Items stored include:

- pediments.

4. Gathercole Building (19th Street)

The Gathercole building was demolished in 2004. Two smaller arches from the original building were used to create gateway features into River Landing at 2nd Avenue and 19th Street. Salvaged brick and stone were also used in the surrounding area.

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

- arches;
- windows;
- buff-coloured bricks; and
- sandstone.

5. City Gardener's Residence and Shed (16th Street and Avenue H South)
The Gardener's Residence was demolished in 2004, and the rear shed in 2009. Materials remaining from the City Gardener's Residence and shed were reused on site to create an entrance sign and to outline the foundation of the house.

Storage Location: (1101 Avenue P North - Outdoor)

Items stored include:

- porch columns and caps; and
- concrete blocks.

6. Sanatorium (Holiday Park, Avenue K South)
The Sanatorium was demolished in 1989. Items salvaged from the building have been stored by the City since that time.

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

- Tyndall stone.

7. Cobblestones (19th Street and Other Locations)
During construction of River Landing in 2007, cobblestones from 19th Street were unearthed. A number of pallets were salvaged, and some stones were used as accent paving on the north side of Persephone Theatre, as well as to outline the original Immigration Hall footprint in the Market Square.

Storage Location: (Nicholson Yards - Outdoor)

Items stored include:

- cobblestones.

8. YWCA Building (24th Street East)
In 2012, the Administration became aware that four terra cotta architectural brackets from the former YWCA building were being stored on private property. The items were subsequently relocated to a City storage facility.

Storage Location: Nicholson Yards (Outdoor)

Items stored include:

- terra cotta pieces.

PROPOSED HERITAGE RESOURCE MATERIALS STRATEGY

1. Introduction

1.1 Background

Heritage resources act as tangible connections to the past by providing the community with an opportunity to interact with its local history in their day-to-day lives. Materials and artifacts with heritage value play a significant role in telling the story of Saskatoon's past when the original heritage resource no longer remains due to alteration, demolition, dismantling, relocation, or irrevocable damage.

1.2 Purpose

The Heritage Resource Materials Strategy provides a framework to guide the City of Saskatoon (City) in the acquisition and reuse of heritage materials.

1.3 Objectives

The objectives of the Heritage Resource Materials Strategy are:

- to outline a process for the salvage and storage of heritage resource materials, when and where appropriate;
- to encourage property owners to retain heritage resource materials, when no longer in use; and
- to provide guidelines for the reuse of heritage building materials in the City's possession.

1.4 Definitions

Character-Defining Elements: The materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained to preserve its heritage value.

Heritage Resource: Any resource or group of resources, natural or cultural, tangible or intangible, that a community recognizes for its heritage value as a witness to history or memory.

Heritage Value: The aesthetic, historic, scientific, cultural, social, or spiritual importance or significance for past, present, or future generations. The heritage value of a heritage resource is embodied in its character-defining elements, forms, location, spatial configurations, uses, and cultural associations or meanings.

Reuse: To use again or further use.

Salvage: To save from loss or destruction for future use.

2. Acquisition and Salvage

Heritage resource materials may be conserved, and portions or features of buildings or public structures, which have significant heritage value, may be reused.

Guidelines and Criteria

1. The heritage resource material must possess heritage value;

2. The heritage resource material must be determined fit for reuse in other buildings, outdoor or indoor public spaces, or in educational and cultural displays;

3. The heritage resource material must be in a condition that makes it feasible for its salvage, transportation, storage, and reuse;

4. The City must be capable of storing the heritage resource material in an acceptable manner;

5. The costs associated with the transportation and storage of the heritage resource material must be deemed appropriate by the City;

6. The respective property owner(s) or owner(s) of the heritage resource material must agree to the salvage of the heritage resource material; and

7. A letter of understanding is required between the City and the organization or individual removing the heritage resource materials. This letter should contain:

    a) a list of items to be removed;
    b) a date on which the items will be removed;
    c) identified location where the items will be stored/reused/displayed;
    d) the name of the contractor/organization/individual removing the items; and
    e) digital photographs (denoting condition) of the items being removed.

3. Storage

Storage, whether digitally or physically, should be done so in a manner that is sensitive to the heritage resource materials.

Storage Guidelines and Criteria

1. The City must prepare (and maintain) archival documentation of the heritage resource material that includes the following (if applicable):

    a) drawings/photographs/maps, etc;
    b) record of type and origin;

c) record of condition;
d) site history and context; and/or
e) any other available material and information that is relevant to documenting the significance of the material.

2. The heritage resource material must be stored in a manner that is deemed appropriate for its type and condition.

3. The City shall maintain current information on the location of the heritage resource material, its condition, and reuse plans.

4. Reuse

The reuse of heritage resource materials should be done in a manner that is socially beneficial, and remains a public asset for citizens and visitors of Saskatoon.

Reuse Guidelines and Criteria

1. A heritage resource material should be considered for reuse on the original site from which it was retrieved;

2. Maintaining the integrity of the heritage resource material, in relation to its original context, must be considered;

3. The reuse of heritage resource material should be compatible with its new environment, in relation to scale, texture, and style;

4. The heritage resource material must undergo conservation treatments by a qualified professional prior to reuse when necessary;

5. Consideration must be given to the methodology of installation;

6. Documentation and/or interpretation is considered essential to ensure the heritage and the meaning of the material, in relation to the site, is not lost. This should include contextual information of the demolished structure (architect[s], date, cultural story, etc.); and

7. When no use has been identified for a heritage resource material by the City, the heritage resource material should be offered and distributed following a reuse priority:

    a) use in a municipal or provincial designated heritage property, National Historic Site, or a property listed on the Saskatoon Register of Historic Places;
    b) use by the Meewasin Valley Authority for interpretive programming;
    c) use by a museum;
    d) use by a local non-profit organization for community use or benefit; and
    e) use by owners of private property with a connection to the heritage resource.

STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Growth Plan – Requests for Proposals Required for Public Transit Infrastructure Fund Projects

Recommendation of the Committee

1. That the intended process for issuing Requests for Proposals for three components of the Growth Plan to Half a Million implementation, as described in the May 1, 2017 report of the General Manager, Community Services, be approved;
2. That the Administration be given authorization to issue further Requests for Proposals for Growth Plan to Half a Million initiatives that fall under the Public Transit Infrastructure Funding program requirements; and
3. That the Request for Proposals include considerations for the impact of autonomous vehicles, intelligent transportation systems and ride sharing in the design of a BRT system for Saskatoon.

History

At the May 1, 2017 meeting of the Standing Policy Committee on Planning, Development and Community Services, a report of the General Manager, Community Services Department dated May 1, 2017 was considered.

Attachment

May 1, 2017 Report of the General Manager, Community Services Department.

Growth Plan – Requests for Proposals Required for Public Transit Infrastructure Fund Projects

Recommendation

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

1. That the intended process for issuing Requests for Proposals for three components of the Growth Plan to Half a Million implementation, as described in this report, be approved; and
2. That the Administration be given authorization to issue further Requests for Proposals for Growth Plan to Half a Million initiatives that fall under the Public Transit Infrastructure Funding program requirements.

Topic and Purpose

The purpose of this report is to obtain City Council approval for the intended approach for delivery of several Growth Plan to Half a Million actions that require competitive Requests for Proposals based on the requirements of the Public Transit Infrastructure Fund.

Report Highlights

1. This report outlines the scope of work for several Growth Plan to Half a Million (Growth Plan) implementation initiatives, including transit and bus rapid transit (BRT) planning and development, concept planning for key transit nodes ("transit villages"), and engagement and logistics support.
2. Based on the timing requirements of the Public Transit Infrastructure Fund (PTIF) program, availability of internal staff resources, and a number of project-specific factors, the Administration will need to seek external support via competitive Requests for Proposals (RFP).
3. The Administration is seeking authorization to issue further RFPs to expedite Growth Plan initiatives under the PTIF program.
4. The Administration considered alternatives, including whether these projects could be delivered using existing or new internal resources instead of RFPs, and determined that this was not feasible.

Strategic Goals

This report supports the City of Saskatoon's (City) Strategic Goals of Sustainable Growth and Moving Around by furthering the implementation of the Growth Plan. The report also supports the Strategic Goal of Asset and Financial Sustainability by ensuring the project's expenditures are eligible for approved federal funding support through the PTIF.

Background

Effective September 15, 2016, several Growth Plan projects received approval for federal funding support through Phase 1 of the PTIF. Combining City and federal funds, the City's eligible PTIF projects comprise a total funding amount of $37.3 million; $7.6 million of which is dedicated to infrastructure design works.

During its November 30, 2016 meeting for the 2017 Business Plan and Budget Review, City Council received a report describing the factors the Administration uses when considering whether to seek external resources for the delivery of a project or program.

During its March 27, 2017 meeting, City Council adopted the following resolution:

> "that the Ten-Year Action Plan and Growth Plan Engagement Handbook be approved to guide implementation of the Growth Plan to Half a Million."

Report

Growth Plan Implementation Initiatives Requiring RFPs

The Administration intends to pursue competitive RFP processes to procure external support in order to complete three projects summarized below.

Attachment 1 outlines a scope of work that will form the basis of an RFP for BRT/Transit Planning, Design, and Engineering Services. The purpose of this RFP is to retain a team with appropriate transit planning and design expertise and the capacity to deliver a number of potential projects related to the future transit and BRT systems described conceptually within the Growth Plan. This team will be expected to deliver a range of projects under the BRT/transit initiative, some of which are yet to be completely refined. Known major work items include:

a) a BRT functional plan and system design;
b) transit reconfiguration and new service plan;
c) a park and ride strategy;
d) transit station design; and
e) detailed design for some system components.

Attachment 2 outlines a scope of work that will form the basis of an RFP for Transit Village Concept Plans. The purpose of this RFP is to retain a team (or teams) to undertake an innovative planning and design process to develop Transit Village Concept Plans for the immediate areas adjacent to three key station locations on the BRT line. These Transit Village Concept Plans will identify options for intensification of land use mix and densities and the location/integration with transit stations or terminals to create a design plan for a new urban transit village at each location.

Attachment 3 outlines a scope of work that will form the basis of an RFP for a proponent to provide as-needed scalable engagement support to facilitate the project-by-project approach outlined in the Growth Plan Engagement Handbook. The proponent will be asked to provide access to a wide range of engagement services to support the

engagement projects as required. This may include, but is not limited to: recommendations on engagement approach, facilitation, event planning/coordination/ logistics, and online engagement design/management/reporting.

Rationale for RFPs

The Administration has determined that procuring external support through competitive RFPs is the appropriate delivery method for the projects described above based on a number of factors, including:

a) regulated requirements of the work;
b) capacity of existing staff to perform the work;
c) requirement of specialized services;
d) expected timeline of delivery;
e) frequency of need of the required expertise; and
f) cost of the expected scope of work.

The most significant factor necessitating the RFP approach is the PTIF program rule for eligible expenditures, which states that the City must conduct a competitive tendering process for all projects and/or portions of projects exceeding $100,000 in eligible expenditures unless otherwise agreed to by the Government of Saskatchewan. See Attachment 4 for the detailed rationale for all of these factors.

Authorization to Issue Additional RFPs Under PTIF

Based on PTIF program rules and funding deadlines, the Administration is also recommending that City Council grant authorization for issuing RFPs for Growth Plan components that draw on PTIF funds. The Administration will ensure that this rationale is made clear in any reports requesting an award of contract. This further authorization will expedite delivery of any project components requiring RFPs by three to six weeks.

Options to the Recommendation

The Administration considered the potential to reallocate existing staff to deliver some or all of these pieces of work. There would be a number of implications of selecting this option:

1. Funds spent on reallocated staff would not be eligible for PTIF reimbursement – only incremental (i.e. new) staff are eligible.
2. Staff would need to be reallocated from existing projects and programs, delaying their delivery and/or lowering service levels.
3. Significant analysis would be required to determine how best to reallocate staff in order to have the lowest impact on the City's business.
4. Timelines for the delivery of the Growth Plan projects would be adversely impacted to facilitate a staff reorganization around a new program.
5. Required expertise for certain specialized components may not be present.

The Administration considered the potential to hire new staff to deliver some or all of these pieces of work. A major implication of this option would be the significant time

delay resulting from the process to on-board new staff. These positions may be PTIF-eligible, but would require confirmation from the Government of Saskatchewan. Additionally, it is uncertain whether the City would be able to recruit staff with expertise in certain specialized components, such as BRT planning and design.

Ultimately, the Administration determined that neither of the above approaches would be in the best interest of the Growth Plan implementation initiatives.

Public and/or Stakeholder Involvement

Public and external stakeholder involvement was not required in preparation of this report, but will be a key part of forthcoming Growth Plan implementation initiatives. Numerous internal City divisions have been, and will continue to be, involved through the Growth Plan Implementation Advisory Committee and on interdivisional project teams working on each Growth Plan component.

Financial Implications

The Administration's intended approach to delivering the Growth Plan initiatives outlined in this report ensures that these projects meet the eligibility requirements of the PTIF program and, thereby, make the best use of the allocated capital funds.

Other Considerations/Implications

There are 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 Administration anticipates submitting reports to City Council for the awards of contract for the above RFPs between June and August 2017.

Public Notice

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

Attachments

1. Request for Proposals Overview – Bus Rapid and Conventional Transit Planning, Design, and Engineering Services
2. Request for Proposals Overview – Transit Village Concept Plans
3. Request for Proposals Overview – Growth Plan Engagement
4. Rationale for Request for Proposals

Report Approval

Written by: Chris Schulz, Growth Plan Manager, Planning and Development
Reviewed by: Lesley Anderson, Director of Planning and Development
James McDonald, Director of Saskatoon Transit
Carla Blumers, Director of Communications
Jeff Jorgenson, General Manager, Transportation and Utilities Department
Catherine Gryba, General Manager, Corporate Performance Department
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2017/PD/PDCS – Growth Plan – Requests for Proposals Required for Public Transit Infrastructure Fund Projects/lc

Request for Proposals Overview

Bus Rapid and Conventional Transit Planning, Design, and Engineering Services

The following is a summary of the information outlined in the above mentioned Request for Proposals (RFP).

RFP Purpose and Approach

The purpose of this RFP is to identify and select a suitably qualified consultant to design and provide collaborative engineering support in accordance with the defined scope of works for the reconfiguration of the Conventional Bus system and the design of a Bus Rapid Transit (BRT) system in Saskatoon. In keeping with the Growth Plan to Half a Million (Growth Plan), this RFP provides the means to facilitate the necessary expansion in capacity and improvements in reliability and time efficiency of the transit system within the city.

Summary of Scope

Scope of Works:

The scope of works includes five specified work items that will harmonize to target the purpose of this project and make up an integral part of the overall Growth Plan. It also allows for additional work items that may emerge and be defined as the project proceeds. Specified work items are as follows:

a) BRT Functional Plan and System Design – 34 kilometers of BRT Corridors;
b) Transit Reconfiguration Plan – reconfigure the current transit system to align with BRT and the Growth Plan;
c) Park and Ride Study/Strategy – feasibility analysis up to the possible preliminary design;
d) Transit Station Design – support the City in collaborative BRT station design; and
e) BRT Detailed Design – develop the detailed design for components of the BRT system; potentially its entirety.

Expected Contract Time Frame

In keeping with timing stipulations laid out in the Public Transit Infrastructure Fund (PTIF), award of this contract is expected in July 2017. The duration of the contract will be for two years. Though Phase 1 PTIF funding must be spent by March 2019, the contract will allow for the possibility of an extension for up to two years, subject to need and funding availability.

Estimated Contract Value

The estimated contract upset value is $4.0 million and is within the means of Capital Project No. 2541-03 – Rapid Transit Development.

Request for Proposals Overview
Transit Village Concept Plans

The following is a summary of the information outlined in the above mentioned Request for Proposals (RFP).

RFP Purpose and Approach
The purpose of this RFP is to identify and select a qualified consultant to undertake an innovative planning and design process to develop Transit Village Concept Plans for the immediate areas adjacent to three key station/terminal locations on the Bus Rapid Transit (BRT) line.

The desire is for the conceptual work for each location of this project to be undertaken at the same time, rather than one after another. It is hoped that a holistic approach to the analysis and design process for all locations will inform solutions and alternatives that could help inform similar future work in other BRT terminal locations.

Summary of Scope
The project will incorporate transit-oriented development principles into the preparation of a series of concept plans for each location that include, but are not limited to:

a) potential locations for the BRT station/terminal, including access and egress route options;
b) the intensification and diversification of land uses, including the proposed mix of uses, building heights, and densities (Gross Floor Area);
c) public gathering spaces designed for all seasons;
d) pedestrian and cycling connections and infrastructure;
e) rainwater, snow, and site drainage management systems and approaches;
f) opportunities to incorporate green building technologies into new and existing buildings;
g) phasing options and development feasibility/analysis; and
h) recommended policy, regulatory, and development guidelines.

The project study areas will be contained to the primary boundaries of the commercial centres, but may also include an “area of influence” of up to 800 metres (10 to 15 minutes’ walking distance) from the edges of the study area.

Expected Contract Time Frame
Award of this contract is expected in August 2017. The project is anticipated to be completed in the fall of 2018.

Estimated Contract Value
Due to the varied nature of this project and the desire for innovative approaches, a budget will not be publicly identified. The Administration has “earmarked” funds from Capital Project No. 2541-02 – Secondary Plan Process and Corridor Redevelopment. The available budget in this account is sufficient to fund this component of the Corridor Growth initiative without impacting the Administration’s ability to implement the rest of the Corridor Growth portfolio. A detailed budget will be required to be a part of each proposal and will be communicated during award of the contract.

Request for Proposals Overview
Growth Plan Engagement

The following is a summary of the information outlined in the above mentioned Request for Proposals (RFP).

RFP Purpose and Approach
The purpose of this RFP is to retain a proponent to provide "as-needed" scalable engagement support to facilitate the project-by-project approach outlined in the Growth Plan Engagement Handbook (see next page). The proponent will be asked to provide access to a wide range of engagement services to support the engagement projects identified in the Growth Plan to Half a Million (Growth Plan) and the Ten-Year Action Plan. This may include, but is not limited to: recommendations on engagement approach, facilitation, event planning/coordination/logistics, online engagement design/management/reporting. Proponents are asked to demonstrate their ability to plan and facilitate in-person and online community engagement in Saskatoon.

Expected Contract Time Frame

Term of Agreement	Anticipated Contract Award
Two (2) years to approximately align with Public Transit Infrastructure Fund (PTIF) funding.	July 2017

Estimated Contract Value
The estimated contract value is for up to a maximum of $150,000 for the term of agreement, excluding third party fees (e.g. travel costs, etc.). There is no minimum spend required. This will allow the City of Saskatoon (City) to more easily scale up or down its expense as projects require additional support on the ground.

Summary of Scope – What types of services does the RFP include?
Requested services will vary project by project, depending on engagement requirements as defined by the City. The proponent may be asked to provide engagement services including, but not limited to, those listed below:

- Recommendations on approach;
- Engagement facilitation;
- Event planning/coordination/logistics; and
- Online engagement – design, management, and reporting.

Preliminary Direction on Growth Plan Implementation Engagement Projects
May include, but are not limited to:

Projects (2017 to 2018)	Anticipated Events	Possible Tactics
<u>Starting Fall 2017</u>: 1) Corridor Planning Program; 2) Transit Village Concept Plans (for 12 months); and 3) Transit station design (for 12 months). <u>Starting 2017 to 2018</u>: 4) Bus Rapid Transit – functional planning; 5) Brownfield Renewal Strategy; 6) Transit Reconfiguration Plan; 7) Park and Ride Strategy; and 8) Strategic Infill Strategy.	- Major Growth Plan Implementation Kick-Off Event (Fall 2017): Launch Growth Plan Implementation Phase - identify the projects/ conversations the City will be having over the coming year or two. - Major Review Options Event (February 2018): Bring the community together to review options/alternatives for multiple projects. - Individual engagement activities for the eight projects identified.	- Advisory/focus groups; - Town halls (in-person/virtual/ walking); - Competitions; - Kick-off/wrap-up events; - Neighbourhood canvassing; - Online discussion forums; - Physical space displays; - Pop-up town halls/info booths; - Presentations; - Stakeholder meetings; and - Surveys/questionnaires.

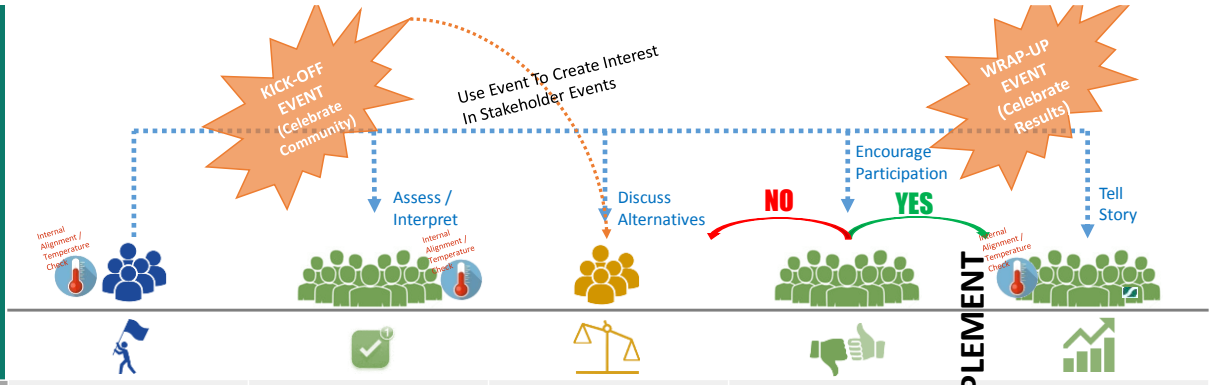
From Page 8 of the Growth Plan Engagement Handbook

STEP 1: Project-By-Project Engagement Approach

In order to ensure consistency across projects, the approach below has been developed as the basis for all Growth Plan engagement. This reflects current best practices for structuring engagement. This guideline offers flexibility as, in some cases, not all steps may be necessary. Staff will clearly define how much of this approach is appropriate in their Engagement Project Approaches and Guidelines document.

Engagement Approach

To be used project-by-project. Please note that this is a guideline, and not all steps may be used in every project.



GOAL	Create Advisory Group	Determine Priorities	Create Solutions Based On Priorities	Gather Input on Solutions / Finalize Plans	Communicate Outcomes
Audience	Narrow (8 to 10)	Broad (100s to 1000s)	Narrow (100s)	Broad (100s to 1000s)	Broad (1000s)
Target	Stakeholders	Public	Stakeholders	Public	Public
Interested / Invested	Invested	Interested	Invested	Interested	Interested / Non-Interested
Time Commitment	30+ Minute People	5 to 15 Minute People, 15 to 30 Minute People	30+ Minute People	5 to 15 Minute People, 15 to 30 Minute People	5 to 15 Minute People
Primary Approach	High-Touch (In-Person)	High-Tech (Online)	High-Touch (In-Person)	High-Tech (Online)	High-Tech (Online)
Potential Tactics *(But not limited to)*	Create Advisory Group (meet regularly throughout)	Surveys, Kick-Off Events, Site Website, Media / Kick-Off Event, Mall Displays / Interactive, Pop-Up Town Halls	Focus Groups, Targeted Surveys, Open House, Town Hall, Targeted Stakeholder Meetings	Walking Town Halls, Virtual Town Halls, Surveys, Submit Form To Request Presentations	Media / Wrap-Up Event – Advisory Group On Stage With City
Key Message	You're Impacted, Help Lead Solutions	Shape Your Community	Own Solutions / Present Alternatives	Shared Decision Making	Celebrate Successes

Rationale for Request for Proposals for Growth Plan Initiatives

Factor	Rationale
a) Regulated requirements of the work.	The rules for eligible expenditures under the PTIF program state that the City must conduct a competitive tendering process for all projects and/or portions of projects exceeding $100,000 in eligible expenditures unless otherwise agreed to by the Government of Saskatchewan. Some internal staff time may be considered to be eligible expenditures under the program; however, the rules, as the Administration understands them, do not generally support the completion of the PTIF projects using internal resources.
b) Capacity of existing staff to perform the work. c) Requirement of specialized services. d) Expected timeline of delivery. e) Frequency of need of the required expertise. f) Cost of expected scope of work. g) Availability of technology in house.	Implementing the Growth Plan represents work in new areas of business, and/or at service levels beyond the current level of staff resources. While many aspects of the Growth Plan will eventually be operationalized, the above work is anticipated to be primarily temporary in nature. Also, some portions of the work require specialized knowledge, experience, and/or technology that the City does not necessarily have or require on an ongoing basis. Procuring these services through competitive RFPs enables the timely and cost-effective delivery of these projects while maintaining appropriate long-term staffing levels.

STANDING POLICY COMMITTEE ON FINANCE

Lease of Former Railway Spur Line to Shaw Cablesystems (Sask) Ltd. – Airport Business Area

Recommendation of the Committee

1. That the Administration be authorized to remove the 6-month termination clause from the proposed lease between the City of Saskatoon and Shaw Cablesystems (Sask) Ltd. for a portion of Parcel A, Plan No. 75S10686, Extension 2;
2. That the Administration be authorized to consider and amend the 6-month termination clause if other lessees of Parcel A, Plan No. 75S10686 approach the City of Saskatoon wishing to make significant site improvements to the land; and
3. That the City Solicitor be requested to prepare the appropriate agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

History

At the May 1, 2017 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department, dated May 1, 2017, was considered.

Attachment

May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department.

Lease of Former Railway Spur Line to Shaw Cablesystems (Sask) Ltd. – Airport Business Area

Recommendation

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

1. That the Administration be authorized to remove the 6-month termination clause from the proposed lease between the City of Saskatoon and Shaw Cablesystems (Sask) Ltd. for a portion of Parcel A, Plan No. 75S10686, Extension 2;
2. That the Administration be authorized to consider and amend the 6-month termination clause if other lessees of Parcel A, Plan No. 75S10686 approach the City of Saskatoon wishing to make significant site improvements to the land; and
3. That the City Solicitor be requested to prepare the appropriate agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to receive City Council approval to remove the 6-month termination clause from the proposed lease agreement with Shaw Cablesystems (Sask) Ltd. (Shaw) on Parcel A, Plan No. 75S10686, and authorization for the Administration to revise the termination clause of other leases with other adjacent landowners along the spur line if significant improvements are being requested.

Report Highlight

1. Shaw would like to lease and make site improvements to a portion of City-owned land adjacent to their property, pending an amendment to the lease termination notice clause.

Strategic Goal

This report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

Background

At its meeting of September 29, 2014, City Council approved the purchase of an abandoned spur line in the Airport Business Area from the Canadian National Railway Company. The abandoned spur line represents an assembled land corridor that is considered strategic for future transportation opportunities. There are no plans to develop the potential transportation corridor for several years into the future and the City has no immediate need for the lands.

With this in mind, at its meeting on May 24, 2016, City Council authorized the Administration to enter into interim lease agreements with property owners situated adjacent to the abandoned spur line. Significant lease terms approved by City Council include the following:

- Lease rates were to be at market value;
- 5-year lease term and 5-year option to renew; and
- 6-month termination clause.

Since May 24, 2016, the vast majority of the land along the abandoned spur line has been leased to adjacent property owners.

Report

During negotiations with Shaw regarding leasing a portion of the abandoned railway corridor adjacent to their property, it was determined that Shaw is not in a position to accept a 6-month lease termination clause given the approximate $30,000 in site upgrades it has planned for the land to facilitate expanded parking and storage.

The Administration is requesting approval to be authorized to remove the 6-month termination clause from the lease with Shaw for the first 5-year term of the agreement. Any subsequent renewals past the initial 5-year term of the lease would have a termination clause included in the agreement. This amendment would be made available upon request to any of the tenants in this area who have already signed lease agreements with the City and wish to make similar site improvements to the land.

If approved, Shaw will be leasing a portion of Parcel A, Plan No. 75S10686, Extension 2 next to its property at 2326 Hanselman Avenue in the Airport Business Area (Attachment 1).

Options to the Recommendation

City Council could choose not to approve the removal of the 6-month termination clause. Under this option, it is likely that the property would not be leased and would remain vacant.

Public and/or Stakeholder Involvement

Adjacent property owners were contacted to discuss the potential future uses of this land.

Financial Implications

Yearly revenues from this lease would be approximately $5,000 per year, which would be deposited into the City's General Revenue Fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If approved, the Administration would immediately finalize the lease negotiations with Shaw for this portion of the abandoned rail spur line.

Public Notice

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

Attachment

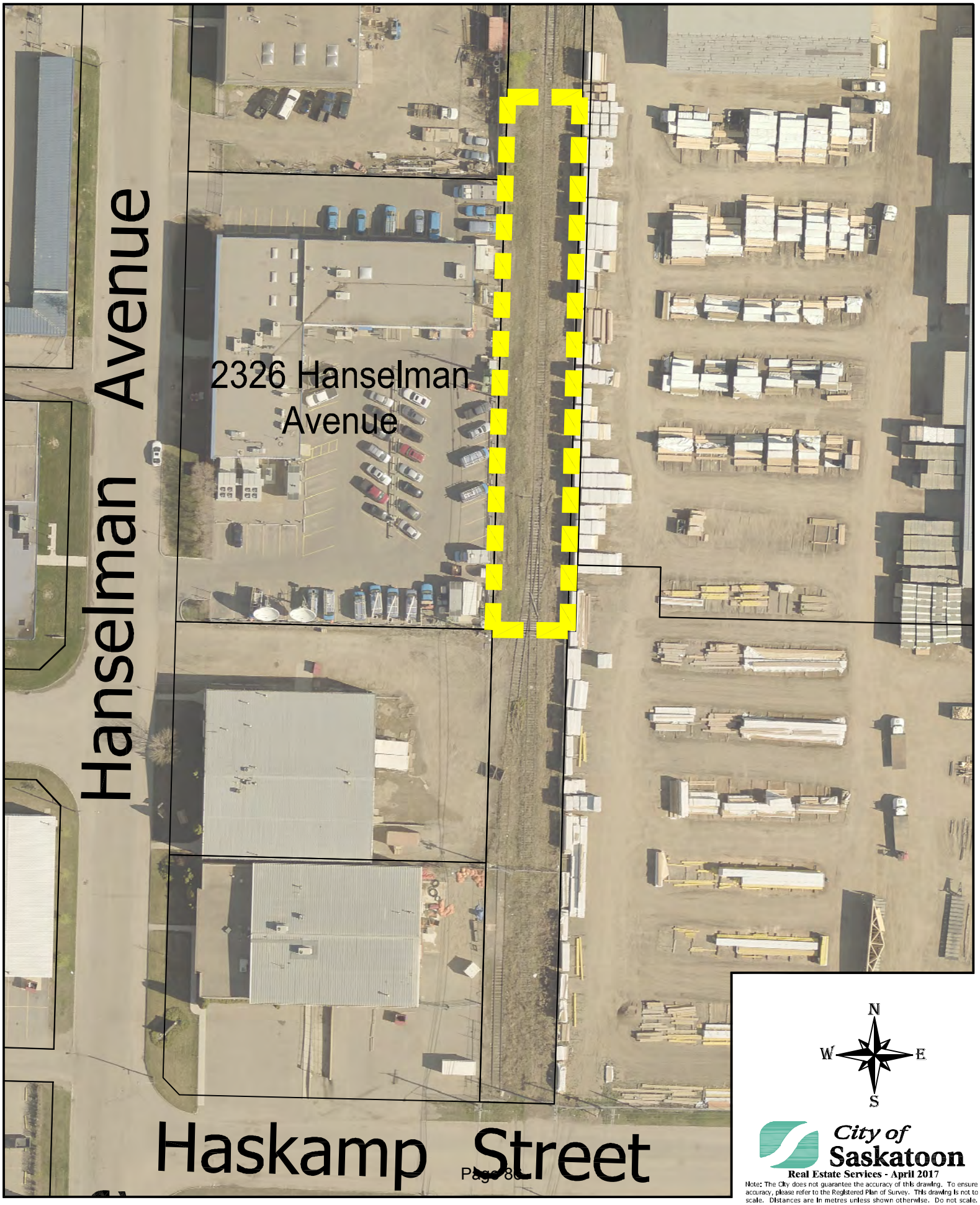
1. Shaw Lease Location Map

Report Approval

Written by:	Jackie Boyle, Property Coordinator, Real Estate Services
Reviewed by:	Keith Pfeil, Manager, Real Estate Services Frank Long, Director of Saskatoon Land
Approved by:	Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

Spur Line Lease_Shaw Cable.docx

Shaw Lease Location



STANDING POLICY COMMITTEE ON FINANCE

River Landing Land Sale and Lease Update

Recommendation of the Committee
That the information be received.

History
At the May 1, 2017 Standing Policy Committee on Finance meeting, a report of the General Manager, Corporate Performance Department, dated May 1, 2017, was considered.

Attachment
May 1, 2017 report of the General Manager, Corporate Performance Department.

River Landing Land Sale and Lease Update

Recommendation
That the report of the General Manager, Corporate Performance Department, dated May 1, 2017, be forwarded to City Council for information.

Topic and Purpose
This report provides an update of River Landing Phase II in regard to the future sale and lease of the remaining City-owned parcels.

Report Highlights
1. There are two remaining City-owned land parcels (Parcel D/E, and Parcel BB) yet to be offered for sale. The Administration proposes to re-subdivide both Parcel D and E, sell Parcel D in late 2017/early 2018 through a public offering, and hold onto Parcel E pending the Zayo Canada Ltd. (formerly Allstream) lease and development around it. Parcel BB will be sold once development is well underway on Parcel D (i.e. two years later).
2. An Expression of Interest is proposed to be issued in 2018 (pending market conditions) for the Pumphouse, a restaurant/bistro-type enterprise.

Strategic Goals
As a cultural and recreational centre, River Landing is the one and only urban destination identified in the 100-Year Plan for the Meewasin Valley and invites citizens and visitors alike to enjoy the natural beauty and benefits of parks, trails, and other amenities that bring people together. River Landing supports the long-term Strategic Goal of Quality of Life by ensuring existing recreational facilities are accessible physically and financially and meet community needs. It also contributes to the long-term strategy to increase and encourage infill development to balance growth under the Strategic Goal of Sustainable Growth.

Background
There are two remaining City-owned land parcels (Parcel D/E and Parcel BB) in River Landing yet to be offered for sale. These are shown on Attachment 1. Their release has been timed so there is no negative impact to the other developments happening in River Landing, as well as being sensitive to market conditions.

Report
Update on Private Land Development

The Banks was constructed by LeFevre & Company on the parcel west of the Saskatoon Farmers' Market, with completion in spring 2016. The development is comprised of four buildings, with commercial/retail at grade, residential above, and an inner courtyard/mews. A large majority of the condos have been sold, and one of the commercial spaces has been sold.

Parcel YY is the site at the southeast corner of 19th Street and 2nd Avenue. Victory Majors Investments Corp. in partnership with Greystone Managed Investments Inc. are working with Triovest as the development manager, to deliver a mixed use development. Construction started in fall 2016 on the condominium development at the site in partnership with Urban Capital, with occupancy planned for spring 2019. The other phases of construction involve a hotel, office towers, and public plaza. Property tax abatements have been granted for the condo, office buildings, parking, and public plaza.

Release of Remaining City-Owned Land Parcels

The City has created strong conditions for favourable private investment by improving the public realm of the area to a high standard. To further facilitate the success of private infill development within River Landing, the City has timed the release of development parcels and lease opportunities with sensitivity to current market conditions and the surrounding development.

Parcel D/E is zoned for mixed-use (up to a maximum of 30 storeys) with opportunities for a hotel, office and commercial space, restaurants, and residences. The Administration plans to subdivide Parcel D/E into two separate properties; this subdivision would improve the configuration and salability of the parcels, while also addressing lease considerations with Zayo Canada (the City's tenant in the white building at the corner of Avenue A and 19th Street). Attachment 2 outlines the proposed subdivision plan.

The Administration proposes to sell Parcel D in late 2017/early 2018, pending market conditions and hold on to Parcel E pending the Zayo lease, which expires at the end of 2019. Strategic timing of the release of Parcel D will help to ensure a successful project while attaining maximum value for the property. While the current real estate market is quite soft, it is expected confidence and momentum in the area will build once construction of Parcel YY is visible above grade, the Remai Modern Art Gallery is open, and The Banks is fully occupied with residential and commercial tenants.

Parcel E will remain in City hands for now as the Zayo lease does not expire until the end of 2019. Prior to 2019, the Administration will be exploring redevelopment options for the parcel that include opportunities such as additional parking and whether or not to retain ownership of the building.

In addition, the timing and impact of the upcoming rehabilitation of the adjacent Senator Sid Buckwold Bridge will be monitored to ensure public and private construction efforts in the area are coordinated.

The sale of Parcel BB, south of the Farmers' Market, will proceed approximately two years later once development on Parcel D has been established.

Lease Opportunity

The Pumphouse is the former A.L. Cole Pumphouse at the corner of Spadina Crescent and Avenue A and extending down to the riverfront, which has been refurbished as part of the River Landing Concept Plan. The Administration is currently creating the proposed terms for the lease of The Pumphouse for use as a year-round bistro/restaurant, again pending market conditions and the sale of Parcel D in order to ensure a successful offering.

In addition, the future Feature Building RFP has been put on hold due to construction of Parcel YY and the Traffic Bridge. Following completion of the Traffic Bridge construction, the Administration recommends seeking direction on whether or not to still pursue the Feature Building concept, and if so, whether to prepare a funding plan or test the development community again for this site. Other leasing activities are outlined in Attachment 3.

Adding Parking to River Landing (Phase II)

The new subdivision plan (Attachment 2) provides an opportunity to create an additional surface parking lot, accessible on the west side of the Senator Sid Buckwold Bridge. The Administration will explore the business case for such an opportunity.

Status of River Landing Development

Attachment 4 provides an update on how the current River Landing development has followed the 2004 River Landing Concept Plan, and what elements remain to be completed.

Financial Implications

River Landing relies on property tax from buildings within the site to help fund its operations (in addition to parking and lease revenues), thus financial projections assume that the other land parcels are sold based on the timing identified in this report, thereby ensuring a predictable flow of property tax revenue. Incentives such as property tax abatements have an impact on the time it takes for River Landing to achieve self-sufficiency. Significant changes have occurred since the last financial projection was completed, and will be recalculated once more details are known (i.e. building permit applications are received) regarding current construction.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Reports on the terms for sale and lease of the remaining City-owned properties will be brought back to the Standing Policy Committee on Finance for review prior to offerings being issued. The first report (sale of Parcel D) may be brought forward to the Standing Policy Committee on Finance as early as September 2017. As market conditions are in fluctuation, the Administration is taking a conservative approach to the parcel release timing and may defer to 2018 based on market observations in the Fall. A report on the

potential to create additional public parking west of the Senator Sid Buckwold Bridge will also be provided if the business case is positive. The Administration continues to amend financial projections as new information is made available about private development. Updated information will be provided for the multiyear business planning and 2018 budget deliberations.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, will be required for the proposed land sale and lease offerings. Notice provisions will be outlined in the reports outlining the terms of these offerings.

Attachments

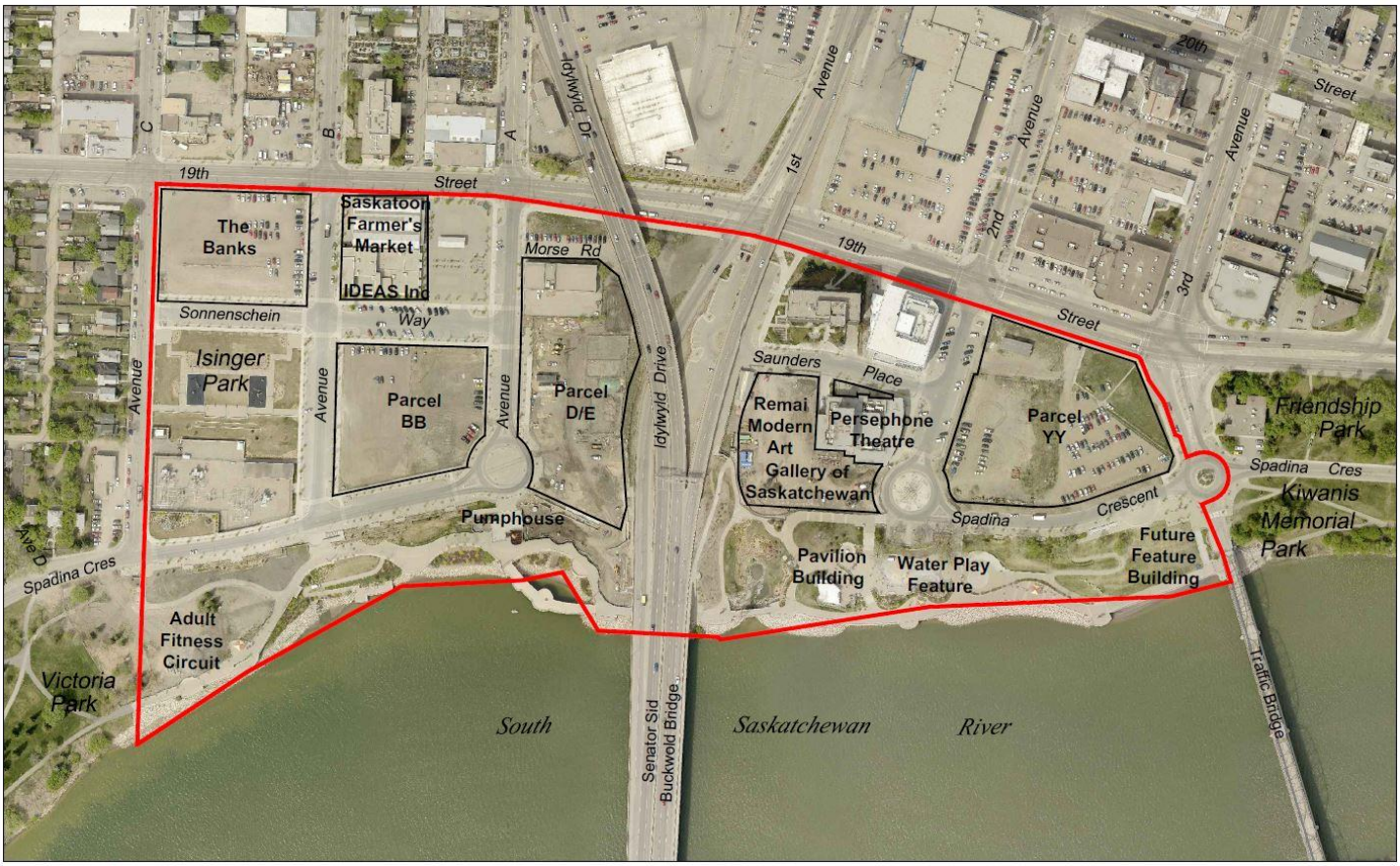
1. Map of River Landing
2. Proposed Subdivision Plan
3. River Landing Leasing Activities
4. River Landing Update 2017

Report Approval

Written by:	Jill Cope, Project Manager, Environmental and Corporate Initiatives
Reviewed by:	Brenda Wallace, Director, Environmental and Corporate Initiatives Frank Long, Director, Saskatoon Land Kerry Tarasoff, CFO/General Manager, Asset and Financial Management
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

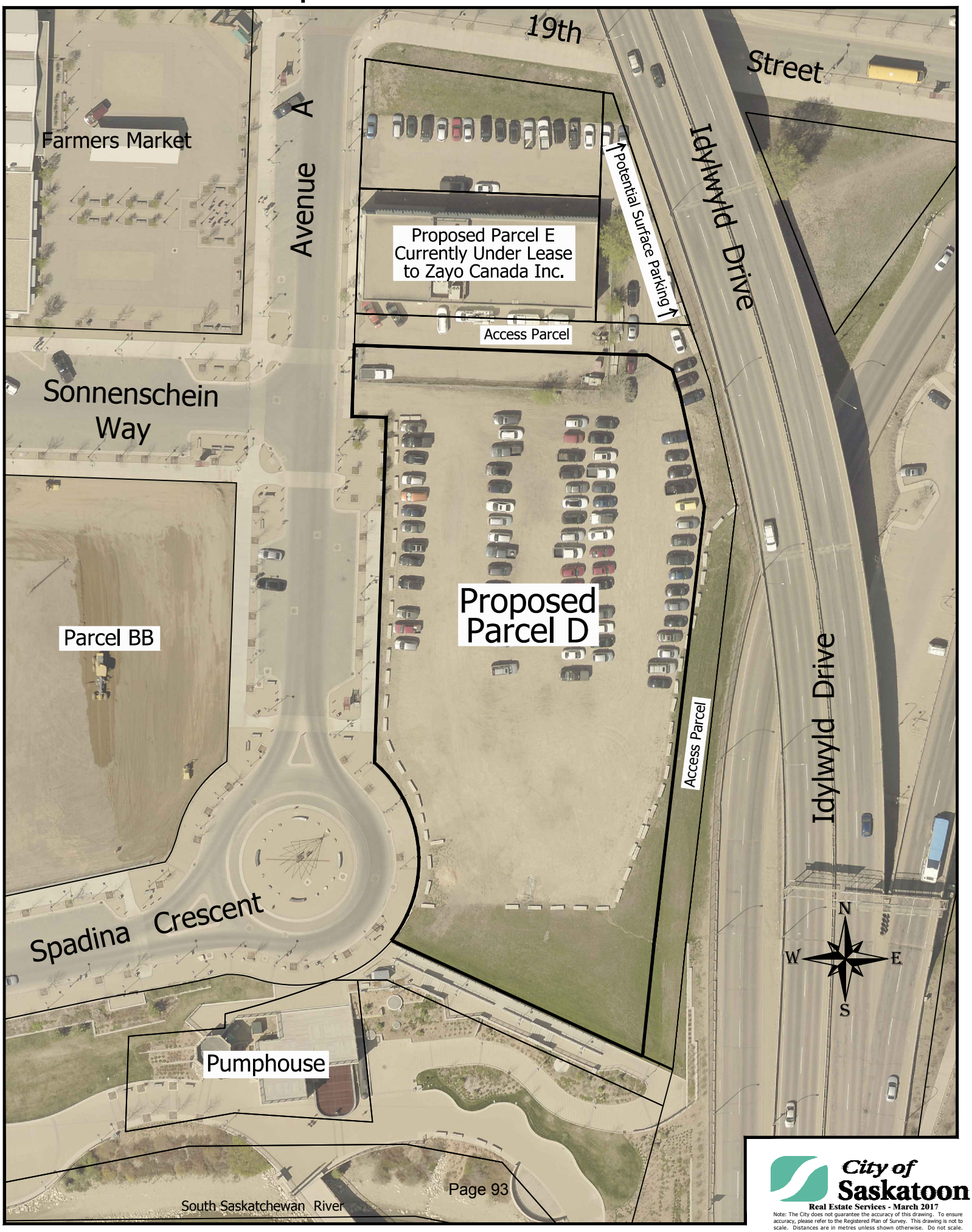
River Landing Land Sale and Lease Update.docx

River Landing Map



Proposed Subdivision Plan

Attachment 2



City of Saskatoon

Real Estate Services - March 2017

Note: The City does not guarantee the accuracy of this drawing. To ensure accuracy, please refer to the Registered Plan of Survey. This drawing is not to scale. Distances are in metres unless shown otherwise. Do not scale.

Current Lease Tenants

Saskatoon Farmers' Market — The Saskatoon Farmers' Market (FM) moved into this permanent, year-round location in 2007. The building is the converted City Electrical garage/storage building. The Farmers' Market lease was renewed in 2014 for another five-year term. The Farmer' Market pays all property taxes, utilities, and pays into the Civic Building Comprehensive Maintenance (CBCM) reserve. The farmers hold a market three days a week and permanent food/restaurant vendors are open six days a week. The Farmers' Market reports increased revenues for its farmers and increased attendance. Their demographics have changed over the past few years, with younger families now coming later and staying later. In addition, their Sunday markets have increased in popularity, as well as bookings of the space for special events, such a weddings and chef's dinners. They are exploring new ideas to increase attendance and make the market even more attractive.

Ideas Inc. — Ideas Inc. is a business incubator which shares the building and site. The lease with Ideas Inc. was renewed in 2012 for a five-year term, and they are seeking renewal in 2017. Ideas Inc. has a declining property tax abatement, which ends in 2017; they are now contributing to the CBCM reserve (they did not make either tax or reserve payments until their new lease began). Ideas Inc. have re-modeled their approach to helping start-ups, and focus on space, coaching, and mentorship. The space has achieved 100% occupancy with 37 businesses, with a waiting list.

Pavilion Building — is the seasonal concession located beside the Water Play Feature. The concession serves a variety of food such as burgers, ice cream treats and bars, healthy food choices, pop and juices, chips, popcorn, and speciality coffees. It operates 11 a.m. – 8 p.m. daily, and accommodates special events in the area as well.

Future Lease Opportunities

The Pumphouse — (the former A.L. Cole Pumphouse) has been refurbished and an Expression of Interest (EOI) is planned in 2018 (pending market conditions) for long-term use as a year-round bistro/restaurant. The City anticipates a positive response to a future offer to lease as this is a prime location on the riverbank. In addition, within the last three years, the City has received numerous inquiries from local, national, and international interested parties. While the building is well preserved and architecturally striking, the actually useable space is not as large as it appears, and the building contains no amenities (washrooms, kitchen, etc). There will need to be significant leasehold improvements undertaken to make it into a restaurant. Concepts have also been developed and approved in principle for an expansion to the facility by a future tenant.

Concept rendering of potential expansion of The Pumphouse by possible future tenants.

Feature Building – Is a future site on the south side of Spadina Crescent that is approximately 0.312 acres in size. The South Downtown Riverfront Design Report (2003) called for a feature building to be constructed just west of the Traffic Bridge, which would include development on the upper bank area and extending down to the riverfront promenade. The plan calls for the construction of a signature building to house a distinctive restaurant as the main tenant on the upper level and a smaller space on the riverfront for recreational tours/sport equipment rental. This lower area is seasonal, as the area is within the 500-year flood plain and "permanent" types of operations are not allowed.

A Request for Proposal (RFP) was issued in 2008 to test the market readiness for a developer to construct and lease the upper site on a long term basis (50 years), and construct and lease the lower portion back to the City for a seasonal lease opportunity. There were no responses to the RFP, and the project was put on hold. As well, at that time construction was anticipated on Parcel YY and the Traffic Bridge had been closed. There is no capital funding identified for the construction of the Feature Building. Following completion of the Traffic Bridge construction, the Administration recommends seeking direction on whether or not to still pursue the Feature Building concept, and if so, whether to prepare a funding plan or test the development community again for this site.

Concept rendering of the Feature Building

River Landing Update 2017

Concept Plan – 2004 to 2017: Where Are We At?

Overview

As a cultural and recreational centre, River Landing is the one and only urban destination identified in the 100-Year Plan for the Meewasin Valley and invites citizens and visitors alike to enjoy the natural beauty and benefits of parks, trails, and other amenities that bring people together.

The 36-acre riverfront development (stretching from 19th Street to the river, and from 3rd Avenue to Avenue C) is a mixed use space of beautiful parks, riverfront trails, a new art gallery, a live performance theatre, a farmers' market, business incubator, seasonal concession, restaurants, and commercial, retail, future hotel, and residential developments. These and other amenities draw thousands of visitors and residents each year to River Landing. On average over 360,000 pedestrians and cyclists visit or pass through the area annually. In addition, there are numerous festivals, races, special events, weddings, and dance classes in the vicinity each year (in 2016, there were 259 events held in River Landing).

In 2004, a concept plan for the south downtown (later named River Landing) was created after many rounds of community consultation and input from numerous groups and organizations, and officially approved by City Council as the blueprint for the site.

The concept plan was designed to provide a framework for the redevelopment of the south downtown area. The plan contained 12 planning principles and eight key elements to meet them. Here is a summary of the eight key elements and how they have been achieved since construction started in 2004.

1. Landmarks

Many cities have landmark structures that are symbols for the community. River Landing has three landmarks—*Prairie Wind* (roundabout at 2nd Avenue and Spadina Crescent); *The Founders* (roundabout at 3rd Avenue and Spadina); and *Spirit of Alliance* (roundabout at Avenue A and Spadina). (The concept plan also suggested a landmark at the western edge of the cultural block, which is now the Remai Modern Art Gallery, one could say the Gallery itself has become the landmark.)

2. **Strengthen Connections and Access**

The south downtown had poor visual, vehicle, pedestrian, bicycle connections and access. To fully integrate River Landing with Riversdale and the Downtown and to make the area a successful destination, the connections were improved.

- The City removed the old rail bridge over 19th Street, created a new east-west walkway on the south side of the street, and raised the street level of 19th Street. (The concept plan also suggested a pedestrian bridge over the 1st Avenue on-ramp, but it was not realized, due to costs and infrastructure challenges.)

- New north-south connections were created to join 2nd Avenue all the way to Spadina Crescent, and, as well, Avenue A, B and C were extended to Spadina; Spadina itself was also extended east-west.

- Riverfront paths and pedestrian bridges were created, including enlarging the pathway under the Senator Sid Buckwold Bridge, as well as constructing numerous lookouts over the river. These changes provided a closer relationship between pedestrians and cyclists to the water, enabling them to travel over water and provide a contrasting experience with the conventional paths along the river.

- When the new Traffic Bridge is completed, it will also strengthen connections and be a conduit for motorists, cyclists, and pedestrians leading directly to River Landing.

3. Mix of Land Uses

A mix of land uses was essential to meeting the planning principles and to be a destination for residents and tourists, creating an interesting and vibrant area that would be alive all seasons, all day long.

- Housing - The Banks has four buildings of low rise condos, with retail/commercial spaces at grade and opportunities for live-work spaces. Parcel YY proposes a hotel and condominium development (plus office towers). The two parcels of land coming up for sale also propose residential (Parcel D with high rise residential and retail at grade; Parcel BB low to mid rise residential, again with commercial retail at grade). The concept plan also suggested a library at street level, but there is now the Dr. Freda Ahenakew Branch Library nearby.

- Hotel and Restaurant - Parcel YY proposes a boutique hotel. Parcel D potentially could have both a hotel and restaurant. Two restaurants are located along 2nd Avenue with smaller ones in the Farmer's Market. There is also the seasonal concession (Pavilion Building) in the riverfront park (which includes public washrooms). The Remai Modern also proposes to have a restaurant within the Gallery. The concept plan also called for the Feature Building (future) to have food service along Spadina Crescent, with a seasonal sports rental down at the riverfront.

- Cultural, Theatre, Attraction, Interpretive and Public Space - Many examples of these elements are achieved in River Landing; a live performance theatre with Persephone Theatre, the new Remai Modern Art Gallery, and the two riverfront outdoor amphitheatres for public use. The concept plan suggested an interpretive centre/visitor centre located where the new Remai Modern is situated; the plan also called for a public space on the south side of that parcel with inside/outside seating and haven to warm-up in the winter—the Remai Modern achieves those objectives with its public spaces.

- Retail, Brew Pub/Restaurant, and Cafes - There are small scale food vendors and cafes within the Farmer's Market, a larger café on 2nd Avenue, and the proposed lease of The Pumphouse envisions a restaurant/bistro /brewpub-type of enterprise.

- Parks - The plan called for the creation of three parks, and they were all achieved. There are two riverfront parks, as well as Isinger Park with a children's play area and equipment. In addition, there is the Adult Fitness Circuit in the riverfront park consisting of a variety of cardio, strength, and resistance equipment for a workout any time of the year overlooking the beautiful river view. There are also temporary boat docks in the riverfront parks. The plan also suggested a boat launch, and Meewasin is undertaking a review of possible sites along the riverbank.

  NOTE: When the Riverfront Park in Phase II was created, significant soil contamination was discovered throughout the site (contamination from previous site uses by the railway, the former powerplant, and old practises of dumping materials along the riverbank). The City spent considerable time and money testing, excavating, safely disposing, and covering with clean soil to ensure the park was brought up to the rigorous environmental standards, and would be safe for the community to enjoy. The remediation has been recognized nationally as a best practice.

- Farmers Market, Market Square, and Business Incubator – In 2008, both the Saskatoon Farmer's Market and Ideas Inc. opened in their new location; a refurbished and expanded old City electrical building. Market Square is available for the market vendors, as well as public bookings for events and festivals.

- Transit and Parking - For River Landing to flourish it must be accessible by vehicle and transit. On-street parking spots were created: 119 on-street parking spots in Phase I, and 198 in Phase II. Two temporary off-street lots also provide parking in Phase II. The Administration is exploring opportunities to develop additional parking on the west side of the Senator Sid Buckwold Bridge. The new River Landing Parkade with 154 spots under the Remai Modern is planned to open in spring 2017. The private developments in River Landing will also provide their own tenant parking. There are also bike racks throughout River Landing and in the River Landing Parkade. There is a Transit stop on 19th Street, and as

River Landing becomes more of a destination and people place, the Administration will need to explore improved Transit availability.

- Existing Electrical Substation and Sewage Pumping Station - These existing facilities were not preferred uses in River landing. Therefore, a visually appealing wall and landscaping were built around the substation to help mitigate noise and visual impact. The pumping station building above ground was removed and landscaping elements incorporated in its place; only the shaft remains as an access point in an emergency overflow situation.

4. The Riverfront as a Stage

One of the major concepts of River Landing is that the whole area functions as major setting for special events. The area can be viewed as a “stage” or “stages” to host a wide variety of events. Spadina Crescent (and other streets) can be closed to accommodate festivals, markets, and concerts.

There are two amphitheatres in River Landing, one on each side of the Senator Sid Buckwold Bridge, that are used for outdoor concerts, dance lessons, weddings, etc. In addition, numerous special events, such as the Fireworks Festival, are specially designed to use River Landing and the river as a backdrop to the fireworks. Another example of creatively using the river is the “I Am the Bridge” annual Culture Days event; it shows films under the Senator Sid Buckwold Bridge by projecting the films on one of the bridge piers and the audience sits on cushions or chairs watching from the path.

5. Ambient and Special Event Lighting

Lighting plays many roles in River Landing and it assists in making the area a destination late into the evening for all seasons.

Illuminated bollards through River Landing provide lighting for safety and mood after dark. Overhead decorative pathway lighting also provide safe and welcoming vistas. The *Prairie Wind* sculpture is illuminated at night, with colours themed to reflect various seasons. Though not specifically mentioned in the plan, there are decorative banners on the light poles in River Landing, demarking the space as well as promoting upcoming events and facilities in a festive way. The plan suggested illuminating the Traffic Bridge, which did occur, but that lighting was decommissioned when the Bridge was removed; the new Traffic Bridge will have walkway, traffic, and navigation lights.

6. Heritage and Environmental Interpretation

The plan drew on the rich history of the area and the need to remember and celebrate it.

- First Nations culture is woven throughout the site, including *The Founders* statue, commemorating the meeting of John Lake and Chief Whitecap along the riverbank. The statue was commissioned to tell the story of the pivotal meeting between these two leaders, which led to the founding of Saskatoon.

- *Land of Berries* is a neon light sculpture on the exterior of Persephone Theatre. The artist collaborated with local First Nations artists to create the piece. The neon sculpture is Cyrillic script to represent *Land of Berries* in the Cree language.

- The most recent addition to River Landing was the *Spirit of Alliance - War of 1812* monument, which was envisioned, commissioned, and funded by Chief Bear and the Whitecap Dakota First Nation, to recognize the War of 1812 Bicentennial, how the Dakota came to reside in the area, and to commemorate the alliance between the British Crown, the Dakota, and others,

- The River Landing Tree Grate Design and Input Process won the 2007 Premier's Award of Excellence in Design in the Collaborative Category. The City and First Nation Elders partnered to produce one-of- a-kind tree grates that celebrate the rich oral history of our First Nations. Eight separate tree grate designs were produced based on four themes: Home, Stories, Play, and Ceremony.

- Site-specific tree grates are also placed around the site of the former A.L. Cole power plant, depicting concepts of power and electricity. A restored winch (with interpretive plaque) salvaged from the power plant's pump house also enhances the area's history.

- *Cut Out of Time* depicts the waterway history along the South Saskatchewan River, (including Saskatoon's first and only marine disaster, the crash of the SS Medicine Hat); and *Launch Time*, simulates the launching of a canoe into the river.

- Situated on either side of 2nd Avenue and 19th Street are the Gathercole Arches, marking one of the entrances to River Landing. The arches were created using masonry units salvaged from the entrance façade of the former Gathercole building.

- In memoriam of the long-serving artistic director at Persephone Theatre (Tibor Feheregyhazi), a small public plaza (Tibor Plaza) was constructed beside the Theatre in River Landing. Salvaged bricks and Tindal stone caps from the former Gathercole building were used to make seating walls, and trolley track cobblestones (salvaged nearby) were used to pave the accent bands.

- Market Square includes a unique and fascinating interpretative feature that highlights the history of the former Immigration Hall that once was located on the site. The "Market Square Storytelling Chairs" are a series of stainless steel chairs that have images and vignettes of life at the Hall.

- Commemorating the hard work of Saskatchewan's pioneer women is the public art piece *Egg Money*, situated just south of the Farmer's Market. Many pioneer women supplemented the family income by selling eggs, and this statue depicts a mother and her children with the chickens - a very popular piece with young children who love to pet the chickens.

- The interactive children's Saskatchewan River Basin Water Play Feature is a model of the 420,000 square kilometres of the Saskatchewan River Basin that

spans three Canadian provinces and one American state. It provides children, adults, and visitors to Saskatoon with a critical sense of place, highlighting the geological features, flora and fauna, and cultural history of our river. Over 100 treasures await to be discovered - all embedded in the water play feature - cities, forts, land borders, animal tracks and footprints, plants, symbols, fish, fossils, license plates, and even a giant sturgeon!

- An interesting interpretive feature along the riverfront path in Phase II is the outline of the original shoreline shown in historic cobblestone bricks. The distinctive brick work delineates what the shoreline was prior to the River Landing development and shows how the shoreline was enlarged to incorporate more pathway and amenities.

7. Streetscape and Public Art

The plan involved planning and constructing a whole new series of streets in both sides of River Landing. The plan wanted to create as strong sense of place and produce a pedestrian-friendly atmosphere while still allowing slow-speed vehicular circulation through the area to provide access to individual properties and to the riverfront parks. The paving stones identify the street as a pedestrian priority zone and also slows traffic down.

In some areas, the sidewalks are wider than regular sidewalks to accommodate more pedestrians and sidewalk amenity space. The curbs are rounded to accommodate easy access by persons using wheelchairs, strollers, or other wheeled devices. Power and water access are provided at strategic locations to accommodate special events.
The amenity strips feature streetscape furniture, such as garbage cans, bike racks, wayfinding directory, bollards, and tree grates. The benches in River Landing are made of out of Forest Stewardship Council certified Ipe wood harvested in an environmentally-friendly way and are extremely durable - resistant to vandalism and harsh weather elements.

River Landing also had its own palette of colours selected in order to brand the site as distinctive - titanium grey throughout with burgundy red accents used on features such as fencing, light poles, bollards, and railings in order to reinforce the site as a unique zone.

Approximately 200 trees were added to the sidewalks in River Landing, in addition to the trees in the new parks. Sparkle lights will be added to the trees when they are more mature, in order to provide a warm festive atmosphere year round. In addition to the beautiful flowers beds that are planted annually, River Landing also has large seasonal flowerpots that are planted every year, again adding to the color and vibrancy of the area. Native plantings, grasses, and shrubs were all carefully selected to enhance the landscaping of the area.

A whimsical feature projects up in Phase II by the Pump house - large poles with a stylized graphic of a rabbit on top (similar to a gargoyle on top of buildings). The poles can be seen by people at street level to draw them down to see what other surprises and delights await them along the riverfront paths.

Public art is a popular aspect of Saskatoon and both permanent and temporary art are incorporated into the area. In addition to all the features noted in Element 6, other public art abounds, including:

- *The Cougar* sculpture to surprise and delight people along 19th Street, and as the artist states "…to keeping thinking about living in harmony with the wildlife in and around the city."

- *Prairie Wind*—located at the roundabout at 2nd Avenue and Spadina Crescent was the result of a national call for entries. It represents the waving prairie grasses in the wind, and is also illuminated at night.

- *Forging the Future* sculpture across from the Farmer's Market, created "in recognition of the blacksmith's contribution to all the small communities in Saskatchewan as it developed into a province."

- The *Fire Vessel* is a stunning art piece by the Pavilion Building, created as a legacy for the 2010 Olympic Torch Relay when it passed through Saskatoon. This piece has a natural gas flame, which can be booked during all four seasons of the year. The fire pit area has a seating node for all age groups to gather and enjoy at any time of day.

- Temporary art under the Senator Sid Buckwold Bridge (first with the very popular and interactive blackboard "Before I Die" wall; now the whimsical mural *River Reflection*).

8. Controlling Development and Design

River Landing is special and prominent, and both City Council and the community wish to ensure that the land use, design, and form of the development that occurs is consistent with the intent of the plan.

As a result, there are special zoning and architectural controls for River Landing. There are the Direct Control District 1 Guidelines, which govern such areas as land uses, building form, height, landscaping, parking, and service access. River Landing also has Architectural Control District Guidelines, to address proportion, scale, massing, colour and relationship to the street. Every new proposed development undergoes development review both by the City and Meewasin.

STANDING POLICY COMMITTEE ON FINANCE

SW Corner of Idylwyld Drive and 33rd Street – Retro Petro Land Acquisition for Future Intersection Improvements

Recommendation of the Committee

1. That the Administration be authorized to purchase a portion of Surface Parcel No. 120012376 from 626052 Saskatchewan Ltd. for future intersection improvements as per the details noted in the May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department;
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; and
3. That the Dedicated Roadway Reserve be used as the funding source for this acquisition, including legal, administrative, and disbursement costs.

History

At the May 1, 2017 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department, dated May 1, 2017, was considered.

Attachment

May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department.

SW Corner of Idylwyld Drive and 33rd Street – Retro Petro Land Acquisition for Future Intersection Improvements

Recommendation

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

1. That the Administration be authorized to purchase a portion of Surface Parcel No. 120012376 from 626052 Saskatchewan Ltd. for future intersection improvements as per the details noted in this report;
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; and
3. That the Dedicated Roadway Reserve be used as the funding source for this acquisition, including legal, administrative, and disbursement costs.

Topic and Purpose

The purpose of this report is to receive City Council approval to purchase 720 square feet of land at 1135 Idylwyld Drive, Lot 42 Blk 29, Surface Parcel No. 120012376 from 626052 Saskatchewan Ltd. (Retro Petro) for future improvements to the Idylwyld Drive and 33rd Street intersection.

Report Highlights

1. The land will allow for a future bus lay-by on the southbound side of Idylwyld Drive which is outlined in the Growth Plan.
2. Notable terms of the agreement include a purchase price of $28,800 and a leaseback of the land to Retro Petro for a period of not less than 10 years.

Strategic Goal

The Growth Plan 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.

Background

Retro Petro, located in the southwest corner of 33rd Street and Idylwyld Drive, is owned by Thunderchild First Nation, who are working towards an urban reserve designation for the site. Part of the provincial review process for urban reserve creation involves a review of the municipality to identify items such as road widening that would be required in the future and addressing those matters pre-designation.

The Growth Plan identifies the segment of Idylwyld Drive as a future Bus Rapid Transit (BRT) corridor.

Report

<u>Land will allow for future bus lay-by on Idylwyld Drive</u>

As support of a future BRT route on Idylwyld Drive, a bus lay-by on the southbound side of Idylwyld Drive has been identified. The 720 square feet of land will become part of the Idylwyld Drive right of way.

Given the direction of the Growth Plan, purchasing the 720 square feet of land as shown in Attachment 1 from Retro Petro is required at this time to address future needs.

Terms of the Agreement

Real Estate Services has negotiated an agreement with Retro Petro to acquire 720 square feet of land from 1135 Idylwyld Drive. Notable terms of the sale agreement are as follows:

Conditions Precedent:

- City Council approval.
- Retro Petro providing the City with a Corrective Action Plan for the land being purchased and that Plan being acceptable to the City.
- Completion of the subdivision process.

Other notable terms:

- Purchase price of $28,800 to be paid on the closing date.
- Closing date upon successful subdivision and registration of the land at ISC.
- Acting reasonably—the City will reimburse Retro Petro for any costs resulting from the relocation of the sign, tank vents and any monitoring wells as made necessary by the intersection upgrades.
- Leaseback of the land to Retro Petro for a period of not less than 10 years for a rate of $1.
- City will not undergo any intersections improvements to the land being acquired for a period of not less than 10 years.
- The City agrees to accept the environmental responsibility of the land being acquired and will ensure the land is maintained to the requirements of *The Environmental Management and Protection Act, 2010.*

Options to the Recommendation

City Council could choose to not approve this purchase. This is not recommended as this land is required for future intersection modifications to support BRT. Acquiring the land post urban reserve designation is difficult.

Public and/or Stakeholder Involvement

As this proposed land transaction has a number of corporate considerations, the following Departments and Divisions been involved to ensure integrated collaboration: City Solicitors, Transportation, Environmental and Corporate Initiatives and Real Estate Services.

Financial Implications

The City will pay $28,800 in compensation to Retro Petro and will reimburse any costs resulting from the relocation of the sign, tank vents and any monitoring wells—as made

necessary by the intersection upgrades—acting reasonably. The City will also be responsible for survey and ISC fees.

Funding for this acquisition and associated costs is available in the Dedicated Roadway Reserve.

Environmental Implications

Given the history of this site as a gas station, a number of environmental considerations are being incorporated into the proposed sale agreement to deal with the concentrations of petroleum hydrocarbon impacted soils that exceed Ministry of Environment soil criteria—such environmental considerations include:

- The City accepts the land "as is".
- The City agrees to accept the environmental responsibility of the 720 square feet of land being proposed for acquisition and will ensure the land is maintained to the requirements of *The Environmental Management and Protection Act, 2010.*
- Retro Petro will provide the City with a Corrective Action Plan with respect to the 720 square feet of land being proposed for acquisition which will satisfy the requirements of *The Environmental Management and Protection Act, 2010.*

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The land purchase dealings will be concluded once a Plan of Survey has been registered at ISC and titles have been raised.

Improvements to the intersection of Idylwyld Drive and 33rd Street will be part of a budget that will be approved by Council at a later date.

Public Notice

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

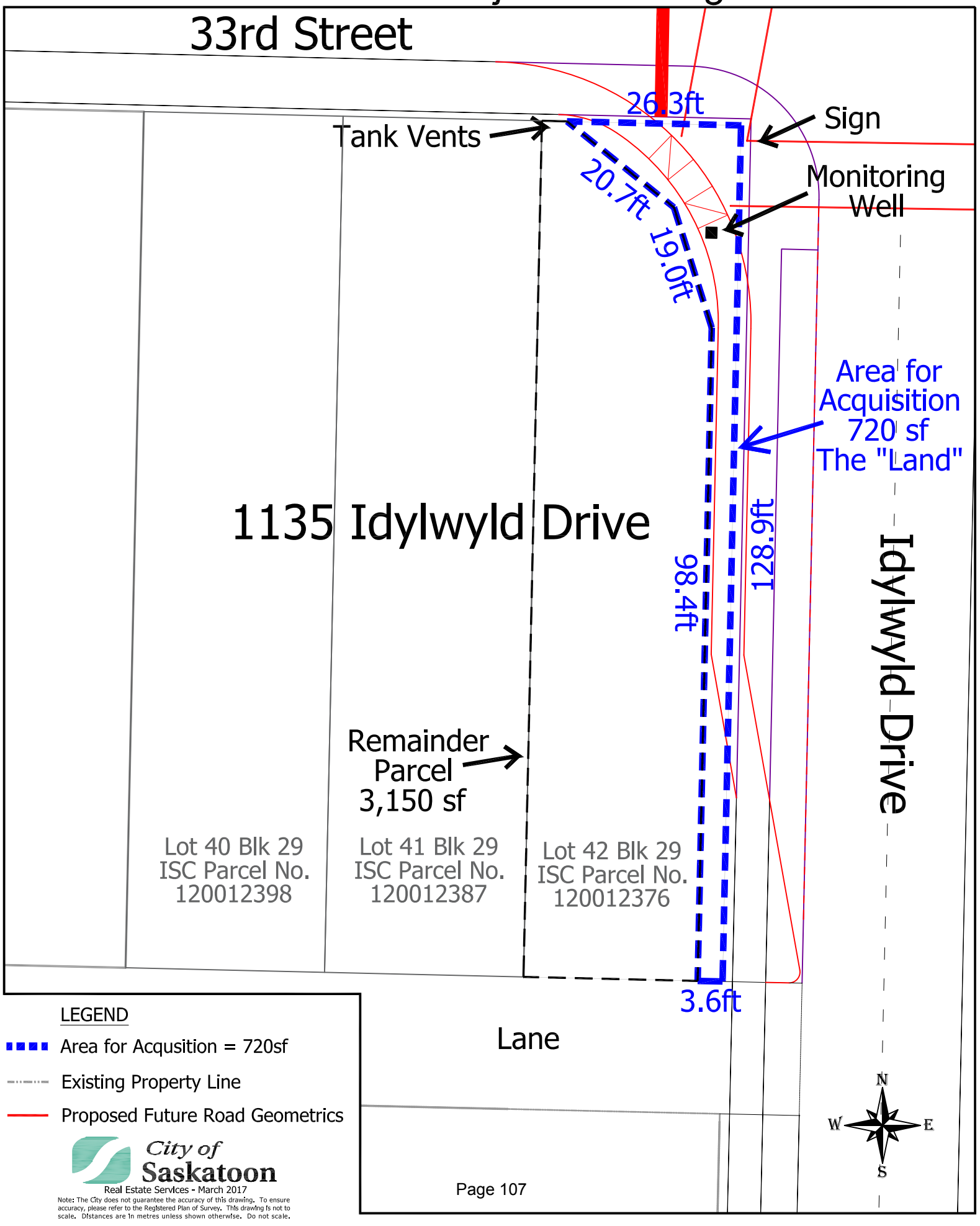
Attachment

1. Land and Items Subject to the Agreement

Report Approvals

Written by: Scott McCaig, Real Estate Services
Written by: Jay Magus, Transportation
Reviewed by: Angela Gardiner, Director of Transportation, Transportation and Utilities
Reviewed by: Miguel Gaudet, Project Engineer, Enviro & Corp Initiatives
Reviewed by: Keith Pfeil, Manager, Real Estate Services
Reviewed by: Frank Long, Director of Saskatoon Land
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Dept.
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Dept.

Land and Items Subject to the Agreement



City of Saskatoon
Real Estate Services - March 2017

Note: The City does not guarantee the accuracy of this drawing. To ensure accuracy, please refer to the Registered Plan of Survey. This drawing is not to scale. Distances are in metres unless shown otherwise. Do not scale.

STANDING POLICY COMMITTEE ON FINANCE

Request for Post-Budget Approval – Capital Project #1411 IS – Land Development - Aspen Ridge Residential Area

Recommendation of the Committee

1. That a post-budget increase to Capital Project #1411 IS – Land Development – Aspen Ridge Residential Area, in the amount of $8,598,000 be approved; and
2. That the post-budget increase be funded from the Prepaid Services Reserves and the Property Realized Reserves (Fund 50).

History

At the May 1, 2017 Standing Policy Committee on Finance meeting, a report of the General Manager, Transportation and Utilities Department, dated May 1, 2017, was considered.

Attachment

May 1, 2017 report of the General Manager, Transportation and Utilities Department.

Request for Post-Budget Approval – Capital Project #1411 IS – Land Development - Aspen Ridge Residential Area

Recommendation

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

1. That a post-budget increase to Capital Project #1411 IS – Land Development – Aspen Ridge Residential Area, in the amount of $8,598,000 be approved; and
2. That the post-budget increase be funded from the Prepaid Services Reserves and the Property Realized Reserves (Fund 50).

Topic and Purpose

The purpose of this report is to obtain City Council approval for a post-budget increase to begin roadway construction in the Aspen Ridge Residential Neighbourhood in order to advance the development of the neighbourhood.

Report Highlights

1. The three-year land development report recommended that planned construction within the B1A area of Aspen Ridge be completed by the end of 2018.
2. A modest recovery in sales for residential lots has resulted in low inventory levels in Aspen Ridge.
3. The development of 251 residential lots and one multi-family parcel will ensure that an ample supply of lots are available.
4. The Administration is recommending that the construction of the sidewalks, roadways and street lighting occur during the 2017 construction season.

Strategic Goal

The recommendations in this report support the Strategic Goal of Sustainable Growth as it will ensure that an adequate supply of Greenfield residential development is available to meet market demands in the time frames required.

Background

The three-year land development report for the Aspen Ridge Residential neighbourhood recommended that area grading, water and sewer, utilities, sidewalks and roadways be completed for a number of phases within the neighbourhood by the end of 2018. Staging of service construction is necessary over a number of years to be able to complete servicing for any one year. Area Grading as well as water and sewer have previously been completed within the B1A phase of the neighbourhood and shallow-buried utilities are planned to be constructed in 2017.

Report

The City is experiencing a modest recovery in the sale of residential serviced lots have caused low inventory levels within Aspen Ridge. This increased activity has resulted in

a need to modify the phasing within the neighbourhood to assure that an ample supply of residential lots are available for sale. By advancing the program from 2018 to 2017 within the B1A phase, an additional 251 residential lots as well as one multi-family parcel will become available. The components required to complete this phase of servicing include sidewalk, roadway, and street lighting construction.

Options to the Recommendation
An option would be to not approve the post-budget increase. This may result in an inadequate amount of lots being available in inventory to perspective buyers of residential property in Aspen Ridge.

Public and/or Stakeholder Involvement
Public meetings were held at the time the concept plan for the neighbourhood was undertaken.

Communication Plan
At the time the concept plans were unveiled, notices were distributed to all property owners in the area and surrounding area. As well, the local community associations were notified. If construction impacts the neighbouring residents or initiates renewed public interest, additional communications may be considered to address unanticipated or emerging needs.

Financial Implications
The Administration is recommending that the post-budget increase be funded in the amount of $8,598,000 from the General Prepaid Service Reserves and Fund 50 of the Property Realized Reserve which are adequately funded noted as follows:

General Prepaid Service Reserve	$7,910,000
Property Realized Reserve (Fund 50)	357,000
General Prepaid Services – Electrical City	331,000
Total	$8,598,000

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

Other Considerations/Implications
There are no policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion
The project is planned to be completed to a roadway paved level of service during the current year.

Public Notice

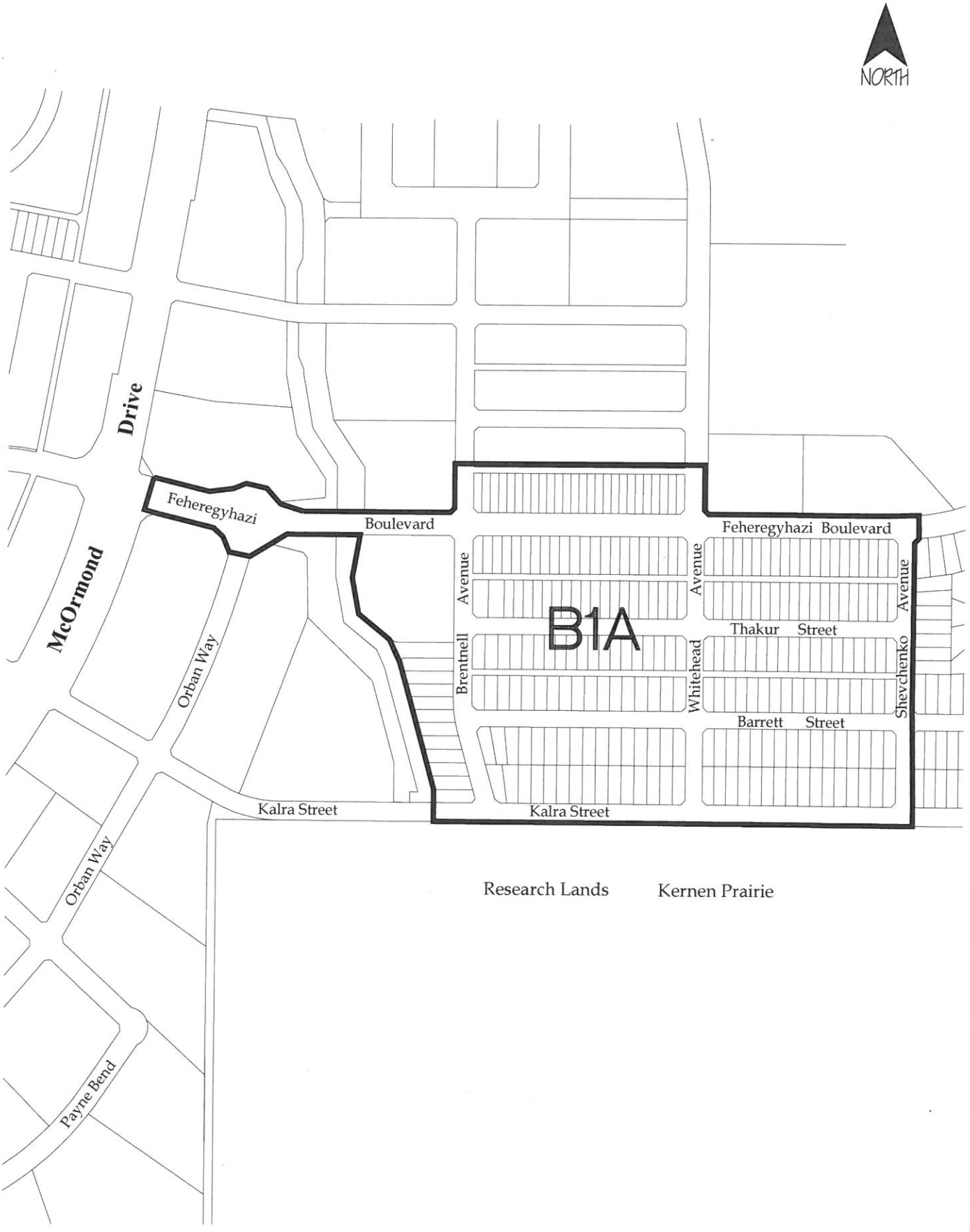
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment

1. Plan of Aspen Ridge B1A

Report Approval

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


NORTH
McOrmond Drive
Feheregyhazi Boulevard
Feheregyhazi Boulevard
Avenue
Avenue
Avenue
B1A
Thakur Street
Brentnell
Whitehead
Shevchenko
Barrett Street
Orban Way
Orban Way
Kalra Street
Kalra Street
Payne Bend
Research Lands
Kernen Prairie

STANDING POLICY COMMITTEE ON FINANCE

Ideas Inc. Lease Renewal

Recommendation of the Committee

1. That the Lease and Operating Agreement between the City of Saskatoon and Ideas Inc. respecting 420 Avenue B South 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 May 1, 2017 Standing Policy Committee on Finance meeting, a report of the General Manager, Corporate Performance Department, dated May 1, 2017, was considered.

Attachment

May 1, 2017 report of the General Manager, Corporate Performance Department.

Ideas Inc. Lease Renewal

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

1) That the Lease and Operating Agreement between the City of Saskatoon and Ideas Inc. respecting 420 Avenue B South be approved; and
3) That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and The City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to renew the lease with Ideas Inc., a business incubator located in River Landing (in the City-owned building shared with the Saskatoon Farmers' Market).

Report Highlights

1. Ideas Inc. has operated at 420 Avenue B South (the City-owned building shared with the Saskatoon Farmers' Market) since 2007.
2. The Lease Agreement between the City of Saskatoon (City) and Ideas Inc. expires September 1, 2017.
3. The Administration is proposing to renew the lease for another five years.
4. In 2016, five businesses outgrew their space in Ideas Inc. and graduated to other locations.
5. At the end of 2016, Ideas Inc. was fully occupied with 37 incubating businesses.

Strategic Goals

This report supports Strategic Goal of Quality of Life as it influences community–building through direct investment and builds capacity with the community. It also supports the goal of Economic Diversity and Prosperity by working collaboratively with economic development authorities to promote Saskatoon as a great place to live, work and raise a family. Also, this report supports the goal of creating and supporting a business-friendly environment and increase the tax base that is non–residential.

Background

At its September 17, 2012, meeting, City Council approved the lease renewal for Ideas Inc. for another five years. The City first entered into a leasing agreement for the building in 2007. As part of the River Landing development, the City renovated the old electrical building at the corner of 19th Street and Avenue A. The former Electrical Services Building was redesigned as two occupancies. The Saskatoon Farmers' Market is one tenant, and the other building tenant is Saskatoon Ideas Inc. (Ideas Inc.), a non-profit business incubator that offers space, advisory, and mentorship expertise to prospective entrepreneurs, increasing their chances of long-term success. Ideas Inc.

leases and operates the building incubator component of the building which is 1,769.2 m2 (19,000 square feet).

Ideas Inc. has provided the City with notice that it wishes to renew in 2017 for another five years, and the Administration has been working with Ideas Inc. to negotiate terms of a new lease.

Report

Ideas Inc. Achieving Success

Ideas Inc. has been operating since 2007. In 2014, its new Executive Director and board established some new operating parameters, focusing on coaching, mentoring, and networking. Incubating businesses pay a reasonable and affordable rent to Ideas Inc. and, in turn, receive flexible office space and coaching, mentoring, and networking opportunities. The space is 100% occupied, with 37 businesses (9 retail; 10 office; and 18 in the Launch Pad, an affordable open concept work area for new business owners that don't require retail/office space but need a professional workspace and guidance). In addition, Ideas Inc. provides approximately 1000-1100 coaching hours to entrepreneurs on a yearly basis.

In 2016, five businesses outgrew their space and invested elsewhere in Saskatoon. These businesses continue to operate and contribute to the local economy by supplying jobs and staying local (27 jobs created since graduating from Ideas Inc.). Also in 2016, Ideas Inc. remodeled their EMPOWER program for Indigenous entrepreneurs. Through partnerships, they are able to offer space, coaching, and mentorship at no cost to Indigenous entrepreneurs, and are currently accepting ten new applicants.

All of the street level storefronts (except one, which will be by spring) are retail—thus fulfilling the mandate of River Landing as being a people magnet to bring people to the area. Both floors in the building are fully occupied and they have a wait list of 17 businesses. The businesses operate normal business hours during the year and are open most days (closed on Sundays and some Mondays). From May to September they also operate an outdoor market (Street Stall Saturday with 41 vendors) at the same time as the outdoor vendors at the Saskatoon Farmer's Market on Saturdays and have stalls set up along Sonnenschein Way, adding more activity in the area.

The Annual Report for Ideas Inc. is included in Attachment 1.

Benefits of Business Incubators in General

As noted by the International City Management Association:

Local business creation is frequently identified as a priority for economic development and growth. Local firms are often targeted because they tend to remain in the community, bring revenue into the local economy, and use local resources as inputs for their business.

Consequently, cities often seek to support local entrepreneurs by providing financial and practical assistance while they develop their enterprises to the point where they become

self-sufficient. And incubators are among the tools that can be employed to foster local business creation.

Traditional business incubators are buildings that house several new businesses under one roof, an arrangement that takes advantage of economies of scale and other synergies to assist firms through their perilous start-up periods.

As noted by the international Business Innovation Association:
Business incubators create an atmosphere that fosters entrepreneurship by connecting people who are facing similar opportunities and challenges.

Incubator graduates create jobs, revitalize neighborhoods and commercialize new technologies, thus strengthening local, regional, and even national economies.

Attachment 2 contains testimonials from Ideas Inc. clients demonstrating that Ideas Inc. is achieving the economic development and growth goals for which a business incubator is designed.

Lease Terms:
The following is a summary of the key terms contained in the Lease and Operating Agreement (the "Agreement"):

1) In form, the Agreement has the same essential features as the previous lease;
2) The term of the Agreement is five years, commencing on September 1, 2017, with no automatic option for renewal and Ideas Inc. will be responsible for the operating costs and utilities attributable to the building;
3) Ideas Inc. will be responsible for making the required annual contributions to the Civic Buildings Comprehensive Maintenance (CBCM) Reserve, of approximately $53,000 (based on the standard civic formula for buildings reserve and adjusted annually for inflation);
4) Ideas Inc. will be responsible for payment of the deferred 2014 CBCM payment amortized over the length of this new term;
5) Ideas Inc. will pay property taxes. The 2016 property taxes were $16,550. Ideas Inc. had been on a declining tax abatement since 2012, ending in 2017;
6) Ideas Inc. will be required to submit data on agreed-upon performance measures. These performance measures cover the number of tenants and number of graduates, as well as the number of jobs created and tenant/graduate satisfaction, In addition to these annual performance measures, Ideas Inc. will also supply a yearly narrative update that provides context and interpretation of the data, audited/reviewed financial statements, and any audits Ideas Inc. may undertake;
7) There will be representation by a member of Saskatoon City Council on the Ideas Inc. Board of Directors.

Options to the Recommendation

City Council could decide to not renew the lease of Ideas Inc. This is not recommended as Ideas Inc. not only serves as a valuable resource to entrepreneurs in the community,

but also helps to animate River Landing and bring people to the area. In addition, a five year lease gives the Ideas Inc., tenants stability and reassurance, so they, in turn, can continue their leasing of the space and focus on growing their businesses.

Financial Implications

Ideas Inc. as of 2017, is now paying full property taxes ($16,550 in 2016). It also pays its contribution to the Civic Buildings Comprehensive Maintenance Reserve fund (approximately $53,000) annually. Ideas Inc. pays its utilities and operating costs.

Other Considerations/Implication

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

Due Date for Follow-up and/or Project Completion

If the report is approved, the Administration will finalize lease discussions with Ideas Inc. and have the renewal process completed before September 2017 (when the current lease expires).

Public Notice

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

Attachments

1. Ideas Inc. Annual Report 2016
2. Testimonials from Ideas Inc. Clients

Report Approval

Written by:	Jill Cope, Project Manager, Environmental and Corporate Initiatives
Reviewed by:	Brenda Wallace, Director of Environmental and Corporate Initiatives
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

Ideas Inc Lease Renewal.docx

ANNUAL REPORT: 2016

ideasinc

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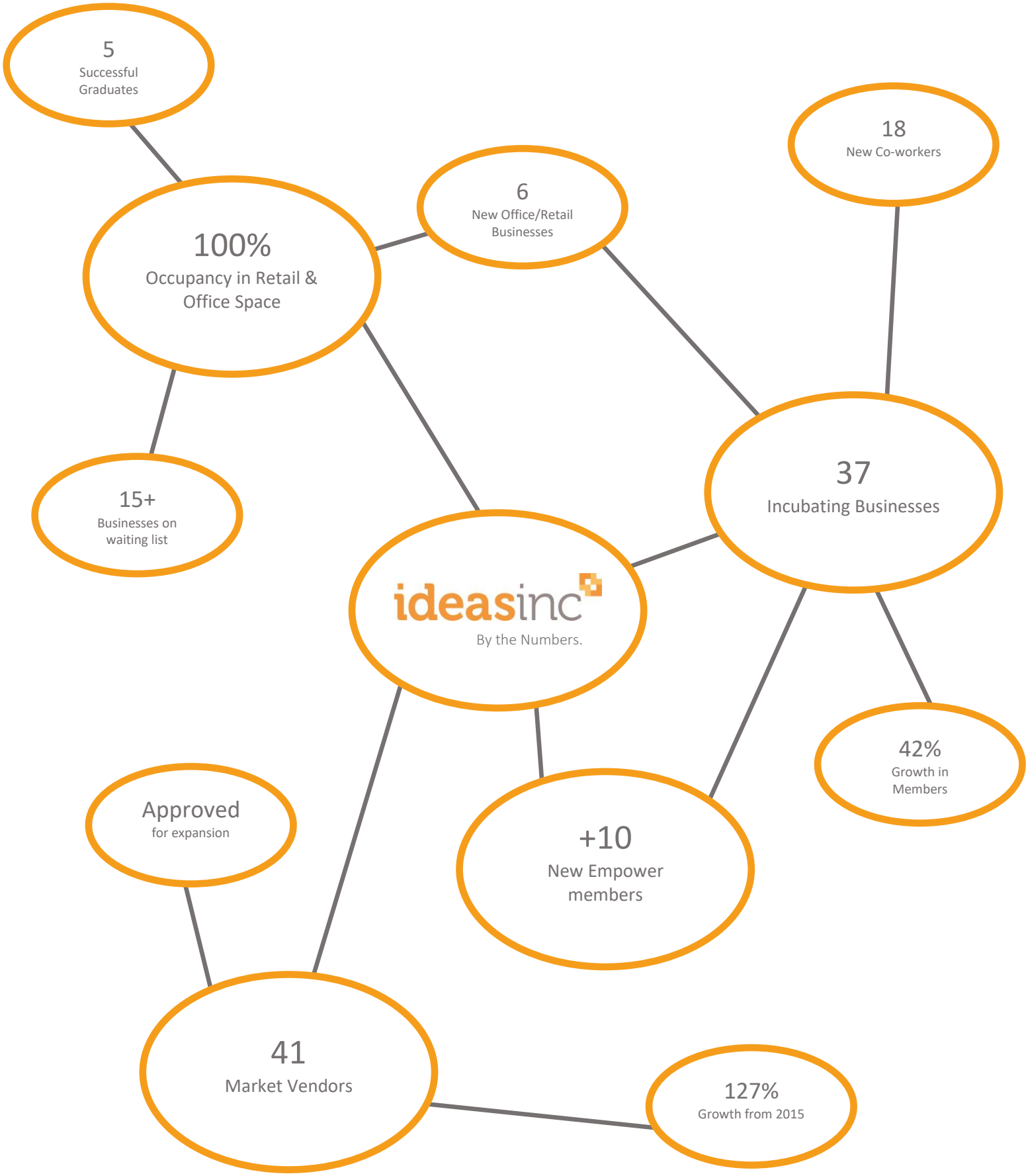

5
Successful Graduates
18
New Co-workers
6
New Office/Retail Businesses
100%
Occupancy in Retail & Office Space
15+
Businesses on waiting list
37
Incubating Businesses
ideasinc
By the Numbers.
42%
Growth in Members
Approved
for expansion
+10
New Empower members
41
Market Vendors
127%
Growth from 2015

Incubation Program

The 2016 year was a highly successful incubation period for Ideas Inc, helping incubate over 35 small businesses. Some of these businesses have outgrown the incubator, while others remain here, continuing to grow and build a sustainable foundation. With expansions in our Launch Pad co-working program and outdoor market, we expect more businesses to call Ideas Inc home in the upcoming year.

Incubator Graduates

During 2016, five business outgrew the incubator and invested elsewhere in Saskatoon. These businesses continue to operate in Saskatoon and contribute to the local economy by supplying jobs and staying local.

A great example of the incubation process is 9 Mile Legacy Brewing Co. They utilized the incubator to build a sustainable business and have now purchased a building on 20th St to expand their operations. They continue to contribute to small business growth and the revitalization of the Riversdale business sector.

Please view Appendix I for details regarding incubator graduates and non-graduates.

New Incubating Members

During 2016, Ideas Inc was able to supply space for 6 new businesses to call home in our retail and office spaces. Through our newly introduced Launch Pad co-working program, we were able to welcome an additional 18 businesses.

Additionally, members have guidance from our mentorship roster and business coaching from the Ideas Inc staff.

Please view Appendix II for descriptions about our newest members in retail and office spaces.

Launch Pad Program

The main contributor to Ideas Inc membership growth was attributed to the introduction of the Launch Pad Co-working program. By partnering with SREDA, we were able to convert unconventional workspace into an open concept work area for new business owners. This platform serves as an affordable option for start-ups that do not require retail or office space, but need a professional workspace and guidance.

Please View Appendix III for a list of our Launch Pad Co-working members and program details.

Incubator Unmet Demand

Ideas Inc achieved 100% occupancy in our retail and office spaces during 2016. We have a large waiting list of new businesses interested in joining the incubator and growing their companies.

Please refer to Appendix IV to view our waiting list of new entrepreneurs.

Empower Program

Through 2016, we remodeled our Indigenous entrepreneurship program, EMPOWER. Through our main sponsor BHP Billiton and a partnership with Kendal Netmaker of Netmaker Academy, we have the ability to offer space, coaching and mentorship at no cost to Indigenous entrepreneurs. These partnerships and a new marketing campaign successfully converted the most applications for the program to date. As we are currently accepting 10 new applicants, we are excited for what Empower holds for the upcoming year.

Street Stall Saturdays

Street Stall Saturdays is our outdoor market which operates from September to October. Our 2016 market more than doubled in size from the previous year, providing an affordable outdoor retail outlet to over 40 vendors. The 2017 Street Stall Saturdays will be expanding on to an additional street to create room for all the market vendors, performers and food trucks.

Please refer to Appendix V for a list of our 2016 market participants.

Current Ideas Inc Members

Ideas Inc has a very diverse group of businesses currently occupying the buildings office and retail fronts. With new businesses recently entering the incubator, 2017 is proving to be an exciting year for animation, expansion and business development for Ideas Inc.

To view descriptions of our current retail and office business, please refer to Appendix VI.

To view a map outlining the Ideas Inc building and its businesses, please view Appendix VII.

Ideas Inc: 2017 Outlook

The 2017 year is looking promising for Ideas Inc. Currently with 100% occupancy in the retail and office space, and a long waiting list of new businesses, incubation is proving to be a beneficial component to local business growth. With the recent addition of new retail businesses, we are excited to create an animated shopping experience in the Riverlanding area.

Street Stall Saturdays

Street Stall Saturdays has more than doubled in size and continues to grow. By expanding the market onto Avenue B, the outdoor market will provide a great summer shopping destination in conjunction with the Saskatoon Farmer's Market. The additional space will allow for more vendors, food trucks and a newly introduced live music component.

Empower

The Empower program has had an immense amount of interest and the most applicants to date. We are eager to work with the Indigenous community to influence the growth of small business and entrepreneurship as a career option.

The Launch Pad

The Launch Pad co-working program has been a success since its introduction in September and continues to grow rapidly, supplying an affordable option for brand new businesses. If Ideas Inc continues on this trajectory, we see potential for a substantial contribution to the growth of the local small business economy.

Our Community

Appendix I: Incubator Graduates and Non-Graduates

Company Name	Industry	Incubation Period	Jobs Created Post Grad	Still in operation	Location
9 Mile Legacy Brewing Co	Brewery	Nov 2014-Dec 2016	8	Yes	Saskatoon
Twisted Goods Franchise	Home Decor & Gifts	March 2015-April 2016	10	Yes	Saskatoon
Keto Krate	Nutrition	Oct 2015-Aug 2016	2	Yes	Saskatoon
YXE Weddings	Wedding Dj	April 2016-Nov 2016	1	Yes	Saskatoon
Refresh	Marketing Services	July 2010-May 2016	6	Yes	Saskatoon

Company Name	Industry	Incubation Period	Reason for Departure
Wildflower	Home & Botanical	May 2016- Nov 2016	Closed Business
Futurpreneur	Service Provider	Aug 2015-April 2016	Didn't fit incubation model

Appendix II: New Retail/Office Members (2016-Present)

Company Name	Industry	Description
Island Collective	Web Development	Island Collective is a website design and digital marketing firm focused on solving company's business goals through elegant, custom design.
Motif	Promotional products	Motif helps customers create and maintain value in their branding through tangible marketing products and service\s.
Sohum Massage & Yoga Therapy	Health & Wellness	Massage therapy that nourishes and rejuvenates the body, promoting vitality and a calm, balanced mind.
High Noon Barber	Salon	A local barbershop focused on cuts for men, beard care and straight shaves
Soul Foods	Health & Wellness	Saskatoon's one stop shop for superior quality, organically sourced superfoods and educational classes.
Biktrix	Cycling	High Quality electric bikes and accessories.

Appendix III: New Launch Pad Members (2016-Present)

Company	Industry	Description
1. Paragon Property Management	Property Management	A local property management company offering services to landlords and building owners to manage tenant relations and building issues.
2. College Pro Painting	Painting	College Pro painting targets university students and works with them to develop business skills by providing the opportunity to run a painting franchise.
3. Jenns Garden	Agriculture	Jenn's Garden has a facility that allows them to supply fresh vegetables to large and small scale retailers year round.
4. Lift Leadership Coaching	Consulting	Lift Leadership offers a wide array of leadership development and coaching built on the principles of John C. Maxwell.
5. Vila Construction	Construction	A local Saskatoon construction company that focuses on providing professional services for interior and exterior renovations.
6. David Fahie Photography	Photography	David offers photo classes designed for anyone with a camera and any level of experience to learn the basics of photography.
7. Layer 3	IT Consulting	Layer 3 Technology Services is dedicated to providing the expert tech support that is necessary for today's IT driven industries.
8. Eureka Consulting	Consulting	Eureka Consulting is a new business venture focusing on business strategy for small to large businesses.
9. Nicholas Nagy	Gov of SK	Nicholas operates as a sub-contractor for the government of SK, supplying services for business development and strategy.
10. Aboriginal Professional Association	Not for Profit	SAPA is a not for profit organization that promotes aboriginal professional service to the greater business community.
11. Reds L&B	Liquor and Beer	Red's L&B is new liquor store operating in small town SK.
12. Johnathon Gorham	Energy	Green energy consulting and sales.
13. Nulife Greentech Inc	Engineering	Researching methods to convert waste into usable energy.
14. Meraki+Light	Photography	Meraki+Light focuses on personal and wedding photography to share stories through imagery.
15. Shieldz Property Management	Property Management	With over 25 years of experience in the industry, Shieldz Property Management offers friendly and reliable service to property owners.
16. Rosalie Hughes	Consulting	A new business venture focusing on human resource consulting for corporations.
17. Modalis Centre	Consulting	Intuitive medium and traditional counselling to improve overall well being.
18. Mustafa Mustaan	Technology	Tech app development

Launch Pad Details

Appendix IV: Incubator Unmet Demand

Company Name	Industry
2nd look Apparel	Consignment Clothing
Bronzed Envy	Spray Tan
The Pig and Pantry	Butcher
Fancy	Marketing Services
Rebecca King designs	Women's wear, sweater coats
Fourth Studio	Tattoo Studio
Crystal Cove	Gemstones/crystals
Becker Design and Media	Web design, photography
Danger Dynamite	Photo and Video
Jammick Inc	Marketing Services
ENG Drafting	Engineering
Saskatchewan Association of Vet techs	Vet techs
Charlottes Decor and More	Local consignment items
JMK Massage Therapy	Massage
Saskatoon Housing Initiatives	Non profit
Meraki Cosmetic Studio	Micro scalping
Blue Moose Media	Marketing Services

Appendix V: Market Participants (2016)

Vendor Name	Description
Cocoa Food Truck	Mini Donuts, Sandwiches & coffee
Marrakech Market	Handmade Leather pouf, Leather Purses-backpack and leather shoes
Noryang Dratsun	Tibetan, East Indian and Nepali clothing and handicrafts.
Lilly's Silk N Cashmere	All hand-made pure silks and Cashmere, scarves, clothing. Papier Mache hand crafted gift items, pure gem stone hand-made jewelry.
Over the Hill Creations	Jewelry
Randy's Sewing	courier bags, duffle bags, blankets, aprons, other sewn products
The Cotton Candy Addiction	Fresh cotton candies
Earth Connections Garden Centre LTD	Organic garden towers, certified organic vegetable seeds, produce, wild/foraged organic products, vegetable seedlings.
Harvest Moon	Vintage Jewellery, French Country Linens, table linens, Aprons, Market bags, hand made journals, teapots and tea accessories, Clothing , Sculpture and art.
Tupperware	Tupperware - household items mainly kitchen. Food storage and prep.
Last Mile Coffee	Coffee Food Truck
Charmed Creations	Hand Made Jewellery
Bearded Brothers Beard Care	Local and organic beard care line. Such as beard oils, mustache waxes, man-chap, etc.
Margaret's Concession	Food truck providing breakfast and lunch
Rebel Melt Food Truck	Rebel Melt Food Truck serves hillbilly inspired grilled sandwiches, our own savoury sage fries, house made beverages & other tasty bites.
Soom Soom Food Truck	Middle Eastern/ Mediterranean food
Earths Edge	rocks, gemstones, fossils
Nituls Creations	Temporary Henna tattoo and Indian craft
N/A	Ecuadorian Clothing
NomNom Food Truck	Tacos, Burgers, Fries
The Travelers Quest Shop	African Fair trade
Ricuras El Caleno	Colombian Food, empanadas
N/A	Jewellery
Iron Buffalo Clothing	Clothing
Sewing Gene	Clothing

N/A	Baby Clothing
N/A	Whole foods
Crossing Cultures Catering	Crepes
Dapper Dane	Food Truck
Road Coffee Co	Nitro Coffee
Homestead	Ice cream
Yumm Food Truck	Food Truck
Restless Gypsys	Guitars, necklaces & clothing
Sawchyn Guitar ltd	Custom guitars
Leather Better	Leather conditioner
Academy of Fashion	Fashion
Karma Cafe	Nitro Coffee
Secret	Art, wood games
N/A	Garden Ornaments
Tropikal Treatz	Mangos, pomegranate
N/A	Vinyl records
Total	41

Appendix VI: Current Office and Retail Businesses

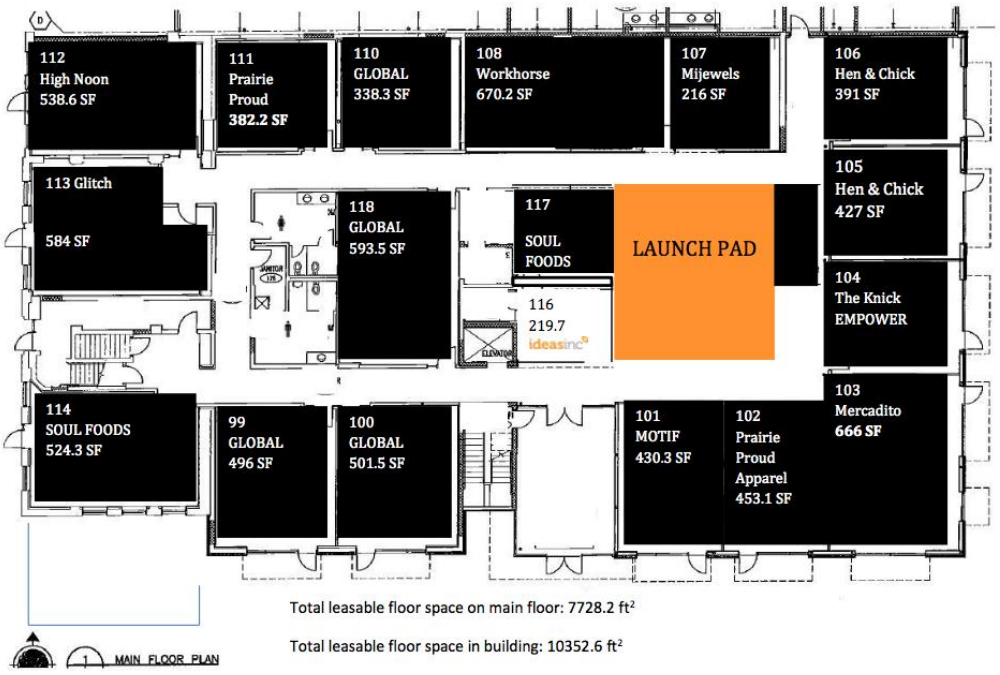
Company	Industry	Description
RETAIL		
Hen & Chick Studios	Home Decor & gifts	Hen & Chick Studio offers local handmade products as well as ones we have sourced out across Canada. A diverse and interesting collection of jewellery, crystals, home accessories & landscape photography
The Knick Vintage	Clothing	We travel North America as your personal shopper bringing home to you, the ultimate selection of true vintage and deluxe second-hand clothing.
Mercadito	Grocery	A local Latin grocer supplying products from Colombia, Mexico, Peru and El Salvador.
Prairie Proud	Apparel	Prairie Proud Apparel sells locally made Prairie inspired clothing with a portion of all sales donated to local charities.
Motif	Promotion & Advertising	Motif uses the power of promotional items, marketing products, custom apparel (screen printing) and graphic design to get your brand noticed.
Praxis	Education	Praxis school of entrepreneurship offers education and guidance to aspiring new business owners.
Soul Foods	Nutrition	Saskatoon's one stop shop for superior quality, organically sourced superfoods and educational classes.
Glitch Gifts and Novelties	Novelty	Bringing the best gifts, novelties, and accessories from around the globe into a brick and mortar store with something for everyone.
High Noon Barber	Barber	11th Hour is a traditional one-on-one barbershop run by a Red Seal Certified Journeyman with a decade of experience in the industry.
OFFICE		
Workhorse Recording Studio	Music & Recording	Workhorse Audio Productions is a full service recording studio offering professional services from demo recordings to full album productions, as well as live sound engineering. Owned and operated by Troy S. G. Denet, graduate of RAIS and professional bear wrestler.
Mijewels	Jewellery	With 35 years experience in the Jewelry Industry, Mijewels Designs specializes in hand crafting custom made rings and jewelry.
Island Collective	Web Design	Island Collective is a website design and digital marketing firm focused on solving company's business goals through elegant, custom design.
Sohum Massage	Massage	Massage therapy that nourishes and rejuvenates the body, promoting vitality and a calm, balanced mind.
Health Studio 2000	Health & Wellness	e-Lybra Bioresonance Therapy, Reiki & Crystal Therapies - Quantum Energy Balancing of the Mind, Body, Spirit & Soul
Dimensions of Safety	Consulting & Education	Provides companies with innovative safety consulting and modules.

Chuckla Productions	**Video Production**	**From broadcast marketing to creating an online video presence, Chuckla Productions is a full service video production house. We will take you from initial concept to choosing the most effective and contemporary way to deliver your message.**
Saskatoon Speech Therapy	**Speech Therapy**	**Speech Therapy Saskatoon offers an array of speech therapy services to children and adults to help them be the most effective communicators they can be.**
UC Baby	**Health & Wellness**	**We offfer 3D baby ultrasound services that allow you to view your baby in real-time. We offer gender determination and create one of a life time memories captured on CD, DVD or USB sticks in a joyful and relaxing environment for your family.**
Lift Accounting	**Accounting**	**Lift Accounting is an accounting shop for start-ups and small businesses in Saskatoon and area. Lift Accounting is based on one simple concept, "we want to provide small businesses with the same financial insight typically available to big businesses at affordable prices."**

Appendix VII: Ideas Inc Office & Retail Map

Clients as of February 1st, 2017.

Ideas Inc.



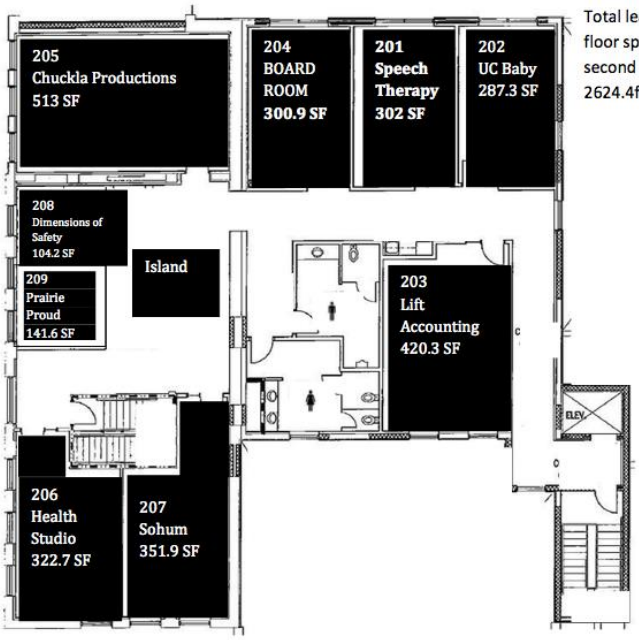
Total leasable floor space on main floor: 7728.2 ft²

Total leasable floor space in building: 10352.6 ft²

1 MAIN FLOOR PLAN

Clients as of February 1st, 2017.

Ideas Inc.



Total leasable floor space on second floor: 2624.4ft²

Testimonials from Ideas Inc. Clients

Current Clients:

"I have had the pleasure of being part of the Ideas Inc. community the last couple years. Depesh, Ryan, and the building itself have allowed my business to expand from a 100 sq ft spare bedroom into a growing omni-channel retailer. Depesh has become a mentor & friend who continues to support my vision while challenging me to evolve as an entrepreneur. The space provided has legitimized my business providing the necessary amenities to fulfill all aspects of operations including a retail storefront, e-commerce fulfillment center, and inventory storage. Overall, Ideas Inc. has provided me the tools to succeed as a young & motivated entrepreneur in the City of Saskatoon."

Cole Thorpe
Founder
Prairie Proud

“Starting your own business can be incredibly stressful and at times overwhelming. Ideas Inc. relieved much of that stress. It is a community of start-ups in which everyone supports one another, giving it a refreshing and empowering community vibe. Depesh and Ryan provide incredible in-house support, making the various challenges of starting your own business seem much less daunting. They are constantly finding new ways to improve both the space and function of the program. On top of that, having access to various mentors who know what it's like to build a company from the ground up has been priceless. Thanks to Ideas and their affordable lease rates, I have been able to create my vision of a storefront for MOTIF far sooner than expected at an unreal location that is extremely impressive to customers. Ideas Inc has given my start-up the perfect foundation that it needs to really flourish.”

Joel Antymniuk
Founder
MOTIF

“One of the best business decisions I have made is choosing Ideas Inc as the location to build my small business Lift Accounting. The business support & coaching that we have received from Depesh & Ryan has played an important role in our growth as a small business and my development as a young entrepreneur. Furthermore, the environment at Ideas Inc is conducive to building a small business because we are surrounded by other entrepreneurs who are going through the same process. I am proud to tell my clients that our office is in the Ideas Inc incubator and I am looking forward to continuing to grow my small business with the support of Ideas Inc.”

Jordan N. Brown, CPA, CA
Owner
Lift Accounting

Graduated Client:

9 Mile Legacy Brewing has existed for almost 2 years and, after starting our business at Ideas Inc., recently relocated to a renovated commercial building on 20th Street W. Having access to small-scale and accessible commercial space allowed us to start our business in a way that controlled costs, generated a nuanced sales record and established a premium brand presence in a supportive neighbourhood - all before engaging seriously with equity investors and financial institutions. It was also a lot of fun to work alongside other hustling entrepreneurs and share and get insight on issues faced during the course of business startup.

Starting our business at Ideas Inc allowed us to control the vision and maintain our equity and leadership stake in 9 Mile Legacy from a very early stage. We were able to reach the next stage in our business evolution without losing what we initially set out to create.

Except for unique circumstances, many startup businesses are short on both capital and business acumen. By providing affordable lease rates, mentorship and a compliment of amenities, business incubators allow an entrepreneur to learn to identify and manage risk at a point where risk is hopefully reduced and the many small failures come cheaply. When executed well, business incubators also create a community of entrepreneurs and an environment where people can share successes, failures and other experiences. Business incubators are important to Saskatoon because they broaden the opportunity for entrepreneurship and make the idea of starting one's own business accessible.

Shawn Moen
Co-Founder
9 Mile Legacy

STANDING POLICY COMMITTEE ON FINANCE

Business Improvement Districts' 2016 Financial Statements

Recommendation of the Committee

1. That the 2016 Audited Financial Statements from the Saskatoon Downtown, Broadway, Riversdale, Sutherland, and 33rd Street Business Improvement Districts be received and May 1, 2017 report of the CFO/General Manager, Asset and Financial Management be received as information; and
2. That the Administration request that all of the Business Improvement Districts' future Financial Statements be submitted to City Council in a specific standard format.

History

At the May 1, 2017 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department, dated May 1, 2017, was considered.

Your Committee is forwarding the above for Council's information and recommending that all future Financial Statements of the Business Improvement Districts be provided in a specific standard format.

Attachment

May 1, 2017 report of the CFO/General Manager, Asset and Financial Management Department.

Business Improvement Districts' 2016 Financial Statements

Recommendation

1. That the 2016 Audited Financial Statements from the Saskatoon Downtown, Broadway, Riversdale, Sutherland, and 33rd Street Business Improvement Districts be received as information; and
2. That this report be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to present the 2016 Audited Financial Statements as provided by each of the five Business Improvement Districts (BIDs) for information.

Report Highlights

1. The Saskatoon Downtown, Broadway, Riversdale, Sutherland and 33rd Street Business Improvement Districts have submitted their financial statements for the year ended December 31, 2016.

Strategic Goal

Being open, accountable and transparent is a key factor in achieving the Strategic Goal of Asset and Financial Sustainability. The five BIDS are organizations created by the City of Saskatoon to create stewardship of a defined business improvement district's identity and to complete projects within these districts to improve, beautify and maintain publicly-owned lands, buildings and structures in the BID, in addition to any improvement, beautification or maintenance that is provided at the expense of the urban municipality at large.

Report

The bylaws for each of the BIDs state that "on or before the 31st day of March in each year, the Board shall submit its annual report for the preceding year to the Council, and that report shall include a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement."

The 2016 Audited Financial Statements are being presented after the March 31 date due to delays in the audit process. For various reasons, presentation of the BIDs' Audited Financial Statements are often delayed past this date; therefore, an amendment to the due date in the bylaws may be required, and will be determined after further discussions are held with the BIDs.

Attachments 1 to 5 are copies of the audited financial statements for the BIDS for the year ended December 31, 2016.

Due Date for Follow-up and/or Project Completion

Upon further consultation with the BIDS, if required, the Administration will present a report to the Standing Policy Committee on Finance with a recommended amendment to the bylaw date for submission of the BIDs' Audited Financial Statements.

Public Notice

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

Attachments

1. 2016 Financial Statements, Saskatoon Downtown BID
2. 2016 Financial Statements, Broadway BID
3. 2016 Financial Statements, Riversdale BID
4. 2016 Financial Statements, Sutherland BID
5. 2016 Financial Statements, 33rd Street BID

Report Approval

Written by:	Kyra Macfarlane, Corporate Accounting Manager
Reviewed by:	Clae Hack, Director of Finance
Approved by:	Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department

BIDSFinStmts2016.docx

bbllp.ca

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DOWNTOWN SASKATOON
(formerly Saskatoon Downtown Business Improvement District)

FINANCIAL STATEMENTS

DECEMBER 31, 2016

BUCKBERGER BAERG
& PARTNERS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

210 - 616 MAIN STREET
SASKATOON SK S7H 0J6
306-657-8999

201B 2ND AVENUE W
PO BOX 1480
BIGGAR SK S0K 0M0
306-948-5133
info@bbllp.ca

Ashley Buckberger CPA CA CFA*
Terry Baerg CPA CA*
Kathryn Bankowski CPA CA*
Jennifer Funk CPA CA*
Tyler Kachur CPA CA*
Alan Koop CPA CA*
Paul Pastor CPA CA CBV*
Jeff Persic CPA CA CFE*

*services provided through professional corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of Downtown Saskatoon (formerly Saskatoon Downtown Business Improvement District)

We have audited the accompanying financial statements of Downtown Saskatoon (formerly Saskatoon Downtown Business Improvement District), which comprise the statement of financial position as at December 31, 2016, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT (continued)

Opinion
In our opinion, the financial statements present fairly, in all material respects, the financial position of Downtown Saskatoon (formerly Saskatoon Downtown Business Improvement District) as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATOON, SASKATCHEWAN

March 14, 2017

Bachberger Baerg & Partners LLP

Chartered Professional Accountants

DOWNTOWN SASKATOON
(formerly Saskatoon Downtown Business Improvement District)

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2016

	Operating fund	Externally restricted fund	Internally restricted fund	Total 2016	Total 2015
ASSETS					
Current assets					
Cash and cash equivalents	$ 402,821	$ -	$ 200,000	$ 602,821	$ 655,591
Accounts receivable	40,490	-	-	40,490	38,820
Prepaid expenses	9,793	-	-	9,793	8,806
Interfund receivable	-	125,518	-	-	-
	453,104	125,518	200,000	653,104	703,217
Capital assets (Note 3)	88,107	26,682	-	114,789	111,231
	$ 541,211	**$ 152,200**	**$ 200,000**	**$ 767,893**	**$ 814,448**
LIABILITIES					
Current liabilities					
Accounts payable and accrued liabilities	$ 24,495	$ -	$ -	$ 24,495	$ 150,612
Deferred revenue	35,900	33,583	-	69,483	-
Interfund payable	125,518	-	-	-	-
	185,913	33,583	-	93,978	150,612
Commitments (Note 4)					
NET ASSETS					
Internally restricted fund	-	-	200,000	200,000	200,000
Externally restricted fund	-	118,617	-	118,617	97,935
Operating fund	355,298	-	-	355,298	365,901
	355,298	118,617	200,000	673,915	663,836
	$ 541,211	**$ 152,200**	**$ 200,000**	**$ 767,893**	**$ 814,448**

See accompanying notes

Approved on behalf of the members

Director _____ Director _____

DOWNTOWN SASKATOON
(formerly Saskatoon Downtown Business Improvement District)

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2016

	Operating fund	Externally restricted fund	Internally restricted fund	Total 2016	Total 2015
Revenue					
Business tax levy	$ 602,461	$ -	$ -	$ 602,461	$ 585,551
City of Saskatoon grant	-	403,000	-	403,000	496,022
Parking grant	35,900	-	-	35,900	35,900
Street maintenance	27,895	-	-	27,895	20,539
Investment and other earnings	19,047	-	-	19,047	18,668
Event revenues	18,450	-	-	18,450	-
Other grant revenue	2,000	-	-	2,000	-
	705,753	403,000	-	1,108,753	1,156,680
Expenditures					
Amortization	23,419	9,956	-	33,376	23,470
Events	31,779	-	-	31,779	29,350
Marketing	65,071	-	-	65,071	22,962
Meetings	6,530	379	-	6,909	6,243
Office and administration	101,497	50,470	-	151,968	147,526
Research and education	9,817	6,990	-	16,807	37,572
Street cleaning	163,696	13	-	163,708	146,813
Wages and benefits	273,078	314,510	-	587,588	584,286
	674,887	382,318	-	1,057,206	998,222
Excess of revenue over expenditures before other items	30,866	20,682	-	51,547	158,458
Rebranding expenses (Note 5)	(40,827)	-	-	(40,827)	-
Loss on disposal of capital assets	(641)	-	-	(641)	(3,481)
	(41,468)	-	-	(41,468)	(3,481)
(Deficiency) excess of revenue over expenditures	**$ (10,602)**	**$ 20,682**	**$ -**	**$ 10,079**	**$ 154,977**

See accompanying notes

DOWNTOWN SASKATOON
(formerly Saskatoon Downtown Business Improvement District)

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED DECEMBER 31, 2016

	Operating fund	Externally restricted fund	Internally restricted fund	Total 2016	Total 2015
Net assets, beginning of year	$ 365,901	$ 97,935	$ 200,000	$ 663,836	$ 508,859
(Deficiency) excess of revenue over expenditures	(10,603)	20,682	-	10,079	154,977
Net assets, end of year	**$ 355,298**	**$ 118,617**	**$ 200,000**	**$ 673,915**	**$ 663,836**

See accompanying notes

DOWNTOWN SASKATOON
(formerly Saskatoon Downtown Business Improvement District)

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2016

	2016	2015
Cash flows (used in) from operating activities		
Excess of revenue over expenditures	$ 10,079	$ 154,977
Items not affecting cash		
Amortization	33,376	23,470
Loss on disposal of capital assets	641	3,481
Change in non-cash working capital items		
Accounts receivable	(1,670)	26,949
Prepaid expenses	(987)	(324)
Accounts payable and accrued liabilities	(126,118)	7,692
Deferred revenue	69,483	(107,787)
	(15,196)	108,458
Cash flows used in investing activities		
Purchase of capital assets	(40,174)	(103,407)
Proceeds on disposal of capital assets	2,600	500
	(37,574)	(102,907)
Net (decrease) increase in cash and cash equivalents	(52,770)	5,551
Cash and cash equivalents, beginning of year	655,591	650,040
Cash and cash equivalents, end of year	**$ 602,821**	**$ 655,591**

See accompanying notes

1. Nature of operations

Downtown Saskatoon (formerly Saskatoon Downtown Business Improvement District) (the "organization") is a non-profit organization established through the Bylaws of the City of Saskatoon. The organization's mandate is to make the downtown core a better place to live, work, shop, visit, play and invest. The organization is exempt from income taxes under Section 149 of the Income Tax Act.

The organization entered into a Memorandum of Agreement with the City of Saskatoon to deliver and manage the Community Support Program (CSO Program). The purpose of the CSO Program is to deploy community support officers who will endeavour to address the community issues in the area of the downtown core. During the year ended December 31, 2015, the organization signed another Memorandum of Agreement with the City of Saskatoon to extend the CSO Program indefinitely.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

Fund accounting

The organization follows the principles of fund accounting.

The operating fund accounts for the general operations and events of the organization. Unrestricted contributions and restricted contributions to be used for operations are reported in this fund.

The externally restricted fund accounts for the operations of the CSO program.

The internally restricted fund is established for the purposes of maintaining a reserve for future uncertain expenditures. The balances in the internally restricted fund are not available for any purpose without the authorization of the Board of Directors.

Cash and cash equivalents

Cash and cash equivalents are defined as cash and short-term deposits with term maturity of three months or less from year end.

Capital assets

Capital assets are recorded at cost, less accumulated amortization. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates are as follows:

Computer equipment	45%
Leasehold improvements	20%
Office equipment	20%
Office signage	33%
Vehicles	30%

2. Significant accounting policies (continued)

Impairment of long-lived assets
Long-lived assets, which comprise capital assets, are tested for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

Revenue recognition
The organization follows the deferral method of accounting for contributions, which includes grants and donations. Contributions of capital assets are included as deferred contributions and capital assets.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Endowment contributions are recognized as direct increases in net assets.

Investment and other income is recognized as earned.

Donated material and services
The work of the organization is dependant on a substantial number of individuals that have made significant contributions of their time to the organization. The value of the contributed time is not reflected in these financial statements.

Financial instruments
The organization initially records a financial instrument at its fair value except for a related party transaction, which is recorded at the carrying or exchange amount depending on the circumstances.

Transaction costs are recognized in excess of revenues over expenditures in the period incurred. However, transaction costs associated with financial instruments carried at cost or amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the expected life of the instrument.

Financial assets and financial liabilities subsequently measured at amortized cost include cash, accounts receivable and accounts payable and accrued liabilities.

2. Significant accounting policies (continued)

Financial instruments (continued)
When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected, the proceeds that could be realized from the sale of the financial asset, or the amount that could be realized by exercising the right to any collateral held to secure repayment of the asset. Such impairments can be subsequently reversed to the extent that the improvement can be related to an event occurring after the impairment was recognized.

Use of estimates
The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant.

3. Capital assets

	Cost	Accumulated amortization	Total 2016	Total 2015
Operating fund				
Computer equipment	$ 23,035	$ 21,896	$ 1,139	$ -
Leasehold improvements	18,180	18,180	-	-
Office equipment	40,592	27,593	12,999	7,897
Office signage	90,528	74,128	16,400	-
Vehicles	74,783	17,214	57,569	67,375
	247,118	**159,011**	**88,107**	**75,272**
Externally restricted fund				
Computer equipment	4,427	4,176	251	600
Leasehold improvements	25,671	21,664	4,007	9,141
Office equipment	11,949	10,210	1,739	3,381
Vehicles	23,913	3,228	20,685	22,837
	65,960	**39,278**	**26,682**	**35,959**
Total capital assets	**$ 313,078**	**$ 198,289**	**$ 114,789**	**$ 111,231**

4. Commitments

The organization has committed to the following minimum annual lease payments under certain building operating leases with third parties:

2018	$	56,459
2019		17,730

5. Rebranding expenses

During the year, the board approved unbudgeted costs totaling $76,219 for the purposes of a rebranding initiative of which $35,392 was spent on capital assets and $40,827 was spent on the rebranding expenses. The rebranding costs were to be spent out of the operating fund surplus.

6. Economic dependence

The organization receives a significant portion of its funding from the City of Saskatoon through a special levy on property assessments from the businesses located in the downtown district. The organization's ability to continue its viable operations is dependent upon maintaining that funding.

7. Financial instruments

Liquidity risk
Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial instruments. The organization's approach is to establish an internally restricted fund whose purpose is to ensure it maintains an amount sufficient to meet its liabilities when due, under both normal and stressed circumstances.

8. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year. These changes do not impact prior year net assets.

bbllp.ca

BROADWAY BUSINESS IMPROVEMENT DISTRICT

FINANCIAL STATEMENTS

DECEMBER 31, 2016

BUCKBERGER BAERG
& PARTNERS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

210 - 616 MAIN STREET
SASKATOON SK S7H 0J6
306-657-8999
201B 2ND AVENUE W
PO BOX 1480
BIGGAR SK S0K 0M0
306-948-5133
info@bbllp.ca

Ashley Buckberger CPA CA CFA*
Terry Baerg CPA CA*
Kathryn Bankowski CPA CA*
Jennifer Funk CPA CA*
Tyler Kachur CPA CA*
Alan Koop CPA CA*
Paul Pastor CPA CA CBV*
Jeff Persic CPA CA CFE*

* services provided through professional corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of
Broadway Business Improvement District

We have audited the accompanying financial statements of Broadway Business Improvement District, which comprise the statement of financial position as at December 31, 2016, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT (continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Broadway Business Improvement District as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

SASKATOON, SASKATCHEWAN

March 24, 2017

Bachberger Baerg & Partners LLP

Chartered Professional Accountants

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2016

	2016	2015
ASSETS		
Current assets		
Cash	$ 86,617	$ 44,167
Restricted cash	3,602	3,575
Investments (Note 3)	3,634	56,046
Inventory	-	6,105
Prepaid expenses	-	945
Accounts receivable	23,333	26,476
GST receivable	7,826	2,438
	125,012	139,752
Investments (Note 3)	21,778	21,638
Capital assets (Note 4)	20,070	4,254
	$ 166,860	**$ 165,644**
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities	$ 11,510	$ 11,864
Deferred revenue	35,900	-
	47,410	11,864
FUND BALANCES		
Restricted fund	3,602	3,575
General fund	115,848	150,205
	119,450	153,780
	$ 166,860	**$ 165,644**

See accompanying notes

Approved by the Board

Member

Member

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF OPERATIONS

YEAR ENDED DECEMBER 31, 2016

	2016	2015
General fund		
Revenues		
Business tax levy	$ 192,963	$ 187,086
Parking grant	35,900	35,900
Events	25,413	40,088
Marketing and new initiatives	8,420	3,290
Employment grant	5,610	6,118
Street maintenance	3,888	6,148
Interest income	2,242	1,757
	274,436	280,387
Expenditures		
Advertising	8,201	9,125
Amortization	3,974	1,141
Bad debts	-	1,300
Board expenses	1,341	2,503
Events	27,604	30,378
Insurance	1,644	1,600
Office	7,902	7,964
Professional and business development	5,640	9,511
Professional fees	12,365	11,126
Rent	13,719	11,383
Repairs and maintenance	2,033	3,031
Wages and benefits	183,148	160,412
	267,571	249,474
Excess of revenues over expenditures before other items	6,865	30,913
Rebranding expenses (Note 7)	41,222	-
(Deficiency) excess of revenues over expenditures from general fund	**$ (34,357)**	**$ 30,913**
Restricted fund		
Walk of Stars interest income	27	35
Excess of revenues over expenditures from restricted fund	**$ 27**	**$ 35**
(Deficiency) excess of revenues over expenditures	**$ (34,330)**	**$ 30,948**

See accompanying notes

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CHANGES IN FUND BALANCES

YEAR ENDED DECEMBER 31, 2016

	2016		
	Total	General fund	Restricted fund
Fund balance, beginning of year	$ 153,780	$ 150,205	$ 3,575
(Deficiency) excess of revenues over expenditures	(34,330)	(34,357)	27
Fund balance, end of year	**$ 119,450**	**$ 115,848**	**$ 3,602**

	2015		
	Total	General fund	Restricted fund
Fund balance, beginning of year	$ 122,832	$ 119,292	$ 3,540
Excess of revenues over expenditures	30,948	30,913	35
Fund balance, end of year	**$ 153,780**	**$ 150,205**	**$ 3,575**

See accompanying notes

BROADWAY BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2016

	2016	2015
Cash flows from operating activities		
(Deficiency) excess of revenues over expenditures	$ (34,330)	$ 30,948
Item not affecting cash		
Amortization	3,974	1,141
Net change in non-cash working capital items:		
Inventory	6,105	6,079
Prepaid expenses	945	(945)
Accounts receivable	3,143	3,723
GST receivable	(5,388)	1,527
Accounts payable and accrued liabilities	(353)	(2,186)
Deferred revenue	35,900	-
	9,996	40,287
Cash flows used in investing activities		
Purchase of capital assets	(19,791)	-
Proceeds on sale of capital assets	-	75
Purchase of investments	-	(7,410)
Proceeds on disposal of investments	52,272	-
	32,481	(7,335)
Net increase in cash during the year	42,477	32,952
Cash, beginning of year	47,742	14,790
Cash, end of year	**$ 90,219**	**$ 47,742**
Cash consists of:		
Cash	$ 86,617	$ 44,167
Restricted cash	3,602	3,575
	$ 90,219	**$ 47,742**

See accompanying notes

BROADWAY BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2016

1. Nature of operations

Broadway Business Improvement District (the "organization") was established in 1986 for the purpose of supporting and advancing the interests of all businesses situated within the boundaries of the Broadway district in Saskatoon, Saskatchewan. The organization is exempt from income taxes under Section 149 of the Income Tax Act.

2. Significant accounting policies

These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Fund accounting

The organization follows the principles of fund accounting.

The General fund accounts for the general operations and events of the organization. Unrestricted contributions and restricted contributions to be used for operations are reported in this fund.

The Restricted fund consists of donations to be used for the Walk of Stars program. This program is designed to recognize individuals who have made significant contributions to the district by having a commemorative star created and placed in areas of the district designated for this purpose. Only expenses relating to the creation, installation and maintenance of the ceremonial star and to the ceremony to unveil the star can be paid for out of the externally-restricted fund.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

Inventory recognized in expenses amounted to $6,105 (2015 - $0).

Capital assets

Capital assets are recorded at cost, less accumulated amortization. The organization provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their estimated useful lives. The annual amortization rates and methods are as follows:

Computer equipment	25% Declining balance
Event equipment	20% Declining balance
Office equipment	20% Declining balance
Signs	3 years Straight-line

2. Significant accounting policies (continued)

Impairment of long-lived assets

Property, plant and equipment and intangible assets subject to amortization are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value.

Intangible assets that are not subject to amortization are tested for impairment whenever events or changes in circumstances indicate that their carrying amount may exceed their fair value. The impairment test involves comparing the fair value of the assets with their carrying amount. When the carrying amount exceeds the fair value, an impairment loss is recognized in an amount equal to the excess.

Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

Business tax levy, parking meter and maintenance revenues are recognized in the period to which the funds relate. All other sources of revenues are recognized when the product is delivered or the services rendered.

Financial instruments

The organization initially records a financial instrument at its fair value except for a related party transaction, which is recorded at the carrying or exchange amount depending on the circumstances.

Transaction costs are recognized in deficiency of revenues over expenditures in the period incurred. However, transaction costs associated with financial instruments carried at cost or amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the expected life of the instrument.

Financial assets and financial liabilities subsequently measured at amortized cost include cash, restricted cash, investments, accounts receivable and accounts payable and accrued liabilities.

When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted future cash flows expected, the proceeds that could be realized from the sale of the financial asset, or the amount that could be realized by exercising the right to any collateral held to secure repayment of the asset. Such impairments can be subsequently reversed to the extent that the improvement can be related to an event occurring after the impairment was recognized.

2. Significant accounting policies (continued)

Donated material and services

The organization is dependent on the voluntary services of many individuals to the activities of the organization. Since these services are not normally purchased and because of the difficulty in determining their fair value, no amounts have been reflected in these financial statements for volunteer services.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant.

3. Investments

	2016	2015
Term deposits cashable within one year	$ 3,634	$ 56,046
Term deposits cashable after one year	21,778	21,638

4. Capital assets

	2016			2015
	Cost	Accumulated amortization	Net book value	Net book value
Computer equipment	$ 2,926	$ 2,229	$ 697	$ 930
Event equipment	5,378	3,425	1,953	2,441
Office equipment	3,282	1,265	2,017	883
Signs	18,480	3,077	15,403	-
	$ 30,066	**$ 9,996**	**$ 20,070**	**$ 4,254**

5. Line of credit

The organization has established a line of credit with the Affinity Credit Union with an authorized limit of $10,000. At year end, no amount had been drawn on this line of credit.

6. Commitments

The organization is committed to a lease agreement related to its office premises, expiring on August 31, 2018. The monthly lease payments including occupancy costs under the current lease agreement are $1,115 from April 2016 through August 2018.

2017	$ 13,380
2018	8,920

7. Rebranding expenses

During the year, the board approved unbudgeted costs totaling $59,702 for the purposes of a rebranding initiative of which $18,840 was spent on capital assets and $41,222 was spent on the rebranding expenses. The rebranding costs were to be spent out of the operating fund surplus.

8. Economic dependence

The organization relies on a significant amount of its funding from the City of Saskatoon in order to finance its operations. Without this funding, there would be doubt regarding the organization's ability to sustain its current level of operating activities.

9. Financial instruments

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risk relates to its accounts receivable.

Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and operating lease commitments.

10. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

Financial Statements

For the year ended December 31, 2016

and Independent Auditors' Report

Davies & Drury | CHARTERED ACCOUNTANTS*

J. H. A. Davies, C.A.** Jeff Gorman, C.A.**
Kirby L. Drury, C.A.** Spencer Beaulieu, C.A.**

*operating as a joint venture
**professional corporation

INDEPENDENT AUDITORS' REPORT

To the Members of
Riversdale Business Improvement District:

We have audited the accompanying financial statements of Riversdale Business Improvement District, which comprise the statement of financial position as at December 31, 2016 and the statements of operations, of changes in net assets and of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Riversdale Business Improvement District as at December 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian ASNFPO.

Davies & Drury
Chartered Accountants
Saskatoon, Saskatchewan

March 15, 2017

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2016

	2016	2015
ASSETS		
CURRENT ASSETS:		
Cash	$ 172,297	$ 121,026
Restricted cash	113	173
Short-term investments	39,993	39,496
Accounts receivable	14,249	19,895
Prepaid expenses	4,968	1,299
	231,620	181,889
PROPERTY AND EQUIPMENT (Note 3)	1,957	3,097
	$ 233,577	$ 184,986
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable and accrued liabilities	$ 231	$ 1,719
Deferred contributions	35,900	-
	36,131	1,719
NET ASSETS:		
Internally restricted net assets	113	173
Unrestricted net assets	197,333	183,094
	197,446	183,267
	$ 233,577	$ 184,986

Approved by the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of the financial statements.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
REVENUE:		
City of Saskatoon surtaxes	$ 167,120	$ 165,456
Parking grant	35,900	35,900
Project income - XYEats	19,231	-
Other grants	11,546	18,433
Interest income	1,811	1,544
	235,608	221,333
EXPENDITURES:		
Advertising and promotion	9,698	16,968
Amortization	847	897
Bank charges and interest	465	357
Board meetings and education	4,762	1,657
Insurance	2,884	2,622
Memberships and dues	1,365	1,704
Office	3,693	3,678
Professional fees	7,323	7,886
Projects	39,213	15,433
Rent	5,400	5,400
Repairs and maintenance	1,496	2,461
Salaries and benefits	130,797	119,228
Seminars and conventions	11,090	6,759
Telephone	3,603	3,417
	222,636	188,467
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER ITEM:	12,972	32,866
OTHER ITEM - Gain on sale of property and equipment	1,207	-
EXCESS OF REVENUE OVER EXPENDITURES	$ 14,179	$ 32,866

The accompanying notes are an integral part of the financial statements.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2016

	Internally restricted net assets	Unrestricted net assets	2016	2015
Net assets at beginning of the year	$ 173	$ 183,094	$ 183,267	$ 150,401
Excess of revenue over expenditures	(60)	14,239	14,179	32,866
Net assets at end of the year	$ 113	$ 197,333	$ 197,446	$ 183,267

The accompanying notes are an integral part of the financial statements.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
CASH FLOWS FROM (TO) OPERATING ACTIVITIES:		
Excess of revenue over expenditures	$ 14,179	$ 32,866
Item not affecting cash:		
Amortization	847	897
Gain on sale of property and equipment	(1,207)	-
Net change in non-cash working capital items:		
Accounts receivable	5,646	(5,220)
Prepaid expenses	(3,669)	(102)
Accounts payable and accrued liabilities	(1,488)	1,319
Deferred contributions	35,900	-
	50,208	29,760
CASH FLOWS FROM (TO) INVESTING ACTIVITIES:		
Proceeds on sale of property and equipment	1,500	-
Net increase in short-term investments	(497)	(481)
	1,003	(481)
INCREASE IN CASH DURING THE YEAR	51,211	29,279
CASH AT BEGINNING OF THE YEAR	121,199	91,920
CASH AT END OF THE YEAR	$ 172,410	$ 121,199
CASH CONSISTS OF:		
Cash in bank - unrestricted	$ 172,297	$ 121,026
Restricted cash	113	173
	$ 172,410	$ 121,199

The accompanying notes are an integral part of the financial statements.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2016

1. NATURE OF OPERATIONS:

Riversdale Business Improvement District is an unincorporated entity set up to revitalize the business district in the Riversdale area of Saskatoon, Saskatchewan. The District's mission statement is as follows: *to provide a mutually-beneficial business environment for participating members in the Riversdale Business Improvement District by promoting area development and celebrating our uniqueness and cultural diversity*.

No provision for income taxes has been made in these financial statements as the entity is a not-for-profit organization. To the extent the District maintains its not-for-profit status, no income taxes will be payable.

2. SIGNIFICANT ACCOUNTING POLICIES:

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Property and Equipment

Property and equipment are recorded at cost. The District provides for amortization using the declining balance method at rates designed to amortize the cost of property and equipment over their estimated useful lives. The annual amortization rates are as follows:

Automotive	30%
Office equipment	20%
Office furniture and fixtures	20%
Computer equipment	45%
Maintenance equipment	20%

Revenue Recognition

The District follows the deferral method of accounting for contributions, which include grants and surtaxes. Contributions are recognized in the accounts when received or receivable if the amount to be received can be reasonably estimated and collection is assured. Unrestricted contributions are recognized as revenue when initially recorded in the accounts. Externally restricted contributions are deferred when initially recorded in the accounts and recognized as revenue in the year in which the related expenditures are recognized. Interest income or expense on restricted cash is recorded as a direct increase or decrease to internally restricted net assets.

Financial Instruments

Measurement of Financial Instruments

The District initially measures its financial assets and liabilities at fair value.

The District subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and restricted cash, short-term investments and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2016

2. SIGNIFICANT ACCOUNTING POLICIES - continued:

Financial Instruments - continued

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

Measurement Uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Assumptions underlying deferred cost valuations are limited by the availability of reliable comparable data and the uncertainty concerning future events.

By nature, asset valuations are subjective and do not necessarily result in precise determinations. Should underlying assumptions change, the estimated net recoverable amount could change by a material amount.

3. PROPERTY AND EQUIPMENT:

	Cost	Accumulated Amortization	Net Book Value 2016	Net Book Value 2015
Automotive	$ -	$ -	$ -	$ 293
Office equipment	14,624	13,707	917	1,146
Office furniture and fixtures	2,931	2,931	-	196
Computer equipment	3,604	3,604	-	124
Maintenance equipment	12,306	11,266	1,040	1,338
	$ 33,465	$ 31,508	$ 1,957	$ 3,097

4. FINANCIAL INSTRUMENTS:

The District, as part of its operations, carries financial instruments. It is management's opinion that the District is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as follows:

Credit Risk

The District is exposed to credit risk in connection with its accounts receivable because of the risk that one party to the financial instrument may cause a financial loss for the other party by failing to discharge an obligation. At year end, accounts receivable is substantially all due from the City of Saskatoon.

RIVERSDALE BUSINESS IMPROVEMENT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2016

5. ECONOMIC DEPENDENCE:

The District's principal sources of revenue consist of grants and an allocation of property taxes from the City of Saskatoon. The city levies a surtax on property taxes based upon the District's budget for the following year. The District is dependent upon the city for the collection and transfer of this revenue.

SUTHERLAND
BUSINESS IMPROVEMENT DISTRICT

February 20, 2017

Attention: Sutherland Business Improvement District Member

Dear Member:

As a business or property owner within the defined boundary of the Sutherland Business Improvement District, please be advised of the 2016 Annual General Meeting as per the attached notice.

Sincerely,

Sheldon Wasylenko,
Sutherland Business Improvement District

Attachment(s):
(1) NOTICE OF 2016 ANNUAL GENERAL MEETING
(2) Agenda for 2016 AGM
(3) 2016 Annual Report of the Sutherland B.I.D.
(4) Audited Financial Statements for 2016
(5)Minutes of 2015 SBID AGM held March 16, 2016

Notice of 2016 AGM

Sutherland Business Improvement District

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT

Notice of 2016 Annual General Meeting

NOTICE IS HEREBY GIVEN that the Annual General Meeting for all members in good standing of the SUTHERLAND BUSINESS IMPROVEMENT DISTRICT, as of December 31, 2016, will be held at the following location:

Venice House Small Meeting Room
906 Central Avenue
Saskatoon, SK S7N 2G8

The meeting will be held on **Monday, March 20, 2017** at the hour of 11:30 am.

DATED: February 20, 2017

Sheldon Wasylenko, Chair
Sutherland Business Improvement District

Agenda for 2016 AGM

Sutherland Business Improvement District

Topic: Sutherland Business Improvement District Annual General Meeting

Meeting Date: Monday, March 20, 2017, 11:30 am
Venice House, 906 Central Avenue, Saskatoon, SK S7N 2G8

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1. Call to order.
2. AGM Meeting Notification, Quorum, and Recording Secretary
3. Additions/Deletions/Changes and Adoption of the Agenda
4. Acknowledgement of 2016 Board of Management in attendance
   - 4.1 Record of member attendance
5. Adoption of Minutes for the 2015 Annual General Meeting of the Sutherland Business Improvement District
6. Reports
   - 6.1 Chair's Report
   - 6.2 Treasurer's Report
     - 6.2.1 Appointment of Auditor
     - 6.2.2 Receive and adopt 2016 Sutherland B.I.D. Financial Statements
     - 6.2.3 Receive and adopt 2016 budget
7. New Business

   Election of Directors for the Sutherland B.I.D. Board of Management for 2017.
9. Adjournment

2016 Annual Report

Sutherland Business Improvement District

A. Chair's Report

Once again, I have the pleasure of presenting the Annual Report of the Sutherland Business Improvement District for 2016.

In 2016, we saw the completion for Phase 2 of our Streetscape Project. This included the repaving of 110th Street to 115th Street as well as concrete work adjacent to businesses. With this work complete, emphasis was placed on keeping Central Avenue looking clean and inviting. The enhanced streetscape and more reliable infrastructure will provide continued momentum for our BID to attract new businesses to the area.

For this current year, 2017, your Board of Management will aggressively push to confirm what funding options are available (current and future) for continued streetscape improvements and programs within our BID. Currently, the SBID is the only BID participating in the City Wide program. The SBID is to remain in this Program for the short-term as we continue discussions regarding the next phase(s) of streetscaping on Central Avenue and Gray Avenue. The City of Saskatoon anticipates funding should be available in 2018. We find it imperative that this work be complete in 2018 as it was originally intended to be available in 2017.

We have said this in the past and would like to emphasize again that the administrative and project staff of the City of Saskatoon continue to support our BID with their expertise and time. We look forward to their continued support and involvement as we plan for the next phase(s) of our streetscape program.

Respectfully submitted on behalf of the Board of Management.

Sincerely,

Sheldon Wasylenko, Chair
Sutherland Business Improvement District

B. 2016 Board of Management

The members below were elected to the Sutherland Business Improvement District Board of Management for 2016.

Member	Address	Phone
Zach Jeffries, Ward 10	222 – 3rd Avenue North, Saskatoon, SK S7K 0J5	229-8721
Leo Morrison, Director	908 Central Avenue, Saskatoon, SK S7N 2G8	651-6155
Kos Kosmas, Secretary/Treasurer	906 Central Avenue, Saskatoon, SK S7N 2G8	373-6666
Leanne Priddell, Vice-Chair	1-800 Central Avenue, Saskatoon, SK S7N 2G6	649-2233
Kyle Gerwing, Director	1171 8th Street East, Saskatoon, SK S7H 053	668-3004
Sheldon Wasylenko, Chair	1000 Central Avenue, Saskatoon, SK S7N 2G9	373-0663

C. Election of 2016 Sutherland B.I.D. Board of Management

The Sutherland Business Improvement District Board of Management is a management board consisting of six (6) members.

In accordance with the City of Saskatoon Bylaw No. 7891, which is the bylaw enacted for the Sutherland Business Improvement District, the following positions are required appointments as described under the heading Election and Appointment of Officers, paragraph 9., sub-paragraphs (1) and (2):

- Chair
- Vice-Chair
- Secretary/Treasurer

One additional position has also been appointed:

- Director

One member of City of Saskatoon Council must also be represented on our Board of Management. Zach Jeffries, City Councillor, Ward 10, has been appointed to this position.

All positions, with the exception of the appointed member of Council, are open for nomination. The Board of Management is a body corporate and consists of members who are electors of the City of Saskatoon who operate a business in the district or who are nominees of corporations that carry on business in the district.

As of February 20, 2017 the following nominations have been received for positions on the Sutherland B.I.D. Board of Management for 2017.

Position	B.I.D. Member Nominee(s)
City Councillor	Zach Jeffries
Chair	Sheldon Wasylenko
Vice-Chair/Treasurer	Leanne Priddell
Director(s)	Kos Kosmas Leo Morrison Kyle Gerwing Gaby Akl

Additional nominations will be sought prior to elections held during proceedings at the Annual General Meeting of the Sutherland Business Improvement District.

D. 2016 Operating Budget

	2015 Budget	2015 Forecast YTD	2016 Budget (Proposed)
REVENUE			
Business Levy	$ 31,000.00	$ 27,640.00	$ 30,000.00
Sponsorship/Programs	$ 1,500.00	$ 2,500.00	$ 2,500.00
Surplus Revenue	$ 9,000.00	$ 12,060.00	$ 8,700.00
Total Revenue	**$ 41,500.00**	**$ 42,200.00**	**$ 41,200.00**
EXPENDITURES			
Administration			
Executive Director (Contract)	$ 23,000.00	$ 26,000.00	$ 25,000.00
Administrative Support	$ 200.00	$ 200.00	$ 200.00
Audit Fees	$ 1,500.00	$ 1,500.00	$ 1,500.00
Total Administration	**$ 24,700.00**	**$ 27,700.00**	**$ 26,700.00**
Programming			
Welcome Train Sign	$ 650.00	$ 500.00	$ 500.00
Website maintenance	$ 1,500.00	$ 1,500.00	$ 1,500.00
Member development	$ 2,000.00	$ -	$ -
Total Programming	**$ 4,150.00**	**$ 2,000.00**	**$ 2,000.00**
Special Projects			
Urban Camp Project	$ 750.00		$ 750.00
Street signs	$ -	$ 1,250.00	$ -
Flower project	$ 3,500.00	$ 3,500.00	$ 3,500.00
Graffiti project	$ 500.00	$ -	$ 500.00
Total Special Projects	**$ 4,750.00**	**$ 4,750.00**	**$ 4,750.00**
Board Expense			
Board Meetings	$ 1,250.00	$ 1,250.00	$ 1,250.00
Strategic Planning	$ -	$ -	$ -
Training,Conferences,Events	$ 6,000.00	$ 6,000.00	$ 6,000.00
Memberships	$ 500.00	$ 500.00	$ 500.00
Total Board Expense	**$ 7,750.00**	**$ 7,750.00**	**$ 7,750.00**
Total Expenditures	**$ 41,350.00**	**$ 42,200.00**	**$ 41,200.00**
Annual Operating Surplus/Deficit	$ 150.00	$ -	$ -
RESERVES			
Start of year	$ 82,900.00	$ 82,900.00	$ 70,840.00
Contribution to reserve	$ -	$ -	$ -
Reserves used	-$ 9,000.00	-$ 12,060.00	-$ 8,700.00
Year End Surplus/Deficit	**$ 73,900.00**	**$ 70,840.00**	**$ 62,140.00**

Signed and dated

Lloyd Moker, Executive Director, SBID

Kos Kosmas, Secretary/Treasurer, SBID

SUTHERLAND BUSINESS IMPROVEMENT DISTRICT

2015Annual General Meeting (A.G.M.) Minutes
Venice House, 906 Central Avenue, Saskatoon SK
March 16, 2016

1. Call to order

In accordance with our by-laws, Sheldon Wasylenko took the position of Chair. The meeting was called to order at 11:40 am. Attendance was taken.

2. AGM Meeting Notification, Quorum, and Recording Secretary

The Chair asked Lloyd Moker, Executive Director to act as Recording Secretary and reported that notification of the A.G.M. was mailed out to all SBID members one month prior to the meeting.

The Secretary advised that notice for calling this meeting was duly delivered to members of the SBID in good standing as of December 31, 2015. As such, the Chair declared this meeting has been duly called and is properly constituted, and that the list of members in attendance be filed with the minutes of this meeting.

3. Addition/Deletions/Changes and Adoption of the Agenda

A MOTION to adopt the Agenda, as presented, was made by Kos Kosmas, Leo Morrison SECONDED.
Carried.

4. Acknowledgment of 2015 Board of Management in Attendance

Members of the SBID's Board of Management, including the Executive Director were present.

5. Review and Adoption of Minutes for Sutherland B.I.D. 2014 AGM

The 2014 A.G.M. minutes held on April 1, 2015 were reviewed. There were no errors or omissions.

Councillor Zach Jeffries made a MOTION to adopt the minutes as presented.
Kos Kosmas SECONDED.
Carried.

6. Reports

6.1 Chairman's Report

Sheldon Wasylenko presented his report as Chair.

In addition to his report, Sheldon made reference to the promotion of Pat Hyde, the former Director of Public Works for the City of Saskatoon. Pat has been promoted to a new position within the City. Over the last two years, Mr. Hyde has been very supportive of the BID's. His communication skills have been recognized and appreciated by us. We wish Pat well in his new role.

The new Flex Parking System was introduced in Sutherland in October of 2015. The new system has had its challenges in Sutherland, however the funding opportunities that will be seen should out weigh the short-term problems that have been identified and addressed.

Sheldon Wasylenko made a MOTION to adopt the report as presented.
Leo Morrison SECONDED.
Carried.

6.2 Treasurer's Report

The financial statements use traditional income and expense reporting as opposed to fund accounting which was used previously.

Kos Kosmas made a MOTION to adopt the report as presented.
Leo Morrison SECONDED.
Carried.

6.2.1 Appointment of Auditor

Kos Kosmas made a MOTION to appoint James H. Stinn as auditor for 2016.
Sheldon Wasylenko SECONDED.
Carried.

We will meet with Mr. Stinn in 2016 to review our contract with his firm.

6.2.2 Receive and Adopt 2015 Sutherland B.I.D. Financial Statements

Kos Kosmas made a MOTION to accept the 2015 financial statements as presented.
Councillor Zach Jeffries SECONDED.
Carried.

6.2.3 Receive and adopt 2016 budget

The proposed budget for 2016 was presented by Kos Kosmas, Secretary/Treasurer.

We are now following the budget format as required by the City of Saskatoon. The budget includes a 5% increase for 2016.

Kos Kosmas made a MOTION to accept the budget as presented.
Councillor Zach Jeffries SECONDED.
Carried.

7. Election of Directors for the Sutherland B.I.D. Board of Management for 2016

The following individuals have been elected to the SBID Board of Management for 2016. Positions on the Board will be determined at the next Executive Meeting.

Nominations:
- Sheldon Wasylenko
- Kos Kosmas
- Leanne Priddell
- Leo Morrison
- Kyle Gerwing

Counsellor Zach Jeffries, Ward 10, appointed by City of Saskatoon.

8. Adjourn

MOTION to adjourn this meeting was made by Councillor Zach Jeffries

Meeting adjourned at 12:20 pm.

SIGNED and RECORDED,

S Wasylenko
Sheldon Wasylenko, Chair

March 17, 2016.
Date

Kos Kosmas, Secretary/Treasurer

March 17/2016
Date

33rd STREET BUSINESS IMPROVEMENT DISTRICT

INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS

for the year ended December 31, 2016

33rd STREET BUSINESS IMPROVEMENT DISTRICT

INDEX TO THE FINANCIAL STATEMENTS

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1	INDEPENDENT AUDITOR'S REPORT
3	STATEMENT OF FINANCIAL POSITION
4	STATEMENT OF OPERATIONS
5	STATEMENT OF NET ASSETS
6	STATEMENT OF CASH FLOWS
7	NOTES TO THE FINANCIAL STATEMENTS
11	STREET FAIR SCHEDULE

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of **33rd Street Business Improvement District:**

We have audited the accompanying financial statements of **33rd Street Business Improvement District** which comprise of the statement of financial position as of December 31, 2016 and the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility of the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

The audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

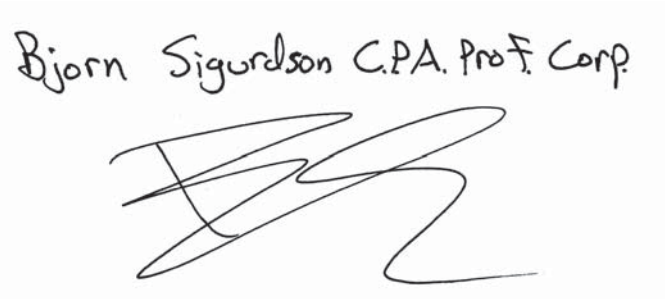
bjorn@bjornsigurdson.ca (306) 341-4005
www.bjornsigurdson.ca 1 (866) 882-7195

Unqualified Opinion

In our opinion the financial statements present fairly in all material respects the financial position of 33rd Street Business Improvement District as at December 31, 2016 and the results of its operations, changes in net assets, and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Financial Administration Act of Saskatchewan we report that, in our opinion, Canadian Public Sector Accounting Standards have been applied on a consistent basis. We further report in accordance with the Financial Administration Act of Saskatchewan that, in our opinion, proper books of account have been kept by the organization, the financial statements are in agreement therewith and the transactions that have come under our notice have, in all significant respects, been within the statutory powers of the organization.



Saskatoon, Saskatchewan
April 11, 2017

Chartered Professional
Accountant

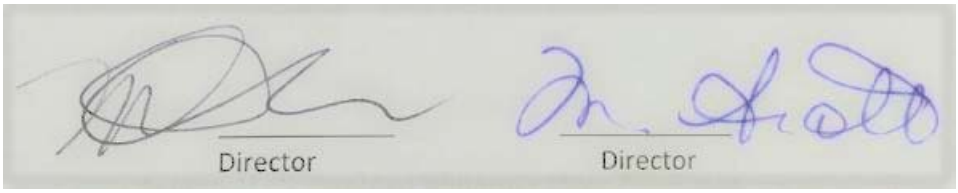
bjorn@bjornsigurdson.ca
(306) 341-4005
www.bjornsigurdson.ca
1 (866) 882-7195

33rd STREET BUSINESS IMPROVEMENT DISTRICT

Statement of Financial Position

As at December 31, 2016	**2016**	2015
Current assets		
Cash and cash equivalents	**19,075**	11,603
GST receivable	**776**	234
	19,851	11,837
Total assets	**19,851**	11,837
Current liabilities		
Accrued liabilities	**2,972**	2,430
	2,972	2,430
Net Assets		
Fund - Banner Fabrication & Install	**4,000**	0
Fund - Marketing & Advertising Fund	**5,000**	0
Fund - Street Scaping Fund	**4,000**	0
Net Assets - Unrestricted	**3,879**	9,407
	16,879	9,407
Total liabilities and Net Assets	**19,851**	11,837

Approved on behalf of the Board



The accompanying notes are an integral part of these financial statements

33rd STREET BUSINESS IMPROVEMENT DISTRICT

Statement of Operations

For the year ended December 31, 2016	**2016**	2015
Revenues		
BID Levy	**19,678**	18,333
Street fair - Vendor rentals	**810**	0
Street fair - Grants	**500**	0
	20,988	18,333
Street Fair Expenses - Schedule 1	**4,659**	0
Expenses		
Accounting and professional fees	**2,673**	2,430
Advertising	**300**	1,308
Bank charges	**78**	59
Branding	**4,410**	0
Insurance	**650**	1,097
Maintenance	**0**	3,723
Office supplies	**19**	156
Rental	**59**	0
Repair and maintenance	**550**	0
Supplies	**118**	47
Travel	**0**	106
Total expenses	**8,857**	8,926
Excess of Operations Revenue Over Expenses	**7,472**	9,407

The accompanying notes are an integral part of these financial statements

33rd STREET BUSINESS IMPROVEMENT DISTRICT

Statement of Cash Flows

For the year ended December 31, 2016	**2016**	2015
Operating activities		
Total excess (deficiency) of revenues over expenses	**7,472**	9,407
Non-cash adjustments:		
Depreciation	**0**	0
	7,472	9,407
Changes in non-cash working capital:		
GST receivable	**(542)**	(234)
Accrued liabilities	**542**	2,430
Cash flow from (used for) operating activities	**7,472**	11,603
Investing activities		
Net additions to fixed assets	**0**	0
Cash flow from (used for) investing activities	**0**	0
Opening cash balance	11,603	0
Net cash activity	7,472	11,603
	19,075	11,603

The accompanying notes are an integral part of these financial statements

33rd STREET BUSINESS IMPROVEMENT DISTRICT

Notes to Financial Statements

For the year ended December 31, 2016

1. Nature of organization:

The purpose of the organization is to promote the interests of the 33rd Street Business Improvement District's business owners, property owners and residents and thereby foster economic growth and stability within the 33rd Street Business Improvement District.

For Canadian income tax purposes the corporation qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

2. Summary of Significant Accounting Policies

Basis of presentation

The Centre prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Deferral method of accounting

The Organization follows the deferral method of accounting for contributions. Grants and other sources of revenue that relate to future fiscal periods, and are received in advance, are recorded as deferred revenue. Revenue is recognized in the same period as the corresponding fund expenses.

Cash and cash equivalents

Cash and cash equivalents include cash on hand and demand deposits that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value.

Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred, services are performed or when stipulations are met.

2. Summary of Significant Accounting Policies (continued)

Revenue recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or received if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards, requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of the revenues and expenses during the period. Items requiring the use of significant estimates include the useful life of capital assets, rates for amortization and the impairment of assets.

Estimates are based on the best information available at the time of preparation of the financial statements and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in these financial statements. Actual results could differ from these estimates.

Financial Instruments

The organization records financial instruments at fair value when acquired or issued. In subsequent periods the organization measures all financial asset and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments unless otherwise noted.

Contributed Services

Directors, committee members and owners volunteer their time to assist in the corporation's activities. While their services benefit the corporation considerably, a reasonable estimate of their amount and fair market value cannot be made and, accordingly, these contributed services are not recognized in these financial statements.

3. Financial instruments

The company's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

The following analysis provides a measure of the company's risk exposure as at December 31, 2016.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable and deferred revenue.

Credit risk

The Organization is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, or if there is a concentration of transactions carried out with the same party, or of there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such as the company could incur a financial loss. The Organization does not hold directly any collateral as security for financial obligations of counterparts. The Organization has various holdback from funding agencies as part of the funding agreement.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The company is exposed to interest rate risk on its variable interest rate financial instruments, which consist of term loans.

4. Accrued liabilities

The following is a summary of the organization's accrued liabilities:

	2016	2015
Bjorn Sigurdson CPA Prof Corp (Year end audit fees)	**2,973**	2,430

5. Budget

These budgeted figures, which are presented for comparison purposes only, are unaudited and are those approved by the Board of Directors:

	2016 Budget	2016 Actual	2017 Budget
Revenues			
BID levy	20,000	19,678	29,768
Street fair		1,310	800
GST refund	500	271	30
Total Revenues	**20,500**	**21,259**	**30,598**
Expenditures			
Administration			
Director insurance	650	650	650
Bank charges	100	84	100
Accounting and legal	2,500	2,673	2,700
Office supplies	1,000	196	1,000
Total Administration	**4,250**	**3,603**	**4,450**
Special Projects & Events			
Shop the Neighbourhood	$ -	$ -	$ -
33rd Street Fair BID Contributions	$ 4,000	$ 4,659	$ 4,000
Total Special Projects	**$ 4,000**	**$ 4,659**	**$ 4,000**
Market/Research & Education			
Marketing & Advertising	$ 5,000	$ 4,710	$ 10,300
Banner Fabrication & Installation	$ 3,000		$ 5,500
Total Market/Research	**$ 8,000**	**$ 4,710**	**$ 15,800**
Street Enhancement			
Maintenance	$ 4,000	$ 550	$ 1,100
Street Scaping			$ 3,000
Total Street Enhancement	**$ 4,000**	**$ 550**	**$ 4,100**
Total Expenditures	**$ 20,250**	**$ 13,522**	**$ 28,350**
Surplux / (Deficit)	**$ 250**	**$ 7,737**	**$ 2,248**

6. Comparative Figures

Certain 2015 comparative figures have been reclassified to conform with 2016 statement presentation.

33rd STREET BUSINESS IMPROVEMENT DISTRICT

Schedule of Revenues and Expenses for Street Fair Schedule 1

For the year ended December 31, 2016	**2016**	2015
Revenues		
Street fair - Vendor rentals	**810**	0
Street fair - Grants	**500**	0
	1,310	0
Expenses		
Advertising	**464**	0
Entertainment	**1,100**	0
Equipment Rental	**2,121**	0
Insurance	**429**	0
Supplies	**546**	0
Total expenses	**4,660**	0
Annual (Deficit)Surplus from program	**-3,350**	0

The accompanying notes are an integral part of these financial statements

STANDING POLICY COMMITTEE ON TRANSPORTATION

2016 Annual Report – Traffic Safety Committee

Recommendation of the Committee
That the 2016 Annual Report of the Traffic Safety Committee be received as information.

History
At the May 8, 2017 Standing Policy Committee on Transportation meeting, the 2016 Annual Report of the Traffic Safety Committee was considered.

Attachment
2016 Annual Report – Traffic Safety Committee

430-59

City of Saskatoon

Office of the City Clerk
222 3rd Avenue North
Saskatoon SK S7K 0J5

www.saskatoon.ca
tel (306) 975.3240
fax (306) 975.2784

April 11, 2017

Secretary, SPC on Transportation

Re: 2016 Annual Report – Traffic Safety Committee (File No. CK. 430-59)

The mandate of the Traffic Safety Committee is to provide advice to City Council on policy matters relating to traffic safety. The Committee reports to City Council through the Standing Policy Committee on Transportation. The Committee also provides education and awareness programs relating to traffic safety.

The Traffic Safety Committee membership for 2016 was as follows:

Councillor Ann Iwanchuk
Mr. Steve Shannon, representing the Board of Education for Saskatoon Public Schools – School Community Council Assembly
Sergeant Dan Bryden, representing the Saskatoon Police Service – Traffic Division
Mr. Joseph Chan, representing SGI – Traffic Safety Promotion Division
Mr. Ken Claffey, representing the Board of Education for Saskatoon Public Schools – Driver Education
Mr. Brock Girling, representing the Trucking Industry
Mr. Doug Hingston, representing the general public
Ms. Cora Janzen, representing the Saskatoon Health Region
Mr. Carl Kuhnke, representing the general public
Mr. Rod Meier, representing the general public
Mr. Al Reichert, representing the Saskatoon and District Safety Council
Ms. Deb Taylor, representing the general public

REPORT

Summary of Activities for 2016

1. Traffic Safety Education and Awareness

The Committee undertook to promote traffic safety with the purchase of 500 bicycle bells and 100 bicycle lights. The Saskatoon Police Service Bike Unit was able to distribute the bicycle lights and 220 bicycle bells. Fifty bells were provided to the Hike, Bike, and Roll event held at the University of Saskatchewan, and the remaining 230 bells were provided to the Grade 3 bike education program for students that do not have

a bell on their bike. This campaign increased awareness about cycling safety and having appropriate lights and reflectors on bikes at night.

In addition, the Committee also provided funding to the Saskatoon Police Service in the amount of $4,500 for the purchase of bicycle helmets and with these funds approximately 112 bike helmets were purchased and distributed by the School Resource Unit to children in need of a helmet.

The Committee presented to the Standing Policy Committee on Transportation to recommend to City Council that:

- a letter be sent to the Government of Saskatchewan to consider stiffer criminal penalties for non-compliant drivers, higher incentives for good drivers and larger SGI penalties for infractions; and
- the concerns of the Traffic Safety Committee be forwarded to the Board of Police Commissioners for information.

2. Presentations

The Committee received a presentation from Mr. Josh Marko, Epidemiologist with the Saskatoon Health Region – Public Health Observatory regarding injury/hospitalization rates for motor vehicle accidents, pedestrian injuries and cycling injuries. Mr. Marko provided an overview of the Public Health Observatory, Health Information Unit, which focusses on the population of the health region and looking at issues that affect that region. Mr. Marko provided information regarding motor vehicle, bicycling, and pedestrian injury statistics, and how the statistics are used to address health inequities in order to promote equitable health outcomes. The Committee was consulted regarding the data results as well as existing strategies and interventions that could be highlighted in the fact sheets.

The Committee also received a presentation from Constable Les Brauner of the Saskatoon Police Service regarding the "Preventing Alcohol and Risk Related Trauma in Youth" program (P.A.R.T.Y.). The same presentation is shown to new drivers in Saskatoon schools to raise awareness.

The Administration provided a presentation to the Committee regarding the City of Saskatoon's pedestrian awareness campaign, which focussed on pedestrian and school zone safety.

3. Issues Identified by Committee Members

Throughout the year, the Committee identified a number of traffic safety concerns that the Administration reviewed and took appropriate action if required, as well as responding to the Committee. The following matters are some of the traffic issues raised by Committee members and reviewed by the Administration:

- Concern was expressed with the intersection at Wilson Crescent and Preston Avenue because of the angle that is present when turning left on to Preston Avenue, as the visibility from a truck or cube van is almost nil.
- The intersection of Idylwyld Drive and 25th Street was raised with regard to when snow is piled on the raised concrete centre median on the south side of the intersection, which makes seeing oncoming traffic more challenging.
- Trees blocking the view heading west on 113th Street at Lanyon Avenue was raised as the traffic travels very fast and vehicles need to be part way into the intersection to see if there is traffic.
- The matter of a "no left turn" sign installed for traffic driving north on Idylwyld Drive to stop vehicles from turning left on Jamieson Street was raised (intersection where 23rd Street becomes Jamieson Street in the downtown), as there are two left turning lanes at the light just before and none at this intersection.
- Concern was raised with Highway 16 and Boychuk Drive as the changes to the light sequence have caused long backups at peak times down the passing lane of the highway for people travelling east to turn north on Boychuk Drive.
- A signage concern was brought forward at the intersection of 24th Street and Ontario Avenue, as there is no signage indicating that one of the two lanes ends.
- Street sweeping in the North Industrial area was raised as an area that could use more attention.
- Left turns across traffic in the middle of the block to gain entrance to fast food or coffee establishments (i.e. McDonalds on 51st Street & Miller Avenue) was brought forward for discussion.
- Trees blocking school zone signs was raised and the pruning cycle was discussed.
- Concerns were raised relating to the bike lanes on 4th Avenue with respect to signage, safety, and illegal parking issues, as well as restricting access to the sidewalk for people with mobility problems. The Administration noted the bike lanes downtown are a demonstration project and the City is aware of the mobility issues and are currently working on a solution.
- The intersection of 25th Street and Spadina Crescent was raised as it has only a "merge" sign to indicate to motorists in the right lane travelling east on 25th Street that they are expected to yield to traffic entering 25th from Spadina Crescent.
- The need for the light to be longer at 1st Avenue and 19th Street going south onto Idylwyld Drive was raised because at rush hour the on-ramp is backed up to 20th Street at times.
- The intersection of 51st Street and Warman/Wanuskewin Road was raised due to the need for longer green/flashing turn signals heading north and south. Rush hour vehicles travelling north are backed up to Primrose Drive at times. Vehicles heading south on Wanuskewin are backed up to Goerzen Street.
- The area of Idylwyld Drive and Flyover to Highway 16 was raised due to deep gaps in the painted lines.
- Construction equipment travelling on Circle Drive was raised with a recommendation that all slow moving construction equipment be transported in such a way that a higher speed can be used so that the equipment is not impeding traffic. The Administration advised a review of the Special Permit Policy will be forthcoming with regard to slow moving construction equipment needing to be trailered.

Plans for 2017

The Traffic Safety Committee, in consultation with the Administration, will pursue opportunities for further traffic safety education.

Yours truly,

for **Cora Janzen, Chair**
Traffic Safety Committee

:jf

STANDING POLICY COMMITTEE ON TRANSPORTATION

Issues Regarding the Taxi Industry

Recommendation of the Committee

1. That the report of the CFO/General Manager, Asset and Financial Management Department, dated May 8, 2017, be received as information;
2. That Bylaw No. 9070, The Taxi Bylaw, 2014, be amended to include a passenger cleaning fee of $100; and
3. That the City Solicitor be requested to amend Bylaw No. 9070, The Taxi Bylaw, 2014.

History

At the May 8, 2017 Standing Policy Committee on Transportation meeting, a report of the CFO/General Manager, Asset & Financial Management Department dated May 8, 2017 was considered.

Your Committee is recommending that the cleaning fee be a fixed amount of $100, as opposed to a flexible amount up to $100 as was recommended by the Administration.

Attachment

May 8, 2017 Report of the CFO/General Manager, Asset & Financial Management Department

Issues Regarding the Taxi Industry

Recommendation
That the Standing Policy Committee on Transportation recommend to City Council:
1. That the report of the CFO/General Manager, Asset and Financial Management Department, dated May 8, 2017, be received as information;
2. That Bylaw No. 9070, The Taxi Bylaw, 2014, be amended to include a passenger cleaning fee of up to a maximum of $100; and
3. That the City Solicitor be requested to amend Bylaw No. 9070, The Taxi Bylaw, 2014.

Topic and Purpose
The purpose of this report is to provide information relevant to concerns brought forward in a letter dated January 20, 2017, to the Standing Policy Committee on Transportation from the United Steelworkers Local 2014 regarding the taxi industry (Attachment 1). This report is also requesting City Council approval to amend The Taxi Bylaw.

Report Highlights
1. The installation of safety shields is an option available to the taxi industry but is not mandatory.
2. The Bylaw will be amended to allow for the charging of a passenger cleaning fee where the vehicle is soiled and requires cleaning.
3. The Saskatoon Police Service will lead safety training sessions for taxi drivers starting in May 2017.

Strategic Goal
Taxi regulation 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.

Background
On January 31, 2017, Mr. Malik Umar Draz, President of the United Steelworkers Local 2014 (USW) addressed the Standing Policy Committee on Transportation regarding his letter dated January 20, 2017. The Committee resolved:

> "2. That the issues raised in the January 20, 2017 letter from Mr. Malik Umar Draz be forwarded to the Administration to investigate the concerns with the affected parties (including drivers, owners, and taxi companies) and report back to the Standing Policy Committee on Transportation with recommendations)."

Report
The Administration discussed concerns outlined in Mr. Draz's letter with taxi drivers and licences owners at the end of each of the Transportation Network Company engagement sessions held between March 2 and 17, 2017. Participating stakeholders

included 33 taxi drivers (attended 6 sessions) and 46 taxi licence owners (attended 2 sessions).

In addition to the engagement sessions, the Administration held one-on-one meetings with USW and Taxi Brokers.

Safety Shields

Bylaw No. 9070, The Taxi Bylaw, 2014 does not require nor preclude the installation of safety shields. The Administration is not recommending a change to the Bylaw.

Consensus amongst stakeholders (in particular, taxi drivers) is that the installation of safety shields should be optional because:

- taxis are already equipped with safety equipment, such as in-car cameras, panic buttons, and GPS;
- customer service may be negatively impacted, as taxi drivers would not be able to interact as easily with their passengers;
- visitors to Saskatoon may be left with the impression that the city is a dangerous place; and
- installation of safety shields would be costly.

Taxi drivers who support the mandatory installation of safety shields believe that if they are optional, individuals choosing to install a safety shield will be stigmatized within the industry.

Cleaning Fee

On occasion, taxi vehicles require immediate cleaning as a result of some action of a passenger. Stakeholders within the industry are in agreement that a passenger cleaning fee should be added to the Bylaw. The fee would cover costs incurred and earnings lost while the vehicle is out of service.

The Administration is recommending that the cleaning fee should be up to a maximum of $100 to cover the costs of cleaning the vehicle and the amount of time the vehicle is out of service.

Other jurisdictions across Canada have a cleaning fee established in its taxi bylaws ranging from $25 to $100.

Police Response/Training Session

Taxi Brokers met with a community liaison officer at the Saskatoon Police Service. Safety training sessions will take place during the first week of May 2017, with additional sessions scheduled as necessary. These training sessions will provide taxi drivers with information to help ensure their safety, and procedures to follow should they need to contact the police.

Other Concerns

The following is the Administration's response to other concerns noted in Mr. Draz's letter:

- Temporary Wheelchair Accessible Licences
  Sixteen licences expire on December 31, 2018 and five licences expire on September 2, 2020. The Administration will be reviewing accessible service and bringing forward recommendations for numbers and allocation in mid-2018.

- Taxi Drivers Charges Pursuant to the Bylaw
  City Council approved temporary wheelchair accessible licences to improve accessible taxi service to the community. The Bylaw requires that every taxi driver shall accept dispatch requests for accessible taxi service from, or for, a person with a disability on a priority basis. The Bylaw also includes potential consequences where evidence exists that this did not occur. The charges referred to in the letter are currently before the courts.

- Black Car Service
  Black car service is regulated under *The Highway Traffic Act*. The complaint within the letter deals with third parties contracting for service. Issues or concerns with black car service must be dealt with by the Highway Traffic Board.

- Driver Insurance
  Taxi drivers and taxi licence owners operate independently and may choose to purchase additional insurance. These types of individual business decisions are best determined by the industry and are not an aspect of light regulation.

- Access to Airport
  The John G. Diefenbaker International Airport is not under municipal jurisdiction. The Saskatoon Airport Authority has the ability to establish contracts for service at the airport, including ground transportation. Questions regarding access to provide that service at the Airport are best directed to the Saskatoon Airport Authority.

- Taxi Commission
  Provincial legislation requires that the responsibility for considering and approving bylaws remains with City Council. Attachment 2 is a report that was presented to the Standing Policy Committee on Transportation at its meeting on November 9, 2015, regarding this topic.

Options to the Recommendation

City Council may choose to not approve a cleaning fee and maintain the status quo, or propose an alternate rate.

Public and/or Stakeholder Involvement

As identified in the body of the report, sessions were held to provide stakeholders within the taxi industry an opportunity to express their views and concerns.

Communication Plan

Corporate Revenue and Communications will work together to ensure industry participants, media, and public are made aware of any Taxi Bylaw amendments approved in this report.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If City Council approves the recommendations in this report, the Bylaw amendments would be subsequently drafted.

Public Notice

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

Attachments

1. Letter - United Steelworkers Local 2014, January 20, 2017.
2. Report to Standing Policy Committee on Transportation, November 9, 2015

Report Approval

Written by: William Kuchapski, Taxi Bylaw Manager
Reviewed by: Shelley Sutherland, Director of Corporate Revenue
Approved by: Kerry Tarasoff, CFO/General Manager Asset & Financial Management Department

Taxi Industry Issues.docx

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JAN 23 2017
CITY CLERK'S OFFICE
SASKATOON

UNITED STEELWORKERS
USW
UNITY AND STRENGTH FOR WORKERS

LOCAL 2014 District 3
Stephen Hunt, District Director
Mike Pulak, Staff Rep. Saskatoon

January 20, 2017

Chairman Transportation Committee
City of Saskatoon
222-3rd Avenue North
Saskatoon, Sk.
S7K 0J5

Subject: Issues Regarding Taxi Industry

Dear Sir/Madam:

I am writing this letter to draw your attention to our members concerns in the Taxi Industry, which are regulated by the City of Saskatoon Bylaws and Regulations.

A recent event in Regina where cab driver Iqbal Singh was stabbed multiple times and severely injured while he was on the job has heightened anxiety about driver safety. He is still in a rehabilitation centre and may never fully recover. Because of this incident and many others, cab drivers are scared. They have many concerns about their safety and questions about the insurance coverage provided by SGI.

I would like to bring your attention to our members concerns:

1. There should be an open and frank discussion regarding the installation of safety shields in cabs to protect the drivers and the public.

2. Drivers should be covered by SGI and should also be covered by City Bylaws. If no Bylaw exists which cover the drivers in case of assaults there should be open discussions how the City help ensure drivers and the public are protected in case of physical assault while they are on the job.

3. A discussion on the ability to charge passenger a cleaning fee for bodily fluids (vomit, etc.) discharged in the cab. This Bylaw exists in other cities in Canada.

4. Recently the City of Saskatoon issued tickets to our members for not accepting wheelchair trips which we believe is quite unfair. We believe the City of Saskatoon should review the Bylaws covering wheelchair trips. There are many technicalities and administrative issues which need to be resolved or clarified before tickets are issued.

5. All existing wheelchair licences which were issued to companies for a temporary term of five (5) year period are coming up for renewal. We believe those wheelchair licences should be allotted to drivers instead of companies. The company shouldn't be charging administration fees on wheelchair licences which were given free to companies.

...2

6. Black cars are being operated in the City of Saskatoon. We believe that these Black cars are being operated just like a taxi business, taxi drivers have a lot of questions about the Black cars and I would like to point out a few of them:

   - What is minimum fare by the hour (as it's common to charge by hourly rate in other provinces of Canada)?

   - If its limo service, can they pick up flag customers and is there any minimum service fee to use a Black car? Can these Black cars charge same taxi rate set by city of Saskatoon?

   - If they take only pre booked trips, how long before the trip should be booked prior to being dispatched or served and who verifies those bookings?

   - Can Black cars or Limo service pick up the School boards fares , Can Black cars take charge accounts customers (i-e Senior Homes ,etc.) as these accounts customers used to be transported by city of Saskatoon taxis and can they charge limo rates to these accounts or those trips are being charged according to taxi meters?

   We believe that Black cars are taking taxi business and they should be monitored by the City of Saskatoon and if they are violating any bylaws they should be dealt with accordingly.

7. Police response to cab driver calls needs to be improved. Training sessions should be arranged by the City Police for existing and new drivers free of charge.

8. Access to the airport shouldn't be restricted to only one Company.

9. We believe there should be a taxi commission to deal with this Industry.

Many of the above mentioned issues have been dealt with in other municipal jurisdictions and we would like to look at them and ensure we are operating under best practises.

Best Regards,

M. Umar Draz

Malik Umar Draz
President United Steel Worker Local 2014

cc: Honorable Mayor Charlie Clark, City of Saskatoon.
All respected City Councillors
Mike Pulak/Leslie McNabb Staff Reps. United Steelworkers

Taxi Regulation Section

Recommendation
That the Standing Policy Committee on Transportation recommend to City Council:
1. That the annual taxi license by increased to $525 effective January 1, 2016; and
2. That the information be received.

Topic and Purpose
The purpose of this report is to obtain City Council's approval of an increase in taxi license fees effective January 1, 2016, and to provide information about the feasibility of creating a Taxi Licensing Division or Commission.

Report Highlights
1. Taxis are an important part of the City of Saskatoon's (City) public transportation service and are heavily relied upon by both residents and visitors to the city.
2. There is no one model of taxi regulation that operates equally well in every jurisdiction.
3. Current legislation requires City Council to approve all changes to the Taxi Bylaw, 2014.
4. The Taxi regulation process includes a bylaw enforcement component, a Taxi Review Committee and the Licensing Appeals Committee. The responsibility for taxi regulation will be concentrated into the position of a Taxi Bylaw Coordinator.
5. Taxi license fees will increase to $525 effective January 1, 2016.

Strategic Goal
Taxi regulation 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.

Background
At its meeting of October 21, 2013, City Council resolved, in part:

> "5) that the Administration be instructed to report to the Administration and Finance Committee on the feasibility of creation of a Taxi Licensing Division/Commission."

Report
Regulation of Taxi Service

Taxis are an important part of the City's public transportation service and are heavily relied upon by both residents and visitors to the city. The purpose of regulating taxi service in Saskatoon is to:

- ensure that the taxi services will be available, safe and economical to use for both citizens and visitors to the city;

- establish rates that are fair and reasonable for both the travelling public and the person involved in the taxi industry;
- ensure that taxi services meet the needs of all citizens and visitors, including persons with mobility and physical disabilities;
- ensure that taxi services operate in a manner that reflects positively on the image of the City; and
- ensure that, in achieving these objectives, all persons involved in the taxi industry are accountable for their part in the provision of taxi services.

Regulatory Models

The International Association of Taxi Regulators has conducted a peer review for the City of Thunder Bay[1] and stated as one of the principles: "*All taxi regulation is local in context. Successful reform initiatives build on local strengths, respect local history, and recommend actions proportional to community expectations, with a long-term view to building capacity."*

The review included a list of various governance models (Attachment 1) including Taxi Commissions. In Saskatchewan, *The Cities Act* requires that the responsibility for considering and approving bylaws remains with City Council, eliminating an arms-length commission as a viable option.

Current Situation

Legislation: *The Cities Act* requires City Council to establish, by bylaw, the regulatory licensing scheme. Under any regulatory structure, City Council would be required to consider and make subsequent changes to the bylaw.

Current Structure: In November of 2010, City Council approved a move to "light regulation." The consultant who undertook the study recommended the establishment of a Taxi Regulatory Division (Attachment 2) that would include a:

- Bylaw Enforcement Division;
- Review Committee; and
- Licensing Appeals Board.

Regulation/enforcement has been the responsibility of Corporate Revenue (Asset and Financial Management Department). The recommendations that are brought forward to City Council are discussed with the Review Committee and incorporate input of the stakeholders as required.

Taxi Bylaw Analyst/Coordinator

The role of the Administration is to work with the industry to improve customer service and enforce the bylaw. The full cost of the work is to be recovered through the annual license renewal fees. A balance is sought between an adequate level and a reasonable cost of regulation.

[1] http://www.thunderbay.ca/Assets/City+Government/Council+Meetings/docs/Final+Report+-+Taxi+Bylaw+Peer+Review+Study.pdf

At the outset of the transition from licensing to “light” regulation, the amount of required time and effort was unknown. The Administration now has experience and stakeholder feedback supporting continued focus on bylaw enforcement, and is implementing a change in structure in 2016 to ensure the ability to meet requirements of taxi regulation.

A reallocation of duties within the Corporate Revenue Division will concentrate the responsibility for taxi regulation including bylaw enforcement into one key position - Taxi Bylaw Analyst/Coordinator. The contract for a liaison position will be continued, and the cost of data management and other support expenses will be funded. The Coordinator will continue to work with the Review Committee and all stakeholders.

In discussions regarding the current model with members of the industry, there was agreement of the value in reviewing data, working together on investigating complaints and enhancing customer service, and on implementing one customer service and cultural awareness training program for all drivers.

Taxi License Fee Increase

Taxi Bylaw enforcement is funded by taxi license fees which totalled $81,215 in 2015. In order to support the proposed structure, a budget of $115,500 is required (Attachment 3). The Administration recommends increasing the taxi license renewal fee from $375 to $525 annually. The fee for the transfer of taxi licenses will remain at $375. The revenue generated will cover salary and benefit costs, funding for enforcement campaigns, training, and miscellaneous expenses such as telephone and office supplies.

Options to the Recommendation

City Council may choose to not approve the increase in license fees. This option is not recommended as the cost of “light” regulation exceeds the current amount of supporting revenue.

Public and/or Stakeholder Involvement

The Administration receives feedback on an ongoing basis from people involved in the industry and users of the service.

Communication Plan

Should City Council approve the annual taxi license increase, a letter will be sent to all taxi license holders to provide an explanation and notification of the increase. The annual taxi license renewal forms will be adjusted to reflect the new rate.

Financial Implications

The licence revenue of $115,500 will be used to pay for the costs of taxi regulation and bylaw enforcement.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Should City Council approve these recommendations, a Bylaw amendment will be required to change the annual renewal fee to $525. The renewal date may be extended to February 1, 2016 from January 1, 2016.

Public Notice

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

Attachments

1. Governance Models
2. Consultant Recommendations - 2010
3. Proposed 2016 Budget

Report Approval

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

Taxi Regulation_License Increase.docx

Governance Models

As taken from the Taxi Bylaw Peer Review Study which was conducted for the Thunder Bay Police Services Board by the International Association of Transportation Regulators (June 4, 2013), the following governance structures are commonly found:

- Taxi Commissions – Autonomous bodies with delegated authority to pass Bylaws (ordinances) and set rates, commonly seen in the U.S. In Ontario, as in the rest of Canada, it is generally understood that the *Municipal Government Act* does not allow Bylaw-making and fee-setting authorities to be delegated in this manner.

- Police Departments – For-Hire Vehicle Licensing and Enforcement Units are a common approach in many U.S. cities, particularly where crime associated with taxis – both criminal activity of the trade as well as theft and assault against the industry – is the overriding consideration. This model is based on the "morality unit" approach, and is historically based on a view that taxis are similar to other crime-prone industries such as pawn shops, adult entertainment and tow trucks, to name a few.

- Consumer Protection and Regulatory Affairs Departments – Typically seen where the municipality also regulates utilities such as cable companies, hydro-electric power, and telecommunications. Where this is the model, one tends to see more rigorous approaches to rate regulation, and entry and control of the market.

- Airport Authorities – Often in smaller jurisdictions where airport business is the primary generator of demand for taxis. Where access to airport arrivals is managed through concession agreements, regulation by an airport authority is a highly effective way to improve vehicle and driver standards.

- City Clerks and Treasury – Often in smaller jurisdictions where taxis are an extension of other revenue generating operations such as business licensing and gaming licenses. The City of Windsor currently operates in this way.

- Planning and Development – The least common governance structure amongst the International Association of Taxi Regulators' members, but one that often brings a high degree of competency to the challenges of economic regulation.

- Business Licensing and Enforcement – An increasingly preferred governance, similar to Clerks and Treasury governance, particularly in Ontario where larger municipalities have moved licensing functions out of Clerks and into its own department. Enforcement is usually combined with officers responsible for a broad range of bylaws including noise, smoking, and other community standards, sign bylaws, graffiti, as well as licensing.

- Municipal Transit – Taxis have too often been excluded from municipal transportation planning, even though they are an important transportation option. A growing number of cities are working to improve the integration of taxis into the larger public transportation discussion, particularly with respect to shared-ride paratransit services. This can be facilitated by moving taxi regulation into the Municipal Transit Agency.

Consultant Recommendations - 2010

As a result of the taxi study in 2010, the consultant recommended the establishment of a Taxi Regulator Division/Board, which would include the:

1. Expansion of the Bylaw Enforcement Division.

2. Establishment of a Review Committee (City Solicitor's Office, Police, Transit, and Transportation representation). The objective would be to review recommendations/decisions, including input and needs of the customer, dispatch companies, and drivers.

3. Investigation of potentially establishing a Licensing Appeals Board (possibly to hear all licensing appeals).

Based on the consultant's recommendations, implementations have been done and the current Taxi Bylaw Enforcement structure is as follows:

1. Bylaw Enforcement: To make the transition to "light regulation", the administrative oversight and enforcement responsibilities have remained with current staff of Corporate Revenue. A part-time contract position has been in place to assist with implementation of the Bylaw requirements and further education and enforcement.

2. Review Committee (City Solicitor's Office, Saskatoon Police Service, Access Transit, Community Standards and Transportation representation). The objective of this group is to review recommendations/decisions. Stakeholder input, including taxi drivers, license holders, and brokers, is sought regularly through meetings, open houses, and providing contact information (phone numbers and email addresses) for direct communication.

3. Licensing Appeals Board was created and implemented in 2012.

Proposed 2016 Budget

Numbers/Categories of Taxi Licenses	
Regular	160
Accessible	5
Temporary Accessible	21
Seasonal	24
	210

Proposed Tax Bylaw Enforcement Budget	
Revenue:	
Annual Renewal Fees (210 x $525)	$ 110,250
Miscellaneous Fees (estimated)	$ 5,250
	$ 115,500
Expenses:	
Taxi Analyst/Manager	$ 80,000
Bylaw Enforcement Expenses	$ 24,000
Data Administration	$ 5,500
Training and Office Expenses	$ 6,000
	$ 115,500

STANDING POLICY COMMITTEE ON TRANSPORTATION

Traffic Safety Reserve Program – 2017 Budget Adjustment

Recommendation of the Committee

1. That the amount of $100,000 be approved for Capital Project #2446 – Pedestrian Crossing Improvements from the Traffic Safety Reserve;
2. That the amount of $70,000 be approved for specific enforcement activities from the Traffic Safety Reserve;
3. That the amount of $30,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve;
4. That the amount of $40,000 be approved for Capital Project #2446 –Pedestrian Crossing Improvements from the Traffic Safety Reserve;
5. That the amount of $45,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve; and
6. That the City Solicitor be directed to amend Bylaw No. 6774, The Capital Reserve Bylaw as outlined in the report of the General Manager, Transportation & Utilities Department dated May 8, 2017.

History

At the May 8, 2017 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities Department

Traffic Safety Reserve Program – 2017 Budget Adjustment

Recommendation

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

1. That the amount of $100,000 be approved for Capital Project #2446 – Pedestrian Crossing Improvements from the Traffic Safety Reserve;
2. That the amount of $70,000 be approved for specific enforcement activities from the Traffic Safety Reserve;
3. That the amount of $30,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve;
4. That the amount of $40,000 be approved for Capital Project #2446 –Pedestrian Crossing Improvements from the Traffic Safety Reserve;
5. That the amount of $45,000 be approved for Capital Project #1512 – Neighbourhood Traffic Reviews from the Traffic Safety Reserve; and
6. That the City Solicitor be directed to amend Bylaw No. 6774, The Capital Reserve Bylaw as outlined in this report.

Topic and Purpose

The purpose of this report is to follow up on the strategy outlined in the 2017 Business Plan and Budget process. Administration indicated that a further report would be brought forward in 2017 once final revenue estimates were known, in order to obtain approval for Traffic Safety Reserve funding for transportation safety projects.

Report Highlights

1. In addition to the previously approved 2017 capital programs, it is anticipated that $460,000 of funding will be available to fund additional traffic safety initiatives.
2. Funding is being requested from the Traffic Safety Reserve to complete additional transportation safety improvement initiatives at a total cost of $285,000.
3. Bylaw No. 6774, The Capital Reserve Bylaw requires amendment to allocate a portion of the City's share of fine revenues to traffic enforcement initiatives prior to transferring to the Traffic Safety Reserve.

Strategic Goal

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

Background

The City's portion of revenues from the Red Light Camera (RLC) and Automated Speed Enforcement (ASE) programs are allocated to the Traffic Safety Reserve to fund traffic safety initiatives.

At the Regular Business Meeting of City Council held on December 12, 2016, City Council considered the report Inquiry – Councillor Z. Jeffries (August 18, 2016) Use of RRFB's (Rapid Rectangular Flashing Beacons) as Pedestrian Crossing Device and resolved:

> "That the Administration be directed to bring forward a report by April 2017 outlining funding options for implementation of a pilot project for Rapid Rectangular Flashing Beacons."

Report

Traffic Safety Reserve Status

The Traffic Safety Reserve is funded through the City's portion of revenues from the RLC and ASE programs. The revenues cover the operational expenditures of these programs with the remaining funds earmarked to fund improvements on the transportation network to enhance safety for drivers, cyclists and pedestrians.

It is anticipated that $460,000 will be available by the end of 2017, in addition to the previously approved capital programs.

Proposed Traffic Safety Initiatives

As the city continues to grow, so do the pressures on the existing transportation network. In order to increase the level of safety for all users (drivers, cyclists, and pedestrians), the Administration continues to monitor the transportation network and recommend modifications and initiatives to improve both the efficiency and safety for all road users. As a result of the monitoring and assessment, the following initiatives have been identified as priorities and are consistent with the prioritization strategy for road network improvements adopted by City Council in 2015:

No.	Initiative	Amount	Capital Project No.
1	Rectangular Rapid Flashing Beacon Pilot Project	$ 100,000	2446
2	Enforcement	70,000	N/A
3	Industrial Area Traffic Review	30,000	1512
4	Pedestrian Safety Awareness Campaign	40,000	2446
5	Permanent Neighbourhood Traffic Calming Installation	45,000	1512
Total		$ 285,000	

Details of the above indicated recommended initiatives are provided in Attachment 1.

Amendment to Bylaw No. 6774, The Capital Reserve Bylaw

Bylaw No. 6774, The Capital Reserve Bylaw outlines the purpose, funding and expenditures for the Traffic Safety Reserve. Currently, the City's portion of fine revenues, after expenses, are allocated to the Traffic Safety Reserve to fund traffic, pedestrian and cyclist safety-related and traffic calming measures. The Administration is recommending that the bylaw be amended to include a provision to allocate a portion

of the revenues to traffic enforcement initiatives, as approved through the annual budget process, prior to transferring the remaining revenues to the Traffic Safety Reserve.

Options to the Recommendation

Other potential transportation safety initiatives include:

1. Permanent Neighbourhood Traffic Calming:
   The Neighbourhood Traffic Reviews Implementation Plan provided to City Council on November 30, 2016, identified the following projects to be completed in 2018 that may be advanced to 2017:
   - Nutana - 2 curb extensions, 1 median island, $95,000
   - Adelaide - Churchill - 2 curb extensions, $90,000
   - Avalon - 4 curb extensions, $180,000
   - Lakeview - median island, $5,000
2. Traffic Signals:
   The next priority location is 33rd Street and Northumberland Avenue. This location was identified through the 33rd Street Corridor Study for improvement from Pedestrian Actuated Signals to full traffic signals. The preliminary cost estimate for this location is $105,000.

Policy Implications

Bylaw No. 6774, The Capital Reserve Bylaw requires amendment as outlined in this report.

Public and/or Stakeholder Involvement

The public and/or stakeholder involvement is listed in the table below:

No.	Item	Status of Involvement
1	Rectangular Rapid Flashing Beacon Pilot Project	None to date
2	Enforcement	None to date
3	Industrial Area Traffic Reviews	None to date
4	Pedestrian Safety Awareness Campaign	2016 campaign is complete, would continue to engage throughout 2017
5	Neighbourhood Traffic Calming Installation	Significant public involvement via Neighbourhood Traffic Reviews

Communication Plan

Communication plans will be developed for the individual projects as the planning work proceeds.

Financial Implications

The cost to complete the recommended initiatives is $285,000. The Traffic Safety Reserve, through funding obtained from the RLC and ASE programs, will have adequate funds available to fund these initiatives by the end of 2017. Upon approval of these funds, it is anticipated that approximately $175,000 will remain in the reserve at the end of 2017 to compensate for any difference in projected versus actual revenues.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If approved, the Administration will proceed with incorporating the initiatives into the 2017 work plan.

Public Notice

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

Attachment

1. Project Details

Report Approval

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

TRANS JM – Traffic Safety Reserve Program – 2017 Budget Adjustment

Project Details

Project 1 – Rectangular Rapid Flashing Beacon Pilot Project (RRFB)

Objective
The objective of the pilot project would be to determine the effectiveness of RRFB's at various locations throughout the city.

Details
RRFB's are high intensity flashing beacons that flash in a rapidly alternating "wig-wag" flashing sequence to warn drivers of the presence of a pedestrian in the crosswalk. RRFBs consist of two rectangular-shaped amber indications, each with an LED-array based light source, which are attached to existing pedestrian crossing signage.

In the absence of formal guidance from Transportation Association Canada (TAC), the Administration is recommending that an RRFB pilot project be considered. The scope of the pilot project is as follows:

- Install RRFB's at the following five locations, which were identified by cross-referencing the information provided in the TAC research study with known locations of concern:
  - Clarence Avenue and Glasgow Street (south);
  - Clarence Avenue and 14th Street;
  - Taylor Street and Weyakwin Drive;
  - Lowe Street south of Atton Crescent; and
  - Spadina and 33rd Street (located at the multi-use path on south side).
- The RRFB's are left in place for a period of two years;
- Before and after studies completed to assess yield compliance; and
- A report back to City Council after two years.

If tender prices are below the estimated cost, additional locations may be added to the pilot program. Further expansion of the use of RRFB's would be dependent on the outcome of the pilot project and the completion of Phase 2 of TAC's RRFB project.

Schedule
The two year pilot project would begin as soon as possible, with an installation date tentatively planned for September of 2017.

Budget
$100,000

Project 2 – Enforcement

Background
For the last several years, Saskatchewan Government Insurance funded specific traffic enforcement projects. Beginning in 2016, this funding was no longer available. This past year SGI did not provide this funding.

Details
Two projects the Saskatoon Police Service participated in were Operation Overdrive / Checkstop, and Intersection Safety. The total amount of SGI's previous funding was $135,000 per year ($85,000 for Overdrive / Checkstop and $50,000 for Intersection Safety). Operation Overdrive and Checkstop both target impaired driving. The officers are called out on overtime, so they can dedicate 100% of their energy to the project, and do not get called away on Patrol calls.

Operation Overdrive consists of two person units that drive around during expected peak times focusing on impaired drivers.

Checkstops consists of a traditional stationary checkstop, where all traffic is pulled into the checkstop area to check for impaired drivers.

Intersection Safety is a program targeting heavily travelled intersections. These would be the high collision Intersections. The officers again are able to dedicate 100% of their time to the project. Traffic infractions, such as running red lights and distracted driving are focused on.

Budget
$70,000

Project 3 – Industrial Area Traffic Reviews

Background
There is currently no systematic approach to addressing transportation issues that arise within the city's industrial areas. Issues are addressed on a case by case basis. In a similar approach to the successful Neighbourhood Traffic Review program, two Industrial Area Traffic Reviews were initiated in 2016 (North Industrial and Hudson Bay Industrial). The Administration recommends that this program is continued in 2017 and the Airport Business Area be reviewed. This will continue to provide a systematic approach in developing recommendations that improve traffic conditions and pedestrian safety within industrial areas.

Objective
The objectives of the industrial area traffic reviews are:

1. Identify current transportation issues and confirm with data collection and engineering assessments;
2. Identify the necessary improvements required to improve safety and operations; and
3. Work with stakeholders throughout the process.

Details
The traffic reviews would be completed as follows:

1. Identify existing problems, issues and possible solutions through consultation with the business owners.
2. Complete data collection and traffic assessments.
3. Develop a draft traffic plan based on the consultation received and traffic assessment.
4. Present a draft traffic plan to the stakeholders for review and comment.
5. Circulate the plan to other civic divisions for feedback; make adjustments as needed, and present the plan to City Council for approval.

Once approved, implement the recommendations within a specific time frame.

Schedule
The initial consultation with the business owners may begin in May and June of 2017, data collection and assessment completed over the months of July to October, draft traffic plans prepared in November and December, and follow-up consultation with the business owners in early 2018.

Budget
$30,000 (note this is to complete the traffic review only and does not include any funding for the implementation stage)

Project 4 - Pedestrian Safety Awareness Campaign

Background
In 2016 City Council approved funding to develop a pedestrian safety awareness campaign, and the Administration successfully ran a campaign that focused on pedestrian crossings, distracted driving, and rules of the road. The Administration recommends continuing this campaign in 2017, with a plan to include components in multiple languages.

Objective
Geared towards both pedestrians and drivers, the campaign will:

- Educate both on the rules of the road;
- Build understanding of how both can share the road; and
- Encourage both to pay more attention as they move around.

Details

- The campaign will be launched with heavy campaigning during the initial two weeks.
- Topics may include: caution when using cell phones and walking, jay walking, motorists turning right and left at intersections, school zones, and winter walking. A campaign to support New Canadians is also being considered. New topics may be introduced every month and adjusted according to time of year. For example topics may be relevant to the start of school, the beginning snow and ice conditions, or summer activities, among others.
- Tools to be considered may include news media, social media, saskatoon.ca, as well as paid media such as print and digital advertisements, billboards, bus shelters, posters, flyers, or utility bill accompaniment.
- Although this campaign will be for a limited time, it will be themed / branded for repeat messaging and expanded messaging in the future.

Schedule
The four to six month campaign will begin in late spring of 2017, possibly timed with National Road Safety Week.

Budget
$40,000

Project 5 – Neighbourhood Traffic Calming Permanent Installation

Background
In November of 2016 the Administration provided a report titled **2016 Neighbourhood Traffic Review – Annual Report** that outlined a plan to convert temporary traffic calming measures to a permanent condition. The plan outlines projects to be completed in 2016, 2017, 2018, and 2019. Funding is in place to complete the 2017 projects with future years reliant on subsequent funding approvals. The Administration proposes that one item identified to be completed in 2018, be added to the 2017 program through additional funding from the Traffic Safety Reserve.

Objective
The objective of the Neighbourhood Traffic Review is to improve safety for all road users within neighbourhoods by installing traffic calming measures, pedestrian crossing facilities, signage, etc.

Details
The following work would be completed:

Neighbourhood	Location	Type	Reason	Cost
Mayfair	Avenue D & 37th Street	1 curb extension	In place since 2014, near park	$45,000
			Total	$45,000

Schedule
Two months of work prior to tendering, then construction could proceed in 2017.

Budget
$45,000

STANDING POLICY COMMITTEE ON TRANSPORTATION

Rail Relocation versus Grade Separation Feasibility Study – Award of Contract

Recommendation of the Committee

1. That the City enter into an agreement with HDR Corporation for the provision of engineering services to complete a Rail Relocation versus Grade Separation Feasibility Study at a total upset cost of $599,616 (including taxes); 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 May 8, 2017 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated May 8, 2017 was considered.

Your Committee also received a presentation from Randy Pshebylo, Executive Director, Riversdale Business Improvement District.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities Department

Rail Relocation versus Grade Separation Feasibility Study – Award of Contract

Recommendation

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

1. That the City enter into an agreement with HDR Corporation for the provision of engineering services to complete a Rail Relocation versus Grade Separation Feasibility Study at a total upset cost of $599,616 (including taxes); 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 HDR Corporation for the provision of engineering services to complete a Rail Relocation versus Grade Separation Feasibility Study.

Report Highlights

1. Traffic delays due to trains have both direct and indirect costs to Saskatoon residents and the economy.
2. The focus of this study is a detailed economic evaluation of the feasibility of either relocating railways outside of the city limits or constructing grade separations at the nine most important rail crossings. The estimated cost of this first phase is approximately $221,600.
3. An optional follow-up component of the study will provide either design drawings for each grade separation, or all the components to submit an application for rail relocation to senior government. The estimated cost of this optional phase is $378,000.
4. A contract awarded to HDR Corporation is recommended for engineering services to complete the Rail Relocation versus Grade Separation Feasibility Study at an upset cost of $599,616 (including taxes).

Strategic Goal

This report supports the Strategic Goal of Moving Around by providing safer roads for all road users, and optimizing the flow of people and goods in and around the city.

Background

Saskatoon Regional Economic Development Authority has completed a preliminary analysis of the economic impact of rail delays and lost labour productivity to businesses in the Saskatoon Region. According to the analysis, Saskatoon businesses have lost 209 hours of work time per day, totalling 52,668 hours per year. This translates into

$2.5 Million of lost Growth Domestic Product to the Saskatoon region's economy per year, excluding indirect costs.

In addition, there are many other impacts due to traffic delays caused by trains, including:

- Impact of train delays on public transit users;
- Lost time on weekends;
- Risk of significant delays during events such as trail malfunction;
- Emergency response impacts;
- Increased environmental and vehicle operating costs due to the time vehicles spend idling; and
- Potential for increased accident rates due to traffic congestion around train crossing intersections.

Report

Phase One – Scope of Feasibility Study

This first phase will review two options as part of the Rail Relocation versus Grade Separation Feasibility Study. To determine the relative benefits and costs, each of the two options will be compared to the current state of at-grade rail crossings (i.e. "do nothing").

1. Construct grade separations at priority rail crossing locations; or
2. a. Relocate CP rail infrastructure, including CP Sutherland Yards; and possibly,
   b. Relocate CN rail infrastructure.

The analysis to evaluate the feasibility of constructing grade separations will include:

- High level screening to identify the needs of each corridor, considering all users and adjacent land use;
- Identification of constraints, including underground services and utilities;
- Identification of impacts to adjacent properties including access and property acquisitions;
- Develop an order of magnitude cost estimate for each grade separation; and
- Cost/benefit analysis for the construction of grade separated rail crossings taking into consideration (but not limited to):
  - Impact on emergency response, now and in the future;
  - Proposed bus rapid transit lines; and
  - Utility relocations and construction.

The Feasibility Study for rail relocation will include the following components:

- Internal stakeholder consultation including civic departments and emergency services;
- Cost/benefit analysis of rail relocation including, at a minimum:
  - Evaluation of existing rail infrastructure, including inventory of assets, condition, and replacement values;
  - Environmental impacts and site remediation;
  - Economic impacts of rail delays throughout the city;
  - Impact on emergency response and goods movement; and

- Identification and quantification of the impact of relocation to rail operations.

The Feasibility Study will provide the ability to compare both options to determine which to pursue further.

Optional Phase Two - Detailed Analysis:
The second phase will proceed only if approved by City Council following their consideration of the first phase results.

Public Involvement is an important component in the second phase; the proponent will develop an engagement plan for the preferred option from the first phase. Some ideas for engagement include large-scale public events, neighbourhood and community open houses, and online engagement tools. The development of engagement materials may include visualizations of grade separations, maps, and materials suitable for inclusion on Shaping Saskatoon.

If the first phase recommends relocation, this second phase will focus on the documents and designs required to work with CP Rail and the federal government on a relocation strategy.

If Phase One recommends grade separation, a detailed functional plan with enough engineering and design will be completed for each grade separation to provide confident construction estimates and the subsequent preparation of tenders for detailed design. The grade separations will be further prioritized for implementation.

Contract with HDR Corporation
On February 15, 2017, the Administration posted a Request for Qualifications on the SaskTenders website to identify proponents interested and capable of completing this work. Eleven firms provided their qualifications.

Based on the evaluation criteria included in the Request for Qualifications, the Administration identified three firms with good experience and excellent qualifications for this project. A Request for Proposals was then issued to the following three short-listed firms on March 20, 2017:

- Allnorth Consultants Ltd. (Saskatoon, SK)
- Hatch Corporation (Saskatoon, SK)
- HDR Corporation (Calgary, AB)

Based on the evaluation criteria included in the Request for Proposals, the Administration is recommending that the City enter into an agreement with HDR Corporation to complete the Feasibility Study.

The Administration is not recommending that this feasibility study be completed in-house in consideration of the following:

- This project requires extensive specific experience in rail engineering and economics. Given that this type of expertise is rarely required by the City, the

Administration does not have staff with the level of expertise required to successfully deliver this project.

- This project is funded by the Public Transit Infrastructure Funding which has strict timelines for completion of the project and requirements for the work to be incremental. Therefore, utilization of existing staff could render the project ineligible for federal funding.
- The project requires an in-depth understanding of the operations of the railways and detailed knowledge of the processes for seeking Transport Canada approvals for relocation. The preferred proponent has significant experience in these areas.

Public and/or Stakeholder Involvement

Stakeholder consultation is the responsibility of the consultant during the project. Phase One includes primarily stakeholder consultation. Phase Two involves consultation with the public and will include large-scale public events, neighbourhood and community open houses, and online engagement tools.

Communication Plan

Communication materials will be developed by the consultant during this project and will be reviewed by the Administration prior to any public and/or stakeholder communication.

Financial Implications

Capital Project #1456 – TU Railway Crossing Safety Improvements contains sufficient funding for this contract.

Phase One	Contract Amount	$211,062
	GST (5%)	10,554
	Contract Cost	$221,616
Phase Two	Contract Amount	$360,000
	GST (5%)	18,000
	Contract Cost	$378,000
	Total Project Cost	$599,616
	GST Rebate (5%)	(28,554)
	Net Cost to the City	$571,062

Environmental Implications

Delays at rail crossings increase fuel use, greenhouse gas emissions, and air pollution associated with vehicle idling. The environmental impacts of the delays, given the current traffic and train volumes, will be quantified as part of this project.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report will be submitted to the Standing Policy Committee on Transportation with the recommendations of the first phase of this study in December 2017. The second phase may proceed only if approved by City Council during the December 18, 2017 meeting. Completion of Phase Two would be expected in winter of 2019.

Public Notice

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

Report Approval

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

TRANS DL – Rail Relocation versus Grade Separation Feasibility Study – Award of Contract

STANDING POLICY COMMITTEE ON TRANSPORTATION

Silverspring Neighbourhood Traffic Review

Recommendation of the Committee
That the Neighbourhood Traffic Review for the Silverspring neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

History
At the May 8, 2017 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Transportation & Utilities Department

Silverspring Neighbourhood Traffic Review

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

That the Neighbourhood Traffic Review for the Silverspring neighbourhood be adopted as the framework for future traffic improvements in the area, to be undertaken as funding is made available through the annual budget process.

Topic and Purpose
The purpose of this report is to provide information on the Neighbourhood Traffic Review (NTR) for the Silverspring neighbourhood.

Report Highlights
A Neighbourhood Traffic Plan for the Silverspring neighbourhood was developed in consultation with the community in response to concerns such as speeding, traffic shortcutting, and pedestrian safety. The plan will be implemented over time as funding for the improvements is available.

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 level of safety of pedestrians, cyclists, and motorists.

Background
A public meeting was held in May 2016 to identify traffic concerns and potential solutions within the Silverspring neighbourhood. Based on the residents' input provided at the initial public meeting and the analysis of the traffic data collected, a Neighbourhood Traffic Plan was developed and presented to the community at a second public meeting held in January 2017.

Report
The development and implementation of the Traffic Plan includes four stages:

1. Identify existing problems, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon.ca website;
2. Develop a draft traffic plan based on residents' input and traffic assessments;
3. Present the draft traffic plan to the neighbourhood at a follow-up meeting, circulate the plan to other civic divisions for feedback, and make adjustments as needed to present the plan to City Council for adoption; and
4. Implement the proposed measures in a specific time frame: short-term (1 to 2 years), medium-term (3 to 5 years), or long-term (more than 5 years).

The majority of concerns identified during the consultation included speeding and pedestrian safety (specifically on Konihowski Road) as well as difficulty turning onto Central Avenue from Konihowski Road, Garvie Road and Somers Road.

The Administration is recommending the following modifications to improve traffic safety in the Silverspring neighbourhood:

- Standard crosswalks
- Zebra crosswalk
- Traffic signals
- Stop signs
- Median islands
- Yield sign

Installation of each proposed improvement will be implemented in three specific time frames as follows:

Short-term (1 to 2 years)	Temporary traffic calming measures, signage, pavement markings, traffic signals
Medium-term (3 to 5 years)	Permanent traffic calming devices
Long-term (more than 5 years)	Permanent traffic calming devices

The Silverspring NTR is included in Attachment 1.

If approved by City Council, all of the temporary traffic calming measures will be installed in 2017. An annual report on the NTRs will provide an update on the status of converting the temporary measures to a permanent condition.

Public and/or Stakeholder Involvement

In May 2016, a public meeting was held to discuss traffic concerns and identify potential solutions. The feedback received was used to develop the Neighbourhood Traffic Plan which was presented at a follow-up public meeting in January 2017. Additional feedback received at the follow-up public meeting was also incorporated into the NTR.

The proposed improvements were circulated to internal civic stakeholders of various divisions and departments: Saskatoon Police Service, Saskatoon Light & Power, Saskatoon Fire Department, Parking Services, Roadways & Operations, and Saskatoon Transit. Feedback was incorporated into the recommended NTR.

Communication Plan

The final Neighbourhood Traffic Plan will be shared with the residents of the impacted neighbourhood using several methods: City website, the Community Association, City website and by a direct mail-out.

Financial Implications

The implementation of the Neighbourhood Traffic Plan will have significant financial implications. The costs are summarized in the following table:

Category	2017	Beyond 2017
Signs, Pavement Markings & Temporary Traffic Calming	$4,500	NA
Permanent Traffic Calming	NA	$30,000
Traffic Signals	$0	$125,000
TOTALS	$4,500	$155,000

There is sufficient funding within Capital Project #1512 – Neighbourhood Traffic Management to undertake the work in 2017, which includes implementation of all signage, pavement markings, and temporary traffic calming measures.

Transportation has reviewed the projected traffic volumes along Central Avenue and has concluded that the North Commuter Parkway Project (NCPP) will result in traffic conditions that warrant signals at the intersection of Central Avenue and Konihowski Road. As such, it is appropriate that these costs be borne by the project. The estimated cost for the traffic signals at Central Avenue and Konihowski Road is $125,000. The funding plan for the traffic signals is as follows:

- Equipment including the poles, signal heads and cabinet was purchased as part of the NCPP.
- The NCPP received a credit for the elimination of some signage on the Parkway. This credit amount is being used to fund the majority of the underground materials needed to support the traffic signal (i.e. conduit, pole bases, and wiring).
- The remaining cost is estimated at $30,000 and will be funded by the contingency for the NCPP.

The remainder of the work beyond 2017 includes the construction of permanent traffic calming measures and will be considered alongside all other improvements identified through the NTR Program. The Administration will include in their annual budget submission package the list of projects recommended to be funded, and the rationale used to prioritize the projects.

Environmental Implications

The overall impact of the recommendations on traffic characteristics, including the impacts on greenhouse gas emissions, has not been quantified at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

If adopted by City Council, temporary traffic calming devices, pavement markings and signage will be implemented during the 2017 construction season.

Public Notice

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

Attachment

1. Silverspring Neighbourhood Traffic Review, April 6, 2017

Report Approval

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

TRANS MF – Silverspring Neighbourhood Traffic Review

SILVERSPRING

2016 Neighbourhood Traffic Reviews

CITY OF SASKATOON

April 6, 2017

Silverspring Neighbourhood Traffic Review

April 6, 2017

Authorization

Prepared By:

Mariniel Flores, P.Eng.

Transportation Engineer

Checked By:

Jay Magus, P. Eng.

Transportation Engineering Manager

Acknowledgements

The completion of this review would not be possible without the contribution of the following organizations and individuals:

- Silverspring residents
- Silverspring Community Association
- Saskatoon Police Service
- Saskatoon Light & Power
- Saskatoon Fire Department
- City of Saskatoon Environmental Services
- City of Saskatoon Transit
- City of Saskatoon Planning & Development
- City of Saskatoon Roadways & Operations
- City of Saskatoon Community Standards
- City of Saskatoon Transportation
- Great Works Consulting
- Councillor Zach Jeffries

EXECUTIVE SUMMARY

The objective of the Neighbourhood Traffic Management Program is to address traffic concerns within neighbourhoods such as speeding, shortcutting, and pedestrian safety. The program was revised in August 2013 to address traffic concerns on a neighbourhood-wide basis. The program involves additional community and stakeholder consultation that provides opportunity for residents and City of Saskatoon (City) staff to work together in developing solutions that address traffic concerns within their neighbourhood. The process is outlined in the *Traffic Calming Guidelines and Tools*, City of Saskatoon, 2016.

A public meeting was held in May 2016 to identify traffic concerns and potential solutions within the Silverspring neighbourhood. As a result of the meeting, a number of traffic assessments were completed to confirm and quantify the concerns raised by the residents. Based on the residents' input and the completed traffic assessments, a Traffic Plan was developed and presented to the community at a follow-up meeting held in January 2017.

A summary of recommended improvements for the Silverspring neighbourhood are included in **Table ES-1.** The summary identifies the location, recommended improvement, reason and a schedule for implementation. The schedule to implement the Traffic Plan can vary depending on the complexity of the proposed improvement. According to the *Traffic Calming Guidelines and Tools* document, the time frame may range from short-term (1 to 2 years); medium-term (3 to 5 years) and long-term (more than 5 years). Accordingly, the specific time frame to implement the improvements ranges from 1 to 5 years.

The Silverspring Traffic Plan is illustrated in **Exhibit ES-1**.

Table ES-1: Silverspring Neighbourhood Recommended Improvements

Item	Location	Recommendation	Reason	Time Frame
Konihowski Road				
1	Carr Crescent / Bourgonje Crescent (North)	Standard crosswalk on south leg of Konihowski Road	Improve pedestrian safety	1 to 2 years
2	Le May Crescent (South)	Upgrade standard crosswalk to zebra crosswalk		
3	Central Avenue	Traffic signals	Improve traffic flow	
4	Rever Road	Stop sign on median island on west leg of Konihowski Road and on south leg of Rever Road	Enhance visibility of stop signs	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
5	Pezer Crescent (North)	Median island on south leg of Konihowski Road	Reduce driver speed	
6	Haslam Place / McWillie Avenue	Median island on east leg of Konihowski Road		
Rever Road				
7	Haslam Street / Fairbrother Crescent (South)	Standard crosswalk on south leg	Improve pedestrian safety	1 to 2 years
		Median island on north leg of Rever Road	Reduce driver speed	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
8	Haslam Crescent / Fairbrother Crescent (North)	Median island on north leg of Rever Road		
Haslam Crescent				
9	Haslam Street	Yield sign on Haslam Street assigning right-of-way to Haslam Crescent	Improve intersection safety	1 to 2 years

LEGEND

- EXISTING STOP SIGN
- EXISTING YIELD SIGN
- EXISTING BUS ROUTE
- EXISTING SCHOOL ZONE
- EXISTING TRAFFIC SIGNAL
- EXISTING ACTIVE PEDESTRIAN CORRIDOR SIGNAL LOCATION
- # RECOMMENDATION

SILVERSPRING TRAFFIC PLAN

City of Saskatoon

Exhibit ES-1

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1 INTRODUCTION

As the City of Saskatoon continues to grow, many neighbourhoods face issues such as pedestrian safety, cut-through traffic, and increased speeds. In August 2013, City Council adopted the *City of Saskatoon Traffic Guidelines and Tools* that outlines a procedure for completing traffic reviews on a neighbourhood-wide basis. Prior to this, neighbourhood traffic issues were dealt with on a case-by-case basis with mixed results. Since 2013, the formal process has proven to be very successful in providing recommendations that improve neighbourhood traffic conditions and pedestrian safety. Recommendations are developed by the Administration and residents in a collaborative fashion. Accordingly, this report provides the Traffic Management Plan for the Silverspring neighbourhood.

The Silverspring neighbourhood is located in the east portion of Saskatoon and is south of Fedoruk Drive, west of Saskatoon Forestry Farm Park & Zoo, north of Attridge Drive and east of Central Avenue. The land use is mostly residential with elementary schools on Konihowski Road (Silverspring School and Mother Teresa School).

The neighbourhood traffic review includes four stages:

- **Stage 1** - Identify issues, concerns and possible solutions through the initial neighbourhood consultation and the Shaping Saskatoon online discussion.
- **Stage 2** - Develop a draft traffic plan based on residents' input and traffic assessments.
- **Stage 3** - Present the draft traffic plan to the neighbourhood at a follow-up meeting; circulate the plan to other civic divisions for feedback; make adjustments as needed; and present the plan to City Council for approval.
- **Stage 4** - Implement the proposed measures in a specific time frame – short-term (1 to 2 years), medium-term (3 to 5 years) or long-term (more than 5 years).

This report presents the study findings and recommendations.

2 STAGE 1: IDENTIFYING ISSUES, CONCERNS, AND POSSIBLE SOLUTIONS

A public meeting was held in May 2016 to identify traffic concerns within the Silverspring neighbourhood. At the meeting, residents were given the opportunity to express their concerns and suggest possible solutions. The meeting minutes are provided in **Appendix A.**

The following pages summarize the concerns and suggested solutions identified during the initial consultation (including all correspondence and Shaping Saskatoon discussion comments received prior to the follow-up meeting) with the residents.

2.1 Concern 1 – Speeding and Shortcutting

Shortcutting occurs when non-local traffic passes through the neighbourhood on streets that are designed and intended for low volumes of traffic (i.e., local streets). As speeding often accompanies shortcutting, these concerns have been grouped into one category.

Neighbourhood concerns for speeding and / or shortcutting were at the following locations:

- Central Avenue:
  - Speeding
  - Speeding at Konihowski Road
- Garvie Road: speeding (Central Avenue to Konihowski Road)
- Konihowski Road:
  - Speeding (along curves)
  - High traffic volumes (from Fedoruk Drive)
  - Shortcutting (from Fedoruk Drive)
  - Difficult to get out of driveways due to speeding vehicles
- Konihowski Road & Beerling Crescent:
  - Speeding
  - Vehicles are cutting the corner
- Konihowski Road & Bourgonje Crescent: speeding
- Konihowski Road & Carr Crescent: speeding
- Konihowski Road & Garvie Road: speeding
- Konihowski Road & McWillie Avenue: speeding
- Konihowski Road & Pezer Crescent: speeding

- Konihowski Road & Rever Road: speeding (minivans, City buses)
- Pezer Crescent: speeding
- Rever Road
  - Speeding (buses)
  - Speeding to catch green light
- Somers Road: speeding
- General: vehicles shortcut north to avoid Rever Road

The following solutions were proposed by residents:

- Central Avenue:
  - Install stop signs
  - Install traffic lights
- Central Avenue & Somers Road:
  - Install speed bumps
  - Install a stop sign
  - Close Somers Road
- Garvie Road: install speed bumps
- Konihowski Road:
  - Install temporary stop signs
  - Install speed bumps
  - Monitor speeds
  - Introduce playground zones
  - Install curb extensions and raised median islands
  - Speed control measures north of Garvie Road
  - Implement radar speed traps
  - Install a chicane near schools
- Konihowski Road & Bourgonje Crescent:
  - Enforcement
  - Install speed radar

- Konihowski Road & McWillie Avenue:
  - Install speed bumps or roundabout
  - Install a chicane
- Konihowski Road & Pezer Crescent: extend school zone onto Pezer Crescent
- Konihowski Road & Rever Road: install speed bumps or a roundabout
- Konihowski Road & Scissons Crescent: install a three-way stop
- Konihowski Road at Mother Teresa School: closely monitor speeds
- Rever Road:
  - Install speed bumps
  - Monitor speeds
  - Enforcement during weekend hours
  - Install a radar speed sign
  - Install photo radar
  - Track the speeds of transit
- General:
  - Reduce speed limit to 40 kph
  - Implement year-round school zones
  - Extend school zone all year
  - Block Fedoruk Drive

2.2 Concern 2 – Pedestrian Safety

It is important to address pedestrian safety concerns to support active transportation as encouraging walking to nearby amenities, as opposed to driving, reduces traffic volumes.

Pedestrian crosswalks need to adhere to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004 which states the following:

> "The installation of appropriate traffic controls at pedestrian crossings shall be based on warrants listed in the document entitled *Traffic Control at Pedestrian Crossings – 2004* approved by City Council in 2004."

Neighbourhood concerns regarding pedestrian safety were at the following locations:

- Attridge Drive & Rever Road:
  - Long wait for pedestrian walk light
  - Pedestrian safety issues
- Central Avenue & Somers Road: potential pedestrian safety issues
- Konihowski Road:
  - Drivers passing on the right when vehicles make left-turns
  - Missing sidewalk between pathway (Somers Road) and Pobran Crescent
- Konihowski Road & Bourgonje Crescent: pedestrian safety issues
- Konihowski Road & Carr Crescent: vehicles are not stopping for pedestrians/bicyclists
- Konihowski Road & Garvie Road: pedestrian safety issues
- Konihowski Road & Pezer Crescent: pedestrian safety issues
- Konihowski Road & Rever Road: drivers are not stopping for pedestrians
- Konihowski Road at Mother Teresa School:
  - Pedestrian safety issues
  - Jaywalking
  - Illegal U-turns
- Rever Road & Haslam Crescent: difficult to see pedestrians and signs due to poor lighting

The following solutions were proposed by residents:

- Attridge Drive & Rever Road: improve pedestrian walk light timing
- Konihowski Road & Carr Crescent / Bourgonje Crescent:
  - Install a crosswalk
  - Install a "Kids are Playing" sign
  - Install a speed limit sign
  - Install a big brick barrier
  - Install amber flashing crosswalk lights
  - Install curb extensions

- Konihowski Road & Carr Crescent:
  - Install crosswalks on both sides
  - Install flashing pedestrian signals
- Konihowski Road & Garvie Road:
  - Install a flashing crosswalk
  - Install a push-button activated pedestrian device
- Konihowski Road & Pobran Crescent:
  - Install a sidewalk on the west side of Konihowski Road from Pobran Crescent to the gravel pathway
  - Install curb extensions
  - Paint a zebra crosswalk
  - Install flashing pedestrian signals
- Konihowski Road & Somers Road: install an improved pedestrian crossing
- Konihowski Road at Mother Teresa School:
  - Install a crosswalk in front of school
  - Install a temporary crosswalk in front of school
  - Install a flashing crosswalk in front of school
  - Introduce the Kiss & Ride program
  - Move crossing guards at Pezer Crescent (North) mid-block in front of Mother Teresa School
- Rever Road & Haslam Crescent:
  - Improve lighting
  - Install a crosswalk
  - Install crossing lights

2.3 Concern 3 – Traffic Control

Traffic control signs are used in order to assign the right-of-way. City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009 states that stop and yield signs are not to be used:

- As speed control devices;
- To stop priority traffic over minor traffic;
- On the same approach to an intersection where traffic signals are operational; or
- As a pedestrian crossing device.

Neighbourhood concerns regarding traffic controls were at the following locations:

- Central Avenue & Garvie Road:
  - Difficult for vehicles to make left turns onto Central Avenue
  - Long wait for vehicles turning onto Central Avenue
- Central Avenue & Konihowski Road:
  - Difficult for vehicles to make left turns onto Central Avenue
  - Long wait for vehicles turning onto Central Avenue
- Central Avenue & Somers Road:
  - Difficult for vehicles to make left turns onto Central Avenue
  - Long wait for vehicles turning onto Central Avenue
  - Vehicles ignore the stop sign
- Haslam Crescent & Haslam Street: many near misses
- Konihowski Road & Rever Road:
  - Drivers are not stopping
  - Rolling stops by vehicles

The following solutions were proposed by residents:

- Central Avenue & Fedoruk Drive: install traffic lights
- Central Avenue & Garvie Road: Install traffic lights
- Central Avenue & Konihowski Road:
  - Install stop signs
  - Install traffic lights

- Central Avenue & Somers Road:
  - Install an additional sign
  - Increase visibility
  - Install traffic lights
  - Install a pedestrian crossing when four-lane arterial is constructed
- Konihowski Road & Rever Road:
  - Paint a different type of stop line
  - Install wider curb extensions
  - Install a median
  - Paint zebra crosswalks
  - Install enhanced Active Pedestrian Corridors with white/blue flashing beacons
  - Install a chicane
  - Install a roundabout
- Haslam Crescent & Haslam Street: install a stop or yield sign

2.4 Concern 4 – Parking

Parking is allowed on all city streets unless signage is posted. According to City of Saskatoon Bylaw 7200, *The Traffic Bylaw*, December 16, 2013, vehicles are restricted from parking within 10 metres of an intersection and one metre of a driveway or back lane.

Neighbourhood concerns regarding parking were at the following locations:

- Konihowski Road & Rever Road: vehicles park in crosswalk
- Konihowski Road at Mother Teresa School:
  - Not much parking by the schools
  - Cars park in front of photo radar camera

The following solutions were proposed by residents:

- Konihowski Road at Mother Teresa School:
  - Move bus stops to create space for more parking
  - Construct a larger traffic loop to create more parking for parents
  - Move photo radar camera

2.5 Concern 5 – Maintenance

Maintenance is requested throughout the consultation process that reflects the work of other civic departments. These include the condition of the street signs (i.e., knocked over, damaged, obstructed by trees), trees obstructing driver's view, or roadway maintenance (i.e., snow clearing, potholes, sanding).

The following neighbourhood concerns regarding maintenance were received:

- Potholes along Central Avenue south of Attridge Drive to 115th Street
- Icy roads at Konihowski Road & Somers Road
- Snow piled on roads along Konihowski Road and between schools on west side near Pezer Crescent

The following neighbourhood solutions identified by residents were received:

- Resurface Central Avenue south of Attridge Drive to 115th Street

2.6 Concern 6 – Major Intersections & Corridors

Major intersections include roadways with higher traffic volumes (i.e., arterials, collectors) or intersections with an existing traffic signal.

Neighbourhood concerns regarding major intersections were at the following locations:

- Attridge Drive:
  - Increase speed from 60 kph to 70 kph
  - Difficult to cross four lanes of traffic to make a left-turn at Central Avenue
  - Speeding
  - High traffic volumes
- Attridge Drive & Central Avenue:
  - Difficult to turn left
  - Sharp southbound ramp radius
  - Truck concerns
  - Concerns turning left onto Central Avenue eastbound to northbound from Attridge Drive

- Attridge Drive & Garvie Road: seniors do not want their view obstructed by a sound wall
- Attridge Drive & Rever Road:
  - Long wait for vehicles
  - Congestion
  - Only seven to eight vehicles are able to cross the intersection before light changes
  - Green light is short
  - Near misses due to eastbound left-turning vehicles speeding to catch the amber light
- Central Avenue:
  - Noisy
  - Wildlife concerns when Central Avenue becomes a four-lane arterial
- Central Avenue & Beef Research Road:
  - Congestion at the entrance
  - Safety concerns

The following solutions were proposed by residents:

- Attridge Drive:
  - Improve traffic flow for westbound drivers immediately after Attridge Drive & Central Avenue intersection
  - Reduce the speed limit to 40 kph
  - Construct a sound wall
  - Install a red light camera
  - Educate drivers
  - Install four lanes rather than three lanes
  - Install a double lane ramp from 108th Street
- Attridge Drive & Central Avenue:
  - Install protected left turns
  - Modify traffic signal timing
  - Construct an interchange
  - Extend the gravel road north of Attridge Drive & Central Avenue and establish a new access at Central Avenue & Konihowski Road
  - Prioritizing signal timing by allowing one green phase at a time

  - Tighten southbound ramp radius
  - Install lane designations
- Attridge Drive & Rever Road: modify traffic signal timing
- Central Avenue:
  - Install a wildlife fence or signs
  - Install low light standards to reduce light pollution
  - Construct a bicycle pathway along Attridge Drive
  - Create a walkway connection south of Fairbrother Court to the hydrostation

3 STAGE 2: DEVELOPMENT OF DRAFT TRAFFIC PLAN

3.1 Methodology

Stage 2 of the neighbourhood traffic review included developing a draft traffic management plan. This was completed through the following actions:

- Create a detailed list of all the issues provided by the residents.
- Collect historical traffic studies and information the City has on file for the neighbourhood.
- Prepare a data collection program that will provide the appropriate information needed to undertake the assessments.
- Complete the data collection, which may include:
  - Daily and weekly traffic counts
  - Speed measurements
  - Intersection turning movement counts
  - Pedestrian counts
  - Site observations
  - Collision analysis
- Assess the issues by using the information in reference with City policies, bylaws, and guidelines, transportation engineering design guidelines and technical documents, and professional engineering judgment.

The following sections provide details on the data collected for traffic volume and speed assessments, traffic control assessments, pedestrian crossing assessments, traffic signal assessments and collision analysis. A map of the traffic data collection is shown in **Appendix B**.

3.2 Traffic Volume and Speed Assessments

Traffic volumes and travel speeds were measured to assist in determining the need for traffic calming devices. In Saskatoon, the neighbourhood streets are classified typically as either local or collector streets. Traffic volumes [referred to as Average Daily Traffic (ADT)] on these streets should meet the City of Saskatoon guidelines shown in **Table 3-1**.

Table 3-1: City of Saskatoon Street Classifications and Characteristics

Characteristics	Classifications					
	Back Lanes		Locals		Collectors	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Traffic Function	Access function only (traffic movement not a consideration)		Access primary function (traffic movement secondary consideration)		Traffic movement and land access of equal importance	
Average Daily Traffic (vehicles per day)	<500	<1,000	<1,000	<5,000	<5,000	8,000-10,000
Typical Speed Limits (kph)	20		50		50	
Transit Service	Not permitted		Generally avoided		Permitted	
Cyclist	No restrictions or special facilities		No restrictions or special facilities		No restrictions or special facilities	
Pedestrians	Permitted, no special facilities		Sidewalks on one or both sides	Sidewalks provided where required	Typically sidewalks provided both sides	Sidewalks provided where required
Parking	Some restrictions		No restrictions or restriction on one side only		Few restrictions other than peak hour	

Travel speeds were measured to determine the 85th percentile speed, which is the speed at which 85 percent of vehicles are travelling at or below. The speed limit in the Silverspring neighbourhood is 50 kph, except for school zones where the speed limit is 30 kph from September to June, Monday to Friday, 8:00 a.m. to 5:00 p.m.

The speed studies and ADT on streets where speeding was identified as an issue are summarized in **Table 3-2**.

Table 3-2: Speed Studies and Average Daily Traffic Counts (2016)

Street	Between	Class	Average Daily Traffic (vehicles per day)	Speed (kph)
Konihowski Road	Carr Crescent / Bourgonje Crescent (North) to Carr Crescent / Bourgonje Crescent (South)	Major Collector	1650	53
	Beerling Crescent (North) to Beerling Crescent (South)		1750	51
	Pezer Crescent (North) to Pezer Crescent (South)		2200	School = 32 Regular = 52
	Haslam Place / McWillie Avenue to Rever Road		1850	55
Garvie Road	McWillie Avenue to Scissons Crescent (West)		1300	54
Rever Road	Haslam Crescent / Fairbrother Crescent (North) to Haslam Street / Fairbrother Crescent (South)		4600	58

3.3 Traffic Control Assessments

Yield, stop, and all-way stop controls need to meet the City of Saskatoon Council Policy C07-007 *Traffic Control – Use of Stop and Yield Signs*, January 26, 2009.

Turning movement counts were completed to determine the need for an all-way (i.e., three-way or four-way) stop control. Criteria outlined in Council Policy C07-007 that may warrant an all-way stop include:

- A peak hour count greater than 600 vehicles
- An ADT greater than 6,000 vehicles per day; or
- When five or more collisions are reported in the last twelve month period and are of a type susceptible to correction by an all-way stop control.

Further conditions that must be met for an all-way stop to be warranted are:

1. Traffic entering the intersection from the minor street must be at least 35% for a four-way stop and 25% for a three-way stop.
2. No other all-way stop or traffic signal within 200 metres.

Results of the studies are shown in **Table 3-3**.

Table 3-3: All-Way Stop Warrant Criteria

Location	Criteria 1: Peak Hour Count (greater than 600 vehicles)	Criteria 2: Average Daily Traffic (greater than 6,000vpd)	Criteria 3: Collisions within most recent 12 months (5 or more)	Result
Garvie Road & Scissons Crescent (West)	234 vehicles (no)	2,520vpd (no)	0 (no)	Continue to Step 2
Central Avenue & Konihowski Road	1,115 vehicles (yes)	16,120vpd (yes)	0 (no)	
Central Avenue & Garvie Road	947 vehicles (yes)	13,510vpd (yes)	1 (no)	
Central Avenue & Somers Road	825 vehicles (yes)	10,470vpd (yes)	1 (no)	

Provided one of the above criteria are met, continue to Step 2 to check the condition requirements.

Table 3-4: All-Way Stop Warrant Condition Requirements

Location	Condition 1: Traffic on minor street is at least 25% for a three-way stop and 35% for a four-way stop	Condition 2: No all-way stop or traffic signals within 200 metres	Result
Garvie Road & Scissons Crescent (West)	10% (no)	>200 metres (yes)	All-Way Stop Not Warranted
Central Avenue & Konihowski Road	10% (no)	410 metres (yes)	
Central Avenue & Garvie Road	20% (no)	840 metres (yes)	
Central Avenue & Somers Road	30% (yes)	550 metres (yes)	All-Way Stop Warranted

3.4 Pedestrian Assessments

Pedestrian assessments are conducted to determine the need for pedestrian actuated signalized crosswalks which are in adherence to the City of Saskatoon Council Policy C07-018 *Traffic Control at Pedestrian Crossings*, November 15, 2004. Devices include an activated pedestrian corridor (flashing yellow lights) or pedestrian actuated signal. A warrant system assigns points for a variety of conditions including:

- Number of traffic lanes to be crossed;
- Presence of a physical median;
- Posted speed limit of the street;
- Distance the crossing point is to the nearest protected crosswalk point; and
- Number of pedestrians and vehicles at the location.

Pedestrian and traffic data is collected during the five peak hours of: 8:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:30 p.m., and 3:00 p.m. to 5:00 p.m.

A standard pedestrian crosswalk or a zebra crosswalk (i.e., striped) may be considered when a signalized crosswalk is not warranted. A summary of the pedestrian studies are provided in **Table 3-5**.

Table 3-5: Pedestrian Assessments

Location	Number of Pedestrians Crossing During Peak Hours	Result
Konihowski Road & Rever Road	33	Pedestrian Device Not Warranted
Konihowski Road & Pobran Crescent (South)	28	
Konihowski Road at Mother Teresa School	97	
Konihowski Road & Carr Crescent / Bourgonje Crescent (North)	8	
Konihowski Road & Garvie Road	245	Pedestrian Device Warranted

Details of the active pedestrian corridor and pedestrian actuated signal assessments are provided in **Appendix C**.

3.5 Traffic Signal Assessments

Assessments are conducted to determine the need for traffic signals, in adherence to the Traffic Signal and Pedestrian Signal Head Warrant Handbook. A warrant system assigns points for a variety of conditions including:

- Number of traffic lanes;
- Posted speed limit of the street;
- Distance to the nearest traffic signal; and
- Number of pedestrians and vehicles at the location.

Pedestrian and traffic data is collected during the six peak hours of: 7:00 a.m. to 9:00 a.m., 11:30 a.m. to 1:30 p.m., and 4:00 p.m. to 6:00 p.m.

If a traffic signal is not warranted, additional measures to improve safety (i.e., parking restrictions, oversized stop signs) may be considered. A summary of the traffic signal assessments is provided in **Table 3-6**.

Table 3-6: Traffic Signal Assessments

Location	Traffic Signal Warrant Points	Result
Central Avenue & Konihowski Road	105	Traffic Signal Warranted
Central Avenue & Garvie Road	38	Traffic Signal Not Warranted
Central Avenue & Somers Road	28	

Details of the traffic signal assessments are provided in **Appendix D**.

3.6 Collision Analysis

The most recently available five year collision data (2011 to 2015) was provided by SGI. High-collision locations, typically noted as the locations with an average of two or more collisions per year, were reviewed in more depth to identify trends and possible improvements. Locations with two or more collisions per year include:

- Konihowski Road & Somers Road

Details of the collision analysis are provided in **Appendix E.**

4 STAGE 3: PRESENTATION OF TRAFFIC PLAN

4.1 Methodology

Stage 3 of the neighbourhood traffic review included finalizing the recommended plan. This was achieved by completing the following steps:

- Based on the assessments, prepare a plan that illustrates the appropriate recommended improvements
- Present the draft plan to the residents at a follow-up public meeting
- Circulate the draft plan to the civic divisions for comments
- Revise the draft plan based on feedback from the stakeholders
- Prepare a technical document summarizing the recommended plan and project process

The tables in the following sections provide the details of the recommended traffic management plan, including the location, recommended improvement, and reason for the recommended improvement.

4.2 Speeding and Shortcutting

As stated in Council Policy C07-007 Traffic Control – Use of Stop and Yield Signs, January 26, 2009, "stop signs are not to be used as speed control devices."

The recommended improvements to address speeding and shortcutting are detailed in **Table 4-1**.

Table 4-1: Recommended Improvements – Speeding and Shortcutting

Location	Recommended Improvement	Reason
Konihowski Road & Pezer Crescent (North)	Median island on south leg of Konihowski Road	Reduce driver speed
Konihowski Road & Haslam Place / McWillie Avenue	Median island on east leg of Konihowski Road	
Rever Road & Haslam Street / Fairbrother Crescent (South)	Median island on north leg of Rever Road	
Rever Road & Haslam Crescent / Fairbrother Crescent (North)	Median island on north leg of Rever Road	

4.3 Pedestrian Safety

The recommended improvements to increase pedestrian safety are listed in **Table 4-2**.

Table 4-2: Recommended Improvements - Pedestrian Safety

Location	Recommended Improvement	Reason
Konihowski Road & Carr Crescent / Bourgonje Crescent (North)	Standard crosswalk on south leg of Konihowski Road	Improve pedestrian safety
Konihowski Road & Le May Crescent (South)	Upgrade standard crosswalk to zebra crosswalk	
Rever Road & Haslam Street	Standard crosswalk on south leg	

4.4 Intersection Safety

The recommended improvements to intersections that will improve the level of safety by clearly identifying the right-of-way through traffic controls are provided in **Table 4-3**.

Table 4-3: Recommended Improvements – Intersection Safety

Location	Recommended Improvement	Reason
Konihowski Road & Central Avenue	Traffic signals	Improve traffic flow
Konihowski Road & Rever Road	Stop sign on median island on west leg of Konihowski Road and on south leg of Rever Road	Enhance visibility of stop signs
Haslam Crescent & Haslam Street	Yield sign on Haslam Street assigning right-of-way to Haslam Crescent	Improve intersection safety

4.5 Follow Up Consultation – Presentation of Traffic Management Plan

The recommended improvements were presented to residents and stakeholders at a follow-up public meeting in January 2017. Meeting minutes are provided in **Appendix F.** Recommended improvements that were not supported were eliminated or altered accordingly.

A decision matrix detailing the list of recommended improvements presented at the follow-up meeting are included in **Appendix G**. Additional issues raised after the presentation of the draft traffic plan were considered and outlined in **Appendix H**. Recommendations were added to the list of improvements if necessary.

The revised list of recommendations was then circulated to the civic divisions (including Saskatoon Police Service, Saskatoon Light & Power, Saskatoon Fire Department, Parking Services, Roadways & Operations and Transit) to gather comments and concerns. General support was received.

5 STAGE 4: IMPLEMENTATION

Stage 4, the final stage of the neighbourhood traffic review, is to install the recommended improvements within the specified time frame. The time frame depends upon the complexity and cost of the solution. A short-term time frame is defined by implementing the improvements within 1 to 2 years; medium-term is 3 to 5 years; and long-term is more than 5 years.

The placement of signs, pavement markings and temporary traffic calming will be completed short-term (1 to 2 years). Most often the installations take place in spring / summer of the following year. Therefore, installations for Silverspring are likely to take place in spring / summer 2017.

The estimated cost of the improvements included in the Neighbourhood Traffic Management Plan are outlined in the following tables:

- **Table 5-1:** Signs, Pavement Markings & Temporary Traffic Calming Cost Estimate
- **Table 5-2:** Permanent Traffic Calming Cost Estimate
- **Table 5-3:** Traffic Signal Cost Estimate
- **Table 5-4:** Total Cost Estimate

Table 5-1: Signs, Pavement Markings & Temporary Traffic Calming Cost Estimate

Location	Device (# of Devices)	Cost Estimate	Time Frame
Konihowski Road & Carr Crescent / Bourgonje Crescent (North)	Standard crosswalk (1)	$250	1 to 2 years
Konihowski Road & Le May Crescent (South)	Zebra crosswalk (1)	$250	
Rever Road & Haslam Street / Fairbrother Crescent (South)	Standard crosswalk (1)	$250	
Haslam Crescent & Haslam Street	Yield sign (1)	$250	
Konihowski Road & Rever Road	Stop sign (2)	$500	
	Median island (2)	$1000	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
Konihowski Road & Pezer Crescent (North)	Median island (1)	$500	
Konihowski Road & Haslam Place / McWillie Avenue	Median island (1)	$500	
Rever Road & Haslam Street / Fairbrother Crescent (South)	Median island (1)	$500	
Rever Road & Haslam Crescent / Fairbrother Crescent (North)	Median island (1)	$500	
	Total	**$4,500**	

Table 5-2: Permanent Traffic Calming Cost Estimate

Location	Device (# of Devices)	Cost Estimate	Time Frame
Konihowski Road & Rever Road	Median island (2)	$10,000	3 to 5 years
Konihowski Road & Pezer Crescent (North)	Median island (1)	$ 5,000	
Konihowski Road & Haslam Place / McWillie Avenue	Median island (1)	$ 5,000	
Rever Road & Haslam Street / Fairbrother Crescent (South)	Median island (1)	$ 5,000	
Rever Road & Haslam Crescent / Fairbrother Crescent (North)	Median island (1)	$ 5,000	
	Total	**$30,000**	

Table 5-3: Traffic Signal Cost Estimate

Location	Device (# of Devices)	Cost Estimate	Time Frame
Konihowski Road & Central Avenue	Traffic signals (1)	$0 (Funded by other sources)	1 to 2 years
	Total	**$0**	

Table 5-4: Total Cost Estimate

Category	Time Frame	
	Short-Term (1 to 2 years)	**Medium-Term (3 to 5 years)**
Signs, Pavement Markings & Temporary Traffic Calming	$4,500	NA
Permanent Traffic Calming	NA	$30,000
Traffic Signal	$0	NA
Total	**$4,500**	**$30,000**

The total cost estimate for short-term improvements (signs, pavement markings and temporary traffic calming) is **$4,500**. The total cost estimate for medium-term improvements (permanent traffic calming) is **$30,000**.

Resulting from the Neighbourhood Traffic Review is a list of recommended improvements, including the location, reason and time frame as summarized in **Table 5-5**.

The resulting recommended Silverspring Neighbourhood Traffic Plan is illustrated in **Exhibit 5-1**.

Table 5-5: Silverspring Neighbourhood Recommended Improvements

Item	Location	Recommendation	Reason	Time Frame
Konihowski Road				
1	Carr Crescent / Bourgonje Crescent (North)	Standard crosswalk on south leg of Konihowski Road	Improve pedestrian safety	1 to 2 years
2	Le May Crescent (South)	Upgrade standard crosswalk to zebra crosswalk		
3	Central Avenue	Traffic signals	Improve traffic flow	
4	Rever Road	Stop sign on median island on west leg of Konihowski Road and on south leg of Rever Road	Enhance visibility of stop signs	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
5	Pezer Crescent (North)	Median island on south leg of Konihowski Road	Reduce driver speed	
6	Haslam Place / McWillie Avenue	Median island on east leg of Konihowski Road		
Rever Road				
7	Haslam Street / Fairbrother Crescent (South)	Standard crosswalk on south leg	Improve pedestrian safety	1 to 2 years
		Median island on north leg of Rever Road	Reduce driver speed	1 to 5 years (traffic calming devices will be installed temporarily until proven effective)
8	Haslam Crescent / Fairbrother Crescent (North)	Median island on north leg of Rever Road		
Haslam Crescent				
9	Haslam Street	Yield sign on Haslam Street assigning right-of-way to Haslam Crescent	Improve intersection safety	1 to 2 years

LEGEND

- EXISTING STOP SIGN
- EXISTING YIELD SIGN
- EXISTING BUS ROUTE
- EXISTING SCHOOL ZONE
- EXISTING TRAFFIC SIGNAL
- EXISTING ACTIVE PEDESTRIAN CORRIDOR SIGNAL LOCATION
- # RECOMMENDATION

SILVERSPRING TRAFFIC PLAN

City of Saskatoon

Exhibit 5-1

APPENDIX A: PUBLIC MEETING #1 – MAY 12, 2016 MINUTES

Silverspring Neighbourhood Traffic Review
Thursday, May 12, 2016, 7:30 PM – 9:30 PM
Mother Teresa Elementary School (738 Konihowski Road)

Agenda

1. Welcome & Introductions
2. Presentation from Transportation Division
3. Small Group Discussions & Report Back to Large Group
4. Next Steps
5. Large Group Discussion – Questions & Answers

1. Welcome & Introductions

(Presented by Mitch Riabko and Kathy Dahl, Facilitators)

2. Presentation from Transportation Division – Silverspring Neighbourhood Traffic Review

(Presented by Mariniel Flores, Engineer-in-Training, Transportation Engineer)

- Presentation Outline
  - Neighbourhood Traffic Review Process
  - Silverspring Review Schedule
  - Sources of Information
  - Past Concerns Received
  - Description of Traffic Calming & Pedestrian Safety Devices
  - Attridge Drive & Central Avenue Intersection Improvements
  - Corridor Reviews & Major Intersection Reviews

- Neighbourhood Traffic Review Process
  - August 2013 – New process
  - Mandate – Reduce and calm traffic, and improve safety within neighbourhoods
  - 2014 – Reviewed 11 neighbourhoods
  - 2015 – Reviewed 8 neighbourhoods
  - 2016 – Silverspring, Parkridge, Sutherland, Willowgrove, Stonebridge, Hampton Village, Grosvenor Park, Lakeridge

- Silverspring Review Schedule
  - Stage 1 – Identify issues & possible solutions through community consultation (May to Fall 2016)
  - Stage 2 – Develop a draft traffic plan
  - Stage 3 – Present draft traffic plan to community for feedback (Fall 2016)
  - Stage 4 – Implement changes over time (Beginning Spring 2017)

- Sources of Information
  - Past studies
  - Collision analysis

    - Feedback from public consultation
    - Traffic counts & assessments

- Past Concerns Received
    - Speeding & Pedestrian Safety – Konihowski Road, Garvie Road, Rever Road
    - Konihowski Road & Rever Road
    - Garvie Road & Scissons Crescent
    - Central Avenue & Konihowski Road
    - Attridge Drive & Central Avenue

- Traffic Calming Devices
    - Speed Display Board
    - Curb Extension
    - Raised Median Island
    - Roundabout
    - Diverter
    - Right-In/Right-Out Island
    - Directional Closure
    - Raised Median Through Intersection
    - Full Closure

- Pedestrian Devices
    - Standard Crosswalk
    - Zebra Crosswalk
    - Active Pedestrian Corridor
    - Pedestrian Actuated Signal

- Attridge Drive & Central Avenue Intersection Improvements
    - Intersection improvements are being conducted as part of the North Commuter Parkway and Traffic Bridge Project
    - Intersection improvements include relocating the northbound to eastbound off-ramp from Circle Drive further west to alleviate weaving issues, addition of an eastbound to northbound dual left-turn bay, and revised signal timing. This work is scheduled to be complete in the upcoming construction season.
    - Sound attenuation walls will be constructed and will be in place by October 2018.

- Corridor Reviews & Major Intersection Reviews
    - Created to address issues at intersections along arterial streets as Neighbourhood Traffic Reviews addresses local and collector streets within neighbourhoods
    - Recommendations will be identified and projects will be prioritized for funding approval
    - Report will be presented to City Council

3. Small Group Discussions

- Residents were divided into small groups to discuss traffic concerns in Silverspring and potential solutions

- Group 1: Mariniel Flores (City Facilitator)
    - Attridge Drive
        - Difficult to merge onto Attridge Drive from Circle Drive to turn left onto Central Avenue. Have to complete a u-turn around curb (or Dutch Growers) or re-route from College Drive. Drivers need to be more courteous. Suggest driver education awareness.
    - Attridge Drive & Rever Road
        - Lights are too long at this intersection
    - Attridge Drive
        - There should be four lanes on Attridge Drive rather than three lanes. A double lane ramp from 108th Street is suggested.
    - Attridge Drive & Central Avenue
        - Suggesting one green phase at a time. Prioritize signal timing.
        - Sharp southbound ramp radius from Central Avenue onto Attridge Drive especially in winter. Suggest tightening turn.
        - No lane designations
    - Central Avenue
        - Many potholes along Central Avenue south of Attridge Drive to 115th Street. Resurfacing needed.
        - Check if traffic signals or four-way stop is warranted at Fedoruk Drive, Somers Road, Garvie Road and Konihowski Road
    - Central Avenue & Beef Research Road
        - Backed up at the entrance
        - Did North Commuter Parkway Project study look at this?
    - Konihowski Road & McWillie Avenue
        - Speeding concerns (City buses, minivans). Speed bumps or roundabout suggested.
        - Suggest a chicane
    - Konihowski Road & Rever Road
        - Speeding concerns (City buses, minivans). Speed bumps or roundabout suggested.
        - People are not stopping at the three-way stop. Suggesting different type of stop line, wider curb extensions and a median to narrow the roadway, zebra crosswalks, enhanced Active Pedestrian Corridors with white-blue flashing beacons.
        - Very dangerous for children
        - Vehicles park in crosswalk
        - Suggest a chicane
    - Konihowski Road
        - Concerns at school routes along Konihowski Road to and from school (during non-school hours too)
        - Suggest a chicane near schools

    - Konihowski Road & Somers Road
        - Icy roads
    - General
        - Seniors at the care home near Garvie Road & Central Avenue like to look out their windows and do not want their view obstructed by a sound wall
        - Suggest year-round school zones

- Group 2: Justine Nyen (City Facilitator)
    - Mother Teresa School
        - Need crosswalk closer to school
        - Kids crossing mid-block after being dropped off by parents who park on opposite side
        - U-turns
        - Kiss ‘N Ride program at Silverspring but hasn’t been implemented at Mother Teresa School
        - Review bus loading zone. May have been extended more than school requires. May be opportunity to add more parent parking on school side.
        - Mother Teresa has crossing guards which are currently at Pezer Crescent (N) could be moved to mid-block crossing in front of school
    - Silverspring School
        - Review bus loading zone. May have been extended more than school requires. May be opportunity to add more parent parking on school side.
    - Pezer Crescent
        - Extend Konihowski Road school zone onto Pezer Crescent because there’s speeding around corner
        - Kids in area later than school zone hours so extend school zone all year
    - Konihowski Road
        - More traffic from Fedoruk Drive
        - Flashing pedestrian signals at Pobran Crescent, at Carr Crescent, school routes and park paths
        - Drivers passing on right when vehicles make left-turns
        - No sidewalk between pathway (Somers Road) and Pobran Crescent
        - Snow pile between schools on west side near Pezer Crescent
    - Konihowski Road & Rever Road
        - Rolling stop by vehicles at the three-way stop
        - Not stopping for pedestrians
    - Central Avenue
        - Deer crossing. Concerned about collisions when it’s four-lane arterial. Follow-up if there are plans for wildlife fence or other plans (i.e., signs etc.).

        - Difficult to make left-turns out of Silverspring at Somers Road, Garvie Road and Konihowski Road
    - Central Avenue & Somers Road
        - Ensure there's a pedestrian crossing when four-lane arterial is constructed
    - Rever Road
        - Speeding southbound to "catch" green light
    - General
        - Speed limit should be 40 km/h (lower than 50 km/h)
        - Photo radar camera is in poor location because cars park in front (one area that cars can actually park)

- Group 3: Lanre Akindipe (City Facilitator)
    - Garvie Road
        - Speeding from Central Avenue to Konihowski Road
        - Suggest three-way stop at Scissons Crescent
        - Suggest speed humps
    - Konihowski Road
        - Snow piled on roads
        - Left turn delays at Central Avenue. Suggest traffic signals.
        - Speeding concerns
    - Attridge Drive & Rever Road
        - Pedestrian concerns
    - Central Avenue & Attridge Drive
        - Concerns regarding trucks moving on Central Avenue
        - Unsafe intersection
    - Central Avenue & Beef Research Road
        - Safety concerns
    - General
        - Move photo radar camera (not in a good location)
        - Bicycle pathway along Attridge Drive
        - Walkway connection south of Fairbrother Court to the hydrostation

- Group 4: Jay Magus (City Facilitator)
    - Konihowski Road & Rever Road
        - People run this stop sign
        - Visibility issues
        - Noise concerns (i.e., modified muffler systems, vehicles taking off from the three-way stop)
        - People pause and go at this stop
        - Roundabout suggested
    - Konihowski Road
        - Speeding along curves
        - Difficult to get out of driveway
        - Speeding concerns along the roadway
    - Central Avenue & Attridge Drive

        - Concerns turning left onto Central Avenue eastbound to northbound from Attridge Drive
    - Central Avenue
        - Lights needed at Somers Road, Garvie Road and Konihowski Road
        - Difficult to get over from Central Avenue to turn left onto Central Avenue
    - Central Avenue & Konihowski Road
        - Difficult to turn left from Konihowski Road to Central Avenue
    - Somers Road
        - Improved pedestrian crossing suggested
        - Stop sign
    - Schools
        - Walking and crossing in front of schools and loops
        - Crosswalk right in front of Catholic school
    - Beerling Crescent
        - Speeding concerns and cutting the corner
    - General
        - Vehicles shortcut north to avoid Rever Road
        - Block Fedoruk Drive
        - Are loop detectors working?
        - Consider data collection when Fedoruk Drive opens
        - Observe winter conditions in front of schools

4. Next Steps

(Presented by Jay Magus, Transportation Engineering Manager)

1. Continue monitoring traffic issues in your neighbourhood
2. Mail-in or email comments no later than June 10, 2016
3. Additional public input via City on-line Community Engagement webpage no later than June 10, 2016 at http://shapingsaskatoon.ca/discussions/silverspring-neighbourhood-traffic-review
4. Traffic & pedestrian data collection, analysis
5. Develop recommendations and prepare draft Traffic Plan
6. Follow-up public input meeting to provide input on draft Traffic Plan
7. Determine revisions and finalize Traffic Plan
8. Present Traffic Plan to City Council for approval

5. Large Group Discussion – Questions & Answers

- Question/Comment 1:
    - Resident: The process does not account for urgent issues.
    - City: Any urgent concerns will be addressed.
- Question/Comment 2:
    - Resident: Data should not just be collected in the summer.

- Question/Comment 3:
    - Resident: What improvement is being made to the off-ramp from Circle Drive?

    - City: The off-ramp is being relocated further west to alleviate weaving issues.

- Question/Comment 4:
    - Resident: What is the timeline of the improvements at the intersection of Attridge Drive and Central Avenue?

    - City: Improvements will be made this upcoming construction season.

    - Resident: What about eastbound to northbound lanes on Central Avenue?

    - City: This upcoming construction season as well.

- Question/Comment 5:
    - Resident: How much does the City work with the schools (e.g., moving school bus stops). How much contact does City have with the schools?

    - City: There is no regular process. The process is initiated by the school board. The principal use to initiate the process. There is now one select person. The City moves signs in the summer (i.e., parking, loading zones). The City is heavily involved in the planning of new schools (i.e., site plans, pick-ups/drop-offs (e.g., Willowgrove school).

- Question/Comment 6:
    - Resident: Will you be contacting Mother Teresa and Silverspring Schools or will the residents need to contact them?

    - City: It depends on what the concerns are. The loop in front of the schools is their property. Our responsibility is anything in the City right-of-way. The schools need to be consulted regarding school bus loading zones. We are responsible for traffic controls.

- Question/Comment 7:
    - Resident: It's odd that the North Commuter Parkway project is approved without traffic signals at some intersections (i.e., Fedoruk Drive, Somers Road, Garvie Road, Konihowski Road). Are traffic signals proposed?

    - City: We'll look into this.

    - Resident: The traffic signals should be installed now. The neighbourhood can't wait two years.

- Resident: Future volumes should be considered not present volumes. Evergreen wasn't there five years ago.

- City: The analysis considered these neighbourhoods at full build-out. It was forecasted back then. We'll look at this again.

- Resident: Funneling people from two to three neighbourhoods. Lots of traffic.

List of Representatives

- Mitch Riabko, Kathy Dahl – Great Works Consulting, Facilitators
- Jay Magus – City of Saskatoon, Transportation & Utilities, Transportation Engineering Manager
- Mariniel Flores – City of Saskatoon, Transportation & Utilities, Engineer-in-Training, Transportation Engineer
- Lanre Akindipe – City of Saskatoon, Transportation & Utilities, Transportation Engineer
- Yang Li – City of Saskatoon, Transportation & Utilities, Engineer-in-Training, Transportation Engineer
- Justine Nyen – City of Saskatoon, Transportation & Utilities, Transportation Engineer

APPENDIX B: TRAFFIC DATA COLLECTION MAP

SILVERSPRING TRAFFIC DATA

City of Saskatoon

APPENDIX C: PEDESTRIAN DEVICE ASSESSMENTS

Konihowski Road & Rever Road

Prepared By: Mariniel Flores **Date:** Tuesday, January 17, 2017

Location & Roadway Classification: Konihowski Rd (Major Collector) & Rever Rd (Major Collector)
Date of Count: Day of wk: Wednesday Mth, Day, Yr: Wednesday, September 21, 2016
Weather: Warm
Traffic Control Devices: Three-way stop
Current Pedestrian Control: Standard crosswalk
Other Notes:

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? y (y or n)

Speed limit (or 85th percentile speed) 50 km/h
- ☐ **85th percentile (check one)**
- ☑ **Posted Limit**

Distance to nearest protected crosswalk 430 m
Location: Konihowski Rd & Garvie Rd
Type: One-way stop, zebra crosswalk

Is the orientation of this crosswalk(s) N-S? y (y or n)

Duration of pedestrian count 5 hrs

Elementary:	**33**	**Total Warranted PC Points:**		**or**	**/ period**
High School:		**Highest PC point value:**	**3,180**	**at**	
Adult:		**Active Ped Corridor Points:**			
Senior:		**Pedestrian Actuated Signal Points:**	**32**		
Vehicles passing through crosswalk(s):	**1,749**				

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the East Crosswalk ****
(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
					West Crosswalk				East Crosswalk			
	SB	WB	NB	EB	Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00												
7:15												
7:30												
7:45												
8:00		66	39	11								2
8:15		91	86	25	3							5
8:30		77	42	12								
8:45		43	28	5								
9:00												
9:15												
9:30												
9:45												
AM Totals		277	195	53	3							7
11:30		26	21	3								2
11:45		16	15	4								
12:00		19	21	3								
12:15		17	35	3								
12:30		20	25	7								
12:45		47	26	5								1
13:00		25	20	2								1
13:15		17	19	4	1							1
Noon Totals		187	182	31	1							5
14:00												
14:15												
14:30												
14:45												
15:00		48	48	16								1
15:15		78	77	6								4
15:30		44	44	3								3
15:45		35	42	9								5
16:00		22	44	11								2
16:15		30	51	8								
16:30		36	63	10	1							
16:45		36	53	10								1
17:00												
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals		329	422	73	1							16
Totals		**793**	**799**	**157**	**5**							**28**
					West Crosswalk =			**5**	**East Crosswalk =**			**28**

Konihowski Road & Pobran Crescent (South)

Prepared By: Mariniel Flores **Date:** Wednesday, January 18, 2017

Location & Roadway Classification: **Konihowski Rd (Major Collector) & Pobran Cres (S) (Local)**
Date of Count: **Day of wk:** Tuesday **Mth, Day, Yr:** Tuesday, September 27, 2016
Weather: 14.9ºC
Traffic Control Devices: Yield sign on Pobran Cres assigning right-of-way to Konihowski Rd
Current Pedestrian Control: None
Other Notes:

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? n (y or n)

Speed limit (or 85th percentile speed) 50 km/h
☐ **85th percentile (check one)**
☑ **Posted Limit**

Distance to nearest protected crosswalk 75 m
Location: Konihowski Rd & Le May Cres
Type: Yield sign, standard crosswalk

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 5 hrs

Elementary:	**28**	**Total Warranted PC Points:**		**or**	**/ period**
High School:		**Highest PC point value:**	**1,488**	**at**	
Adult:		**Active Ped Corridor Points:**			
Senior:		**Pedestrian Actuated Signal Points:**	**16**		
Vehicles passing through crosswalk(s):	**1,091**				

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the North Crosswalk ****

(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
					North Crosswalk				South Crosswalk			
	SB	WB	NB	EB	Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00												
7:15												
7:30												
7:45												
8:00	49		17	4	2							
8:15	78		26		4							
8:30	68		40									
8:45	19		28	1								
9:00												
9:15												
9:30												
9:45												
AM Totals	214		111	5	6							
11:30	10		14	1								
11:45	12		18									
12:00	18		17	2	1							
12:15	23		20									
12:30	20		22									
12:45	18		19	2								
13:00	15		13									
13:15	8		8		3							
Noon Totals	124		131	5	4							
14:00												
14:15												
14:30												
14:45												
15:00	28		29									
15:15	19		54									
15:30	20		39	1	3							4
15:45	26		37	1	4							1
16:00	17		39									
16:15	21		31									
16:30	24		48	1	4							
16:45	32		32	2	2							
17:00												
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals	187		309	5	13							5
Totals	**525**		**551**	**15**	**23**							**5**
					North Crosswalk =			**23**	**South Crosswalk =**			**5**

Konihowski Road at Mother Teresa School

Prepared By: Mariniel Flores **Date:** Wednesday, January 18, 2017

Location & Roadway Classification: **Konihowski Rd (Major Collector) mid-block in front of Mother Teresa School**
Date of Count: **Day of wk:** Wednesday **Mth, Day, Yr:** Wednesday, September 28, 2016
Weather: 13.6ºC
Traffic Control Devices: None
Current Pedestrian Control: None
Other Notes:

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? n (y or n)

Speed limit (or 85th percentile speed) 30 km/h
☐ **85th percentile (check one)**
☑ **Posted Limit**

Distance to nearest protected crosswalk 140 m
Location: Konihowski Rd & Pezer Cres (S)
Type: Stop sign, Active Pedestrian Corridor

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 5 hrs

Elementary:	**97**	**Total Warranted PC Points:**	**18,261**	**or**	**9,131**	**/ period**
High School:		**Highest PC point value:**	**11,760**	**at**		
Adult:		**Active Ped Corridor Points:**	**2**			
Senior:		**Pedestrian Actuated Signal Points:**	**17**			
Vehicles passing through crosswalk(s):	**938**					

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the North Crosswalk ****

(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
					North Crosswalk				South Crosswalk			
	SB	WB	NB	EB	Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00												
7:15												
7:30												
7:45												
8:00	33		23		6							
8:15	66		48		23							
8:30	77		54		25							
8:45	30		36		8							
9:00												
9:15												
9:30												
9:45												
AM Totals	206		161		62							
11:30	11		19		4							
11:45	14		10		2							
12:00	7		10									
12:15	13		19									
12:30	15		14		1							
12:45	16		13		4							
13:00	7		11									
13:15	8		3									
Noon Totals	91		99		11							
14:00												
14:15												
14:30												
14:45												
15:00	18		27		6							
15:15	37		58		13							
15:30	17		23		4							
15:45	18		23									
16:00	17		17									
16:15	10		22									
16:30	22		28		1							
16:45	14		30									
17:00												
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals	153		228		24							
Totals	**450**		**488**		**97**							
					North Crosswalk =			**97**	**South Crosswalk =**			

Konihowski Road & Carr Crescent / Bourgonje Crescent (North)

Prepared By: Mariniel Flores **Date:** Wednesday, January 18, 2017

Location & Roadway Classification: **Konihowski Rd (Major Collector) & Carr Cres / Bourgonje Cres (N) (Local)**
Date of Count: **Day of wk:** Wednesday **Mth, Day, Yr:** Wednesday, September 28, 2016
Weather: 13.6ºC
Traffic Control Devices: Two-way yield signs on Carr Cres / Bourgonje Cres assigning right-of-way to Konihowski Rd
Current Pedestrian Control: None
Other Notes:

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? n (y or n)

Speed limit (or 85th percentile speed) 50 km/h
☐ **85th percentile (check one)**
☑ **Posted Limit**

Distance to nearest protected crosswalk 220 m
Location: Konihowski Rd & Carr Cres / Bourgonje Cres (S)
Type: Yield sign, zebra crosswalk

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 5 hrs

Elementary:	**8**	**Total Warranted PC Points:**		**or**	**/ period**
High School:		**Highest PC point value:**	**518**	**at**	
Adult:		**Active Ped Corridor Points:**			
Senior:		**Pedestrian Actuated Signal Points:**	**15**		
Vehicles passing through crosswalk(s):	**757**				

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the South Crosswalk ****

(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
					North Crosswalk				South Crosswalk			
	SB	WB	NB	EB	Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00												
7:15												
7:30												
7:45												
8:00	16	5	21									
8:15	47	4	40									
8:30	45	2	39	2								
8:45	24	3	44									
9:00												
9:15												
9:30												
9:45												
AM Totals	132	14	144	2								
11:30	2		14									
11:45	10	1	11									1
12:00	6		10									
12:15	19	3	12									
12:30	12	2	12									
12:45	3	3	15									
13:00	6	1	7									
13:15	6		10									
Noon Totals	64	10	91									1
14:00												
14:15												
14:30												
14:45												
15:00	15		20									
15:15	15	2	41									
15:30	18	1	22									
15:45	14	2	18	1								4
16:00	18		21									3
16:15	13	2	14									
16:30	15	2	9									
16:45	14	1	22									
17:00												
17:15												
17:30												
17:45												
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals	122	10	167	1								7
Totals	**318**	**34**	**402**	**3**								**8**
					North Crosswalk =				**South Crosswalk =**			**8**

Konihowski Road & Garvie Road

Prepared By: Mariniel Flores **Date:** Wednesday, January 18, 2017

Location & Roadway Classification: **Konihowski Rd (Major Collector) & Garvie Rd (Major Collector)**
Date of Count: **Day of wk:** Wednesday **Mth, Day, Yr:** Wednesday, September 21, 2016
Weather: Warm
Traffic Control Devices: One stop on Garvie Rd assigning right-of-way to Konihowski Rd
Current Pedestrian Control: Zebra crosswalk
Other Notes:

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? n (y or n)

Speed limit (or 85th percentile speed) 30 km/h
☐ **85th percentile (check one)**
☑ **Posted Limit**

Distance to nearest protected crosswalk 100 m
Location: Konihowski Rd & Pezer Cres (S)
Type: Stop sign, Active Pedestrian Corridor

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 5 hrs

Elementary:	**245**	**Total Warranted PC Points:**	**55,594**	**or**	**13,899**	**/ period**
High School:		**Highest PC point value:**	**19,270**	**at**		
Adult:		**Active Ped Corridor Points:**	**4**			
Senior:		**Pedestrian Actuated Signal Points:**	**41**			
Vehicles passing through crosswalk(s):	**1,197**					

ACTIVE PEDESTRIAN CORRIDOR WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the South Crosswalk ****
(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
					North Crosswalk				South Crosswalk			
	SB	WB	NB	EB	Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00												
7:15												
7:30												
7:45												
8:00	33		32	9	4							4
8:15	57		70	9								49
8:30	33		72	6	1							15
8:45	28		24	1	1							3
9:00												
9:15												
9:30												
9:45												
AM Totals	151		198	25	6							71
11:30	9		21	2	1							1
11:45	17		14									3
12:00	13		20		3							9
12:15	12		34	1	7							3
12:30	7		11	3	4							11
12:45	18		10	4								
13:00	9		14	2								3
13:15	6		15	1								
Noon Totals	91		139	13	15							30
14:00												
14:15												
14:30												
14:45												
15:00	22		50	8	1							61
15:15	47		65	13	3							29
15:30	28		36	4								11
15:45	21		38	4	1							6
16:00	16		33									3
16:15	19		45	2								
16:30	17		44	2								2
16:45	20		43	3								4
17:00												
17:15												
17:30												
17:45					2							
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals	190		354	36	7							116
Totals	**432**		**691**	**74**	**28**							**217**
					North Crosswalk =			**28**	**South Crosswalk =**			**217**

APPENDIX D: TRAFFIC SIGNAL ASSESSMENTS

Central Avenue & Konihowski Road

Main Street (name)	Central Ave	Direction (EW or NS)	NS	Road Authority:	City of Saskatoon
Side Street (name)	Konihowski Rd	Direction (EW or NS)	EW	City:	Saskatoon
Quadrant / Int #		Comments	MF	Analysis Date:	2017 Jan 19, Thurs
for Warrant Calculation Results, please hit 'Page Down'				Count Date:	2016 Nov 22, Tues
				Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+ LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Central Ave	NB			1			1	500	1
Central Ave	SB	1		1				1,470	1
Konihowski Rd	WB	1					1		
Konihowski Rd	EB								
							n		
Are the Konihowski Rd EB right turns significantly impeded by through movements? (y/n)							n		

Demographics		
Elem. School/Mobility Challeng	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	230,000
Central Business District	(y/n)	n

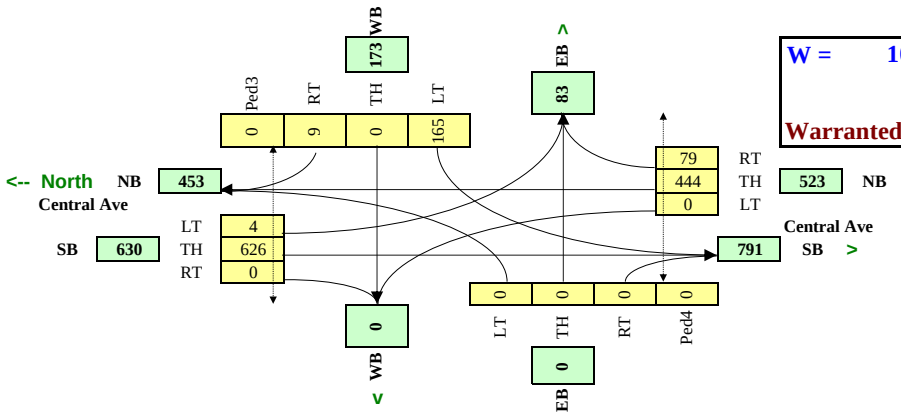
Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Central Ave	NS	50	2.0%	n	3.6
Konihowski Rd	EW		2.0%	n	

Traffic Input	NB			SB			WB			EB			Ped1	Ped2	Ped3	Ped4
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	NS	NS	EW	EW
													W Side	E Side	N Side	S Side
7:00 - 8:00	0	207	25	0	1129.5	0	243	0	16	0	0	0	0	0	0	0
8:00 - 9:00	0	265.5	66	7	921	0	249	0	13	0	0	0	0	0	0	0
11:30 - 12:30	0	297	67	4	351	0	108	0	9	0	0	0	0	0	0	0
12:30 - 13:30	0	261	55	2	339	0	135	0	11	0	0	0	0	0	0	0
16:00 - 17:00	0	812	129	7	525	0	128	0	2	0	0	0	0	0	0	0
17:00 - 18:00	0	824	131	5	492	0	126	0	1	0	0	0	0	0	0	0
Total (6-hour peak)	**0**	**2,666**	**473**	**25**	**3,758**	**0**	**989**	**0**	**52**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Average (6-hour peak)	**0**	**444**	**79**	**4**	**626**	**0**	**165**	**0**	**9**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Average 6-hour Peak Turning Movements

Konihowski Rd

$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$



W = 105 105 0
Veh Ped
Warranted

Central Avenue & Garvie Road

Main Street (name)	**Central Ave**	**Direction (EW or NS)**	**NS**	**Road Authority:**	**City of Saskatoon**
Side Street (name)	**Garvie Rd**	**Direction (EW or NS)**	**EW**	**City:**	**Saskatoon**
Quadrant / Int #		**Comments**	**MF**	**Analysis Date:**	**2017 Jan 19, Thurs**
				Count Date:	**2016 Nov 15, Tues**
				Date Entry Format:	(yyyy-mm-dd)

for Warrant Calculation Results, please hit 'Page Down'

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+ LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Central Ave	NB			1			1	840	1
Central Ave	SB	1		1				1,140	1
Garvie Rd	WB	1					1		
Garvie Rd	EB								
							n		
Are the Garvie Rd EB right turns significantly impeded by through movements? (y/n)							n		

Demographics		
Elem. School/Mobility Challeng	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	230,000
Central Business District	(y/n)	n

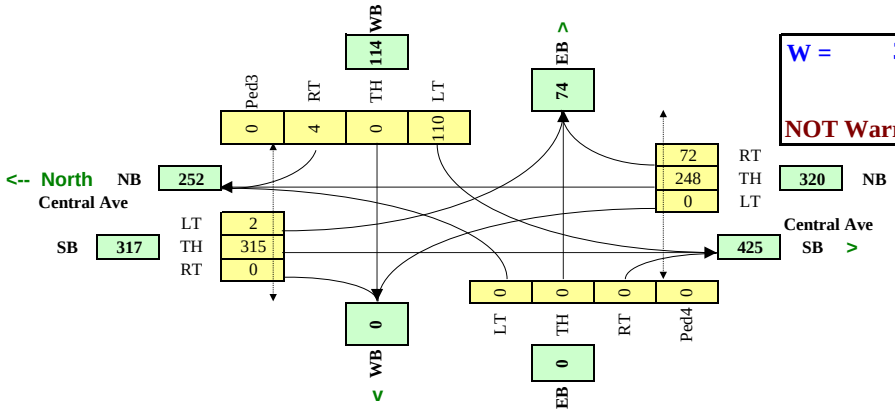
Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Central Ave	NS	50	2.0%	n	3.6
Garvie Rd	EW		2.0%	n	

Traffic Input	**NB**			**SB**			**WB**			**EB**			**Ped1**	**Ped2**	**Ped3**	**Ped4**
	LT	**Th**	**RT**	**LT**	**Th**	**RT**	**LT**	**Th**	**RT**	**LT**	**Th**	**RT**	**NS** **W Side**	**NS** **E Side**	**EW** **N Side**	**EW** **S Side**
7:00 - 8:00	0	153	18	0	579	0	197	0	0	0	0	0	0	0	0	0
8:00 - 9:00	0	155	47	5	458	0	180	0	9	0	0	0	0	0	0	0
11:30 - 12:30	0	154	51	3	153	0	56	0	4	0	0	0	0	0	0	0
12:30 - 13:30	0	175	52	2	151	0	63	0	4	0	0	0	0	0	0	0
16:00 - 17:00	0	413	130	1	253	0	93	0	2	0	0	0	0	0	0	0
17:00 - 18:00	0	440	134	3	294	0	73	0	2	0	0	0	0	0	0	0
Total (6-hour peak)	**0**	**1,490**	**432**	**14**	**1,888**	**0**	**662**	**0**	**21**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Average (6-hour peak)	**0**	**248**	**72**	**2**	**315**	**0**	**110**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Average 6-hour Peak Turning Movements

Garvie Rd

$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$



W = 38 38 0

Veh Ped

NOT Warranted

Central Avenue & Somers Road

Main Street (name)	**Central Ave**	**Direction (EW or NS)**	**NS**	**Road Authority:**	**City of Saskatoon**
Side Street (name)	**Somers Rd**	**Direction (EW or NS)**	**EW**	**City:**	**Saskatoon**
Quadrant / Int #		**Comments**	**MF**	**Analysis Date:**	**2017 Jan 19, Thurs**
				Count Date:	**2016 Nov 15, Tues**
				Date Entry Format:	(yyyy-mm-dd)

for Warrant Calculation Results, please hit 'Page Down'

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+ LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Central Ave	NB			1			1	1,410	1
Central Ave	SB	1		1				550	1
Somers Rd	WB	1					1		
Somers Rd	EB								
							n		
Are the Somers Rd EB right turns significantly impeded by through movements? (y/n)							n		

Demographics		
Elem. School/Mobility Challeng	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population	(#)	230,000
Central Business District	(y/n)	n

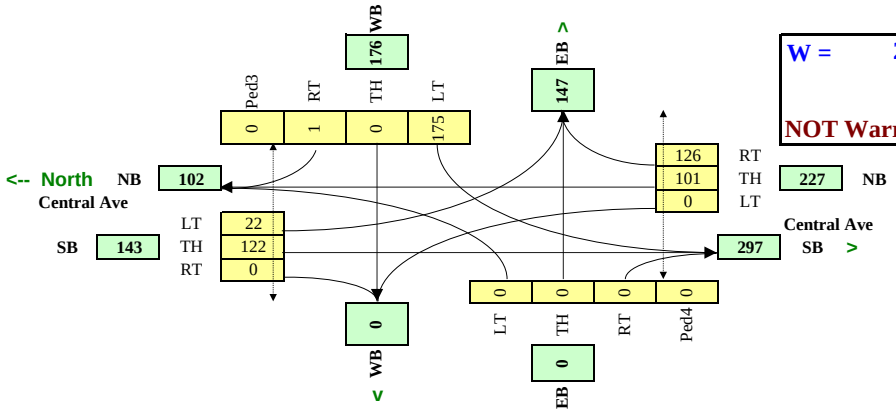
Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Central Ave	NS	50	2.0%	n	3.6
Somers Rd	EW		2.0%	n	

Traffic Input	**NB**			**SB**			**WB**			**EB**			**Ped1** **NS**	**Ped2** **NS**	**Ped3** **EW**	**Ped4** **EW**
	LT	**Th**	**RT**	**LT**	**Th**	**RT**	**LT**	**Th**	**RT**	**LT**	**Th**	**RT**	**W Side**	**E Side**	**N Side**	**S Side**
7:00 - 8:00	0	62	38	0	333	0	233	0	0	0	0	0	0	0	0	0
8:00 - 9:00	0	79	51	2	167	0	289	0	1	0	0	0	0	0	0	0
11:30 - 12:30	0	54	81	4	43	0	87	0	2	0	0	0	0	0	0	0
12:30 - 13:30	0	61	90	2	33	0	97	0	1	0	0	0	0	0	0	0
16:00 - 17:00	0	172	248	11	61	0	147	0	3	0	0	0	0	0	0	0
17:00 - 18:00	0	178	245	110	94	0	196	0	1	0	0	0	0	0	0	0
Total (6-hour peak)	**0**	**606**	**753**	**129**	**731**	**0**	**1,049**	**0**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Average (6-hour peak)	**0**	**101**	**126**	**22**	**122**	**0**	**175**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Average 6-hour Peak Turning Movements

Somers Rd

$$W = [C_{bt}(X_{v\text{-}v}) / K_1 + (F\,(X_{v\text{-}p})\,L) / K_2] \times C_i$$



W = **28** **28** **0**

Veh ***Ped***

NOT Warranted

APPENDIX E: COLLISION ANALYSIS

Street 1	Street 2	UGRID	2011	2012	2013	2014	2015	Total Number of Collisions (2011 - 2015)	Total Number of Collisions (2015)	Right Angle, Left Turn & Right Turn Collisions Only (2011 - 2015)	Right Angle, Left Turn & Right Turn Collisions Only (2015)	Average Number of Collisions (2011 - 2015)
Konihowski Rd	Somers Rd	SKN3-23	2	0	4	2	1	9	1	2	0	2
Central Ave	Garvie Rd	SKN3-1	2	2	0	2	1	7	1	5	1	1
Central Ave	Somers Rd	SKN3-19	0	2	1	2	2	7	2	2	1	1
Central Ave	2500 Garvie - Somers	SKN3-10	2	0	1	0	3	6	3	0	0	1
Central Ave	Attridge - Konihowski	SKN4-1	0	1	2	0	2	5	2	1	0	1
Haslam Cr	Haslam Way 1500	SKN4-19	1	0	1	1	1	4	1	2	1	1
Konihowski Rd	Garvie Rd - Laycoe	SKN4-2	0	3	0	1	0	4	0	1	0	1
Rever Rd	100 Attridge - Haslam / Fairbrother	SKN4-32	0	0	1	0	3	4	3	1	0	1
Central Ave	Konihowski Rd	SKN4-7	2	1	0	1	0	4	0	1	0	1
Bourgonje Crt	100	SKN2-16	0	1	1	1	0	3	0	1	0	1
Bourgonje W / Carr W	Konihowski Rd	SKN2-3	0	0	2	0	1	3	1	1	0	1
Central Ave	North of Agra Rd	SKN2-62	0	2	1	0	0	3	0	0	0	1
Garvie Rd	Kristjanson Rd	SKN3-14	0	0	1	0	2	3	2	0	0	1
Laycoe Cr	Laycoe Crt	SKN4-26	2	0	1	0	0	3	0	0	0	1
Haslam Cres	Haslam 900 - Rever	SKN4-4	0	0	0	3	0	3	0	1	0	1
Fedoruk Dr	Konihowski Rd	SKO2-11	0	0	0	1	2	3	2	0	0	1
Konihowski Rd	Pobran Cr W	SKN2-1	0	1	0	1	0	2	0	0	0	0
Konihowski Rd	Pezer Cr S	SKN3-11	0	0	1	0	1	2	1	0	0	0
Pezer Cr	500	SKN3-15	0	2	0	0	0	2	0	0	0	0
Konihowski Rd	700	SKN3-25	1	0	0	0	1	2	1	1	1	0
Konihowski Rd	Pezer - Garvie	SKN3-40	0	1	0	0	1	2	1	0	0	0
Garvie Rd	Konihowski Rd	SKN3-9	0	0	0	2	0	2	0	1	0	0
Central Ave	North of Attridge	SKN4-1	1	0	1	0	0	2	0	0	0	0
Konihowski Rd	Rever Rd	SKN4-12	1	0	1	0	0	2	0	0	0	0
Fairbrother N	Haslam Cr / Rever Rd	SKN4-13	0	0	1	1	0	2	0	1	0	0
Rever Rd	Haslam / Fairbrother S - Haslam	SKN4-16	0	1	1	0	0	2	0	1	0	0
Haslam Cr	300	SKN4-18	0	1	1	0	0	2	0	0	0	0
Laycoe Cr	200	SKN4-22	0	0	2	0	0	2	0	0	0	0
Laycoe Lane	300	SKN4-23	0	0	1	1	0	2	0	0	0	0
Fairbrother Cr / Haslam St	1000 Fairbrother Cr - Fairbrother	SKN4-28	0	2	0	0	0	2	0	0	0	0
Fairbrother 100	Fairbrother Terr 200 - Rever	SKN4-34	1	1	0	0	0	2	0	0	0	0
Fairbrother Cr	Fairbrother Crt	SKN4-47	0	0	0	1	1	2	1	0	0	0
Konihowski Rd	200 Laycoe - Laycoe	SKN4-8	1	1	0	0	0	2	0	1	0	0
Konihowski Rd	1500	SKN2-13	0	1	0	0	0	1	0	0	0	0
Carr Cr	100	SKN2-14	0	1	0	0	0	1	0	0	0	0
Carr Cr	Carr Ln	SKN2-17	0	0	1	0	0	1	0	0	0	0

Street 1	Street 2	UGRID	2011	2012	2013	2014	2015	Total Number of Collisions (2011 - 2015)	Total Number of Collisions (2015)	Right Angle, Left Turn & Right Turn Collisions Only (2011 - 2015)	Right Angle, Left Turn & Right Turn Collisions Only (2015)	Average Number of Collisions (2011 - 2015)
Pezer Cr	600	SKN3-18	1	0	0	0	0	1	0	0	0	0
Garvie Rd	200	SKN3-2	0	0	0	0	1	1	1	0	0	0
Pezer Cove	Mid Block	SKN3-20	1	0	0	0	0	1	0	0	0	0
Pezer Cr	100	SKN3-24	0	0	1	0	0	1	0	0	0	0
Beerling Cr	200	SKN3-27	0	0	0	0	1	1	1	0	0	0
Beerling Cr	300 At Walkway	SKN3-28	0	0	1	0	0	1	0	0	0	0
Kristjanson Rd	Mid Block	SKN3-31	1	0	0	0	0	1	0	0	0	0
Konihowski Rd	900 Beerling Cr - Beerling Cr	SKN3-36	1	0	0	0	0	1	0	0	0	0
Le May Cr	100	SKN3-38	0	0	0	1	0	1	0	0	0	0
Konihowski Rd	Somers - Beerling Cr	SKN3-39	0	1	0	0	0	1	0	0	0	0
Garvie Rd	400 Scissons Cr - Scissons Cr	SKN3-6	0	0	0	0	1	1	1	0	0	0
Fairbrother Cr / Haslam St	Rever Rd	SKN4-14	0	0	0	0	1	1	1	1	1	0
Konihowski Rd	200 Haslam - Rever	SKN4-20	0	0	0	0	1	1	1	0	0	0
Central Ave	Garvie Rd - Konihowski	SKN4-21	0	0	1	0	0	1	0	0	0	0
Laycoe Cr S Leg	Konihowski Rd	SKN4-24	1	0	0	0	0	1	0	0	0	0
McWillie Ave	500 Coben Cr - Coben Cr	SKN4-35	0	0	0	1	0	1	0	0	0	0
Konihowski Rd	300	SKN4-36	0	0	0	0	1	1	1	0	0	0
Haslam Way	1500	SKN4-37	0	0	0	1	0	1	0	0	0	0
Laycoe Cr	900	SKN4-40	0	0	0	1	0	1	0	0	0	0
Fairbrother Cr	700	SKN4-41	0	0	0	0	1	1	1	0	0	0
Fairbrother Cr	1400	SKN4-42	0	0	0	0	1	1	1	0	0	0
Scissons Terr	300	SKN4-44	0	0	0	1	0	1	0	0	0	0
McWillie Ave	Coben Cr - Garvie Rd	SKN4-46	0	0	1	0	0	1	0	0	0	0
Haslam Way	Konihowski Rd / McWillie Ave	SKN4-9	0	1	0	0	0	1	0	1	0	0
Carr Lane 200	Carr Cr 300 - Carr Cr 600	SKO2-1	0	0	1	0	0	1	0	0	0	0
Fedoruk Rd	Zary Rd	SKO2-13	0	0	0	0	1	1	1	0	0	0
Carr Cr	600	SKO2-2	0	0	0	1	0	1	0	0	0	0

APPENDIX F: PUBLIC MEETING #2 – JANUARY 26, 2017 MINUTES

Silverspring Neighbourhood Traffic Review
Thursday, January 26, 2017, 7:00 PM – 9:00 PM
Ebenezer Baptist Church (107 McWillie Avenue)

Agenda

1. Welcome & Introductions
2. Traffic Management Presentation
3. Draft Plan (Table Group) Discussion – Seeking Your Input
4. Next Steps – Where From Here?
5. Questions & Answers

1. Welcome & Introductions

(Presented by Mitch Riabko and Kathy Dahl, Facilitators)

2. Traffic Management Presentation – Silverspring Neighbourhood Traffic Review

(Presented by Mariniel Flores, P.Eng., Transportation Engineer)

- Presentation Outline
  - Neighbourhood Traffic Review Process
  - Silverspring Review Schedule
  - What We Heard
  - What We Did
  - What We Propose

- Neighbourhood Traffic Review Process
  - August 2013 – New process
  - Mandate – Improve safety for all road users within neighbourhoods, reduce traffic volumes, slow vehicular speeds, improve pedestrian crossings & intersections where necessary
  - 2014 – Reviewed 11 neighbourhoods
  - 2015 – Reviewed 8 neighbourhoods
  - 2016 – Silverspring, Sutherland, Parkridge, Willowgrove, Stonebridge, Hampton Village, Grosvenor Park, Lakeridge

- Silverspring Review Schedule
  - Stage 1 – Identify issues & possible solutions through community consultation (May 2016 to January 2017)
  - Stage 2 – Develop a draft traffic plan
  - Stage 3 – Present draft traffic plan to community for feedback (January 2017)
  - Stage 4 – Implement changes over time (Beginning Spring 2017)

- What We Heard
  - Speeding Concerns
    - Konihowski Rd
    - Rever Rd

        - Garvie Rd
    - Shortcutting Concerns
        - Konihowski Rd
    - Pedestrian Safety & Intersection Concerns
        - Konihowski Rd & Carr Cres (N)
        - In front of Mother Teresa School
        - Konihowski Rd & Garvie Rd
        - Konihowski Rd & Rever Rd
        - Attridge Dr & Rever Rd
        - Intersections along Central Ave (Konihowski Rd, Garvie Rd, Somers Rd, Fedoruk Dr)
    - Other Concerns
        - Missing sidewalks
        - Lighting
        - Road condition
        - Snow removal
        - Excessive vehicle noise
        - Attridge Dr & Central Ave

- What We Did
    - Compiled Information Received
        - Past studies
        - Comments from initial meeting
        - Resident responses (phone calls, emails, letters)
        - Comments from Shaping Saskatoon
    - Collected Data
        - 10 intersection/pedestrian counts
        - 6 – 3-day/7-day traffic counts (24 hour) & speed measurements
        - Collision data
    - Site Visits / Field Reviews
    - Assessed Concerns
    - Generated Proposed Recommendations

- What We Propose
    - Standard Crosswalks
    - Zebra Crosswalk
    - Raised Median Islands
    - Yield Sign
    - Stop Signs
    - Active Pedestrian Corridor
    - Traffic Signals

3. <u>Draft Plan (Table Group) Discussion</u>

- Residents were divided into small groups to discuss the proposed recommendations

Refer to separate attachment for small group comments

4. Next Steps

(Presented by Mariniel Flores, P.Eng., Transportation Engineer)

1. Send comments no later than February 24, 2017
2. Additional public input via City on-line Community Engagement webpage no later than February 24, 2017 at http://shapingsaskatoon.ca/discussions/silverspring-neighbourhood-traffic-review
3. Additional consultation if required
4. Present Traffic Plan to Transportation Committee
5. Present Traffic Plan to City Council for approval
    a. If at any point throughout the process you don't agree with the recommendations, there are opportunities to voice your opinion. You can reserve five minutes to speak during the Transportation Committee or City Council meetings.
6. What happens after City Council approval?
    a. Recommendations are implemented. Traffic calming devices are installed on a temporary basis using rubber curbs for a trial period of at least one year so we can determine if they are effective. Please let us know if something is not working or needs to be changed or removed.

5. Questions & Answers

Q: Can speed humps/bumps be installed past schools?

A: Speed humps/bumps are not recommended unless there are excessive speeds (i.e., 30% higher than posted speed limit). Speed humps/bumps are also not recommended on emergency routes. There are also concerns regarding noise and vibrations from residents adjacent to the speed humps/bumps.

Q: Can speed humps/bumps be installed as a temporary trial?

A: I'm not sure but we've received feedback on the speed humps/bumps that are installed on 37th Street.

Comment: Vehicles are turning left on Central Ave into the dog park. This access should be moved. Vehicles turn around the corner and have to stop to wait for these vehicles turning into the dog park.

Q: Are sound walls going to be considered? Will there be a sound wall near Central Avenue & Rever Rd?

A: There is a sound wall monitoring list. We will check the list.

Councillor Jeffries: Sound walls will be built in certain locations as part of the North Commuter Parkway Project.

Q: When will the sound walls be built?

Councillor Jeffries: The contractor has until October 2018. It is a P3 project so there is flexibility. The sound walls could be built in 2017.

Q: Are there different styles of sound walls?

Councillor Jeffries: The style of sound walls is not specified in the P3 contract. It is an aesthetically pleasing product at a good price.

Comment: Look at the impact of the double left-turning lane at the intersection of Attridge Dr & Central Ave intersection.

A: We will follow up.

Comment: Mother Teresa School has no active crosswalks.

A: There are issues with the mid-block crossing. I have contacted the school board.

Comment: It is not busy at Konihowski Rd & Pezer Cres (S).

Q: Where do we find information about the Attridge Dr & Central Ave intersection and North Commuter Parkway project?

A: The information can be sent to you and will be posted on the Shaping Saskatoon website.

The link is https://www.saskatoon.ca/business-development/major-projects/current-projects/north-commuter-parkway-traffic-bridge-replacement-project.

Comment: It is difficult to make a southbound to westbound turn because it is too tight. Install a 40kph sign.

Q: Is there plans for a median along Central Ave?

A: The plans are on the website.

The link is https://www.saskatoon.ca/sites/default/files/documents/ncp_functional_plan_20151014.pdf.

Q: Will construction on Attridge Dr & Central Ave start this summer? Is there a way to get out of Silverspring? There will be construction at other locations at the same time.

A: A detour plan will be developed.

Comments: There are high rates of speeds in the neighbourhood.

A: We have completed speed studies. We recommend setting the pace (i.e., pace car), increased enforcement, and information has been passed on to Saskatoon Police Services.

Comment: There is lots of speeding. Young drivers and cell phones are a problem. There are a lot of young kids. One kid drove up onto the fire hydrant.

Comment: I live on Le May Cres and kids do wheelies on the ice. I called Saskatoon Police Services and told their parents.

Q: Is anything being done on Fedoruk Dr? There is lots of traffic out of Evergreen.

Councillor Jeffries: As part of the North Commuter Parkway Project, a traffic study was completed at Central Ave & Fedoruk Dr.

Comment: Consider 30kph near playgrounds and parks.

Councillor Jeffries: That is a decision for City Council and will generate a lot of discussion – is 30kph the right number, should it be all year round and all day?

Comment: Please update the website to include information about the Central Ave & dog park access.

Q: I bike to work. I want to go north at Attridge Dr & Central Ave. Will there be anything going north?

Councillor Jeffries: There will be a multi-use pathway from Attridge Dr to the North Commuter Parkridge bridge.

Q: When will the recommendations be installed?

A: Spring/summer 2017

Q: When the report goes to City Council, will we be notified?

A: The Community Association will be notified.

Councillor Jeffries: A report on speed humps/bumps will be presented at the Transportation Committee meeting. I will be advocating to try them out. There is a lot of work ahead (i.e., traffic signal at Fedoruk Dr & Central Ave, traffic signal at Central Ave & Konihowski Rd, construction at Highway 5 & McOrmond Dr). Thank you for your patience.

List of Representatives

- Mitch Riabko, Kathy Dahl – Great Works Consulting
- Mariniel Flores, Lanre Akindipe, David LeBoutillier, Justine Marcoux – City of Saskatoon, Transportation & Utilities

Silverspring Neighbourhood Traffic Review: Table Group Discussions

Item	Location	Recommendation	Reason	Group 1: Lanre Akindipe	Group 2: David LeBoutillier	Group 3: Justine Marcoux	Group 4: Mariniel Flores
1	Konihowski Rd & Carr Cres (N) / Bourgonje Cres (N)	Install standard crosswalk on south leg	Improve pedestrian safety	Okay	Okay	Street lighting needed; Zebra crosswalk suggested	Okay with standard crosswalk; Some want a stop sign; Poor road condition
2	Konihowski Rd & Le May Cres (S)	Upgrade standard crosswalk to zebra crosswalk	Improve pedestrian safety	Between Items 1 and 2 (Carr Cres and Le May Cres) to reduce speed	Okay		Okay
3	Konihowski Rd & Pezer Cres (N)	Install median island on south leg of Konihowski Rd	Reduce driver speed	Parking restrictions from intersection	Okay		Some want an Active Pedestrian Corridor; Some do not want the median island
4	Konihowski Rd & Garvie Rd	Install Active Pedestrian Corridor	Improve pedestrian safety	Why install two Active Pedestrian Corridors close to each other? Put it at Konihowski Rd & Pezer Cres (N)	Okay; Move to the north	Concerned about distance from Pezer Cres (S) since it is very close; Maybe consider installing this one at Pezer Cres (N)	Okay; Improve snow removal on north side since it is very narrow
5	Konihowski Rd & Rever Rd	Install stop sign on median islands on west leg of Konihowski Rd and on south leg of Rever Rd	Enhance visibility of stop signs	Take a look at this location again; More enforcement needed	Okay		Salting & sanding needed; Most are okay with this recommendation; Two residents did not like it
6	Rever Rd & Haslam Cres (N) / Fairbrother Cres (N)	Install median island on north leg of Rever Rd	Reduce driver speed	Okay	Okay; Consider an east-west crosswalk		Most are okay with this recommendation; Few are not okay with this recommendation
7	Rever Rd [Haslam Cres (N) / Fairbrother Cres (N) to Haslam St / Fairbrother Cres (S)]	Install mid-block median island on Rever Rd	Reduce driver speed	Okay	No consensus; Might be too much; Maybe lighted crosswalks north & south		Too excessive; Remove this recommendation
8	Rever Rd & Haslam St / Fairbrother Cres (S)	Install standard crosswalk on south leg; Install median island on north leg of Rever Rd	Improve pedestrian safety; Reduce driver speed	Okay	Okay; Put money into Items 6 and 8	Zebra crosswalk suggested	Okay
9	Haslam Cres & Haslam St	Install yield sign on Haslam St assigning right-of-way to Haslam Cres	Improve intersection safety	Haslam Crt & Haslam Pl needs a yield sign	Okay; Look at east/west leg on Haslam Cres to alternate yield signs		Okay
10	Konihowski Rd & Haslam Pl / McWillie Ave	Install median island on east leg of Konihowski Rd	Reduce driver speed		Okay; Consider crosswalk on north, south and east sides		Okay; Suggest zebra crosswalk on the east leg
11	Central Ave & Konihowski Rd	Install traffic signals	Improve traffic flow	More traffic signals are needed north of Konihowski Rd; Traffic signal at Somers Rd is preferred since it makes a break in traffic flow or maybe a four-way stop in the interim	No consensus; Some wants lights now; Some wants lights when Central Ave is twinned	People will shortcut down to McWillie Ave to get to Konihowski Rd instead of waiting on Garvie Rd; All residents to the north (including Evergreen) will use Konihowski Rd (past the school) to get out and this will lead to shortcutting through the neighbourhood; Install traffic signal at Central Ave & Somers Rd to avoid shortcutting being created through the neighbourhood due to only one traffic signal at Central Ave & Konihowski Rd	Okay as long as it is coordinated with other traffic signals

Additional Comments

Item	Location	Comments
1	Central Ave	Reduce speed on Central Ave north of traffic lights; Sound walls wanted due to noise on Central Ave; Merging into one lane north of Attridge Dr is dangerous with so many vehicles; Access to dog park is too close to Attridge Dr; Issues with people turning in
2	Attridge Dr & Central Ave	Dual left turns onto Central Ave should have been extended; Dual left turn lanes should be one lane at least for now; Issues with double turning lanes (westbound to northbound) from Attridge Dr & Central Ave; Traffic will get backed up on Central Ave northbound
3	Central Ave & Somers Rd	Crossing suggested in the future to connect to the multi-use pathway or bike to Attridge Dr; Temporary concrete blocks narrow road making it difficult to turn left from Somers Rd to Central Ave; Want traffic signals
4	Attridge Dr & Rever Rd	Long waits; Detector doesn't work; Vehicle doesn't move far enough ahead to get detected; Lots of left turns
5	Central Ave & Garvie Rd	Want traffic signals
6	General	Suggesting "No U-Turns in Schools" signage; Mini-roundabout suggested at Somers Rd and Konihowski Rd; Police enforcement on Central Ave, Attridge Dr and local streets; Was traffic data collected after Fedoruk Dr was opened? If not, that will change the results of the traffic signal warrants.

APPENDIX G: DECISION MATRIX

Item	Location	Recommendation	Reason	Group 1: Lanre Akindipe	Group 2: David LeBoutillier	Group 3: Justine Marcoux	Group 4: Mariniel Flores	Decision
1	Konihowski Rd & Carr Cres (N) / Bourgonje Cres (N)	Install standard crosswalk on south leg	Improve pedestrian safety	Okay	Okay	Street lighting needed; Zebra crosswalk suggested	Okay with standard crosswalk; Some want a stop sign; Poor road condition	Carried
2	Konihowski Rd & Le May Cres (S)	Upgrade standard crosswalk to zebra crosswalk	Improve pedestrian safety	Between Items 1 and 2 (Carr Cres and Le May Cres) to reduce speed	Okay		Okay	Carried
3	Konihowski Rd & Pezer Cres (N)	Install median island on south leg of Konihowski Rd	Reduce driver speed	Parking restrictions from intersection	Okay		Some want an Active Pedestrian Corridor; Some do not want the median island	Carried
4	Konihowski Rd & Garvie Rd	Install Active Pedestrian Corridor	Improve pedestrian safety	Why install two Active Pedestrian Corridors close to each other? Put it at Konihowski Rd & Pezer Cres (N)	Okay; Move to the north	Concerned about distance from Pezer Cres (S) since it is very close; Maybe consider installing this one at Pezer Cres (N)	Okay; Improve snow removal on north side since it is very narrow	Removed
5	Konihowski Rd & Rever Rd	Install stop sign on median islands on west leg of Konihowski Rd and on south leg of Rever Rd	Enhance visibility of stop signs	Take a look at this location again; More enforcement needed	Okay		Salting & sanding needed; Most are okay with this recommendation; Two residents did not like it	Carried
6	Rever Rd & Haslam Cres (N) / Fairbrother Cres (N)	Install median island on north leg of Rever Rd	Reduce driver speed	Okay	Okay; Consider an east-west crosswalk		Most are okay with this recommendation; Few are not okay with this recommendation	Carried
7	Rever Rd [Haslam Cres (N) / Fairbrother Cres (N) to Haslam St / Fairbrother Cres (S)]	Install mid-block median island on Rever Rd	Reduce driver speed	Okay	No consensus; Might be too much; Maybe lighted crosswalks north & south		Too excessive; Remove this recommendation	Removed
8	Rever Rd & Haslam St / Fairbrother Cres (S)	Install standard crosswalk on south leg; Install median island on north leg of Rever Rd	Improve pedestrian safety; Reduce driver speed	Okay	Okay; Put money into Items 6 and 8	Zebra crosswalk suggested	Okay	Carried
9	Haslam Cres & Haslam St	Install yield sign on Haslam St assigning right-of-way to Haslam Cres	Improve intersection safety	Haslam Crt & Haslam Pl needs a yield sign	Okay; Look at east/west leg on Haslam Cres to alternate yield signs		Okay	Carried
10	Konihowski Rd & Haslam Pl / McWillie Ave	Install median island on east leg of Konihowski Rd	Reduce driver speed		Okay; Consider crosswalk on north, south and east sides		Okay; Suggest zebra crosswalk on the east leg	Carried
11	Central Ave & Konihowski Rd	Install traffic signals	Improve traffic flow	More traffic signals are needed north of Konihowski Rd; Traffic signal at Somers Rd is preferred since it makes a break in traffic flow or maybe a four-way stop in the interim	No consensus; Some wants lights now; Some wants lights when Central Ave is twinned	People will shortcut down to McWillie Ave to get to Konihowski Rd instead of waiting on Garvie Rd; All residents to the north (including Evergreen) will use Konihowski Rd (past the school) to get out and this will lead to shortcutting through the neighbourhood; Install traffic signal at Central Ave & Somers Rd to avoid shortcutting being created through the neighbourhood due to only one traffic signal at Central Ave & Konihowski Rd	Okay as long as it is coordinated with other traffic signals	Carried

APPENDIX H: ADDITIONAL CONCERNS RECEIVED AFTER PRESENTATION OF DRAFT TRAFFIC PLAN

Item	Location	Comments
1	Attridge Dr	Loud and noisy; Construct a sound wall between Central Ave and Rever Rd; Constant traffic
2	Attridge Dr & Central Ave	Dual left turns onto Central Ave should have been extended; Dual left turn lanes should be one lane at least for now; Issues with double turning lanes (westbound to northbound) from Attridge Dr & Central Ave; Traffic will get backed up on Central Ave northbound
3	Attridge Dr & Rever Rd	Long waits; Detector doesn't work; Vehicle doesn't move far enough ahead to get detected; Lots of left turns
4	Central Ave	Reduce speed on Central Ave north of traffic lights; Sound walls wanted due to noise on Central Ave; Merging into one lane north of Attridge Dr is dangerous with so many vehicles; Access to dog park is too close to Attridge Dr; Issues with people turning in
5	Central Ave & Garvie Rd	Want traffic signals
6	Central Ave & Konihowski Rd	Does not want traffic signals at this location
7	Central Ave & Somers Rd	Crossing suggested in the future to connect to the multi-use pathway or bike to Attridge Dr; Temporary concrete blocks narrow road making it difficult to turn left from Somers Rd to Central Ave; Want traffic signals
8	Konihowski Rd	Speeding in the 1300 to 1500 blocks; No obstructions for drivers from Fedoruk Dr to Somers Rd; Place a median island at Le May or Bourgonje intersections; Shortcutting
9	Konihowski Rd & Somers Rd	Speeding - install a roundabout
10	Rever Rd	Speed concern - more policing needed; Noisy
11	General	Suggesting "No U-Turns in Schools" signage; Mini-roundabout suggested at Somers Rd and Konihowski Rd; Police enforcement on Central Ave, Attridge Dr and local streets; Was traffic data collected after Fedoruk Dr was opened? If not, that will change the results of the traffic signal warrants; Raised traffic hump at each of the crosswalks in the school zone; Revise school bus loading zone signs to create additional parent parking; Change bus loading zone signs so they are effective during school months and times only not year-round

STANDING POLICY COMMITTEE ON TRANSPORTATION

2012 to 2016 Provision of Civic Services Program Update

Recommendation of the Committee
That the information be received.

History
At the May 8, 2017 Standing Policy Committee on Transportation meeting, a report of the General Manager, Transportation & Utilities Department dated May 8, 2017 was considered.

Your Committee also resolved that Tourism Saskatoon, the Business Improvement Districts, as well as other community stakeholders, be engaged as part of the process with regard to future reporting.

Attachment
May 8, 2017 Report of the General Manager, Transportation & Utilities Department

2012 to 2016 Provision of Civic Services Program Update

Recommendation
That the report of the General Manager, Transportation & Utilities Department dated May 8, 2017, be received as information.

Topic and Purpose
The purpose of this report is to provide an update on the Provision of Civic Services (POCS) program for special events.

Report Highlights
1. Historical five-year budgets and actual costs are included, showing that the expenditures significantly exceed the budgeted funds resulting in an annual deficit.
2. An internal review of special events was completed in 2016 recommending the establishment of fees for service to help support special events.

Strategic Goals
This report supports the Strategic Goals of Continuous Improvement by allowing event organizers to improve services for the best quality of events for the public to experience.

This report also supports Asset and Financial Sustainability by reviewing actual costs and establishing fees for service to better allocate costs to special events requiring support.

Provision of civic services for special events supports Quality of Life by supporting the many events taking place in Saskatoon, which in turn provide a warm, welcoming environment by bringing citizens and tourists together to experience quality entertainment in the city.

Background
The POCS program provides non-cash assistance for activities of outside organizations and is one component of the Special Events program. Typical services provided primarily include the provision of garbage collection, street sweeping, and barricades.

Report
Historical Five-year Budgets

The POCS program is funded by the mill-rate through the annual Business Plan and Budget process. The table below provides a summary of program costs exceeding available funding from 2012 to 2016.

Table 1 – Special Events Budget versus Actual Costs

Item	2012	2013	2014	2015	2016
Budget	$ 60,000.00	$ 70,000.00	$ 75,000.00	$ 80,000.00	$ 80,000.00
Actuals	$134,516.44	$159,072.43	$191,134.04	$190,153.63	$198,637.76

Attachment 1 provides the 2016 breakdown of costs for events funded by the POCS program.

Additional sweeping is requested for some special events and funded through the POCS program. Some examples from 2016 include:

- Saskatchewan Marathon – $6,400 sweeping costs
- Prairie Grand Fondo - $2,500 sweeping costs
- Exhibition Parade - $5,100 sweeping costs
- Fringe Festival - $960 sweeping costs

Special Events - Internal Process Review

This historic funding gap must be addressed through either a budget adjustment or a policy and process adjustment. Considering this, a comprehensive process review was conducted and was completed in 2016. This Special Events - Internal Process Review proposed that a fee-for-service model be established for special event activities, where appropriate, with a goal of ensuring a balance between mill-rate support and user-pay fees within the special event model. Introducing a fee for service will help to minimize the reliance on the mill-rate and over expenditures in the POCS program. Development of a fee-for-service model is underway and will be presented later in 2017, in advance of the 2018 business plan and budget process.

Public and/or Stakeholder Involvement

As the Special Events – Internal Process Review continues and new policies, bylaws and fees for services are being considered and/or developed, the Administration will continue to consult with event organizers and other stakeholders.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A report will be submitted annually to the Standing Policy Committee on Transportation. Recommendations related to fees for service will be forthcoming in late 2017.

Public Notice

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

Attachment

1. Provision of Civic Services – 2016

Report Approval

Written by:	Todd Harms, Operations Superintendent, Transportation
Reviewed by:	Cory Funk, Traffic Operations & Control Manager, Transportation Angela Gardiner, Director of Transportation
Approved by:	Jeff Jorgenson, General Manager, Transportation & Utilities Department

TRANS TH – Provision of Civic Services Program Update.docx

Provision of Civic Services - 2016

Month Billed	Event	Charges
	Block Party Charges	5370.79
February	Blizzard Run	2290.64
	Enchanted Forest	1339.77
	Hockey Night at Persephone	452.59
	Hypothermic Marathon	420.47
	Princess Alexandra Winter Carnival	229.40
	Wintershines	555.10
April	Brainfreeze	2010.32
	Free Savchencko Rally	173.57
	High Voltage Classic	1139.46
	Kinsmen Park Ski Trails	89.70
May	Blue Cross MS Walk	159.62
	Heart & Sole Fun Run	518.83
	Police Half Marathon	1225.50
July	BACA 100 Mile Ride	767.45
	Battle of the Atlantic Parade	234.52
	Bikes on Broadway	1041.31
	Bridge City Duathlon	716.04
	Broadway Art Fest	1272.82
	Brunskill Move-A-Thon	1382.48
	Budz Guenter Memorial	425.46
	Children's Festival	2953.86
	Community Development Volunteer Appreciation Day	101.45
	Draggins	166.48
	ED Feehan Track Meet	78.45
	Gutsy Walk	195.51
	Hampton Village Garage Sale	130.66
	Holy Cross Car Show	309.19
	Dr Egnatoff Paddle Roll Run	287.06
	Big Brother/Sister BBQ	107.66
	Broadway Fitness Day	533.81
	Caswell in the Park	398.61
	Civic Pancake Breakfast	307.14
	Color Me Rad	3085.01
	Downtown Sidewalk Sale	2919.10
	Dundonald Canada Day	296.48
	Dustin Boulet Slo Pitch Tourney	266.13
	Family Fun Day in the Park	193.64
	Farmer's Market	168.59
	GSCS Traditional Pow Wow	730.46
	Hampton Village Family Festival	320.47
	Jazz Festival	2215.10
	Kinsmen Day in the Park	212.46
	Mayor's Paddle Palooza	286.26
	Metis Day of Learning	328.27
	Moe's Triathlon	5567.41
	MOSO Conference	288.50
	Motorcycle Ride for Dad	489.89
	Mount Royal Fun Day in the Park	153.66
	National Aboriginal Day	365.82

	Private Wedding	50.83
	Pee Wee AA Open Tourney	197.42
	Pets in the Park	846.93
	Prairie Grand Fondo	4330.96
	Pride Festival & Parade	3979.60
	Pride Street Party	1908.46
	Red Shoe Walk	153.45
	River Run Classic	776.64
	Rock Your Roots	283.49
	Senior Rally Cap Jamboree	84.96
	Share Your Sun	307.38
	Silverwood Heights Fun Day	170.01
	Sask. Roughriders Street Fair	773.87
	Slide the City	624.77
	Slo Pitch Master Championship	177.61
	Stein Electric Staff BBQ	335.16
	Subaru Triathlon	5195.37
	TCRC Family Day in the Park	187.86
	Wm. Rabbitskin Soccer Tourney	283.72
	Kidney Walk	108.97
	Makin It Happen	388.62
	Meadowgreen Fair	173.10
	Mosquito League Tourney	175.39
	Nutana CA Community Cleanup	281.62
	Private Wedding	245.01
	Pleasant Hill Community Pow Wow	230.63
	Redline Poker Run	445.80
	Rush Rally	610.21
	Sask Food Trucks Global	112.12
	Saskatchewan Marathon	11192.33
	Saskatoon Fashion & Design	719.90
	SASPA Pre Season Tourney	215.36
	SIIT Student & Staff BBQ	81.84
	Syrian Fundraiser for Fort McMurray	747.62
	Walk to Fight Arthritis	58.46
	Welcome to the Gaybourhood	312.66
August	Private Wedding	93.92
	13U West Canadian Championship	151.41
	Alternative Sports Day	556.46
	Brits by the Bus	157.58
	Dragon Boat Festival	652.50
	Dramasize	752.55
	Easter Seals Drop Zone	910.97
	Exhibition Parade	23783.75
	Festival of India	221.61
	Food Truck Food Court	658.12
	Friends Festival	734.64
	Fringe Festival	14417.38
	Frontier Vet Appreciation BBQ	257.81
	Hindu Walk	189.13
	Open Door Potluck	160.38
	Police Colors	357.63
	Police Community BBQ	422.81
	Prairie Feast	454.53
	QEXCA Day in the Park	444.71

	Ribfest	1081.98
	River Heights Kid's Fun Day	355.76
	SESQUI Horizon Film	222.79
	Taste of Saskatchewan	614.08
	Thursday Night Criterium	348.22
	Tourism 2016 Park/Sidewalk	432.34
	Tourism 2016 University Bridge	1449.74
	Wakeboard Provincials	548.71
	Waterski Championships	179.24
	Wounded Warrior Cavalcade	154.52
	World Hepatitis Day	482.06
	Pilates, Pie & Lattes	249.39
	Rock 102 Show & Shine	4572.92
September	112th St Fair	458.29
	33rd St Fair	1706.67
	Broadway St Fair	3560.41
	Collier's Road Hockey	859.60
	Culture Days	464.29
	Day in the Park	1197.03
	Elder's Pancake Breakfast	282.95
	Etsy Made in Canada Market	393.19
	Fierce Femme 5	248.24
	Fire Prevention Week	395.81
	Fireworks Festival	9811.68
	FSIN Soccer Championship	334.58
	Insane Inflatable SK	126.80
	Lace Up For Diabetes	476.42
	Lakeview Family Fun Day	248.20
	Light the Night Walk	795.17
	March for Jesus	430.60
	Media League Slo Pitch	216.00
	Miles for Smiles	1805.14
	Montgomery Place 70th Anniversary	186.16
	Night to Howl	155.14
	NSBA Popcorn & Entrepreneurship	540.69
	Nuit Blanche	2532.28
	Oskayak Pow Wow	234.68
	Parkinson Superwalk	421.13
	Race Against Racism	164.00
	Rally for Jobs & Justice	132.98
	Ride for Refuge	928.68
	Rosewood Family Day	337.19
	Run for the Cure	420.39
	Saskatoon Highland Games	359.78
	Salvation Army Biker Toy Run	797.95
	SDLC Labour Day BBQ	274.81
	SIIT Welcome Back BBQ	732.53
	Small But Mighty	194.34
	SPN Provincial Championships	671.85
	Terry Fox Run	181.11
	Vibe Music Festival	1021.06
	Ukrainian Day in the Park	638.51
	United Way Kick Off	567.64
	Walk for Muscular Dystrophy	193.06
	Walk of Hope	173.60

	Westmount Movie in the Park		343.78
	Word on the Street		665.77
	YXE Beer Festival		781.54
October	Ashworth Holmes Walk/Run		255.72
	E.I.D. Festival		131.94
	Investors Family Breakfast		170.42
	Maple Leaf Summer Play Day		166.46
	Newfie Dog Draft Test		600.40
	Pee Wee AA Tri 2 Provincial Championship		145.72
	Ultimate Canada Championship		205.46
	Walk for Freedom		95.44
	Zombie Run		123.34
November	Big Bike Kick Off		1184.30
	Canada Day		4866.18
	Gingerbread Run		1506.81
	Pumpkins in the Park		710.77
	Santa Claus Parade		3915.22
December	Optimist Club Foundation		4318.41
	St. Mary's Christmas		216.11
	YXE - NYE 150		4452.60
		Total	**198637.76**
		Budgeted	**80000.00**

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

2016 Annual Report – Cultural Diversity and Race Relations Committee

Recommendation of the Committee
That the 2016 Annual Report of the Cultural Diversity and Race Relations Committee be received as information.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, the 2016 Annual Report of the Cultural Diversity and Race Relations Committee was considered.

Attachment
2016 Annual Report – Cultural Diversity and Race Relations Committee.

Office of the City Clerk
222 3rd Avenue North
Saskatoon SK S7K 0J5

www.saskatoon.ca
tel (306) 975.3240
fax (306) 975.2784

April 27, 2017

Secretary, SPC on Environment,
Utilities and Corporate Services

Re: 2016 Annual Report – Cultural Diversity and Race Relations Committee (File No. CK. 430-29)

The mandate of the Cultural Diversity and Race Relations Committee is to monitor and provide advice to City Council on issues relating to the Cultural Diversity and Race Relations Policy. The Committee also has a mandate to provide education and awareness initiatives on cultural diversity and race relations issues by supporting organizations in the community with initiatives that support one or more of the following four community outcomes of the Cultural Diversity and Race Relations Policy:

- The workforce will be representative of the population of Saskatoon;
- There will be zero tolerance for racism and discrimination in Saskatoon;
- Community decision-making bodies will be representative of the whole community of Saskatoon; and
- There will be awareness and understanding in the community regarding the issues, and acceptance of the various cultures that make up Saskatoon.

Committee Membership

Membership on the Cultural Diversity and Race Relations Committee for the year 2016 was as follows:

Councillor Eric Olauson (January – April)
Councillor Ann Iwanchuk (May – December)
Ms. Sharon Clarke, representing the Saskatoon Health Region
Ms. Joann Gaudry, representing the general public
Ms. Nayyar Javed, representing the general public
Mr. Darryl Isbister, representing the Saskatoon Public School Board
Ms. Cornelia Laliberte, representing the Greater Saskatoon Catholic School Board
Ms. Shirley Ross, representing the general public
Mr. Toffic Salah, representing the general public
Mr. Sam Sambasivam, representing the Saskatchewan Intercultural Association
Mr. Howard Sangwais, Ministry of Corrections, Public Safety and Policing
Mr. David Santosi, representing the Ministry of Social Services
Mr. Chris Sicotte, representing the Métis Community

Ms. Maria Soonias Ali, representing the general public
Dr. Jaris Swidrovich, representing the First Nations Community
Police Chief Weighill, representing the Saskatoon Police Service
Alternate Representative – Inspector Mitch Yuzdepski
Ms. Kari Wuttunee, representing the general public
Ms. Julie Yu, representing the general public

Focus for 2016

In 2016, the Committee continued its focus on the educational and awareness aspect of its mandate through the provision of co-sponsorships to groups in the community for initiatives promoting intercultural harmony and addressing cultural diversity and race relations issues. Through these events, the Committee hoped to increase the awareness about the Committee and to highlight the positive initiatives in the community.

Education and Awareness Initiatives

The Committee participated in the following education and awareness initiatives:

Cultural Diversity and Race Relations Month

City Council proclaimed March as Cultural Diversity and Race Relations Month in Saskatoon. Opening ceremonies were held in the Council Chambers on March 1, 2016.

The Living in Harmony Awards Ceremony was held on March 21, 2016 at Tommy Douglas Collegiate. As in the past, awards were presented for the Living in Harmony Art and Literary Contests. Recognition Awards were also presented to individuals and organizations to recognize their efforts in promoting intercultural harmony in the community. The Committee assisted with the adjudication of these awards.

Co-Sponsorship Initiatives

As part of its education and awareness mandate, the Committee continued to support community groups in their efforts to provide education and increase awareness of cultural diversity and race relations issues. The Committee's intent is to try to expand its reach through these opportunities and to assist others in hosting cultural diversity and race relations events throughout the year.

In considering co-sponsorship requests, the Committee reviewed the following:

- How the request fits in with the Committee's mandate;
- Whether the event takes place in Saskatoon, which is a requirement;

- Participation levels requested by Committee members on the planning committees for the events (to provide an opportunity for the Committee to provide input wherever possible and to create awareness about the Committee and its role);
- The target audience and event outreach (number of people attending, whether it is anticipated there will be attendance by diverse communities in Saskatoon and what is being done to promote the event beyond the organization hosting the event);
- Themes and focuses; and
- Time of year of the event to help raise awareness throughout the year.

The Committee provided co-sponsorship for the following events:

Bangladeshi Community Association of Saskatchewan – Celebration of International Mother Language Day

The Committee provided co-sponsorship in the amount of $1,000 to the Celebration of International Mother Language Day event held on February 21, 2016 at St. Paul's United Church. Approximately 400 people attended the event and enjoyed the multicultural program and had the opportunity to get to know people from different linguistic and cultural backgrounds in the spirit of promoting peace and multilingualism.

Bedford Road Collegiate – Bedford Road Pow Wow

The Committee provided co-sponsorship in the amount of $1,000 to the annual spring Pow Wow at Bedford Road Collegiate on March 16, 2016. The goal was to promote understanding of First Nations culture to the students, surrounding schools and community.

University of Saskatchewan Department of Linguistics and Religious Studies – Islam on the Prairies Conference

Co-sponsorship was provided to the Department of Linguistics and Religious Studies, University of Saskatchewan, in the amount of $1,000 for the Islam on the Prairies Conference held on May 14, 2016. The public discussion forum, held at the Frances Morrison Library, contributed to multiculturalism by providing a venue for a wider community dialogue centered on the role of Islam as well as other religions in modern Canadian society.

Canadian Council for Refugees (CCR) and Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) – Canadian Council for Refugees National Spring Consultation 2016

The Committee provided co-sponsorship in the amount of $1,000 for this 3-day event held June 2-4, 2016 at the Hilton Garden Inn, Saskatoon. The theme of the event was Refugees Welcome Here: Awareness, Advocacy and Action. The event addressed issues affecting refugees and other vulnerable groups of migrants, newcomers, and focused on learning, sharing experiences and networking among those involved in refugee protection.

Pleasant Hill Community Association – Pleasant Hill Community Pow Wow

The Committee provided co-sponsorship in the amount of $1,000 for the 14th Annual Pow Wow held in the Pleasant Hill community on June 10, 2016. The goal of the event was to bring communities together and provide an opportunity to celebrate and learn about Aboriginal culture.

Saskatoon Indian and Métis Friendship Centre – National Aboriginal Day Celebration

The Committee provided co-sponsorship in the amount of $1,000 to the Saskatoon Indian and Métis Friendship Centre for National Aboriginal Day held in Victoria Park on June 21, 2016. The goal of the event was to educate the community about the rich culture and traditions of the First Nation and Métis.

Saskatoon Peace Coalition – Joanna Miller Peace Award

The Committee provided co-sponsorship in the amount of $300 to the Saskatoon Peace Coalition, for the Joanna Miller Peace Award. This award was established in 2013 in memory of the late Joanna Miller to celebrate her many years of peace activism in the Saskatoon community. To honour those who work to promote peace, the award was presented to Dr. Meridale (Dale) Dewar and her late husband, William (Bill) Curry, who made significant contributions to the international movement to abolish nuclear weapons.

University of Saskatchewan Aboriginal Students' Centre Handbook - CD&RR Committee Ad

As an opportunity to increase the awareness of the existence of the Committee and its role, the Committee placed an ad in the University of Saskatchewan 2016-2017 Aboriginal Student Handbook at a cost of $100.00. The ad included the purpose of the Committee and a link to the City’s website regarding additional Cultural Diversity and Race Relations information.

Focus for 2017

The Committee will continue to support learning and awareness opportunities between Aboriginal and Immigrant communities. The Committee will also look at ways to involve families and increase awareness and understanding of cultural diversity and race relations issues in our community.

The Cultural Diversity and Race Relations Committee will continue to participate in events during Cultural Diversity and Race Relations Month and to co-sponsor events throughout the year to assist the Committee in achieving its education and awareness mandate.

The Committee, through the organizations represented on the Committee, and through its connections with other groups in the community, hopes to continue to build on the awareness of the four community outcomes.

- The workforce will be representative of the population of Saskatoon;
- There will be zero tolerance for racism and discrimination in Saskatoon;
- Community decision-making bodies will be representative of the whole community of Saskatoon; and
- There will be awareness and understanding in the community regarding the issues, and acceptance of the various cultures that make up Saskatoon.

The Committee will continue to look for more opportunities to share information about the successes of community partners in meeting the above outcomes and in celebrating their efforts in creating an inclusive community, where ethno cultural diversity is welcomed and valued, and where everyone can live with dignity and to their full potential, without facing racism or discrimination, as set out in the Cultural Diversity and Race Relations Policy. The Committee looks forward to further opportunities to advise City Council on ways to continue to create an inclusive and welcoming community.

Yours truly,

Chris Sicotte, 2017 Chair
Cultural Diversity and Race Relations Committee

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STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Energy Performance Contracting Negotiations and Letter of Intent

Recommendation of the Committee

1. That MCW Custom Energy Solutions Ltd. be accepted as the highest scoring proponent for the Energy Performance Contracting Request for Proposal (#17-0143);
2. That the Administration communicate to the Energy Services Company that loan periods greater than 15 years, and potentially as long as 30 years, may be acceptable to City Council;
3. That the City Solicitor be requested to assist in the negotiation of Letter of Intent agreements and that the City Manager be authorized to execute Letters of Intent under the Corporate Seal;
4. That the City Solicitor be requested to prepare the appropriate agreement for the lighting replacement at the Shaw Centre and that His Worship the Mayor and The City Clerk be authorized to execute the agreement under the Corporate Seal; and
5. That the City Solicitor be requested to assist in the negotiation of Energy Performance Contract agreement(s); and
6. That, in consideration of the non-EPC buildings not incorporated in this report, the procurement options of an energy retrofit program be explored including community partnership.

History

At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Corporate Performance.

Energy Performance Contracting Negotiations and Letter of Intent

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That MCW Custom Energy Solutions Ltd. be accepted as the highest scoring proponent for the Energy Performance Contracting Request for Proposal (#17-0143);
2. That the Administration communicate to the Energy Services Company that loan periods greater than 15 years, and potentially as long as 30 years, may be acceptable to City Council;
3. That the City Solicitor be requested to assist in the negotiation of Letter of Intent agreements and that the City Manager be authorized to execute Letters of Intent under the Corporate Seal;
4. That the City Solicitor be requested to prepare the appropriate agreement for the lighting replacement at the Shaw Centre and that His Worship the Mayor and The City Clerk be authorized to execute the agreement under the Corporate Seal; and
5. That the City Solicitor be requested to assist in the negotiation of Energy Performance Contract agreement(s).

Topic and Purpose
The purpose of this report is to inform City Council that the Administration has selected the highest scoring proponent for the Request for Proposal (RFP) for Energy Performance Contracting (EPC) and to allow the City Manager to negotiate and sign Letters of Intent based on the process outlined in the RFP.

Report Highlights
1. EPC is a unique form of procurement. An Energy Services Company (ESCO) performs energy and water audits, retrofits civic buildings, and guarantees savings and maximum capital costs. The loan for the capital costs is repaid from avoided utility expenditures which are measured, verified and guaranteed.
2. The funding strategy is to utilize internal loans to be paid back within a stipulated period from the utility savings achieved.
3. Being selected as the highest ranked proponent does not result in the award of a known scope of work. Instead, a Letter of Intent is negotiated in order for the Proponent to proceed to the next stage of the project.
4. The EPC project can include replacement of aging infrastructure that will eventually require replacement through other civic funding sources, primarily the Civic Building Comprehensive Maintenance reserve (CBCM).

5. The Administration recommends exploring loan periods longer than 15 years with the ESCO to achieve an expanded set of benefits.

Strategic Goals

This report supports the Strategic Goal of Environmental Leadership and the four-year priority of implementing energy-efficient practices in City buildings, transportation and operations.

Background

On December 2, 2014, City Council approved using an EPC approach to delivering utility and greenhouse gas (GHG) savings through retrofits to civic facilities. The approach included the hiring of an Owner's Consultant with specialized knowledge and experience in EPC to assist with planning the project. On February 29, 2016, City Council approved award of the Owner's Consultant contract and on August 18, 2016, City Council approved an EPC Implementation Plan which included approval to issue an RFP for an ESCO.

Administration recommending procuring an ESCO to deliver facility retrofits that are repaid from measured and verified avoided utility expenditures. The ESCO will contractually guarantee their claimed savings, which significantly reduces risk to the City of Saskatoon (City). The EPC approach also provides advantages over an internal 'do it yourself' managed by the City that include:

- significantly accelerated timeline for achieving facility improvements and utility cost savings;
- lower project delivery costs associated with the buying power of the ESCO; and
- access to specialized expertise.

Report

EPC achieves energy and water efficiency in civic buildings by engaging the private sector. The ESCO delivers facility retrofits that are repaid from measured and verified avoided utility expenditures. The ESCO will contractually guarantee their claimed savings, which significantly reduces risk to the City of Saskatoon (City). Selecting an ESCO is a unique form of procurement. The scope of the project is not known until the ESCO is engaged, has completed their audits, and the owner has agreed to scope of work to be performed. A project generally proceeds in the following phases:

1. Selection of an ESCO (RFP process);
2. Negotiation and execution of a Letter of Intent (LOI) which authorizes the ESCO to proceed with a Feasibility Study (energy audits and additional plans);
3. Completion of Feasibility Study in consultation and collaboration with the owner;
4. Negotiation and execution of an EPC;
5. Construction; and
6. Measurement and verification of the savings.

As the City's EPC project proceeds, the Administration has recognized the opportunity to break down the delivery of the work such that one Letter of Intent (LOI) is signed for the Shaw Centre and an additional LOI is signed for a portfolio of buildings. There

would, therefore, be two EPCs executed in order to allow work in the Shaw Centre to be fast-tracked to align with a planned building shut-down in August of this year.

In general terms, the LOI outlines the constraints the City wishes to place on the Feasibility Study. Typical constraints include maximum acceptable loan periods and maximum loan size. The project goals may also be stated (e.g. desire to include renewable energy). The LOI also stipulates the consulting fees owed if the ESCO completes the Feasibility Study and then the City decides to cancel the project. The fees are described in the Financial Implications of this report.

RFP Scoring

The City of Saskatoon issued a Request for Qualifications (RFQ) for An Energy Performance Contract through SaskTenders.ca on September 20, 2016. A Project Evaluation Committee reviewed the applications and adjudicated them according to the criteria provided in the RFQ. Three applicants were shortlisted through this process. An RFP for Energy Performance Contracting was then issued to the three pre-qualified proponents on December 22, 2016. Three proponents submitted proposals:

- Honeywell;
- Johnson Controls; and
- MCW Custom Energy Solutions

A Project Evaluation Committee reviewed the proposals and adjudicated them according to the criteria provided in the RFP. The Project Evaluation Committee determined that the proposal submitted by MCW Custom Energy Solutions Ltd. best met the requirements of the RFP and achieved the highest score. As a result, it is recommended that the Administration attempt to negotiate LOIs with this company and that the City Manager be authorized to execute the LOIs. It is expected that the ESCO will supply their standard LOI and EPC documents and the Administration will review and negotiate specific terms. Because it is anticipated that the EPC will not be signed until fall 2017, the Administration also intends to negotiate a separate contract for the replacement of the lighting above the pool areas at the Shaw Centre so the work can be performed during the August 2017 facility shut down but still included in the Shaw EPC.

Project Goals and Loan Periods

The City has four primary goals for the EPC project:

1. Reduce operating costs, which may manifest as lower future budget increases
2. Reduce greenhouse gas emissions
3. Replace aging infrastructure and ensure civic facilities are efficiently and effectively performing their intended functions
4. Deliver capital renewal in the most efficient manner

The August 18, 2016, City Council report stated:

> "Loan periods will continue to be assessed by the Administration for buildings where the 15-year period is not in the best interest of the City based on expected building life. When negotiating the Energy

> Performance Contracting, the City will also always have the discretion to reject a specific retrofit that does not make sense to fund over a 15-year loan period."

The current goals of the EPC project do not include achieving short term operational savings and maximizing return on investment. There is the opportunity to achieve greater GHG savings, install more renewable energy systems (e.g. solar photovoltaic panels), and modernize more aging infrastructure (thus further reducing the burden on the CBCM reserve) by increasing the allowable loan periods. To maximize the achievement of these goals the Administration recommends that the ESCO be permitted to explore retrofit options that result in loan periods longer than 15 years. The Administration has provided the rationale for longer loans in Attachment 1.

One of the reasons the Administration is recommending longer loan periods relates to the significant constraint posed by current pricing model for natural gas. SaskEnergy provides reduced rates for large consumption facilities and costs increase when gas consumption falls below 660,000 m^3/year. If consumption is reduced through energy saving retrofits the unit cost of natural gas increases for these accounts. Attachment 1 provides additional information on rate class implications. Allowing a longer loan period to accommodate specific retrofits gives the Administration the flexibility to choose between capital or internal loan funding and provides more opportunity for the EPC tool to be used strategically to achieve the City's goals. When the package of EPC retrofits is presented for approval, justifications for longer loan periods will be provided in each case.

Public and/or Stakeholder Involvement

The project is being managed by a multi-division team that includes Environmental and Corporate Initiatives, Facilities and Fleet Management, Solicitors, Business Administration, Finance and Purchasing Services.

Communication Plan

A preliminary communications plan has been developed as part of the Energy Management Program; communicating the project to civic staff and sharing approaches and successes with the business community and community-at-large. Once an ESCO is selected, the ESCO will be expected to contribute to the further development of the plan and assist in its execution.

Policy Implications

The policy, "Borrowing for Capital Projects (Council Policy C03-027)", states that City Council be advised when a capital project requires a loan amortization period greater than 10 years.

Financial Implications

The cost for Feasibility Studies of the 20 target facilities in the proposal from MCW Custom Energy Solutions is $172,000. Costs increase or decrease proportionally as facilities are added or removed to the list of 20 target facilities. Total costs for

consulting fees are expected to be under $250,000 based on an analysis of additional facilities that may be warranted additions to the project scope. Capital Project #2568-03 was created for the purpose of initiating this project and has funding sufficient for these costs, if any, are incurred as a result of not proceeding with the project. The Administration also intends to negotiate a separate contract for the replacement of the lighting above the pool areas at the Shaw Centre and the estimated budget is $450,000. The intent is that this work will be included in the EPC signed for Shaw but in the event this does not occur a lighting project would proceed as a Civic Building Comprehensive Maintenance Reserve capital project.

Environmental Implications
The implementation of the EPC project is expected to reduce utility use across 20 civic facilities by at least 20%. This would reduce greenhouse gas emissions by 4,600 tonnes per year and is equivalent to removing approximately 970 cars from our roadways each year. With the introduction of longer loan periods, larger savings in GHG emissions will be possible.

Safety/Crime Prevention through Environmental Design (CPTED)
CPTED and contractor safety requirements will be integrated into the EPC agreement.

Other Considerations/Implications
There are no privacy implications or considerations.

Due Date for Follow-up and/or Project Completion
The Administration will prepare a capital project for approval by City Council to begin building retrofits and replacement of equipment within a portfolio of buildings. This will likely occur in late 2017 or as part of the 2018 Business Plan and Budget.

In addition, the Administration will report to the Standing Policy Committee on Environment, Utilities and Corporate Services in August, recommending execution of an EPC agreement for the Shaw Centre and approval of the loan specific to that project.

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

Attachment
1. Loan Period Background

Report Approval

Written by: Chris Richards, Energy and Sustainability Engineering Manager
Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives
Troy LaFreniere, Director of Facilities and Fleet Management
Jason Turnbull, Director of Business Administration
Kerry Tarasoff, CFO/General Manager, Asset and Financial Management

Approved by: Catherine Gryba, General Manager, Corporate Performance Department

Energy Performance Contracting Negotiations and LOI Delegation.docx

Loan Period Background

One of the reasons the Administration is recommending longer loan periods relates to the significant constraint posed by current pricing model for natural gas. SaskEnergy provides reduced rates for large consumption facilities and costs increase when gas consumption falls below 660,000 m^3/year. If consumption is reduced through energy saving retrofits the unit cost of natural gas increases for these accounts. The following table shows the resulting economics. Negative savings means that the cost for natural gas increased as a result of the change (i.e. savings are not achieved).

	Savings in Natural Gas Consumption		Corresponding Savings in Natural Gas Costs (Overall Bill)	
	[%]	[m3]	[%]	($)
Harry Bailey	10%	70,786	-20%	-$21,374
	20%	141,572	-7%	-$7,146
	30%	212,358	7%	$7,082
	40%	283,144	20%	$21,310
	50%	353,931	33%	$35,538
Shaw Centre	10%	68,160	-19%	-$20,275
	20%	136,320	-6%	-$6,575
	30%	204,480	7%	$7,125
	40%	272,640	20%	$20,826
	50%	340,800	33%	$34,526
TCU Place	10%	78,500	9%	$10,916
	20%	157,001	-7%	-$8,823
	30%	235,501	6%	$6,956
	40%	314,001	19%	$22,734
	50%	392,502	32%	$38,513

The table shows that projects at these facilities must target at least 30% savings in natural gas consumption in order to achieve real financial savings. A specific example of a possible retrofit is the replacement of old, inefficient boilers:

- They can continue to operate for many more years, though operating expenditures will increase for maintenance.
- Because of the natural gas pricing structure, it is expected that replacement of certain boilers cannot be accommodated in a 15 year loan period without additional capital investment to “buy down” the loan or through achievement of significant savings from other measures.
- Not retrofitting the boilers within the EPC project results in fewer energy and GHG savings and loss of value from not achieving an integrated design.
- Eventually the replacements will require funding from capital reserves.

An additional example is the addition of insulation to the building envelope and other improvements or repairs to the building envelope.

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Aquatic Invasive Species – Potential Local Impacts

Recommendation of the Committee
That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be received as information; and forwarded to the Saskatoon Environmental Advisory Committee for information.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Corporate Performance.

Aquatic Invasive Species - Potential Local Impacts

Recommendation
That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be forwarded to City Council for information.

Topic and Purpose
This report is a response to a Standing Policy Committee on Environment, Utilities and Corporate Services inquiry for more detail about specific local impacts and resources required for management of aquatic invasive species.

Report Highlights
1. Invasive species have not yet been detected in Saskatchewan. Diefenbaker Lake and the South Saskatchewan River are high risk for infestation.
2. Public awareness and education is critical in preventing mussel infestation.
3. Formal impact assessments have not yet been carried out in Saskatchewan. Impacts can be predicted based on experiences in other jurisdictions.
4. Appropriate management measures and costs will vary depending on the extent of the infestation.

Strategic Goals
This report supports the Strategic Goal of Asset and Financial Sustainability by supporting programs that protect our drinking water source and our municipal water infrastructure. The report also supports the Strategic Goal of Quality of Life by protecting our primary service of providing affordable, high quality drinking water to our citizens.

Background
At its meeting of November 14, 2016, the Standing Policy Committee on Environment, Utilities, and Corporate Services resolved:

> "1. That the report of the General Manager, Corporate Performance Department, dated November 14, 2016, be forwarded to City Council for information;
> 2. That the Administration provide a report containing more detail in terms of specific local impacts and resources required; and
> 3. That the report of the General Manager, Corporate Performance Department, dated November 14, 2016, be referred to the Saskatoon Environmental Advisory Committee to review and report back to the Standing Policy Committee on Environment, Utilities, and Corporate Services with input."

Report

Risk Assessment

Invasive mussel species were introduced into Canada's Great Lakes in the late 1980s. Today, invasive mussels have been detected in most of the jurisdictions bordering Saskatchewan including Manitoba, North Dakota, and Montana. They have not yet been found in Alberta or the Northwest Territories nor in Saskatchewan itself.

The province has identified that the lakes and rivers in our watershed are high risk for infestation by invasive mussels. Lake Diefenbaker, upstream of Saskatoon, is specifically at risk because of the many out-of-province boats that visit the lake for recreational purposes. If mussels do become established in Lake Diefenbaker, it is likely they would be carried downstream by the South Saskatchewan River, in addition to being transported by human activities. Attachment 1 contains additional information about aquatic invasive species in general, and mussels in particular.

Prevention/Awareness

Invasive mussels are often transported by attaching to recreational watercraft. Public awareness and education is, therefore, critical in preventing mussel infestations. The province has launched the "Clean, Drain, Dry" education campaign targeting recreational boaters and is actively monitoring for adult and larval mussels in high risk water bodies in the province. Attachment 2 contains more information about provincial initiatives related to invasive mussels.

Impact Assessment

Formal impact assessments have not yet been carried out by provincial government agencies nor by City Administration. Based on experience in other jurisdictions, the following municipal infrastructure and activities could be impacted:

- River water intake systems for the water treatment plant;
- Water treatment processes;
- River water intakes for irrigation of parks and golf courses;
- Weir infrastructure (future hydro-electric facility);
- Bridge footings and boat docks in water;
- Storm outfalls in water;
- Storm ponds and related piping infrastructure;
- Wastewater effluent discharge piping;
- Local beaches and sand bars used for recreation; and
- Recreational activities involving watercraft (e.g. Dragon Boat races).

Mitigation Planning

Appropriate management measures for invasive mussels will vary depending on the extent of the mussel infestation. In a worst case scenario, impacts will need to be managed by multiple operating groups, and costs could range from hundreds of thousands of dollars for annual operating budgets, to millions of dollars for capital infrastructure upgrades. Attachment 3 contains information about current municipal initiatives for managing invasive species for comparison purposes.

Currently, the most cost-effective investment is in public awareness campaigns to prevent or reduce infestations. The Administration has supported provincial education campaigns by installing additional highway signage within city limits and ensuring that potentially impacted operating groups receive training about mussels and how to monitor for their presence.

The City also continues to support public awareness and education about invasive mussels via membership in the South Saskatchewan River Watershed Stewards (SSRWSI), the Saskatchewan Invasive Species Council (SISC), and the Meewasin Valley Authority (MVA).

Public and/or Stakeholder Involvement

Stakeholders have been informed about the potential impacts of invasive mussels and are participating in education and monitoring initiatives.

The City is represented on the provincial invasive mussel task force via membership in non-governmental organizations including the SSRWSI, the SISC, and the MVA.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Further information about aquatic invasive mussels will be provided in the Environmental Protection Annual Report.

Public Notice

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

Attachments

1. Aquatic Invasive Species (AIS)
2. Provincial AIS Initiatives
3. Municipal AIS Initiatives

Report Approval

Written by:	Twyla Yobb, Watershed Protection Manager, Environmental & Corporate Initiatives
Reviewed by:	Jeff Boone, Pest Management Supervisor, Parks Tim Bushman, Water Treatment Plant Manager, Saskatoon Water Amanda Conway, Wastewater Treatment Plant Manager, Saskatoon Water Riwaj Adhikari, Operations Engineer, Construction & Design Kevin Hudson, Metering & Sustainable Electricity Manager, Saskatoon Light & Power Brenda Wallace, Director of Environmental & Corporate Initiatives

	Jeff Jorgenson, General Manager, Transportation and Utilities
	Randy Grauer, General Manager, Community Services
Approved by:	Catherine Gryba, General Manager, Corporate Performance

Aquatic Invasive Mussels – Potential Local Impacts.docx

Aquatic Invasive Species (AIS)

Aquatic Invasive Species

Aquatic invasive species (AIS) are organisms that move into ecosystems beyond their natural or historic range. Their presence may harm native ecosystems, thereby impacting human commercial, agricultural, or recreational activities. Invasive species can include plants, animals, insects, invertebrates, fungi, bacteria, and diseases.

Regulation of Aquatic Invasive Species

Aquatic invasive species are currently regulated both federally and provincially. Federally, the *Aquatic Invasive Species Regulations* of the *Fisheries Act* prevents the introduction of AIS into Canadian waters and, if introduced, controls and manages their spread. In Saskatchewan, the Ministry of Agriculture's *Weed Control Act* and the Ministry of Environment's *Fisheries Act*, along with their associated regulations, list aquatic invasive species that are prohibited from entering the province and those that are identified for eradication and control.

Municipalities must comply with both federal and provincial legislation for AIS. There are currently several initiatives in Saskatoon that deal with these species. For more information refer to Attachment 3.

Invasive Mussels

Zebra and Quagga mussels originated in Eastern Europe and were transported to Canada via international ships that entered the Great Lakes region. Both of these mussels are freshwater filter feeders that attach to hard surfaces with special tough threads. Each female adult mussel can produce up to a million offspring (larvae), which are carried along by water currents until a suitable surface for attachment is encountered.

Larvae will attach to a wide variety of surfaces, including boat hulls, floats for planes, and recreational equipment including canoes/kayaks, paddleboards, jet skis, paddles, hip waders, hiking boots, etc. They can live up to 30 days out of water. Transportation by humans is the main mode of infestation for aquatic invasive mussels.

Impacts of Invasive Mussels

Once mussels are established within a water body, they are almost impossible to eliminate. Large colonies of mussels will form in favorable conditions and tend to change local ecosystems via their feeding and excretion habits. Impacts are environmental, social, and economic for native species and any human activities that are dependent on them. Examples are provided in the following table:

Environmental	Social	Economic
Displacement of native species, reduced diversity	Reduced productivity in fishing, forestry, agriculture resulting in job loss	Unemployment
Alteration/destruction of fish habitat	Sport fishing unavailable	Reduced tourism
Changes to water quality	Potable water fouling	Increased cost of water treatment
Formation of adult colonies on hard surfaces	Reduced supplies to water users or higher costs for potable water	Obstruction of water intake and hydro-electric infrastructure Increased prevention and maintenance costs
Accumulation of hard, sharp shells of dead mussels (“sharp shores”)	Reduced access to public and private beaches	Reduced property values, decreased attraction for tourism Increased maintenance costs
All of the above	Protectionism, barred access to waterways	Reduced tourism and recreational opportunities

Risk Assessment

Invasive mussels require certain environmental conditions for survival of larvae and establishment of adult mussel colonies. The province has assessed conditions in lakes and rivers throughout Saskatchewan; the surface waters in our watershed are considered to be favorable mussel habitat.

Mussels have been detected in Manitoba, North Dakota, and Montana. In Manitoba, the mussels have been found in the Red River, as well as in Lake Winnipeg.

The main mode of transport for mussels is attachment to watercraft. Lake Diefenbaker, upstream of Saskatoon, is specifically at risk for infestation because of the many out-of-province boats that visit the lake for recreational purposes.

Based on environmental conditions, proximity to jurisdictions where mussels have already been detected, and the occurrence of human activities that lend themselves to transportation of mussels, the province considers the South Saskatchewan River watershed to be at high risk of infestation.

The Meewasin Valley Authority has identified invasive mussels as a significant future threat to the hydro-riparian resources of our River Valley.[1]

[1] Meewasin Valley Authority. Valley-Wide Resource Management Plan. 2017.

Provincial AIS Initiatives

Aquatic Invasive Species (AIS) Programming

Saskatchewan has been involved with federal and provincial invasive species organizations since the late 2000s. Aquatic invasive species, including mussels, became a focal point in 2014 with the appointment of a special coordinator. In 2015, legislation was enacted that gave the province the right to inspect, quarantine, and decontaminate watercraft known or suspected to contain aquatic invasive species.

Clean, Drain, and Dry Campaign

This program targets boat owners transporting recreational craft into and within the province. Components of the campaign include:

- Educational materials to promote awareness of invasive mussels, including highway and boat launch signage.
- Two mobile decontamination units that can be used at border crossings.
- Hotline for the public to report suspicious watercraft.

Adult Invasive Mussel Monitoring (AIMM)

This program utilizes volunteers to visually monitor approximately 140 stations on 50 water bodies.

Veliger (larvae) Monitoring

Where the risk of infestation is high, the province obtains water samples to test for the presence of mussel larvae. The University of Saskatchewan is developing methods to detect larvae earlier and more accurately using environmental DNA (eDNA) technology.

Western Agreement on Aquatic Invasive Species

In June 2016, the government of Saskatchewan signed an agreement with Alberta, British Columbia, Manitoba, and the Yukon Territory to form a coordinated regional approach to aquatic invasive species. The agreement is intended to promote resource sharing and collaborative planning for prevention and response to AIS.

Aquatic Invasive Species Strategy

The strategy outlines a framework for prevention, response, and management of aquatic invasive species. The document is in final draft and is anticipated to be completed in spring 2017.

Task Force

In early 2017, the province spearheaded the formation of a task force, consisting of provincial agencies and non-governmental organizations, to coordinate education/awareness, prevention, and planning.

The City is represented on this task force via membership in several non-governmental organizations including the South Saskatchewan River Watershed Stewards, the Meewasin Valley Authority, and the Saskatchewan Invasive Species Council.

Municipal Aquatic Invasive Species (AIS) Initiatives

Administration of the *Weed Control Act*

The Parks Division manages invasive species listed in the provincial *Weed Control Act*. Administration employs two Weed Inspectors who are trained to recognize and deal with invasive species within the city, and supports corporate membership with the Saskatchewan Invasive Species Council.

Currently, only two aquatic invasive plant species have been found in Saskatoon.

- Purple loosestrife is a non-native plant that is considered to be a noxious weed. There are several isolated infestation of purple loosestrife in Saskatoon. Control efforts have involved hand removal of plants and/or seed heads, herbicide application (with a special provincial permit), and release of herbivorous beetles.
- Yellow floating heart is a prohibited weed that has twice been discovered for sale at local garden centers. Unsold plants were bagged and buried at the landfill, and any plants that had been sold were destroyed.

Costs of administration of the *Weed Control Act* vary depending on the need identified each year. The total annual operating budget for work related to both terrestrial and aquatic plants and animals is estimated at $50,000. Of this amount, only about 10%, or $5000, is spent on control of aquatic species in any given year.

There is currently a gap in funding for action on terrestrial invasive species, specifically with respect to invasive insects and diseases that impact the urban forest (e.g. Dutch Elm Disease, cottony ash psyllids), and with respect to terrestrial weed control. Information about current programs linked to these invasive species can be found in reports presented to the Standing Policy Committee on Planning, Development, and Community Services.

- Dutch Elm Disease Response Plan Update (PK 4110-1) July 18, 2016
- Annual Weed Inspection Report (PK4190-1) Mar. 6, 2017

Administration of the *Fisheries Act*

There is no centralized responsibility for management of other aquatic invasive species under the federal and provincial *Fisheries Act*. Individual operating groups are responsible to manage invasive species as they are encountered.

<u>Koi and Goldfish</u>

Water & Waste Stream manages man-made storm ponds. These ponds are designed to hold storm water during a significant rain event and slowly drain to the river over time. Residents sometimes release non-native pet fish into the ponds, where they can survive and make their way to the river. During the summer of 2016, Water & Waste Stream assessed two storm ponds and discovered various sizes of koi and goldfish, both of which are considered to be invasive.

In 2017, Water & Waste Stream plans to undertake control measures for invasive koi and goldfish in the two ponds. They are also developing educational materials for

residents to discourage the release of aquatic pets into the storm system. The annual operating budget for control of koi and goldfish is approximately $35,000.

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Green Infrastructure Strategy

Recommendation of the Committee
That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be received as information.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Corporate Performance.

Green Infrastructure Strategy

Recommendation
That the report of the General Manager, Corporate Performance Department, dated May 8, 2017, be forwarded to City Council for information.

Topic and Purpose
The purpose of this report is to describe the expected outcomes of the Green Infrastructure Strategy and how it aligns with the priorities of the City of Saskatoon (City).

Report Highlights
1. Natural areas are increasingly becoming integrated into the urban environment in Saskatoon. Appropriate policy is required to address natural systems and guide interactions with built urban systems.
2. Emerging practice in urban storm water planning includes incorporating natural systems and creating new designs to mimic natural features and processes.
3. Outcomes of the first phase of the Green Infrastructure Strategy include the development of a high level policy statement, an inventory map of Saskatoon's Natural Areas, and a framework for further policy and guidelines for urban land use and natural areas.
4. The Green Infrastructure Strategy will incorporate the knowledge and actions identified in the Meewasin Valley-Wide Resource Management Plan.

Strategic Goals
This report supports the Strategic Goal of Sustainable Growth by developing a new approach to land use that considers natural areas, surface water management, and other urban activities in an integrated fashion. It also supports the goal of Environmental Leadership by ensuring that climate change adaptation and mitigation is considered during land use planning, by promoting biodiversity, by improving access to ecological systems and spaces, and by improving the quality and reducing the quantity of storm water run-off that is going to the river. Also, the goal of Asset and Financial Sustainability is supported by exploring options to reduce gaps in funding required to rehabilitate and maintain our infrastructure.

Background
On November 30, 2016, City Council approved an amended scope of work for Capital Project #2390 – Green Infrastructure Strategy. The purpose of the Strategy is to develop an integrated approach to planning for and maintaining a sustainable, biodiverse city by considering natural and supporting areas as important infrastructure in our urban environment. Human use of natural and supporting areas for storm water management and recreation will be considered in this approach to land use through the lens of climate change adaptation and mitigation.

On March 27, 2017, City Council received the Meewasin Valley-Wide Resource Management Plan for information.

Report

Urban Natural Areas

Natural areas are increasingly becoming integrated into the urban environment in Saskatoon. This is prompting concerns related to linkages between natural areas, interface between natural and built up (or developing) areas, management, public perception, and shared use with other facilities and infrastructure (e.g. parks, storm water, trails, etc.). Appropriate policy is required to address natural areas as an important system and guide interactions with all other systems that make up the city.

Natural area strategies/plans are a best practice in urban planning. They are common in medium and larger cities and are becoming increasingly prevalent in smaller cities. Ultimately, natural area strategies increase quality of life for citizens and create value by developing policy to connect the urban environment more closely with nature.

Storm Water Management

Natural areas, in addition to being valuable areas of habitat and recreation, are also natural storm water management features. Emerging practice in urban storm water planning includes incorporating existing natural systems rather than replacing them and creating new designs to mimic natural features and processes. Development of this integrated management approach for storm water using green infrastructure is becoming standard practice for climate adaptation in large and medium-sized Canadian municipalities.

Outcomes

The project is divided into two phases. The first phase assesses Saskatoon's current state, including the state of existing Green Infrastructure and the state of existing policy. The primary deliverables of the first phase include high level policy direction proposed for incorporation into Saskatoon's Official Community Plan and a framework for classifying green infrastructure and quantifying natural asset value. These items will be used to guide the development of a Green Infrastructure Plan that aligns with the Meewasin Valley-Wide Resource Management Plan and is expected to include:

- A network map that outlines the desired state of Saskatoon's Green Infrastructure
- Natural Areas Development Standards and Management Guidelines
- An initiative inventory outlining current and future initiatives that will contribute to achieving Green Infrastructure goals
- An implementation plan and funding strategy

Initiatives that may be influenced by the Green Infrastructure Plan include:

- Official Community Plan update
- Natural Capital Asset Valuation
- Growth Plan Implementation Strategy
- Various Asset Management Plans

- Neighbourhood Design Standards
- Stormwater Design Standards
- Landscape Design Standards
- Climate Change Mitigation Business Plan
- Climate Change Adaptation Strategy
- Recreation and Parks Master Plan
- Active Transportation Plan
- Development Review Process
- Wetlands Policy Implementation

Public and/or Stakeholder Involvement

The Meewasin Valley Authority (Meewasin) is a key member of the project team that is working on the Green Infrastructure Strategy. Involvement of Meewasin is intended to ensure a consistent approach to development and management of natural areas throughout the city and in areas under Meewasin jurisdiction.

A list of key stakeholders that will be consulted during the first phase of the Green Infrastructure Strategy can be found in Attachment 1.

Communication Plan

Communications about the Strategy development phase will be included in other parks, growth, and environment-related initiatives throughout 2017 and will be reported on separately. Frequently Asked Questions are included in Attachment 2.

Financial Implications

Capital Project #2390 contains funding that the Administration hopes to leverage by applying to the Federation of Canadian Municipalities' (FCM) Municipalities for Climate Change Innovation Program. The Administration will apply for this funding this spring.

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 first phase of the Green Infrastructure Strategy is anticipated to be complete by the third quarter of 2017. A full report on outcomes of the project will be submitted to the Standing Policy Committee on Environment, Utilities and Corporate Services by the end of the year.

Public Notice

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

Attachments

1. Key Stakeholders
2. Frequently Asked Questions

Report Approval

Written by:	Twyla Yobb, Watershed Protection Manager, Environmental & Corporate Initiatives
Reviewed by:	Tyson McShane, Senior Planner, Long Range Planning Brenda Wallace, Director of Environmental & Corporate Initiatives Randy Grauer, General Manager, Community Services Department
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

Green Infrastructure Strategy.docx

Key Stakeholders

Stakeholder engagement for the first phase of the Green Infrastructure Strategy will include site visits and workshops with key stakeholders that can contribute technical expertise and experience to the development of the strategy.

Key collaborative stakeholders include:

- Developer's Liaison Committee
- Ducks Unlimited
- Environment Canada
- First Nations
- Meewasin Valley Authority
- Ministry of Environment
- Nature Conservancy of Canada
- Northeast Swale Watchers
- Saskatoon Environmental Advisory Committee
- Saskatoon Environmental Society
- Saskatoon Nature Society
- Saskatoon Wildlife Federation
- Stewards of the Richard St. Barbe Baker Afforestation Area
- South Saskatchewan River Watershed Stewards
- University of Saskatchewan
- Water Security Agency

Frequently Asked Questions

What is green infrastructure?
Green infrastructure is a strategically planned network of natural areas and green spaces that is managed to deliver a wide range of services to urban communities.

What is the City doing?
Administration is taking a new approach to integrating natural areas into our urban environment through the development of a Green Infrastructure Strategy. As part of this process, we are investigating opportunities to maintain a healthy and biodiverse system of natural areas within Saskatoon and surrounding areas. We are also looking at ways to use our green spaces for urban uses like stormwater management and recreation, while maintaining healthy urban ecosystems.

Why are we doing this?
Maintaining a healthy and sustainable city requires that we consider the ways in which we interact with our natural environment, and that we manage our impacts appropriately. This is especially important as the city grows and as we replace old infrastructure and increase density in established areas of the city.

Natural ecosystems provide cities with many benefits, including improved resilience to the impacts of climate change. For example, green plants take up carbon dioxide and reduce greenhouse gases. Re-establishing or mimicking natural drainage patterns helps to decrease urban stormwater pollution and manage runoff from small storms. Maintaining native species in our green spaces improves disease resistance and biodiversity.

Connecting residents to nature with a well-managed, integrated approach will provide a higher quality of life for our citizens over the long term.

What has been completed so far?
Preliminary work has begun on the Green Infrastructure Strategy, which will result in a high level policy statement, an inventory map of Saskatoon's natural areas, and a framework for further policy and guidelines for natural areas. We are currently working with specific community stakeholders to contribute technical expertise and experience towards the development of the strategy.

What can you expect?
The outcomes of the Green Infrastructure Strategy will be used to guide the development of a detailed 25-year plan. We will be engaging our community as we move toward the planning phase.

What can you do?
Stay tuned to hear about future engagement opportunities related to green infrastructure.

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Natural Capital Asset Valuation

Recommendation of the Committee

1. The information pertaining to Natural Capital Asset valuation for natural ("green") infrastructure contained within City of Saskatoon limits be received; and
2. That a capital project for the Natural Capital Asset valuation be created to enable an application to the Federation of Canadian Municipalities (FCM) Municipalities for Climate Change Innovation Program.

History

At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Corporate Performance.

Natural Capital Asset Valuation

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council that:

1. The information pertaining to Natural Capital Asset valuation for natural ("green") infrastructure contained within City of Saskatoon limits be received; and
2. That a capital project for the Natural Capital Asset valuation be created to enable an application to the Federation of Canadian Municipalities (FCM) Municipalities for Climate Change Innovation Program.

Topic and Purpose

The purpose of this report to define Natural Capital Asset (NCA) valuation and how it aligns with the priorities of the City of Saskatoon (City). The report will illustrate the expected deliverables of the valuation and expected financial requirements.

Report Highlights

1. The Natural Capital Asset (NCA) valuation will support environmental planning and various asset management strategies.
2. The valuation will inform the Administration of the financial value of our natural assets as a climate change mitigation and adaptation tool, community lifestyle, and alternative to built infrastructure.
3. The financial valuation will mediate corporate risk by identifying the value of the City of Saskatoon green infrastructure.
4. The Federation of Canadian Municipalities (FCM) has released new grant funding in support of municipal responses to climate change. NCA valuation may qualify for such funding.

Strategic Goals

This report supports the Strategic Goal of Continuous Improvement by encouraging innovative thinking as it relates to natural areas and "green" options as alternatives to built infrastructure. Leveraging current trends enables the City to serve the citizenry by providing an environmentally sustainable approach option to services and development, and applies a modern approach to Civic operations.

Asset and Financial Sustainability is supported through financial valuation of substantial infrastructure. The valuation process can identify risks to capital, provide the foundation for identifying green infrastructure options that are more financially viable than built infrastructure, and identify asset maintenance strategies.

Quality of Life is supported by ensuring that natural areas are accessible to the community and meets residents' needs, including an avenue to engage more closely with aboriginal communities in natural area planning and statements of value. Environmental Leadership is supported by financially valuing natural areas that protect water quality, mitigate greenhouse gas emissions, and provide a wide variety of ecological services to the municipality.

Background

The City has committed to the Covenant of Mayors for Climate and Energy to respond to climate change through mitigation activities and adaptation planning. The Natural Capital Asset (NCA) valuation process identifies the value (in financial terms) of carbon sequestration and climate change adaptation processes.

Environmental planning has become a standard that most municipalities engage. The Asset Management Plan, the Risk Management Plan, Mitigation Business Plan, and the Green Infrastructure Strategy have identified the need to financially value natural infrastructure in the community to advise the City's ongoing development and operations.

Report

NCA valuation is a process of creating an inventory of the natural capital residing within the City and systematically applying a financial value to it similar to the process currently applied to built infrastructure.

The NCA inventory will inform decision makers of the value (in financial terms) that parks, paths, and green infrastructure can add to the community. It will also identify and respond to challenges related to growth and increased population. Economically, the valuation recognizes that green infrastructure may be a more viable infrastructure option than built infrastructure in the long and short term, and it recognizes a triple bottom line approach to municipal planning and operations.

Recognizing and planning for/with natural assets is a typical component of environmental planning at the municipal level and increasingly part of Asset Management oversight. Environmental planning includes risk assessment, recognizing and valuing the assets affected, and management decision-making based on informed financial position.

NCA management identifies value, risk and maintenance implications of the natural assets within the control or jurisdiction of the municipality. These assets are considerable. Some Canadian municipalities now report the natural capital value and management tool on their corporate financial statements.

The valuation process may contribute to and affect plans such as:

- Official Community Plan
- Risk Management Plan
- Asset Management Plan

- Enterprise Resource Planning (ERP)
- Sector and Neighborhood Concept Plans
- Local Area Plans
- Infill Development Strategy
- Vacant Lot and Adaptive Reuse Strategy
- Energy and Greenhouse Gas Plan (and future Climate Change Mitigation Business Plan)
- Climate Change Adaptation Strategy
- Recreation and Parks Master Plan
- Green Infrastructure Strategy

The NCA valuation will enable City departments to identify the effect of operations and capital projects on natural assets, how to mediate risk to these assets, and how to incorporate natural assets as an alternative to built infrastructure.

Public and/or Stakeholder Involvement

Consultation with the Meewasin Valley Authority (Meewasin) is intended to ensure a coordinated approach to valuing natural areas and green infrastructure, particularly as it relates to areas that fall within Meewasin jurisdiction.

Two national Canadian bodies, the Chartered Professional Accountants Canada (CPA) and the Natural Capital Lab, have engaged in a partnership to identify standards for reporting on natural capital. Through this initiative, the City is involved in the process of identifying reporting standards for the municipal sector.

Communication Plan

A communications strategy for NCA valuation will be woven into plans for communicating about the Green Infrastructure Strategy and can be adopted to inform the public of the financial value that the City maintains in green infrastructure.

Financial Implications

This initiative to design a framework for green infrastructure is supported in-house including oversight by a designated Accountant.

Application of the financial valuation itself (once the framework has been designed) will be considered a capital endeavor, requiring two additional accountants over a 12-month period, plus an investment in training and development. The projected capital commitment is estimated at $160,000. The Administration recommends creating a new capital project for NCA valuation to enable an application to the FCM Municipalities for Climate Change Innovation Program. There is no current source of funding to support this application. However, the Administration intends to also apply for FCM funding in support of the Climate Mitigation Business Plan (the strategy for reducing greenhouse gas emissions to achieve targets and meet the City's commitment to the Covenant of Mayors). The funding available in Capital Project 2183 to support the Business Plan would be sufficient to cover the City's 20% share for the NCA valuation, as well as the Climate Mitigation Business Plan, if either of these projects are approved.

There is currently $100,000 remaining in Capital Project 2183, which would be sufficient to also cover the City's 20% share of the costs to complete a Climate Adaptation Strategy (the other major requirement under the City's commitment to the Covenant of Mayors). The Administration does not plan to apply for the Adaptation Strategy project until Fall and will bring forward a report after learning whether the Natural Capital Asset Valuation and Climate Mitigation Business Plan projects are approved.

The completion of the NCA valuation is expected to create further opportunities for federal funding to engage in natural asset planning under the Federal Government's Phase 2 Green Infrastructure funding stream.

NCA valuation is anticipated to contribute value to the City's Asset Management Program. Should the City wish to bring NCA into this Program, ongoing operations include the periodic testing required to ensure that the asset remains in the correct asset class. The operating cost is estimated at $75,000. Additional funds may also be required following further analysis to determine the adequacy of current civic software for reporting the NCA results. The Administration will bring a report to future (2019) Budget deliberations should the valuation exercise prove this to be a valuable ongoing strategy.

Environmental Implications

NCA valuation will have significant implications for environmental initiatives by enabling the reporting of financial value for projects in a manner similar to built infrastructure projects. Environmental mediation and post-development investment required for climate change adaptation and mitigation may be alleviated through NCA valuation at the planning phase of projects.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The NCA valuation framework will be completed by the end of 2017. An information report summarizing the framework will be provided to the Standing Policy Committee on Finance and the Standing Policy Committee on Environment, Utilities and Corporate Services. If the City is successful in its application to FCM, the valuation of major natural capital assets will also be completed by the end of 2017 with an information report to the Standing Policy Committee on Finance.

Ongoing valuation of NCA will result in information reports submitted on an annual basis, ideally corresponding with reporting on Tangible Capital Assets.

Public Notice

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

Report Approval

Written by:	Nasha Spence, Environmental Accounting Manager
Reviewed by:	Brenda Wallace, Director of Environment and Corporate Initiatives Twyla Yobb, Watershed Protection Manager Jason Turnbull, Director of Business Administration Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Deparment
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

Natural Capital Asset Valuation.docx

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Waste Diversion Opportunities

Recommendation of the Committee
That the report of the General Manager, Corporate Performance Department, dated April 4, 2017, be received as information and forwarded to the Saskatoon Environmental Advisory Committee for information.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Corporate Performance.

Waste Diversion Opportunities

Recommendation
That the report of General Manager, Corporate Performance Department, dated May 8, 2017, be forwarded to City Council and SEAC for information.

Topic and Purpose
This report provides a summary of waste diversion opportunities.

Report Highlights
1. It is estimated that 66% of waste generated in the City of Saskatoon (City) is derived by the Industrial, Commercial, Institutional (ICI) generators and 34% is residential.
2. A short list of community waste diversion opportunities was identified by Dillon Consulting Ltd as part of the process of developing a draft Waste Diversion Plan. These included:
    a. A mandatory city-wide organics program was identified as the program option with the greatest diversion potential for single-family households.
    b. A strategy for diverting ICI waste will play a critical component of increasing Saskatoon's waste diversion rate.
3. Next steps in creating the Waste Diversion Plan include further evaluation and community engagement.
4. In response to the opportunities identified, the Administration has prepared a report on A Waste Utility for Saskatoon recommending further investigation.
5. The Administration will also prepare two discussion papers on Organics and ICI Waste for consideration in August. All of these reports will help inform the review of civic waste management services and will provide information important to the community engagement process.

Strategic Goal
This report supports the Strategic Goal of Environmental Leadership through the four-year priorities of promoting and facilitating city-wide composting and recycling to reduce the rate and volume of waste sent to the landfill and implement energy-efficient practices in City buildings, transportation, and operations. It also supports the long-term strategy to reduce greenhouse (GHG) gas emissions tied to City operations.

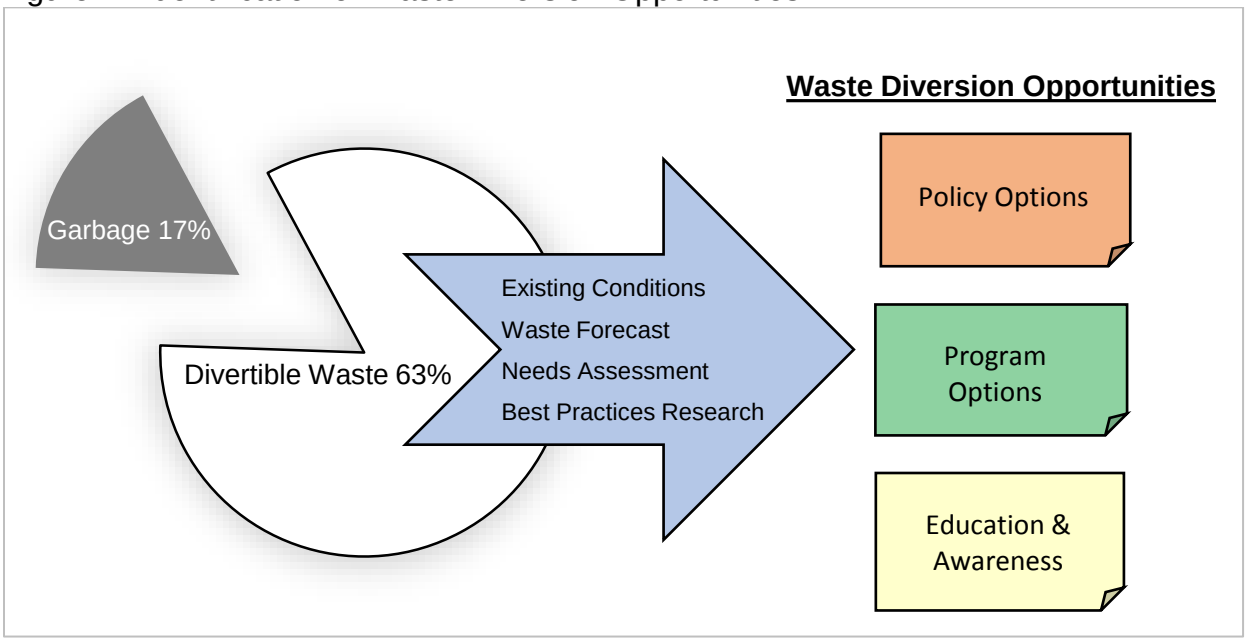
Background
In October 2015, the Administration issued a Request for Proposals (RFP) for the characterization of municipal solid waste generated in Saskatoon and development of a draft Waste Diversion Plan based on the characterization. In February 2017, a report on the preliminary summary of the 2016 comprehensive, community-wide Waste Characterization was brought forward.

Report

Waste Diversion Opportunities

To achieve the Performance Target of 70% waste diversion and to begin to align Saskatoon with the objectives of the National Zero Waste Council, work has begun on a Waste Diversion Plan. The initial step in this process involved working with a consultant, Dillon Consulting Ltd, to identify the most impactful and suitable waste diversion opportunities for Saskatoon. Using the results of the 2016 Waste Characterization and the methodology described in Figure 1, a list of opportunities for improved waste diversion were identified under three categories – policy changes, new programs, and opportunities for improved education and awareness.

Figure 1: Identification of Waste Diversion Opportunities



Note: Garbage (Other Material) - includes diapers and sanitary products, pet waste, textiles, rubber items, bulky wastes, and other waste that is difficult to classify. Divertible Waste - could be diverted from the landfill if new programs are made available.

The first phase of this work involved looking at the results of the 2016 Waste Characterization and identifying the waste categories that represented the largest portion of the waste generated in Saskatoon.

An estimate of the total solid waste in Saskatoon (including private waste disposal and recycling) indicated that 66% was being generated by businesses and organizations in the ICI sector and 34% is residential. Table 1 identifies the amount of waste (in tonnes) generated within each municipal solid waste stream.

Table 1: Estimated Waste Disposed per Waste Generator per Year

Generator	Tonne/Year
Single-family	51,900
Multi-family	14,200
Self-Haul	17,100
ICI	147,800*
C&D	16,100*
Total	**247,100**

* Refers to amounts that were inferred from Statistics Canada

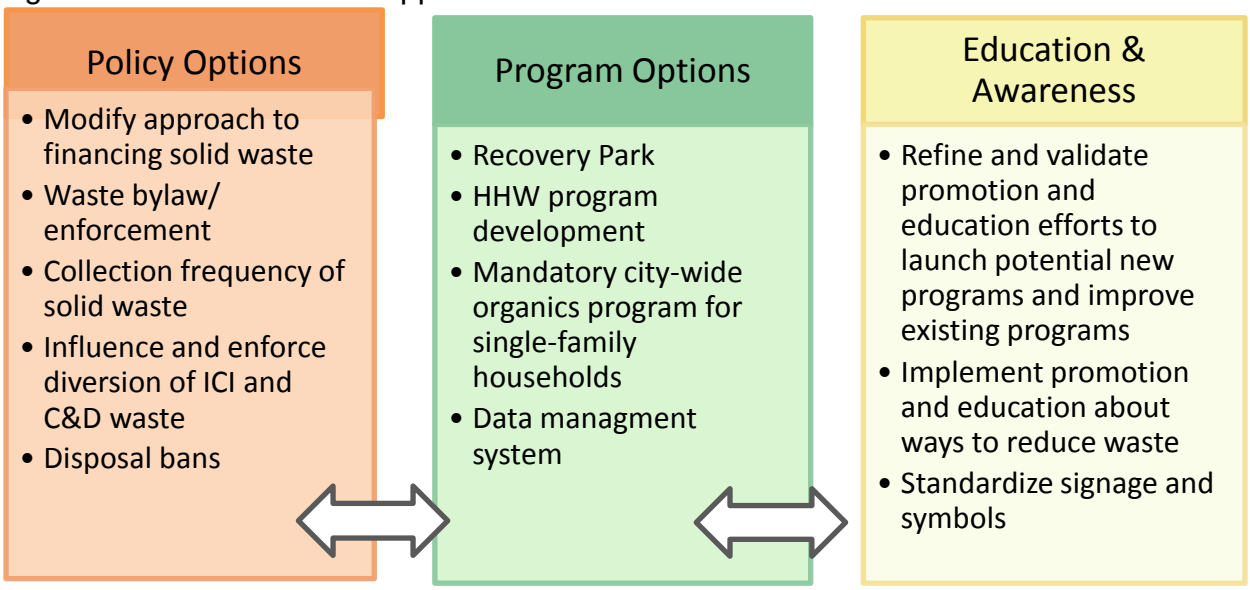
Attachment 1 provides further information about the total estimated waste composition for all generators.

The study also considered:

- existing conditions that impact how waste is currently processed in the Saskatoon Region,
- a future forecast of waste over the next ten years,
- a consolidation of existing system information and target areas that could be changed or improved; and
- best practices from other Cities that may reasonably apply to Saskatoon

Using these combined study methods, the most significant waste diversion opportunities identified by the consultant among a long list of considered options are shown in Figure 3. It is important to note that some of the identified actions are dependent on each other (i.e. a new program may require policy changes to be made). Education and awareness are critical in the success of both policy and programs.

Figure 3: Waste Diversion Opportunities



Policy Options

Initial findings support the development of a new financing framework for solid waste (i.e. transition toward waste as a utility). A program of data management (i.e. the system and process changes necessary to enable a new financing framework for waste) must be in place as it is a critical component of any options involving a utility. The Administration will now further investigate solid waste financing options as the Waste Diversion Plan continues to develop and as part of the civic waste management review currently underway. A discussion paper on key considerations associated with a solid waste utility will be prepared by summer.

The City does not currently offer waste solutions to the ICI sector, yet this sector generates the most significant volume of waste in the community. Policy approaches identified by the consultant include disposal bans and mandatory recycling for businesses as these have the greatest diversion potential for Saskatoon. Recovery Park also provides an opportunity to improve waste diversion options available to the ICI sector. Other initiatives such as development of an organics facility (either by the private sector or the City itself), will also be important for this sector.

The Administration is currently identifying potential roles for the City in ICI waste management and will prepare a discussion paper on key considerations associated with these initiatives.

Program Options

A mandatory city-wide organics program was identified as the program option with the greatest diversion potential for single-family households. 58% of the waste sampled in residential black carts was organic waste. 27% of this was food waste and 31% was yard waste. The Administration has previously studied this program and is updating the information for a discussion paper on key considerations associated with a city-wide organics program.

As Recovery Park is already being developed, consultant recommendations involved additional considerations related to design, managing risk, and the future evolution of Household Hazardous Waste (HHW) program options. An update on Recovery Park is forthcoming in May.

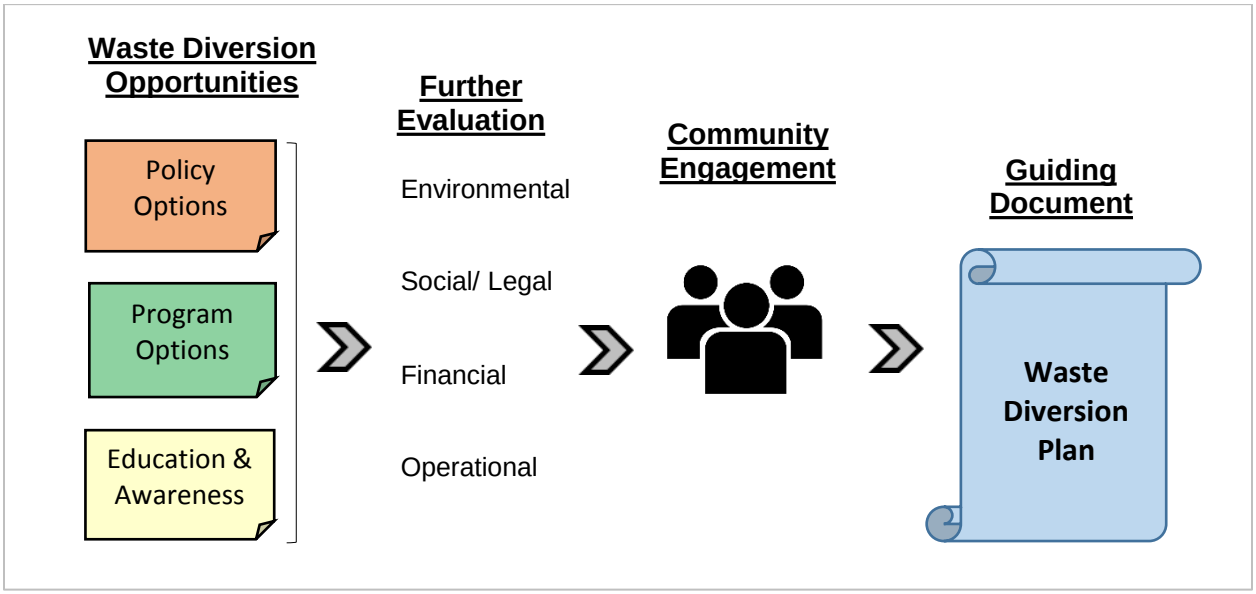
Education and Awareness

Promotion and education efforts are important to increasing waste diversion. The City already has a number of strong waste education and awareness initiatives underway. Opportunities for improvement include expanding the use of standardized signage and symbols throughout the community, better signage at disposal and collection points, and different communication options for reaching a broader range of demographics. It was noted that education and awareness are a critical component of any new program and also as a tool to improve existing programs.

Next Steps in Developing a Waste Diversion Plan

Based on the waste diversion opportunities identified in this report, the Administration will bring forward several discussion papers that provide further evaluation of the following critical opportunities identified as having the greatest waste diversion potential:

i. **Organics** – this report will look at key considerations that would affect a program(s) to divert organic waste from the landfill.
ii. **ICI Waste** – this report will discuss the current role of the City in ICI waste management and specific opportunities for future programs that target this portion of solid waste.
iii. **Solid Waste as a Utility** – this report looks at the design of waste financing and the implications associated with user fees and property taxes.



Public and/or Stakeholder Engagement

Completion of the Study involved engagement with a number of waste-industry stakeholders. Further community engagement is planned as the Waste Diversion Plan is developed. As an initial step in the engagement process, a technical advisory panel of local experts will be established to provide an early review of the waste diversion opportunities report, various discussion papers (as described in this report or resulting from the review of civic waste management services), and communication materials prepared to support community engagement.

Communication Plan

Information from the Study will be used in a variety of waste-related communication efforts planned for 2017 including the City website, recycling education and awareness programs, Green Cart and compost depot materials, etc. The information will also be used for the proposed review of waste management services.

Environmental Implications

Greenhouse gas (GHG) emissions implications and other environmental protection measures will be estimated and reported on as the Waste Diversion Plan is developed.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The consultant's report containing final study findings will be posted to the City web-site by the end of the May. As outlined in this report, the Administration will bring forward several further reports to advance the development of a Waste Diversion Plan. These will be provided to the Standing Policy Committee on Environment, Utilities and Corporate Services in August 2017 along with a plan for engagement.

Public Notice

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

Attachment

1. Summary of Saskatoon Waste Composition and Details on ICI Waste

Report Approval

Written by: Daniel Mireault, Environmental and Corporate Initiatives
Reviewed by: Amber Weckworth, Education and Environmental Performance Manager
Brenda Wallace, Director of Environmental and Corporate Initiatives
Approved by: Catherine Gryba, General Manager, Corporate Performance Department

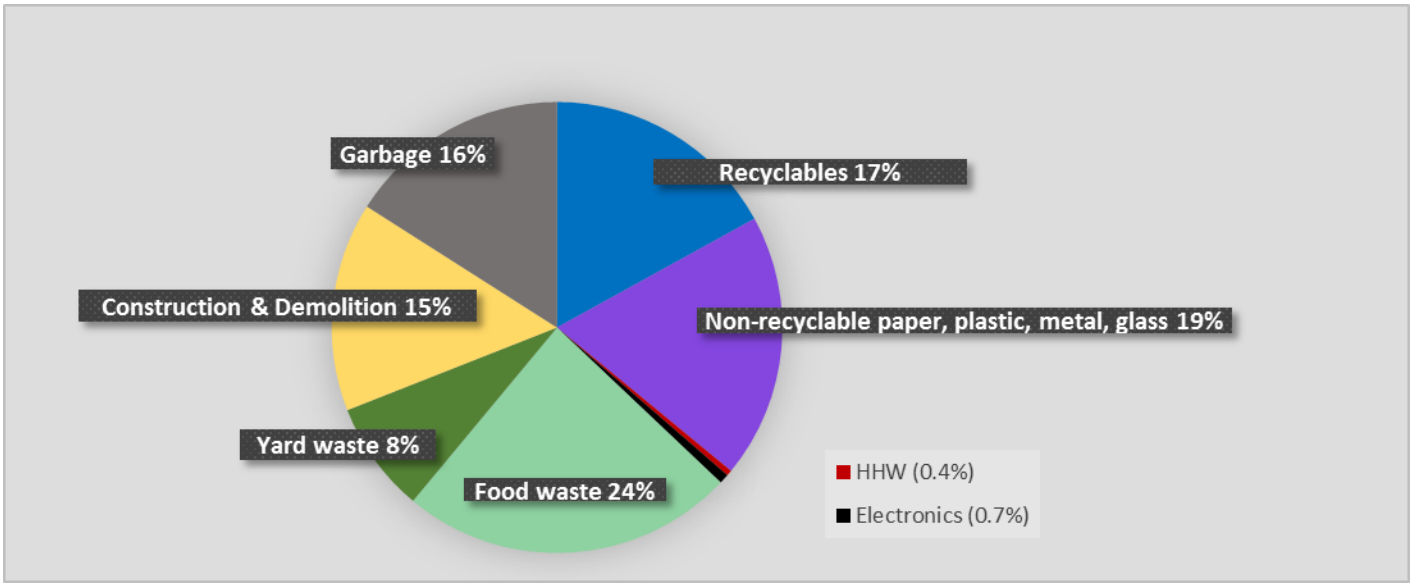
Waste Diversion Opportunities.docx

Summary of Saskatoon Waste Composition and Details on Industrial, Commercial and Institutional (ICI) Waste

The weighted overall waste composition of the various municipal solid waste streams was calculated using a model based on data provided by the waste characterization, by the City, and from information derived from Statistics Canada

Figure 1 shows the total estimated overall waste composition for all generators.

Figure 1: Overall Waste Composition



The annual estimated waste disposal rates per generator are included in Table 1.

Table 1: Estimated Waste Disposed per Waste Generator per Year

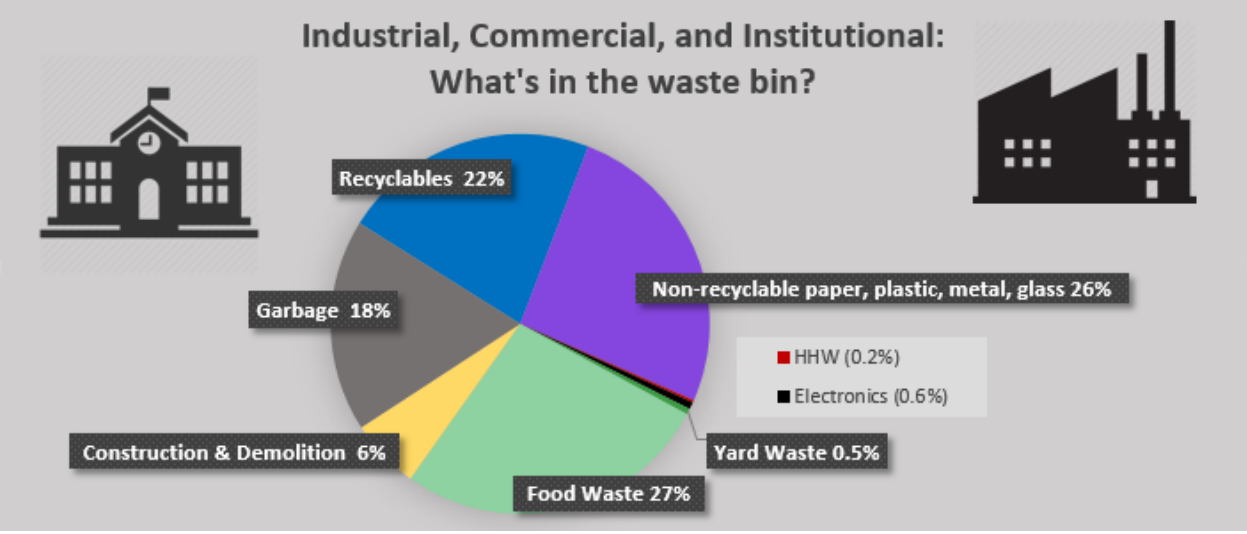
Generator	Tonne/Year
Single-family	51,900
Multi-family	14,200
Self-Haul	17,100
ICI	147,800*
C&D	16,100*
Total	**247,100**

* Refers to amounts that were inferred from Statistics Canada

Data provided by the City included single-family, multi-family, and self-haul data. ICI data includes data provided by the City and estimated private sector quantities. Private sector managed ICI and Construction & Demolition (C&D) wastes were inferred from Statistics Canada waste disposal data.

Figure 2 shows the composition of waste generated by the ICI Sector.

Figure 2: Summary of ICI Waste



DEFINITIONS

Construction and Demolition waste: primarily made up of wood (untreated/treated), gypsum wallboard, asphalt roofing shingles, industrial use metals, asphalt, concrete, bricks, and ceramics.

Recyclable Material: those materials currently accepted in the City of Saskatoon residential recycling programs.

Garbage (Other Material): includes diapers and sanitary products, pet waste, textiles, rubber items, bulky wastes, and other waste that is difficult to classify.

Organics: food and yard waste

Food Waste: Edible food waste consists primarily of the following categories; bakery, meat and fish, dried food, fruit and vegtables, and dairy. Inedible food includes items such as peelings, bones, and oil.

Yard Waste: includes grass (thatch and sod), leaves, other yard and garden debris, brush, and branches.

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Recovery Park Update

Recommendation of the Committee
That the Administration prepare and release a Request for Proposal(s) for the design and construction of Phases 1 and 2 of Recovery Park.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Corporate Performance Department, dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Corporate Performance.

Recovery Park Update – May 2017

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the Administration prepare and release a Request for Proposal(s) for the design and construction of Phases 1 and 2 of Recovery Park.

Topic and Purpose
The purpose of this report is to seek approval from City Council to move forward with the construction of Phase 1 and 2 of Recovery Park.

Report Highlights
1. The final concept design and capital budget analysis is now complete and the Administration recommends proceeding with the construction of Phases 1 and 2.
2. Recovery Park has been designed as two Phases. Phase 1 is the Non-Scaled Diversion Area, which is the free public drop off area, and Phase 2 includes the new landfill scales and waste transfer facility.
3. When Recovery Park opens, it will replace the certain operations of existing waste management programs.
4. To achieve security, site control, and accommodate on-site storm water management, it is necessary to close public access to Dundonald Avenue.

Strategic Goal
This report supports the Strategic Goal of Environmental Leadership. Construction and Demolition (C&D) recycling and yard waste composting programs respond directly to the four-year priorities to promote and facilitate city-wide composting and recycling and eliminate the need for a new landfill by diverting waste for re-use. Recovery Park also supports the 10-year strategies to improve the quality and reduce the quantity of storm water run-off going to the river, reduce greenhouse gas (GHG) emissions, and address soil-quality issues on City-owned properties. Recovery Park will also support the Performance Target of diverting 70% of waste from the landfill by 2023.

Background
On May 25, 2015, City Council approved the vision for Recovery Park and the hiring of a consultant to develop a business case and options for delivery models.

On January 25, 2016, City Council awarded development of a business case and options for delivery models for Recovery Park to KPMG.

On November 28, 2016, City Council set aside $7M in capital funding for the construction of Recovery Park.

Report

Site Layout

The final concept design for Recovery Park is now complete (Attachment 1). The layout allows for significant flexibility in the materials that can be accepted and which materials may be dropped off for free vs. charged a tipping fee. This flexibility is demonstrated using C&D waste in Attachment 2 whereby City Council could at any time change whether C&D materials are accepted at Recovery Park for free (as part of the Non-Scaled Diversion Area) or accessed by passing across the scale and charged a fee.

Construction Phasing

As shown in Attachment 1, Recovery Park has been designed as two Phases. Phase 1 is the Non-Scaled Diversion Area which is the free public drop off area and Phase 2 includes the new landfill scales and waste transfer facility.

Based on current trends, the active waste cell at the landfill will be full within three or four years and a new cell will be required. The Integrated Landfill Management Plan (Landfill Optimization) provided a strategy for optimizing the lifespan of the landfill and room for a new cell is available where the waste transfer facility is currently located. Due to revenue challenges, the Landfill Replacement Reserve does not have the funding for this phase of Landfill Optimization.

In November,the Administration reported it would explore the potential for grant funding to provide a source of funds for this and future phases. The new Green Infrastructure component of the Federal Building Canada program will not be available until mid-2018. This timing does not align with the need for moving the waste transfer facility and constructing a new waste cell.

Site Commissioning & Transitional Expenditures

When Recovery Park opens, it will replace the operations of the following existing waste management programs:

- Waste transfer station – Recovery Park becomes the new customer service area for landfilled garbage. Only City garbage trucks and commercial account holders will continue to access the active face of the landfill.
- HHW Days – Recovery Park will accommodate a permanent Household Hazardous Waste (HHW) drop-off which provides a significant service level increase over the existing eight HHW events each year.
- West Compost Depot drop-off – The Depot at Highway 7 and 11th Street West will continue to operate as a yard waste processing facility, and Recovery Park may become the drop-off centre like the East Side Compost Transfer site. Eventually organics processing may be located at Recovery Park.
- Provincial Product Stewardship programs – The Province supports the recycling of electronics (e-waste), used oil and antifreeze, batteries, tires, and paint. These materials can be collected at Recovery Park.

The Administration recommends maintaining the network of community recycling depots until the impacts of Recovery Park can be observed for six months. However, given the proximity of Recovery Park to the Meadowgreen recycling depot, the Administration recommends this location be closed immediately upon the opening of Recovery Park.

Recovery Park also provides an opportunity to add new recycling opportunities:

- Construction & Demolition (C&D) waste – Residents and businesses who separate their C&D materials by type will be able to dispose of these materials for recycling at a lower disposal fee than regular landfill rates.
- Mattress and box spring recycling – It is estimated the landfill receives over 17,000 mattresses and box springs each year, which consume airspace and cause problems for landfill equipment. A location for collecting mattresses and box springs will be created to enable recycling off-site.
- Future material recycling – There is room for growth in the number of materials collected for recycling at Recovery Park. For example, a waste processor has expressed there is interest in collecting Styrofoam for processing. The Administration is exploring this opportunity and will report separately in the coming months.

It is difficult to predict how the public will respond to the new recycling opportunities and increased service levels available at Recovery Park. For example, it is unknown how much HHW material will be collected as a result of expanding from eight days throughout the year to a permanent, year round facility. The Administration recommends commissioning the facility for a period of approximately 16 months (to January 2020) to accommodate an evaluation of the operating budget implications and to allow the transition of operations from the current landfill customer areas to Recovery Park.

Dundonald Avenue Relocation

To achieve security, site control, and accommodate on-site storm water management, it is necessary to close public access to Dundonald Avenue (which currently separates the Recovery Park site from the landfill).

SaskPower has requested that two points of access into the Queen Elizabeth Power Station continue to be provided for day to day operations and emergency access. The pending closure of Spadina Crescent West between Schuyler Street and the landfill will remove one existing Saskpower access, and the Dundonald Avenue closure would remove another access point. The remaining access into the site will be Hodgson Road (off Valley Road).

In order to maintain two access points and a factor of safety for the Power Station, the Administration proposes replacing Dundonald Avenue with a new road through Recovery Park as seen in Attachment 3.

Options to the Recommendation

City Council may choose to proceed with Phase 1 only. The Administration does not recommend this option as construction of Phase 1 and 2 together is expected to achieve construction cost savings as well as productivity savings due to reduced procurement and contract management activities. The Administration's preliminary operating budget analysis indicates the impact of Phase 1 as a stand-alone site is substantially higher due to the requirement to continue to manage existing landfill customer service areas, as well as the inability to implement user fees as there is no

scale or scalehouse. The co-location of these two operations provides significant opportunity to be efficient in the number of staff required to supervise all activities.

City Council may choose to find a separate funding source for the relocation of Dundonald Avenue once Spadina Crescent W is actually closed.

Public and/or Stakeholder Involvement

As reported in November 14, 2016, internal and external stakeholders have been deeply involved in the development of the Recovery Park plans so far. Involvement has included interviews with private sector businesses currently operating in waste and recycling across Canada, the Saskatchewan Ministry of Environment, several Not-for-profits, and a multi-division team that includes: Environmental and Corporate Initiatives, Transportation, Water and Waste Stream, Saskatoon Water, Construction and Design, Solicitors, Business Administration, Finance and Purchasing.

Communication Plan

The Administration has held-off finalizing a communications plan for Recovery Park, waiting to confirm whether only Phase 1 or both Phases 1 & 2 will proceed to construction later in 2017 with operations beginning by fall 2018. Instead of using a name such as 'Recovery Park' to communicate the project, it is recommended that the City convey the project as an 'expansion of the waste diversion (recycling/reclamation) facilities' at the Saskatoon Regional Waste Management Centre (SRWMC). This strategy reduces the need to communicate an entirely new facility and helps to reinforce recycling and reclamation as a standard waste management practice. The major challenge with this approach is that the Centre is currently referred to as 'the Landfill' and is largely known as the 'place to take your garbage'. To help overcome this challenge, a multi-channel communications approach will focus on building awareness and understanding of the full-suite of services offered at the SRWMC. Communications will also be needed to educate users of existing programs that are closing, such as Household Hazardous WasteDays and the West Compost Drop-off.

Policy Implications

The Administration continues to work on a Civic Re-use Policy to support the beneficial re-use of materials diverted at Recovery Park in civic projects and operations such as concrete, asphalt shingles, glass, compost, and wood waste.

Financial Implications

<u>Capital Funding Estimates</u>

The Administration expects the cost to complete both project phases to be lower than previously communicated ($14M). The new estimate is based on more refined cost estimates utilizing the final design concept, as well as the recent downturn in development that is creating a reduction in construction prices, The Administration does expect that the estimated cost for a combined delivery of Phase 1 and 2 may be greater than the $7M in capital funding currently available for the project, but actual costs to construct the facility will only become known once the procurement phase is complete.

The Administration recommends continuing to proceed with procuring construction services for Phase 1 and 2. If the construction pricing received from contractors as part of the RFP process is higher than the available capital, a negotiation and de-scoping exercise could occur to potentially deliver the facility for the $7M budget. A number of de-scoping items would be listed in the RFP including reducing or eliminating landscaping, utilizing more affordable surfacing (gravel), reducing amenities and technology within the scalehouse or a combination thereof.

Following the negotiation and de-scoping exercise, the Administration would seek the advice of City Council to prioritize the items to be removed from the scope of work, or to increase funding to cover the shortfall as part of the 2018 Budget.

In addition to the costs for constructing Phases 1 and 2, the new requirement to replace Dundonald Avenue is expected to add $810,000 to the cost of the project. This replaces the existing road with a gravel road similar to what is accessible to SaskPower today.

The current estimated cost (net of revenues) for commissioning the site over 16 months is $240,000. Further explanation of the operating plan, along with a recommendation of rates to be charged during the commissioning and transitional period, will be brought to City Council in August 2017. The specific impact of site commissioning on the capital project will also be provided at that time.

Environmental Implications
Environmental implications are summarized in Attachment 4 – Frequently Asked Questions.

Safety/Crime Prevention through Environmental Design (CPTED)
CPTED will be been integrated into the design of Recovery Park and will be a requirement of the RFP(s) for completion of the design and construction of the facility.

Other Considerations/Implications
There are no privacy implications or considerations.

Due Date for Follow-up and/or Project Completion
The Administration will report the results of the RFP to the Standing Policy Committee on Environment, Utilities and Corporate Services, along with reports seeking awards of contract as required, once the procurement process is complete.

The Administration will also provide a report to the Standing Policy Committee on Environment, Utilities and Corporate Services in August 2017 outlining the plans for operating Recovery Park, including outlining the process for securing private service contractors for some waste streams.

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

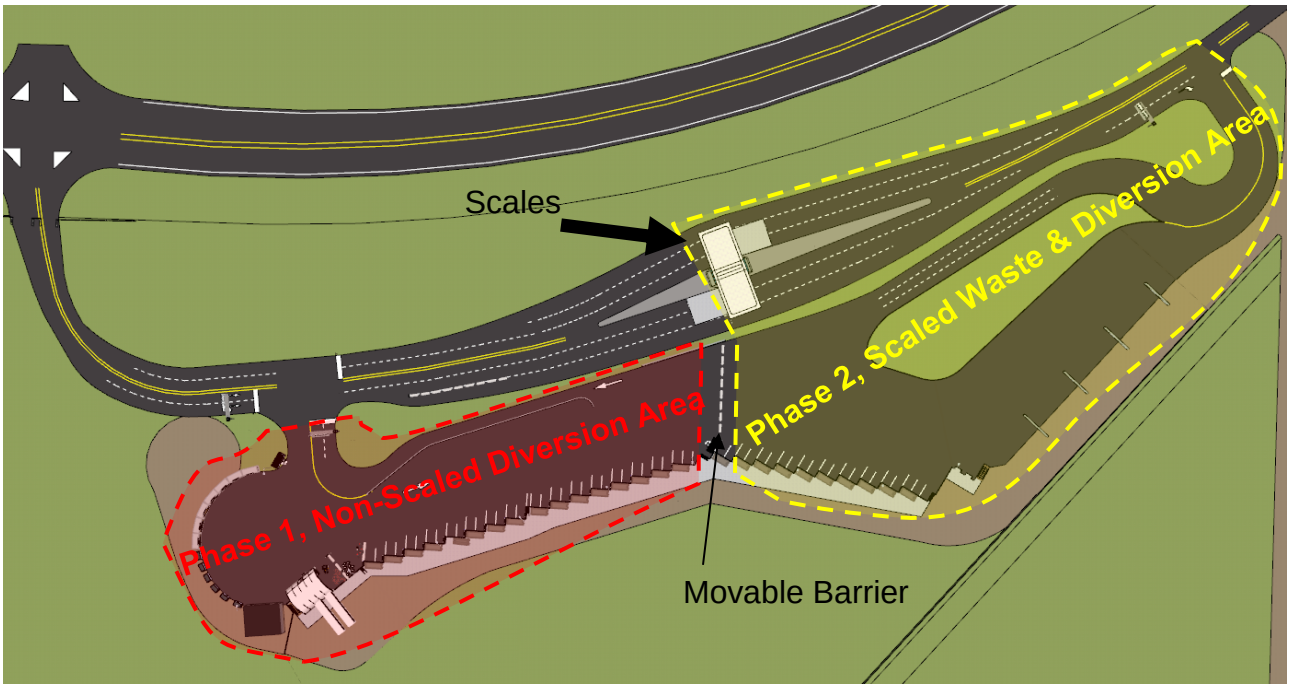
Attachments

1. Recovery Park Concept
2. Recovery Park Flexibility
3. Dundonald Avenue Relocation
4. Frequently Asked Questions

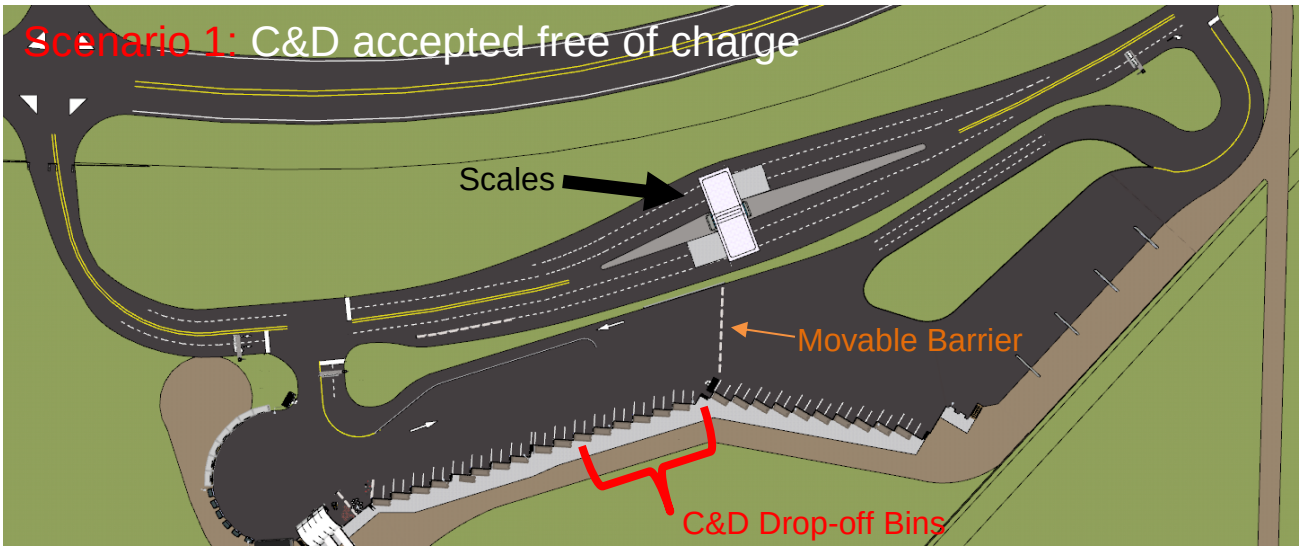
Report Approval

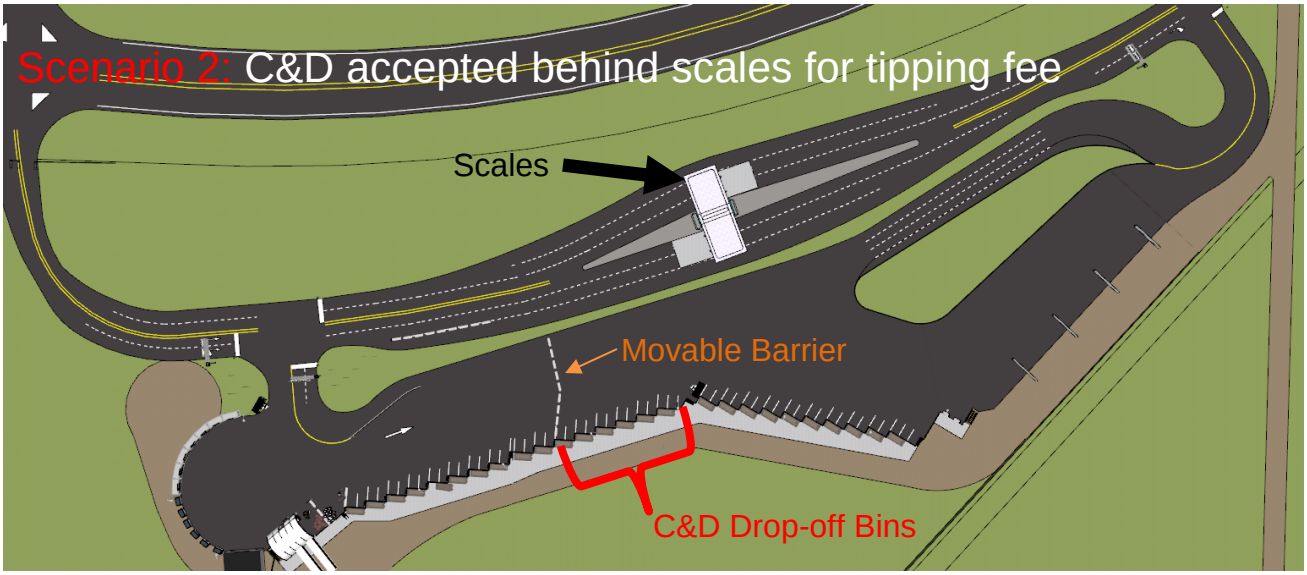
Written by:	Josh Quintal, Project Engineer, Energy and Sustainability Engineering
Reviewed by:	Chris Richards, Energy and Sustainability Engineering Manager Brenda Wallace, Director of Environmental and Corporate Initiatives Michelle Jelinski, Project Engineer, Water & Waste Stream Jason Turnbull, Director of Business Administration Jeff Jorgenson, General Manager, Transportation and Utilities Department Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department
Approved by:	Catherine Gryba, General Manager, Corporate Performance Department

Recovery Park - Conceptual Layout

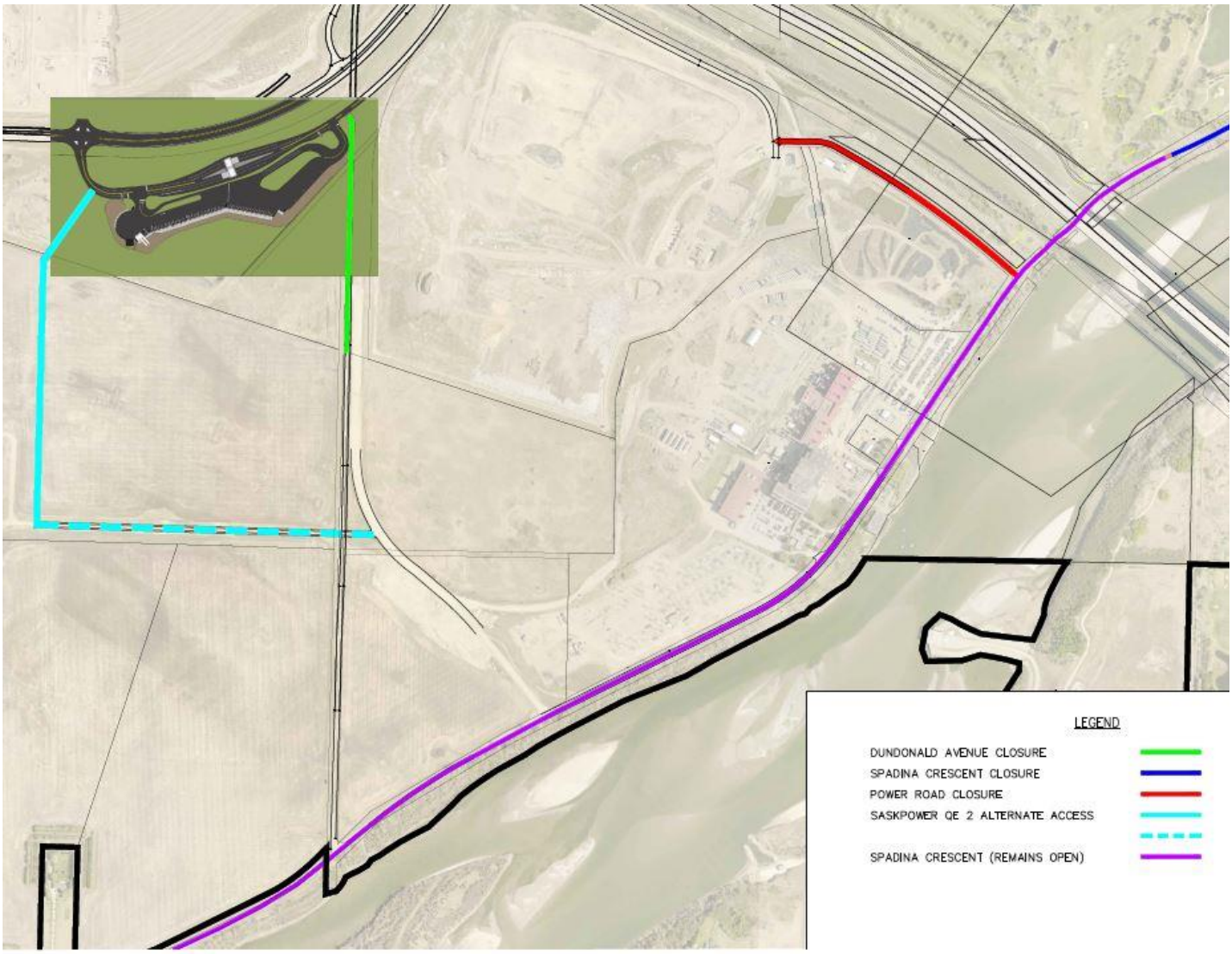


Recovery Park - Flexibility





Dundonald Ave Relocation



Frequently Asked Questions

What is Recovery Park?
Current waste diversion programs are achieving a waste diversion rate of 21.8%. In order to begin moving toward the diversion target of 70% by 2023, the City is proposing to expand waste diversion (recycling/reclamation) capabilities at the Saskatoon Regional Waste Management Centre (SRWMC, commonly referred to as the Landfill).

The expansion – currently named *Recovery Park* - will provide updated scales & scale house / operations office; construction and demolition (C&D) waste recycling; Household Hazardous Waste (HHW) collection; composting; recycling; a gently used item exchange, and solid waste transfer bins.

What are the overall benefits?
By providing all of these services at the SRWMC, citizens and City operations would have a "one-stop" location where numerous waste diversion and waste disposal needs would be met. In comparison to operating separate sites, the City should realize cost savings by sharing infrastructure (e.g. scales and scale house) and operational resources (i.e. less staff are needed to manage a single site with multiple services vs. multiple sites with single services). Greater customer service and diversion rates should also be achieved. New revenues or operational savings could potentially be realized through bulking of HHW and sale of recovered recyclable materials.

- **Toward the Waste Diversion Goal of 70% -** Through the operation of Recovery Park as a centralized 7 day a week drop-off location for waste management and waste diversion, it is expected that greater diversion will be achieved over existing programs (e.g. HHW days, recycling depots). Along with the increased participation in existing programs, the introduction of C&D recycling should result in upwards of 10,000 tonnes of waste diverted annually in the initial years. Tonnages are expected to increase in subsequent years as the community becomes more familiar with the site and recycling opportunities. Recovery Park may increase Saskatoon's waste diversion rate from 21% to 30% or greater.

- **Extends the life of the Landfill -** Waste diversion is necessary if Saskatoon wishes to defer or eliminate its need for a new landfill. Last year, approximately 100,000 tonnes of garbage was deposited at the Landfill, consuming space that has been valued at $12M. If the City can achieve its Performance Target to increase the waste diversion rate to 70% by 2023, the Landfill will be available for an additional 25 years. This has an asset value greater than $390M.

- **Reduced Greenhouse Gas Emissions -** Much of the waste disposed of within landfills breaks down without oxygen resulting in the release of Methane, which is a potent greenhouse gas (GHG), 25 times stronger than carbon dioxide. Waste diverted from the landfill will result in fewer emissions. Less material breaking down also results in less generation of toxic leachate, which pollutes

groundwater and surface water or causes increased demands on municipal wastewater treatment systems that may or may not be able to handle the toxins found in the leachate.

Why does the City want to divert Construction & Demolition (C&D) waste from the Landfill?

C&D waste is often inert, dry, bulky material. This waste takes up a significant amount of space at landfills as it cannot be compacted well. The City receives approximately 10,000 tonnes of C&D waste each year. This material consumes approximately 17,000 cubic-meters of landfill space, having an asset value of $1.5M.

Through technological advancements and innovation in C&D processing and reuse, C&D waste is being used within roadways, landscaping, new construction, composting, and waste to energy projects.

Why does the City want to divert Household Hazardous Waste from the Landfill?

HHW includes a variety of common substances used in and around homes, which can pose serious environmental and human health concerns if not managed properly. Many of these substances contain corrosive, toxic, flammable or reactive ingredients that require special handling during use and disposal. Improper containment or disposal can ultimately lead to contamination of our air, land, and water resources. The City's Landfill is not a hazardous waste facility and therefore should not receive these materials.

What are the benefits of composting?

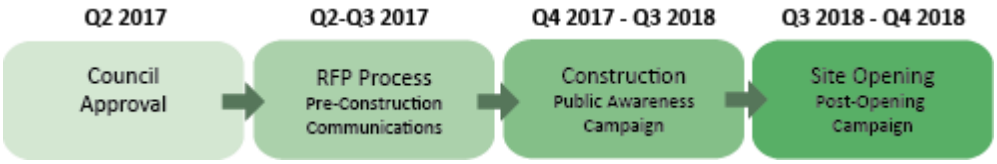
Diverting organic waste from the landfill offers several environmental benefits in terms of land, air, and water quality. Through the use of compost as a soil amendment in gardens or landscapes, nutrients that would normally be locked up in a landfill are recycled into the ecosystem where they are once again available to plants. Compost added to soils also improves moisture retention properties so rainfall run-off is reduced. Organic material that is buried in a landfill environment will also produce high volumes of Methane, a potent contributor to climate change.

What is the proposed cost?

The proposed cost for a combined delivery of Phase 1 and 2 is approximately $10M. The cost is lower than previously communicated costs ($14M) due to further estimate refinement and the recent downturn in development and subsequent decline in construction prices.

What are the timelines?
Assuming Phase 1 and 2 are delivered together:

Council Approval – May 23, 2017
Finalize Design and Procure Construction services – May to August, 2017
Construction of Recovery Park – August 2017 to September 2018
Open Recovery Park – October 1, 2018



Can Phase 1 (non-scaled area) be constructed and operated before Phase 2?
The operating impact of Phase 1 as a stand-alone site is substantially higher due to the requirement to continue to manage existing landfill customer service areas as well as new operations at Recovery Park. To properly operate Phase 1, an additional 6.5 employees would be required at two shifts per week totalling 13 FTE's. By combining the new operations with the existing landfill operations, existing staff can manage some new operations and only an additional 4 employees would be required (9 FTE's). Essentially, existing attendants can move between managing the waste drop-off and the recycling drop-off because they are located next to each other.

The fixed costs for operating Phase 1 as a stand-alone facility is $380,000 more than operating Phase 1 & 2 together due to the increase in FTE's, increase in site management and maintenance, and requirement for additional equipment.

There will also be no ability to recover any costs for a Phase 1 stand-alone due to having no scale or scale house and also no ability to accept commercial loads.

In addition to the operational savings achieved by operating Phase 1 & 2 together, there will be capital and time savings in the design and construction of the facility. Two sites will require two procurements, two contracts, and potentially two different contractors. Costs would be incurred to mobilize and demobilize twice as well.

Is Phase 2 Required?
Phase 2 will need to be delivered in three to four years' time regardless. Based on current trends, the active waste cell at the landfill will be full within three or four years and a new cell will be required. The Integrated Landfill Management Plan (Landfill Optimization) provided a strategy for optimizing the lifespan of the landfill and room for a new cell is available where the waste transfer facility is currently located. Due to revenue challenges, the Landfill Replacement Reserve does not currently have the funding for this phase of Landfill Optimization. When the move is required to begin in two to three years' time, funding through borrowing will still likely be required.

If Phase 2 does not go ahead within 3-4 years, the landfill will have no space to continue to accept waste.

How will the project be communicated?
It is recommended that the project move away from using the name 'Recovery Park' and instead focus on communicating an 'expansion of the waste diversion (recycling/reclamation) facilities' at the SRWMC. This strategy reduces the need to communicate a new facility name and helps to reinforce recycling and reclamation as standard waste management practices.

A multi-channel communications approach will focus on building awareness and understanding of the expanded recycling/reclamation services offered at the SRWMC. The first phase of communications could include signage at the site which illustrates a rendering of the new facility. A handbill will also be distributed to existing SRWMC customers. The second phase, six months prior to opening the facility, will focus on building widespread awareness through activities such as the city's website, billboards, social media, radio advertising, utility insert and more. After the opening of the new facility, communications will be needed to educate users of existing programs which are closing, such as Household Hazardous Waste and the West Compost Drop-off.

How does this support the City of Saskatoon's Strategic Directions?
This project supports the Strategic Goal of Environmental Leadership. C&D recycling and composting programs respond directly to the four-year priorities to promote and facilitate city-wide composting and recycling and eliminate the need for a new landfill by diverting waste for re-use. The expansion of services also supports the 10-year strategies to improve the quality and reduce the quantity of storm water run-off going to the river, reduce greenhouse gas (GHG) emissions, and address soil-quality issues on City-owned properties. Recovery Park will also support the Performance Target of diverting 70% of waste from the landfill by 2023.

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Proposed Small Power Producer Program Rate Increase

Recommendation of the Committee

1. That the proposed Small Power Producer Program rate be approved for Saskatoon Light & Power as outlined within the report of the General Manager, Transportation and Utilities dated May 8, 2017; and
2. That the City Solicitor prepare the necessary amendment to Bylaw No. 2685, The Electrical Light and Power Bylaw, for consideration by City Council.

History

At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities.

Proposed Small Power Producer Program Rate Increase

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:
1. That the proposed Small Power Producer Program rate be approved for Saskatoon Light & Power as outlined within this report; and
2. That the City Solicitor prepare the necessary amendment to Bylaw No. 2685, The Electrical Light and Power Bylaw, for consideration by City Council.

Topic and Purpose
To request approval of a 2% increase of the City of Saskatoon (City)'s Small Power Producer Program rate to match SaskPower's rate increase effective January 1, 2017.

Report Highlights
1. The Small Power Producer Program is ideal for residents or businesses that want to generate some of their own electricity, and earn money by producing some electricity back onto the grid.
2. Ten residents and businesses are generating electricity under the Small Power Producer Program.

Strategic Goal
This report supports the four-year priority to continue implementation of the Energy and Greenhouse Gas Management Plan, under the Strategic Goal of Environmental Leadership. The Energy and Greenhouse Gas Management Plan lays out a number of actions related to the development of renewable energy.

Background
The City has historically set its rates for electricity to match those rates established by SaskPower. Matching the rates ensures there are no inequities between customers regardless if they are located within the City's or SaskPower's franchise areas.

Report
Saskatoon Light & Power (SL&P)'s Customer Self-Generation Programs allow customers to generate a portion of their own electricity using solar panels, thereby offsetting their power costs. There are two self-generation options for customers to select from: 1) the Net Metering Program; and 2) the Small Power Producer Program. In 2016, the number of customers taking advantage of these programs increased from 46 to 70, and generated 432 MWh of electricity (about 0.04% of the annual electricity sold to customers). This is enough electricity to power roughly 50 homes.

Through the Small Power Program, SL&P customers generate electricity for their own use and sell excess electricity back to the utility. This program has been available to

customers since 2010 and the City has historically matched SaskPower's Small Power Producer Program rate, which was $0.10610 per kilowatt-hour ($/kWh) in 2016, and increased by 2% each year (0.10822 $/kWh in 2017).

In 2016, SL&P added the Net Metering Program to its customer self-generation options. Through the program, customers receive credits for generating more power than they need during the day, which they use at nighttime or when they are using more electricity than they can generate on their own. Sixty-eight customers who were originally in the Small Power Producer Program were given the option to switch to the new program. Fifty-eight customers elected to switch programs, while ten customers remained on the Small Power Producer Program. In 2017, all new applicants have indicated that they will participate in the Net Metering Program.

Options to the Recommendation

Other options include either a rate increase different from SaskPower or no rate increase at all. The Administration does not recommend either alternative to ensure customer rates are equal within the different customer classes, regardless of their service provider.

Communication Plan

Upon approval of the rate change, the City's website will be updated to reflect the new rates. Customers impacted by the rate change will receive notice in the first bill where the rate change is applied.

Financial Implications

The proposed 2% rate increase will cost SL&P less than $100 more in 2017 than paid to Small Power Producer customers in 2016. The total electricity purchased from the Small Power Producer Program in 2016 was $3,365.92.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Reports will be forwarded to City Council as required for any future rate increases.

Public Notice

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

Report Approval

Written by:	Nathan Ziegler, Sustainable Electricity Engineer
Reviewed by:	Trevor Bell, Director of Saskatoon Light & Power
Approved by:	Jeff Jorgensen, General Manager, Transportation & Utilities Department

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Capital Project No. 1243 – WWT – Lift Station Upgrades – Lift Station Assessment 2017 – Award of Engineering Services

Recommendation of the Committee

1. That the proposal submitted by MPE Engineering Ltd. for engineering services for the Lift Station Assessment 2017, for a total upset fee of $395,204.36 (including GST), 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 May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities.

Capital Project #1243 – WWT – Lift Station Upgrades – Lift Station Assessment 2017 – Award of Engineering Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by MPE Engineering Ltd. for engineering services for the Lift Station Assessment 2017, for a total upset fee of $395,204.36 (including GST), 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 City Council approval to award a contract to MPE Engineering Ltd. (MPE), the highest rated respondent to the City's Request for Proposal (RFP). MPE will conduct a comprehensive condition and capacity review, and subsequent infrastructure strategy that will result in a ten-year maintenance and capital plan for the City's lift station infrastructure.

Report Highlights

1. The City operates and maintains 31 lift stations that are critical in the wastewater and storm water collection networks. A condition assessment of these lift stations is now required.
2. Information presented in the 2017 Lift Station Assessment report will be used by the City to support long-range planning of upgrades and financial expenditures.
3. An RFP was issued for professional services that will result in a report prioritizing work for a ten-year period to maintain and expand the City's lift stations. The proposal, submitted by MPE, was determined to be the most favourable to the City.
4. External services are required to complete this project as this work involves specialized design teams drawing on experience and expertise from projects throughout Canada.

Strategic Goals

This report supports the Strategic Goals of Asset and Financial Sustainability and Quality of Life, through planning and budgeting for lifecycle maintenance and upgrades of the facility's equipment and by minimizing the effects of City sewer operations on the surrounding neighbours while meeting expectations and complying with regulations.

Background

The City currently provides sewage collection and servicing to existing customers through sanitary sewer lift stations and sewer mains. There are 31 sanitary and storm lift stations of different age, capacity, and condition. The estimated combined value of these assets is estimated to be in excess of $200 million.

In 2004, City Council approved the recommendation for Cochrane Engineering Ltd. to provide engineering services to prepare the Lift Station Condition Assessment for the City of Saskatoon, Wastewater Treatment Plant report. The report identified a series of required upgrades, scheduling, and cost estimates for the City's lift stations over a 15-year period. During this period, the report has been instrumental in the preparation of capital scheduling and execution of required upgrades, totalling over $15 million. The usefulness of the information provided in the 2004 report has run its course. A renewed asset management and capital expenditure plan is essential in continuing to carry out improvements.

Report

Lift Station Infrastructure

The City's sanitary and storm lift stations are a critical part of the wastewater and storm water collection networks which require ongoing maintenance and upgrades. The City has lift station facilities that require multidisciplinary assessments of existing equipment and facility structures. National Standardization Code reviews, safety code reviews, and asset evaluations will be components that are included in the 2017 Lift Station Assessment report.

Continuous Improvement

Information presented in the 2017 report will be used by the City to support long-range planning of upgrades and financial expenditures. Ultimately, the information contributes to the City's capital investment plan for the next ten years, and allows for financial models to be generated to project funding needs.

Request for Proposal

In March 2017, an RFP was issued for professional services to conduct a condition assessment that will result in a maintenance and capital plan to focus infrastructure spending where it is most needed. The following nine proposals were received:

- Stantec Consulting Ltd. (Saskatoon, SK)
- Associated Engineering (Sask) Ltd. (Saskatoon, SK)
- Amec Foster Wheeler Environment & Infrastructure (Saskatoon, SK)
- CH2M HILL Canada Limited (Edmonton, SK)
- CIMA+ Canada Inc. (Saskatoon, SK)
- ISL Engineering and Land Services Ltd. (Saskatoon, SK)
- KGS Group Consulting Engineers (Regina, SK)
- WSP Canada Inc. (Saskatoon, SK)
- MPE Engineering Ltd. (Saskatoon, SK)

Following a systematic evaluation of the proposals, the Administration selected the proposal from MPE as most favourable for the City.

Requirement for External Services

Work of this nature has been traditionally procured from the private sector. The work involves specialized design teams drawing on experience and expertise from projects throughout Canada. In order for the City to complete this work in-house, additional specialized staff would need to be hired for this project and then alternate work would need to be found upon project completion. City staff will implement the majority of the maintenance plan recommendations, with a combination of City staff and third party tenders used to implement capital upgrades and construction.

Further, specialized technology is required for this work. Using private sources means that the City does not need to purchase, maintain, and upgrade the technology. It is a more cost-effective method to pay for a service when required, rather than investing in technology required periodically. Specifically in this project, these items include ultrasonic and thermal inspections of equipment to be carried out as part of the commission.

Options to the Recommendation

City Council could not accept the proposal and reject all other proposals; however, the Administration does not recommend this option.

Financial Implications

The net cost to the City for engineering services, as described above and within the proposal submitted by MPE, would be as follows:

Consultant Labour	$358,462.00
Contingency	17,923.10
Total Proposal Price	$376,385.10
GST (5%)	18,819.26
Total Upset Fee	$395,204.36
GST Rebate	(18,819.26)
Net Cost to the City	$376,385.10

There is sufficient funding in Capital Project #1243 – WWT – Lift Station Upgrades to fund this study.

Environmental Implications

The recommendation to form an Engineering Services Agreement with MPE is not associated with a specific environmental implication. However, the updated ten-year maintenance and capital plan will require subsequent construction and/or maintenance activities, some of which are associated with resource use and greenhouse gas emissions. The maintenance and capital plan will provide redundancy and resiliency of lift station assets. The overall impact on greenhouse gas emissions has not been quantified.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A report summarizing the results of the assessment will be completed June 2018. Based on the findings and the recommendations given, the Administration will communicate an updated ten-year capital and asset management plan.

Public Notice

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

Report Approval

Written by:	Pamela Hamoline, Project Engineer, Saskatoon Water
Reviewed by:	Larry Schultz, Engineering Services Manager, Saskatoon Water Reid Corbett, Director of Saskatoon Water
Approved by:	Jeff Jorgenson, General Manager, Transportation & Utilities Department

EUCS PH – CP 1243 – WWT – Lift Station Upgrades – Lift Station Assessment 2017 - AES.docx

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Landfill Gas Collection Wellfield Expansion – Award of Engineering Services

Recommendation of the Committee

1. That the proposal submitted by Tetra Tech Canada Inc. for engineering services for the detailed design of the Landfill Gas Wellfield Expansion, for a total upset fee of $157,506.30 (including GST) 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 May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities.

Landfill Gas Collection Wellfield Expansion – Award of Engineering Services

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Tetra Tech Canada Inc. for engineering services for the detailed design of the Landfill Gas Wellfield Expansion, for a total upset fee of $157,506.30 (including GST) 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 award an engineering services contract to provide a detailed design of the Landfill Gas (LFG) Collection Wellfield Expansion.

Report Highlights

1. In 2016, the LFG Collection System reduced the Landfill's greenhouse gas emissions by approximately 55,800 tonnes of CO_2e, the equivalent of removing 11,000 cars from the road. The LFG Collection System also generated enough electricity to power the equivalent of 1,200 homes.
2. As the Landfill continues to expand, an expansion of the LFG wellfield will allow for greater capture of LFG, and therefore, an increase in greenhouse gas destruction.
3. A Request for Proposal (RFP) for engineering services for the detailed design of the Landfill Gas Wellfield Expansion was issued on March 14, 2017. The proposal submitted by Tetra Tech Canada Inc. (Tetra Tech) was determined to be the most favourable to the City.

Strategic Goals

This report supports the Strategic Goal of Environmental Leadership by creating new sources of green energy and by reducing greenhouse gas emissions tied to the operation of the Saskatoon Landfill. In addition, the capture of a greater amount of LFG will allow for an increase in the quantity of fuel available for Saskatoon Light & Power's Landfill Gas Power Generation Facility, thereby replacing conventional energy sources with green energy technologies.

This report also supports the Strategic Goal of Asset and Financial Sustainability by exploring alternate sources of revenue to pay for ongoing operations, since the capture and destruction of greenhouse gasses could provide a future revenue source under the forthcoming carbon tax.

Background

On February 6, 2012, City Council adopted a recommendation to award a tender for construction of the Saskatoon Landfill Gas Collection and Flaring Facility. This project included the first phase of Landfill Gas infrastructure construction at the Saskatoon Landfill.

Report

Current Landfill Gas Operations

The LFG Collection System was commissioned in 2013 and consists of 29 vertical wells, piping, an LFG Facility, and an enclosed flare. Landfill gas is captured and destroyed by either combusting the LFG in the enclosed flare or by generating electricity at the Landfill Gas Power Generation Facility, operated by Saskatoon Light & Power.

The benefits of LFG capture and destruction are two-fold. Methane, a primary constituent of LFG, is a potent greenhouse gas (GHG) and is produced by the Landfill as organic waste degrades. In 2016, the Landfill generated approximately 142,400 tonnes of equivalent carbon dioxide (CO_{2e}) emissions as a result of organics decomposition. The LFG System successfully captured and destroyed approximately 55,800 tonnes of CO_{2e}, the equivalent of removing 11,000 cars from the road.

Beyond GHG emissions reduction, Saskatoon Light & Power produced 12,100 GWh of electricity from the Landfill gas in 2016, the equivalent of powering 1,200 homes. This produced approximately $1.3 million in revenue from electricity sales to SaskPower.

Landfill Gas Infrastructure Expansion

The Integrated Landfill Management Plan developed in 2010 identifies the capital investments required to optimize the life of the Landfill safely and sustainably. At the present stage of waste filling, the Integrated Landfill Management Plan identifies several LFG collection expansion investments. With approximately 40% of the Landfill's GHG emissions being destroyed by the current LFG System, there is an opportunity to increase this by expanding the LFG wellfield.

The proposed LFG wellfield expansion includes the following three components:

1. Extension of the existing main LFG collection header pipe along the Landfill's west and south extents to the current waste filling cell;
2. Construction of horizontal LFG collectors in the current waste filling cell; and
3. Construction of vertical LFG wells along the west slope of the Landfill.

Construction of horizontal LFG collectors is a time-sensitive process. As waste is deposited in the filling cell, the topographical contours constantly change as the cell is built upwards. Failure to construct horizontal LFG collections at proper topographical intervals will reduce the overall capture efficiency of the LFG Collection System.

Extension of the LFG header pipe is necessary to connect the planned horizontal LFG collectors to the LFG Facility for active capture of LFG in the current waste cell.

Vertical LFG well construction on the west slope of the Landfill will capture LFG in an area of the Landfill that is permanently closed and identified for final cover construction.

Request for Proposals

To proceed with the construction of the LFG infrastructure listed above, an RFP was released on March 14, 2017 and closed on March 31, 2017. The scope of this proposal included provision of a detailed design (including drawings and tender specifications), tendering assistance and construction oversight of the proposed work. The following nine proposals were received:

- Asher Engineering Ltd. (Calgary, AB)
- Comcor Environmental Limited (Caimbridge, ON)
- Enerpro Engineering Inc. (Calgary, AB)
- GHD (Edmonton, AB)
- Golder Associates (Ottawa, ON)
- PINTER & Associates Ltd. (Saskatoon, SK)
- Stantec (Edmonton, AB)
- Tetra Tech Canada Inc. (Saskatoon, SK)
- XCG Consultants (Edmonton, AB)

An evaluation team comprised of members from the Water & Waste Stream and Environmental & Corporate Initiatives divisions scored the proposals in accordance with the evaluation criteria identified in the RFP, and the highest scoring proposal was submitted by Tetra Tech. The Administration recommends awarding the detailed design of the LFG Wellfield Expansion to Tetra Tech. A summary of the proposed fees for the engineering services are as follows:

Base Proposal Amount	$142,506.00
Contingency	7,500.00
GST (5%)	7,500.30
Subtotal	$157,506.30
GST Rebate (5%)	(7,500.00)
Net Cost to the City	$150,006.00

Requirement for External Services

An external engineering firm was required for this work because the City does not have expertise in gas well field design. There will be a limited number of expansions in the future and retaining these types of specialist engineers is not recommended.

Options to the Recommendation

Options to the recommendation include deferring the wellfield expansion to a later date. This is not recommended for the reason stated above regarding optimal timing for horizontal LFG collection construction. Deferring design and construction will delay the opportunity to capture and destroy additional LFG emissions.

Public and/or Stakeholder Involvement

There is no public involvement. Saskatoon Light & Power, who operate the Landfill Gas Power Generation Facility and the power purchase agreement with SaskPower, have been consulted.

Communication Plan

At this stage, a communication plan is not required. However, should the LFG Wellfield Expansion contract be awarded and the project implemented, the following communication tools are recommended:

- A Public Service Announcement to communicate the positive health and environmental benefits;
- Social media posts on Facebook and Twitter highlighting key impacts; and,
- Updates to the City's website.

Financial Implications

Funds for this work are available in Capital Project #2051 - Landfill Optimization – Landfill Gas. Total funds available for this project are $750,000 and are intended for engineering services, tendering, construction and project management.

Presently, the City of Saskatoon earns $1.3 million per year from electricity sales to SaskPower. Expansion of LFG collection infrastructure increases the capacity for future sustainable electricity production and revenues.

The Federal Carbon Tax will assign $10 to $50 per tonne of carbon dioxide emissions over the next five years, starting in 2018. If 2016 emissions reduction due to LFG emissions (55,800 tonnes CO_{2e}) were assigned a value based on the proposed carbon tax pricing scheme, it would represent a $558,000 value at $10 per tonne and $2.8 million value at $50 per tonne per year.

Environmental Implications

Expansion of the LFG collection infrastructure will result in greater GHG emission reductions from the Landfill. The amount of GHG reductions cannot be estimated until the detailed design has been completed.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Completion of this work is expected in summer 2018.

Public Notice

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

Report Approval

Written by: Patrick Schmidt, Project Engineer

Reviewed by:	Michelle Jelinski, Senior Project Management Engineer Russ Munro, Director of Water & Waste Stream
Approved by:	Jeff Jorgenson, General Manager, Transportation & Utilities Department

EUCS PS – Award of Engineering Services for Expansion of the Landfill Gas Collection Wellfield – RFP 17-0011.docx

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Landfill Gas Engine-Generator Major Maintenance Services

Recommendation of the Committee

1. That the proposal submitted by Finning Canada for the Landfill Gas Engine-Generator Maintenance Services be accepted; and
2. That Purchasing Services be authorized to issue a Blanket Purchase Order to Finning Canada for the supply of maintenance services for a one-year term, for a total estimated cost (including GST and PST) of $432,313, with the option of Administration to extend the Blanket Purchase Order for one additional year.

History

At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department, dated May 8, 2017 was considered.

Attachment

May 8, 2017 Report of the General Manager, Transportation & Utilities.

Landfill Gas Engine-Generator Major Maintenance Services

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Finning Canada for the Landfill Gas Engine-Generator Maintenance Services be accepted; and
2. That Purchasing Services be authorized to issue a Blanket Purchase Order to Finning Canada for the supply of maintenance services for a one-year term, for a total estimated cost (including GST and PST) of $432,313, with the option of Administration to extend the Blanket Purchase Order for one additional year.

Topic and Purpose
That City Council approve a Blanket Purchase Order to Finning Canada for the supply of maintenance services for the Landfill Gas Engine-Generator sets.

Report Highlights
A Request for Proposal (RFP) was issued March 2, 2017. Two proposals were received, and the proposal submitted by Finning Canada was the highest rated proponent based on a predetermined set of evaluation criteria.

Strategic Goals
This report supports the Strategic Goal of Environmental Leadership by reducing greenhouse gas (GHG) emissions tied to City of Saskatoon (City) operations. It also supports the Strategic Goal of Asset and Financial Sustainability to increase revenue sources and reduce reliance on residential property taxes.

Background
The City, through Saskatoon Light & Power (SL&P), operates and maintains the Landfill Gas Power Generation Facility which includes two engine-generator units that combust the landfill gas to generate electricity. Enough electricity is generated to power approximately 1,200 homes. Maintenance services have been completed using private contractors since operation began in 2014.

Report
The engine-generator units require regular maintenance service every 1,000 hours of engine runtime, for an estimated eight services per year. In addition, the engine-generator units are approaching 24,000 hours of runtime that will require a larger maintenance service called an In-Frame Overhaul.

An RFP was issued March 2, 2017, to contract a qualified engine-generator service provider to perform the maintenance services for a one-year term with the option to extend the contract for one additional year.

Proposals were received from Finning Canada (Saskatoon, SK) and Orrocal Enterprises (Edmonton, AB) on March 23, 2017, and were deemed compliant with the requirements defined within the RFP. The proposals were evaluated on the following requirements:

- Cost - 50%
- Previous Work Experience - 40%
- Shop Rates - 6%
- Environmental Considerations - 4%

The proposal submitted by Finning Canada was rated the highest in the evaluation and was determined to be the most favourable for the City.

Options to the Recommendation

In order for the City to complete this work in-house, additional specialized staff would need to be hired. This is a potential option as more generation projects are constructed and begin operation. At this time, using contractors is the most economical approach.

Financial Implications

Funding will be provided from the 2017/2018 Operating Budgets 03-200– Landfill Gas. The Landfill Gas System generates on average $100,000 of revenue per month through electricity sales to SaskPower through their Green Power Program.

The total value for the maintenance services for the one-year term (2017-2018) including taxes is estimated at:

Contract Amount	$389,471
GST (5%)	19,474
PST (6%)	23,368
Sub-Total	$432,313
GST Rebate (5%)	(19,474)
Net Cost to the City	$412,839

Environmental Implications

The ultimate goal for any landfill gas project is to prevent the uncontrolled release of harmful gases into the atmosphere. By collecting and combusting these gases, landfill operators are able to reduce GHG emissions and improve local air quality. In 2016, GHG emissions from the landfill were reduced by over 50,000 tonnes CO_2e per year, which is the equivalent of removing over 10,000 vehicles from the road.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Procurement of maintenance services will be required every two years. If Administration is not satisfied with the performance of services, they could be competitively procured again after one year.

Public Notice

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

Report Approval

Written by:	Nathan Ziegler, Sustainable Electricity Engineer
Reviewed by:	Trevor Bell, Director of Saskatoon Light & Power
Approved by:	Jeff Jorgensen, General Manager, Transportation & Utilities Department

EUCS NZ – Landfill Gas Engine-Generator Major Maintenance Services

STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Request to Exceed in Excess of 25% of Purchase Order No. 363928 – Marquis Phase VIII Primary Water Main Valves Repair Work

Recommendation of the Committee
That the Administration be given approval for Purchase Order #363928 for Marquis VIII Primary Water Main Valves Repair Work to exceed 25% of the purchase order value.

History
At the May 8, 2017 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report of the General Manager, Transportation & Utilities Department, dated May 8, 2017 was considered.

Attachment
May 8, 2017 Report of the General Manager, Transportation & Utilities.

Request to Exceed in Excess of 25% of Purchase Order #363928 — Marquis Phase VIII Primary Water Main Valves Repair Work

Recommendation
That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

That the Administration be given approval for Purchase Order #363928 for Marquis VIII Primary Water Main Valves Repair Work to exceed 25% of the purchase order value.

Topic and Purpose

The purpose of this report is to request City Council approval for Purchase Order #363928 for Marquis VIII Primary Water Main Valves Repair Work to exceed 25% of the purchase order value. Costs were exceeded due to unforeseen on-site issues.

Report Highlights

1. During a routine inspection, it was found that two valve chambers on a Primary Water Main (PWM) along Faithfull Avenue between Marquis Drive and 60th Street, had filled with water, which ruined the valves.
2. Repair work was identified as a priority to service the Marquis Phase VIII subdivision and enable Saskatoon Land to meet its land sale servicing obligations.
3. The Administration requested three (3) quotes for primary water main valve repair work. Garnett Industries Ltd. (Garnett) was the lowest bidder and was awarded the purchase order.
4. During construction, several unforeseen conditions were encountered, which caused increases to the total project cost.

Strategic Goals

The recommendations support the Strategic Goals of Sustainable Growth as the work done under this purchase order will improve primary water main infrastructure.

The recommendations also support the Strategic Goal of Asset and Financial Sustainability as the work done under this purchase order will enable Saskatoon Land to comply with land sale servicing obligations.

Background

In April 2016, prior to starting construction of the roadways on Faithfull Avenue between Marquis Drive and 60th Street, the City completed an inspection of the underground valve chambers on the PWM. During that inspection, it was found that the valve

chambers, which are underground vaults, were full of water. The valve assemblies were corroded and non-operational.

Report

In order to expedite the repair work, the Administration requested three quotes from industry for the work. Garnett provided the lowest bid and was awarded the purchase order for the amount of $55,965.00 (including GST). The work on this project included rehabilitation and upgrades to the underground valves that had been installed by the previous contractor. Before work commenced, the estimated cost was $55,965, and the Administration knew there would be some variability in costs once excavations had been made and infrastructure became visible.

In May 2016, the contractor commenced the primary water main rehabilitation work. Once the valve chambers had been drained and construction commenced, it was found that the damage was much more extensive than originally anticipated. In addition to some problems that were due to poor installation, the water had severely damaged the valve infrastructure and also hydrocarbons of unknown origin were found in the chamber. Note that this PWM system had not been commissioned at the time, and no hydro-carbons entered the distribution system.

As work progressed, the Administration worked with Garnett as the scope of work changed, and all valves were repaired and updated as needed. The final cost of the work was $154,855.

The main cause of this required work was the City's specification for valve infrastructure. Valves in chambers for new construction works have not historically been specified to sustain submerged conditions. Going forward, the Administration has upgraded its specifications to require valve infrastructure that can sustain extended submerged conditions.

Another factor was that the original contractor who installed the infrastructure declared bankruptcy, and as such could not be held responsible for the typical warranty. The bonds in place for warranty were effective for one year, and the flooded valves were discovered after the bond had expired. Even if this failure had been discovered with either an enforceable warranty or bond in effect, the majority of the costs incurred could not have been recovered from either the bonding company or the contractor. The majority of costs were associated with failed valve infrastructure due to submerged conditions.

Policy Implications

According to Policy A02-027, Corporate Purchasing Procedure, City Council approval is required for contract increases above 25% of the original contract value.

Financial Implications

Details of the estimated project cost that pertain to the Purchase Order #363928 are as follows:

Anticipated Final Purchase Order Cost	$154,855.99
Original Purchase Order Cost	$ 55,965.00
Cost over the Original Purchase Order	$ 98,890.99

The Administration requires City Council approval to exceed 25% of the purchase order value.

There is sufficient funding available in Capital Project #1435-07 to cover the increased costs of this contract. This cost is fully funded by the PWM Reserve, a reserve funded by development levies. No mill-rate funding is affected.

The Administration performed cost recovery analysis to determine the cost that the City could have recovered if the original contractor had not filed for bankruptcy. The estimated maximum the City may have recovered from the original contractor is approximately $35,500.00 of actual PO cost incurred.

Environmental Implications
Activities associated with the project's rehabilitation work included environmental testing and remediation to address hydrocarbons found in the primary water main valve chamber. This work eliminated the potential for adverse public health implications relating specifically to the hydrocarbons encountered.

Other Considerations/Implications
There are no options, public and/or stakeholder involvement, communications, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion
The project work is completed.

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

Report Approval

Written by:	Jankit Patel, Project Engineer, Construction & Design
Reviewed by:	Daryl Schmidt, Land Development Manager, Construction & Design
Reviewed by:	Celene Anger, Director of Construction & Design
Approved by:	Jeff Jorgenson, General Manager, Transportation & Utilities

GOVERNANCE AND PRIORITIES COMMITTEE

Council Communications and Constituency Relations Allowance - Tickets

Recommendation of the Committee

1. That the following amendments be made to the 'General Entertainment' section of Policy C01-027:
   a) exclusion of the second spouse/guest ticket;
   b) exclusion of tickets to professional theatre, concert, and sporting events;
   c) changing of the section heading 'General Entertainment' to 'Community Events'; and
   d) inclusion of tickets to Chamber of Commerce and Business Association events as allowable expenses under Community Events; and
2. That the City Clerk review and report on the potential for addition of the following to the list of eligible meeting expenses under Policy C01-027:
   a) facilitatory assistance for attendees through provision or reasonable reimbursement of:
      - transportation assistance
      - interpretation assistance (translation, transcription, etc.)
      - childcare; and
   b) 1st Voice (lived experience) participation honoraria.

History

On February 13, 2017, City Council resolved:

1. That City Council rescind its motion of June 27, 2016 related to the former 'General Entertainment' Section; and
2. That the matter of the issue of developing expanded criteria around use of this allowance for attendance at events be referred to the Governance and Priorities Committee using the previous policy as a base.

At the May 15, 2017 meeting of the Governance and Priorities Committee, the Committee further considered the above, along with a complementary discussion/research document prepared and presented by the City Clerk.

Your Committee is recommending changes to the current policy related to tickets as referenced above, and further is seeking a review and report on eligible meeting expenses.

GOVERNANCE AND PRIORITIES COMMITTEE

During discussion of this matter, your Committee noted the phrase “when the Councillor has been invited to attend in their official capacity or when the Councillor is performing their duties as Councillor” remains in the policy.

Attachments

1. Discussion / research document dated May 15, 2017
2. Policy C01-027 Communications and Constituency Relations Allowance

Attendance at Events by Members of Council – Ticket Purchases

1.0 Saskatoon Criteria

Initial guidelines and parameters developed for Council's Communications Allowance included General Entertainment as an allowable expense.

General Entertainment includes up to two tickets to:

- functions or business/community events (banquets, theatres, shows) when the Councillor has been invited to attend in their official capacity or when the Councillor is performing their duties as Councillor;
- charitable events or fund-raising such as golf tournaments, walkathons, organized by non-profit organizations.

The conditions for the above include:

- Event tickets for family members not attending as the Councillor's spouse or guest are ineligible.
- Tickets can be used by the Councillor and their spouse or guest.
- The Council member must provide a copy of the event notice or flyer as well as any accompanying request for attendance.
- Raffle tickets, silent auctions, table prize tickets at events, alcohol, unless included in the price of the ticket are ineligible.

On June 27, 2016, City Council considered and approved recommendations of the Municipal Review Commission regarding the previously developed Communications Allowance Guidelines and Parameters. The resulting document, Policy C01-027 Communications and Constituency Relations Allowance, included changes to the guidelines and parameters approved by City Council, including the removal of the General Entertainment section, as outlined above.

The rationale of the Municipal Review Commission related to the removal of the General Entertainment provisions was that the costs of these types of expenditures would be more appropriately paid out-of-pocket from the Council member's non-accountable, general expense allowance – that is, the tax exempt one-third of salary maintained, in part, to reimburse elected officials who are asked to support events and organizations by making donations and purchasing tickets.

On February 13, 2017, City Council rescinded its decision related to the removal of the former General Entertainment section and resolved *that the matter of the issue of developing expanded criteria around use of this allowance for attendance at events be referred to the Governance and Priorities Committee, using the previous policy as a base.*

2.0 Criteria in other Cities

Other cities were contacted to get a sense of how costs related to the purchase of tickets by members of Council to attend community events, luncheons, fundraisers, galas, etc. are dealt with. Also, each City was specifically asked whether their respective policy would cover the cost of a ticket to attend a luncheon or business meeting of the Chamber of Commerce or a Business Association.

2.1 Regina

- 1 ticket to events attended in Councillor capacity
- Funded from a combined Travel and Communications Budget ($10,000/year/councillor)
- Tickets to luncheon/business meetings of Chamber of Commerce or a Business Association are purchased through the Travel and Communications Budget

Each year the Travel and Communications budget renews to $10,000/Councillor. This budget can be used for travel, flights, hotels, conference registrations, sending newsletters and events Councillors are invited to, which require them to purchase a ticket. If the Councillor wishes their spouse or guest to attend the event with them, the City will undertake to order the ticket at the same time and arrangements are made for the Councillor to make payment to the organization for the additional ticket.

2.2 Winnipeg

- Ticket(s) to community events, luncheons, fundraisers, galas (excluding professional sporting events and concerts)
- Funded from a much larger Ward Allowance Fund ($90,000/ward) that covers everything from advertising to office supplies to travel
- Tickets to luncheon/business meetings of Chamber of Commerce or a Business Association are purchased through the Ward Allowance

Councillors receive a Councillor's Ward Allowance fund each year that pays for various expenses related to their office. The 2017 allocation is approximately $90,000 per ward. One of the allowable expenses is attendance at community events. Community events, luncheons, fundraisers, and galas would all be acceptable expenses. The policy does not restrict on the type of business meeting, be it with a developer, a citizen or a Chamber event. The fund cannot be used for concerts or professional sporting events. Business lunches with colleagues or other City staff are ineligible.

2.3 Calgary

- One ticket to community events
- Funded through a ward budget

There is a ward budget set aside by Councillors to attend community events; however, the amount is at the discretion of the Councillor. Partners of Councillors are not covered under the Ward budget and must be paid by the Councillor.

2.4 Edmonton

- Ticket(s) to events attended in Councillor capacity
- Funded through a ward budget.
- Tickets to luncheon/business meetings of the Chamber of Commerce or a Business Association are purchased through the Ward Budget.

The Councillors' ward budgets include a "Hosting and Tickets" category, which can be used for hosting purposes (meals, snacks etc. for small to larger groups) or for purchasing tickets for social functions or meetings related to the Councillor's role as an elected official of the City of Edmonton. The budget allocation within categories is not specified.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE *Communications and Constituency Relations Allowance*	**ADOPTED BY:** *City Council*	**EFFECTIVE DATE** *June 27, 2016* **UPDATED TO** February 27, 2017
ORIGIN/AUTHORITY *Governance and Priorities Committee Report, Item 9.11.1 – June 27, 2016; and Item 9.5.2 – February 27, 2017.*	**CITY FILE NO.** *CK. 4670-5*	**PAGE NUMBER** *1 of 10*

1. PURPOSE

To provide a communications and constituency relations allowance to support members of City Council in communications with constituents as part of their role as members of City Council for the City of Saskatoon.

2. DEFINITIONS

2.1 Members of City Council – means the Mayor and individual Councillors.

2.2 Communications and Constituency Relations Allowance – A provision in the Mayor's Office and City Councillors' Office budgets, reviewed by City Council on an annual basis, for communications relating to City Council business, as set out in this policy.

3. POLICY

The policy is applicable to all members of City Council regarding the use of the communications and constituency allowance.

3.1 General Guidelines

a) Funding must be used within the fiscal year and cannot be carried forward to the next fiscal year.

b) Members of City Council must adhere to the requirements of the Code of Conduct, including, but not limited to, the portions dealing with "Actions during Civic Election Periods". Any irregularities will be dealt with in accordance with the Code of Conduct.

c) No member of City Council may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act.*

d) The Communications and Constituency Relations Allowance is not to be used for the purposes of fundraising for a member of City Council or for raising election funds.

e) Assistance will be provided by the City's Communication Branch by preparing and distributing the Agenda in Brief and the Decisions in Brief, prior to and following City Council meetings, and providing background information on civic programs and services to be used for responding to inquiries or for preparing speeches as a member of City Council or as Deputy Mayor.

f) In the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council.

g) In the year of a civic election, the allowance cannot be used from September 1 through October 31.

h) No goods or services purchased by a member of City Council with the allowance may be used from September 1 through October 31. This would include, but not be limited to, items such as a website annual domain registration or billboard signage.

3.2 Allowable Expenses

This section summarizes alphabetically the categories and examples of the types of allowable expenses that could be charged to the Communications and Constituency Relations Allowance for members of City Council.

a) Administrative Staff Support

The fund can be used individually or pooled together with other members of City Council for the hiring/engagement of support staff to assist with constituency related tasks. These tasks may include:

i) Research related to constituency issues.
ii) Support for the development of constituency communications.
iii) Rental of office space to base staff support.

b) Advertising and Promotion

i) Paid advertising that is related to the business of the City in all types of media.
ii) Advertising that supplements City departments' advertisements that are placed to promote specific programs or specific events.
iii) Messages in Community Association Newsletters, Newspapers, and Magazines (e.g. introductory messages, congratulatory messages, event announcements).

c) Books and Magazines

i) Books, magazines, and periodicals that are related to the business of the City. Name of the book or magazines must be included on the invoice.

d) General Entertainment

i) Up to two tickets to:
- functions or business/community events (banquets, theatres, shows) when the Councillor has been invited to attend in their official capacity of when the Councillor is performing their duties as Councillor;
- charitable events or fund-raising events such as golf tournaments, walkathons, organized by non-profit organizations.

Conditions

- Event tickets for family members not attending as the Councillor's spouse or guest are ineligible.
- Tickets can be used by the Councillor and their spouse or guest.
- Council member must provide a copy of the event notice or flyer as well as any accompanying request for attendance.
- Raffle tickets, silent auctions, table prize tickets at events, alcohol, unless included in the price of the ticket are ineligible.

e) General Office Supplies

i) General office supplies not provided by the City Clerk's Office.
ii) Personalized stationery, greeting cards, holiday cards, including envelopes and stamps and Canada Post regular mail services.
iii) Photocopy charges.
iv) Photographic supplies and services.
v) Courier delivery costs.

f) Constituency Relations

i) Promotional items such as fridge magnets, t-shirts, pens.
ii) Table prizes for local community groups.
iii) Facility rental for hosting an event.
iv) Council members' expenses for food and non-alcoholic beverages related to community events, meals or receptions when hosting constituents or representatives of other levels of government.

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.

- Members of City Council must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Members of City Council must provide the date, purpose and details of the expense, and where applicable or feasible, original itemized receipt showing items consumed and names of participants attending.

g) Meeting Expenses

i) Facility rental.
ii) Catering order for meetings including non-alcoholic beverages, snacks and light foods.
iii) Venue set-up fees, including audio-visual equipment, flip charts, cleaning charges.

Conditions

- Members of City Council must provide date and purpose for meeting, original itemized receipt, names of participants or group name with number of participants attending.

h) Newsletters and Flyers

i) Design, writing, copy-editing, printing costs.
ii) Distribution costs through Canada Post, Admail, by private distribution firms or by other means.
iii) Clip art or stock photo fees.
iv) Electronic newsletter distribution costs.
v) Translation fees

Conditions

- Members of City Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.

- In the year of a civic election, all Communications and Constituency Relations Allowance funded communications must cease from September 1 to October 31.

i) Professional and Contract Services

i) Firms or individuals whom members of City Council retain for specific business purposes with clear deliverables, fee structures and timelines.
ii) The engagement of a business or person(s) as a contractor and/or the cost of supplies, rental of facilities and equipment relative to production, presentation and/or distribution of information to residents relevant to City Council business.
iii) The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

j) Websites, Social Media Tools, Software & Accessories

i) Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.

ii) Additional communications management tools such as database management tools and software accessories.

Conditions

- Tools or software accessories not supported or not integrated with the City systems or connected to the corporate network are not supported by the City's Information Technology Division.
- Members of City Council are responsible for the protection of any personal information collected or used for City Council business in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.

- Members of City Council must adhere to the requirements of the Code of Conduct dealing with "Actions during Civic Election Periods", including conversion of any city-funded websites and social media tools to an election campaign site.

3.3 Purchasing Procedures

Purchases of goods, services and work from outside parties are to be made in accordance with Policy C02-030 – Purchase of Goods, Services and Work. Information and advice on purchasing procedures, vendor lists, obtaining quotations and preparation of purchasing documents can be obtained from the Director of Materials Management.

Regardless of the value, it is recommended that competitive prices be obtained.

- Purchases up to $250 attained locally allows for payment by Automatic Payment Voucher (administered by City Clerk's Office)

- Purchases up to $5000 (including taxes and freight) may be made through a Departmental Purchase Order (administered by City Clerk's Office). It is recommended that competitive prices are attained; however, this is to be balanced off with the value of the purchase, the time required to get competitive prices, and the potential (or lack of) savings that can be achieved.
- Consulting Services must follow standard procedures (consult with the City Clerk's Office).

3.4 Reimbursements

Members of City Council must provide the City Clerk's Office with proper documentation, including detailed original receipts for claims. Credit card receipts or statements alone are not sufficient and will not be accepted. In the case of any online purchases, a copy of the confirmation must be attached to the claim.

Dated invoices/receipts must include a description of the goods purchased or services rendered, the cost, and any applicable taxes.

Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to future years. Charges for goods against the current year must be received by members of City Council and/or services from the vendor before December 31st of that year.

4. RESPONSIBILITIES

4.1 Members of City Council – Members of City Council are responsible for adhering to this policy and any violation of this policy would be a violation of the Code of Conduct and irregularities would be reported to the City Clerk for investigation.

4.2 City Clerk's Office

The responsibility of the City Clerk's Office in administering the Communications and Constituency Relations Allowance support to City Councillors includes, but is not limited to:

(a) Reviewing usage requirements and parameters with a view to bringing forward recommendations to the Governance and Priorities Committee for amendments;

(b) Providing support to City Councillors by processing payments for expenditures;

(c) Reviewing supporting documentation for expenditures, and requesting the City Councillors to provide the required supporting documentation for any expenditures where supporting documentation is not place;

(d) Identifying expenditures which may not fit within the parameters and guidelines of the Communications and Constituency Relations Allowance and bringing these forward to the Governance and Priorities Committee;

(e) Advising City Councillors on the status of their communications allowance and expenditures;

(f) Within 60 days of the end of the quarter, posting all expenses, individually and in detail, on the City's website and providing the Governance and Priorities Committee with monthly usage updates for the last quarter.

(g) Redacting all personal and other exempted information governed by *The Local Authority Freedom of Information and Protection of Privacy Act* from the detailed Councillor expenses prior to the disclosure of Councillor expenses on the City's website.

(h) Facilitating/coordinating the review of the Communications and Constituency Relations Allowance, either through an independent body or a third party.

4.3 Municipal Review Commission Remuneration Committee

Two years after the establishment of this policy, the Saskatoon Municipal Review Commission Remuneration Committee will review the following, and that time, report on how often a review is required:

(a) Usage of funds – by whom, where, types of expenses submitted.
(b) Summary of impacts – in an attempt to measure community engagement through the fund.
(c) Validation of expenditure appropriateness based on policy.
(d) Validation that the current policy reflects needs of the allowance and provides for an opportunity to revise policy as required.

4.4 Governance and Priorities Committee

The Governance and Priorities Committee is responsible for reviewing proposed amendments to the policy and forwarding recommendations to City Council.

4.5 City Council

City Council is responsible for reviewing and approving amendments to the policy.

GOVERNANCE AND PRIORITIES COMMITTEE

Saskatoon North Partnership for Growth Regional Plan – All Councils / Public Information Session

Recommendation of the Committee
That City Council participate in the proposed public information session, and that the City Clerk follow up appropriately.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee considered two letters from Ms. Christine Gutmann, Project Manager, P4G regarding the above public information session to be held on June 27, 2017.

Attachments
1. Letter dated May 5, 2017 from C. Gutmann
2. Letter dated May 12, 2017 from C. Gutmann

4250-1

RECEIVED
MAY 05 2017
CITY CLERK'S OFFICE
SASKATOON

May 5, 2017

Ms. Joanne Sproule
City Clerk
City of Saskatoon
222 3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Sproule:

Re: Saskatoon North Partnership for Growth Regional Plan
All Councils / Public Information Session

For your advance information, an All Councils / Public Information Session is being planned to present the Saskatoon North Partnership for Growth (P4G) Regional Plan in the coming months. Details for the proposed event are currently being finalized and more information about the proposed event will be forthcoming.

We look forward to your attendance at the Information Session.

Thank you,

Christine Gutmann
Project Manager, P4G Regional Plan
Saskatoon North Partnership for Growth (P4G)
Phone: 306-986-9734
E-Mail: Christine.Gutmann@saskatoon.ca

Cc: Randy Grauer, General Manager, Community Services

4350-1

RECEIVED
MAY 12 2017
CITY CLERK'S OFFICE
SASKATOON

May 12, 2017

Ms. Joanne Sproule
City Clerk
City of Saskatoon
222 3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Sproule:

Re: Saskatoon North Partnership for Growth Regional Plan
All Councils / Public Information Session

Further to my letter dated May 5, 2017, an All Councils / Public Information Session is being planned to present the Saskatoon North Partnership for Growth (P4G) Regional Plan as follows:

Date: June 27th

Time: 4pm-8pm. A presentation is planned for 6:30pm with an opportunity for a moderated question and answer period after the presentation.

Location: North Ridge Centennial Community Centre, City of Martensville

Please note: This event is not a public hearing. We look forward to your attendance at the Information Session.

Thank you,

Christine Gutmann
Project Manager, P4G Regional Plan
Saskatoon North Partnership for Growth (P4G)
Phone: 306-986-9734
E-Mail: Christine.Gutmann@saskatoon.ca

Cc: Randy Grauer, General Manager, Community Services

GOVERNANCE AND PRIORITIES COMMITTEE

Process – Requests and Invitations to Meet with City Council

Recommendation of the Committee
That the process for vetting requests to meet with City Council, as outlined in the report of the City Clerk dated May 15, 2017, be approved and the appropriate policy be drafted.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee considered a report of the City Clerk regarding the above.

Attachments
1. Report of the City Clerk dated May 15, 2017

Process – Requests and Invitations to Meet with City Council

Recommendation
That a report be forwarded to City Council recommending that the process for vetting requests to meet with City Council, as outlined in this report, be approved and the appropriate policy be drafted.

Topic and Purpose
The purpose of this report is to recommend a process for dealing with requests or invitations from community groups or organizations to meet with City Council.

Strategic Goal
The information and recommendation contained in this report align with the Strategic Goal of Continuous Improvement and the leadership commitment of effective communication, openness and accountability.

Report
Requests or invitations from community groups to meet with City Council are regularly received. In order to ensure that all requests and invitations are being dealt with in a consistent and transparent manner, a process to be set out in policy is being recommended. Also, it is being recommended that City Council establish a policy identifying criteria for Council/Committee to meet outside of the normal meeting schedule. The following process for vetting requests is submitted for City Council's approval and inclusion in policy:

1. Request to meet with City Council is forwarded to the City Clerk.
2. Request is screened for clarity, etc., by the City Clerk.
3. City Clerk communicates to the community group the scheduled dates for Governance and Priorities Committee meetings and asks the group to attend on a scheduled date.
4. Should the community group wish to meet outside of the scheduled Governance and Priorities Committee meeting date, the request is placed on the Governance and Priorities Committee agenda with a recommendation to meet.
5. Should the Governance and Priorities Committee resolve to meet outside of a scheduled Governance and Priorities meeting date, the City Clerk schedules the meeting and arranges for appropriate notice of meeting, etc.
6. If there is no Governance and Priorities Committee meeting scheduled before the meeting date outlined in the request, the City Clerk discusses it with the Chair of the Governance and Priorities Committee (Mayor). If the Chair desires, he may request the City Clerk to call a special meeting of the Governance and Priorities Committee to meet with the group or organization. The City Clerk schedules the meeting and arranges for appropriate notice of meeting, etc.

In the case of all meetings, the criteria for public versus *In Camera* meetings is applied by the City Clerk and appropriate notice, etc. of the meeting occurs.

With respect to criteria to apply to groups wanting to meet outside the normal meeting schedule, the City Clerk will bring that forward in a subsequent report.

Due Date for Follow-up and/or Project Completion
No further follow-up is necessary at this time.

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

Report Approval
Written and Approved by: Joanne Sproule, City Clerk
Reviewed by: Patricia Warwick, City Solicitor

Report – Requests and Invitations to Meet with City Council.docx

GOVERNANCE AND PRIORITIES COMMITTEE

Nomination of SaskTel Centre – Excellence in Governance Awards – Governance Professionals of Canada

Recommendation of the Committee
That nomination of the SaskTel Centre Board for the following award categories be endorsed:
1. Best Approach to Achieving Effective Board and Committee Operations; and
2. Best Practices in Strategic Planning, Oversight, and Value Creation by the Board.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee considered a request for City Council's support of the above nominations.

Attachment
1. Request for Nomination support and forms received May 10, 2017

RECEIVED
MAY 10 2017
CITY CLERK'S OFFICE
SASKATOON

150-5
x175-31

Nomination of SaskTel Centre for Excellence in Governance Awards

The **Governance Professionals of Canada Excellence in Governance Awards** recognize the important contribution that governance professionals make in terms of best practices that build and sustain shareholder and stakeholder value in Canada. The awards also underscore the critical role that good governance plays in sustaining the value of Canada's public companies, crown corporations, government agencies, and not-for-profit organizations, and in contributing to the competitiveness of Canada's economy and its capital markets.

Candidates eligible for nomination include individuals and/or teams of individuals who play a role in the governance of their organizations. The deadline for nominations is **June 16, 2017**, and the shortlist of finalists for the awards will be announced in **July 2017**.

Governance Professionals of Canada expects that the recognition that the winners, nominees and their organizations will gain from these awards will raise more awareness for the key role played by governance professionals, further the reputation of their organizations, and inspire others to follow their example.

On behalf of Saskatoon City Council, I would like to nominate SaskTel Centre Board for the following Award categories:

1. **Best Approach to Achieving Effective Board and Committee Operations**
2. **Best Practices in Strategic Planning, Oversight, and Value Creation by the Board**

Attached you will find the Nomination Forms that will be submitted online via Governance Professionals of Canada's website once approval is granted. These forms will be accompanied by the progressive work that has been completed by the Board over the last year. The period being considered for the Awards is **February 1, 2016 and April 31, 2017.** For materials to support the Nominations, the Board will be submitting the following documents:

1. **Board Recruitment and Retention Strategy**
2. **Board Member's Handbook**
3. **SaskTel Centre's Strategic Plan 2017 – 2021**

(/)

GPC EG AWARDS | PGC PRIX EG (/)

Edit Nomination Form Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl

View (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0) Edit (/node/6/edit)

Are you are nominating another company, team or individual *

- (•) Yes
- ( ) No

Do you wish to keep your nomination anonymous? *

- ( ) Yes
- (•) No

Award Category Entered *

Only one category per nomination entry. Please note that you may create and submit multiple nomination profiles for the same company or individuals.

Best Approach to Achieving Effective Board and Committee Operations

Name of the Organization being Nominated *

SaskTel Centre

Name of person or team being Nominated *

Name of the Person being nominated or the contact person for the team / Company nominated

Will Lofdahl

Job Title of Nominee

Job Title of the Person being nominated or the primary contact person for the team / Company nominated

CEO

Phone of Nominee *

Phone Number of the Person being nominated or the primary contact person for the team / Company nominated

306-975-3150

Email of Nominee

Email of the Person being nominated or the primary contact person for the team / Company nominated

wlofdahl@sasktelcentre.com

Address of nominee

Country

Canada

Address 1 *

3515 Thatcher Ave

Address 2

City *

Saskatoon

Province *

Saskatchewan

Postal code *

S7R 1C4

✔ *

By checking this box to indicate your Consent to be considered in the Judging process.

SAVE PREVIEW SUBMIT

Draft Nominations

Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0)
Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl)

How to Submit a Nomination

1. **Create an Account and Log in.**
2. **Nominate yourself, your team, or your peer(s).** Start by providing the award category being applied for and all necessary contact information.
3. **Respond to each of the Category Specific Question questions**
4. **Provide an executive summary.** For all categories the nominee must submit an executive summary outlining achievements and addressing each specific criteria as outlined in the nomination brief. The summary must include a description not only on the specific criteria but must explain why the company/individual/program is unique and what makes it "the best." This should include a narrative of not only what was done but "how" and "why". The judging panel requires a clear and consistent explanation of what differentiates the nominee from its peers. The executive summary is limited to 750 words.
5. **Upload supporting materials.** If including supporting materials please direct judges to specific sections/pages that best support your submission. Be as accurate, specific and brief as possible.
6. **Provide nominee consent. Complete, sign, and submit the entry form.** You may nominate yourself or an organization other than your own. In either case, the executive summary needs to be submitted as described above, including the relevant supporting materials. If a nomination is submitted for another organization or individual(s) and the nominating party wishes to remain anonymous, please make a note of this on the summary form and GPC will follow up with the nominee(s) directly for their consent and materials.
7. **Review Nomination Form.** If you wish to add to your nomination form at some later point click save. You will no longer be able to edit your nomination once you click SUBMIT.
8. **SUBMIT.** When you are finished, save your form again and click SUBMIT. You will no longer be able to edit your nomination once you click SUBMIT
9. **Repeat** the above steps for each entry you have.

About the Governance Professionals of Canada (GPC)

The Governance Professionals of Canada (GPC) is the voice of Corporate Secretaries and governance professionals in Canada. Its members deal with disclosure and matters affecting corporate governance, including the structure and meetings of the board of directors and its committees, the proxy process and annual meetings. As such GPC strives to provide valuable and timely information on recent changes and developments which affect our members – in all sectors.

Specialties: Our members include professionals with positions such as Corporate Secretary, Manager Corporate Governance, General Counsel, Chief Compliance Officer, VP Regulatory Affairs, Associate Corporate Secretary, and Board Administrator.

(/)

GPC EG AWARDS | PGC PRIX EG (/)

Edit Nomination Form Best Practices in Strategic Planning, Oversight and Value Creation by the Board - Will Lofdahl

View (/content/best-practices-strategic-planning-oversight-and-value-creation-board-will-lofdahl) Edit (/node/7/edit)

Are you are nominating another company, team or individual *

- (•) Yes
- ( ) No

Do you wish to keep your nomination anonymous? *

- ( ) Yes
- (•) No

Award Category Entered *

Only one category per nomination entry. Please note that you may create and submit multiple nomination profiles for the same company or individuals.

Best Practices in Strategic Planning, Oversight and Value Creation by the Board

Name of the Organization being Nominated *

SaskTel Centre

Name of person or team being Nominated *

Name of the Person being nominated or the contact person for the team / Company nominated

Will Lofdahl

Job Title of Nominee

Job Title of the Person being nominated or the primary contact person for the team / Company nominated

CEO

Phone of Nominee *

Phone Number of the Person being nominated or the primary contact person for the team / Company nominated

306-975-3150

Email of Nominee

Email of the Person being nominated or the primary contact person for the team / Company nominated

wlofdahl@sasktelcentre.com

Address of nominee

Country

Canada

Address 1 *

3515 Thatcher Ave

Address 2

City *

Saskatoon

Province *

Saskatchewan

Postal code *

S7R 1C4

✓ *

By checking this box to indicate your Consent to be considered in the Judging process.

SAVE PREVIEW SUBMIT

Draft Nominations

Best Practices in Strategic Planning, Oversight and Value Creation by the Board - Will Lofdahl (/content/best-practices-strategic-planning-oversight-and-value-creation-board-will-lofdahl)
Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0)
Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl)

How to Submit a Nomination

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6. **Provide nominee consent. Complete, sign, and submit the entry form.** You may nominate yourself or an organization other than your own. In either case, the executive summary needs to be submitted as described above, including the relevant supporting materials. If a nomination is submitted for another organization or individual(s) and the nominating party wishes to remain anonymous, please make a note of this on the summary form and GPC will follow up with the nominee(s) directly for their consent and materials.
7. **Review Nomination Form**. If you wish to add to your nomination form at some later point click save. You will no longer be able to edit your nomination once you click SUBMIT.

8. **SUBMIT.** When you are finished, save your form again and click SUBMIT. You will no longer be able to edit your nomination once you click SUBMIT
9. **Repeat** the above steps for each entry you have.

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Specialties: Our members include professionals with positions such as Corporate Secretary, Manager Corporate Governance, General Counsel, Chief Compliance Officer, VP Regulatory Affairs, Associate Corporate Secretary, and Board Administrator.

My account (/user) Log out (/user/logout)

GOVERNANCE AND PRIORITIES COMMITTEE

Appointment – Library Board

Recommendation of the Committee
That Mr. John Thromberg be appointed to the Library Board to the end of 2018.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee considered an appointment to the Library Board to fill a remaining vacancy.

GOVERNANCE AND PRIORITIES COMMITTEE

Appointment – SaskTel Centre Board of Directors

Recommendation of the Committee

1. That the City's representative be instructed to vote the City's proxy at the 2017 Annual General Meeting for the appointment of Mr. Russel Marcoux to the SaskTel Centre Board of Directors throughout a term expiring at the conclusion of the 2018 Annual General Meeting; and
2. That the Administration provide a report on eligibility of employees for appointment to civic boards, commissions and committees.

History

At its May 15, 2017 meeting, the Governance and Priorities Committee considered an appointment to the SaskTel Centre Board of Directors to fill a remaining vacancy.

Your Committee is also interested in obtaining information on eligibility of employees for appointment to civic boards, commissions and committees.

GOVERNANCE AND PRIORITIES COMMITTEE

Resignation – Board of Revision

Recommendation of the Committee
That the City Clerk undertake the necessary advertising to fill the vacancy on the Board of Revision.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee was advised of a vacancy on the Board of Revision.

GOVERNANCE AND PRIORITIES COMMITTEE

Resignation and Appointment – Municipal Heritage Advisory Committee

Recommendation of the Committee
That the vacancy on the Municipal Heritage Advisory Committee form part of the next annual call for applications.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee was advised of a vacancy on the Municipal Heritage Advisory Committee.

GOVERNANCE AND PRIORITIES COMMITTEE

Remai Modern Board Membership - Residency

Recommendation of the Committee
That the request from the Remai Modern Board Chair for an exception to the Saskatoon Residency requirement for appointment to boards, committees and commissions be approved to the end of 2017.

History
At its May 15, 2017 meeting, the Governance and Priorities Committee considered a request from the Remai Modern Board Chair for an exception to the Saskatoon Residency requirement for appointment to boards, committees and commissions.

Your Committee is recommending approval of the request to the end of 2017 and has requested the Administration provide an accompanying report to this meeting setting out policy in this regard.

A report from the Administration will be circulated prior to the meeting.

175-57

rRemai mModern

Ph +1 306 975-7610
remaimodern.org

P.O. Box 569
Saskatoon SK S7K 3L6 Canada

RECEIVED
MAY 18 2017
CITY CLERK'S OFFICE
SASKATOON

To: Mayor Clark and Saskatoon City Councillors

The Board of Directors of the Remai Modern respectfully submit this letter to the Mayor and Council expressing our strong support for providing our Board Chair, Alain Gaucher, with an exemption to the requirement that Board members reside within the Saskatoon city limits.

The City and the Board share a common goal – successfully opening the Remai Modern for the citizens of Saskatoon and the Province on the earliest possible date. In the last couple of months there has been a positive swing in momentum with the achievement of Substantial Completion and commencement of the finishing touches on the gallery. Every aspect and element of bringing the gallery to life is being examined to minimize costs and accelerate the opening while preserving a spectacular experience and facility for the public. Any distraction from these efforts is sure to have an adverse effect on achieving our common goal.

With all efforts focused on opening the gallery itself, we strongly believe we cannot afford to lose the experience, continuity of leadership and momentum needed to accelerate the completion and opening of the gallery. A change of Board Chair at this critical time poses serious financial and operational risks and will potentially have an adverse affect not only on the timeline for opening the gallery but public engagement.

The Board has a succession plan in place to transition the Board Chair role in April 2018. The timing of this transition was chosen with consideration of the best interests of the gallery as well as the capacity of the future chair to assume this role.

In conclusion, the Board believes that it is in the best interest of the City, the Board and the citizens of Saskatoon that Mr. Gaucher be granted the exemption. When it is open, Remai Modern will be an incredible asset to the community. Let's keep the momentum going and avoid any unnecessary distractions that will in any way jeopardize our success.

Respectfully

On behalf of Remai Modern Board of Directors

Scott Verity

Scott Verity, Vice Chair

Trent Bester, Treasurer

Residency Requirements – Civic Boards, Controlled Corporations and Committees

Recommendation
That the information be received and considered with Item 9.5.1 of the Agenda.

Topic and Purpose
This report provides information about City Council's Policy which requires members of Controlled Corporations, Committees and Civic Boards to reside within the boundaries of the City of Saskatoon.

Background
City Council has received a request from the Chair of the Board of the Remai Modern Art Gallery of Saskatchewan ("REMAGS") for an exception to the Saskatoon residency requirement for appointment to Boards, Committees and Commissions. The Chair no longer resides within the boundaries of the City of Saskatoon.

Report
The following information may be relevant for City Council's consideration of this issue:

- There is no statutory provision which makes Saskatoon residency a condition for membership on a Board of Directors of a Controlled Corporation of the City.

- *City Council Policy C01-003, Appointments to Civic Boards, Commissions, Authorities and Committees* states, in part:

  "2.4 Criteria for Appointments

  The following criteria should be considered in making appointments:

  ...

  e) Applicants must reside within the boundaries of the City of Saskatoon.".

- There is a statutory provision which makes residency within the boundaries of the City of Saskatoon a condition for membership on City Council. Council members who move outside the boundaries of the City would be disqualified from City Council.

- The current bylaws of the REMAGS do not require residency within the boundaries of Saskatoon as a condition for membership on the Board of Directors.

- The proposed new bylaws of the REMAGS specifically would allow up to four Directors from outside of the City to sit on the Board:

    - These draft bylaws were considered by City Council on December 12, 2016. Rather than approve the new bylaws, City Council referred the bylaws to the Administration for further review.

- City Council has waived the provision in the Policy related to lengths of appointments on previous occasions. It does not appear that City Council has waived the residency requirement in the past.

Report Approval
Written & Approved by: Patricia Warwick, City Solicitor

Admin Report – PolicyResidency.docx
102-0495-pjw-1.docx

Temporary Reserved Parking Program and Special Events

Recommendation
That the information be received.

Topic and Purpose
This report provides information on Temporary Reserved Parking requested for and charged to Special Events.

Report Highlights
1. The Parking Section, within the Community Standards Division, manages a number of parking programs including Temporary Reserved Parking (also referred to as TRP).
2. The Temporary Reserved Parking Program accommodates temporary parking reservations in on-street pay parking spaces for approved activities. The current approved program identifies various rates, reflective of stakeholder input.
3. The current rate applicable to special events, such as the Jazz Festival, is a reduced rate of $18 per parking space per day. Based on the 2017 Saskatchewan Jazz Festival proposal, charges for their parking reservation outside the festival enclosure is $2,110 (consistent with past billing practice) and an additional $3,930 for parking spaces within the enclosure (new this year), totalling $6,040.
4. Users of the Temporary Reserved Parking program are varied, and consistent treatment and application of billing is important for the credibility and viability of this program. A full report on proposed rates for the Temporary Reserved Parking program will be submitted to Committee in fall 2017.

Strategic Goals
This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by providing accountable and transparent services and reducing reliance on property tax. It also supports the Goals of Quality of Life and Sustainable Growth by supporting community-building through direct investment and provision of service support; and contributing to the City Centre as a vibrant hub for culture.

Background
The current Temporary Reserved Parking program, previously called Parking Meter Hooding with the old meters, was approved by Council on August 18, 2010 and was implemented on January 1, 2011.

An information report with an update on the impact of changes to parking meter hooding and subsequent fees was submitted to City Council at its meeting held April 8, 2013. The report stated that "Despite original concerns that increasing the fees for meter hooding would detract from the requests and result in unauthorized use of metered stalls, statistics indicate that there has been no reduction in requests, and that the City is now being properly compensated for the use of the metered stalls."

At the Standing Policy Committee on Transportation meeting on May 8, 2017, a joint communication from the Saskatchewan Jazz Festival and the Downtown Saskatoon BID was received requesting the waiving of some of the Temporary Reserved Parking fees related to the Jazz Festival operation in 2017 (see Attachment 1). Administration was provided direction to report to the next meeting of City Council.

Report

Parking Section Mandate

The Parking Section manages a number of parking programs. These programs result in revenue of approximately $10M annually, which is used to reduce reliance on residential property taxes and also fund programs outside of the Community Standards Division, including Urban Design and streetscape work in the BID areas. Parking programs increase public safety, promote efficient traffic flow, and support a healthy business community.

Current Program

The Temporary Reserved Parking program allows residents and businesses to temporarily reserve on-street pay parking spaces to accommodate business, development, commercial services, and community events. Organizations are given exclusive access to their reserved parking stalls with the added ability to occupy the space for longer than posted time limits.

Following the March 16, 2010 Planning and Operations Committee meeting, members of the Saskatoon Construction Association, Saskatchewan Jazz Festival, Downtown merchants and The Partnership were contacted to obtain input on the Temporary Reserved Parking issue. This resulted in what is still the current pay structure (see Attachment 2 for the Current Program in Brief).

User Groups of the Temporary Reserved Parking Program

To provide customer service context, 751 unique customers have used the Temporary Reserved Parking program with an average of 190 unique customers participating in the program each year (2011-2016).

The main customer categories for the Temporary Reserved Parking program can be classified as:

Accommodations - hotel clients, event centre entertainers, court trial participants, private functions, City functions, City Transit charters;

Construction Zone - those involved in construction of private infrastructure, City infrastructure capital projects, servicing, and emergency repair;

Maintenance Work Zone – Maintenance of private and City infrastructure; and

Approved Special and Community Events – including festivals.

Temporary Reserved Parking Program Operational Changes in 2017

In 2017, a review of the existing approved program noted some inconsistency in billing practices. An operational decision was made to provide consistent application of the Temporary Reserved Parking program to all customers, which would ensure all user groups align with the expectations of the program.

With this focus, parking operations staff often find daily users that have not requested Temporary Reserved Parking, however, have coned off parking spaces for their use. The goal is to clarify expectations for customers and to ensure consistency in the customer service approach to this program for all customer types.

To implement consistent billing for special events, users are asked to pay for parking spaces outside of the event enclosure, and also for pay parking spaces within the event enclosure.

Both initiatives encourage user decisions that optimize their work zones or event areas with less cost to the user, while maximizing parking availability for all other public needs.

For example, the 2017 Saskatchewan Jazz Festival requested 10 pay parking spaces for 11 days outside of the event enclosure ($2,110 including administration fee and GST). Note that this Festival has paid for parking reservations outside of the enclosure since 2011 - each year for the main free stage. Within the event enclosure, 16 pay parking spaces will be taken out of service to the general public for 13 days (adding another $3,930). The total estimate for all parking is $6,040.

Notice of billing for pay parking spaces within event enclosures started in April of this year and is prepared in-person by Parking Operations staff at weekly special event coordination meetings.

Only one special event has been billed so far in 2017, however, the event was on a Sunday so the charge was minimal. Six estimates have been requested for events to date that include charges for parking spaces within the event enclosure. The estimated total charge for parking spaces within the event enclosures is $15,400. Please note that consistently and for many years, events have paid for and are expecting to continue to pay for Temporary Reserved Parking requests outside of the event enclosure (collectively $4,100 for 2017 estimates given so far).

Public and/or Stakeholder Involvement

Parking staff are in constant communication with various stakeholder that access this program. This allows for front-line feedback on issues related to the Temporary Reserved Parking program. The current billing mandate as applied, seeks to balance the needs of the various clients as well as overall City goals.

Communication Plan

Parking Services is working with Marketing and Communications staff to develop a communication strategy to ensure that new and existing customers are aware of the current Temporary Reserved Parking program. The complete communication plan will be deployed alongside the approval and implementation of the new comprehensive rates intended to come to Committee in the fall of 2017.

Financial Implications

Based on the 2017 Saskatchewan Jazz Festival proposal, charges for their parking reservation outside the festival enclosure is $2,110 (consistent with past billing practice) and an additional $3,930 for parking spaces within the festival enclosure (new this year), totalling $6,040. If the fees are waived, it is expected that other requests to waive fees will be received which could result in more than $20,000 in lost revenue to the Temporary Reserved Parking program.

It is recognized that there are many positive aspects that special events such as the Saskatchewan Jazz Festival bring to the downtown. Many of these aspects support other revenue sources, such as paid parking elsewhere, and general business activity.

Other Considerations/Implications

There are no Policy, Environmental, Privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

A full report on proposed rates for the Temporary Reserved Parking program will be submitted to Committee in fall 2017.

Public Notice

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

Attachment(s)

1. Letter dated April 27, 2017 from the Saskatchewan Jazz Festival and Downtown BID
2. Current Temporary Reserved Parking Program in Brief

Report Approval

Written by: Luanne Sirota, A/Parking Section Manager
Reviewed by: Andrew Hildebrandt, Director of Community Standards
Approved by: Randy Grauer, General Manager of Community Services
Murray Totland, City Manager

S: /Reports/2017/CS/Council - Temporary Reserved Parking Program and Special Events.docx/dh

From: City Council
Sent: April 27, 2017 11:25 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

RECEIVED
APR 27 2017
CITY CLERK'S OFFICE
SASKATOON

Submitted on Thursday, April 27, 2017 - 11:25
Submitted by anonymous user: 71.17.104.80
Submitted values are:

Date: Thursday, April 27, 2017
To: His Worship the Mayor and Members of City Council
First Name: Kevin
Last Name: Tobin
Address: 701 601 Spadina Crescent E
City: Saskatoon
Province: Saskatchewan
Postal Code: s7k3g8
Email: kevin@saskjazz.com
Comments:
His Worship the Mayor and Members of City Council
222 3rd Ave North
Saskatoon, SK S7K 0J5

Dear Mayor Clark and City Councillors:

We are writing this letter on behalf of the Saskatchewan Jazz Festival to request fees associated with Parking Meter Hooding Bylaw 7200 be waived for this year's event while the festival is utilizing Kiwanis Park North for our main Festival free stage.

Since 2012 the primary festival free stage, known as the PotashCorp Club Jazz Free Stage, has been located in Friendship Park. Showcasing local, national and international talent the free stage attracts an estimated 50,000 attendees annually while contributing to the roughly $7 million dollars in economic impact the festival generates for the local economy.

In 2015, the City of Saskatoon communicated that due to the construction of the Victoria Bridge, Friendship Park may not be a viable option until 2019. While city administration along with Graham Construction made allowances for the Festival to use Friendship Park in 2016, in late summer of 2016 communication from city administration and Graham Construction indicated the site would not be accessible in 2017 and recommended the Festival secure a new location.

After extensive review of Kinsmen Park, Victoria Park, Kiwanis Memorial Park South, and Kiwanis Memorial Park North, festival management determined that either Kiwanis Park South or Kiwanis Park North would be a viable location for the free stage due to their close proximity to Downtown Saskatoon, other Festival venues and general operations. After communicating the two viable locations to the Open Space Consultant, the Festival was informed that Kiwanis Park South would not be a viable location. This information was reiterated in a letter received by the Festival in our City of Saskatoon Greenspace Application on December 4, 2016 which included the following:

There are multiple construction projects that have the possibility to impact your Special Event:

1. Diefenbaker Park; unavailable after July 2, 2017;
2. Kinsmen Park Festival Site; unavailable after June 6, 2017; subject to construction completion, this site may be available in 2018;
3. Kiwanis Memorial Park – South: unavailable in 2017; and
4. Traffic Bridge construction continues in 2017.

With relocation options further reduced, the Festival concluded that with support of civic provisions from the City of Saskatoon, including street closure of Spadina Crescent East from 22nd to 23rd Street, the Festival could relocate to Kiwanis Park North with minimal impact on Festival operations or budget.

After receiving communication the Festival street closure application would be approved, the Festival was informed the city would charge the Festival for all the parking spots that fell within the street closure. To our best estimate, paying the non-profit rate of $18 per day per spot, the Festival would be required to pay an estimated $4,000. In comparison, we understand City Council will soon decide on a recommendation from a Council Committee to reduce the metered parking rate for businesses wanting to create a patio in a metered parking spot to as low as $13 per day.

Due to the limited relocation options set forth by city administration, the Festivals standing and impact on the local economy and the cultural and community benefits we respectfully request the fees associated with Parking Meter Hooding Bylaw 7200 be waived for the duration the Festival free stage is located in Kiwanis Park North.

Sincerely,

Kevin Tobin
Artistic Director
Saskatchewan Jazz Festival

Brent Penner
Executive Director
Downtown Saskatoon

The results of this submission may be viewed at:
https://www.saskatoon.ca/node/398/submission/165247

Current Temporary Reserved Parking Program in Brief

The Temporary Reserved Parking program allows residents and businesses to temporarily reserve on-street pay parking space to accommodate business, development, commercial services, and community events throughout the city. Organizations are given exclusive access to their reserved stalls with the added ability to occupy the space for longer than posted time limits.

Following the March 16, 2010, Planning and Operations Committee meeting, members of the Saskatoon Construction Association, the Saskatoon Jazz Festival, the downtown merchants and The Partnership were contacted to obtain input on the Temporary Reserved Parking issue. This resulted in what is still the current pay structure:

Two reservation options are currently offered:

1. **24 hour:** the area is restricted to the customer for the entire day(s) and night(s) the reservation is in effect. The public may not park in the space at any time. Charge: $35/day, 30 days or less, $25/day for days after 30 days.

2. **11 hour**: the area is restricted to the customer from 7:00 am to 6:00 pm on the day(s) the reservation is in effect. The public may park in the space outside of those hours. Charge: $25/day, 30 days or less, $18/day for days after 30 days

3. **Approved special event:** the area is restricted to the customer as required on the day(s) the reservation is in effect. The public may not park in the space at any time. Charge: $18/day.

Reservations are limited to a maximum of four or six stalls, depending on the reservation duration. Requests must be received at least 24 hours in advance of the reservation. A base administrative fee of $30 is included and an expedited fee of $100 is charged for requests received less than 24 hours in advance.

6150-3

From: City Council
Sent: May 18, 2017 8:56 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

RECEIVED
MAY 18 2017
CITY CLERK'S OFFICE
SASKATOON

Submitted on Thursday, May 18, 2017 - 08:55
Submitted by anonymous user: 142.165.131.158
Submitted values are:

Date: Thursday, May 18, 2017
To: His Worship the Mayor and Members of City Council
First Name: Todd
Last Name: Brandt
Address: 101 - 202 4th Avenue North
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 0K1
Email: tbrandt@tourismsaskatoon.com
Comments:
I wish to address Council at their Meeting on Tuesday, May 23 on Item 9.7.1

This was recommended by the Standing Policy Committee on Transportation, following my presentation to them on May 8, 2017.
Thank you

The results of this submission may be viewed at:
https://www.saskatoon.ca/node/398/submission/170420

6120-3

From: City Council
Sent: Friday, May 19, 2017 2:55 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

RECEIVED
MAY 19 2017
CITY CLERK'S OFFICE
SASKATOON

Submitted on Friday, May 19, 2017 - 14:55
Submitted by anonymous user: 71.17.104.80
Submitted values are:

Date: Friday, May 19, 2017
To: His Worship the Mayor and Members of City Council
First Name: Kevin
Last Name: Tobin
Address: 701 601 Spadina Cres, Artistic Director
City: Saskatoon
Province: Saskatchewan
Postal Code: s7k3g8
Email: kevin@saskjazz.com
Comments:
His Worship the Mayor and Members of City Council:
RE: Item 9.7.1 – Temporary Reserved Parking Program and Special Events and

Thank you for reviewing our parking waiver request. Please note that while I have not requested to speak at the 1PM meeting on Tuesday, May 23rd, I will be in attendance to answer questions that you may have.

Thank you,

Kevin Tobin
Artistic Director
Saskatchewan Jazz Festival

The results of this submission may be viewed at:
https://www.saskatoon.ca/node/398/submission/170808

6120-3

From: City Council
Sent: May 23, 2017 9:03 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

RECEIVED
MAY 23 2017
CITY CLERK'S OFFICE
SASKATOON

Submitted on Tuesday, May 23, 2017 - 09:03
Submitted by anonymous user: 142.165.205.224
Submitted values are:

Date: Tuesday, May 23, 2017
To: His Worship the Mayor and Members of City Council
First Name: Kim
Last Name: Ali
Address: 131 Wall Street
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 6C2
Email: kimali@onpurpose.ca
Comments:
Re Council Meeting Agenda today -- May 23 -- Item 9.7.1 Temporary Reserved Parking Program and Special Events.
The Saskatoon Fireworks Festival received notice on April 27, 2017 that we'd be charged an estimated $4151.70 for Temporary Parking Reservation this year. I understand this to mean that for requesting the roads to be closed in River Landing to accommodate the programming needs of the festival, we will be charged on the basis of the parking revenues that may have been derived. It causes me significant concern for 2 reasons:
1. Timeliness of Notification – our budgets were set months ago, and trying to find an additional $4000+ four months before the event is extremely challenging.
2. Type of Event – the Saskatoon Fireworks Festival is a community celebration marking the end of the summer festival season. The festival activities are offered at no charge to the public. We don't generate revenue from the programming meaning we can't increase pricing. And given the sponsorship market in Saskatoon it is highly unlikely that we will be able to fundraise this amount in the short time period.
The implication of this charge means we have no option but to cut programming.

We strongly object to this charge given the type of festival we operate and the notification period.

The results of this submission may be viewed at:
https://www.saskatoon.ca/node/398/submission/171153

Engineering Services for Bridges and Structures – Request for Proposal

Recommendation
That the report of the General Manager, Transportation & Utilities Department dated May 23, 2017, be received as information.

Topic and Purpose
The purpose of this report is to provide information to City Council on the planned Request for Proposal for engineering services for the design and construction oversight for rehabilitation work required on the Circle Drive Northbound Overpass at 33rd Street.

The planned work on the Sid Buckwold Bridge and Ramp will be moved from 2018 and 2019 to 2019 and 2020, which will allow the Traffic Bridge and adjoining roadways to be operational during completion of this project.

Report Highlights
1. The Administration is preparing to issue a Request for Proposal for engineering services.
2. The Administration is planning to defer the rehabilitation of Sid Buckwold Bridge by one year. Construction will commence in 2019, at which time Traffic Bridge will be open.
3. The Administration revised the three-year plan for major bridge rehabilitation projects to include the Circle Drive Northbound Overpass at 33rd Street, Idylwyld Drive Northbound/Southbound over 19th Street Ramp, Idylwyld Drive to 1st Avenue over 19th Street.

Strategic Goal
This report supports the Strategic Goal of Asset and Financial Sustainability as measures are being taken to ensure that City bridge assets are well-managed and well-maintained.

Background
The City conducts testing on each of the City's concrete bridge and overpass structures as part of the Inspection and Testing program.

The City uses deck testing data rehabilitation strategies to select rehabilitations and optimal timing for each structure.

The rehabilitation strategies for each structure have a critical period of time for each strategy, based on the level of chlorides (salts) to induce corrosion in each structure. Once the critical period is missed, the repair strategy changes and the rehabilitation costs increase.

Typically, the rehabilitation work is completed over one or two construction seasons. The Administration has adopted an approach involving both internal staff and external experts to rehabilitate the City's bridges and structures. Utilizing both ensures objectivity, and having external experts complete the rehabilitation design ensures industries' best practises and lessons learned from previous rehabilitations are applied to reduce project expenses and improve efficiency.

Report

Planned Rehabilitation

The Administration plans to issue a Request for Proposal for engineering services for the design and construction of the rehabilitation work required on the Circle Drive Northbound Overpass at 33rd Street.

The Circle Drive Northbound Overpass at 33rd Street is a 2-lane, 4-span structure that was originally constructed in 1992. The deck structure was tested in 2011, and the recommended treatment window was between 2014 and 2017. The preferred repair strategy is to remove and replace the asphalt wearing surface; remove and replace the top 30mm concrete deck; and increase concrete cover to the deck reinforcing steel.

This strategy is to remove the chloride contaminated deck concrete before the onset of chloride induced corrosion in the rebar and post-tensioning cable.

The Sid Buckwold Bridge also requires rehabilitation. The Deck Testing program indicated that a rehabilitation should be completed between 2014 and 2020 with the optimal date of 2017. The Administration awarded the design and construction services to Stantec, and they are currently working on the design.

The original staging of the projects was to rehabilitate the Sid Buckwold Bridge in 2018 and 2019, followed by the Circle Drive Northbound Overpass at 33rd Street in 2019 or 2020.

In order to allow the Traffic Bridge to open prior to the Sid Buckwold Bridge project, the Administration intends to defer the rehabilitation of the Sid Buckwold Bridge to 2019 and 2020. While the Sid Buckwold Bridge has ample capacity and traffic in both directions will be maintained during construction, the completion of the Traffic Bridge will still allow for additional relief to traffic during construction. The background data indicates that the project can be delayed for one year but will require confirmation from the recent testing to ensure no major risks are associated with the delay of the project.

The additional costs for a single-year delay are difficult to quantify; however, the deck protection systems are at the end of their service life which will result in more corrosion to occur on the Senator Sid Bridge.

The Administration has therefore expedited the design process for the Circle Drive Northbound Overpass at 33rd Street to occur in 2017 instead of 2018, to allow for the

option of delaying Sid Buckwold Bridge one year and accelerating the Circle Drive Northbound Overpass at 33rd Street from 2019 to the 2018 construction season.

Long-Term Bridge Projects

The Administration has approximately 20 structural rehabilitation projects planned over the next 10 years based on preservation strategies focused on reducing the cost of owning and maintaining the structures. These projects were planned through the City's Testing and Assessment program.

The following projects are planned in the next three years (2018-2020)

- Circle Drive Northbound Overpass at 33rd Street (2018);
- Senator Sid Buckwold Bridge (2019 & 2020);
- Idylwyld Drive over 19th Street to 1st Avenue (2019 & 2020);
- Idylwyld Drive Over Northbound/Southbound over 19th Street (2019 & 2020); and
- Various Substructure repairs (2020).

Communication Plan

Project information and traffic restrictions impacting drivers and residents are communicated through the daily road report, construction letters, Service Alerts, social media, the City website, and sometimes PSAs/news conferences and through digital and print advertising.

Financial Implications

The estimated net cost for the design and construction services for the rehabilitation is estimated to be $200,000.

There is sufficient funding available within the Major Bridge Repair reserve and Administration will report back with the award of the engineering services and transfer to Capital Project #2257 TU - Circle Drive over 33rd Street to complete this work.

Environmental Implications

The activities relating to the Overpass Testing and Inspection program are associated with consumption of resources (fuel use) and greenhouse gas emissions. The overall impact on greenhouse gas emissions is not known at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The design works for 33rd northbound Structure will be complete in 2017, and with a favourable tender result it is anticipated the construction would be complete by late fall of 2018.

Public Notice

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

Report Approval

Written by:	Todd Grabowski, Manager, Asset Preservation for Bridges
Reviewed by:	Rob Frank, Manager, Asset Management Section
Reviewed by:	Mike Gutek, Director of Major Projects & Preservation
Approved by:	Jeff Jorgenson, General Manager, Transportation & Utilities Department

Council TG – Engineering Services for Bridges and Structures – Request for Proposal

Amendments to Bylaw 7200, The Traffic Bylaw – Right of Way Fees and Fines

Recommendations

1) That City Council consider Bylaw No. 9447, *The Traffic Amendment Bylaw, 2017 (No.2)*; and
2) That City Council consider Bylaw No. 9452, *The Streets Use Amendment Bylaw, 2017*.

Topic and Purpose

The purpose of this report is to bring to Council amendments to *The Traffic Bylaw* and *The Streets Use Bylaw* to allow for greater enforcement with respect to the City's streets, boulevards and sidewalks.

Report

At its meeting held on April 24, 2017, Council resolved, in part:

1. That the majority of Bylaw No. 2954, *The Streets Use Bylaw* be repealed;
2. That a section for Construction, Detour and Street Use, including fines, be added to Bylaw No. 7200, *The Traffic Bylaw*; and
3. That the City Solicitor be requested to prepare the appropriate bylaw amendments to Bylaw No. 7200, *The Traffic Bylaw*, and Bylaw 2954, *The Streets Use Bylaw*.

Attached please find Bylaw No. 9447, *The Traffic Amendment Bylaw, 2017 (No. 2)*, and Bylaw No. 9452, *The Streets Use Amendment Bylaw, 2017*. These bylaws enact the changes necessary to provide for greater enforcement with respect to the City's streets, boulevards and sidewalks as outlined in the report of the General Manager, Transportation & Utilities Department. A comprehensive review of streets use in the City will be initiated in late 2017. The changes enacted by the attached bylaws are intended to be an interim measure until a larger review can take place.

Attachments

1. Bylaw No. 9447, *The Traffic Amendment Bylaw, 2017 (No. 2);*
2. Bylaw No. 9452, *The Streets Use Amendment Bylaw, 2017*.

Report Approval

Written by: Cindy Yelland, Solicitor, Director of Planning & Development Law
Approved by: Patricia Warwick, City Solicitor

Admin Report – Traffic.docx
224-0192-cly-4.docx

BYLAW NO. 9447

The Traffic Amendment Bylaw, 2017 (No. 2)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Traffic Amendment Bylaw, 2017 (No. 2)*.

Purpose

2. The purpose of this Bylaw is to amend The Traffic Bylaw to allow for greater enforcement with respect to access to the City of Saskatoon's streets, sidewalks and boulevards.

Bylaw No. 7200 Amended

3. The Traffic Bylaw is amended in the manner set forth in this Bylaw.

Section 2 Amended

4. (1) The following clause is added after clause 2(1)y):

"y.1) "material" means any object or article, building waste, sand, gravel, earth and building products;"

(2) The following clause is added after clause 2(1)cc.1):

"cc.2) "natural forces" means rain, snow melt, wind and water from hoses or other mechanical or human action;"

Section 9.1 Added

5. The following section is added after section 9:

"Removal of Signs

9.1 A person shall not remove or deface any sign or notice put up in accordance with this Bylaw or at the direction of the City."

Section 30 Amended

6. Section 30 is repealed and the following substituted:

"**Vehicle Not to be Driven on Sidewalk**

30. (1) A person shall not drive, park, cross or use a motor vehicle or equipment on any sidewalk or boulevard or use the sidewalk or boulevard for access to an adjacent property unless the written permission of the General Manager has been received, such permission to only be granted if precautions have been or will be taken to protect the sidewalk against damage and the use of the sidewalk by the motor vehicle or equipment will not unduly obstruct pedestrians.

(2) Notwithstanding subsection (1), a motor vehicle may drive, cross or use a sidewalk or boulevard for access to an adjacent property if the motor vehicle is using a sidewalk crossing approved in writing by the General Manager."

Section 35.1 Added

7. The following section is added after section 35:

"Walking on New Pavement

35.1 A person shall not walk on, mark, imprint or in any other manner deface a newly constructed sidewalk, area of pavement or piece of concrete."

Section 37.1 Added

8. The following section is added after section 37:

"Climbing on Civic Property

37.1 A person shall not climb on a bus stop, light standard, parking pay station, power pole, traffic sign, street light, tree, railing or fence located on a street, sidewalk, or boulevard unless the written permission of the General Manager has been received, or the person is completing authorized repair work."

Part X.A Added

9. The following part is added after section 58:

"**Part X.A - Use of Streets, Sidewalks and Boulevards**

Construction and Maintenance Operations – Permits

58.1 (1) Where a person wishes to excavate or break up the surface of a street, sidewalk or boulevard, that person shall obtain a permit in writing from the General Manager.

(2) Where a person wishes to park, leave, stand, store, or station any vehicle, material or object used in connection with a building construction or maintenance operation on a portion of a street, sidewalk or boulevard, that person shall obtain a permit in writing from the General Manager.

(3) A person who obtains a permit from the General Manager pursuant to this section shall comply with all of the provisions and conditions of the permit.

(4) A person who obtains a permit from the General Manager pursuant to this section shall provide the permit upon request by a police officer and the General Manager.

(5) The General Manager may impose fees for the issuance of a permit under this section as the General Manager considers appropriate.

Material on Streets

58.2 (1) No person shall place, dispose, direct or allow to be placed, directed or disposed, any material belonging to that person or over which that person exercises control on a portion of a street, boulevard or sidewalk unless written permission has been obtained from the General Manager.

(2) No person shall store, place or dispose of any material in such a way that it may enter onto the street by any means including natural forces.

(3) The owner of private property which is being developed adjacent to a street, or the general contractor or other person acting on behalf of such person, shall not allow mud, dirt, or other construction debris to be tracked by motor vehicles or equipment from the property onto a street.

Hazards

58.3 Notwithstanding any other provision of this Bylaw, if the General Manager is of the opinion that a condition exists on a street, sidewalk, or boulevard creating a danger to life or property, the General Manager may use any measures that the General Manager considers appropriate to remove or lessen the condition.

Damage to Trees, Streets, Sidewalks and Boulevards

58.4 (1) The owner of private property which is being developed adjacent to a street, or the general contractor or other person acting on behalf of such person, shall:

(a) not damage any shrubbery or tree owned by the City;

(b) be responsible for the costs of any damage to shrubbery or trees owned by the City; and

(c) be responsible for and ensure any repairs or replacement of the sidewalk, boulevard, and street to the satisfaction of the General Manager."

Section 59.3 Added

10. The following section is added after section 59.2:

"City Remedying Contraventions

59.3 The City may, in accordance with section 330 of *The Cities Act*, take whatever actions or measures are necessary to remedy a contravention of this Bylaw."

Section 59.4 Added

11. The following section is added after section 59.3:

"**Civil Action to Recover Costs**

59.4 The City may, in accordance with section 332 of *The Cities Act,* collect any unpaid expenses and costs incurred in remedying a contravention of this Bylaw by civil action for debt in a court of competent jurisdiction."

Schedule No. 10 Amended

12. Schedule No. 10 is repealed and the schedule attached as “Schedule No. 10” to this Bylaw is substituted.

Effective Date

13. This Bylaw shall come into effect on June 1, 2017.

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time and passed this day of , 2017.

Mayor

City Clerk

Schedule No. 10
Penalties

1. Notice of Violation Offences

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
3(2)	Parking on a barricaded street	$50.00	$30.00
9	Installation of distracting device	$50.00	n/a
9.1	Removal of signs	$250.00	n/a
10(1)	Parking over 300mm from curb	$50.00	$30.00
10(2)	Angle parking	$50.00	$30.00
10(3)	Right-angle parking	$50.00	$30.00
10(4)	One-way street parking next to curb	$50.00	$30.00
10(5)	Parking within stall boundaries	$50.00	$30.00
10(6)	Parking at an expired meter	$50.00	$20.00
10(6.2)	Parking within pay station zone stall when time purchased for that stall has expired	$50.00	$20.00
10(6.2.1)	Parking in pay station zone when time purchased has expired	$50.00	$20.00
10(6.3)	Failing to properly display ticket in ticket controlled zone	$50.00	$20.00
10(6.4)	Parking in ticket controlled zone when time purchased has expired	$50.00	$20.00
10(8)	Parking in car share parking space	$50.00	n/a
11	Parking longer than traffic signs allow	$50.00	$30.00
12	Parking in a prohibited location or in a prohibited manner	$50.00	n/a

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
12.1	Parking during Exhibition Week without a permit	$50.00	n/a
12.2	Parking on Boulevard	$50.00	n/a
12.3	Parking during the Fringe Festival without a permit	$50.00	n/a
12.4	Parking or stopping on a snow route while declaration in effect	$100.00	n/a
12.5	Parking or stopping in a designated street maintenance area during a street maintenance parking ban	$100.00	n/a
13	Stopping in a prohibited location or in a prohibited manner	$100.00	$50.00
14	Parking for more than 36 hours	$50.00	$30.00
14.1	Erasing chalk mark from tire	$50.00	n/a
15	Use of space in front of fire hydrant	$50.00	n/a
16	Double parking	$50.00	n/a
17	Parking a disabled persons vehicle in a loading zone longer than the signed time limit	$50.00	n/a
18	Parking in a loading zone longer than allowed in Schedule No. 3	$50.00	$30.00
19	Parking an unlicensed vehicle on street	$50.00	$30.00
20	Parking on private property	$50.00	n/a
21(1)	Parking over-length vehicle in angle or metered area or pay station zone	$50.00	$30.00
21(2)	Parking over-length vehicle in residential district	$50.00	n/a
21(3)(a)	Parking recreational vehicle for more than 36 hours	$50.00	$30.00

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
21(3)(b)	Failure to block tires of detached recreational vehicle	$200.00	n/a
21(3)(c)	Parking recreational vehicle in hazardous manner	$200.00	n/a
21(3)(d)	Parking an unlicensed recreational vehicle on a street	$50.00	$30.00
21(4)	Parking detached trailer	$50.00	$30.00
22	Additional penalty two hours after previous penalty	$50.00	$30.00
23	Vehicle repair on street	$50.00	$30.00
24(1)	Driving or parking in parks	$50.00	$30.00
25(1)	Parking in a fire lane	$200.00	n/a
25(2)	Parking in a disabled person’s parking area	$200.00	n/a
33	Opening motor vehicle doors	$50.00	$30.00
34	Semi-trailer backed to curb	$50.00	$30.00
35(1)	Inconveniencing pedestrians	$50.00	$30.00
35(2)	Repealed – Bylaw No. 8956 - August 17, 2011		
35.1	Walking on new pavement	$250.00	n/a
36	Hitchhiking	$50.00	$30.00
37(1)	Jaywalking	$50.00	$30.00
37.1	Climbing on civic property	$250.00	n/a
38	Pedestrian using Freeway and Expressway Systems	$50.00	$30.00
38.2(1)	Skateboarding in Restricted Area	$50.00	$30.00

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
38.3(1)	Stunting	$50.00	$30.00
48.1(1)	Prohibited power unit parking in a residential district	$100.00	n/a
48.1(2)	Prohibited Level 2 and 3 vehicle parking in a residential district	$150.00	n/a
56(6)	Improperly displaying a parking permit	$50.00	$30.00
58.1	Construction and Maintenance Operations	$500.00	n/a
58.1(3)	Compliance with Permit	$1,000.00	n/a
58.1(4)	Disclosure of Permit	$50.00	n/a
58.2(1)	Material on Streets	$500.00	n/a
58.2(2)	Allowing material to enter street	$250.00	n/a
58.2(3)	Tracking on street	$250.00	n/a

2. Summons Ticket Offences

Section, Sub-section and Clauses	Offence	Penalty
7	Driving over newly painted street lines	$50.00
26	Splashing a pedestrian using a sidewalk or a crosswalk	$50.00
29	Unsafe towing of vehicle	$50.00
30	Driving within a sidewalk area	$500.00
38.4	Damaging City Property	$50.00
39	Operating a vehicle that could damage street	$50.00
40	Overweight Gross Vehicle Weight	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds the maximum gross vehicle weight as permitted by Schedule No. 7
40.1	Overweight Axle(s)	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual axle weight exceeds the maximum axle weight as permitted by Schedule No. 7
40.2	Overweight Tire(s)	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual tire weight exceeds the maximum tire weight as calculated in accordance with Section 40.2
44	Off Vehicle Route	$200.00

Section, Sub-section and Clauses	Offence	Penalty
45	Overweight Gross Vehicle Weight Specified Streets	$100.00 plus $20 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 3,000 kilograms
47	Over-Dimension	$200.00
50(1)	Overweight Gross Vehicle Weight Traffic Bridge	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 8,000 kilograms
51	Overweight Gross Vehicle Weight Broadway Bridge and University Bridge	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 37,500 kilograms
54	Horses on Freeway and expressway	$50.00

2.1 Offence Notice Ticket Offences

Section, Subsection and Clauses	Offence	Penalty
6	Disobedience to Traffic Sign	$50.00
27	Making a U-turn where prohibited	$50.00
28	Obstructing the flow of traffic in an intersection	$50.00
31	Speeding	The penalty as specified in *The Summary Offences Procedure Regulations, 1991*

3. Procedure for Notice of Violation Offences

(1) Where a person commits or is alleged to have committed an offence for which a **fixed** penalty is listed in Section 1 of this Schedule, a police officer, a parking commissionaire, a Senior Fire Officer, the Parking Enforcement Coordinator, the Parking Services Manager, the Traffic Management Section Bylaw Inspector, a Service Supervisor of the Transit Services Branch, or a Snow Route Enforcement Officer appointed by the General Manager, shall give to such person or attach to that person's vehicle in such a manner that is visible to the operator of the vehicle, a Notice of Violation. The Notice of Violation may be a pre-printed form or a form generated electronically through hand-held meter reading devices. In either case, the Notice of Violation shall be substantially in the form shown in Schedule No. 11, or in such other form as may from time to time be approved by The City of Saskatoon.

(2) If payment of the penalty is made **within** 14 calendar days or where the penalty is mailed and postmarked by Canada Post within 14 calendar days of the date of the Notice of Violation, then:

a) the operator or owner of the vehicle shall **not** be liable to prosecution for the violation indicated on the Notice of Violation;

b) the amount the penalty shall be the Discounted Penalty, if any, shown in Column B of Section 1 of this Schedule; or

c) if no discounted penalty is shown for the offence, the amount of the penalty shall be the amount shown in Column A of Section 1 of this Schedule.

(3) Where a receipt is required, payment of the penalty shall be made to the cashier in City Hall during regular office hours, or alternatively, where no receipt is required, payment may be made by the deposit system (using the exact amount) at depositories located at the main entrance to City Hall or by mailing the exact amount of the penalty to the Office of the City Treasurer, City Hall, Saskatoon, Saskatchewan S7K 0J5.

(4) If payment is not made as provided in Subsection 3(2) of this Schedule but the amount of the penalty specified in Column A of Section 1 of this Schedule is paid **prior** to the date when the owner of the vehicle is required to appear in Court to answer the charge for the alleged violation, then he shall not be liable to prosecution of that violation.

4. **Summons Ticket Offences - Voluntary Payment**

A person to whom a Summons Ticket has been issued may pay the penalty for the offence indicated in the ticket with the directions on the Summons Ticket.

4.1 **Offence Notice Ticket Offences - Voluntary Payment**

A person to whom an Offence Notice Ticket has been issued may pay the penalty for the offence indicated in the ticket in accordance with the directions on the Office Notice Ticket.

5. **Penalties Not Otherwise Provided For**

A person guilty of a breach of any of the provisions of this Bylaw for which no specific penalty has been provided in the foregoing provisions of Section 1 (entitled "Notice of Violation Offences"), Section 2 (entitled "Summons Ticket Offences") and Section 2.1 (entitled "Offence Notice Ticket Offences") of this Schedule or in *The Traffic Safety Act* of the Province of Saskatchewan or Regulations pursuant to that *Act*, shall be liable on summary conviction to a penalty of not less than $50 and not more than:

a) $2,000 in the case of an individual; and

b) $5,000 in the case of a corporation.

BYLAW NO. 9452

The Streets Use Amendment Bylaw, 2017

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Streets Use Amendment Bylaw, 2017.*

Purpose

2. The purpose of this Bylaw is to repeal portions of Bylaw No. 2954 being a bylaw of the City of Saskatoon to restrict improper use of streets, lanes, parks and City property.

Bylaw No. 2954 Amended

3. Bylaw No. 2954 being a bylaw of the City of Saskatoon to restrict improper use of streets, lanes, parks and City property is amended in the manner set forth in this Bylaw.

Sections 1 to 20 Repealed

4. Sections 1 to 20 are repealed.

Coming into Force

5. This Bylaw shall come into force on June 1, 2017.

Read a first time this	day of	, 2017.
Read a second time this	day of	, 2017.
Read a third time and passed this	day of	, 2017.

Mayor

City Clerk

The Traffic Bylaw – Parking Violation Fines

Recommendation
That City Council consider Bylaw No. 9453, *The Traffic Amendment Bylaw, 2017 (No.3).*

Topic and Purpose
The purpose of this bylaw is to increase the discounted penalty for parking violations from $20.00 to $30.00.

Report
At its meeting held on April 24, 2017, Council resolved that parking ticket violations be increased from $20 to $30 effective July 1, 2017.

Attached is Bylaw No. 9453, *The Traffic Amendment Bylaw, 2017 (No.3).* This bylaw amends the parking ticket violations from $20 to $30.

Attachment
1. Bylaw No. 9453, *The Traffic Amendment Bylaw, 2017 (No.3).*

Report Approval
Written by: Cindy Yelland, Solicitor, Director of Planning & Development Law
Approved by: Patricia Warwick, City Solicitor

Admin Report – Parking Fines.docx
102-0507-cly-3.docx

BYLAW NO. 9453

The Traffic Amendment Bylaw, 2017 (No.3)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Traffic Amendment Bylaw, 2017 (No.3)*.

Purpose

2. The purpose of this Bylaw is to increase the discounted penalty for parking violations from $20.00 to $30.00.

Bylaw No. 7200 Amended

3. The Traffic Bylaw is amended in the manner set forth in this Bylaw.

Schedule No. 10 Amended

4. Schedule No. 10 is repealed and the schedule attached as “Schedule No. 10” to this bylaw is substituted.

Coming into Force

5. This Bylaw will come into effect on July 1, 2017.

Read a first time this	day of	, 2017.
Read a second time this	day of	, 2017.
Read a third time and passed this	day of	, 2017.

Mayor	City Clerk

Schedule No. 10
Penalties

1. Notice of Violation Offences

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
3(2)	Parking on a barricaded street	$50.00	$30.00
9	Installation of distracting device	$50.00	n/a
9.1	Removal of signs	$250.00	n/a
10(1)	Parking over 300mm from curb	$50.00	$30.00
10(2)	Angle parking	$50.00	$30.00
10(3)	Right-angle parking	$50.00	$30.00
10(4)	One-way street parking next to curb	$50.00	$30.00
10(5)	Parking within stall boundaries	$50.00	$30.00
10(6)	Parking at an expired meter	$50.00	$30.00
10(6.2)	Parking within pay station zone stall when time purchased for that stall has expired	$50.00	$30.00
10(6.2.1)	Parking in pay station zone when time purchased has expired	$50.00	$30.00
10(6.3)	Failing to properly display ticket in ticket controlled zone	$50.00	$30.00
10(6.4)	Parking in ticket controlled zone when time purchased has expired	$50.00	$30.00
10(8)	Parking in car share parking space	$50.00	n/a
11	Parking longer than traffic signs allow	$50.00	$30.00
12	Parking in a prohibited location or in a prohibited manner	$50.00	n/a

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
12.1	Parking during Exhibition Week without a permit	$50.00	n/a
12.2	Parking on Boulevard	$50.00	n/a
12.3	Parking during the Fringe Festival without a permit	$50.00	n/a
12.4	Parking or stopping on a snow route while declaration in effect	$100.00	n/a
12.5	Parking or stopping in a designated street maintenance area during a street maintenance parking ban	$100.00	n/a
13	Stopping in a prohibited location or in a prohibited manner	$100.00	$50.00
14	Parking for more than 36 hours	$50.00	$30.00
14.1	Erasing chalk mark from tire	$50.00	n/a
15	Use of space in front of fire hydrant	$50.00	n/a
16	Double parking	$50.00	n/a
17	Parking a disabled persons vehicle in a loading zone longer than the signed time limit	$50.00	n/a
18	Parking in a loading zone longer than allowed in Schedule No. 3	$50.00	$30.00
19	Parking an unlicensed vehicle on street	$50.00	$30.00
20	Parking on private property	$50.00	n/a
21(1)	Parking over-length vehicle in angle or metered area or pay station zone	$50.00	$30.00
21(2)	Parking over-length vehicle in residential district	$50.00	n/a
21(3)(a)	Parking recreational vehicle for more than 36 hours	$50.00	$30.00

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
21(3)(b)	Failure to block tires of detached recreational vehicle	$200.00	n/a
21(3)(c)	Parking recreational vehicle in hazardous manner	$200.00	n/a
21(3)(d)	Parking an unlicensed recreational vehicle on a street	$50.00	$30.00
21(4)	Parking detached trailer	$50.00	$30.00
22	Additional penalty two hours after previous penalty	$50.00	$30.00
23	Vehicle repair on street	$50.00	$30.00
24(1)	Driving or parking in parks	$50.00	$30.00
25(1)	Parking in a fire lane	$200.00	n/a
25(2)	Parking in a disabled person’s parking area	$200.00	n/a
33	Opening motor vehicle doors	$50.00	$30.00
34	Semi-trailer backed to curb	$50.00	$30.00
35(1)	Inconveniencing pedestrians	$50.00	$30.00
35(2)	Repealed – Bylaw No. 8956 - August 17, 2011		
35.1	Walking on new pavement	$250.00	n/a
36	Hitchhiking	$50.00	$30.00
37(1)	Jaywalking	$50.00	$30.00
37.1	Climbing on civic property	$250.00	n/a
38	Pedestrian using Freeway and Expressway Systems	$50.00	$30.00
38.2(1)	Skateboarding in Restricted Area	$50.00	$30.00

Section, Sub-section and Clauses	Offence	Column A Penalty	Column B Discounted Penalty
38.3(1)	Stunting	$50.00	$30.00
48.1(1)	Prohibited power unit parking in a residential district	$100.00	n/a
48.1(2)	Prohibited Level 2 and 3 vehicle parking in a residential district	$150.00	n/a
56(6)	Improperly displaying a parking permit	$50.00	$30.00
58.1	Construction and Maintenance Operations	$500.00	n/a
58.1(3)	Compliance with Permit	$1,000.00	n/a
58.1(4)	Disclosure of Permit	$50.00	n/a
58.2(1)	Material on Streets	$500.00	n/a
58.2(2)	Allowing material to enter street	$250.00	n/a
58.2(3)	Tracking on street	$250.00	n/a

2. Summons Ticket Offences

Section, Sub-section and Clauses	Offence	Penalty
7	Driving over newly painted street lines	$50.00
26	Splashing a pedestrian using a sidewalk or a crosswalk	$50.00
29	Unsafe towing of vehicle	$50.00
30	Driving within a sidewalk area	$500.00
38.4	Damaging City Property	$50.00
39	Operating a vehicle that could damage street	$50.00
40	Overweight Gross Vehicle Weight	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds the maximum gross vehicle weight as permitted by Schedule No. 7
40.1	Overweight Axle(s)	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual axle weight exceeds the maximum axle weight as permitted by Schedule No. 7
40.2	Overweight Tire(s)	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual tire weight exceeds the maximum tire weight as calculated in accordance with Section 40.2
44	Off Vehicle Route	$200.00

Section, Sub-section and Clauses	Offence	Penalty
45	Overweight Gross Vehicle Weight Specified Streets	$100.00 plus $20 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 3,000 kilograms
47	Over-Dimension	$200.00
50(1)	Overweight Gross Vehicle Weight Traffic Bridge	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 8,000 kilograms
51	Overweight Gross Vehicle Weight Broadway Bridge and University Bridge	$100.00 plus $20.00 for each 50 kilograms or fraction thereof by which the actual gross vehicle weight exceeds 37,500 kilograms
54	Horses on Freeway and expressway	$50.00

2.1 Offence Notice Ticket Offences

Section, Subsection and Clauses	Offence	Penalty
6	Disobedience to Traffic Sign	$50.00
27	Making a U-turn where prohibited	$50.00
28	Obstructing the flow of traffic in an intersection	$50.00
31	Speeding	The penalty as specified in *The Summary Offences Procedure Regulations, 1991*

3. Procedure for Notice of Violation Offences

(1) Where a person commits or is alleged to have committed an offence for which a **fixed** penalty is listed in Section 1 of this Schedule, a police officer, a parking commissionaire, a Senior Fire Officer, the Parking Enforcement Coordinator, the Parking Services Manager, the Traffic Management Section Bylaw Inspector, a Service Supervisor of the Transit Services Branch, or a Snow Route Enforcement Officer appointed by the General Manager, shall give to such person or attach to that person's vehicle in such a manner that is visible to the operator of the vehicle, a Notice of Violation. The Notice of Violation may be a pre-printed form or a form generated electronically through hand-held meter reading devices. In either case, the Notice of Violation shall be substantially in the form shown in Schedule No. 11, or in such other form as may from time to time be approved by The City of Saskatoon.

(2) If payment of the penalty is made **within** 14 calendar days or where the penalty is mailed and postmarked by Canada Post within 14 calendar days of the date of the Notice of Violation, then:

a) the operator or owner of the vehicle shall **not** be liable to prosecution for the violation indicated on the Notice of Violation;

b) the amount the penalty shall be the Discounted Penalty, if any, shown in Column B of Section 1 of this Schedule; or

c) if no discounted penalty is shown for the offence, the amount of the penalty shall be the amount shown in Column A of Section 1 of this Schedule.

(3) Where a receipt is required, payment of the penalty shall be made to the cashier in City Hall during regular office hours, or alternatively, where no receipt is required, payment may be made by the deposit system (using the exact amount) at depositories located at the main entrance to City Hall or by mailing the exact amount of the penalty to the Office of the City Treasurer, City Hall, Saskatoon, Saskatchewan S7K 0J5.

(4) If payment is not made as provided in Subsection 3(2) of this Schedule but the amount of the penalty specified in Column A of Section 1 of this Schedule is paid **prior** to the date when the owner of the vehicle is required to appear in Court to answer the charge for the alleged violation, then he shall not be liable to prosecution of that violation.

4. **Summons Ticket Offences - Voluntary Payment**

A person to whom a Summons Ticket has been issued may pay the penalty for the offence indicated in the ticket with the directions on the Summons Ticket.

4.1 **Offence Notice Ticket Offences - Voluntary Payment**

A person to whom an Offence Notice Ticket has been issued may pay the penalty for the offence indicated in the ticket in accordance with the directions on the Office Notice Ticket.

5. **Penalties Not Otherwise Provided For**

A person guilty of a breach of any of the provisions of this Bylaw for which no specific penalty has been provided in the foregoing provisions of Section 1 (entitled "Notice of Violation Offences"), Section 2 (entitled "Summons Ticket Offences") and Section 2.1 (entitled "Offence Notice Ticket Offences") of this Schedule or in *The Traffic Safety Act* of the Province of Saskatchewan or Regulations pursuant to that *Act*, shall be liable on summary conviction to a penalty of not less than $50 and not more than:

a) $2,000 in the case of an individual; and

b) $5,000 in the case of a corporation.

Bylaw No. 9455, The Building Bylaw, 2017

Recommendation
That City Council consider Bylaw No. 9455, *The Building Bylaw, 2017.*

Topic and Purpose
This report provides City Council with Bylaw No. 9455, *The Building Bylaw, 2017* to replace Bylaw No. 7306, *The Building Bylaw.*

Report
City Council, at its meeting held on January 25, 2016, resolved that the City Solicitor prepare a bylaw to repeal and replace existing Bylaw No. 7306, *The Building Bylaw.*

The report that was considered by Council on January 25, 2016, provided Council with information about the proposed areas of improvement and the rationale for those improvements. The January 25, 2016, report is contained in Attachment 1 for Council's reference.

The intent of the updated Bylaw is to better reflect current practices and provide tools to ensure that the goals of the Building Standards Division are better administered to improve upon health, safety and welfare of citizens of Saskatoon.

The Uniform Building and Accessibility Standards Act requires that where a local authority drafts a bylaw to address those matters contained in the Act, the bylaw shall be submitted to the Minister for approval before it will come into force. In order to ensure that Bylaw No. 9455 would meet with the approval of the Building Standards and Licensing Branch, the Administration has reviewed the draft Bylaw with the Ministry and received preliminary approval of Bylaw No. 9455.

The updated Bylaw does not include the energy efficiency standards for buildings as these standards will be part of the National Building Code of Canada implemented on July 1, 2017, and are intended to be enforced through provincial legislation.

In addition to this, an energy standards program is being developed by Building Standards with a report on the progress intended to be presented to the Standing Policy Committee on Planning, Development and Community Services in the summer of 2017.

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9455, *The Building Bylaw, 2017*, for Council's consideration.

Implementation Strategy

The Administration is implementing Bylaw No. 9455 through a phased approach to provide current customer and industry stakeholders an opportunity to ensure that their practices align with the provisions of the Bylaw.

Communication Plan

The provisions of the Bylaw have been discussed with current customers and industry stakeholders who provided program feedback in review of the proposed new Bylaw. A further communication plan will be developed and information will continue to be delivered effectively to all stakeholders.

Public Notice

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

Attachments

1. Report on Repeal and Replacement of *The Building Bylaw* No. 7306 dated January 4, 2017;
2. Proposed Bylaw No. 9455, *The Building Bylaw, 2017.*

Report Approval

Written by: Jodi Manastyrski, Solicitor
Approved by: Patricia Warwick, City Solicitor

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Repeal and Replacement of Building Bylaw No. 7306

Recommendation

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

1. That the proposed redraft to Building Bylaw No. 7306, as outlined in the attachment to this report, be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw to repeal and replace existing Building Bylaw No. 7306.

Topic and Purpose

Building Standards Division has identified administrative items and proposed redraft areas to Building Bylaw No. 7306 to reflect current practices and to provide tools to ensure the goals of the Building Standards Division are better administered to ensure the health, safety, and welfare of citizens.

Report Highlights

1. Application requirements and revisions to plans will be implemented to clarify and clearly communicate building permit requirements.
2. Permit conditions will be refined to enhance enforcement tools and permit options to mitigate adverse construction impacts.
3. Coordination with other civic bylaws and policies is intended to communicate owners' responsibilities associated with damage to City of Saskatoon (City) property during construction.

Strategic Goals

Redrafts to the Building Bylaw No. 7306 will support the City's Strategic Goals of Sustainable Growth, Continuous Improvement, and Quality of Life by balancing growth with accountability and public safety.

Background

Building Standards submitted an information report to the Standing Policy Committee on Planning, Development and Community Services (Committee) on November 2, 2015, indicating the need and advantages of redrafting the Building Bylaw.

The current language and content in the Building Bylaw does not fully support the activities of Building Standards. As part of the Strategic Goals, it is proposed that the Building Bylaw be redrafted to better support current and future program needs.

Report

The proposed redrafts are intended to improve administration of the Building Bylaw and clarify the requirements and conditions for those applying for building permits. A summary of the proposed redrafts to the Building Bylaw are contained in Attachment 1.

The key areas to be amended are as follows:

Application Requirements and Revisions to Plans

Building permit applications are required to contain all pertinent information before the applications are received by Building Standards. After the building permit has been issued, if changes are made, clarification is given as to whether a separate building permit is required. The Building Bylaw redrafts also support further transparency with respect to building permit application requirements.

Permit Conditions

The redrafts introduce construction timelines for permits issued, as well as outline enforcement provisions if construction does not proceed within the stated timelines. Redrafts to the Building Bylaw are intended to enhance program transparency by clarifying and clearly communicating permitting conditions. As a method to address adverse construction impacts associated with greenfield and infill construction, these new permitting conditions will reinforce and support good neighbour practices.

Coordination with Other Civic Bylaws and Policies

The addressing and numbering of buildings will be redrafted to better align with Fire and Protective Services Bylaw No. 7990. The redrafts also provide better alignment with respect to clarifying owners' responsibilities associated with damage to City property during construction.

Public and/or Stakeholder Involvement

Nearly 300 customers who apply for building permits, such as property owners, members of the Saskatoon and Region Home Builders' Association, architects, engineers, and contractors in the Saskatoon area, were consulted to obtain feedback on current programs and customer needs via online and telephone surveys conducted by Insightrix Research. Program feedback was considered in the review of proposed bylaw redrafts.

Communication Plan

Current and future customers and industry stakeholders will be advised on the bylaw redrafts through the appropriate direct communication methods, particularly when applying for building permits. A communication plan will be developed and information will be delivered effectively.

Financial Implications

Improvements to the Building Bylaw will assist with the continued financial sustainability of the Building Standards Division and its cost-recovery model and will promote better coordination with other civic bylaws and policies.

The redrafts include stating cancellation and refund procedures in the Building Bylaw so that applicants are aware of requirements and administration fees up front and can make informed decisions.

Other Considerations/Implications
There are no options, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion
Separate reports on minimum energy efficiency standards in dwelling units and updates to the Commercial Building Inspection Program will be prepared and presented to the Standing Policy Committee on Planning, Development and Community Services in March 2016.

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

Attachment
1. Summary of Proposed Redrafts to Building Bylaw No. 7306

Report Approval

Written by:	Akhil Kumar, Building Inspection Manager, Building Standards
Reviewed by:	Kara Fagnou, Director of Building Standards
Approved by:	Lynne Lacroix, Acting General Manager, Community Services Department

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Summary of Proposed Redrafts to Building Bylaw No. 7306

Proposed Redrafts	Rationale for Change
Building Bylaw No. 7306 Definitions	• To clarify and update existing definitions to provide the reader with a better understanding of the terms in the Building Bylaw
Designations and Appointment	• To define positions, rather than individuals, in Building Standards that are appointed as Building Officials to eliminate reports requesting appointments of new hires
Permit Application Requirements • Requirements for a building permit • Requirements for inspection of life safety systems	• To clarify the scope of when a building permit is required • To clarify the requirements for submitting a building permit application • To provide improvements to the commercial inspection program by requiring technical inspections of life safety systems that are not covered under Building Standards' current commercial inspection program
Revisions and Re-Examinations • Clarification on how Building Standards will manage information submitted by the applicant or owner after the building permit is issued	• To communicate and clarify when a new building permit is required, versus making additions to an open building permit, to provide customers with an understanding of options available so that they may make choices to best suit their construction needs
Permit Fees • Statements directing the reader to the schedule by which fees are calculated and/or refunded • Requirement for fee payment	• To provide transparency for the reader with respect to building permit fees
Permit Fee Refunds • Who can request a refund and how • Who can receive a refund • Administration charges and conditions	• To increase transparency for the reader around the process of refunding building permit fees

Proposed Redrafts	Rationale for Change
Permit Conditions • Permit issuance • Permit term (length of validity) • Refusal, extension, transfer, reinstatement, and/or expiration of a permit • Revocation of a permit by Building Standards • Inspection schedule • Damage to City property	• To provide improved control and enforcement options during the entire building permit process • To define inspection schedules for enforcement purposes • To communicate owners' responsibilities associated with damage to City property during construction
Occupancy Permit • Conditions for owner-requested occupancy approval	• To clarify who can request voluntary occupancy permit approval and the fees associated with owner-requested occupancy permits
Encroachments • Approval of minor encroachments • Encroachment maintenance and removal • Reference to annual fees	• To rewrite the section to improve transparency for the reader
Numbering of Buildings • Alignment with Fire and Protective Services Bylaw No. 7990, Section 25 - Property Identification • Conditions for requests and refunds	• To clarify the alignment of the Building Bylaw with Fire and Protective Services Bylaw No. 7990 • To provide better flexibility for the customer by incorporating customer-focused provisions for instances where the customer is forced to re-address a building(s)
Building Moves • Building permit requirements	• To clarify the requirement for a building permit to be obtained prior to moving a building
Other Redrafts • The National Building Code of Canada (NBC)	• To add an appendix to the Building Bylaw outlining interpretations and clarifications supporting life, health, and fire safety requirements of the NBC

BYLAW NO. 9455

The Building Bylaw, 2017

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Building Bylaw, 2017.*

Purpose

2. The purpose of this Bylaw is to enact municipal regulations regarding building, occupancy and demolition permits as provided for in *The Uniform Building and Accessibility Standards Act* and to provide for certain regulations governing the use of public spaces, construction standards for signs, legalizing existing suites and the numbering of sites and buildings.

Definitions

3. (1) In this Bylaw:

(a) "*Act*" means *The Uniform Building and Accessibility Standards Act*, as amended from time to time;

(b) "applicant" means the owner of a building or a property or an authorized representative of the owner who applies for a building permit;

(c) "architect" means a registered architect within the meaning of *The Architects Act, 1996*;

(d) "authorized" means authorized in writing;

(e) "City" means the City of Saskatoon;

(f) "Council" means the Council of the City of Saskatoon;

(g) "engineer" means a professional engineer, as defined by *The Engineering and Geoscience Professionals Act*, and includes the holder of a certificate of authorization granted pursuant to section 22 of that Act;

(h) “ground orientated dwelling unit” means a building containing a dwelling unit or units with no dwelling unit located above another dwelling unit and with separate direct access to the exterior at ground level;

(i) “local authority” means the City of Saskatoon;

(j) “NBC” means *The National Building Code of Canada*;

(k) “occupancy permit” means a permit issued with respect to the use or occupancy of a building and includes an occupancy permit authorizing the occupancy of an existing dwelling unit under Part V;

(l) “owner” means any person, firm or corporation that owns the property under construction;

(m) “prescribed form” means a form prescribed by, and available from, the local authority;

(n) “public place” means a public road, street, sidewalk, bridge, highway, lane, square and other public place, or any portion thereof;

(o) “seasonal building” means a building that is used for not more than 6 months at a time on an annual basis and includes structures such as seasonal greenhouses and ice cream stands;

(p) “temporary building” means a building or structure placed on a site for a limited period of time and used in connection with construction work on a construction site;

(q) “underground storage tank” means a vessel for flammable liquids or combustible liquids having a capacity regulated by *The National Fire Code of Canada*, and designed to be installed in a fixed location underground; and

(r) “*Zoning Bylaw*” means the *Zoning Bylaw No. 8770* of the City of Saskatoon.

(2) All definitions contained in the NBC and the *Act* shall apply in this Bylaw.

(3) The schedules to this Bylaw form part of the Bylaw.

PART I
Administration

Designation and Appointment

4. (1) For the purposes of this Bylaw and the NBC, the City hereby designates the Director of Building Standards Division and any person employed by the City in each of the following positions in the Building Standards Division to exercise the City's functions as the authority having jurisdiction:

(a) Building Inspection Manager;

(b) Senior Building Code Engineer;

(c) Building Code Engineer;

(d) Permit Supervisor;

(e) Senior Building Inspector;

(f) Commercial Building Inspector;

(g) Building Inspector;

(h) Customer Service Manager;

(i) Customer Service Supervisor; and

(j) Clerk Steno.

(2) For the purposes of sections 2 and 5 of the *Act*, persons employed by the City in each of the following positions and holding a building official's license are hereby appointed as building officials:

(a) Director of Building Standards;

(b) Building Inspection Manager;

(c) Senior Building Code Engineer;

(d) Building Code Engineer;

(e) Permit Supervisor;

(f) Senior Building Inspector;

(g) Commercial Building Inspector; and

(h) Building Inspector.

Administrative Requirements

5. The Administrative Requirements as identified for use with the NBC apply to construction within the City in accordance with the provisions thereof.

PART II
Permits

Requirement for a Permit

6. (1) No owner shall:

(a) construct, erect, place, alter, repair, renovate, demolish, relocate, remove, use or occupy any building, including a seasonal building, or part thereof;

(b) install or remove an underground storage tank; or

(c) relocate any building on or onto a site or remove a building from a site

without a building permit issued pursuant to this Bylaw for the scope of the work.

(2) A permit is not required for:

(a) repair or alteration of a building which, as determined by the local authority, will not create a hazard and where matters affecting health and safety are not involved;

(b) a single storey accessory building not more than 10 m^2 in building area provided it does not create a hazard and where matters affecting health and safety are not involved; or

(c) a temporary building.

(3) A temporary building must be removed from a site immediately upon completion of the construction work on that site.

Permit Applications

7. (1) An applicant for a permit shall file an application in the prescribed form.

(2) In addition to the requirements contained in the NBC, every application shall:

(a) identify and describe details of the work, use and occupancy of the building to be covered by the permit; and

(b) be signed by the applicant.

(3) An application for a permit will be accepted when all required information and documentation is supplied to the local authority.

(4) Where, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the entire project, an application together with plans and specifications covering the portion of the work for which immediate approval is desired, shall be filed with the local authority.

(5) The local authority may destroy the building permit application and supporting documents 180 days following permit review if the required fee is not paid or information required to continue processing the application is not submitted.

(6) Work under the scope of the building permit shall not commence until the prescribed fee is paid in full and the building permit has been issued.

Plans and Specifications

8. (1) Every applicant shall submit plans, drawings, specifications, testing certificates, engineering reports and other information required by the local authority with each application.

(2) Any documents submitted which are incomplete and do not form the basis of the building permit application or issued building permit may be destroyed by the local authority.

(3) Plans submitted supporting cancelled applications will be destroyed following the cancellation.

Field Review of Engineered Life Safety Systems

9. (1) An applicant who undertakes to construct or has constructed a building with engineered life safety systems designed within the scope of Part 3 of the NBC for fire protection and occupant safety, including mechanical, electrical and fire protection systems, shall have an architect or engineer complete:

(a) the design or design review of the systems;

(b) an inspection of the construction and installation of the systems to ensure compliance with the design; and

(c) the reviews required by the NBC.

(2) An applicant shall ensure that copies of any inspection or review reports prepared pursuant to this section are made available to the local authority.

Revisions and Re-Examination

10. (1) The local authority may accept an application to revise the construction for which a permit has been issued and approve or deny it.

(2) If the revision is substantial, as determined by the local authority, a new building permit may be required. The appropriate fee will be charged for the new building permit in accordance with Schedule "A".

Valuation of Buildings for the Purpose of Permits

11. (1) The construction value to be shown on a building permit shall be the total monetary worth of the construction, as submitted by the applicant and accepted by the local authority, and shall include:

(a) the cost of all painting, papering, roofing, electrical work, plumbing, permanent or fixed heating equipment, elevator equipment, fire sprinkler equipment and any permanent equipment that is constructed as part of the building;

(b) all labour costs, professional and other construction fees; and

(c) the cost of all materials and other devices necessary for the completion of the work.

(2) No portion of any building, including mechanical, electrical and plumbing work, shall be excluded from the valuation for a building permit by reason

of any other permit required by any legislation, regulation, bylaw or government agency.

(3) In addition to the requirements of subsection (1), the construction value of a building permit in the case of the removal or relocation of a building to a new site shall include the cost of excavation at the new site, cleaning and leaving the former site in the condition specified in this Bylaw and the cost of alterations or repairs to the building.

(4) The final determination of construction value shall be made by the local authority.

Fees

12. (1) Permit fees payable shall be those set out in Schedule “A”.

(2) No permit shall be issued until the fees have been paid in full.

(3) The owner is responsible for accurately reporting the construction value shown on the permit. Where the actual value of the project differs substantially from the projected value as shown on the permit, the following shall apply:

(a) where the actual value is less than the projected value, the excess permit fee may be refunded in accordance with the provisions of section 14; and

(b) where the actual value is greater than the projected value, the owner shall pay the additional amount of the permit fee to the local authority.

(4) Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or $10,000.00, whichever is less, but in no case shall the surcharge be less than the minimum building permit fee set out in Schedule "A".

Revocation and Cancellation

13. (1) The local authority may revoke a building permit in accordance with section 19 of this Bylaw. A refund of the permit fee may be granted in accordance with Schedule “B”.

(2) The local authority may cancel a building permit upon the written request of the applicant provided that construction of the project authorized by the permit has not commenced.

Refunding Building Permit Fees

14. (1) A request for a refund of a building permit fee shall be made in writing.

(2) Refunds will be calculated in accordance with the provisions of Schedule “B” and are subject to the minimum refund administration fee set out in Schedule “A”.

(3) Refunds shall be made to the owner or to such other recipient as directed in writing by the owner.

(4) Refunds shall not be granted if:

(a) the use, occupancy, relocation, removal, construction or demolition of the building which is the subject of the permit has commenced; or

(b) the permit fee was not paid in full in accordance with the provisions of Schedule “A”.

Permit Issuance

15. A building permit may be issued if the work described in the permit application and plans filed in support of the application are in accordance with the provisions of the *Act*, the NBC, this Bylaw and the *Zoning Bylaw*.

Refusal to Issue a Building Permit

16. (1) A building permit may be refused to be issued:

(a) that would authorize any building work or occupancy which is not in accordance with the *Zoning Bylaw*;

(b) that would authorize any building work or site work which has not been approved by any other City department where such approval is required;

(c) to any person who:

(i) has failed to obtain a building permit previously approved for a given site; or

(ii) has failed to pay any fee required pursuant to this Bylaw.

(2) Reasons for refusal to grant a permit shall be provided upon request.

Permit Term and Extensions

17. (1) A building permit expires:

(a) for ground orientated dwelling units, 2 years after the date of issuance; and

(b) for other buildings:

(i) 2 years after the date of issuance; or

(ii) longer than 2 years subject to the approval of the local authority.

(2) Notwithstanding the provisions of subsection (1), a building permit shall expire:

(a) if work authorized by the permit has not commenced within 180 days of the date of issue of the permit and, in the opinion of the local authority, is not actively carried out thereafter; or

(b) if work authorized by the permit has commenced but is suspended or abandoned for a period of 180 days.

(3) The local authority, in determining whether to consider a building permit expired, may take into consideration extenuating circumstances, including but not limited to:

(a) unusually adverse weather;

(b) broad labour availability shortages; or

(c) materials supply issues.

(4) A local authority may extend a building permit if the permit has not been revoked.

(5) A request for extension of a permit shall be in writing accompanied by the required extension fee, as set out in Schedule “A”, and shall contain a reasonable timeline for completion.

Reinstatement of a Permit

18. An applicant may request reinstatement of a building permit which has been closed provided that:

(a) no changes are made in the documents submitted with the application;

(b) a timeline for completion acceptable to the local authority is specified; and

(c) the reinstatement fee set out in Schedule “A” is paid.

Revocation of a Permit

19. (1) A building permit may be revoked by the local authority if:

(a) there is contravention of any condition under which the permit was issued;

(b) the permit was issued in error;

(c) the permit was issued on the basis of incorrect or false information;

(d) the work is being done contrary to the terms of the building permit; or

(e) written notification of a change in ownership of the site relating to the building permit is not provided to the local authority.

(2) Reasons for the revocation of a permit shall be provided to the permit holder upon request.

Transfer of a Building Permit

20. (1) An owner or previous owner may request the transfer of a building permit by filing an application for transfer in the prescribed form together with a copy of the most recent inspection report relating to the construction of the building, signed by the proposed transferee of the permit.

(2) Transfer of a building permit does not constitute an extension of the permit.

Conditions of a Building Permit

21. (1) The applicant shall post a sign on the construction site, visible from the street, clearly identifying the civic numbering and street name.

(2) The applicant shall post the valid building permit and the site's general contractor's contact information in a conspicuous place visible from the exterior and publicly accessible.

(3) Approved plans shall be located on site and produced upon request of the local authority.

(4) The applicant shall be responsible for keeping the site in a clean and tidy condition and shall be required to provide containers or secure areas for waste material.

(5) The applicant shall be responsible for the cost of repair and clean-up of any damage to City property that occurs as a result of the work covered by the permit. For the purpose of this subsection:

(a) "City property" includes all road allowances, trees, land and easements, with all works, utilities, structures, and appurtenances therein and thereon; and

(b) "damage" includes, but is not limited to, the placement, dropping or deposit of any dirt, debris, materials, objects or substances upon City property, excessive soil compaction or ruts caused by storage of materials or driving vehicles or equipment over the boulevard.

Demolition Building Permit Regulations

22. (1) All demolition work shall be carried out in a safe and workmanlike manner in accordance with Occupational Health and Safety Regulations (Saskatchewan).

(2) No person undertaking a demolition shall dispose of waste material from the demolition site except in a permitted landfill site.

(3) All concrete slabs, footings and foundations shall be removed to a minimum of 300 mm below final grade.

(4) Except when new construction is to proceed within 30 days of completion of the demolition, all excavations shall be filled to level grade.

(5) Demolition work shall not be considered as complete until the demolition site is free of all debris.

Inspection Schedules

23. (1) For buildings other than ground oriented dwelling units, inspections will be conducted at the discretion of the local authority.

(2) For ground oriented dwelling units, inspections may be required as follows:

(a) footing inspection, after forms have been removed and granular fill has been placed;

(b) pre-backfill inspection, after removal of forms and application of exterior damp proofing, weeping tile and granular cover has been placed;

(c) framing/superstructure inspection, after completion of framing and sheathing, installation of all exterior doors, windows and roof membrane, including installation of flashing, fire stopping, bracing, blocking, chimney and duct work, rough wiring and plumbing and gas venting;

(d) vapour barrier inspection, after insulation and vapour barrier are placed but before they are concealed by any other work;

(e) pre-occupancy/final inspection, after the building is completely constructed and ready for occupancy but prior to actual occupancy; and

(f) at any other time the local authority considers an inspection to be necessary for the proper administration of the *Act*, the NBC or this Bylaw.

Amendments to NBC and Uniform Building and Accessibility Standards Regulations

24. NBC and Uniform Building and Accessibility Standards Regulations are amended in the manner set forth in Schedule “C” of this Bylaw.

Occupancy Permit

25. (1) An occupancy permit may be required prior to occupancy of a building or part thereof at the discretion of:

(a) the local authority;

(b) the Fire Chief of the Saskatoon Fire Department; or

(c) the building owner.

(2) Applications for an occupancy permit shall be made to the local authority in the prescribed form.

(3) The occupancy application fee shall be in accordance with Schedule "A" of this Bylaw.

PART III
Use of Public Place/Encroachments

Definitions

26. In this Part:

(a) "canopy" means a rigid, multi-sided structure that is structurally tied into the building; and

(b) "awning" means a canvas-like, non-rigid material affixed to a frame and attached to a building wall or a rigid, multi-sided structure that is not structurally tied into the building.

General

27. (1) The local authority shall not issue a permit for the construction or alteration of any building or structure the plans of which show construction of any kind on, under, or over the surface of any public place until approval of such encroachment is granted by Council.

(2) An encroachment agreement does not create a vested right in the subject area. Council may at any time, at the owner's expense, order the removal of any awning, overhead passage and viaduct, hoarding, fence, canopy, or other structure, and the filling in of any area or coal chute, and the replacement of pavement or sidewalk.

(3) The fees applicable to an encroachment are prescribed in Schedule “A”.

(4) The temporary use of any public place, or part thereof, in connection with the construction, demolition or maintenance of any building or structure is subject to approval by the City.

Approval of Encroachments

28. The local authority may approve the following minor encroachments extending on, over, into or under a street, lane or otherwise occupying a street, lane or part thereof:

(a) existing encroachments which were previously approved by Council and which only require a transfer or assignment to new owners;

(b) encroachments of 150 mm or less on, under or over a lane;

(c) encroachments of 100 mm or less for cornices, copings, eaves, window sills and other similar structures;

(d) below-grade encroachments of 150 mm or less for piles, grade beams, foundations and footings;

(e) all other encroachments of 50 mm or less; and

(f) awnings that meet the requirements of this Bylaw.

Canopies

29. (1) The provisions of this section apply to canopies which extend over any public place.

(2) Canopies constructed with electric signs attached to, or contained in, the face or sides shall not exceed 900 mm in height.

(3) No canopy shall be constructed that extends, when measured horizontally, closer than 600 mm to the curb line, nor more than 3000 mm over the street, with the distance from the sidewalk to the lowest point of the canopy being not less than 2600 mm.

(4) Canopies shall drain the roof of the canopy toward the building into an outlet draining onto the owner’s property or connected to a storm sewer below the frost level.

Awnings

30. (1) The provisions of this section apply to awnings which extend over a public place.

(2) Except as provided in subsection (6), awnings which extend over a public place shall be subject to a one-time fee as set out in Schedule “A”.

(3) No retractable or a fixed frame awning shall be constructed unless the plans of the proposed awning have been approved by the local authority.

(4) The local authority shall not approve the plan for a proposed awning unless it is drawn in conformity with the following requirements:

(a) the maximum height above the sidewalk shall be:

(i) to the frame: 2400 mm;

(ii) to any soft fringes or valances: 2200 mm;

(b) the maximum projection of a retractable awning over a public street shall be 3000 mm, provided that no portion of the awning shall be located closer than 600 mm to the curb line;

(c) the maximum projection of a fixed frame awning over a public street shall be 3000 mm, provided that no portion of the awning shall be located closer than 600 mm to the curb line;

(d) no part of an awning shall be more than 5000 mm above the sidewalk without the approval of the Fire Department;

(e) frames for awnings shall be of metal construction; and

(f) awnings constructed with electric signs attached to or contained in the face or sides shall not exceed 900 mm in height.

(5) Awnings with flat or dihedral roofs are not permitted.

(6) An encroachment agreement may be required for an awning at the discretion of the local authority. In such case, the annual fee for an encroachment agreement shall apply as set out in Schedule “A.

Overhead Passageways

31. (1) The provisions of this section apply to overhead passageways which extend over any public place.

(2) Buildings designated for business purposes on either side of a street or lane may be connected by an overhead passageway or viaduct, but no overhead passageway or viaduct shall be constructed until written permission of Council has been obtained, and such construction shall comply with all terms and conditions Council may impose in connection with the proposed construction.

(3) A written application for such permission shall be made to the local authority accompanied by detailed plans and specifications which must conform to the following provisions:

(a) the passageway or viaduct shall be constructed of steel, reinforced concrete, or other non-combustible material;

(b) sufficient appliances must be inserted to the satisfaction of the Transportation and Utilities Department to carry electric light, telephone or telegraph wires under or over the projections;

(c) the under clearance of the projection must be lighted at night in a manner satisfactory to the local authority; and

(d) the minimum height above the level of the street or lane shall be subject to the approval of Council.

Underground Areas

32. Any person utilizing the space under the surface of a public place adjacent to any building shall comply with *The Underground Encroachment and Sidewalk Safety Bylaw, 2012*.

Coal Chutes and Ash Hoists

33. The local authority shall not approve the construction of coal chutes and ash hoists in a sidewalk, and no person shall reconstruct any existing coal chutes or ash hoists.

Maintenance and Removal

34. (1) Every area, construction, hoarding fence or structure on, under, or above a public place shall be kept in good repair by the owner of the property in connection with which such construction or structure exists.

(2) Except as provided in subsection (3), no person shall write, paint, or place posters, papers or handbills on a hoarding or fencing, or in any way deface a hoarding or fencing.

(3) The local authority may grant a permit to an applicant for the temporary use of hoarding for decorative, artistic, or informative purposes.

Encroachment Fees

35. Except where a special agreement is in force, an annual fee, calculated in accordance with Schedule “A”, shall be paid to the City for awnings, coal chutes, ash hoists, canopies, underground areas, above grade areas, and overhead passages and viaducts.

PART IV
Construction Standards for Signs

Definitions

36. In this Part:

(a) “billboard” means a billboard as defined in *The Sign Regulations*;

(b) “digital sign” means a digital sign as defined in *The Sign Regulations*;

(c) “freestanding sign” means a freestanding sign as defined in *The Sign Regulations*;

(d) “sign” means a sign as defined in *The Sign Regulations*; and

(e) “Sign Regulations” means *The Sign Regulations* attached as Appendix “A” to the *Zoning Bylaw*.

Overhanging Signs

37. (1) The provisions of this section apply to signs which extend over any public place.

(2) Signs must be side-guyed with 6.0 mm steel cable or its equivalent. Turn buckles or other approved means of adjustment must be incorporated in all wire cable supporting or bracing signs.

(3) Side-guy supports must be fastened with expansion bolts or their equal in a solid brick wall or stone wall, by a machine screw in an iron front or by a lag screw in solid woodwork.

(4) Bolts and screws must not be fastened to window frames.

(5) Lag screws in solid woodwork must not be smaller than 6.0 mm in diameter and must enter such woodwork at least 7.5 cm.

(6) Machine screws in an iron front shall not be less than 12.0 mm in diameter and must enter clear through the ironwork.

(7) Expansion bolts must be at least 9.0 mm in diameter and shall enter brick or stone walls at least 6.5 mm.

(8) Signs weighing less than 113 kg with less than 4.6 m^2 of face area on 1 side must have not less than 2 individual attachments to the building or supporting pole and a main support in the form of not less than a 9.0 mm steel cable or its equivalent attached to an expansion bolt or its equivalent extending at least 23.0 cm into the main wall of the building or bolted through the wall and provided with a steel plate and not on the inside of the wall. Wooden wedges may not be used to fix bolts.

(9) Signs weighing 113 kg or more and signs with a face area on 1 side of 4.6 m^2 or more must be structurally designed by an engineer.

Roof Signs

38. (1) The provisions of this section apply to roof signs.

(2) Signs having a face area on 1 side exceeding 1.9 m^2 must be structurally designed by an engineer.

(3) Frames of signs having a face area on 1 side of 1.9 m^2 or less must be bolted through the roof and through timber or other roof construction placed under the roof. The roof supporting system must be structurally adequate to support the sign and frame.

Freestanding Signs

39. Freestanding signs having a face area on 1 side exceeding 1.9 m^2 must be structurally designed and endorsed by an engineer or must be designed in accordance with Freestanding Sign Charts as developed by an engineer.

Billboards and Digital Signs

40. Billboards and digital signs must be structurally designed by an engineer.

All Signs

41. All signs and billboards which are required to be designed by an engineer must be constructed and erected in accordance with the design specifications.

Electrified Signs

42. (1) Electrified signs must have the sign weight and date of erection marked on the outside edge of the sign in such a manner as to be clearly readable from the ground.

(2) Electrified signs must be of metal construction or approved non-combustible material.

(3) A Saskatchewan Power Electrical Permit must be obtained in order to connect an electrified sign to an electrical power supply.

(4) Illuminated signs or displays must be manufactured to meet the standards as described by a certified testing laboratory such as Canadian Standards Association (CSA), Underwriters Laboratories Canada (ULC) or equivalent.

Dangerous or Defective Signs and Billboards

43. Any sign or billboard which is in a dangerous or defective condition as determined by the local authority, shall be immediately removed or repaired as the local authority may direct.

PART V
Existing Secondary Suites and Second Dwelling Units

Definitions

44. In this Part:

(a) “dwelling unit” means a dwelling unit as defined in the *Zoning Bylaw*;

(b) “existing dwelling unit” means a dwelling unit:

(i) that was constructed prior to January 1, 1999; and

(ii) that on the date an application is submitted for an occupancy permit it is used as a dwelling unit or where that use is discontinued, such discontinued use does not exceed 6 consecutive months;

(c) “plumbing code” means the code as defined in *The Plumbing Regulations (Saskatchewan)*; and

(d) “secondary suite” means secondary suite as defined in the *Zoning Bylaw*.

Application

45. This Part applies to the following types of existing dwelling units:

(a) a secondary suite; and

(b) a second dwelling unit added to a one unit dwelling.

Administration

46. The Community Standards Division is responsible for the administration of the provisions of this Part V pursuant to *The Planning and Development Act, 2007*.

Application of the NBC to Secondary Existing Dwelling Units

47. (1) This section sets out guidelines for applying the NBC to existing dwelling units to which this Part V applies.

(2) Access to a dwelling unit must be gained without passage through a service room.

(3) Each dwelling unit must be separated from another dwelling unit (walls and ceiling) by a fire separation having a fire-resistance rating of not less than 30 minutes.

(4) Each service room must be separated from all adjacent areas by a fire separation having a fire-resistance rating of not less than 30 minutes (walls only) and must have a solid core door complete with a latch and closer.

(5) An interior stairway used for the purpose of exiting a dwelling unit must be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 30 minutes.

(6) Doorways providing egress from a dwelling unit to an exit or a means of exit must be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes. A 45 mm thick solid core door and 38 mm solid wood casings are acceptable. The door must be equipped with a latch and a closer.

(7) The rise, run, and tread depth, width and head room of stairs forming part of an interior stairway used for the purpose of exiting a dwelling unit must reasonably conform to the NBC, and the stairs must have a handrail installed on at least 1 side.

(8) Any exit corridor forming part of a means of egress from a dwelling unit must have a minimum ceiling height of 1.95 m. Projections or obstructions into an exit corridor must not reduce the ceiling height to less than 1.80 m.

(9) Each room in a dwelling unit must have a minimum ceiling height of 1.95 m over not less than 75% of the room area. Projections or obstructions in a room must not reduce the ceiling height to less than 1.80 m.

(10) Smoke alarms in the dwelling units must be installed by permanent connections to an electrical circuit and must be located, interconnected and maintained in accordance with the NBC.

(11) A carbon monoxide detector must be installed in every service room.

(12) Each dwelling unit must have at least 2 outside windows openable from the inside without the use of tools or special knowledge. Each bedroom in a dwelling unit must have at least 1 openable window. Windows must provide unobstructed openings with areas not less than 0.35 m^2 and with no dimension less than 380 mm.

(13) Each bathroom in a dwelling unit must have mechanical or natural ventilation.

(14) Each bathroom in a dwelling unit must be fully enclosed and equipped with a door capable of being locked from the inside.

(15) A separate source for fresh combustion air must be provided in every service room.

Equivalents

48. The provisions of section 47 are not intended to limit the appropriate use of equivalents where it can be shown that the objectives of the NBC will be met, namely:

(a) the protection of the lives of the occupants in the event of fire;

(b) the structural sufficiency of the building; and

(c) the health of building occupants.

Application of Plumbing Code

49. (1) Every existing dwelling unit to which this Part V applies shall be equipped with plumbing facilities as required in the NBC.

(2) Every plumbing system shall be designed and installed in conformance with the *Plumbing Code*.

Occupancy Permits

50. (1) An occupancy permit is required to allow the occupancy of any existing dwelling unit to which this Part V applies.

(2) To obtain an occupancy permit, the applicant shall file an application in the prescribed form.

(3) Every application shall:

(a) identify and describe the occupancy to be covered by the permit for which application is made;

(b) show the occupancy of all parts of the building;

(c) be accompanied by the required occupancy permit fee; and

(d) state the name, address and telephone number of the applicant.

(4) If an existing dwelling unit to which this Part V applies conforms to the provisions of sections 47 and 49, the local authority shall issue an occupancy permit for the dwelling unit.

(5) If an existing dwelling unit to which this Part V applies conforms to the provisions of section 47, but does not conform to section 49, the local authority may issue a qualified occupancy permit with a plumbing advisory for the dwelling unit provided:

(a) the deficiencies in the plumbing system do not constitute an unsafe condition; and

(b) the non-conformity consists of either:

(i) a failed pressure test; or

(ii) an undersized sewer line.

(6) The local authority may refuse to issue an occupancy permit for an existing dwelling unit to which this Part V applies, if:

(a) the dwelling unit does not conform to the guidelines in section 47;

(b) the deficiencies in the plumbing system constitute an unsafe condition; or

(c) the dwelling unit does not comply with the requirements of the *Zoning Bylaw*.

(7) The fee to be charged for the issuing of an occupancy permit for an existing dwelling unit, to which this Part V applies, shall be as set out in Schedule “D”.

Offences

51. No owner shall permit the occupancy of any existing dwelling unit to which this Part V applies, unless the owner has obtained an occupancy permit from the local authority.

PART VI
Numbering of Sites and Buildings

Number of Sites and Buildings

52. (1) The local authority is hereby authorized to number, renumber, or alter the numbering of all sites and buildings of any kind, including those already numbered.

(2) Upon the issuance of a building permit, the local authority shall designate the number or series of numbers corresponding to the site and building authorized by such permit.

(3) The owner or occupant of a building shall cause the designated number or numbers to be at all times prominently displayed on the front of the building or structure so as to be clearly visible from the street.

(4) The owner or occupant of a building with more than one dwelling unit or rental unit that has a separate exterior entrance door shall cause the building number or numbers of each unit to be prominently displayed on the front of the building or structure so as to be clearly visible from the street.

(5) The owner or occupant of any building, other than a building containing 4 or less dwelling units, serviced by a rear lane or alley shall also cause the building number or numbers to be prominently displayed on or near the rear-most structural element of the building or structure so as to be clearly visible from the rear lane or alley.

(6) Building numbers shall be of sufficient size and shall be placed so as to be clearly visible from the street, back lane or alley, as the case may be.

(7) The owner or occupant of any site consisting of multiple buildings shall cause the building number or numbers to be prominently displayed near the entrance or entrances of the site so as to be clearly visible from the street.

(8) The owner or occupant of a site or building shall ensure that the building number or numbers are not obscured by vegetation or any other matter.

(9) If the owner or occupant of a site or building does not install the designated site or building numbers the local authority may serve notice on the owner or occupant requiring installation within 30 days of the date of service. Failure to comply with the notice to install may result in the imposition of a penalty in accordance with the provisions of Schedule “A”.

(10) The numbering of sites and buildings shall be as follows:

(a) east and west from:

(i) Lorne Avenue;

(ii) Idylwyld Drive; and

(iii) Central Avenue;

(b) north and south from:

(i) 22nd Street;

(ii) Aird Street; and

(iii) College Drive, east of Circle Drive;

(c) east of the South Saskatchewan River:

(i) odd numbers on the north and east sides of the streets, avenues and other major arterials; and

(ii) even numbers on the south and west sides of the streets, avenues and other major arterials;

(d) west of the South Saskatchewan River:

(i) odd numbers on the south and west sides of the streets, avenues and other major arterials; and

(ii) even numbers on the north and east sides of the streets, avenues and other major arterials.

PART VII
Compliance and Offence

No Relief of Obligation to Comply with NBC

53. (1) An owner of a building or an owner's contractor or employee or a previous owner is not relieved from the obligation to carry out any work that is within the scope of sections 7 and 10 of the *Act* in accordance with the NBC by reason only of:

(a) the granting of a permit;

(b) the review of drawings and specifications;

(c) the making of inspections; or

(d) the absence or omission of any of the things mentioned in subsections (a) to (c).

Offence

54. Any person who contravenes this Bylaw is guilty of an offence pursuant to section 22 of the *Act* or section 338 of *The Cities Act*, as the case may be.

(1) Every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:

(a) Pursuant to section 22 of the Act for Part II of this Bylaw; and

(b) Pursuant to section 338 of *The Cities Act* for Parts III to VI of this Bylaw.

Bylaw No. 7306 Repealed

55. Bylaw No. 7306, *The Building Bylaw*, is repealed.

Coming into Force

56. This Bylaw comes into force upon receiving the approval of the Minister of Government Relations.

Read a first time this day of , 2017.

Read a second time this day of , 2017.

Read a third time and passed this day of , 2017.

Mayor

City Clerk

Schedule "A"

Building Permit Fees

One- and Two-Unit Dwellings, Townhouses	
All floor levels excluding basement	$ 0.70/ ft^2
Basement development or alterations to any floor area	$ 0.24 / ft^2
Garage/Accessory building (attached or detached)	$ 0.21 / ft^2
Addition of deck to existing construction	$ 0.10 / ft^2
Roof over decks and carports	$ 0.10 / ft^2
Apartments (<u>New Construction Only</u>) – for those that fall under Part 9 of the NBC	
All floor levels including basement	$ 0.70/ ft^2
Addition of decks or balconies to existing construction	$ 0.10 / ft^2
Garage/Accessory building (attached or detached)	$ 0.21 / ft^2
All Other Construction Not Noted Above	
Fee per $1,000 of construction value	$ 7.50
NOTE:	• Minimum Building Permit Fee Effective June 1, 2012 = $100 • Re-Inspection Fee Effective June 1, 2012 = $100

Miscellaneous Service Fees

Performance Bond for Moving a Building	$ variable
Special Inspection	$ 100
Occupancy Application	$ 40
Returned Item Fee	$20
Permit Reinstatement Fee ($150 + $100/inspection)	$ variable
Permit Extension Fee	$150
Refund Administration Fee	$300
Request for Change of Address	$55
Improper address or failure to clearly address front of property facing street	$100
Microfiche – Printing Building Permit Drawings	$ 2.50/frame
Property Information Disclosure	$ 20
Weekly Building Permit Report	$140
Awning Encroachment Fee	$150/awning
Encroachment Agreement Application	$100
Encroachment Agreement - Annual Fees:	
Coal Chute or Ash Hoist	$50 each
Structural Canopy	$50 or $1.60 per square meter of area, whichever is the greater
Above Grade Areas	$50 or $3.25 per square meter of area, whichever is the greater
Underground Areas	$50 or $3.25 per square meter of area, whichever is the greater
Overhead Passages and Viaducts	$50 or $2.00 per square meter of floor area, whichever is the greater

Schedule “B”

Refund Schedule

Refunds:

- Refund requests received and approved within 14 days of the permit issuance date, may receive a full refund of the building permit fee paid, subject to a minimum refund administration fee.

- Refund requests received and approved within six months of permit issue date, plus granted extensions, may receive a refund of up to 75% of the building permit fee paid, subject to a minimum refund administration fee.

- Refund requests received and approved after six months, but within two years of the permit issue date, plus granted extensions, may receive a refund of up to 50% of the building permit fee paid, subject to a minimum refund administration fee.

Schedule “C”

Amendments to the National Building Code of Canada and Uniform Building and Accessibility Standards Regulations

Landing

1. A landing is required at the top of an interior stair that serves the primary entrance to a dwelling unit.

Bedroom Window

2. A bedroom window opening shall maintain not less than 760 mm egress height to an open exterior space protected from fire exposure and having access to an open public thoroughfare.

Handrails

3. Handrail graspability is defined as either:

    (a) Type I: Handrails with a circular cross section shall have an outside diameter of not less than 32 mm and not more than 50 mm. If the handrail is not circular, it shall have a perimeter dimension of not less than 100 mm and not more than 155 mm with a maximum cross-section dimension of 55 mm. Edges shall have a minimum radius of 0.25 mm; or

    (b) Type II: Handrails with a perimeter greater than 155 mm shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 19 mm measured vertically from the tallest portion of the profile and achieve a depth of at least 8 mm within 22 mm below the widest portion of the profile. This required depth shall continue for at least 10 mm to a level that is not less than 45 mm below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 32 mm to a maximum of 70 mm. Edges shall have a minimum radius of 0.25 mm.

Eaves troughs

4. (1) Eave troughs shall be provided for Ground Orientated Dwelling Units and detached accessory buildings serving Ground Orientated Dwelling Units.

(2) Downspouts shall be provided for all eave troughs.

Smoke Alarms

5. (1) In a dwelling unit with a secondary suite, a smoke alarm is required in the house where no previous smoke alarm existed.

(2) The smoke alarm described in subsection (1) is required to be wired so the activation of any one smoke alarm causes all smoke alarms in the secondary suite and the smoke alarm described in subsection (1) to sound.

Secondary Suite Exit Width

6. Width of at least 860mm is required to be provided from the exterior exit door of the suite to an open public thoroughfare.

Schedule “D”

Occupancy Permit Fees
Existing Secondary Suites and Second Dwelling Units

	Fee
Occupancy Permit Fee	$1,750.00

SASKATOON BOARD OF POLICE COMMISSIONERS

Saskatchewan ICE Unit – LACE Server Capital Project Funding

Recommendation of the Board
That the capital expenditure from the Saskatoon Police Service 2017 Capital Budget for purchase of a hardware server platform as described in the report of the Chief of Police dated April 20, 2017 be approved.

History
On April 20, 2017, the Board of Police Commissioners considered a report of the Chief of Police regarding the above matter and approved the request for purchase of a hardware server platform as described. In this regard, the Board is recommending approval of the necessary capital expenditure from the Saskatoon Police Service 2017 Capital Budget.

Attachment
1. Report of Chief of Police dated April 1, 2017

"PUBLIC AGENDA"

TO: **Darlene Brander, Chairperson**
Board of Police Commissioners

FROM: **Clive Weighill**
Office of the Chief

DATE: **2017 April 01**

SUBJECT: **Saskatchewan ICE Unit – LACE Server**
Capital Project Funding

FILE #: **2,006-5**

ISSUE:

The Saskatchewan Internet Child Exploitation Unit (Sask ICE) was formed in the spring of 2009 to investigate crimes involving the exploitation of children through the use of the Internet. Since the inception of the Unit, the amount of data or datasets attached to investigations has grown dramatically, with the average investigation now requiring the storage of 5 – 20 TB of digital evidence.

The Saskatoon Police Service currently hosts a software application called LACE, which allows investigators to efficiently classify vast amounts of images and videos from seized devices. This application has now exceeded its processing and archiving capabilities and needs to be replaced. The Saskatchewan ICE Unit is recommending the purchase of a hardware server platform with funding coming from their existing budgets.

Capital expenditures related to this need were not approved in the 2017 Capital Budget as either a funded or unfunded expenditure, as the need for this purchase was not known at the time of preparing the capital budget.

This request is for approval to make this purchase through the Saskatoon Police Service capital budget as the funding has to flow through the Service, however the funding for the purchase will come from provincial funding through the ICE Unit budget.

RECOMMENDATION:

That this report be received.

BACKGROUND:

ICE investigations are extremely complicated and technical in nature. They require the cooperation of the two components of the ICE Unit, the actual investigators and the digital

examiner. Both play an integral role in processing the large amounts of data that is typically seized, processed and categorized during an investigation.
Databases now exist that assist investigators in being able to process large amounts of data in a short period of time. The seized data is compared with the database of known child pornography images and videos in order to verify and confirm the existence of child pornography. This eliminates the need for investigators to have to actually view every image and video to determine its contents. Files that are categorized as unknown require additional scrutiny of the investigators and require manual categorization.

The current LACE software is housed on a desktop computer at the Saskatoon Police Service and is used by the provincial investigators. This computer and the software has exceeded its processing and archiving capabilities. The mechanical hard drives contained in the RAID bays constantly need to be replaced, which creates risk in terms of possible mechanical failures, mislabeling of data, read/write errors, and overhead maintenance costs. The LACE software is a slave to the processing power of the current hardware platform and because of its age and processing power, has become obsolete.

The current system was designed to allow investigators to remotely access the database, however because of hardware limitations, investigators from other cities must travel to Saskatoon in order to classify their data. In addition, the current system requires significant maintenance (5 – 10 hours per 40 hour work week) which results in down time for the investigators.

The Saskatchewan ICE Unit is recommending the purchase of an actual hardware server platform, which will address the risks and concerns previously identified. The server will be scalable for future growth but will also issues pertaining to the redundancy of current and archived data, processing speeds pertaining to read/write operations, security of the server over Internet connections, and the issue of cost and maintenance.

CONCLUSION:

The Saskatchewan ICE Unit needs to replace the current LACE software and standalone computer, as the investigative requirements now exceed the processing and archiving capabilities of the system. The purchase of a hardware server platform and software will address all of the deficiencies associated with the current system. Funding for this purchase will flow through the Saskatoon Police Service, as the system will be housed in the Saskatoon Police Service Headquarters, however the funding for the purchase will come from provincial funding through the ICE Unit budget.

There will be no impacts to the Saskatoon Police Service operating budget, and deconfliction with SPS IT has taken place and they will be involved with the implementation of this project, if approved.

Written by: Joel Baustista
Sergeant, ICE Unit

Mark Chatterbok
Deputy Chief of Operations

Approved by: Mark Chatterbok
Deputy Chief of Operations

Submitted by: _____
Clive Weighill
Chief of Police

Dated: April 20/17

SASKATOON BOARD OF POLICE COMMISSIONERS

Child Centre Relocation – Capital Project Funding

Recommendation of the Board
That the transfer of $110,000 from the Saskatoon Police Service Renovation Reserve to fund the renovations of the new location of the Child Centre be approved.

History
On April 20, 2017, the Board of Police Commissioners considered a report of the Chief of Police regarding the above matter and approved the request for relocation of the Child Centre. In this regard, the Board is recommending approval of the transfer of $110,000 from the Saskatoon Police Service Renovation Reserve to fund the renovations of the new location.

Attachment
1. Report of Chief of Police dated April 1, 2017

"PUBLIC AGENDA"

TO: **Darlene Brander, Chairperson**
Board of Police Commissioners

FROM: **Clive Weighill**
Office of the Chief

DATE: **2017 April 01**

SUBJECT: **Child Center Relocation – Capital Project Funding**

FILE #: **2,007-3**

ISSUE:

The Saskatoon Police Service operates an off-site location, the Child Center, which houses investigators who conduct specialized investigations regarding children who are the victim of violent crimes, including being the victim of sexual assault. The Saskatoon Police Service has identified a need to relocate the Child Center. The relocation of the Child Center will require the approval of funding from the Saskatoon Police Service Capital Renovations Reserve in the amount of $110,000.

Capital expenditures related to this need were approved in the 2017 Capital Budget as an unfunded expenditure. An opportunity has arisen where the appropriate facility has become available at a significantly reduced value, but no outside funding is available at this time. As such, though the capital project was previously approved as unfunded, this request is for approval of utilization of SPS existing capital reserves, as identified above.

RECOMMENDATION:

That this report be received.

BACKGROUND:

The Provincial Child Abuse Protocol sets out that a complaint of child abuse require a coordinated team approach to investigation, assessment, intervention, treatment, and follow-up with child victims. The Child Center is home to investigators, workers from the Ministry of Social Services, and Domestic Violence Court Case Workers from Family Services Inc. It will also be the future office of the Strengthening Families Program.

In March 2013 it was identified that the Saskatoon Police Service should seek to relocate the Child Center from its current location. Factors cited included concerns about inadequate washroom facilities for staff and clients, lack of availability of client parking, and the general age and condition of the building does not provide the professional image that the Saskatoon Police Service requires. Moving the Child Center at the time was not feasible given that the Saskatoon

Police Service would be in the process of moving into the new Headquarters Building at about the same time that the Child Center lease expired. Subsequently the lease was renewed. The current lease expires at the end of September, 2017.
Since 2013 conditions at the Child Center have not improved. The character of the neighborhood has also changed and now includes two liquor licensed establishments which are open during the hours that clients come to the Child Center. The interior of the building is in need of renovation and the washroom facilities are inadequate. The workspace is kept clean by a dedicated custodial staff however this becomes an increasing challenge as time goes past. With the move to the new Headquarters Building the Child Center is no longer in close proximity to other police functions.

In January 2017 the Saskatoon Police Service, working with the City of Saskatoon, began actively searching for a suitable location for the Child Center. In February 2017 a proposed location was found in close proximity to the Headquarters Building.

DISCUSSION:

Objectives:

1. To provide a safe and secure environment for the victims of child abuse and their caregivers to participate in investigations and receive outreach from police and social services.
2. To provide support for victims of child abuse and their caregivers by having a safe location including access to parking and public transportation.
3. To provide a professional atmosphere for investigators, social workers and court case workers to conduct their investigations to assist the victims of child abuse.
4. To provide an office environment that would provide the necessary amenities of a lunch room, adequate washrooms, and security.

Alternatives:

1. The alternative to relocating the Child Center would be to conduct extensive renovations of the current location. There would still be the safety concerns of the nearby liquor licensed establishments and the general appearance of the outside of the building.
2. Move the Child Center to the proposed location and fund the renovations from the Saskatoon Police Service Capital Renovations Reserve budget.
3. Wait for a new facility to become available and hope it meets the needs of the victims of child abuse as well or better than this proposed facility and hope third party funding becomes available.

Strategy and Tactics:
It is proposed that the Board of Police Commissioners approve moving the Child Center and seek approval from City Council to fund renovations from the Saskatoon Police Service Capital Renovations Reserve.

The Saskatoon Police Service receives revenue from Family Service Inc. for providing office space for the Domestic Violence Court Case Workers. The lease and occupancy costs will also be off-set when the Strengthening Families Program locates their office in the Child Center.

Building lease and occupancy costs for the proposed location are less than the current Child Center site. Based on a projection from initial negotiations the break-even point with renovations factored in would be at five years.

CONCLUSION:

Impact Analysis:

Client Satisfaction: The proposed location provides for client parking off-street as well as nearby on-street parking free of charge. Ease of access to the proposed facility for public transportation will also contribute to client satisfaction with the service provided.

Having a facility which is professional in appearance will promote a sense of confidence by victims and their caregivers in investigators and social workers. The proposed location is both professional in appearance and non-descript, promoting confidence and safety.

A facility like the Child Center should be seen as a place of safety by child victims and their caregivers. The proposed location does not have any business or activity nearby which would make a child victim or caregiver concerned for their personal safety as they attended the Child Center.

Renovations: An estimate for renovating the proposed location is $110,000. The amount includes $40,000 for the cost of installation of fiber optic lines between the SPS Headquarters and the proposed property to allow for appropriate and adequate information technology servicing. The remainder of the proposed funding is attributed to facility renovations to facilitate technological and site safety and security modifications to meet the standard required by the SPS to effectively support children who are the victims of violent crimes.

Operating Costs: Lease and occupancy costs for the current location of the Child Center are $97,956 per year. The proposed location lease and occupancy costs would be $77,996 per year, a saving of approximately $20,000 per year.

It is noteworthy that the approximate annual savings over five years would closely equate to the requested-to-be-approved total capital funding associated with this request.

Operational Impact: Providing a workspace which is professional in appearance, having the basic necessities of adequate washrooms, and a lunch space will have a positive impact on the morale of people who work at the Child Center.

Written by: Dave Haye, Superintendent
Dan Gobeil, Director
Earl Warwick, Director

Approved by: Mark Chatterbok, Deputy Chief Operations

Submitted by:

Clive Weighill
Chief of Police

Dated:

SASKATOON BOARD OF POLICE COMMISSIONERS

2016 Annual Report of the Crime Free Multi-Housing (CFMH) Program

Recommendation of the Board
That the information be received.

History
On April 20, 2017, the Board of Police Commissioners received the 2016 Annual Report of the Crime Free Multi-Housing (CFMH) Program. The report is being forwarded to City Council for its information,

Attachment
1. Report of Chief of Police dated April 20, 2017

"PUBLIC AGENDA"

TO: **Darlene Brander, Chairperson**
Board of Police Commissioners

FROM: **Clive Weighill**
Office of the Chief

DATE: **2017 April 20**

SUBJECT: **2016 Annual Report of the Crime Free Multi Housing (CFMH)**

FILE #: **2,016**

ISSUE:

The Advisory Committee of the Crime Free Multi-Housing Program must submit its annual report for 2016.

RECOMMENDATION:

That the attached report be received as information forwarded to City Council for information.

Written by: **Karen Farmer**
Crime Fee Multi-Housing Coordinator

Approved by: **Dale Solie**
Inspector, Specialized Uniform Operations Division

Submitted by:

Clive Weighill
Chief of Police

Dated: MARCH 17 2017

SASKATOON CRIME FREE MULTI-HOUSING ANNUAL REPORT FOR 2016

Written by: Karen Farmer, Acting Coordinator,

With input from CFMH Advisory Committee member organizations: Office of Residential Tenancies; Saskatchewan Rental Housing Industry Association Inc.; Saskatoon Fire and Protective Services; Saskatchewan Housing Corporation; City of Saskatoon Planning; Saskatchewan Landlord Association, Saskatoon Police Service

Effective Crime Reduction in partnership with Community

"...Sometimes we can miss even bigger stuff like secondary locks, lighting, trees people climb, and the help that is available. Now being fully CFMH certified I am more aware of what is going on, and the help I receive from CFMH is so appreciated. Having the Police Services meet with the tenants has given me ground to stand on to continually encourage them to call Police if needed, (this was very difficult before). The tenants are starting to see the benefits of the program as well. With the [crime] reports that I receive I am able to better monitor and react to any issues that arise, allowing me to deal with them in a timely manner. I can't thank everyone involved enough for their support and help, and the continuous learning."

T. Vaadeland, Property Manager,
Mainstreet Equity

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2. **2016 Program Objectives and Outcomes**

   1) Decreased crime in rental properties
   2) Improved property management to reduce opportunities for crime
   3) Effective crime prevention partnerships
   4) Empowered tenants to reduce and/or report crime
   5) Acted as a positive, community-based Police presence

3. **New Initiatives and Outcomes in 2016**

4. **Staffing Challenges Resolved**

5. **Public and/or Stakeholder Involvement**

6. **City of Saskatoon Strategic Goals & CFMH**

7. **Report and CPTED Implications**

8. **Conclusion**

Appendix A: 32% reduction in crime in CFMH buildings

Appendix B: plain language CFMH Addendum

1. Report Recommendation:

That this report be reviewed, and forwarded to City Council for information.

2. 2016 Program Objectives and Outcomes:

Crime Free Multi-Housing (CFMH) brought about a substantial reduction in crime in Saskatoon's rental accommodation in 2016. Our work was **guided by 5 main objectives**. The corresponding successes are highlighted below:

1. Objective:

Decrease crime and nuisance activity in Saskatoon rental properties, focused on apartments with the highest crime levels.

Outcome:

Crime was decreased by 38.2% in CFMH Certified properties in 2016, (please note Appendix A). From 2015 to 2016 the buildings involved in CFMH experienced a reduction of 1,789 incidents.

CFMH worked in partnership with property owners and managers in 445 buildings, including those with the highest crime rates in Saskatoon (i.e., 1400 block 20th St. West and the Lighthouse). We effectively shifted rental properties from crime-ridden, to acceptable accommodation for Saskatoon's most vulnerable population.

CFMH makes it harder for criminals to break in, trespass, repeatedly engage in assault, disturb the peace of neighbours, sell or do drugs, or engage in other crimes in apartment buildings and the adjoining properties.

We accomplished this by:

- Ensuring minimum security features are installed (i.e., functioning door locks on suites and 8 other security features). In 2016 we conducted **30 Phase 2 inspections and follow-up assessments.** We shared in-depth reports detailing what needs to be fixed and by when, **with 36 different property managers**;

- **Guiding 16 more buildings to complete the three CFMH Phases and become CFMH certified.** This qualifies them to request new tenants sign the Crime Free Addendum. The Addendum is a commitment tenants make to live crime-free within their building. It is a legal document which can assist landlords to evict tenants who are involved in crime. We're pleased **the Lighthouse** also became certified; and

- **Sharing daily crime reports specific to apartment buildings.** This alerts building managers/owners of crime within their buildings. We spoke to them about crime trends, such as mailbox thefts, and coached them how to make it harder for criminals to carry out the crimes.

2. Objective:

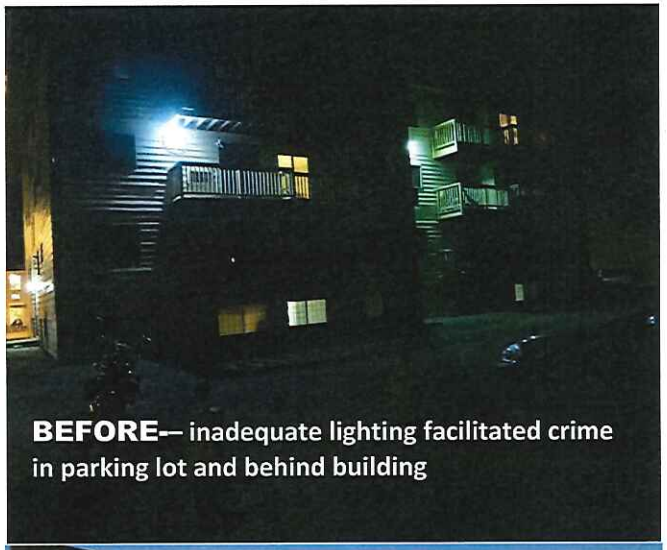
Improve property management to reduce the opportunity for crime.

Outcome:

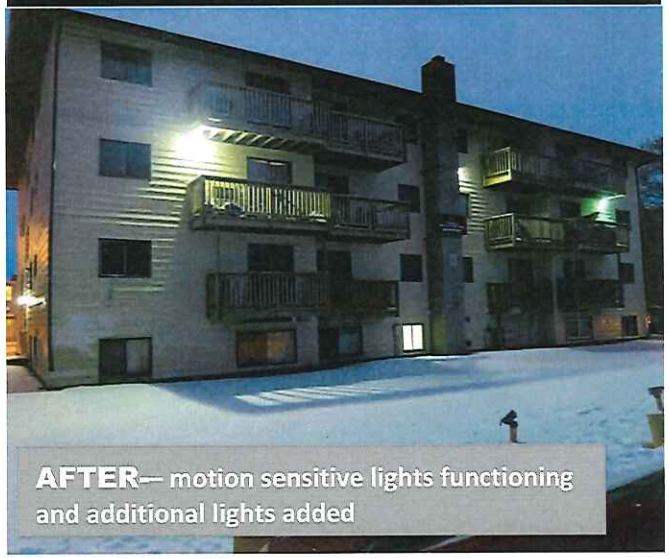
To demonstrate how CFMH influences change we focus on a building on 22nd St. West, a 31-suite building presently owned by Capreit Inc...

Our initial inspection in September 2015 determined that they did not meet 6 out the 9 CFMH security requirements. They needed to replace or repair suite deadbolts, door viewers, window/patio door locks and exterior lighting. When we assessed their building in March, 2016, we noted all these deficiencies had been repaired.

We also were happy to note that within that period, **due to improvements to maintenance and property management practices, the calls for service to Police decreased by 110 calls or 34.2%.** And, **the crime occurrences decreased by 15 or 32.6%.**



BEFORE– inadequate lighting facilitated crime in parking lot and behind building



AFTER– motion sensitive lights functioning and additional lights added

This quote from a property manager for details how our relationship and guidance works to bring change, that both decreases the opportunity for crime, and also assists Police as they fight it:

> *We are making your required changes to secure the building, (like window grills so people stop climbing in), and we're clearing out problem tenants... I'll drop off front door keys for the Police.... We may be moving some [drug-involved] people to a house, and if we do, will be notifying SCAN. My plan is to get them out of the building and into a stand-alone house that we can all monitor better. That makes the multi-unit safer. We have had a lot of positive feedback from tenants that the building is getting better and better.*
>
> *S. Moormann, Property Manager, 100 block 2nd Ave S, Western Premium Property Mgmt.*

3. Objective:

Form effective crime prevention partnerships.

Outcome:

CFMH effectively assists diverse groups combat, and cope with, crime through training and information sharing.

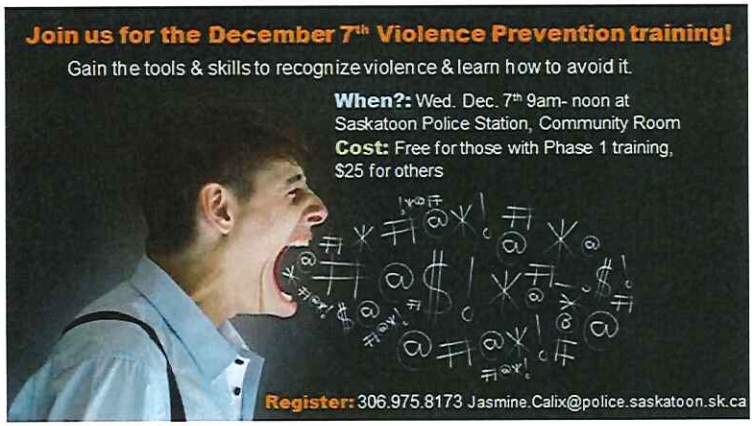
In 2016, **48 new property staff attended our 8-hour-long Phase 1 training.** This extensive training prepared property managers and owners to: better screen their new tenants; learn how to combat illegal activity (drugs & gangs); assess their building's security; and work with residents. They also learn how to effectively use the Office of Residential Tenancies services, and be proactive in their property management. Finally the training detailed how CFMH

can help reduce crime in their buildings, and how Police assist victims of crime and criminals with mental health challenges.

> *I never knew about SCAN [Safer Communities and Neighbourhoods] until today, and I learned a lot about how to screen tenants. It was a very informative training!*
> *C. Jeanneau, Risa Management*

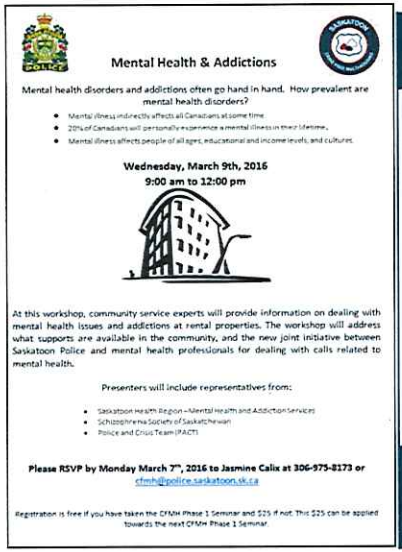
One hundred and forty one (141) landlords and property owners also attended Renewal Training seminars in 2016. Property managers work with a great variety of tenants, some of whom are vulnerable and/or violent. To better prepare them to deliver equitable and safe housing, our 2016 training focused on:

- *Mental Health & Addictions,* (with Police and Crisis Team (PACT), Saskatoon Health Region, Schizophrenia Society of Sk.)
- *Housing Services for People with Intellectual Disabilities,* (with Fetal Alcohol Disorder Network, Sk. Community Living)
- a networking *Bus Tour* of 4 diverse rental properties
- *Residential Tenancy Act Seminar;* and
- *Violence Prevention Training*- often requested by rental staff.



Bus Tour: 18 property managers from across the city viewed 4 diverse properties and learned from each other, and the managers at the sites.

> *"I always find your seminars helpful. I learned ways to approach tenants and proper techniques to use. I was reminded that there are supports in the community."*
>
> *Anonymous comment from a training evaluation form*



Mental Health & Addictions

Mental health disorders and addictions often go hand in hand. How prevalent are mental health disorders?

- Mental illness indirectly affects all Canadians at some time.
- 20% of Canadians will personally experience a mental illness in their lifetime.
- Mental illness affects people of all ages, educational and income levels, and cultures.

Wednesday, March 9th, 2016
9:00 am to 12:00 pm

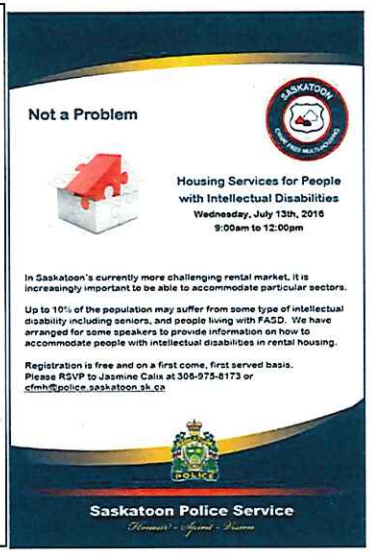
At this workshop, community service experts will provide information on dealing with mental health issues and addictions at rental properties. The workshop will address what supports are available in the community, and the new joint initiative between Saskatoon Police and mental health professionals for dealing with calls related to mental health.

Presenters will include representatives from:

- Saskatoon Health Region – Mental Health and Addiction Services
- Schizophrenia Society of Saskatchewan
- Police and Crisis Team (PACT)

Please RSVP by Monday March 7th, 2016 to Jasmine Calix at 306-975-8173 or cfmh@police.saskatoon.sk.ca

Registration is free if you have taken the CFMH Phase 1 Seminar and $25 if not. This $25 can be applied towards the next CFMH Phase 1 Seminar.



Not a Problem

Housing Services for People with Intellectual Disabilities
Wednesday, July 13th, 2016
9:00am to 12:00pm

In Saskatoon's currently more challenging rental market, it is increasingly important to be able to accommodate particular sectors.

Up to 10% of the population may suffer from some type of intellectual disability including seniors, and people living with FASD. We have arranged for some speakers to provide information on how to accommodate people with intellectual disabilities in rental housing.

Registration is free and on a first come, first served basis.
Please RSVP to Jasmine Calix at 306-975-8173 or cfmh@police.saskatoon.sk.ca

Saskatoon Police Service

Beyond educating those in the rental industry, we are an **active member of the Safe Communities Task Force** (with Fire, Social Services, Saskatoon Health Region and SCAN). We share apartment-specific crime statistics and strategize how to decrease crime in apartments where the incidents are highest. We met with this group three times in 2016.

We were pleased to **share crime reduction tips with the public** at the Police BBQ, YXE Connects, and the National Housing and Homelessness Conference.

Our partnership with other Saskatoon Police units grew in 2016. We provided 'inside' information about apartments with high crime rates that was helpful to the Central Division Patrol Analyst, Community Liaison Officers and the Inspector. We helped get apartment front door keys into the hands of Police so they could quickly respond to emergencies. We engaged Community Liaison Officers to share information with tenants at Safety Socials, and to liaise with property managers in buildings with very high crime shared information about other Police units such as the Police and Crisis Team (PACT).

Our work is guided by the CFMH Advisory Committee who include representatives from Fire, City Planning, Police, Ministry of Social Services, rental property management, Ministry of Justice, Office of Residential Tenancies, a Tenant representative (who lives in Pleasant Hill), and the Sask. Landlord Association.

4. Objective:

Empower tenants to actively reduce and/or report crime.

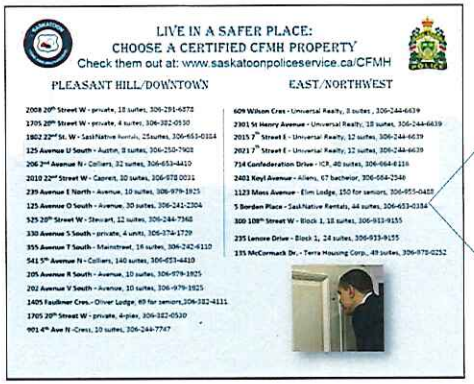
Outcome:

In 2016 we **coordinated Police, Fire, property management and tenants' participation in 18 Safety Socials.** These were attended by as few as 3 tenants, (in a building with 8 units), to as many as 85 tenants.

All ages, ethnicities and socio-economic groups attend. For some Newcomers to Canada this can be their first encounter with Saskatoon Police, (and first experience with kind and uncorrupted police officers.) The Safety Social empowers them to call us for help. For many renters, isolated in their apartments, the Social can be an important tool for them to meet each other, share names and socialize. This builds community which can motivate tenants to call Police when they see a neighbour's car being damaged or see suspicious strangers in their building. Education and relationship building with Police and Fire at Safety Socials builds a community within the apartments.

> *As a tenant in an apartment building, I am now more aware of interior and exterior features that could potentially reduce or invite crime. I think to promote safe and secure neighbourhoods, more tenants and landlords need to be educated about CFMH. Thanks!*
>
> *K. Mofazzali, tenant*

CFMH Safety Social, Ave D N


LIVE IN A SAFER PLACE:
CHOOSE A CERTIFIED CFMH PROPERTY
Check them out at: www.saskatoonpoliceservice.ca/CFMH

PLEASANT HILL/DOWNTOWN

EAST/NORTHWEST

We provide incentives for change. 2,000 advertising postcards were delivered across Saskatoon.

Another positive promotional initiative we launched in 2016 is a nine-foot-long City of Saskatoon bus ad panel which advertises CFMH certified properties. This promotion runs from December 2016- Sept. 2017. This offers excellent, positive exposure for our program, Saskatoon Police Service and the CFMH certified properties!

5. Objective:

Act as a positive, community-based Police presence to promote safer rental accommodation. Our work also offers positive public relations for the Saskatoon Police Service.

Outcome:

By the end of 2016, Saskatoon's apartment vacancy rate was 10.3%- the highest since 1988. Tenants value safety. CFMH 'brands' participating CFMH certified properties as safer, which helps staff fill their suites. Our promotional work motivates other building managers to repair security deficiencies and complete all requirements to become a CFMH certified property.

New Initiatives in 2016:

- Certified CFMH properties have new tenants sign a CFMH Addendum which states that tenants will not engage in crime in the rental property. This powerful tool is used to help evict tenants who do commit crimes. The Addendum is presently written at graduate-university-reading-level. To ensure tenants are exercising informed consent when they are signing this legal document, we've developed a **Plain language Guide to the Addendum**. Landlords have been thrilled to use this.

  The Acting Coordinator has also created a plain language Addendum which is presently being reviewed by the Saskatoon Police Legal department. Interest has been expressed by the International Crime Free Organization in using this document. Please note **Appendix B.**

- We've **working proactively with new Saskatoon builders** and invited them to learn about our 9 security requirements at a National Housing Day *Innovative Approaches to Housing and Homelessness Conference*. We've also shared information with tenants via the Renters of Saskatoon Association (ROSA).

- Improved **COMPSTAT data collection and reporting process** and cut the staff time required from 2 days to a half-day.

- We're working with Police Finance and IT to develop an **online registration and payment system** to make it easier for the hundreds who attend our training seminars to sign up and pay (small registration fees).

- Working to **amend Property Maintenance Bylaw #8175** to include a Nuisance charge for apartment buildings that receive a high volume of Emergency Services calls, due to their poor property maintenance and management practices. This is an initiative in progress.

Staffing Challenges Resolved:

Working with 445 buildings, CFMH has developed beyond the capacity of one person to professionally manage all requirements. We are pleased to report that a request for a permanent full-time Assistant Coordinator position was granted in February, 2017.

City of Saskatoon Strategic Goals & CFMH:

Quality of Life- Our work makes Saskatoon a safer and more peaceful place to live. We effectively shift rental properties from crime-ridden to safer accommodation for the Saskatoon's most vulnerable, low income populations. Our work ensures that rental accommodation meets minimum safety requirements such as locks that work, and sufficient lighting that make it possible for tenants to safely live in and around their buildings.

We assist landlords and property managers to evict tenants who commit crime and disturb renters' right to the peaceful enjoyment of their home.

Economic Diversity and Prosperity- By the end of 2016, Saskatoon's apartment vacancy rate was 10.3%- the highest on record since 1988. For the first time in recorded local history, rents prices dropped by 0.9 per cent compared to 2015. CFMH 'brands' participating properties as safer which helps property owners and managers fill their suites.

Continuous Improvement- Our work is guided by the needs and urgent challenges of Saskatoon property managers, owners and their tenants, and by crime trends. The training and support we offer continually adapts to respond to these factors.

In 2016, we developed a plain language Addendum, to make it easier for tenants to clearly understand their obligation to live a crime-free lifestyle within their rental accommodation. We also worked to amend the Property Maintenance Bylaw # 8175.

Asset and Financial Sustainability- We carefully monitored expenses for 2016, and did not exceed the budget in our capital purchases.

Public and/or Stakeholder Involvement:

This report has been reviewed by the CFMH Advisory Committee. The committee represents key stakeholder representatives from the Fire Department, the Ministry of Justice – Office of Residential Tenancies, the Ministry of Social Services – Sask. Housing Corp, City of Saskatoon Community Services, Saskatchewan Landlords Association, Property Managers, Saskatoon Police, and a renter who lives on 22nd St. West.

Report and CPTED Implications:

This report has no implications for the areas of policy, finance, environment, or privacy. No communication plan is required. Public Notice, (section 3 of Policy C01-021), is not required.

The CFMH program has integrated the principles of Crime Prevention through Environmental Design (CPTED) and SAFEGROWTH into all aspects of the program.

Conclusion:

Every resident of Saskatoon, no matter their socio-economic situation, deserves a safe and peaceful place to live. Similarly, everyone should be free from violence at work. Our program helps make both these essential conditions possible.

2016 was a year when we noted a 38% reduction in crime in CFMH certified buildings. We ensured crucial security features are established and maintained. We helped empower tenants to call Police if needed for themselves, or their neighbours. Our eight property management training workshops taught apartment management staff to keep safe, and relate respectfully to a diversity of tenants. We also gave property managers insight into the crime that occurred in their building(s) so they could respond in a timely manner, which they often did.

CFMH worked with a great variety of multi-unit buildings across the city: from a brand new apartment in Evergreen (that needed its suite deadbolts fixed), to the Lighthouse towers downtown, to a building on 20th St. W. with 248 calls for Police service in 2016.

Sixteen additional buildings became certified, having completed all three CFMH Phases. We were happy to promote safer buildings in our bus ad promotional campaign, CFMH website and postcard. The promotion for certified buildings acts as an incentive to other property managers to rectify security deficiencies, and also become CFMH certified.

Through positive encouragement, and helpful, consistent guidance, the CFMH program brings about transformative change for many of the most vulnerable people in our city. CFMH offers a proactive and effective form of community policing.

Appendix A: 38.2% reduction in Crime in CFMH buildings

address	before phase 1	after phase 3	Change	%change
100 block AVE U S	17	5	-12	-70.59%
1100 block MOSS AVE	5	5	0	0.00%
100 block REINDEER RD	1	0	-1	-100.00%
100 block AVE O S	34	45	11	32.35%
100 block MCCORMACK RD	15	0	-15	-100.00%
1400 block FAULKNER CRES	3	2	-1	-33.33%
1700 block 20TH ST W	15	1	-14	-93.33%
100 block PINEHOUSE DR	4	3	-1	-25.00%
1800 block 22ND ST W	11	1	-10	-90.91%
2000 block 20TH ST W	41	17	-24	-58.54%
2000 block 22ND ST W	30	78	48	160.00%
2000 block 7TH ST E	1	0	-1	-100.00%
200 block AVE V S	13	32	19	146.15%
200 block AVE R S	10	12	2	20.00%
200 block 2ND AVE N	7	1	-6	-85.71%
2300 block ST HENRY AVE	2	2	0	0.00%
200 block LENORE DR	5	0	-5	-100.00%
200 block AVE E N	11	4	-7	-63.64%
2400 block KOYL AVE	19	9	-10	-52.63%
300 block 108TH ST	1	0	-1	-100.00%
300 block CAMPONI PL	0	0	0	
300 block AVE S S	9	0	-9	-100.00%
300 block AVE D S	1	7	6	600.00%
300 block AVE T S	28	3	-25	-89.29%
100 block BORDEN PL	34	16	-18	-52.94%
500 block 20TH ST W	39	1	-38	-97.44%
500 block 5TH AVE N	10	5	-5	-50.00%
700 block CONFEDERATION DR	2	16	14	700.00%
900 block 4TH AVE N	2	1	-1	-50.00%

Appendix B: CFMH Addendum & plain language CFMH Addendum (draft-presently under review by SPS legal)

SPS-28
New: 10-01-08

SASKATOON POLICE SERVICE

RESIDENTIAL TENANCY AGREEMENT CRIME FREE ADDENDUM

In consideration of the execution or renewal of a Residential Agreement for the residential property identified below, the Owner and Tenant agree as follows:

Tenant(s), any members of the tenant's household, and any persons affiliated with the tenant or invited onto the residential property or residential premise by the tenant(s) or any member of the tenant's family, shall not engage in any criminal activity on the residential premises or property including, but not limited to:

(a) Any drug-related criminal activity (including smoking marijuana);
(b) Solicitation (sex trade workers and related nuisance activity);
(c) Street gang activity;
(d) Assault or threatened assault;
(e) Unlawful use of a firearm;
(f) Any criminal activity that seriously jeopardized the health, safety or a lawful right (including the right to quiet enjoyment, security, safety or physical well-being) or interest of the landlord, other tenants or persons on the residential property, residential premises or adjacent property; or which has caused, or is likely to cause damage to the landlord's property.

VIOLATION OF THE ABOVE PROVISIONS, WHICH ARE AGREED TO BE A REASONABLE AND MATERIAL TERM OF THE RESIDENTIAL TENANCY AGREEMENT, SHALL CONSTITUTE GOOD CAUSE FOR A NOTICE TO END A TENANCY.

A single violation of any of the provisions of this Addendum shall be deemed a serious violation and a material non-compliance with the Residential Tenancy Agreement. It is understood and agreed that a single violation shall constitute good cause for a notice to end the Residential Tenancy Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be determined on a balance of probabilities.

Should incidents involving tenant(s) or guest(s) requiring police involvement occur on the property, the Tenant(s) do hereby authorize and consent to Landlord or his authorized agent applying to the investigating police service for further details of the incident(s) for purposes of determining if there has been any criminal activity (as described above), or if the property or other tenants' safety and security are at risk.

In case of conflict between the provisions of this Addendum and any other provisions of the Residential Tenancy Agreement, the provisions of this Addendum shall govern.

This Residential Tenancy Agreement Crime Free Addendum is incorporated into the Residential Tenancy Agreement executed or renewed this ____ day of _____, 20___ between the Landlord and Tenant(s).

_____ Date: _____
Tenant's Signature

_____ Date: _____
Tenant's Signature

_____ Date: _____
Tenant's Signature

_____ Date: _____
Landlord's or Authorized Agent's Signature

_____
Property Address

SPS-28, 2017

Saskatoon Police Service

Residential Tenancy Agreement Crime Free Addendum

This Addendum is a legal contract. Read it carefully.
Please add your initials to each requirement you understand and agree to.

To be considered for a new lease, or to have your lease renewed, the Tenant agrees that the people listed below will not engage in criminal activity in and on the property at: ADDRESS_____

- the Tenant(s) who signs the lease;
- any member of the Tenants' household who lives with them; and/or
- anyone the tenant(s) and/or their household invite onto the rental property.

*Tenant's initials:*_____

Criminal activity includes, but is not limited to:

- Selling drugs or having drug equipment, or using illegal drugs, including ingesting marijuana
- Sex trade solicitation or related nuisance activity
- Street gang activity
- Assault or the threat of assault
- Unlawful use of a firearm or weapon
- Any activity that seriously threatens the right to health, safety or security of other tenants or the neighbouring property;
- Any activity that affects the other tenants' or the neighbouring properties right to enjoy a quiet, safe and secure property (for example, noisy parties or loud music.)
- Any criminal activity that can cause damage to the landlord's property.

*Tenant's initials:*_____

Criminal activity will be good cause for a notice to end a tenancy, (eviction). Engaging in even one of these crimes/violations is considered serious, and it is breaking the Residential Tenancy Agreement. You do not have to be criminally convicted for there to be a just cause for eviction.

*Tenant's initials:*_____

If there is a criminal incident that involves tenant(s) or their guest(s) that needs Police involvement on the property, **the Landlord/Property Manager or his/her staff, can apply to the Police to learn more about the incident.** The Police can do research to determine if there has been any criminal activity in the building committed by, or involving you. The Police may also determine if the property or other tenants' safety or security have been at risk. **The Police can share this information with the Landlord/Property Manager who can only use it for the process of eviction.**

*Tenant's initials:*_____

This Residential Tenancy Agreement Crime Free Addendum is added into the Residential Tenancy Agreement on _____, 20____, between the Landlord and Tenant(s).

_____ _____
Tenant's signature Landlord's or Authorized Agent's Signature

_____ _____
Tenant's signature Property Address

_____
Tenant's signature